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## CO-OPERATIVE TECHNICAL SERVICES IN THE WEST INDIES

By Alma Jordon.

### Past and Present

Co-operation for technical services, a basic feature in most library systems, has been practiced for some time in the West Indies, where several types of systems have long been in operation.

#### Windward and Leeward Islands

In the seven consolidated island systems of the Windwards and Leewards, centralized processing at each headquarters library is the routine procedure. The small branches and other out-stations are totally dependent on the main library for such services, including binding, except in the three-island group of St. Kitts-Nevis-Anguilla. The two latter have independent facilities for binding and mending, but book-ordering and processing are centralized at St. Kitts, the main island.

During the life of the ECRL service center, however, there was extensive inter-island co-operation in this field. Centralized ordering, cataloguing, processing, and binding were all done at ECRL in Trinidad at different stages, for some of the island libraries in these groups.

Centralized ordering.--Centralized ordering was the most short-lived of these and it has been scantily reported on. From the files of the Regional Library it is clear that a scheme of centralized book purchasing was being considered as early as 1951, but it did not get under way until 1954. The St. Lucia Central Library annual report for that year makes reference to joining "the Regional Cooperative Book-buying and Cataloguing Scheme," (1) and cites better discounts as an advantage.

The director of the Regional Library also made passing mention of central book-buying, as a fourth service in a long-term plan for ECRL outlined in a brief . . . By early . . . however. . .

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Five of the librarians interviewed in this group reported that their libraries had utilized the service, and this was confirmed from the ECRL files for four of the five. Few of those interviewed had had any personal experience of the venture, and they could give only vague comments on how it functioned.

As far as this can be gleaned from the files, the procedure adopted was to transfer a block vote from each island budget to the Regional Library, retaining a small sum for local book purchases. There is no evidence of co-ordination of orders received before dispatch to suppliers abroad, but respondents felt that this was done. The Regional Library retained part of the discount obtained in each case, to cover freight charges, and passed on what was left. Net discounts to the island libraries, as shown in the analysis sheets prepared to accompany each shipment from the Regional Library, ranged from 1% to 10%.

Although most of the respondents in the Windwards and Leewards lacked personal experience of this experiment, they recalled the opinions of predecessors and were unanimous in denouncing it as far too slow, and not appreciably cheaper; half of the six from the Leeward Islands conceded that it had been a help in freeing local staff time for other duties, since it was in fact associated with centralized cataloguing and processing.

Centralized cataloguing and processing.--From the earliest stages of the functioning of the Regional Library, much cataloguing for the libraries of the region was centralized there. All books donated to the libraries of the region during the period following their reorganization were fully catalogued and processed before presentation.<sup>1</sup> As a temporary assistance until trained staff became available, full cataloguing was also being done at ECRL for all books added to the stock of some of the smaller libraries.<sup>2</sup> At least two of these have not maintained local catalogues since the scheme was discontinued, due to the continuing lack of trained staff. The Regional Library further undertook to compile catalogues centrally of the existing stocks in all the libraries, and this was completed in 1959.<sup>3</sup>

When centralized book purchasing was introduced in 1954, cataloguing and processing were natural adjuncts, and books were shipped ready for the shelves (except for accessioning which was done locally). After this scheme was discontinued, the ECRL continued to order printed catalogue cards for the islands centrally, forwarding them to the islands after making any necessary alterations. A union catalogue was built up over the years as a by-product of these activities.

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Eastern Caribbean Regional Library, ECRL: A Regional Experiment, A Report on the Progress of the Eastern Caribbean Regional Library, 1941-1950 (Port-of-Spain, Trinidad: Guardina Commercial Printery, 1951), p. 12.

2 Ibid.

3 Eastern Caribbean Regional Library, Progress Report, 1952-1958, p. 3. (Mimeographed.)

Centralized binding.---One of the earliest forms of co-operation introduced on a wide scale was centralized binding of library materials for all the island libraries. Binding had been neglected for several years before the advent of ECRL(1) and the need was underlined by their weeding operations. Since local binding facilities were few, a small experimental bindery was organized in 1948. In 1951 it was reported that a careful costing was taking place to evaluate the economy of its operation,(2) and it was discontinued some years later without further comments in subsequent reports. No comments were made on its effectiveness or contribution to economy by those interviewed, nor could any details be had from the files. Local facilities are still lacking in most of the islands and binding remains a serious problem area.

### Barbados

Although the Barbados Public Library remained independent of the majority of ECRL services, it participated in the central book purchasing scheme for a few months of its duration. The consolidated public library system in this territory centralizes all technical services and includes the library service to primary schools.

No formal arrangements exist, but the public library (which uses commercial binderies abroad) has also rendered frequent assistance with binding and mending for some of the secondary school libraries.

### Trinidad and Tobago

In Trinidad and Tobago, the chief example of centralized processing crossing the lines of independent libraries is in the unique relationship between the Carnegie Free Library and the Central Library which has already been described.

Between 1945 and 1948 the Regional Library undertook all cataloguing for the Central Library.(3-4) This service was acknowledged as a great contribution to economy and efficiency for the young library until it assumed its own responsibilities in this sphere.

The Trinidad Public Library has also maintained separate technical services, so that for a number of years (1948 to 1956) three distinct library processing centers were in operation, and two of them remain in this territory since ECRL folded up.

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- (1) Eastern Caribbean Regional Library, ECRL: A Regional Experiment, loc. cit.
  - (2) Ibid., p. 13.
  - (3) Trinidad and Tobago, Central Library, Annual Report...1948 (Trinidad: The Government Printer, 1949), p. 6.
  - (4) Trinidad and Tobago, Central Library, Annual Report...1949 (Trinidad: The Government Printer, 1951), p. 8.

## Jamaica

In Jamaica, centralized technical services are an essential part of the Jamaica Library Service organization. All ordering, cataloguing, processing, and binding for parish libraries are done at the headquarters in Kingston, and this is considered indispensable to the economical functioning of the parish library system as well as the Schools Library Service, for which it is also done. Because the whole group operates as a consolidated library system serving a single land mass, no undue delays are involved, and no adverse comments were made; but the parish librarians were not separately interviewed.

An interesting and unusual example of co-operative binding also existed in Jamaica between the Jamaica Library Service and the University College of the West Indies. A joint bindery was operated at the university for ten years until 1959, when the last batch of books was handed over and the partnership amicably dissolved, on the grounds of different interests.<sup>(1)</sup> The public library has since been served by a commercial bindery.

Thus, co-operation for technical services in West Indian libraries has had a full and interesting past. What should the future hold for the region in this field?

## The Future

### Windward and Leeward Islands

In Chapter XX, a service center, such as the former ECRL, has been proposed as the most feasible form of co-operative library organization for the small and scattered Leeward and Windward Island groups. It was also suggested that the grouping should logically include, and be centered at Barbados, as the capital of the proposed "little eight" federation. Whatever future administrative organization develops, the need for such a service center for the "little seven" will remain, as has been seen. Should such a center include centralized processing, and if so, in what form?

Because past experience with ECRL was unfavourable in speed of operation, particularly, few of the librarians were keenly in favour of centralized processing for the future. Four of them were willing to see centralized ordering resumed, but half of these made it clear that this was solely in the interest of maintaining the union catalogue. Since the latter had not been added to consistently after centralized ordering and cataloguing were discontinued, they were largely influenced by this consideration. Still less enthusiasm was shown for centralized cataloguing and processing. The general feeling was that processing should be done locally, both for maximum speed, and in order to make use of local labor.

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(1) Jamaica, Library Service, Annual Report, 1959-1960 (Kingston, 1960), p. 4.

Only one librarian spoke definitely for a processing center for "the eight," but four more of the nine commenting in the Eastern Caribbean saw the potential usefulness of centralized cataloguing, if re-introduced on a more efficient basis, both from the point of view of speed and thoroughness. Two of them were enthusiastic about the possibility of making up for the dearth and untrained staff for cataloguing in the islands in this way, and one suggested an itinerant cataloguer to guide and assist in the maintenance of local catalogues.

Thus, although there was some measure of opposition, the idea was not ruled out entirely. The form of organization to undertake the service was not much discussed, since most opinions were based on the ECRL or its successor. In one case, however, a suggestion was put forward for centralized cataloguing and processing as the basis of piece-meal co-operation, that is, that these services alone should be performed by a central organization set up solely for this purpose (after the pattern of the centers described for Missouri and Ohio).(1)

In the face of adverse past experience, and this division of local opinion and interest in centralized processing, would further attempts be advisable? Maurice Tauber(2) provides this answer in the introduction to his study of the processing division of the library of Hawaii-- "The fact that it was tried before under different circumstances does not mean that it should not be tried again." The time and conditions may have been neither ripe nor right, he adds.

In this case, it seems fair to assume that the co-operative project did not get a fair trial, since ECRL was beset by financial vicissitudes and instability. No mechanical processing equipment was introduced, and apparently no attempt was made to reduce the long delays involved. Distance from the regular book trade markets and slow inter-island communication facilities added to the lengthy processing routines, and some three to four months may well have elapsed between order and receipt at the local library. No definite statements on the time lag were made during the interviews, but opposition to centralized processing was based chiefly on this factor. Yet, in some cases abroad, the experience has been that the time lag between receipt and use in the local library is reduced by centralization.(3) Such an achievement should not be impossible in the West Indies with careful planning.

(1) Supra. chp. XV, pp. 208-209.

(2) Maurice F. Tauber, The Processing Operations of the Library of Hawaii, A Report on the Organization, Facilities, Operations and Problems of the Processing Division... (Honolulu: Library of Hawaii, 1960), p.1.

(3) Edna M. Pettit, "How Did We Ever Get Along Without Central Processing?" New York Library Association Bulletin, III (February, 1955), 14.



A review of the chief problems facing the libraries of the smaller islands points to the potential contribution of centralized technical services to solving some of these difficulties. It has been seen that many of the libraries serve populations too small to support adequate library service. Were there technical services combined, the unit size would become larger in this respect and more viable; secondly, the serious financial shortcomings of these smaller islands have been discussed. The economies of a large-scale joint technical operation with its concentration of expensive equipment and bibliographic tools, and larger discounts on bulk purchases seem well suited to answering this second problem. But most of all, the acute staffing problems experienced in these islands should be greatly relieved by centralizing the time-consuming professional tasks of cataloguing and classifying library material.

In the present decentralized organization, at least two islands have neglected cataloguing altogether due to the lack of trained staff. For Montserrat, the latest annual report paints a telling picture of "hundreds of books packed away to be accessioned and catalogued which should have long been in circulation." (1) Correspondence in the files of the Regional Library further reveals that an arrangement for the supply of non-fiction cataloguing for this service had broken down due to staff shortages. (2)

Only one of the seven has a professional librarian (as described in Part 1), and the advantages of co-operation for cataloguing in particular seem especially important for this group. The availability of printed catalogue cards, which reportedly gave rise to the discontinuance of the original co-operative scheme has apparently not been as helpful as might have been expected. It may be that some islands cannot afford them. Maintenance of their catalogues would also be facilitated by the joint use of the services of a professional, and the suggestion that an itinerant cataloguer be provided by the center for this purpose seems sound.

Thus, it seems clear that centralized technical processing could be a useful form of co-operation for application in these smaller territories of the West Indies. In its fullest form (i.e., including ordering, cataloguing and processing), it should prove most economical in output in relation to input, and fruitful in solving problems, especially that of professional staffing.

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- (1) Montserrat, Public Library, Annual Report, 1962, p. 5. (Typewritten).
  - (2) Letter from Mrs. H. R. Carty, Acting Librarian, Public Library, Plymouth, Montserrat, January 13, 1960. (In the files of the Eastern Caribbean Regional Library, Port-of-Spain, Trinidad).

Letter from Miss Ursula Raymond on behalf of the Librarian, Eastern Caribbean Regional Library, Port-of-Spain, Trinidad, February 8, 1960. (In the files of the Eastern Caribbean Regional Library.)

Details of the extent and method of its application will, however, need to be tailored to fit local conditions and attitudes. It has already been suggested, for example, that the center should not only order and process materials for local libraries, but that it should supply them free of cost.(1)

If such a method is adopted, it is logical that ordering should be centralized, although individual choices could still be indicated by the circulation of selection lists with deadline dates. But whether the center meets the cost or not, centralized ordering should prove an asset mainly for discounts. One librarian made a point of the advantages of co-operative purchasing of children's books, which are largely ordered from the American market; where discounts up to 40% can be had on bulk purchases. Since much the same titles are needed and ordered throughout the islands, a co-operative scheme seems not only relatively simple, but extremely logical in order to achieve economy.

Similarly, the need for centralized cataloguing to save on staff has already been established. It may be, however, that processing should be left to the individual libraries in the interest of absorbing local labor in each case, as the respondents seemed anxious to do. This would result in more costly and less efficient operations than centralization, since quantity processing techniques and machinery would only be usable at a center.

But if processing is decentralized, it should be possible to have books delivered directly to island libraries from suppliers, and catalogue cards supplied from the center. This is the method adopted in Santa Fe, New Mexico, at the state library service center.(2) It seems especially applicable to the West Indies, since a great saving in time and money could be effected by eliminating redistribution by shipping from the center. If pre-publication copies are acquired at the center, catalogue cards could be prepared and distributed to the libraries in advance of their receipt of the books on publication, thus surmounting the obstacle of delays.

The size of the operation at current levels of expenditure on books in the islands may not, however, be large enough(3) to encourage many publishers abroad to provide such facilities, and some thought would need to be given to further enlargement of scope to include purchasing for school libraries. This need for publishers' display and

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(1) Supra, chap. XX, p.274

(2) Orsena Mahoney, "Centralized Processing Centers," Library Resources and Technical Services, V (Winter, 1961), 44.

(3) Approximately 12,000 new books were added to the libraries of "the eight" in 1959. Just over \$50,000 (W.I.) was provided in their combined book votes in that year, but Barbados accounted for half of this sum. A service center for the seven would thus be at a great disadvantage.

pre-publication copies was voiced by one librarian during the interviews; it is an important problem which can only be tackled collectively.

Planning for centralized ordering and cataloguing at a service center, such as is proposed for "the eight," would necessarily involve much spade work of this kind. Thanks to ECRL influence, few variations in cataloguing practice will be encountered and few problems of reconciling differing methods should arise. Whether catalogue cards should be locally produced, or whether a card service should be used, will depend partly on relative costs. But the time factor may well influence a decision in favor of home-made cards.

As far as binding is concerned, a definite need for improved facilities exists. Can a joint solution be found through the proposed service center or outside of it? Because the original bindery experiment has not been reported on, it is difficult to judge from past experience. But shipping costs to and from a center are likely to add greatly to overall costs per unit bound, and this suggests that decentralization might be more profitable. Existing facilities in the St. Kitts group, for example, could be pooled and strengthened, and the service extended to include Antigua and Montserrat on a contract basis.

Experimentation with tropical bindings to combat local book pests should be a natural function at each binding center, sharing the knowledge acquired. Special establishment grants for initial expenditure on equipment could be accompanied by the training of specialist staff for each binding center, and local instruction in simple mending techniques could become part of the itinerant librarian's routine program.

#### Barbados

Barbados is the logical location for the service center which has been proposed for the "little eight." If this federation does not come about, or if Barbados is not included, a centralized processing center in this territory could usefully embrace the secondary school libraries. This course was favored by the local respondent. If on the other hand, processing for the group of eight is centralized in Barbados at a state library service center, centralized processing should be undertaken for the secondary schools either independently, or as part of the larger operation for the reasons already mentioned.

In either case, the advantages accruing to the schools are similar to those for the public libraries--economical use of limited professional staff (non-existent in their case), better discounts, and a higher standard of technical organization of the library collections. Since many of the schools are privately operated, technical services may be performed for them either by contract with the center, or as a form of indirect government assistance to school libraries.

#### Trinidad and Tobago

The case of two independent public library processing operations within a mile of each other in Trinidad's capital city has already been elaborated.(1) Consolidation of these independent government-supported services was reasoned to be the most economical step to avoid this

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(1) Supra, chap. XX, p.275

unnecessary and wasteful duplication. One centralized processing center would thus serve all the public library outlets.

The services of a processing center could also be usefully employed by the secondary school libraries in this territory, for the same obvious reasons of improved technical organization of collections in the absence of trained staff for individual libraries. The best methods to be adopted are considered under public and school library co-operation.

### Jamaica.

Only secondary schools and special libraries are outside the reach of the centralized technical processing operations of the Jamaica Library Service. Here as elsewhere in the region, secondary school library development might well be promoted by centralizing processing operations for them all.

## CO-OPERATION FOR LIBRARY RESOURCES IN THE WEST INDIES

### Past and Present

Although most public library services in the West Indies suffer from inadequate bookstocks, and the over-all library resources of the area (as described in Parts 1 and 2) are comparatively scant, there have been few examples of co-operative acquisition, or sharing of library material. The two regional agencies (ECRL and JIS) have both been instrumental in organizing some degree of activity along these lines, but the future potential in the Eastern Caribbean is in each case more significant than current and actual use. The future, therefore, is given primary consideration in this chapter.

### The Future

#### Co-operative evaluation and book selection

Opportunities for co-operative selection and evaluation of material to be acquired are limited in the West Indies by the physical separation of the several islands. During the life of the ECRL, book selection lists were sometimes circulated (according to one respondent) in order to co-ordinate orders from the islands in the brief period of centralized ordering. As the successor of ECRL, the Trinidad Central Library was reportedly continuing this procedure for all juvenile books and other special purchases, to guide and assist island libraries in their selection. But none of the latter made even passing reference to these efforts at co-operative book selection.

Within each island, centralized book selection is the normal routine, since branches and small out-stations operate without trained staff. In the St. Kitts group, the two smaller islands occasionally initiate their own orders, but there is no getting together beforehand either by means of meetings or lists. In Jamaica, the selection process is also centralized at the headquarters, with a staff committee functioning under the Deputy Librarian, and each member having assigned subject responsibilities. Members of the public with special subject knowledge

are encouraged to help, but except for suggestions and specific reader requests, the parish librarians do not participate.

Is greater co-operation in this area desirable and practicable?

The chief advantage in pooled thinking for book selection is the maximum use of staff subject knowledge in evaluating publications. Other advantages, however, such as the professional growth of participants, can also accrue. This is attested by experience in the Nassau Library System,<sup>(1)</sup> where librarians improved with practice in writing critical annotations, and learned to enjoy giving oral reviews. The meetings there became in effect "in-service training session/s/" or "workshop/s/."<sup>(2)</sup> Such active participation further compels a growing interest in, and familiarity with, the library's stock, all of which commend themselves as highly desirable for librarians and untrained library aides in the West Indies.

It remains to be seen whether such co-operation is practicable or whether any adaptations of the same principle can be usefully applied.

Jamaica.--In Jamaica, where one land mass but long distances are involved, a pattern of monthly meetings similar to that described for federated systems<sup>(3)</sup> seems an appropriate and practicable refinement of present practice, in order to involve parish librarians in the selection process. The crux of the matter here, as elsewhere in the region, however, is whether advance copies can be secured from publishers for co-operative reviewing and display at meetings.<sup>(4)</sup> If selection is to be done from publishers' information sheets, reviewing media, and standard current bibliographies as at present, the advantages of co-operative selection meetings are greatly reduced, though not entirely removed. The circulation of annotated lists would then be a possible substitute.

Trinidad.--Similar techniques seem practicable in a unified public library system for Trinidad, in order to bring branch librarians into the picture. The question of advance copies would again determine the actual form of co-operation. The volume of acquisitions is likely to be smaller than in Jamaica where the population and land area are twice as large. Greater difficulty may therefore be experienced here in securing pre-publication copies; a system of reviewing and display meetings after initial orders are received may therefore be an alternative means of achieving the same end. The functioning of a joint staff selection committee, similar to Jamaica's, could then precede initial ordering.

- (1) Nassau Library System, 1962 NLS Annual Report (Hempstead, L.I., New York: The Nassau Library System, 1963), p.17.
- (2) Ibid.
- (3) Supra, chap. XVI. p.216
- (4) The same problem has been experienced in parts of the United States. Esther L. Mardon, "A Cooperative Book Evaluation and Selection Plan in Shasta County (Calif.)," "PLD Reporter, No. 5 (November, 1956), 34.

The "little seven."--In the remaining seven territories of the Eastern Caribbean, where problems of trained staff for book selection and other professional tasks loom large, and where, moreover, small book budgets demand careful evaluation and selection techniques, the need for some form of inter-island co-operation seems readily apparent. By getting together in some way the task could be performed more efficiently, and at the same time with maximum economy of professional staff.

The service center operations proposed for the "little seven" (or the "little eight") could therefore include co-operative book selection, whether the center assumes responsibility for supplying books free of cost, or not, since island librarians should be given some opportunity to indicate their own choices in either case, if at all possible. The method to be adopted needs careful study and experimentation, in view of the scattered island pattern, if undue delays are to be avoided.

The circulation of annotated lists from the center, with clear evaluations and recommendations, is the first possibility. Five of the librarians interviewed were interested in this for the future. One of them suggested that each participating library could contribute a section of the list, but another felt that a joint book selection committee was preferable to the regional center for handling this form of co-operation. There was no comment on how the latter should be managed across sea distances.

To save time in list preparation, it might be feasible to make use of a combination of current bibliographical tools, some of which include descriptive annotations, by photocopying the relevant recommended entries for circulation from the center. Alternatively, multiple copy order forms might be prepared at the center for recommended titles, incorporating a brief annotation in standard terms to indicate potential audience and appeal. Since the range of material to be ordered will be largely the same, i.e. basic and popular fiction and non-fiction (if a policy of reliance on resource centers is in force), the process should not be over-difficult. Copies of the slips circulated could then be returned by a given date, with an indication of number of copies to be ordered in each case.

Even if the center is able to secure advance copies, the procedure would still be more complex than in Jamaica or Trinidad. Listing would remain necessary, and joint reviewing could only be undertaken if air postage is resorted to, or otherwise, at the expense of speed. Not more than annual meetings for book discussion and display would be practicable, so that the advantages of co-operative selection are different where these islands are concerned.

It may well be in fact, that if the center undertakes to supply books, centralized selection should take place, and other methods, such as subject book lists, be used to keep island librarians in touch with the selection process. The need for some form of assistance to the untrained island personnel was acknowledged in the interviews, and remain clear. The course to be followed, however, depends on the general framework of future co-operation between them, and is best determined in the light of these developments.

### Specialization and preservation agreements

Agreements between libraries to concentrate acquisitions along specific lines for mutual use have assumed greatest importance for research purposes abroad. As applied to collecting in depth in broad subject fields of knowledge, this technique presupposes a degree of sophisticated library development which is generally absent in the West Indies. Simpler schemes, however, such as the London libraries coverage of Dewey classes for British imprints, may have some application to this area. Because resources are limited, all types of libraries should be involved.

The prime consideration in this case is the definition of areas for which self-sufficiency should be sought. Geography suggests Jamaica and the Eastern Caribbean as two naturally defined regions for this purpose, and this is confirmed by the number and size of libraries in these groups. Inter-regional dependence should not be ruled out in specific cases, however, and local history material affords a good example of this.

A first area of useful specialization in collecting and preserving library material is local imprints and other published material on each territory. In the absence of local commercial publishing houses (except for two small enterprises, one each in the two larger and independent territories), the output is generally small, and confined to official government publications, and private institution or individual publishing. All the latter are easily overlooked outside each territory, and local acquisition and preservation are therefore essential. Once acquired, bibliographic listing, interlending and/or exchange distribution could all follow naturally in making the material more widely available.

Reference was made to this important field of special collecting in the interviews, and the idea was developed to include local interest newspaper clipping, and periodical articles, which ~~should be~~ made available for open consultation.

Between public and special libraries in each island, some degree of subject specialization is automatically practiced, in that intensive collecting in the special subject fields is left to the special libraries concerned as a matter of course. Two public libraries in the region referred to tacit agreements of this kind between their own libraries and a single well-developed special library in their own territories. There is no reciprocity where the public libraries are concerned, however, and planned subject specialization, such as described for libraries abroad, cannot be truly said to exist.

Four librarians ventured opinions in favor of introducing such agreements between public and special libraries in each territory. It was observed in this connection that a union catalogue of periodical holdings would be a prerequisite to specialization, and the possible policy implications for inter-library loans were also raised. One respondent further emphasized the need for sound basic collections in each case, lest total reliance were placed on the special library.

It seems clear that wherever well-developed special libraries exist, their resources could be used to advantage by other libraries in the area, by agreement, and on specially arranged terms. Thus, for example, special collections of advanced works in economics and technology or agriculture could usefully supplement the more basic and popular public library material in the same fields, in cases where a reader's interest extends to this depth. It is unlikely, however, that regular inter-library loans will be feasible, since the special library would then be deprived of its material for some time. Extension of reading and reference facilities to persons recommended from the public library should prove satisfactory enough.

The suggested union catalogue of periodical holdings points up a still more fertile area of co-operative specialization, which was implied, but not spelled out, during the interviews. Widespread interest was shown in a union listing of periodicals to promote mutual knowledge of holdings, and specialization might well be applied to journal subscriptions to ensure wider intra-island and inter-island coverage of titles in specific fields. In the case of periodicals in librarianship, for example, subscriptions in Trinidad are scattered between the largest public and special libraries without mutual awareness or planned co-ordination. While some duplication is necessary and inevitable, a plan to cover less popular but frequently cited and important journals could be devised, and subscriptions entered among the group to a number of titles which are not now received by any library in the territory. A scheme of routing might also accompany such an arrangement, since reader interest would be limited.

Other subject fields of general interest could be treated in like manner, and the responsibility extended to preservation and binding. In cases of initial duplication, one library in each island or island group in the East could similarly undertake to retain complete sets bound for reference. West Indian newspapers and journals present a special case, and planned preservation of back files should be clearly established for each territory. One suggestion has been put forward in this connection for a complete microfilm library of all Caribbean periodicals to be assembled at the Institute of Caribbean Studies in Puerto Rico.(1)

The barriers of inaccessibility across island borders limit the feasibility of such schemes on an inter-island basis. Future co-operative developments on a wider scale between the "little eight" would determine the speed of regular library communication channels, and the applicability of specialization agreements in their case. Since special libraries are few and the public libraries small, the potential scope is restricted; reliance on Trinidad and Barbados would normally be the accepted pattern, but in a subsequent section it is proposed that resource centers be developed for these islands by groups. The principle of specialization would therefore be applied to some extent if this were adopted, in that the resource centers would acquire more technical and esoteric works, by design, to supplement smaller collections.

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(1) Enid M. Baa, Inter-library Cooperation and Its Relation to Problems of Acquisition of Library Materials from the Caribbean Islands (Working Paper No. 3 Submitted for the Fifth Seminar on the Acquisition of Latin American Library Materials, New York City, June 14-16, 1960), pp.19-20.



### Co-operative purchasing and use of materials

To embrace the idea of co-operative purchasing and use of library material, the heading "rotating collections" was used during the public library interviews. None of the librarians claimed to have used this device, and no examples of other co-operative purchases between independent libraries are known to have existed in the West Indies.

The evidence of use by libraries abroad on limited budgets indicates that this device has much to offer, especially for the smaller libraries of the "little seven". A wider range of current material could be made available, as well as more expensive works and less traditional material, such as films and recordings. It seems unlikely, however, that such a scheme of rotation between a seven-island group could be put into effective operation without the initiative of a central organization to direct and control it. The proposed service center might usefully apply this technique in distributing current literature purchases among the group.

The idea of rotating collections found favour with 7 of the 11 libraries interviewed, and it was readily suggested for use with expensive art books, pictures, and films. A costume collection was also proposed for use in connection with carnival celebrations, but one respondent raised the question of priorities at crucial times, such as the Arts Festival, when all participants would want the same collection at the same time. The possibility of extending this scheme to include all current literature was not separately considered by respondents.

There was less eagerness over co-operative purchasing and use of films and other audio-visual material. A separate question was put on this subject, and two agreed with the suggestion, but a third admitted that there was no demand for this type of material, adding that a demand might possibly be created by a ready supply. A fourth hinted that the underlying cause of resistance, on the part of smaller units, to such possible forms of co-operative activity, was the fear that they would be neglected, or at least that they would feel neglected if their turn on the circuit was long in coming.

Finally, one respondent in Trinidad expressed doubt about this proposal, while another said plainly that many other organizations were lending films in particular in that territory, so that there was no pressing need for this to be done by libraries in the immediate future.

In Jamaica, a number of record clubs have been developed at parish libraries, making use of the private collections of members of the club, and films are borrowed by the headquarters library and circulated to parishes.

### Central reference and loan collections

A principal source of co-operative activity in the Eastern Caribbean was the central loan or "pool" collection maintained at the ECRL for expensive, advanced, and more technical non-fiction works. This feature has remained operative through the Central Library, which inherited the collection on being merged with the Regional Library.

All the island libraries of the "little eight" reported having used the pool to great advantage. The service was found to be both quicker and more economical than the purchase of the wanted items would prove to be, and only one respondent was not much attracted to using the pool because response to more recent requests had been poor. Another viewed it as a great asset, adding status as well as giving practical help to the small island collections. Readers were said to gain confidence in the knowledge of these wider resources at ECRL which could be tapped on their behalf.

Two of those interviewed observed that the collection could be far more useful if a "national" union catalogue existed by means of which individual library holdings could be known throughout the region, as well as items held in the pool. One further suggestion was that certain fields of concentration should be clearly defined and the pool collection strengthened accordingly.

Another logical and interesting possibility exists for future development in this sphere. While the single central pool collection for loans to the island librarians has served well in the past, and may be retained in any new co-operative organization which develops, the feasibility of building two to three stronger libraries as resource centers, on which the others could draw before turning to the pool, seems worth investigating. This possibility could be taken up whatever the outcome of the proposed new political federation, if more prosperous and more populous territories such as Antigua, Grenada and Barbados, which are most capable of developing strong libraries on their own, are chosen to act as resource centers.

A necessary adjunct to such activity is improved means of inter-island communication, and this is further discussed in relation to inter-lending and readers' services.

One special librarian offered separate comments on a central lending organization or resource center, and this is treated in the chapter devoted to special and university library co-operation.

#### Weeding and joint storage of less-used material

In Jamaica, regular weeding of parish collections is done by a team from the headquarters, and the need for continual removal of little-used material is acutely felt, since space is a common problem at parish libraries. In the East, weeding was similarly done by ECRL "bibliographical sanitary squads," as the Director once put it euphemistically. Since the collapse of the Regional Library, little systematic weeding has taken place in the smaller territories.

The general feeling among those interviewed was that this service could profitably be reintroduced with an itinerant professional of considerable experience, since important and useful old material might well be found in the process. One strong pool combining all infrequently consulted works was generally approved, but special libraries were expressly excluded from these proposals by one respondent. It is clear that nothing in the nature of the storage libraries used abroad is appropriate or necessary at this juncture in the West Indies.

### Co-operative micro-reproduction projects

Although the need for storage libraries has not arisen, co-operative projects for the preservation of important local history material and archives in microform have already been recognized as essential. In this case, initiative, financial, and practical assistance have all been forthcoming from abroad. One major project of this type was undertaken by the University of the West Indies with foundation assistance, for filming archives in the islands, and this is still under way.

In pursuit of their interests under the Farmington Plan, a similar program was carried out by the University of Florida for more than thirty West Indian newspapers of the nineteenth and twentieth century,(1) and a duplicate copy of each film was handed over to the island governments concerned.

A third project of this kind is the on-going filming of local gazettes at the New York Public Library.(2) Some difficulty has been experienced in securing copies of the gazettes from the Leeward and Windward Islands,(3) and this affords a potential area of international library co-operation. It should be possible for the University Library, working through local libraries or its extra-mural departments, to procure all gazettes on publication, and supply them for copying, possibly acquiring a free copy of the film in return.

The preservation of local newspapers, and other ephemeral publications has already been mentioned under specialization agreements. Participation in an international scheme for routine filming of all local newspapers is a logical step in this direction for the university, as the largest research library in the area. A co-operative scheme of this kind should prove less costly than local filming,(4) which the university might otherwise undertake independently.

It is evident that much action has already been taken in this field on an international scale. Scope for further activity exists, especially in salvaging deteriorating records and manuscripts, but careful planning and co-ordination are essential. The local libraries and librarians should be called upon to play a more active part in the several schemes, since on-the-spot interest can greatly contribute to success. The fact that these local materials are being actively sought by libraries abroad, and difficulty is being experienced in some cases, underlines the increasing significance of library development in this area, to assist in speedier and smoother acquisitions of local publications abroad.

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- (1) Marietta Daniels, Progress Report on the Recommendations of the First Six Seminars on the Acquisition of Latin American Library Materials (Working Paper No.1 submitted for the Seventh Seminar on the Acquisition of Latin American Library materials, University of Miami, Coral Gables, Florida, June 14-16, 1962), p.29
  - (2) Ibid., p.27
  - (3) Ibid., p.28
  - (4) James E. Skipper, "Photoduplication in Libraries"--Introduction," Library Trends, VIII (January, 1960), 346.

## Exchanges

The importance of acquisition of material on exchange is marginal for the public libraries in the West Indies. Surplus duplicates are a rarity with them, and within their present framework, they could gain but little material of current interest to their readers through this channel. Special libraries, however, and the university library in particular, have much to gain from exchanges especially at an international level. Their potential contribution to libraries abroad in return is, moreover, especially significant.

The leading exchange agencies in the area are, in fact the university libraries in Trinidad and Jamaica and the Institute of Jamaica.(1) The university library in Jamaica conducts the most extensive exchange program and has assumed the "role of a national exchange service at least in relation to the Library of Congress" for several years.(2) In order to do this, the library has solicited official publications from all the islands, and was assisted in this task by becoming a local depository library during the life of the Federation of the West Indies.

The possibility of a national exchange center at the Federal Information Service Library was envisaged,(3) but with its demise the need remains unfilled, except in so far as the University Library efforts are concerned. In 1960 the librarian acknowledged the need for improving the university's exchange program, while at the same time expressing the need for a national center.(4) Since hope of the latter has faded, the need for the former is all the greater. The absence of national cohesion, however, emphasizes the continuing need for co-operative library action in collecting local publications in each territory for dissemination abroad independently, or through the university libraries as central exchange agencies.(5) In this context, the strategic importance of trained librarians and developed library services in each case is once more revealed.

On the receiving end, a few special libraries reported beneficial and regular use of exchanges, and this is covered in Chapter XXV which deals separately with co-operation in special and university libraries.

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- (1) W. E. Gocking, Exchange of Publications in the West Indies (Working Paper No. 11 Submitted for the Fifth Seminar on the Acquisition of Latin American Library Materials, New York Public Library, New York City, June 14-16, 1960), p.4.
  - (2) Ibid. p. 5.
  - (3) Ibid.,
  - (4) Ibid., p.11
  - (5) Enid Baa proposed that the University of Puerto Rico's Institute of Caribbean Studies should be the exchange center for the region. Baa, loc. cit.

(Extract from a Thesis Submitted in partial fulfillment of the requirements for the degree of Doctor of Library Science in the School of Library \ Service Columbia University, 1966.)

## LIBRARIES IN THE NETHERLANDS ANTILLES

By John Hartog

Public libraries in the Netherlands Antilles go back only to 1920, when the government took over a military library in the island of Curaçao, which had been established on a modern scale for recreational purposes. In 1920, six thousand guilders was made available for the purchase of books, and the library became part of the Department of Education and in due course assured the appearance of being a library more or less for educational purposes, but a public lending library grew out of it. In 1945, the Department Of Education acquired a new building and the Public Library was housed in a beautiful wing of this building. From that time on the library became a more and more up-to-date public reading room and library with a well-trained staff. At the present time the Curaçao Public Library possesses about 10,500 Dutch reading books, either written in or translated into Dutch. Its holdings comprise about 6,000 books in English, 1,300 in French, 500 in German, 1,200 in Spanish and 28,000 study books. There is also a children's library with 6,000 books. Altogether the Curaçao library possesses about 62,000 volumes. It is the oldest and largest public library in the Netherlands Antilles, though there are some private collections which are worth seeing. In 1966, about 71,000 books were lent. The library also has a film collection, where people can rent educational films, a books exchange service and a reading room.

The Aruba Public Library was established in August 1949. In 1944, the General Dutch League (which is comparable with the British Council, though working on a more limited scale) established, after a first trial in 1905, a small public library in this island. The Netherlands were at war, and consequently, no books could be obtained from there. After the war, the headquarters of the league in The Hague donated more books, and so this tiny library came into possession of about 825 works.

The Government decided that, in view of Aruba's enormous spiritual, political and economic development, the island should have its own real library. The second public library of the Netherlands Antilles was therefore established. It has a books exchange service, a reading room, and a film collection. More than elsewhere the diversity of languages spoken in the island are taken into account. The majority of books are, of course, in Dutch, but all important books are purchased in Dutch, English and Spanish. Smaller collections are available in French and German.

Everything which is available in Papiamentu, the local language, is collected in both the Aruba and Curaçao libraries.

Probably nobody foresaw the large proportions the work of the Aruba Public Library would take, when this institution was founded. During 1950, the number of books lent was 15,000; the following year, in 1951, it was nearly doubled and came to 26,000, and last year, in 1966, no fewer than 110,000 books were lent to Aruban adult and youth readers

all over the island. The Library's staff had to be extended, because against 10 minutes' lending of books, you may safely put one hour for tidying-up, registration and, above all, the cataloguing work.

The Aruba Public Library possesses at the present moment about 33,000 books, of which there are nearly 8,000 novels in Dutch and about 3,000 in English. There are about 14,000 classified books. Classified books deal with specified topics, such as poetry, travel, how-to books, religion, cooking and any of another 240-odd different fields of human activities registered up till now. The classification used in both the Curaçao and Aruba Public Libraries is the Hague classification system, developed many years ago by The Hague Public Library.

Languages represented in the library are Dutch - of course - Spanish, German, French, some Italian and Papiamentu. Some time ago even a section in the Frisian language was added for the benefit of the forty Frisian families living in Aruba, and each year a small number of new Frisian books are being added to this collection.

The Aruba Public Library has its home in an historical building in the centre of the island's capital Oranjestad. In 1952, however, branch libraries were opened in the town of Saint Nicholas (where the oil refinery is situated) and in Santa Cruz, a small town in the centre of Aruba. Nearly 33,000 books are lent yearly via the Saint Nicholas Branch and 6,000 via the Santa Cruz Branch. Members in Saint Nicholas and Santa Cruz can receive any book of the main library they want, and vice versa.

As well as these two public libraries, the Netherlands Antilles boast a Scientific Library, established in 1950 in Curaçao. This library, open to everyone, specialises in all fields of science. Its premises also give room to the libraries of the Alliance Française, the Institute of Auditors, the Natural Science Group and the Public Health Laboratory.

The islands of Bonaire, Saba and St. Maarten have only very small book collections at the disposal of the population. St. Eustatius has the Gertrude Johnson Memorial Library, donated by an American lady in 1923, as a tribute to St. Eustatius' Governor De Graaf, who in 1776 saluted the flag of the newly established Republic of the United States of America, being the second non-American official to do so. Regrettably this library consists of only a few hundred books, poorly housed and almost forgotten.

# CONSIDERATIONS IN THE DEVELOPMENT OF A CARIBBEAN REGIONAL COLLECTION\*

By Paulita C. Maldonado de la Torre

A major trend in the library field today is that of cooperation-- cooperation which helps provide services which no one library would be able to offer by itself. This coupling of resources is discussed in almost any issue of a journal devoted to the profession, and it is being evaluated by librarians all over the world.

I find this preoccupation to be the principal theme of discussions now taking place in the Caribbean. I would not blame you for wondering why these small countries in the Caribbean are so abreast of this aspect when we find ourselves so behind in others. To understand this better, and for the benefit of those of you who are not familiar with the unique position of the Caribbean Regional Library, I think it would be best if I go back and delve into the history of the Library, even though I am bound to bore those of you already familiar with the subject.

The Caribbean Regional Library was established in 1946 as the Library of the Caribbean Commission, in Port-of-Spain, Trinidad. It sought to furnish all up-to-date information needed in the different fields of endeavour of the Commission, and thus, housed documents of governments and international organizations, books, periodicals and research monographs. From the beginning, and because of its very nature, it was concerned with the whole region and the collection slowly became specialized and looked up to by specialists. Although the Caribbean is a region of different cultures, languages, traditions, etc., all of them were being united by the ties woven by the organization.

On September 1961, the Caribbean Organization succeeded the Caribbean Commission, with headquarters in Puerto Rico. The Central Secretariat, with the Library, was moved to Puerto Rico, and became the Central Secretariat of the Caribbean Organization. The Library served the staff of the Caribbean Organization, but was open to scholars, researchers, students from high schools and universities, and private individuals with a legitimate interest in the Caribbean area.

The Caribbean Organization ceased its operations as of June 1965. As I mentioned before, the Library had developed its collection through the years and was a major research source for information on the Caribbean. It was considered to be too valuable to be integrated into a general collection or to be divided among the member countries. It was decided therefore, that the Library would be maintained as a unit, retained in the area for the benefit of the area (including the loan of books by mail, as well as research on request) and that the collection would be developed and expanded along its lines of specialization so that it might continue

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\* (Twelfth Seminar on the Acquisition of Latin American Library Materials, University of California /at/ Los Angeles, June 22-24, 1967, Working Paper no.29).

to be a source of reference for students and research workers studying conditions in the Caribbean area. Requests for the custody of the Library were received from two Member Governments of the Organization, an international agency and four universities. After discussing the merits of each request, the Liquidation Committee unanimously agreed that the Organization's Library should be handed over in trust to the Government of the Commonwealth of Puerto Rico.

The proposal of the Government of Puerto Rico agreed to the above stipulations but proposed further:

- a) To bring up-to-date the Current Caribbean Bibliography as soon as possible and to continue its publication and circulation on a more extensive basis, utilizing the most modern methods and techniques of information gathering and dissemination, and
- b) To seek the assistance from all possible sources to increase the value, efficiency and service ability of the Library.

The Caribbean Economic Development Corporation (CODECA) was given the responsibility for the administration of the Library, and since the Library was designed to serve the region, it was decided that it should be known from then on as the Caribbean Regional Library. It would be safe to say that it is the only library of its kind in the region, and it has the most complete collection of Caribbean source material under one roof in the world.

One of the first steps taken by the new administration was to reaffirm the exchange agreements the Library had with all agencies of the different governments and institutions of the area. As I mentioned at the beginning of my talk, the effectiveness of our services is dependant upon the degree of cooperation received from the area. This inter-relationship that the Library has with the area and the commitments I just mentioned, were the main factors that motivated us to take steps to further improve this cooperation through the projects I will discuss later.

Our intention to follow through with our promise to enrich the collection for the benefit of the area faced us with problems you undoubtedly have encountered in the course of your work. The main problem we find is that of learning what is being published in time to be able to acquire it for the Library followed by the ways used to disseminate the information we do acquire. The lack of a truly comprehensive bibliographic coverage has been found to be the crux of the problem in the region. This need has prompted different institutions and individuals to attempt to provide this service and results in the publication of many bibliographies, none of which is effective. This duplication of effort will prevail until there is an adequate comprehensive bibliography published. A bibliography which satisfies the needs felt by librarians and bookmen within and without the region. Not even the Current Caribbean Bibliography is adequate. Upon examining it carefully, we must come to the conclusion that even if it were up to date, having the closing date for inclusion as December of the year in question, the information in it would be late for many purposes. It would be late for acquisition as well as research purposes.



The only solution to this state of affairs, as seen by all those involved, is the creation of a bibliographic center. You have already heard the early history of the project, so I will not take time to review it. I will say though that I discussed it in detail with Enid Baa, when the Government of Puerto Rico took over the Library officially in mid June of 1965. I worked with her for several weeks and during that time she pointed out to me the projects they had which she felt we should follow up.

We agreed with her as to their importance and immediately started work on them. First of all, in order to update the Current Caribbean Bibliography, the Caribbean Regional Library enlisted the cooperation of all institutions and librarians that we felt were preoccupied with this state of affairs. As a result of these conversations, an agreement was reached with the Institute of Caribbean Studies whereby the Institute assumed the responsibility for the preparation of the Current Caribbean Bibliography for 1965 and 1966. The Caribbean Regional Library was to prepare Part II of the volume covering the years 1959-61, and the one for 1962-64. It was felt that the Caribbean Regional Library could resume the publication from 1967 on, and by then, the publication would be really current. We still feel this way.

However, the compilation of the data and the publication itself are prepared by manual methods which, as you know, is very time consuming and slow. We soon realized that the responsibility to keep the publication current, without overlooking our many other responsibilities to the region, was going to be very difficult to fulfill. A bibliographic center would have been the answer.

Knowing that, we approached foundations, organizations, libraries and agencies that could give us the help we needed. We discovered that before a proposal for financial assistance could be presented effectively, we had to present a clear picture of the project and show to the extent possible, that the project was feasible. Following this line of thinking we have undertaken that part of the project.

First of all, I talked to many of the Caribbean librarians about the project and reached the conclusion that it was generally agreed that the establishment of a bibliographic center for the Caribbean was of great importance to the region itself. After that, we had to determine whether or not it was feasible. To that effect, CODECA contracted the services of System Development Corporation to survey the library operations in view of the planned center. They were also to draft a program for the establishment of a bibliographic center for the Caribbean. This program was to include recommended methods and procedures directed to the improvement of the operational capability of the Caribbean Regional Library. It was to include a design for the bibliographic center proper and recommendations to improve the present ways of announcing bibliographic information on publications of and about the Caribbean.

The study had its limitations. It could only focus on the Caribbean Regional Library directly and analyse its interaction with other institutions within and without the region only indirectly through the impact felt at the Caribbean Regional Library.

The System Development Corporation started work on the project last December and completed the first stage early this year. The survey accomplished more than just an understanding of the current operating procedures and working potential of the Caribbean Regional Library. Basically, it provides the answer to the question "why a Bibliographic Center for Caribbean Information at the Caribbean Regional Library" as it shows that since 1950 when the first issue of the Current Caribbean Bibliography came into being, the Library had in fact been operating as a bibliographic center. However, the degree of effectiveness in carrying out this function had been governed by available resources and outside influences.

It shows also that the Library has attempted to collect the bibliographic information on items published in the Caribbean through working agreements with libraries and institutions of the area. To have as comprehensive a coverage as possible, the Library reviews publishers' lists, newspapers, periodicals, book reviews, and even acquisitions of other institutions.

Its internal operations allow for the cataloging of items for the Current Caribbean Bibliography as well as for items destined for its specialized collection. The primary service is centered upon the publication of a bibliography concerned with printed material published in or about the Caribbean under a subject heading format and including an alphabetical and chronological index. Further, the Library disseminates this information to other bibliographic centers, academic institutions, libraries and interested government agencies, and lastly, it responds with specialized bibliographies to queries pertinent to the Caribbean communities.

In conclusion, the study shows that there is a well established basis for implementing a plan for further development of a bibliographic center within the Caribbean Regional Library. This new Center would be characterized by more comprehensive coverage and would have the capability for more immediate announcement of material. However, it must be understood that plans are necessarily projections across time and in an effort of this magnitude, they are directly related to the availability of funds, trained personnel and cooperation in the entire Caribbean community. A first step is necessarily the implementation of an interim capability designed to improve the internal processes and products within the constraints of the present working environment of the Caribbean Regional Library.

The following are some of the problems which plague the Library. Problems of this nature usually arise in systems badgered by increasing workloads and insufficient personnel. They are not listed in order of importance.

1. The Current Caribbean Bibliography is not "current". Volumes are issued too long after the publication dates of the information contained within, to be effective.
2. The Selective List of Recent Publications Catalogued intended as a remedy for the above, does not fulfill its purpose. It is a partial list of acquired items which are not exclusively confined to the Caribbean area. It excludes the contributions

sent by regional collaborators and items listed in acquisitions lists received at the Library. It only includes items physically found at the Caribbean Regional Library.

3. Duplication of effort

a) because of lack of coordination, there may be other people, other countries doing the same thing we are trying to do.

b) in the Library itself, in the processing of items and preparation of the Current Caribbean Bibliography, typed information has to be prepared for the general catalog, the Current Caribbean Bibliography and indexes typed again when the publication is being prepared to go to press.

4. Backlogs of two to three months exist in the catalog card preparation for the Current Caribbean Bibliography. Backlogs of two to three months exist in the catalog card preparation for the General Catalog.
5. All documents acquired by the Caribbean Regional Library are not put under bibliographic control. This greatly reduces the ability to provide comprehensive coverage for special bibliographies.
6. No system exists for collecting operating statistics which would facilitate library performance evaluation.
7. The physical storage medium for newspaper clippings file now in use does not prevent paper deterioration and will eventually result in the loss of valuable information. The file was prepared to fill our needs. It would not be recommended as a model to any library.
8. The overall operation suffers from a lack of personnel,

Solving some of these will make definite improvements in the "currentness" of the publications while others, when solved, will have a direct bearing on the functions of storage and retrieval. Lastly, there are some whose symptoms may never be fully eradicated.

The recommendations of the study are listed not in order of importance but may be considered as logical steps leading to the eventual implementation of the plan for a "new" Bibliographic Center.

1. Develop an "entry worksheet" for the acquisition function. This will standardize descriptive cataloging and allow for a more rapid transformation of the entry to machine readable form. It has been discovered that an interested student assistant, with thorough training and close supervision can perform this task effectively.

2. Enter into a working agreement with the computer center of the University of Puerto Rico for the keypunching of "entry worksheets". Obviously, we would not jump into acquiring electronic equipment. This working agreement with the Tabulation Office of the University of Puerto Rico, will enable us to test, improve and evaluate the new processes.
3. Schedule, at appropriate intervals, the printing of the punch card file and multilith masters with the University computer which will enable us to initiate our publications:
  - a) the bi-monthly list (slightly different) viewed as a Supplement to the Current Caribbean Bibliography.
  - b) the annual volume of the Current Caribbean Bibliography published hopefully by July of the following year. It will really be a cumulative issue of all the bi-monthly issues distributed throughout the year.
  - c) the Selective List of Recent Publications Catalogued would change its frequency and include only general works which we feel the public should know we have. It would be printed using the same procedures mentioned above.
4. Arrange for 1967 inputs to have top processing priority. Basically, this allows for cut off on the gathering of material for the Current Caribbean Bibliography, Volumes 1962-1964 and 1965-1966, and publication as soon as possible.
5. Incorporate within the Caribbean Regional Library a Caribbean Bibliographic Center as a special project. I think it stands to reason that a project as big and complex as this should be kept separately, especially when there may be possibilities of funds being assigned for that project. It will allow for better accounting procedures, for better relations and presentation.
6. Call a conference of all institutions and libraries of the Caribbean who are now collaborating with the Caribbean Regional Library to resolve:
  - a) Selection of local agents
  - b) Areas of responsibility
  - c) Mechanism for continued cooperation and coordination
  - d) Bibliographic standards for the area.

These recommendations are intended to increase the effectiveness of the library processing function and permit a more current announcement of Caribbean material and can be implemented during the first half of fiscal 68. Comprehensiveness of coverage, a most important attribute of

a regional bibliographic center, can only come about through the acceptance of the Responsible Agent Concept by all countries of the Caribbean Community. The agents would be preferably a library or an institution which stands to benefit the most from close cooperation with the regional center. These would contact all commercial, institutional and government sources of publication in their area.

It is impossible for us at this time to implement the center as a whole, but the results of the survey have indicated an immediate need for an interim capability within the Caribbean Regional Library. This capability is described in terms of a planned approach for implementation, the impact the plan will have on the productivity of the Library and the manning levels and funding required to see the plan to completion. This effort will not be lost. The Caribbean Regional Library and anybody using it will benefit from it.

The plan is designed to achieve a highly efficient operating capability within the Library in the shortest possible time. To this end, major emphasis will be directed toward those problem areas which can be resolved through the application of improved operating procedures and available data processing techniques. The outcome, scheduled over a four month period, will be an operating system capable of handling present input volumes in a timely manner. In addition, the system will be flexible enough to absorb workload increases of a regional bibliographic center without complete system re-design.

The heart of the interim capability is the transformation of bibliographic information into machine readable form at the earliest possible stage in the processing cycle. Therefore, the initial activity will be directed toward:

1. Designing a standardized worksheet containing all elements of bibliographic information now in use by the Library. The worksheet will be capable of handling additional elements without major revision.
2. Establishing detailed procedures and methods covering all aspects of operation concerning the worksheets from manual recording to conversion to machine readable form.
3. Preparing specifications to be generated for computer programs directed toward producing the Current Caribbean Bibliography annually. In addition, a bi-monthly supplement would be produced via computer processing.
4. Divising a system checkout and the training of Library personnel to maintain continued operation. That is to say, that the system will be checked to see if it does what it was meant to do.

Although the plan utilizes computer techniques in processing bibliographic information, it in no way implies the need for a computer facility within the Library. Rather, full advantage will be taken of service bureau facilities to accomplish the desired end.

In summary, the plan is limited to the following assumptions:

- a- That the end products of the automated system will be geared to the present services of the Library.
- b- That the computer programs will be designed for a machine configuration readily available to the Caribbean Regional Library.

The obvious benefits which can be expected from the implementation of an interim capability are as follows:

- a- Bibliographic information in a machine readable form available for computer manipulation.
- b- A bimonthly supplement to the Current Caribbean Bibliography reflecting all items acquired by the Library.
- c- The Current Caribbean Bibliography assembled and published on an annual basis.
- d- The introduction of the worksheet concept which will entail re-distribution of operating responsibilities. Much of the clerical work now accomplished within the subject cataloging section will be delegated to others.
- e- The functions of editing and duplicating check will be assisted by computer listings produced monthly, showing all processed items in author, subject and title sequence.
- f- The introduction of automated techniques to the library staff resulting in an experience factor which will prove invaluable to the subsequent transition to a Bibliographic Center.

This plan was presented to the delegates to the Conference for the Establishment of a Regional Bibliographic Center for the Caribbean held March 28-29. Many delegates thought it was too short a time to discuss such a project, but we felt that the time factor might be decisive for many when the decision came as to whether or not to attend. The Conference was attended by 22 librarians from the Caribbean and 8 from outside the region. The first day Mrs. Shepard talked about the need for the center, I presented a survey of our efforts to bring about its establishment, Mr. Joseph Breen, analyst of System Development Corporation presented the design of the center and Mr. Raymond Barret, Manager of Technical Information System Dept., presented examples of bibliographic centers already functioning and offering services we might be able to offer in the future. The delegates received copies of the study and the second day, the Conference broke up into six round tables to discuss it in detail. This was done to ensure full participation from all delegates. Two main topics were used as a basis for discussion: the services expected and the problems envisioned.

I will not go into details of the Conference, since I have brought copies of the Final Report which you can pick up later. Mr. Breen and I will try to answer any questions you may have. However, I will say that we were very pleased with the outcome of the Conference. The project

was given full support by all those present, and when I say support, I mean moral support, as only the U.S. Virgin Islands delegate, Enid Baa, formally offered to contribute financially to the project.

You must be wondering now where we plan to go from here. You have seen that the study determined that there would have to be a period of time when the Caribbean Regional Library would have to prepare itself for the bibliographic center--that is the Interim Capability Stage.

The Caribbean Regional Library will assume financial responsibility for the interim capability and will start it around July of this year. Besides, as stated in the resolutions of the Conference, CODECA will seek financial assistance from foundations, government agencies, etc., to implement the full program. We are sure the Caribbean Regional Bibliographic Center is needed and feasible and we trust to be able to obtain the assistance we need to reach our goal.

## NEWS OF THE LIBRARIES

### INSTITUTE OF JAMAICA

#### WEST INDIA REFERENCE LIBRARY

### GIFTS & ACQUISITIONS

Gifts to the library included the Sangster collection of personal papers, books and memorabilia; the Curti manuscripts, a collection of research data on child psychology in Jamaica, collected by Dr. Margaret Curti; account books from the 19th century; 50 early photographs of Jamaica from the estate of B. L. Williams; glass slides and photographs of Jamaica taken by M. R. Church in 1897, presented through the University of Florida.

Notable acquisitions included two manuscript maps in colour, a Plan of Port Royal in the island of Jamaica 1822 [Robert Burne] and a Military survey of the environs of Kingston Jamaica from Spanish Town to Stony Hill Barracks. The Library has also received photocopies of material on Marcus Garvey in the Schomburg Collection of the New York Public Library.

A second microfilm reader has been added to facilitate use of different kinds of films.

### PUBLICATIONS ..

Jamaican Accessions 1966, edited by Miss Patricia Y. Dunn, appeared during the course of the year. Miss Judith Richards compiled Directory of Jamaican libraries : Part I for the Jamaica Library Association. Not a library publication, but often making use of library sources. The Institute's new Jamaica Journal came out in December.

### STUDY LEAVE & SCHOLARSHIP GRANTS

Miss Suzette Hinds left for the University of Strathclyde in Scotland in October on one year's study leave. A Multi-national Librarian's Programme scholarship was awarded by the United States Government to Miss Patricia Dunn, who is specializing in manuscript collections. The scholarship is for four months, September 1967 to January 1968. Miss Judith Richards represented the Institute at two conferences, 'Conference for the establishment of a Regional Bibliographic Centre for the Caribbean, March 28-29, 1967, at Hato Rey, Puerto Rico, and the XIIth seminar on the Acquisition of Latin American Library Materials at Los Angeles, June 22-24. At the latter, Miss Richards presented a paper on 'Bibliographic aids for building reference collections on the British Caribbean.'



## STAFF

Miss Glory Robertson resigned as Acting Librarian and Mrs Rema Reckord succeeded to the post. Three Library Assistants Grade II resigned and two new ones have joined the staff. Mr. Carlos Nelson, now with Alcan in Mandeville, served as a Special Assistant for three months.

## GENERAL LIBRARY

### STAFF

Miss Audrey Leigh and Miss Merle Taylor returned from one year's study leave in the United Kingdom, Miss Leigh in January and Miss Taylor in July. Both students were aided by The British Council, and both qualified as Associates of the Library Association. Miss Leigh has since been appointed to the post of Assistant Librarian in the General Library.

Miss Barbara Haughton was seconded to the Ministry of Finance Library for three months and Mrs. R. Tyson to the External Affairs Library for a similar period.

## ACQUISITIONS & GIFTS

The General Library has decided to provide service in depth in the fields of Art, particularly the Performing Arts, Music, Literature, History and General Reference in keeping with the Institute's devotion to the encouragement of Literature, Science and Art; science being provided by the Science Museum Library.

The Lake Memorial Music Library is still not a reality. The books are being acquired and catalogued, but the equipment for listening has not yet been installed.

Recently, we were approached by the Junior Management Circle to house their small stock of books on Business Management. The books have been catalogued and are now ready for the shelves.

The British High Commission gave us some reference books, and we continue to receive Spanish books from the United States Information Service.

## VISITORS

Miss J. Collette, Regional Librarian of the United States Information Service Library in Panama, recently visited the Alexander Hamilton Library.

We found her experience and knowledge of United States Information Service libraries in the area valuable.

Other visitors were Dr. David Donovan of American Library Association and Professor William Jackson of Illinois University.

## ST. JOSEPH'S TEACHERS' COLLEGE

### CHANGES IN LIBRARY

Sister M. Tarcisia, O.S.F. who was largely responsible for organizing and developing the College Library resigned to take up an appointment as Principal of St. Joseph's Girls' School.

Mrs. Virginia Kidd joined the teaching Staff of the College as a member of the English Department. She took up the the work completing the shelf inventory with the help of a trained librarian, Mrs Hill, who as a lay apostle has been assisting the schools in the Diocese of Kingston to establish and improve their libraries. Mrs. Kidd also introduced a new clerk to the mysteries of cataloguing, shelving and discharging stock, trained a number of students to assist in the library orientated the staff members who make up the library committee, ordered new stock, raised money for an electric stylus by selling old magazines and books, kept interesting and informative displays on peg board and bulletin board, and invited the students to a programme of readings.

The most exciting additions to the library were gifts. Mrs. Vera Hinds, a graduate of the College who in 1967 completed a Master's degree in library science, presented a brand new set of The New Book of Knowledge and the Canadian Government gave as part of its centennial celebration an encyclopaedic volume entitled Dictionary of Canadian Biography. A new shelf had to be added to accommodate the encyclopaedia.

An offer of help has now been received from the Institute of Education at the University. Mrs. Bennett formerly of the Jamaica Library Services, is to act as consultant to the Colleges.

The changes are numerous for such a brief period. The College has been fortunate indeed in finding adequate personnel to keep them from being disastrous.

### JAMAICA LIBRARY SERVICE

The service points throughout the island now total 251.

13 Parish Libraries  
37 Branch Libraries  
145 Book Centres  
56 Bookmobile Points

The bookstock is now 517, 130 and registered readers number 259,824.

The schools Library Service serves a total of 777 Primary, Senior and Junior Secondary Schools. The bookstock is now 267,000, and readers number 346,000.

Five new Book Centres were opened viz. Belmont, Lancaster, Maggotty, Richmond Vale, and Troja. In areas where the limited opening hours and bookstock could not cope with the increased readership demand, Seven Book Centres were converted to Branch Libraries as follows:- Race Course (McWhinnie), Bamboo, Guy's Hill, Whitehouse, Duckenfield, Swift River, and Southfield.

The Kingston and St. Andrew Parish Library purchased another Book-mobile unit with a capacity of 2,000 books, in order to meet the need for more "Stops".

Trelawny Parish Library and Westmoreland Parish Library have been promoted to Grade I status.

The Clare McWhinnie Branch Library was opened in January 1967. Members of the Race Course community erected the building at a cost of \$7,000. The Clarendon Parish Council donated the furnishings and the Jamaica Library Service provided the initial bookstock.

The Manchester Parish Library is now under construction at a cost of £50,000 and will be completed in March 1968. This will make an outstanding difference to the physical facilities for reading, and the book provision now offered to the people of Manchester.

The Headquarters Building which was constructed in 1957 is currently being extended at a cost of £54,000 so as to centralise all Headquarters Staff and so adequately provide for the efficient processing of books, and speed up the present book flow to the public. The space shortage had been so acute that two rented premises had been used, thus staff had to be supervised from three buildings.

#### STAFF

Mrs. Hazel Bennett, M.S., F.L.A. Deputy Director resigned after 15 years of service with the Jamaica Library Service, to take up the post of Documentary Librarian, Institute of Education, University of the West Indies.

Miss Leila Thomas, F.L.A. has been appointed Deputy Director.

Miss Myrtle A. Picart, A.L.A., Manchester Parish Library, has been seconded to organise the Library at the Jamaica Mission in Washington.

Training - During the year four Training Courses were held:-

- (a) An In-service Training Course was held for recruits.
- (b) Training Course for newly appointed Library Assistants Grade I.
- (c) Re-orientation Course for Senior members of Parish Library Staff.
- (d) With the last of the Entrance Examination of the British Library Association being held in November 1967, a two weeks crash programme was organised for students taking this examination. Twenty-six members of staff attended this course.

### SCHOLARSHIPS

#### Jamaica Library Board Awards

##### Scholarships

Mrs. Gloria James of Jamaica Library Service Headquarters, she is at present at the Ealing Technical College, and will remain there for a further year July 1967-July 1968.

Miss Joan Dolphy of the Kingston and St. Andrew Parish Library, she will study for two years, July 1967-July 1969, at the Liverpool College of Commerce.

Mrs. Carmen Leighton of the Schools Library Service, she will attend the Liverpool College of Commerce for one year, January-December 1968.

##### BURSARIES

- (1) Miss June Williams of Manchester Parish Library.
- (2) Miss June Vernon of Jamaica Library Service Headquarters.
- (3) Miss Kathleen Harrison of the Buff Bay Branch Library.

These students are at present attending Library Schools in Britain.

##### SPECIAL GRANT

Mrs Yvonne Lawrence of St. Catherine Parish Library, at present she is studying at the Ealing Technical College.

##### OTHER AWARDS

British Council 's Scholarship - was awarded to Miss Hazel Hamilton of Jamaica Library Service Headquarters.

The United States Information Service Four Months Travel Grant was awarded to Miss Norma Kelly of Jamaica Library Service Headquarters. She is observing library practices in the United States of America.

A year's internship at the Toronto Public Library was granted to Mrs. Ouida Benjamin of Manchester Parish Library, she is specializing in Youth Librarianship.

Returned from Scholarships recently are:-

Mrs. Gloria Royale, A.L.A., St. James Parish Library  
 Mrs. Yvonne Hamilton, A.L.A. St. Mary Parish Library  
 Mrs. Angela Gray, Kingston and St. Andrew Parish Library

Expected soon, is Miss Gloria Clarke, A.L.A., Portland Parish Library.

GIFTS

Valuable donations were received throughout the year from individuals, and organizations. The Embassies made regular gifts of books and other material relevant to their country. Outstanding contributions came from United Kingdom, United States of America and Germany.

The Ranfurly Library Service's - quarterly donations of books to Jamaica were useful not only to the Jamaica Library Service but also to several educational institutions.

EXHIBITIONS

The theme of the 1967 Independence Exhibition was 'Jamaica on the Move'. The exhibition covered the various modes of transport in Jamaica's history. Private collectors and firms loaned several models and other material. Films were shown in conjunction with talks given by Dr. Stratman. The exhibition was well received, especially by the young adults.

An unusual and attractive display was set up at the Denbigh Agricultural Show, with the local theme "One one coco full basket". Bamboo ladders were used as display racks, and information on local fruits and vegetables was the highlight of the Children's Section. The farming public and visitors showed keen interest in the information provided.

VISITORS

Visitors of note included: Miss W. McDowell, A.L.A. from the Central Library of Trinidad, she was awarded a year's U.N.E.S.C.O. fellowship to compile a Bibliography of Trinidad and Tobago 1498-1963. She conducted research at Headquarters.

Professor and Mrs. Fryberg of the University of Waikato, New Zealand; Dr. David Donovan of the American Library Association; Mr. Glen Sitzmann, Librarian of the University of Guyana; Mr. Keeble S. Gregory of the Toronto Public Library Board, and Professor William Jackson of Illinois University.

### MINISTRY OF AGRICULTURE & LANDS

The Librarian, Miss Pottinger went on long leave and her assistant Miss M. Wedderburn has been carrying on in her absence.

Work continues on the building up of a section on West Indian agriculture. In addition, an index of periodical literature on Jamaican agriculture has been started.

### SCIENTIFIC RESEARCH COUNCIL LIBRARY 1967

There were many staff changes during the year. Miss Pauline Young acted for three months while the Technical Librarian was on overseas leave. During her tour abroad Mrs Fray visited many special libraries in Canada, Great Britain and Ireland and the United States. She attended the Special Libraries Association Convention in New York.

New policies were introduced at the Scientific Research Council which materially affected the library.

Mrs. Fray will be working at the Institute of Jamaica on the Jamaica Journal List project during the months of January and February, 1967. She has resigned from the Scientific Research Council effective 31st March 1967.

### MICO COLLEGE LIBRARY

The College Library was reorganized in 1959 to meet the requirements of modern librarianship. The stock was edited and re-classified and in 1960 removed to the upper floor of Buxton Hall to what was formerly the First Year Students dormitory. The re-organization was done with the aid of the staff of the Jamaica Library Service.

The 9000 volume library now serves 700 students and 50 tutors. Throughout the years various people and organizations have donated books, especially the British Council and the United States Information Service. The Mico Old Students Association have also been contributing to a special library fund. A classroom was added to the library in 1966 to house the Reference Collection and a Sub-Committee of the Friends of Mico was formed to assist the Librarian. Voluntary service in the library is offered by members of this sub-committee.

## CARIBBEAN REGIONAL LIBRARY

Dr. Luis A. Passalacqua Christian, Executive Director of CODECA, San Juan, Puerto Rico, announces that by January 31st, 1968, the Caribbean Regional Library will be able to supply xerographic and microfilming services to satisfy present needs of its patrons. These services will be offered in collaboration with University Microfilms, Inc., which will place at the Caribbean Regional Library a 9 1/4" copier and a microfilm camera to be operated by library personnel. It will be possible to fill requests for Caribbean publications which are now out-of-print and it will also help preserve this unique collection without having to curtail the services in any way. Researchers and scientists working on different aspects of Caribbean affairs will find this service invaluable.

Additional information on the project and details regarding prices of the services will be announced in the near future. Any inquiries should be addressed to:

Caribbean Regional Library  
Caribbean Economic Development Corporation  
P.O. Box 1058  
452 Ponce de Leon Avenue  
Hato Rey, Puerto Rico 00919.

## LIST OF CONTRIBUTORS

Dr. J. Hartog, Librarian, Public Library, Wilhelminstraat 6,  
Oranjestad, Aruba, N.A.

Dr. Alma Jordan, Senior Librarian, University of the West Indies,  
St. Augustine, Trinidad

Mrs. Paulita C. Maldonado de la Torre, Director, Caribbean  
Regional Library.

This issue of the Bulletin was edited by Mrs. Rae Wright and Miss Audrey Leigh with the assistance of members of the Research and Publications Working Party, and was printed for the Association at the University of the West Indies.

(U.K.) LIBRARY ASSOCIATION EXAMINATION RESULTS

WINTER '66 AND SUMMER '67

ENTRANCE EXAMINATION

Miss Claudia Barnes	-	Kingston & St. Andrew Parish Library
Miss J. M. Brooks	-	Schools Library Service
Mrs. Arlene Davis	-	Kingston & St. Andrew Parish Library
Miss Carol Desouza	-	Kingston & St. Andrew Parish Library
Miss Daphne Downer	-	Manchester Parish Library
Mrs. D. H. Hardie	-	Westmoreland Parish Library
Miss D. M. L'ewellyn	-	St. James Parish Library
Miss L. McKenna	-	Jamaica Library Service - Headquarters
Miss E. R. Neuville	-	Portland Parish Library
Miss M. L. Osbourne	-	St. Ann Parish Library
Miss Dorothy Palmer	-	Kingston & St. Andrew Parish Library
Miss Hermine Salmon	-	St. Catherine Parish Library
Miss Fae Samuels	-	Kingston & St. Andrew Parish Library
Miss V. E. Sangster	-	St. James Parish Library
Miss M. E. Scott	-	Brown's Town Branch Library
Miss Eppie Smith	-	Kingston & St. Andrew Parish Library
Miss Elaine Stewart	-	Kingston & St. Andrew Parish Library

PROFESSIONAL EXAMINATION, Part I

Mrs. Joan Chang	-	Kingston & St. Andrew Parish Library
Miss Kathleen Harrison	-	Buff Bay Branch Library
Miss S. B. Hinds	-	Institute of Jamaica Library
Mrs. Gloria James	-	Jamaica Library Service - Headquarters
Mrs. C. D. Leighton	-	Schools Library Service
Miss June Vernon	-	Jamaica Library Service - Headquarters
Miss Fay M. Williams	-	Jamaica Library Service - Headquarters

PROFESSIONAL EXAMINATION, PART II

Public Libraries

Miss Merle Taylor	-	Institute of Jamaica
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Theory of Cataloguing

Mrs. A. R. Gray	-	Kingston & St. Andrew Parish Library
Miss A. Leigh	-	Institute of Jamaica Library
Mrs. S. E. A. Piggott	-	Ministry of Education Library
Mrs. Dede Welsh	-	Manchester Parish Library



Theory of Classification

Mrs. Lorna Neita	Manchester Parish Library
Mrs. S. E. A. Piggott	Ministry of Education Library

Practical Cataloguing and Classification

Miss G. S. Allen	Portland Parish Library
Mrs. A. R. Gray	Kingston & St. Andrew Parish Library
Miss N. C. Orr	Hanover Parish Library
Miss R. R. Robb	Jamaica Library Service-Headquarters -
Miss M. Taylor	Institute of Jamaica Library

History of Libraries and Librarianship

Miss R. R. Robb	Jamaica Library Service-Headquarters
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Library Service for Young People in Schools and Public Libraries

Mrs. A. R. Gray	Kingston & St. Andrew Parish Library
Mrs. S. E. Piggott	Ministry of Education Library
Miss J. Y. M. Williams	Manchester Parish Library

Bibliography

Mrs. Dede Welsh	Manchester Parish Library
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Bibliography and Librarianship of Education

Miss A. Leigh	Institute of Jamaica Library
Miss M. Taylor (merit)	Institute of Jamaica Library
Miss J. Y. Williams (merit)	Manchester Parish Library

Bibliography and Librarianship of English Literature 1400-1800

Miss N. C. Orr	Hanover Parish Library
Miss M. Taylor	Institute of Jamaica Library

Bibliography and Librarianship of History of Science & Technology,  
1600 to date

Mrs. J. M. Ewbank (merit)	University of the West Indies Library
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Bibliography and Librarianship of Medicine

Mrs. Y. Hamilton	St. Mary Parish Library
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Bibliography and Librarianship of Music

Mrs. J. M. Ewbank	University of the West Indies Library
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Persons who have completed the final examination and are eligible for election to the Register of Chartered Librarians:-

Miss G. S. Allen	Portland Parish Library
Mrs. J. M. Ewbank	University of the West Indies Library
Mrs. A. R. Gray	Kingston & St. Andrew Parish Library
Mrs. Y. Hamilton	St. Mary Parish Library
Miss A. Leigh	Institute of Jamaica Library
Miss R. R. Robb	Jamaica Library Service-Headquarters
Miss M. Taylor	Institute of Jamaica Library

JAMAICA LIBRARY ASSOCIATIONEXECUTIVE COMMITTEE 1967-68

President	Mr. Graham Binns
1st Vice-President	Mr. W. E. Gocking
2nd Vice-President	Mrs. Hazel Bennett
3rd Vice-President	Miss Judith Richards
Treasurer to September	Miss Stephanie Ferguson
Treasurer November-January '68	Mrs. C. P. Fray
Secretary	Mrs. R. Wright
Parish Library Representative	Mrs. K. Hart
Members:	Mr. Hugh Dunphy
	Mr. K. E. Ingram (to July 1967)
	Mrs. Cynthia Warmington

CHAIRMEN OF WORKING PARTIES

Education	Mrs. Amy Robertson
Finance	(inactive)
Promotions	Miss Norma Segre
Research & Publications	Miss Judith Richards

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