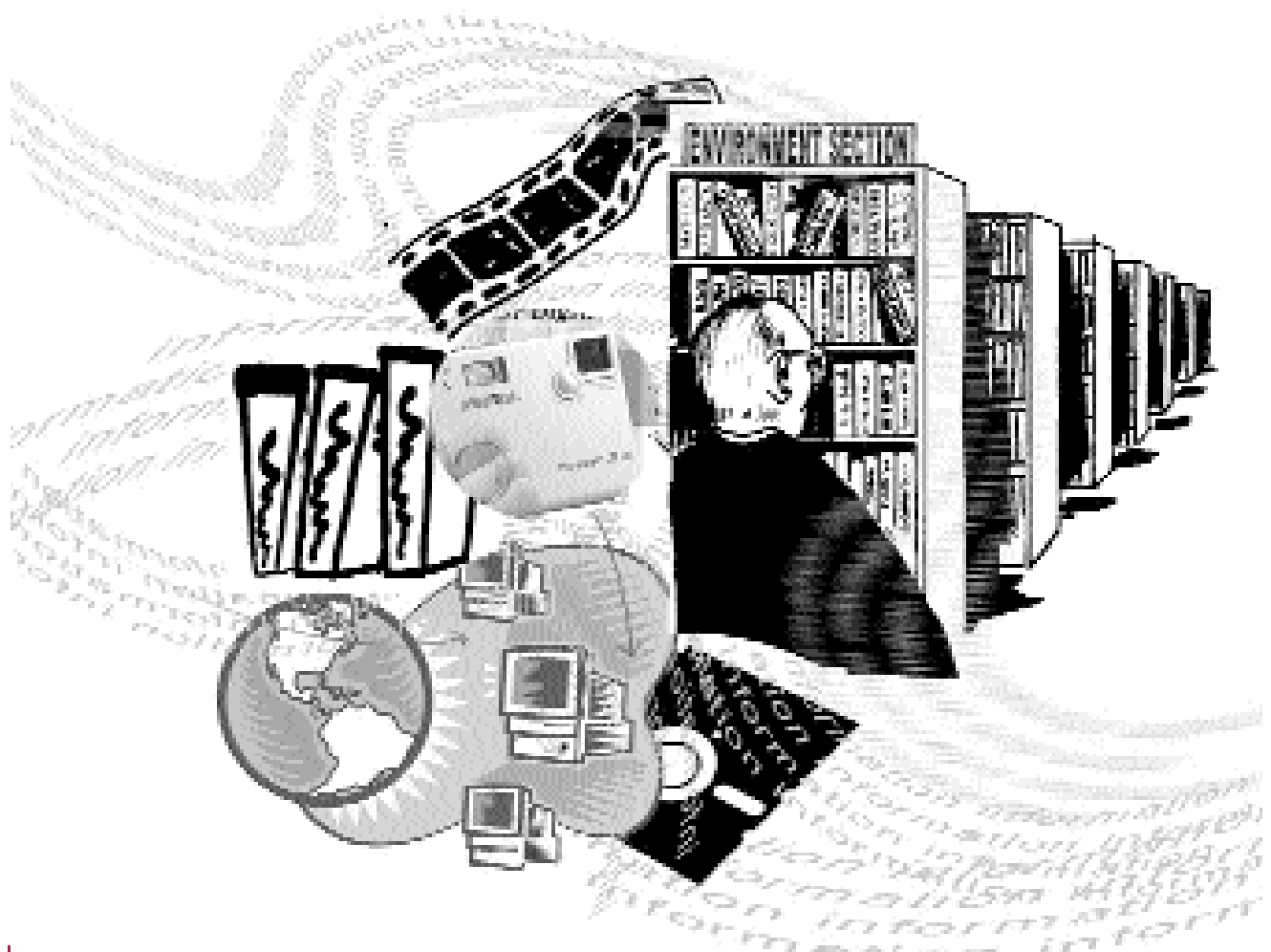


# WORK BOOK



On  
**Information Management**

**Centre For Science and Environment**  
Library, Information Management and Documentation  
Training Programme, February 7-11, 2005

**DAY 1**

DAYS	MODULE	SESSION	TOPIC	RESOURCE PERSONS
<b>7.1.2005</b> 9.30 – 10.00 10 – 10.30 10.30 – 10.45 10.45- 11.15 11.15 – 12.30 12.30 – 1.15	Module 1		Registration Welcome note and Introduction of the participants Tea	Kabita, Susan Pradeep Dutt, Kiran
1.15 – 2.15		Session 1.1	Organising Information – Classification and Indexing	Kiran
2.15 – 3.00		Session 1.2	Hands on - Information Classification	Kiran, Kabita
3.00 – 3.15			Tea	
3.15 – 3.45		Session 1.3	Hands on - Information Indexing	Kiran, Kabita
3.45 – 4.45		Session 1.4	Hands On - Developing a Thesaurus	Kiran
4.45 – 5.15			Discussion on problems faced in participants organisation	
5.30 – 6.00			Time for one on one discussion	

**DAY 2**

<b>8.1.2005</b> 9.30 – 10.00	Module 2		Recollecting Key learnings of day 1 ORGANISING AUDIO VISUAL RESOURCES	Kiran	
10.00 – 10.30		Session 2.1	Setting up an AV resources unit	Amit	
10.30 – 10.45		Session 2.2	Management of AV resources - Classification, Indexing, Filing, Database creation	Ashwini, Kiran	
10.45 – 11.15		Session 2.3	Hands On - Indexing of photographs	Ashwini, Amit	
11.15 – 11.45	Module 3	Session 2.4	Hands On - Creating an AV database using File Maker Pro	Ashwini	
11.45 – 12.15			Challenges faced in the participants' organisations in managing AV resources - Discussion/Conclusion	Ashwini, Kiran	
12.15 – 12.45			Lunch		
12.45 – 1.15			INFORMATION ACQUISITION		
1.15 – 2.15		Session 3.1	Information sourcing - Building up a collection of Information resources	Kiran	
2.15 – 3.15		Session 3.2	Using Internet for information sourcing	Debashish, Kiran	
3.15 – 3.30			Tea		
3.30 – 4.15		Module 4	Session 4.1	IT AND INFORMATION MANAGEMENT Creating a database using MS Access	Vikas
4.15 – 5.15			Session 4.2	Hands On - Creating a database using	
MS Access		Vikas		Time for one-on-one discussions –	
5.15 – 6.15					
2-3 participants	Kiran, Vikas		Debashish		

**DAY 3**

<b>9.1.2005</b> 9.30 – 10.00 10.00 – 10.45 10.45 – 11.00		Session 4.3	Recollecting Key learnings of day 2 Library Automation and Networking	Kiran Kiran
11.30 – 12.00		Session 4.4	A demo on Open Source Digital Asset Management Systems	Kabita, Kiran
12.00 – 1.00		Session 4.5	Basics of a Digital Library - Content creation, management and development of Digital library.	Kiran
1.00 – 2.00			Lunch	
2.00 – 5.00			Free time – to visit CSE library, discussion with CSE team	Kabita, Ashwini

**DAY 4**

<b>10.1.2005</b> 10.00 – 12.00 12.00 – 1.00	Module 5		Visit to IIT Library Lunch at CSE	Kiran, Kabita
2.00 – 3.00		Session 5.1	INFORMATION DISSEMINATION Developing information services and products	Kiran, Bharti
3.00 – 3.15			Tea	
3.15 – 4.30		Session 5.2	Using internet for Information Dissemination	Debashish, Kiran
4.30 – 5.00			Challenges faced in the participants organisation - Discussion/Conclusion	
5.00 – 5.30		Time for one-on-one discussions - 2-3 participants	Debashish, Kiran	

**DAY 5**

<b>11.1.2005</b> 9.30 – 10.00 10.00 – 11.15	Goutam	Session 5.3	Recollecting Key learnings of day 3 & 4 Information outreach: The challenges	Kiran
11.15 – 11.30			Tea	
11.30 – 12.15			Preparation of action plans by the participants based on the programme	Kiran
12.15 – 1.00			Lunch	
1.00 – 2.30			Participants Presentations on their Action plans and feedbacks (5-10 min each)	Kiran
2.30 – 3.00			Course feedback	Kiran

# Information Sourcing

## Building Up a Collection

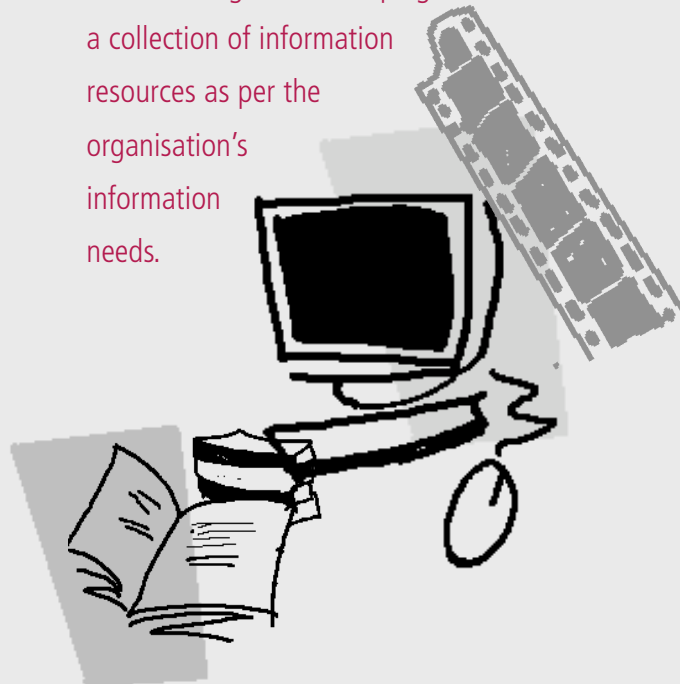


# An Introduction

## OBJECTIVES

- Identify the organisation's needs.
- Identify information materials for specific needs.
- Identify the sources for getting information required.
- Apply selection methods for getting the identified materials.
- Develop procedures for collecting information resources of the best quality.

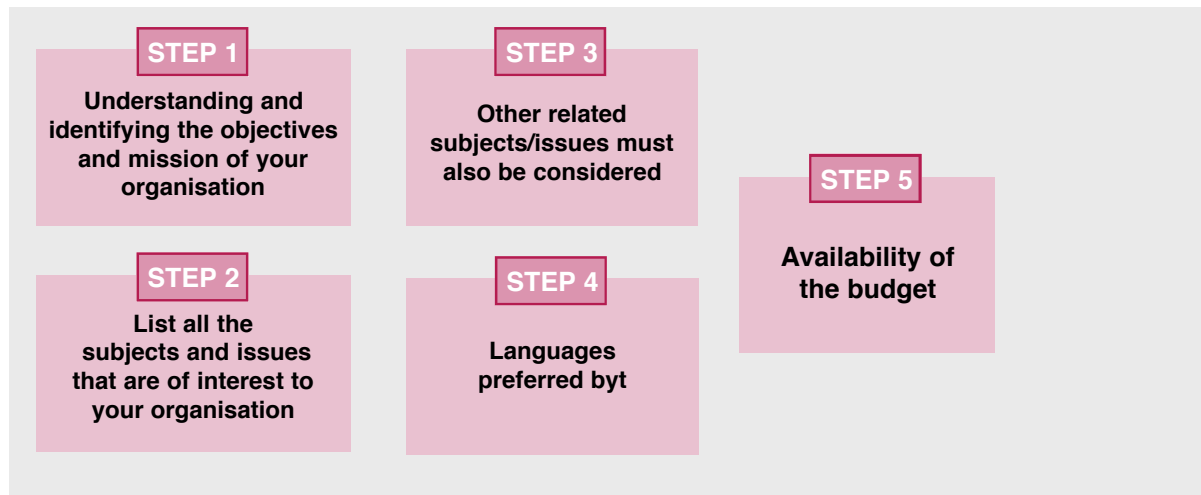
Information is a product generated by different types of activities undertaken by individuals or organizations for achieving their specific objectives. It is of various types and available in multiple forms manifested in a variety of media such as Paper, Film, Magnetic and Optical storage devices etc. But acquisition of information must be related to the interests of the users and the information needs based on it. In this section we will deal primarily with sourcing and developing a collection of information resources as per the organisation's information needs.



### 1. What forms a good collection? How to build up a good collection?

What kind of information resources are required by the organisation? Only a collection which fulfills the needs and objectives of an organisation and the individuals within it can be called a good collection.

A step-wise approach can be employed for meaningful information collection.



**FOR EXAMPLE :** Information resources at the Environment Resources Unit of Centre for Science and Environment, New Delhi. The collections development is based on the mission and objectives of CSE, the parent organisation. (Ref: Section on Information Organisation in the workbook for the main subject areas of interest to the organisation)

### 1.2 Understanding nature of activities and the time frame

- An information intensive activity is always associated with a time frame. This also dictates the pace at which the information
- has to be made available. A collection of information is viable only if it is able to meet the information requirements well in time.

See Table 1

After identifying needs, have a collection policy based on the above aspects.

- KEY ACTIONS**
- ▶ Record the subjects/issues which are of interest to your organisation
  - ▶ Identify type of activities and the timeframe required to fulfill the objectives- research, reporting, publishing, campaigning, etc.
  - ▶ Languages in which materials are preferred.



### >> TIPS

Depending on the time factor, different types of resources (print-newspapers, magazines, journals, books, e-databases, web, films, photographs, etc.) may be more useful than others to a user.

## Stage 2

# IDENTIFYING TYPES OF MATERIALS

What all are the materials that can be collected?

Understand the nature of activities and select the materials that may be in any of the following forms:

### BOOKS

Dictionaries, Directories  
Glossaries, Atlas, Technical and research studies

### SERIALS/PERIODICALS

Journals, Magazines, Newspapers  
Newsletters

### NON-BOOK MATERIALS

Films, Photographs, slides, Maps



### Reference books and books of general/ common interest to an organisation:

- I. Year books
- II. Statistics-National and International
- III. Special directories
- IV. Census reports
- V. Annual reports of GOI, State govts, public sector and R & D organizations
- VI. Common interest books and development of subject areas, which need improvement: e.g., Budget papers, Economic survey, Selected CPCB publications, few ministries priced publications.
- VII. Atlases

## Stage 3

# IDENTIFY THE SOURCES

A wide range of sources can be used to find out and get these materials. They are mainly of two types:

### 3.1 Local Information sources (Information available internally)

- Papers presented at Seminars and conferences organized by an organisation
- Papers written by colleagues and researchers within the organisation
- Training materials prepared by the organisation
- Organisation's own publications, papers, reports, studies, research, etc.

**FOR EXAMPLE :** State of India's environment report series by CSE, Slow murder, Green politics, Down To Earth, etc are internal publications that are documented by the resources unit. (Ref: <http://csestore.org.in>)

### 3.2 External Information sources

#### 3.2.1 Producers and distributors:

- Commercial publishers
- Aggregators (providers of bibliographic databases)
- International agencies
- Government departments
- Non-governmental organisations (NGOs)
- Professional associations and learned societies

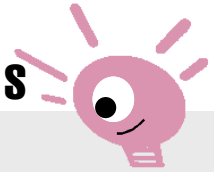
#### 3.2.2 Internet- Ref Section "Using Internet for Information sourcing" for details.

To decide whether to add a particular book, video, article or other material to the collection, ask yourself the following (and also involve others in your organisation):

### ACTION POINTS

- a. **What is the content?**
- b. **Is the content useful for your organisation?**  
Select materials keeping in mind the existing programs and projects.
- c. **Is the information accurate and up-to-date?**  
Be aware of recent literature available and acquire them proactively.
- d. **How much does it cost?**  
Most of the publishers offer a discount of 10%, but you can try and negotiate for more. Consider whether the material is worth the money and whether funds are available.
- e. **Consider whether you may be able to request a free copy**
- f. **Does the resource center lack materials on this subject?**

### >> TIPS



#### Proactive collection building: Know recent literature

1. Catalogues/e-mail alerts sent by publishers
2. Regular net browsing: Regular netsurfing with relevant words, areas of interest, specific websites, web pages, etc.
3. Identify new publications, studies/reports through
  - a. Newspapers reports/reviews
  - b. References provided in articles/papers in journals, newsletters etc.
  - c. Bibliographies provided in studies, reports, books etc.
4. Subscribe to alert services e.g. Google alert on a specific topic/s of interest to you to get hints, remain informed about selected recent information added to the web.
6. Subscribe to few E-newsletters e.g. Internet resources newsletter. You can contact them at [irn@hw.ac.uk](mailto:irn@hw.ac.uk)

The identified materials can be obtained by:

- Purchasing
- For Free- Gifts and exchanges

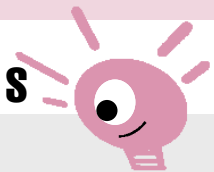
### 5.1 Purchasing

Check for budget available and order the material.

### 5.3 Gifts, Exchanges, Networking

There are many organizations that provide materials free or in exchange for other materials.

### >> TIPS



#### Gifts, exchange, networking

- a. Writing to authors and organizations to get reprints of articles and reports for free.
- b. Membership with Library Networks: An annual membership of library networks is very helpful in accessing materials available with other organizations. E.g Delnet ([www.delnet.nic.in](http://www.delnet.nic.in))
- c. Proactive networking with resourceful organizations and individuals
- d. Use Internet to get open-access books, reports, studies..
- e. Getting books for review in your organisation's internal publications.

From time to time the collection needs to be reviewed. This may include weeding out (removing) some materials, and deciding what new subject areas or types of material to include. The review should be carried out by the resource center officer in consultation with his or her supervisor, members of the resource center advisory committee and/or other users.

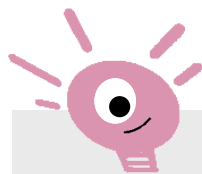
### ELECTRONIC RESOURCES- COLLECTIONS OF SPECIAL CONCERN

#### E resources:

Electronic resources are an important part of any good collection. An "electronic resource" is defined as any work encoded and made available for access through the use of a computer. It includes both online data and electronic data in physical formats (e.g., CD-ROM). It includes indexes and abstracts, full-text periodicals, informational databases in physical formats or as remotely accessed resources. It includes home pages, Web sites, or Internet sites required to support research in the subject covered.

Selection of electronic resources: Electronic resources need to be selected based on the following criteria.

- Content.
- Added Value over the print material, timely access, lower costs, etc.
- Ease of Use. Should be easy to use and demand minimum training. The work should provide convenient output to printers and/or users' files.
- Maintenance. The time and effort of the staff to maintain it, to preserve, including migration to newer formats, must be weighed against the current and future scholarly value of the resources.
- Standards and equipments. It should meet acceptable, commonly used technical standards, digital formats, and practices and must be operational on equipments operating systems either currently or expected-to-be available.



### >> TIPS

#### GIFTS, EXCHANGE, NETWORKING

- a. Writing to authors and organizations to get reprints of articles and reports for free.
- b. Membership with Library Networks: An annual membership of library networks is very helpful in accessing materials available with other organizations. E.g Delnet ([www.delnet.nic.in](http://www.delnet.nic.in))
- c. Proactive networking with resourceful organizations and individuals
- d. Use Internet to get open-access books, reports, studies..
- e. Getting books for review in your organisation's internal publications.

### ISSUES OF CONCERN

Today large volumes of information can be globally accessed instantly through electronic media. Therefore, documentation centers must be aware of the issues concerning access and archival and utilization of these resources. It is time that they realize the need for such resources, and invest the scarce finances available judiciously as per the organizational requirements.

The World Wide Web is a good source of current news, primary resources and reference information. However, organizations and individuals associated with developmental issues must think Internet as a guide and supplement and not as substitute for information on such issues. Please see section: Using Internet for information sourcing to learn more about these issues. They must think intelligently and judiciously before using this as the only source for extensive and detailed research information. They must not ignore and forget to use information available in gray literature, unpublished information, experiences generated from activities at the grass root level. NGOs/Voluntary organizations must therefore focus on information sourcing strategies, which contribute to a collection having a rich combination of written, informal, oral, electronic forms of information resources.

**Table 1****Information TimeLine : Use in selecting materials for a resource unit****Time Period      Finding the Information****Day of the Event** Web, Radio; Television; Internet news services

Internet offers some of the most up-to date information available, due to its ability to regularly and immediately upgrade Web site content.

Radio programs offer a variety of informative up-to date programmes. Information about radio program schedule is available on the Internet

**1-3 Days      Newspapers; radio, web; television****Week** Popular newsmagazines and journals

**Newsmagazines-**They offer up-to-date analysis and reports on current issues.

**Journals-** They are primary sources of information consisting of recent researches and developments on an issue

**Months** Scholarly journals, books, films

**Books-** They must be referred for in-depth, comprehensive research and views on a given topic. Book review sections in leading newspapers, journals, magazines or bookstore websites may be referred for latest publications and content reviews.

**Films-** Some films with well researched content also provide distinct views and comprehensive information on a topic.

**Libraries** Books, periodicals, Internet, research documents, first-hand reports, grey literature, etc Source of extensive information on topic/s is available at the library, as are the multiple ways of retrieving information. Books, reference materials, reports, digital databases, grey literature magazines, newspapers, films and Internet are available.

Special libraries are invaluable asset to an organisation, as they are set up exclusively to meet focused organizational needs.

# NOTE PAGES

A series of horizontal lines for writing notes, with a faint pencil drawing of a cricket bat and stumps in the lower half.



# ACTIVITY



# SHEET

1. Following are some of the steps that one may take to collect materials for his/her organisation's resource centre. Please number them in proper sequence.

- Languages in which materials are preferred.
- Have a collection policy based on the above mentioned criterias
- List types of materials and their formats preferred.
- Identify nature of the activities and the timeframe required to fulfill the objectives- research, reporting, publishing, campaigning, etc.
- Follow the selection guidelines and aquire materials- purchase or free.
- Note the subjects/issues which are of interest to your organisation
- Budget
- Identify Sources – External and Internal
- Review your collections at regular intervals.

2. Internal information if the information that is generated by your organisation and is available within your organisation. Give examples of internal information available in your organisation and mention ways of acquiring them from your colleagues.

Sr. No.	Type of Internal Information material and the format	Format (Print/electronic/both)
1.		
2.		
3.		
4.		
5.		

3. You have been asked to find information on the state of river pollution in India. Describe the method of finding information that you would choose for your organisation. (Ref: Table 1 in the section)

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4. Why do you think the method selected by you in question 2 is the most appropriate method for your organisation?

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5. List two advantages and disadvantages of the information sources mentioned in Table 1 provided in this section.

**1. Internet**

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**2. Newspapers**

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**3. Books**

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**5. Magazines**

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**6. Journals**

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**7. Libraries**

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6. External information is information that exists outside the organisation and needs to be acquired by a documentation centre. Various components of the society generate information in various forms (print/electronic). List examples (minimum two) for each category mentioned below that you will consider for getting information materials.

Sr. No	Examples of External Information sources	Websites
I.	Government Agencies :National	
II.	Government Agencies : International	
III.	Known societies (E.g Indian National Science Academy)	
IV	Corporates	
V	NGOs: National	
VI	NGOs: International	
VII	International Organisations (E.g World Bank)	
VIII	Commercial Information providers/ /aggregators (Gale Thomsons database, Emerald, Informatics India etc.)	

## References

E-journals: a challenge for Libraries by T Ashok Babu  
Major scientific databases and their online equivalent by Dr Purnima Kaushik  
Negotiating online subscriptions by Fiona Durrant  
<http://library.uis.edu/findinfo/types.html>  
<http://www.library.jcu.edu.au/LibraryGuides/primsrscs.shtml>  
<http://library.csun.edu/mwoodley/primary.html>  
[http://www.vuw.ac.nz/staff/alastair\\_smith/evaln/evaln.htm](http://www.vuw.ac.nz/staff/alastair_smith/evaln/evaln.htm)  
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<http://www.lib.berkeley.edu/TeachingLib/Guides/PrimarySources.html>  
<http://nhclibrary.nhmccd.edu/research/steps/index.html>