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**National Social Science Documentation Centre:
Reflections and Suggestions.**

(Documentation problems. 4). (Social science series. 3).

S R Ranganathan, *National Research Professor in Library Science,*
and *Honorary Professor, DRTC, Bangalore 3.*

[The attempts made since 1959, to establish a National Documentation Centre for Social Sciences are described. The difficulties due to the absence of stabilised Standard Terminology in the Social Sciences and the unfamiliarity of the documentalists in Social Sciences with the Standard Terminology in Documentation are mentioned. The right functions of a National Documentation Centre are described. The primary function of a National Documentation Centre is emphasised to be the publication of an advance national documentation periodical. The procedure for the preparation and publication of a Union Catalogue of Learned Periodicals and Serials is described in detail. A National Documentation Centre should not by itself maintain the national library in its subject field. Delegation of national documentation work to regional centres is unhelpful. Right delegation should be to national documentation centres in charge of the different subject fields in Social Sciences, when the time is ripe for it.]

ABBREVIATIONS USED:

- CCC = Classified catalogue code, Ed 5, 1964, by S R Ranganathan
DRTC = Documentation Research and Training Centre, Bangalore
ICSSR = Indian Council of Social Science Research
Insdoc = Indian National Scientific Documentation Centre
Insodoc = Indian National Social Science Documentation Centre

Note.—The number of each section is a pure Decimal Fraction and not an Integer.

0 Terminology**01 SYSTEMATIC LIST OF THE TERMS**

The idea of a National Documentation Centre for Social Sciences is new in our country. Therefore, naturally the technical terminology in vogue in the field of documentation is not known sufficiently among social science specialists. Therefore, some of their publications fail to communicate their ideas correctly. But the Indian Standards Institution has published a Standard Glossary for Cataloguing Terms. They also contain documentation terms. The following list of terms is taken from the Standard Glossary (1959; 1966) mentioned above, as refined in my *Prolegomena to library classification*, Ed 3, 1967, and being further refined for the next edition.

1 Idea.— The product of thinking, reflecting, imagining, etc. got by the intellect by integrating with the aid of logic, a selection from the apperception mass, and/or what is directly apprehended by intuition, and deposited in the memory.

2 Knowledge.— The totality of the ideas conserved by the humans.

In this sense, Knowledge = Universe of Ideas.

3 Subject.— An organised or systematised account of some idea or other whose extension and intension are likely to fall coherently within the field of interest and comfortably within the intellectual competence and the field of inevitable specialisation of a normal person.

4 Isolate Idea.— Any idea or idea-complex fit to form a component of a subject, but not by itself fit to be deemed to be a subject.

5 Compound Subject.— A subject with a main subject or a non-main basic subject and one or more isolate ideas as components.

6 Macro Subject.— Subject of great extension and small intension.

7 Micro Subject.— Subject of small extension and great intension.

Note.—The terms 'Small' and 'Great' are relative.

8 Work.— The exposition of a subject in a language, or pictures, or symbols, or in any other mode, in order to make communication possible.

9 Document.— Record of work on paper or other material, fit for easy physical handling and transport across space and time.

10 Macro-document.— Document embodying a Macro-Subject.

11 Micro-document.— Document embodying a Micro-Subject.

12 Conventional Document of Kind 1 .— Document with paper as the basis for its physique and with the work recorded on it in the phonetic symbols, forming the script of an articulate natural or artificial language, with or without illustrations as a help in the communication of the work. The recording may be by printing or by some near-printing process. It may also be a reprograph of any of the above or of a manuscript.

13 Periodical Publication .— A Document with the following attributes:

1 Periodicity .— A volume or a small group of volumes of it, is published or intended to be published or completed normally once in a year or at other regular intervals though irregularity in interval is not ruled out;

2 Distinguishing Number .— Each successive volume or periodical group of volumes, is usually distinguished by the year of publication and/or by a number belonging to a system of single or complex ordinal numbers, usually called Volume Number; and

3 Continuity .— The intention had been to continue the publication for ever and with the same title in all the volumes though not actually carried out.

14 Periodical .— Periodical publication of which each volume is made up of distinct and independent papers, not forming a continuous exposition, normally by two or more personal authors and normally the specific subjects and the authors of the papers in successive volumes also being, in general, different. But all the subjects fall within one and the same region of knowledge, contemplated to be brought within its purview. It is not usually released complete as a volume but only in fascicules as they are called. Each paper in it essentially expounds a subject and not repeat the same kind of information, usually in the same pattern, in each of its volumes just bringing the information up-to-date from volume to volume.

15 Serial .— Periodical Publication of which each volume or each periodical group of volumes embodies more or less the same kind of information, usually in the same pattern, mainly relating to its year (or other period) of coverage. It is usually released complete as a volume. It is not made of diverse papers, each forming a continuous exposition of a different subject.

16 Bibliographical Periodical .— Periodical giving a catalogue of books currently published.

17 Documentation Periodical .— Periodical giving a catalogue of papers bearing on a stated subject-field and appearing in the current fascicules of periodicals. Each entry gives the name of the Host Periodical and the Locus within it. It may also include entries of books currently published.

18 Indexing Periodical .— Documentation Periodical giving a bare catalogue of papers.

19 Synopsis .— Author's summary of a paper in a periodical, published simultaneously with the paper itself.

20 Abstract .— The summary, usually by a professional (abstractor) other than the author, of the essential contents of a work, usually a paper in a periodical, together with the specification of the Host Document and the Locus within it.

21 Abstracting Periodical .— Documentation Periodical giving a catalogue of papers, each entry being provided with an abstract of the paper described by it.

22 Book .— Conventional Document of Kind 1 to 4 other than Periodical Publication, having been completed or intended to be completed in a finite number of volumes. It is usually a macro-document. It is generally in one volume. Some books are in several volumes.

23 Volume .— Physical entity formed of several leaves of paper or other material used for recording either the whole or a part of a work and fastened together so as to be easily opened at any desired place.

24 Multi-Volumed Book .— A book in two or more volumes deemed to be inseparable and to form a single book on the ground that:

1 The set of volumes together gives a continuous exposition of the subject treated; or

2 The subject is so distributed among the volumes that it is unhelpful to treat each volume as if it were a separate book; or

3 The same sequence of pagination is continued in all the volumes of the set; or

4 The set possesses a common index.

25 Series .— A set of books, not constituting a Multi-volumed book, and with the following attributes:

1 The books are issued, normally successively by one publisher or by one sponsoring body or person;

2 All the books of the series are usually in the same format and style, though deviation is made in some of the books, and having some similarity of subject or standard or purpose;

3 Each book has normally a distinct and independent title or other features of its own or both;

4 Each book has normally a different author;

5 There is a collective name — Name of the Series — to denote the set and given in all or atleast in one of the books of the set; and

6 Each book is or may be assigned a distinct number called the Serial Number belonging to a system of simple or complex ordinal numbers.

26 Paper .— A Micro-document occurring in a periodical. Alternative term: 'Article.'

27 Separate .— A paper in a periodical issued in the same format as the original, whether printed from the types or plates of the original or reset. It may also mean a similar issue of a portion of a book. Alternative terms: 'Off-print,' 'Re-print' and 'Pre-print.'

28 Conventional Document of Kind 2 .— Document similar to Conventional Document of Kind 1 with the difference that the recording is in a non-conventional script, such as braille, stenograph, music in notation, and cipher.

29 Conventional Document of Kind 3 .— Document similar to Conventional Document of Kind 1 with the difference that the graphic medium consists of drawings, pictures, maps, etc, instead of phonetic symbols.

30 Conventional Document of Kind 4 .— Document similar to Conventional Document of Kind 1 with the difference that the recording is in handwriting. Alternative term: 'Manuscript'.

31 Reprograph .— A photographic, chemical or any mechanical reproduction of any kind of Conventional Document.

32 Non-conventional Document of Kind 1 .— Reprograph of any kind of Conventional Document on an extremely reduced scale needing the use of special reading apparatus. Alternate terms 'Micro copy'; Possible kinds: 'Micro film', 'Micro fiche', and 'Opaque micro card'.

33 Non-conventional Document of Kind 2 .— Document made of sound record, whether of articulate sound or of music. Alternative Term: 'Audio-document'.

34 Non-conventional Document of Kind 3 .— Document made of cinema reels. Alternative term: 'Visual Document'.

35 Non-conventional Document of Kind 4 .— Document made of talkie reels. Alternative term: 'Audio-visual Document'.

36 Non-conventional Document of Kind 5 .— Document made of record of a natural or a social phenomenon made directly by instrument without being passed through human mind and without being woven into an idea created and expressed by human mind. Alternative terms: 'Instrument Recorded Phenomenon' and 'Meta-document'.

37 Documentation List .— A catalogue of documents on nascent micro-documents in the subject field concerned and, on the needs of specialist readers.

38 Local Documentation List .— A documentation list prepared by a Service Library generally confined to the documents available in it.

39 National Documentation List .— A documentation list prepared by a National Documentation Centre, covering the

periodicals taken in the country and usually published so as to be available for use simultaneously with the arrival of the current issues of the periodicals in the country, if not slightly earlier.

40 Union Catalogue .— Catalogue of all the documents in two or more libraries giving the names of all the libraries where copies of a document are found.

41 Union Catalogue of Periodicals .— A catalogue of all the periodicals in two or more participating libraries, showing under each Main Entry the holdings of each library.

42 Union Catalogue of Serials .— Analogous to 41.

43 Union Catalogue of Periodical Publications .— Analogous to 41.

02 ALPHABETICAL LIST OF THE TERMS

Note .— The Index Number is the Serial Number in Sec 01.

- | | |
|-------------------------------|--------------------------------|
| Abstract 20 | subject 6 |
| Abstracting periodical 21 | |
| Audio | Manuscript 30 |
| document 33 | Meta-document 36 |
| visual document 35 | Micro |
| | document 11 |
| Bibliographical periodical 16 | subject 7 |
| Book 22 | Multi-volumed book 24 |
| Compound Subject 5 | National documentation list 39 |
| Conventional document of | Non-conventional document of |
| Kind 1 12 | Kind 1 32 |
| Kind 2 28 | Kind 2 33 |
| Kind 3 29 | Kind 3 34 |
| Kind 4 30 | Kind 4 35 |
| | Kind 5 36 |
| Document 9 | Paper 26 |
| Documentation | Periodical 14 |
| list 37 | publication 13 |
| periodical 17 | |
| Idea 1 | Reprograph 31 |
| Indexing periodical 18 | |
| Instrument recorded | Separate 27 |
| phenomenon 36 | Serial 15 |
| Isolate idea 4 | Series 25 |
| | Subject 3 |
| Knowledge 2 | Synopsis 19 |
| | |
| Local documentation list 38 | Union Catalogue 40 |
| | of periodical publications 43 |
| Macro | of periodicals 41 |
| document 10 | of serials 42 |

1 Genesis of Indian National Social Science Documentation Centre (Insodoc)

11 ATTEMPT 1: 1959, DELHI

The Library Seminar on Research in the Social Sciences, held from 2 to 4 January 1959, in Delhi with Girja Kumar as Secretary and myself as Chairman, under the joint auspices of the Indian School of International Studies and the Indian Council of World Affairs, recommended, among other things, the establishment of an Indian National Social Science Documentation Centre, with functions similar to those of the Insdoc. The follow up work on the recommendation was not successful.

12 ATTEMPT 2: 1960, BANGALORE

The Seminar on International Relations and Regional Studies held from May to June 1962 in Bangalore with Dr Appadorai as the Chairman under the auspices of the School of International Studies, largely composed of university teachers. It recommended the establishment of a Central Library on International Relations. The activities of this library was to be linked up with the work of the proposed Insodoc. This Centre was to be developed on the lines recommended by the Library Seminar on Research in the Social Sciences (1959). No result came out of this.

13 ATTEMPT 3: 1962, CALCUTTA

A Seminar on Bibliographical Control was held on 10 February 1962 in Calcutta, with B S Kesavan as Director, under the auspices of the Indian Library Association. This was sponsored by the Ministry of Education of the Government of India. It recommended that documentation work and service be done in different subject fields in the social sciences by thirteen different agencies with a coordinating body for all documentation activities in the natural sciences, humanities, and social sciences. The setting up of a permanent Advisory Committee on Policy, to implement the proposals, was also recommended. The recommended functions of the coordinating body were similar to those of the Insdoc, but without those of compiling and publishing an advance documentation list and of abstracts. Its activities were to be so designed as to supplement the work of the documentation centres for particular subject fields. No result came out of this attempt.

14 ATTEMPT 4: 1964, LUCKNOW

In its Session on Indian Social Science Documentation, the Iasic Seminar held from 2 to 6 October 1964, in Lucknow, with N K Goil as Rapporteur and Girja Kumar as Chairman, recommended and affirmed the feasibility of establishing Insdoc with functions similar to those of the Insdoc. The Iasic was to request the Central Government to provide funds for the

establishment of the Centre and for making a survey of the existing documentation services in Social Sciences in India. The University Grants Commission was to be requested to provide funds for compiling a Union Catalogue of Periodical Publications in Social Sciences. No result came out of this.

15 ATTEMPT 5: 1965, TRIVANDRUM

In its Session on Social Science Documentation, the laslic Conference held on 28 December 1965 in Trivandrum with K S Deshpande as Rapporteur and K S Hingwe as Director, discussed the question of the centralisation and the decentralisation of documentation services. A survey of the resources and documentation activities in the social sciences in India, was suggested. The result of the survey was to be reported to the Planning Commission by the end of March 1966.

16 ATTEMPT 6: 1967, DELHI

Early in 1967, a survey of the activities in Social Science Documentation in India was made by Girja Kumar on behalf of the Indian Council of World Affairs. The data of this survey formed part of a working paper for the Seminar on Documentation in the Social Sciences held on 25 to 27 February 1967, in Delhi, with Girja Kumar as Secretary and myself as Chairman, under the auspices of the School of International Studies. The members of the Seminar were divided into a number of groups each with a Chairman and a Rapporteur of its own. In the second Plenary Session held in the forenoon of each day, the issues for consideration were framed. In the afternoon of each day, each of the groups discussed the issues and sent up its recommendation for consideration in the first Plenary Session in the forenoon of the next day. The recommendations on each of the issues were finalised in the last Plenary Session. These were sent to the Planning Commission, asking for provision of funds. At this stage, the attempt was said to have been torpedoed by some interested party.

17 ATTEMPT 7: 1969, DELHI

The facilities for research in Social Sciences had not received much attention for a long time, when compared with the Natural Sciences, taken on hand about 25 years earlier. There are abundant reasons for this delay. But we are not interested in examining them here. On 12 December 1968, by its Resolution No. F. 9-50/68 Plg, the Central Ministry of Education established the Indian Council of Social Science Research (ICSSR). On 1 October 1969, in its turn, the ICSSR established its Documentation Branch. N M Ketkar, Librarian, Central

Secretariate Library, took charge of this Branch on a part time basis. By the end of 1969, two Documentation Officers and four senior documentation assistants formed the staff. In the first instance Girja Kumar was requested to make a survey of the existing bibliographical services in the field of social sciences and to report the result by September 1970.

2 Difficulty in Social Science Documentation

2a DIFFICULTY ABOUT THE TERMINOLOGY IN DOCUMENTATION

The Social Science documentalists do not appear to have yet familiarised themselves with the necessary technical terms current in the field of documentation. For instance, they do not seem to have distinguished the difference between the terms 'Documentation work' and 'Documentation Service'. Or it may be that the documentalists knew this distinction but could not influence their parent body to understand this distinction and use the correct technical term in its Annual Reports. This is evidenced by the following passage in the *Annual report 2, 1970-71* (Please note the underlined words in them).

"The Council proposes to set up a National Bibliographical and Documentation *Service*. Under this programme, institutions will be selected in different parts of the Country to do bibliographical and documentation *Work* in specified fields for which they have special competence and facilities. For instance, the Indian Society of Agricultural Economics will be requested to do the bibliographical and documentation *Work* in the field of agricultural economics. The Anthropological Survey of India will do a similar *Service* in the field of anthropology."

2b DIFFICULTY ABOUT THE TERMINOLOGY IN SOCIAL SCIENCES

In the Natural Sciences, International Committees on Standard Terminology have been functioning for nearly a century. Practically, each subject in that group has a fairly stabilised Technical Terminology. Therefore, a documentalist may not feel much difficulty in understanding the true import of any document to be included in a documentation list or to be brought into use in documentation service. On the contrary, many of the subjects in the Social Sciences present difficulties arising out of unstabilised terminology. Except perhaps in the Main Subject "Law", this factor makes the work of a documentalist in Social Sciences difficult. The whole document may have to be read, perhaps more than once, to fix its Class Number and to write its Abstract. But, now that documentation enters into the field of Social Sciences, there is perhaps a chance for an agreed Standard Terminology in the Social Sciences to be taken up and pursued with vigour.

2c DIFFICULTY IN RESPECT OF THE MAIN SUBJECTS FORMING THE SOCIAL SCIENCES

"Sociology" is unquestionably accepted as a Main Subject in the field of Social Sciences. So also is "Social Work". But, every subject—the entire Universe of Subjects—has a sociological aspect. This tempts the bringing in of any subject into the field of Social Sciences, many subjects from outside its field. An outstanding example is the "Science of Linguistics". Normally, it is taken to fall within the group of Humanities. But, since language is the medium of communication in any social group, some social scientists would include it among Social Sciences. On the other hand, the Main Subject "Law" can arise only in relation to man in society. Therefore, it should be taken unquestionably as a Social Science. However, on account of the extreme specialisation of this subject, some social scientists would admit only the sociological aspects of "Law" as falling within Social Sciences. The Main Subject "Psychology" is another problem. We should strictly distinguish between the psychology of an individual living within his normal social group or within an alien social group on the one side, and the psychology of a social group—as distinguished from that of an individual—on the other side. The latter certainly falls within Sociology, a Main Subject in Social Sciences. But the former cannot be said to do so, with equal certitude. Many take Psychology to be a Main Subject in the Humanities. However, the psychology of a social group is taken as a compound subject going with the Main Subject "Sociology".

2d SUGGESTED SCHEDULE OF MAIN SUBJECTS IN SOCIAL SCIENCES

Perhaps, the table given below may be taken to enumerate the different Main Subjects in Social Sciences as judged by having literary warrant today.

SN	CCN	DCN	UDCN	Main Subject
1	2	020.1	02:001.5	Library science
2	2T	020	02	Library
3	2YT	..	02:311	Librametry
4	8	658	65	Management science
5	9b	Career
6	9p	..	06.053	Conference methodology
7	9r	Seminar methodology
8	9t	..	06.045	Commission methodology

SN	CCN	DCN	UDCN	Main Subject
9	9P	001.5	007	Communication theory
10	9Q	..	00.362	Symbolism
11	T*Z	300	3	Social sciences
12	T	370	37	Education
13	TYT	..	37.311	Educumetry
14	U*Z	..	91+93/99	Geography and History
15	U	910	91	Geography
16	V*Z	..	32+33+93/99	History, Political science and Economics
17	V*ZZ	..	33+93/99	History and Economics
18	V	930 to 990	93/99	History
19	VX	..	930.2	Technique of historical source
20	W	320	32	Political science
21	WX	..	327.39	Geopolitics
22	X	330	33	Economics
23	XV	330	33	International and intranational economics
24	XX	338	338	Industrial economics
25	XYT	..	330.115	Econometrics
26	XYV	..	33:007	Economico-cybernetics
27	Y	301	301	Sociology
28	YX	361 to 362	361/367	Social work
29	YYT	..	301:311	Sociometry
30	YYV	..	301:007	Socio-cybernetics
31	Z	340	34	Law
32	ZT	340.1	34.06	General jurisprudence
33	ZV	..	342.78	War time law
34	ZX	341.3	341.3	Laws of war
	70	65	158	Total number of digits in the Class Number
	2	4	5	Average number of digits in a Class Number

2e TRADITIONAL MAIN SUBJECTS

The following eight Main Subjects in the field of Social Sciences had acquired literary warrant sufficiently early. Therefore they have been generally included among traditional Main Subjects:

SN	Subject
1 ..	Library work or library economy
11 ..	Education
15 ..	Geography
18 ..	History
20 ..	Political science
22 ..	Economics
27 ..	Sociology
31 ..	Law

2f SCATTERED MAIN SUBJECTS

The above table shows that in CC, DC, and UDC, "Library work or Library economy" stands scattered outside the compact range of Social Science Main Subjects. In addition, in DC and UDC, "Geography" and "History" also stand scattered outside the compact range of Social Science Main Subjects. In CC the following ten Main Subjects also stand scattered outside the compact range of Social Science Main Subjects.

SN	Subject
1 ..	Library science
4 ..	Management science
5 ..	Career
6 ..	Conference methodology
7 ..	Seminar methodology
8 ..	Commission methodology
9 ..	Communication theory
10 ..	Symbolism

2g DISTILLED MAIN SUBJECTS

The eight Main Subjects mentioned in Sec 2f are not Traditional Main Subjects. These Subjects have begun to attract literary warrant only during recent years. All of these will require their respective schedule of isolates. For "Library

Science" and for "Management science" such schedules have been already enumerated in CC to meet the actual requirements. The other six Main Subjects will have to be taken up at no distant date. Before their gaining the status of a Main Subject, the ideas denoted by them have been occurring only as facets of compound subjects going with some if not all of the Traditional Main Subjects. For example, "Management" has been occurring as a facet in Compound Subjects going with subjects such as Economics, Education, Home Science, Hospital, Laboratory, and Observatory. In all these subjects we come across "Management-in-action". But a comparative study of Management-in-action in several contexts has now led to the formation of "Management-in-theory". This may be taken to have "distilled out" of "Management-in-action". Therefore, they are called Distilled Main Subjects. The Schedules in CC and UDC have provisions for all these, except that UDC has no provision for Library Science, Career and Seminar methodology. In DC five of these Distilled Main Subjects are not found in the schedule.

As the Distilled Main Subjects have affiliation with most of the Main Subjects in a general schedule it has not been possible to include them within the compact range of the Schedule of Traditional Main Subjects of Social Sciences. They are therefore put prior to the Traditional Main Subjects of all kinds.

Another Distilled Main Subject, "Techniques of Historical Sources" has, however, being given a place in CC with in the compact range of the Traditional Main Subjects of Social Sciences.

2h ADJUNCT AND FUSED MAIN SUBJECTS

The following table gives the thirteen Adjunct Main Subjects belonging to the field of Social Sciences.

SN	Adjunct Main Subject
3	.. Librametry
13	.. Educametry
21	.. Geopolitics
23	.. International and Intranational economics
24	.. Industrial economics
25	.. Econometrics
26	.. Economico cybernetics
28	.. Social work
29	.. Sociometry
30	.. Socio-cybernetics
32	.. General jurisprudence
33	.. War time law
34	.. Laws of war

For illustration, let us take the items 23 to 26 mentioned in the above table. Item 22 is Economics-in-theory. Item 23 is Economics-in-action in the world as a whole or with in a nation. Item 24 is Economics-in-action in a particular industry. The Canon of Filiatory Sequence requires that these three subjects should be adjunct to one another. So also items 25 and 26 should go with them, because they deal with a particular method of developing Economics-in-action. Therefore these Main Subjects are called "Adjunct Main Subject" to follow the Main Subject "X Economics-in-action". The facet structures for the Compound Subjects going with the last four Main Subjects are not identically the same with one another, or with that of Economics-in-theory. They have therefore to be treated as different Main Subjects. Further, viewed from the Verbal Plane, these subjects look like having been formed by a mere combination of the Main Subject "Economics" on the one hand and on the other, the respective Main Subjects History, Industry, Statistical Calculus, and Cybernetics. But in the Idea Plane, the components of each pair are so fused together that each component loses its identity and the Main Subject resulting from fusion is different from either of the components. Therefore, these are also called Fused Main Subjects. The different ways in which the "Adjunctness" and the "Fused-ness" are secured in the Notational Plane by the three schemes are worth examination. So it is in the case of other Adjunct Main Subjects and Fused Main Subjects.

In CC, Faceted sub divisions of each of the Adjunct Main Subjects is possible as and when literary warrant demands them. In UDC these may have to be managed with the aid of "Coloned numbers".

2j DIFFICULTY ABOUT THE TERM 'LEARNED PAPER' IN NATURAL SCIENCES

The term 'Learned Paper' cannot be defined rigorously. However, in the field of Natural Sciences, it is possible to sense the exposition of one and the same subject to be in one or other of the four Standards. A paper of Standard 1 gives the results of research in technical terms. Its readers usually consist of other research workers. A paper of Standard 2 is usually a reproduction of the paper of Standard 1 in a less rigorous style. It is indeed a rehash of the paper of Standard 1, for the use of scholars of remove one from research workers. A paper of Standard 3 is of a less severe Standard than that of Standard 2. This Standard is intended for readers of Remove two — common readers — from research workers. A paper of Standard 4 is an elementary account of anything of Standard 3, suited to students. The following terms used in Sanskrit to denote the four standards

are significant :

Standard	Sanskrit term	English translation of the Sanskrit term
1	Prabhu-sammita	Exposition by masters
2	Suhrit-sammita	Exposition by and to friend
3	Kāntā-sammita	Lovers' exposition
4	Sisu-sammita	Exposition by and to children

2k DIFFICULTY IN THE DEFINITION OF THE TERM 'LEARNED PERIODICAL' IN THE NATURAL SCIENCES

There is difficulty in defining the term 'Learned Periodical'. The following convention was adopted by me while compiling the *Union catalogue of learned periodical publications in South Asia*. Volume 1: *Physical and biological sciences*. A periodical was deemed to be a learned periodical, if one or other of the following conditions is fulfilled:

- 1 Majority of the papers in it are learned papers; or
- 2 Atleast one paper in each volume is a learned paper; or
- 3 Atleast one paper in a few of the volumes is a learned paper.

2m INCLUSION OF THE PERIODICALS IN A UNION CATALOGUE

In a Union Catalogue of Periodicals in Natural Sciences, it is relatively easy to confine the selection of the periodicals to learned periodicals only.

2n DIFFICULTY OF THE RECOGNITION OF A LEARNED PAPER IN SOCIAL SCIENCES

In the field of Social Sciences, the exposition of one and the same idea in four different standards, beginning with Standard 1 and ending with Standard 4, is not often found. Therefore, consistent judgement is not easy to be exercised in identifying a learned paper in Social Sciences.

3p DIFFICULTY IN SELECTING A LEARNED PERIODICAL IN SOCIAL SCIENCES

A consequence of the difficulty in recognising a learned paper in Social Sciences leads naturally to the difficulty in deciding the learned periodicals for inclusion in the Union Catalogue of Periodicals in Social Sciences. The temptation will generally

be to include in the Union Catalogue periodicals of Standard 2 also. But this difficulty cannot be altogether overcome because of the very slight distinction between papers of Standard 1 and Standard 2. But papers of Standard 3 and 4 should certainly be omitted in the Union Catalogue.

2q PAPERS IN NEWSPAPERS AND NEWSPAPER-LIKE PUBLICATIONS

A newspaper — daily or weekly — seldom has a learned paper in Natural Sciences. If at all, papers of Standard 3 may occasionally occur and of Standard 2 even more rarely. Therefore, newspapers and newspaper-like publications can be omitted altogether in a Union Catalogue of Periodicals in Natural Sciences. But in the field of Social Sciences, a newspaper often contains a paper of Standard 2 and even of Standard 1. The Social Sciences deal with social groups — international, national etc — practically all possible social groups enumerated in the schedule of isolates of social groups needed in the classification of compound subjects in "Sociology". And human qualities change as often and very often as violently as weather does. Therefore, records of all such social phenomena form necessarily the basis for research in Social Sciences. And newspapers very often form the only source for accounts of such social phenomena. Therefore, while it is not practicable to include all newspapers and newspaper-like publications in the Union Catalogue, there should be a method of bringing the important papers in them to the notice of the research workers in Social Sciences.

2r A METHOD FOR DEALING WITH NEWSPAPER ARTICLES

I was struck by a remarkable method in which newspaper articles of value in Social Sciences were being brought to the notice of research workers by the Institute for International Affairs at the Chatham House, London. I saw a band of documentalists scanning through several newspapers, making a cutting of each article of research value, mounting it on a cardboard of uniform size, and filing all such cuttings in a helpful sequence. This battery of cuttings was being used by several workers. Its service is made to reach throughout the world by the annual digest of such cuttings published as *Survey of international affairs*, the well known product of the editorial skill of Toynbee.

Another publication providing a similar service at present is the *Keesings contemporary archives* (1931 —). It is a weekly diary of important events in all countries, abstracted from news agencies' reports, official sources, and the principal newspapers of each country.

2s PARTIAL APPLICATION OF THE METHOD IN INDIA

At the request of the Secretary of the All India Congress Committee, it was possible for me to give a memorandum on a similar work to be done in India (see my *Library tour 1948, Europe and America; Impressions and reflections*, 1950, p. 74-87). The School of International Studies has been doing a similar work in its Library in New Delhi. But, I do not know whether a digest from these cuttings, made from any angle, is being published as a substitute for a Union Catalogue of Newspapers.

2t GOVERNMENTAL AND OTHER SERIALS

An authentic source for research in Social Sciences is found in serials — Governmental or Institutional — such as administration reports, and statistical tables. These should certainly be included in a Union Catalogue of Periodical Publications (that is, periodical and serial) in Social Sciences. A more detailed account of this has been given by me in Paper D — "Difficulties of government documents: James Childs, Gilbert Mudge Award (1971)". — of this very volume of *Library science with a slant to documentation*.

3 Right Functions of the Insodoc

The following are the right functions of the Insodoc:

1 Publishing a periodical advance documentation list of the papers appearing in the current issues of the periodicals in Social Sciences taken in India — function 1;

2 Supplying or arranging for the supply of the translation of any paper to any service library or even to any individual reader, and for this purpose maintaining a panel of translators of papers in every possible combination of "Language and Subject" likely to be needed in the country — function 2;

3 Supplying or arranging for the supply of reprograph of any paper to any service library or even to any individual reader, and for this purpose maintaining a reprographing unit — function 3;

4 Publishing a biennial list of Social Science periodicals currently taken in the libraries in India — function 4;

5 Publishing at suitable intervals, the Union Catalogue of Social Science Periodical Publications in the libraries in India — function 5;

6 Arranging for Inter-library loan, in order to maximise the use of the periodical publications available in the different libraries — function 6; and

7 Preparing a documentation list of the doctoral theses approved by the Indian Universities — function 7.

3a PERIODICAL PUBLICATION OF A DOCUMENTATION LIST

The Periodical Publication of an advance documentation list is the primary function of the Insodoc. This has been altogether lost sight of and not mentioned in any of the documents published by the ICSSR as the function of the Insodoc. Whether the abandoning of this primary function by the Insodoc during its decade 2 had been responsible for this serious omission is not known. This primary function will have to be carried out as mentioned below. The Insodoc,

1 Should acquire by air mail, a microfilm copy of the contents page of the issue, being currently produced, of each of the learned periodicals taken in the country in its subject field; or if it is too costly,

2 Acquire by air mail, a proof copy of each of the contents pages;

3 Make a classified catalogue of the papers in the contents pages, with a direct or indirect bearing on the research work in progress in the Country, with all the limitations imposed on classification by the absence of the full text of the papers;

4 Print periodically — say, once in a fortnight or once in a month — and send out copies of the classified catalogue, mentioned in category 3, to each of the participating specialists and other libraries in the Country; so that,

5 The classified catalogue reaches each participating library before or on the day as the full issues covered by it reach it. A two fold purpose will be served by such an advance documentation periodical. It will appetize the research workers and make them ask for and read the papers in the list relevant to their field of work. It will also help the avoidance of unintentionally duplicating any investigation already in progress or completed anywhere in the world.

3b TRANSLATION SERVICE

For the time being English may be taken to be the language in use among the Social Scientists in India. Therefore, translations of papers from any other language may have to be provided now and again. The Insodoc should arrange for such translation service. In this connection it must be remembered that every person capable of translating an ordinary passage may not be able to translate a scientific passage correctly. For this purpose we want a person with a double qualification — “Language-cum-Subject Qualification”. In India, the demand for translation from any language is not likely to justify, for many years, the employment of a team of translators on a full-time salary basis. The economical way will be to get the translation done on piece work basis by a panel of private translators. The Insodoc should

carefully select one or two persons each with such "Language-cum-Subject Qualification." A panel of such persons for all combinations of subjects and languages should be maintained by Insodoc and brought up to date from time to time. The panel should include specialist translators living not only in Delhi, but also in other cities of the country, wherever it is possible. A copy of the panel giving details about the name, the address, and the Language-cum-Subject Qualification should be supplied to each of the participating service libraries. Secondly, each of the participating service libraries is expected to have with it a copy of the Biennial List of the Social Science periodicals currently taken in India and of the Union Catalogue.

When a reader asks his local service library for the translation of a paper, its librarian should find out whether a copy of the translation of the paper is in the Translation Pool of the Insodoc. If it is, he must procure a copy of the translation from the Insodoc. If it is not in the translation pool he should find out from the Biennial List or from the Union Catalogue the nearest library having a copy of the paper. He should also find out from the Panel of Translators the name and address of the possible translator of the paper. If these two are within his easy reach, he may himself arrange for the translation. He should make two copies of the translation—one for the reader concerned and the other for the "Translation-Pool" maintained by the Insodoc. If the conditions are not favourable for the librarian of the local service library for himself to arrange for the translation, he may pass on the request to the Insodoc for compliance. There is nothing gained by mechanically passing on to the Insodoc every request for translation. This will only increase the load on the Insodoc and cause time lag in the supply of the translation. A convenient staggering of the translation work among the Insodoc and the participating local service libraries will add to efficiency and promptness of supply. On the other hand centralisation will deny these benefits, and will bring disrepute to the service.

3c REPROGRAPHY SERVICE

When a reader asks his local service library for a reprograph of a paper, its librarian should find out whether the original of the paper is available in his own library, or in any other library of his own locality, or find out the nearest library having the original. He should also find out if there is a reprograph equipment available in any of the libraries located by him. If not he should find out if a commercial reprographing agency exists in any of the localities concerned. If these conditions are satisfied the librarian of the local service library may himself arrange for

the supply of the reprograph. If the conditions are not favourable for the librarian of the local service library for himself to arrange for the reprograph, he may pass on the request to the Insodoc for compliance. There is nothing gained by mechanically passing on to the Insodoc every request for reprograph, particularly because, during the last ten years many places have commercial reprographing agencies; and the liberal book-grant received from the University Grants Commission enables many libraries to subscribe for a fairly large number of periodicals in the Social Sciences. Otherwise it will only increase the load on the Insodoc and cause time lag in the supply of the reprograph. A convenient staggering of the reprographing work among the Insodoc and the participating local service libraries will add to efficiency and promptness of supply. On the other hand centralisation will deny these benefits, and the time lag will bring disrepute to the service.

3d BIENNIAL LIST OF LEARNED PERIODICALS AND SERIALS CURRENTLY TAKEN IN INDIA

For definitions of Periodical and Serial see Sec 0, categories 14 and 15 respectively. The Biennial List of Social Science periodicals and serials currently being taken in India is necessary to keep up to date the Union Catalogue of periodicals maintained by the Insodoc.

The first Biennial List may, if preferred, be prepared simultaneously with the first edition of the Union Catalogue. This would result in great economy, though it may mean a delay of perhaps two years. It has to be considered whether the avoidance of the delay of two years would be sufficient compensation for the extra-money to be spent on producing the Biennial List immediately.

3e/3V Union Catalogue of Learned Periodicals and Serials in India

3e *Learned Periodical*

The various difficulties met with by me in the definition of a Learned Periodical while preparing the *Union catalogue* in 1953, and the extent to which they could be minimised have been briefly described in Sec 2j to 2p and have been fully described in Chap RA of CCC.

3f/38 Procedure

3f *Libraries with Very Large Concentration of Learned Periodicals and Serials*

There are said to be about 4,000 learned periodicals and serials in Social Sciences in the libraries of Delhi taken together.

One or other of each is said to be available in one or more libraires in Delhi. It is doubtful, if there will be even as many as 500 to 1,000 additional learned periodicals and serials in any other locality in India. Most of these additional learned periodicals are likely to be found in about ten large university libraries.

3g Procedure to Collect Information

To collect the information at the cheapest and the most accurate and expeditious way the procedure described in the succeeding sections is suggested. It is now being formulated on the basis of the experience gained in compiling and publishing the *Union Catalogue of learned periodical publications in South Asia*, Volume 1: *Physical and biological sciences* (1953). The procedure suggested now eliminates some of the difficulties met with in the above mentioned first attempt made about 20 years ago.

3h Stages

The procedure should be divide into the following nine stages:

- 1 Making the Union Catalogue for the libraries of Delhi;
- 2 Sending two copies of the Delhi Union Catalogue to the libraries outside Delhi, expected to have a fairly a good collection of learned periodicals and serials in the Social Sciences, along with a letter describing the work to be done by each participating library;
- 3 Consolidating the entries relating to Delhi and to the other areas mentioned in Stage 2;
- 4 During the process of consolidation, finding out the names of each of the libraries outside Delhi the information furnished by which is incomplete and needs revision;
- 5 The Senior Cataloguer visiting those libraries and completing their respective returns, and also visiting any other libraries conjectured or known to have some learned periodical or serial, not found in the libraries already covered, and making the entries for them;
- 6 Merging the fresh entries got in Stage 5, into the consolidated Union Catalogue in cards and slips respectively;
- 7 Preparing the press copy of the Union Catalogue with the help of the slips;
- 8 Printing and publishing the Union Catalogue;
- 9 Preserving the Union Catalogue in cards for future use when a revised edition becomes necessary.

Each stage of procedure may involve different steps of work.

3j/3v Ten Steps in Stage 1: Completion of the Delhi Union Catalogue

3j Step 1 in Stage 1: Technical Personnel Needed

At least two persons with full competence in cataloguing learned periodicals and serials will be required in Step 1 of Stage 1. Each should be thoroughly familiar with the application of the Rules for meeting all the 19 idiosyncrasies of learned periodicals enumerated in Chap PA of CCC. Each should also be familiar with the Rules for cataloguing learned periodicals and serials, given in Chap PB to PJ of CCC. Each should also be familiar with the Rules on Union Catalogue given in Chap RB to RP of CCC. Let us call the two persons A and B. For convenience let us assume that A is abler than B.

3k Step 2 in Stage 1: Selection and Training of the Personnel

The work attempted is a very important one; it is also a costly one; it may not be easy to re-do it for another two decades at least. Therefore, the work in this first edition of the Union Catalogue of Learned Periodicals and Serials in Social Sciences should be made in the best possible style. Implications: A and B should have the best possible training in this work. Perhaps it will be helpful to send the selected persons — A and B — an advanced training centre such as, DRTC for two or three months. If this is done they will get the necessary grinding in the work. If this is agreed upon the centre may be addressed on this point and the months of deputation of the two candidates may be agreed upon between it and the Head of the Insodoc. If they are deputed to DRTC, I shall also do my best to inject into them a sense of the social value of the opportunity to do this kind of work, which may happen only once in a generation or two. And I shall also induce in them as much enthusiasm as possible and sense of voluntary abandonment to do the work in the best style.

3m Step 3 in Stage 1: Sequence of Delhi Libraries for Collecting Data

For organising the initial work to be done by A and B in Delhi, the libraries in Delhi should be arranged in the decreasing sequence of the number of learned periodicals and serials in their respective holdings. Their work in the libraries should begin with the first in the sequence, then pass on to the second in the sequence, and so on.

3n Step 4 in Stage 1: Work in Library 1 In Delhi

A and B may start working together in Library 1. This will enable them to get attuned to secure uniformity in preparing the catalogue entries. At a proper stage A and B may be sent to different libraries in order to gain time.

3p Step 5 in Stage 1: Preparation of the Basic Catalogue Cards

The catalogue entries should be entered in 75 mm × 125 mm catalogue cards. In most cases the main entry of a learned periodical, and occasionally of a serial also, may have to be in several "Continued cards". (See Chap EF of CCC). There should be a separate continued card for each idiosyncrasy of a learned periodical. The last continued card (or sets of continued cards) should be devoted to the entry of the holdings in the library (See Sec 3G). There should be also added entries as prescribed. (See Sec PB2 to PB5 of CCC). Some added entries will occur in the classified part and some in the alphabetical part. We may denote these cards by the term 'Basic Catalogue Cards'. It may be repeated that each of the Basic Catalogue Cards should be in Library Hand and should conform strictly to the Rules of CCC in every detail — such as, use of cap and lc, section formations, and punctuation marks (see Chap ED of CCC).

3q Step 6 in Stage 1: Typing out, on Slips, of Copies of the Basic Catalogue Cards

At the end of each day the Basic Catalogue Cards prepared during the day should be passed on to the Office of the Insodoc. Three Copies of each of the cards should be typed out on 75 mm × 125 mm slips of thick paper. As soon as work in Library 1 is completed, the typed slips should be sorted out into three sets — to be named A, B and C. Then the slips in each set should be arranged according to the Rules in Chap EG for the classified part, and in Chap EH for the Alphabetical part, of CCC. Similar work should be done with the Basic Catalogue Cards also.

3r/3v Library 2 onwards in Delhi and Design of Holdings Card**3r Step 7 in Stage 1: Work in Library 2 onwards in Delhi**

After the work in Library 1 is finished A and B can be sent to different libraries. When the cataloguers A and B are sent out, A will carry with him the set A of the catalogue slips for work in Library 2. Similarly B will carry with him the set B of the catalogue slips for work in Library 3; and so on. Here after the work of A alone will be described and the work of B will be similar. Therefore the term 'Cataloguer' will be used instead of A and B. With the help of the catalogue slips the cataloguer will pick out any new learned periodical or serial found in the library. He will then write the Basic Catalogue Cards for each of the new items as described in Sec 3p. He will also find out the learned periodicals and serials already represented in the catalogue slips taken with him. For each of them, he will fill up the Holdings Section for the library in which he works.

3s Step 8 in Stage 1: New Problems for Decision Making

Each cataloguer will maintain a diary showing the dates in which work was done in the respective libraries. In the page allotted to a library he will also note any new or difficult problem met with. Before leaving the Insodoc Office each day, they should discuss these problems and decide the way of dealing with them. Each decision should be entered both in the page allotted to the library and also in the pages allotted for "Decision", with a cross reference to the page for the library where the problem arose.

3t Step 9 in Stage 1: Merging of the Basic Catalogue Cards

At the end of each day, each cataloguer will hand over the Basic Catalogue Cards written on that day to the Office of the Insodoc. The Insodoc Office will type out three sets of copies of the Basic Catalogue Cards as prescribed in Sec 3q. As soon as the work in any library is completed by a cataloguer, the procedure mentioned in Sec 35 should be followed. The new sets of Basic Catalogue Cards pertaining to the library just completed should be merged with the already existing Basic Catalogue Cards cumulating from Step 6 onwards in Stage 1. So also with each set of the typed slips — A, B and C.

3u Step 10 in Stage 1: Completion of the Union Catalogue for Delhi

The cards thus cumulated after the work in the last library in Delhi has been completed will form the Union Catalogue for Delhi. The cards should be securely filed in a cabinet. Similarly, each set of slips also should be filed in a cabinet of its own.

3v Design of the Holdings Cards

The Holdings Card or a set of them, as the case may be, for each learned periodical and serial should mention the Code Number for each library with sufficient space against each one of them to indicate its holdings of the learned periodical or serial concerned. For example see the sample page given in Annexure 1. For an illustrative full list of Code Numbers for libraries see Sec 32. In the Union Catalogue the Holdings Card for any specific learned periodical or serial should mention only the Code Numbers of the libraries having it.

3w/3x Production of Copies of the Delhi Union Catalogue and Soliciting Cooperation from each Participating Library of Order 1 Outside Delhi

3w Step 1 in Stage 2: Production of Copies of the Delhi Union Catalogue

With the help of the Slips in Set A, produce a volume of the Delhi Union Catalogue by printing or near-printing process. While printing, between two consecutive main entries a double space, for entering the holding of the Library in respect of each main entry, should be left. The number of copies to be printed should be determined on the basis of the maximum number of libraries outside Delhi which are considered to have an appreciable collection of learned periodicals and serials in Social Sciences. Each copy should be bound interleaved.

I used the slips themselves—numerically numbered— as press copy. This technique is not a common one. But the Times of India Press (Delhi) gave every cooperation in the matter. After a forme of 16 pages was finalised, the press had no difficulty in using the slips as press copy. If this is not practicable the press copy will have to be continuously typed on sheets of paper. Of course, this will add appreciably to the cost of production.

3x Step 2 in Stage 2: Soliciting Cooperation from each Participating Library of Order 1 Outside Delhi

To each library of order 1 outside Delhi, selected for inclusions in the Union Catalogue on account of its having an appreciable collection of learned periodicals and serials in Social Sciences, two interleaved copies of the Delhi Union Catalogue should be sent. Each copy should have the Code Number for the library written near the top of the cover, title page, the first page of the text in a few other standard pages, such as, page 50, page 100 etc, and also in the last page of the text. These should be sent along with a covering letter. Appendix I gives a sample covering letter for this purpose. As it is well known, the good will and cooperation of the librarian may be got by typing out a separate letter to each librarian, instead of using carbon copies or copies got by printing or near-printing processes.

3y/32 Scrutiny of the Entries Furnished by the Libraries of Order 1 Outside Delhi and Supplement 1 to the Delhi Union Catalogue

3y Step 1 in Stage 3: Scrutiny and Correction, if any, of the New Entries Furnished by Each Library Outside Delhi

On the receipt of the fair copy of the Delhi Union Catalogue from each participating Library, of Order 1 Outside Delhi, the Class Numbers and the other details in the new entries made by them in the interleaved copies should be checked and, if necessary, brought into conformity to those used in the Delhi Union Catalogue.

3z Step 2 in Stage 3: Supplement to the Delhi Union Catalogue

Consolidate all the new entries into a single supplementary volume, and get interleaved copies of them as prescribed in Sec 3w.

31 Step 3 in Stage 3: Order 2 Libraries Outside Delhi

By this time, information would have been received about some other libraries worth being brought into the Union Catalogue, because of their being likely to have a good collection of learned periodicals and serials in Social Sciences. Information of this kind, about such libraries, can be solicited from the librarian of each of the participating libraries of order 1. He is likely to have local knowledge about libraries of order 2 lying within his area.

32 Steps 4 to 6 in Stage 3: Soliciting Cooperation from the Order 2 Libraries etc

The procedure in these steps is similar to that described in Sec 3x to 3z.

33 Stage 4: Detection of Incomplete Information given by any Library Outside Delhi

During the process of consolidation in Stage 3, incomplete information or information of doubtful reliability, found in the entries of any library, should be detected. All such information should be entered in a helpful way in the diary mentioned in Sec 3s.

34 Stage 5: Correction and Completion of Errors and Omissions

The Senior Cataloguer should visit each of the libraries mentioned in Sec 33 and get the incomplete information completed and bring information of doubtful reliability to full reliability. In this trip, if he hears about any library of third order fit to be included in the Union Catalogue, he should collect the necessary information from it.

In my work on the *Union Catalogue* of (1933), about ten places had to be visited for such work. Nine of them were in India, and the tenth was in Colombo. For getting easy cooperation from the libraries concerned and for expediting the work, I myself did this work. Making allowance for the holidays and the time of travel, this work took me about two months.

35 Stage 6: Completing the Union Catalogue in Cards and in Slips

The new entries collected and the corrections made in old

entries during Stage 5 should be merged with the cards and slips respectively in the Union Catalogue in Cards and in Slips.

36 Stage 7: Preparation of the Final Press Copy

After the work in Stage 6 is completed, press copy for the final Union Catalogue of the Country should be prepared. Whether it can be in the form of the serial numbered slips themselves or in the form of continuously typed sheets, should be determined in consultation with the printing press, and the press copy may be made accordingly (See Sec 3w)

37 Stage 8: Printing and Publishing the Finalised Union Catalogue

After Stage 7 is completed the final Union Catalogue of Learned Periodicals and Serials for India as a whole should be printed and published. Thereafter, the copies should be distributed by sale or by gift, in accordance with the policy taken in this behalf.

38 Stage 9: Preservation of the Union Catalogue in Cards

The final Union Catalogue in Cards should be preserved in its cabinets for use during the preparation of the next edition or supplement, as the case may be, of the Union Catalogue. At that stage the use of these cards will lead to a considerable saving in the cost of production. It will also help in the maintenance of a Uniform Standard in respect of every detail in the entries of the various editions and supplements of the Union Catalogue.

3A SOLICITING OPINION FROM THE LIBRARIANS AND USERS OF THE UNION CATALOGUE

It is helpful and necessary to solicit opinion of select librarians and users of the Union Catalogue on how it works in practice. We should also solicit suggestions, if any, for increasing the usefulness of the Union Catalogue. All the opinions and suggestions received should be recorded in a note-book and preserved for future use.

3B INDIVIDUALISING CLASS NUMBER AND RULES FOR CATALOGUING

The class numbers should be made individualising ones. For the details of making an entry the Rules given in CCC may be used.

3C UNIFORMISED TITLE FOR A SERIAL

The title of a Serial — particularly an administration

report of a Government or of any institution—is not kept the same in all its issues. It is found that it undergoes listless unintended changes. It is not worth to swell the number of entries in the Union Catalogue by giving a different Main Entry for each of its titles. It is desirable that a Standard Uniformised Title—such as “Administration report”—may be used for all the issues of the serial considered. This need not be taken as a violation of the Canon of Ascertainability. For, that Canon does not at all stand in the way of introducing such a uniformised title.

3D CLASSIFIED vs DICTIONARY CATALOGUE

It may be contented by some that a plain alphabetical list will be more helpful as a “Finding List” than a Classified list, and that its cost of production also will be less. As against this the following advantages of using a classified catalogue with an alphabetical index should be considered:

1 Even as a Finding List the alphabetical index of the classified list will be no less helpful, but a little more helpful than the alphabetical arrangement of the main entries; because.

11 The Title of a learned periodical or a serial can be made brief in the alphabetical part;

12 All non-substantive words—that is auxiliary words—of the title can be suppressed wherever feasible, without loss of intelligibility;

13 The substantive words in a title can be abbreviated according to an agreed standard code of abbreviation, without loss of intelligibility;

14 Cognate words in titles in different languages can be reduced to a common abbreviation;

15 The index can be printed solid; and

16 A larger number of entries will fall in a single sweep of the eye in the alphabetical index than in the main entries of the dictionary catalogue, because in the latter each entry will occupy few lines—certainly more than one line. Therefore in an alphabetical catalogue a much smaller number of titles will fall within a single sweep of the eye.

2 In the classified part of the classified catalogue the prepotent element in controlling arrangement is class number. Therefore;

21 All the changes in the name of a learned periodical are brought together in their chronological sequence;

22 The learned periodicals and serials on any specific subject are entered consecutively;

23 All associated learned periodicals and serials on the same subject, issued by the same learned body are brought together;

24 The classified arrangement of the main entries will help in rationalising the coordination of acquisition of learned periodicals and serials in the Social Sciences;

25 The classified arrangement will stimulate and be of help in bibliographical research in respect of learned periodicals and serials — particularly those of a statistical nature;

26 Such a piece of research will lay bare the subjects with no or inadequate number of learned periodicals and serials, and thus bring to the attention of research workers the fallow and near-fallow regions needing attention; and

27 The Cost of preparation of a Uni-functional Alphabetical Union Catalogue will not be appreciably less than in the preparation of a Multi-functional Classified Union Catalogue.

3E SINGLE UNION CATALOGUE vs MULTIPLE UNION CATALOGUE

In the *Journal of documentation* 23; 1967; 20-27, M K Buckland describes an objective comparative study made by him of a single union catalogue for a country and of making several regional union catalogues. The following conclusions confirm what has been expressed in the earlier sections of this paper:

“A system of multiple union catalogues differs from a single union catalogue system in the following respects:

It [the former] is necessarily more expensive to compile and edit.

It cannot be less, and is almost certain to be more expensive in terms of catalogue searching. In the case considered it was 1.46 times more expensive.

The cost of overheads is likely to be greater.

The time taken cannot be less and is almost certain to be greater, being so by a factor of at least 1.23 in the case studied ... To perpetuate the existing British multiple union catalogue system or to adopt any system involving more than one union catalogue would be to deliberately incur unnecessary cost, waste scarce skilled labour, and cause unjustifiable delays for readers ... Dr Urquhart and Miss Bunn have demonstrated that at any given level of demand and satisfaction, fewer loanable copies of an item are needed if provision is made on a national rather than a regional basis and that this difference increases sharply as the level of demand rises. This remains just as true whether stock for loan or locations in a union catalogue are considered. It is in precisely the same way that at any given level of demand and satisfaction, a single union catalogue system will require fewer locations than a multiple union catalogue system and that this difference increases sharply as the level of demand rises.”

3F SAMPLE PAGE FOR A UNION CATALOGUE

I do not now have access to learned periodicals in Social Sciences. Therefore, I am giving in Sec 3G a sample page for a Union Catalogue of Learned Periodicals in Natural Sciences.

3G TECHNIQUE OF UNION CATALOGUE NOT AFFECTED BY SUBJECT-FIELD

So far as the technique of the Union Catalogue is concerned — whether in cards or in continuous pages — the subject matter is not relevant.

3H SAMPLE PAGE OF THE CLASSIFIED PART OF UNION CATALOGUE
A''m56.K Phil trans, R Soc Lond.

1; 1665 C.

Index 1: (1-70). 2: (71-110). 3: (111-120).

From 178; 1887 *continued as*

Phil trans, R Soc Lond. Ser A,

and *Split Partially into* G''m 56, K Phil trans, R Soc Lond. Ser B.

AH-(I)	227-230	JD-3	1C
AV-(L)	212-219	JD-(A)	240C
BA-3	222,229,231	JD-(C)	178C (231-44)
BK-(B)	207C (222,231,233)	JD-(HV-7)	239C
BKO-(BYC)	1793 (1796,1798- 1807,1828-29,1905)	JD-(J)	1-178
		LC-3	1C
BM-3	1C	LK-(L)	175-216
DB-4	207-234	PB-3	1891-1935 (1911,1917, 1921-29,1931)
DB-(A)	1C		
DB-(C)	225C	PL-3	1881C (1922-23)
DM-(L)	217-231	SC-3	165-172,216C (168)
EB-3	1C	SC-(A)2	1C (229)
EB-(A)	1-233 (incomplete)	SC-(BT)	185C
EB-(HV-7,627)	163C	SC-(D)	1801-36
EP-4	196,202,212	SC-(K)	178C
EP-(HV-7)	171C (201)		

A''m56, K, 1 Abst papers, R Soc Lond.

1; 1800 C.

Index. 1: (1-75; 1800-1905). 2: (76-130; 1905-30).

From 5; 1843 *continued as*

Abst papers communicated R Soc.

From 7; 1855 *continued as*

Proc, R Soc Lond.

From 76; 1905 *continued as*

Proc, R Soc Lond. Series A,

and *split partially into*

G''m56, K, 1 Proc, R Soc Lond. Series B.

AH-(I)	76C	JD-3	76C
BA-3	76C (9C-94)	JD-(A)	192C
BK-(B)	79C (113,117,112, 141-143,153)	JD-(C)	76C (105)
BKO-(BYC)	76C	JD-(HV-7)	186C
BN-3	1C (7,29,33,38-39, 50,54-108)	JD-(J)	1C
DL-4	1C (7-10,14-15,25, 30,36,59-73,75,98, 158-163,180-181, 183,185)	LC-3	1948C
		LK-(L)	76,89-93 (89,93)
DA-(A)1	148C	LK-(L)1	101-105
DB-(A)	1C	PA-3	88C (100-117,126, 137,185,191)
DB-(C)	97C	PL-3	1C (138)
EB-3	76C (188)		
EB-(A)	48C (52,56,60-61)	QJ-(F,c)	76C
		QR-(KX,811)	93,153-163
		RC-3	1C
EB-(C)	34C (167,170)	SC-3	1C (92-93)
EB-(HV-7,627)	76C	SC-(A)2	80C
EP-3	205C	SC-(D)	54-129 (75,94-96)
EP-(A)	174-175	SC-(L-943)	76C
EP-(HV-7)	76C	SC-(Y,72)1	193C
FA-(M-7)	1948,1950C		
A''m56,K,2	Yearbook, R Soc Lond.		
	1896 C.		
	EP (HV-7) 1907-23 (1922)		
A''m56,L	Trans, R Soc Edin.		
	1; 1783 C		
	[1-4 Published in 3 Sections].		
	Index. 1: (1-34; 1783-88). 2: (35-46; 1889-1908).		
BM-3	1C	LC-3	1948C
EB-(A)	6,12-13,16-30,32,38)	PB-3	1788-1921
EP-(HV-7)	1C (5,16,20-22, 24-26, 31)	SC-(K)	40C
		SL-(L)	1-10
JD-(J)	56C (56-58)		
A''m56,L,1	Proc, R Soc Edin.		
	1; 1832 C		
	[1783-1803 published in A'' m56,L Transactions]		
BM-3	9C	JD-(L)1	49-56
DB-(A)1	54C	LC-3	1C (61)
EB-(A)	13C	LK-(L)	31-36 (31,36)
EB-(C)	31C	LK-(L)1	36-37
EB-(HV-7,627)	46C	PB-3	44-48 (46)
EP-(HV-7)	3C (5-9,11-12,14)	SC-(A)2	49C
JD-3	62C	SC-(BT)	54C
JD-(A)	62C	SC-(E)	45C
JD-(C)	61C	SC-(K)	24C
JD-(J)	51C	SC-(L-9U3)	35,42-57 (35,43)

- A"m56, L9 Phil mag.
 1-68; 1798-1826. ns:1-11; 1827-32.
 s3: 1-37; 1832-50. s4: 1-50; 1851-75.
 s5: 1-50; 1876-1900. s6:1-50; 1901-25.
 s7: 1; 1926 C.
 From 1814 *continued as*
Phil mag j,
and amalgamated
 A"m56, L97 J natural phil.
 From 1827 *continued as*
Phil mag or An chem, math, astro,
 nat hist gen sc.
 From 1832 *continued as*
Lond Edin phil mag i sc,
and amalgamated
 A"m56, M24 Edin j sc
 From 1841 *continued as*
Lond Edin Dubl phil mag j sc.
 From 1945 *continued as*
Phil mag, i theor, expt applied phys.

AV-(L)	s7: 9-12	EP-3	s7: 42C
BA-3	s6: 15C (s6: 21-23, 39-45)	EP-4	s6: 27-s7: 15
BM-3	s6: 15C	EP-(HV-7)	s4: 1C
CT-3	s7: 17-18	JD-3	s7: 18C
DB-(A)	1813 C (1920-31)	JD-(C)	s7: 43C
DB-(C)	1898 C	SC-3	s6: 14C
EB-(A)	s6: 21C (s6: 26, 32-38)	I.C-3	s7: 39C
EB-(C)	s7: 38C	PB-3	1C (s6: 23,S7: 11)
EB-(HV-7,627)	s6: 31C	PL-3	s5: 1C (s5: 14-15)
		SC-(D)	s5: 33-s7: 28

3J TABLE 1: SAMPLE CODE NUMBER OF LIBRARIES

The following is the key to the Code Numbers for the libraries used in the holdings sections in the sample page of a Classified Part of a Union Catalogue:

SN	Code Number	Meaning of the Code Number
1	AH-3	Andhra Pradesh, Hyderabad, Osmania University Library
2	AH-(1)	—, —, Library of Department of Botany of Osmania University
3	AT-3	—, Tirupathi, Venkateswara University Library
4	AV-(L)	—, Visakhapatnam, Andhra Medical College Library
5	AW-3	—, Waltair, Andhra University Library

SN	Code Number	Meaning of the Code Number
6	BA-3	Tamil Nadu, Annamalaiagar, Annamalai University Library
7	BK-(B)	—, Karaikudi, Indian Mathematical Society, Ramanujan Institute Library
8	BKO-(BYC)	—, Kodaikanal, Solar Observatory Library
9	BM-3	—, Madras, Madras University Library
10	BMA-3	—, Madurai, Madurai University Library
11	CC-3	Kerala, Calicut, Calicut University Library
12	CT-3	—, Trivandrum, Kerala University Library
13	DB-4	Mysore, Bangalore, Central College Library
14	DB-(A) 1	—, —, Indian Academy of Science Library
15	DB-(C)	—, —, Raman Institute Library
16	DM-(L)	—, Mysore (city), Medical College Library
17	EB-3	Maharashtra, Bombay, Bombay University Library
18	EB-(A)	—, —, Institute of Science Library
19	EB-(C)	—, —, Tata Institute of Fundamental Research Library
20	EB-(HV-7,627)	—, —, Alibag and Magnetic Observatories
21	EP-3	—, Poona, Poona University Library
22	EP-4	—, —, Bai Jerbai Wadia Library, Fergusson College
23	EP-(A)	—, —, Maharashtra Association for the cultivation of Science Library
24	EP-(HV-7)	—, —, Meteorological Office Library
25	FA-(M-7)	Gujarat, Ahmedabad Textile Industry's Research Association Library
26	JD-3	Delhi, University of Delhi Library
27	JD-(A)	—, National Institute of Sciences Library
28	JD-(C)	—, National Physical Laboratory Library
29	JD-(J)	—, Indian Agricultural Research Institute Library
30	JD-(HV-7)	—, Director-General of Observatories Libraries
31	JD-(L)1	—, Malaria Institute of India Library
32	LC-3	Punjab, Chandigarh, University Library
33	LK-(L)	—, Kasauli, Indian Council of Medical Research Library
34	LK-(L;41)	—, —, Central Research Institute Library
35	MS-3	Kashmir, Srinagar, Kashmir University Library
36	PA-3	Uttar Pradesh, Aligarh, Aligarh Muslim University
37	PAL-3	—, Allahabad, Allahabad University Library
38	PB-3	—, Banaras, Banaras Hindu University Library
39	PL-3	—, Lucknow University Library
40	QJ-(F,c)	Bihar, Jamshedpur, Tata Iron and Steel Co., New Control and Research Laboratory Library
41	QR-(KX,811)	—, Ranchi, Indian Lac Research Institute Library
42	RC-3	Orissa, Cuttack, Utkal University Library
43	SC-3	West Bengal, Calcutta, Calcutta University Library
44	SC-31	—, —, Jadavpur University Library
45	SC-(A)	—, —, Bcse Research Institute Library
46	SC-(A)1	—, —, Indian Association for the Cultivation of Science Library
47	SC-(BT)	—, —, Indian Statistical Institute Library
48	SC-(D)	—, —, Bengal Engineering College Library
49	SC-(E)	—, —, Indian Chemical Society Library

SN	Code Number	Meaning of the Code Number
50	SC-(K)	West Bengal, Calcutta, Zoological Survey of India Library
51	SC-(L)	—, —, Calcutta Medical College Library
52	SC-(L-943)	—, —, School of Tropical Medicine Library
53	SC-(Y,72)1	—, —, Library of Department of Anthropology of Indian Museum
54	UG-3	Assam, Gauhati, Gauhati University Library

3K ADVANTAGE OF THE USE OF CODE NUMBERS IN THE HOLDING SECTION

The Code Numbers for libraries have been so designed as to facilitate any library, needing an inter-library loan, easily locating the nearest library which can help it.

Here are two illustrations:

1 The Union Catalogue given in Sec 3H shows that the Library with the Code Number PA-3 (= Aligarh Muslim University Library in UP) does not have the *Philosophical transactions* of the Royal Society of London. Suppose one of its readers wants a volume of it, its librarian puts his finger, as it were, on the Code Number of his library PA-3. He scans the Code Numbers of the libraries having *Philosophical transactions*. He finds that the *Philosophical transactions* are available in the following Libraries:

JD-3 (Delhi University Library).

PB-3 (UP, Banaras Hindu University Library); and

PL-3 (UP, Lucknow University Library).

From his local knowledge of relative distance he knows that out of these three libraries Delhi is nearer to him. Therefore he applies to Delhi University Library for the inter-library loan.

2 The Union Catalogue given in Sec 3H shows that the Library with the Code Number PAL-3 (= Allahabad University Library) does not have the *Philosophical transactions* of the Royal Society of London. Suppose one of its readers wants a volume of it, its librarian puts his finger, as it were, on the Code Number of his library — PAL-3. He finds that the *Philosophical transactions* are available in the following libraries:

PB-3 (=Banaras Hindu University Library); and

PL-3 (= Lucknow University Library).

From his local knowledge of relative distance he knows that out of these two libraries, Banaras is nearer to him. Therefore he applies to Banaras Hindu University Library for inter-library loan.

Thus, inter-library loan of a volume of any learned periodical for the use of a specialist reader or for reprographic work, can be managed bilaterally between two libraries in a most economical way. There will be no need to bring in the national documentation centre as a third party. Nor will there be need for a library to write to several libraries to find out the library that can help it. The only work to be done by a national documentation centre will be to arrange for inter-library loan with libraries in foreign countries.

3M STRUCTURE OF THE CODE NUMBERS FOR A LIBRARY

The Code Number of a library represents the library in terms of

1 Its Constituent State (for the code numbers of Constituent States see the table in Sec 3N. For an alphabetical index to the code number of the Constituent States see the table in Sec 3P);

2 Its Locality (for an alphabetical index of the localities see the table in Sec 3Q);

3 Its status, if it is a generalist library (for the code numbers for the different kinds of generalist libraries see table in Sec 3S and for an alphabetical index to the code numbers of the different kinds of generalist libraries see table in Sec 3T); or

4 Its subject of specialisation if it is a specialist library (for the Colon Code Numbers for the subjects see table in Sec 3U); and

5 An Indo-Arabic numeral added after the Code Number got by categories 1 to 4 in case two or more libraries otherwise get the same code numbers (for examples see sec 3J).

3N TABLE 2: CODE NUMBERS FOR THE CONSTITUENT STATES, UNION TERRITORIES, AND SIMILAR OTHER TRACTS

The following table arranges the Constituent States of India according to the Principle of Spatial Contiguity and each State is given a Code Number accordingly. The Code Number for a Constituent State is a Roman Cap.

A Andhra Pradesh	N Himachal Pradesh
B Tamil Nadu (including Pondicherry)	P Uttar Pradesh
C Kerala	Q Bihar
D Mysore	R Orissa
E Maharashtra (including Goa)	S West Bengal
F Gujarat	T Meghalaya
G Madhya Pradesh	U Assam
H Rajasthan	V Arunachala Pradesh
J Delhi	W Nagaland
K Haryana	X Manipur
L Punjab	Y Mizoram
M Kashmir	Z Tripura

3P TABLE 3: ALPHABETICAL INDEX TO CODE NUMBERS FOR THE CONSTITUENT STATES, UNION TERRITORIES, AND OTHER SIMILAR TRACTS

Andhra Pradesh A	Manipur X
Arunachala Pradesh V	Meghalaya T
Assam U	Mizoram Y
Bihar Q	Mysore D
Delhi J	Nagaland W
Goa E	Orissa R
Gujarat F	Pondicherry B
Haryana K	Punjab L
Himachal Pradesh N	Rajasthan H
Kashmir M	Tamil Nadu B
Kerala C	Tripura Z
Madhya Pradesh G	Uttar Pradesh P
Maharashtra E	West Bengal S

3Q TABLE 4: ALPHABETICAL INDEX TO CODE NUMBERS FOR THE LOCALITIES

SN	Name of the Locality	Code Number	SN	Name of the Locality	Code Number
1	Ahmedabad	FA	16	Karaikudi	BK
2	Aligarh	PA	17	Kasauli	LK
3	Allahabad	PAL	18	Kodaikanal	BK
4	Annamalainagar	BA	19	Lucknow	PL
5	Banaras	PB	20	Madras	BM
6	Bangalore	DB	21	Madurai	BMA
7	Bombay	EB	22	Mysore (city)	DM
8	Calcutta	SC	23	Poona	EP
9	Calicut	CC	24	Ranchi	QR
10	Chandigarh	LC	25	Srinagar	MS
11	Cuttack	RC	26	Tirupathi	AT
12	Delhi	JD	27	Trivandrum	CT
13	Gauhati	UG	28	Visakhapatnam	AV
14	Hyderabad	AH	29	Waltair	AW
15	Jamshedpur	QJ			

3R LOCALITIES OF THE SAME STATE, BEGINNING WITH THE SAME LETTER

Consider the items 20 and 21 in the table in Sec 3Q. They read,

- 20 Madras BM
21 Madurai BMA

The names of both these localities begin with the same letter "M." Therefore, the use of this letter alone will not individualise them. The following convention is adopted to individualise

them. For what may be regarded as the more important locality, from the point of view of the libraries, we use the first letter alone to represent it. For the locality second in order, we use the first two letters, to individualise it. If another locality also has to be individualised with a letter pair as in Madurai, we differentiate the third locality by using the first three letters. It should be remembered that this device will be necessary only to individualise localities within one and the same State.

3S TABLE 5: CODE NUMBER FOR THE KINDS OF STATUS OF GENERALIST LIBRARIES

SN	Code Number	Status
1	1	State Central Library
2	2	Public Library
3	3	University Library
4	4	College Library
5	5	School Library
6	6	Museum Library

3T TABLE 6: ALPHABETICAL INDEX TO CODE NUMBERS FOR THE KINDS OF STATUS OF GENERALIST LIBRARIES

SN	Status	Code Number
1	College Library	4
2	Museum Library	6
3	Public Library	2
4	School Library	5
5	State Central Library	1
6	University Library	3

3U TABLE 7: COLON CODE NUMBERS FOR DIFFERENT SUBJECTS

SN	Code Number	Subject	SN	Code Number	Subject
1 (A)	Natural science (General)	10 (HV-7,627)			Magnetic meteorology
2 (B)	Mathematics	11 (I)			Botany
3 (BT)	Statistical calculus	12 (J)			Agriculture
		13 (K)			Zoology
4 (BYC)	Astrophysics	14 (KX,811)			Lac
5 (C)	Physics	15 (L)			Medicine
6 (D)	Engineering	16 (L;41)			Infectious disease
7 (E)	Chemistry	17 (L-9UA3)			Tropical medicine
8 (F,c)	Iron and steel	18 (M-7)			Textile
9 (HV-7)	Meteorology	19 (Y,72)			Anthropology

For other Social Sciences, *see* Sec 2d

3V ALPHABETICAL INDEX TO THE COLON CODE NUMBERS FOR DIFFERENT SUBJECTS

Agriculture (J)	Mathematics (B)
Anthropology (Y,72)	Medicine (L)
Astrophysics (BYC)	Meteorology (HV-7)
Botany (I)	Natural science (A)
Chemistry (E)	Physics (C)
Engineering (D)	Statistical calculus (BT)
Infectious disease (L;41)	Textile (M-7)
Iron and Steel (F,c)	Tropical medicine (L-9U3)
Lac (KX,811)	Zoology (K)
Magnetic meteorology (HV-7,627)	

4 Wrong Functions of the Insodoc

The following functions enumerated in Appendix VII of the *Annual report*, 2, 1970-71 of the ICSHR do not belong to the Insodoc:

(3) **Library:** The Documentation Centre will maintain a specialised library. It will not try to acquire books in social sciences as such, except in some small and highly specialised fields such as research methodology. Its principal holdings will be in terms of social science serials. Here also, care will be taken to see that holdings which are readily available in other libraries in Delhi need not be duplicated. Emphasis will be placed on the collection of microfilm and microfiche materials. The specific character of the collection will emerge in the course of the development of the Centre in the first few years. One thing, however, can be said definitely. The holding of the Documentation Centre will be planned to supplement the national resources available in the field of social sciences rather than for duplicating the stocks which already exist.

(4) **Doctoral Theses in Social Sciences:** The Council has taken up a programme of collecting a synopsis (of about 5,000 words) of every PhD thesis in the field of Social Sciences approved by Indian Universities from their inception up to 31st December, 1969. It is estimated that there are about 3,000 such theses. These synopses will be maintained for reference in the Documentation Centre and made available to Research Scholars. With effect from 1st January, 1970, universities are requested to send one copy of every doctoral thesis approved by them in the field of Social Sciences to the Documentation Centre. A majority of them have agreed to do so and the matter is being pursued with the others. The Council hopes that the Documentation Centre will soon have one copy of every doctoral thesis approved by Indian Universities in the field of Social Sciences (or its synopsis)

which could be made available to scholars for reference. Needless to say, this will be a unique collection and service which the Documentation Centre will be able to provide.

(6) **Data Libraries:** Similarly, the Council has also decided to establish a network of data libraries in different social science fields. They will be located in selected institutions and assisted by the Council. They will also maintain a certain uniformity in the data collected. At the apex of this system, there will be a National Data Library, which will coordinate the work of all the data libraries in the country and also supplement their resources. This apex unit will be an integral part of the National Documentation Centre.

(11) **Repository Function:** The Documentation Centre will develop a repository function in respect of old volumes of social science serials which it will accept for deposit from all collaborating libraries. It will hold them in trust on their behalf, maintain them in good condition and make them available to all research scholars.

Note.—

1 Each of the above functions amounts to the maintenance of a library of one kind or another.

2 Each such library may have to be used by the Insodoc, as need arises.

3 But the development and the maintenance of any such library should not be taken up by the Insodoc itself; for the function of Insodoc is entirely different from the function of a library.

4 Each of the libraries mentioned in this section should form a unit of the system of national libraries to be maintained by the Government of India according to Sec 62 of Schedule 7 (Union List) of the *Constitution of India* (1949).

5 In view of the likelihood of need arising for Insodoc consulting such libraries, all that is wanted is that the Insodoc should be situated adjacent to or in close proximity of the libraries.

5 Right Delegation of Function

As and when the quantum of work in the Insodoc increases beyond a convenient measure, the right course would be to replace an Omnibus Documentation Centre for all Social Sciences by a separate national documentation centre for each specified subject field among social sciences. The need for this may not arise in the near future—at least not in the next decade. Therefore I am not now going in to the reasons for some entries having to be repeated in two or more national documentation lists prepared by the different national documentation centres in Social Sciences.

Nor do I describe at this stage about the way in which the different national documentation centres in Social Sciences should consult with one another for mutually helping one another in finding out the seepage of papers relevant to particular lists and appearing in learned periodicals the papers in which fall predominantly within the subject field of some other national documentation centre.

6 Wrong Delegation of Function

61 PROPOSED DELEGATION TO SPECIALISED INSTITUTIONS

The *Annual report*, 2, 1970-71 of the ICSSR, Appendix VII, page 121, states that "The Council proposes to set up a National Bibliographical and Documentation Service. Under this programme, institutions will be selected in different parts of the Country to do bibliographical and documentation work in specified fields for which they have special competence and facilities. For instance, the Indian Society of Agricultural Economics will be requested to do the bibliographical and documentation work in the field of agricultural economics. The Anthropological Survey of India will do a similar service in the field of anthropology".

62 SPECIALISED NATURE OF DOCUMENTATION WORK NOT REALISED

The programme mentioned in Sec 61 looks amateurish. It does not show a knowledge of the need for specialised techniques to do Documentation Work. If the intention is to appoint documentalists in each of these centres, it will lead to avoidable expense due to duplication of staff and work. This is a result of not knowing that the primary function of National Documentation Centre is to produce an advance national documentation list.

6 DIVISION OF LABOUR FORGOTTEN

If it is the intention that the specialist research workers in the different learned societies such as those mentioned in the *Annual report* should do the Documentation Work, three important factors are ignored:

1 The specialist research worker does know the subject very well. But he does not know the specialities of Documentation Work,

2 Nor is it conducive to national economy to make him learn these specialities. The purpose of the formation of a separate profession of documentalists, during the last two decades, has been to allow the research workers to devote their full time to research work, instead of spending part of the time in documentation work, without prejudice to the mutual consultation bet-

ween documentalists and specialist research workers as and when need arises for it.

3 This implies a wholesome division of labour between the profession of documentalists on the one hand and the profession of research workers on the other. To overlook the importance of such a division of labour is to go back by several centuries in the economic organisation and utilisation of man-power.

64 EXPERIENCE IN THE WEST

The countries of the West realised the importance of documentation work, about five decades ago. When the down-pour of research papers began to approach a million in a year, the library profession of the West had been confining itself to the needs of public libraries and generalist readers. They had not equipped themselves to meet the needs of specialist libraries and of research workers. Nor did they realise the national need for equipping themselves for documentation work. Therefore, some of the research workers themselves had to be forced to spend part of their research time in doing documentation work. But, after World War II the library profession slowly realised its new function of serving specialist readers in the present-day conditions. Then they began to develop proper techniques of documentation. In due course, the research workers found it useful to withdraw themselves from documentation work.

65 REGIONAL DELEGATION

It is wrong and unhelpful to delegate the functions of the Insodoc to regional documentation centres. It will lead to duplication of work and increase in cost without any advantage. But, this kind of regional delegation has been prescribed in Appendix VII of the *Annual report*, 2, 1970-71, of the ICSSR, in the following words:

"In addition to Social Science Documentation Centre at New Delhi, the Council should also establish some Regional Centres. A beginning should be made, during the next three years, by establishing Centres at a few selected regional centres. However, it would be necessary, over the next few years, to develop a centre in each State or at least for each linguistic region."

This wrong idea is traceable to the failure to recognise the primary function of the national documentation centre being that of producing an advance documentation periodical of an exhaustive kind.

66 MISUNDERSTANDING ABOUT THE FUNCTION OF A DOCUMENTATION CENTRE

The following passage occurring in page 124, in the

Appendix VII of the *Annual report, 2, 1970-71* of the ICSSR, implies a misunderstanding of the function of a national documentation centre — and mixing it up with the function of a service library, which will have its own documentalists for doing documentation service to readers:

“(a) The Centres may provide facilities to social scientists, especially those working in colleges in the mofussil areas, to refresh themselves or to improve their professional competence by availing themselves of the library and other facilities which may be available at these Centres. It may be necessary to institute a system of financial awards for this purpose to cover the travel and other costs involved.

“(b) They may maintain bibliographical and documentation services which would be of use to the researchers.

“(c) They may also maintain a good library of serials (no attempt should be made to build up collection of books) and facilities for using microfilm copies, etc.

“(d) They may hold summer schools in social sciences and training courses in research methodology.

“(e) They may organise seminars and discussions among social scientists and also try to bring together social scientists who are actively engaged in research.

“(f) They may collect social science research materials in the regional languages, with special reference to the areas served by each Centre, in collaboration with other institutions engaged in similar work which might also be financially supported to develop their approved programmes in the field. The Centres may also act as agents of the ICSSR in collecting information and materials for its programmes.

“(g) They may also maintain, if necessary, a good hostel where social scientists (university teachers, teachers of affiliated colleges or PhD students in social sciences and other research workers in the field) can stay at a minimal cost.”

7 Hope

71 AVOIDANCE OF MISTAKE

It is hoped that all the wrong functions proposed to be given to the Insodoc will be given up. It is also hoped that the well known difference between the work of a national documentation centre and documentation service to readers will be borne in mind, and will not be mixed up. Documentation service can be done only by a service library in which the documentalist and the reader can meet in the presence of the documents themselves, their catalogue entries, and the documentation lists available in the library.

72 RIGHT FUNCTIONS ALONE FROM THE VERY BEGINNING

The provision for a National Documentation Centre for Social Sciences is being made in India for the first time. The increase in research in Social Sciences is becoming imperative for policy-making by the Governments in the Country. And research in social sciences is also being taken up by the Universities and research institutions in an increasing measure. The departments of the Government will also have to play a part in this matter — both in finding out the problems of research and communicating them to the research organisations, and in testing the helpfulness or otherwise of the results of research. Therefore it is wished that the Insodoc will avoid all mistaken ideas and confine itself, from the very beginning, to its right functions.