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How to Build Up a Simple Multidimensional
Documentation System on Appropriate Technology

by Urs Heierli

Published by:

Swiss Center for Appropriate Technology (SKAT)
Varnbuelstrasse 14
CH-9000 St. Gall
SWITZERLAND

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Working Paper
Document de Travail
Documento de Trabajo

WP 8/83

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Appropriate Technology

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St.Gall, December 1982

SKAT

SKAT
Schweizerische Kontaktstelle für Angewandte Technik am ILE,
Institut für Lateinamerikaforschung und Entwicklungs-
zusammenarbeit an der Hochschule St.Gallen

SKAT
Swiss Center for Appropriate Technology at ILE,
Institute for Latin-American Research and for Development
Co-operation, University of Saint-Gall

Varnbühlstraße 14, CH-9000 St.Gallen,
Switzerland, Tel. 071 23 3481

SKAT
Centre Suisse pour la Technologie Appropriée à l'ILE,
Institut de Recherche sur l'Amérique Latine et de
Coopération au Développement, Université de Saint-Gall

SKAT
Centro Suizo de Tecnología Apropilada en el ILE,
Instituto de Investigación sobre América Latina y
de Cooperación al Desarrollo, Universidad de Sankt-Gallen

Now to run a simple **multi - dimensional Documentation System**
on Appropriate Technology

1. Introduction

A documentation should never be a goal by its own; it should be regarded as a tool to have easy access to information. A documentation **system** should therefore be appropriate according to the specific needs of an institution. The work to build up and **maintain** a documentation should, if ever possible, be **minimised**.

Every documentation should be a good selection of documents according to the needs of the users. A collection of 50 good titles **can** be more useful than 10'000 unselected documents. But selection is not easy at all: a document that seems to be of absolutely no use at the moment, can be very important **tomorrow** .

The **ideal documentation** would therefore consist of a selected basic library and, at the same time, provide access to further documents on request. Such **further documents** or information can be sourcebooks (bibliographies, publications-lists, newsletters, **SATIS-directories**) or a directory of institutions, experts, libraries to be contacted if the documents cannot **answer** to all questions. It is mainly **this aspect** that leads to my proposal to set up an integrated multi-dimensional documentation system.


Of course, the system presented below is not the only possible one; there exist many other useful documentation systems.

2. A one-dimensional documentation system

The simplest system consists just of presenting the documents in different book-shelves, grouped into subjects.

The system can be run by several classification methods (you can either use an own, SATIS- or any classification).

Example:

				
Generalities	Health	Ecology	Energy	Solar Energy
Agriculture	Food	Industry	Building	Reference works

This system is of course so simple, that it seems unnecessary to describe it. But there are nevertheless some problems which should be seen clearly: -

- the main advantage of this system is that it can be run with the least possible input in labour and is easy accessible for the reader.
- the main disadvantage is its one-dimensionality:
 - . you cannot put one book or review dealing with several subjects in more than one place, unless you copy it several times.
 - . retrieval is limited to one criteria (in this case subjects). A document for instance on a wood-stove in Upper Volta can be refound under energy (wood-stoves) but not in a country-file.

3. A simple multi-dimensional documentation with card-catalogues

3.1 Basic principles

- The documents are put into book-shelves, files, boxes etc. according to size, dimensions, editor, country or other ordering criteria., The simplest and in the long run most useful Ordering criteria is the size, dimension or presentation of the documents (one shelve with books, one shelve with papers, newspaper clippings in folders, one shelve with reviews etc.).

The book-shelves serve for retrieval of documents but not for retrieval of information, which is the task of one or several card catalogues.

- Useful card catalogues are:

- . a subject catalogue grouped into topics according to a classification (your own, SATE-classification or any other classification).
- . a country catalogue or area catalogue (geographic criteria)
- . an authors' catalogue in alphabetical order
- . an address catalogue for institutions, experts, publishers etc.'
- . a position catalogue ordering the cards by the documents' current number (accession number)

- The size and depth of these catalogues depend on the needs of the users:

e.g.: a country catalogue may not be used in the moment or should not include all countries, but for instance the countries of West-Africa and subdivided into regions.

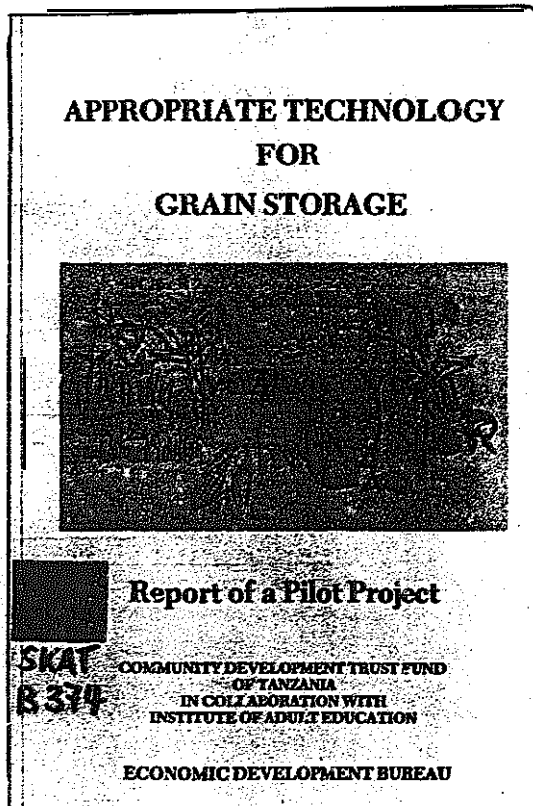
But the system should allow to expand and introduce other countries/regions later on.

- The card catalogue should allow the access to the documents of the basic library, but also to further information, if the documents don't answer to a question. Therefore the catalogue should also include reference works, addresses of institutions, experts, libraries etc. or give access to them.

3.2 How to classify and process documents and institutions

(Examples based on SKAT's procedure and the SATIS classification)

a) example for a document



This publication deals with:

- on-farm storage genera:
(438 = SATIS classification code)
- silos
(5421 = SATIS classification code)
- in the specific country Tanzania
(Tanzania = country catalogue)

Title-page of the document

SKAT would process this document as follows:

- At first the document must get an access number to find it again on the book-shelve. It gets the number 374 ^{B(*book)} (= current number; the next new document gets number 375 etc.)
- Bibliographic **datas**, SATIS-Codes, an abstract and keywords are written on the SATIS-card, which is part of the **SKAT-card**. The **SKAT-card** allows to give further information for the internal use, e.g. **indication of the card-distribution.**

This publication can be found on the book-shelve (it is the 374th book on the shelf)

SATIS-card printed on SKAT-cards (size A5)

Sachgebiet <input type="checkbox"/> Getreidelagerung		SKAT
cod: 438, 5421 owner: SKAT B 374 title: Appropriate technology for grain storage in Tanzanian villages. Report of a pilot project, 1977.		
author: Grain Storage Project Team published: Economic Development Bureau, 234 Colony Road, New Haven, Connecticut 06511		Vertailter: SATIS, 438, 5421.21, Tanzania, Auth, Stao
periodical: _____ series: _____ pubn.no: _____ language: English	date: 1977 pages: 94 iss.: 14 also in: _____	Bemerkungen:
abstract: This report describes a project for improving small scale grain storage at village level. The goal of the project was to develop, in the course of discussion meetings with villagers, improved designs and strategies of grain storages, appropriate to local conditions and to begin implementing these improvements.		
keywords: grain storage/improvements/village level/Tanzania		


distribution of the cards:

- 1 for SATIS secretari
- 2 for subject catalog
- 1 for country cat.310g
- 1 for authors' catalog
- 1 for position-catalog

→ six cards must be duplicated (SKAT multiplies them with a photostatic machine).

b) example for an institution

As said before the card-catalogue should as well give further information in addition to the documents in your own library. Cards for institutions and contact-persons are very useful.

<u>contact address</u> Asian Institute of Technology P.O. Box 2754 Bangkok Tel.: Tlx.:5168 311 105	<u>satis-codes</u> 100/103 <u>countries</u> Thailand <u>file-nr.</u> K 140 <u>date (begin-end)</u>	SKAT
<u>description of activities</u> Research Institute with the following specialised research centres: ENSIC - Environmental Sanitation Information Center HERIC - Renewable Energy Resources Information Center IPIC - International Ferrocement Information Center <u>keywords of activities</u>		
<u>remarks</u>	<u>Verteller</u> 100,103,Alph,Thailand 	

In the file-nr. K 140
(K = catalogues, publications lists etc.)
you find information
on the Institute.

distribution of the cards:

- 2 for subject catalogue (100 = technology general, descriptions of organisations
103 = appropriate technology, incl. A.T. organisations and projects)
- 1 for address catalogue (Alph)
- 1 for country catalogue (Thailand)
- four cards must be duplicated

4. A simple way to run a multi-dimensional documentation system without SATIS-cards

If you don't want to write detailed cards for each document, you could enter the documents on index cards. Each record needs an own access number which you write on subject and/or country cards.

For our example 'Appropriate technology for grain storage in Tanzanian villages' (access No B 374) it would look like this:

438 on-farm storage					
basic library			further information		
B 10			K 12		
H 15			F 8		
B 125					
⋮					
B 374					

Index card (subjects)

Tanzania					
basic library			further information		
B 13					
B 25					
H 100					
⋮					
B 374					

Index card (country)

These cards are then put in the subject and in the country catalogue.

