Appendix 8
List of Reference Books

Bibliography of Dictionaries
Encyclopedias
Multilingual Dictionaries
Descriptive Dictionaries
Abbreviations
Atlases
Information Sources
Geographical Information
Studies Abroad/Courses
Directories
Grants

Bibliography of Dictionaries

  Included are mono-, bi- and multi-lingual dictionaries on various agricultural subjects.

Encyclopedias


Multilingual Dictionaries

E = English F = French G = German D = Dutch
I = Italian P = Portuguese S = Spanish R = Russian


* Asterisk denotes the subjects, arranged alphabetically.


Descriptive Dictionaries


92

528 pp.
S.P. Parker. 950 pp.
300 pp.
1061 pp.
178 pp.
392 pp.

Abbreviations

(3rd Ed.) P. Wemmrach and P. Spillane. Saur. 6 Vols.
World Guide to Abbreviations of Organizations. 1988. (8th Ed.) F.A. Buttress and
Abbreviations used by FAO for International Organizations, Congresses, Commissions,
Acronyms, Initialisms, and Abbreviations Dictionary: A Guide to Acronyms, Initialisms,
Abbreviations, Contractions, Alphabetic Symbols, and Similar Condensed Appela-
tions. 1990 (14th Ed.) Gale.

Atlases

Geo Center Internationales Landkartenhaus
Postfach 800507
D-7000 Stuttgart 80
Germany.
Information Sources


Towards Sustainable Agriculture*. 1988. AGRECO/ILEIA.
Part I: Abstracts, Periodicals, Organizations;
Part II: Bibliography.


Geographical Information


Europa Publications.
For each country, gives information about physical and social geography; recent history; economy; statistical survey. Also presents a directory and a bibliography.

Contains general and statistical surveys of every country in the world, constitutions, government, political parties, judicial system, religion, press, publishers, radio, tv, finance, trade and industry, transport and tourism. In addition, all the principal international organizations are listed and described in depth.

For each of the countries included, gives information on location and area, climate, population, ethnic groups, language, religion, colonial experience, constitution and government, freedom and human rights, civil service, local government, foreign policy, political parties, budget, finance, agriculture.

Covers: international organizations, countries of the world (A-Z), history, geography, government, defence, commerce, energy and natural resources, justice.


Study Abroad, Courses


Directories


Information Sources on Tropical Agriculture. CTA.
  Presents information on disciplines covered, literature collection, services and equipment available.


  Lists 795 databases and presents information on 148 online services through which the databases are accessible. The book is a subsection of the Cuadra Directory of Online Databases.


Grants


Appendix 9
Journals on Library Science

Abstract Journals/Reviews
Administration/Management:
• Acquisitions
• Audio-Visual
• Lending/Document Supply
• Microform
• One-Person Library
• Security
• Serials
Agricultural Libraries
Automation/Microcomputers
Cataloguing/Indexing/Classification
Collection Management
Information/Online Retrieval
Libraries (in a broad sense)
Maps
Portuguese Journals
Special Libraries
Training/Education

The journals have been mainly selected from the library part of Ulrich's *International Periodicals Directory*. The selection criteria were:
- As many specialized journals as possible;
- No regional journals;
- Issued by commercial publishers or well-known organizations;
- Cited by abstract journals;
- Not too low in price.

Abstract Journals/Reviews

*Information Science Abstracts/ISA*
Plenum Press, 233 Spring Street, New York NY 10013, U.S.A.
Also available online: DIALOG.

*Library and Information Science Abstracts/LISA*
Also available online: DIALOG, Orbit.
Also available on CD-ROM.
Pascal Thema Part 205: Sciences de l’Information Documentation  
Centre National de la Recherche Scientifique, Service des Abonnements, 26 Rue Boyer, 75971 Paris, 20 France.

Paginas de Contentido: Ciencias de la Información  
Asociación Interamericana de Bibliotecarios Documentalistas Agrícolas, Codigo Postal 7170, Turrialba, Costa Rica.

Administration/Management

Information and Library Manager  
1981 -. Quarterly. £18.  
Indexed: LISA, ERIC.

Journal of Library Administration  
Haworth Press, 12 West 32nd Street, New York NY 10001, U.S.A.  
Indexed: LISA, ISA, etc.

Library Administration and Management  
American Library Administration and Management Association, 50 East Huron Street, Chicago, Illinois IL 60611, U.S.A.

Library Management  
1976 -. 6/Year. U.S. $300.  
MCB University Press, 62 Tollar Lane, Bradford, West Yorks BD8 9BY, England.

Acquisitions

Library Acquisitions: Practice and Theory  
Indexed: Curr. Cont., LISA, etc.

Audio-Visual

Audio-Visual Librarian  
**Lending/Document Supply**

*Interlending and Document Supply: Journal of the British Library*

1971 -. Quarterly. £23.
Indexed: Curr. Cont, LISA, etc.

**Microform**

*Microform Review*

Meckler Publishing, 11 Ferry Lane West, Westport, Connecticut CT 06880, U.S.A.
Indexed: ISA, LISA, etc.

**One-Person Library**

*One-Person Library: A Newsletter for Librarians and Management*

OPL Resources, Box 948, Murray Hill Station, New York NY 10156, U.S.A.

**Security**

*Library and Archival Security*

Haworth Press, 12 West 32nd Street, New York NY 10001, U.S.A.
Indexed: LISA, ISA, etc.

**Serials**

*Serials Librarian: The International Quarterly Journal of Serials Management*

Haworth Press, 12 West 32nd Street, New York NY 10001, U.S.A.
Indexed: Curr. Cont, LISA, etc.

*Serials Review*

Pierian Press, Box 1808, Ann Arbor, Michigan MI 48106, U.S.A.
Indexed: Lib. Lit., ISA, etc.

**Agricultural Libraries**

*Agricultural Libraries Information Notes*

U.S. Department of Agriculture, National Agricultural Library, 10301 Baltimore Boulevard, Beltsville, Maryland MD 20705, U.S.A.

Agricultural Information Development Bulletin
Free
Agricultural Division of U.N. Economic and Social Commission for Asia and the Pacific, U.N. Building Rajdamern, Nok Avenue, Bangkok, 10200 Thailand.

Quarterly Bulletin IAALD
International Association of Agricultural Information Specialists/IAALD, C/o J. van der Burg, Pudoc, P.O. Box 4, 6700 AA Wageningen, The Netherlands.

Automation/Microcomputers

Microcomputers for Information Management: An International Journal for Library and Information Services
Ablex Publishing Company, 355 Chestnut Street, Norwood, New Jersey NJ 07648, U.S.A.

Access Microcomputers in Libraries
DAC Publications, 3354 30th Street, San Diego, California CA 92104, U.S.A.

Electronic Library
1983-. 6/Year. U.S. $63.
Learned Information Incorporated, 143 Old Marlton Pike, Medford, New Jersey NJ 08055, U.S.A.
Indexed: Curr. Cont., etc.

Information Intelligence Online Libraries and Microcomputers
1983-. 10/Year. U.S. $35.
Information Intelligence Incorporated, Box 31098, Phoenix, Arizona AZ 85046, U.S.A.
Indexed: LISA.

Program: Automated Library and Information Systems
1966-. Quarterly. 55.
Indexed: Curr. Cont., etc.

Cataloguing/Indexing/Classification

Catalogue and Index
Indexed: LISA, etc.

Cataloguing and Classification Quarterly
Haworth Press, 12 West 32nd Street, New York NY 10001, U.S.A.
Indexed: Bull. Signal, LISA, etc.

**FID News Bulletin**
International Federation for Documentation, P.O. Box 90402, 2509 LK The Hague, The Netherlands.
Indexed: LISA, ISA.
Includes 'Quarterly Document Delivery Reproduction Survey' and 'Newsletter on Education and Training Programmes for Information Personnel'.

**International Cataloguing**
Indexed: LISA, Lib. Lit.

**International Classification**
Indeks Verlag, Woogstrasse 36a, D-6000 Frankfurt 50, Germany.
Indexed: Curr. Cont., etc.
A journal devoted to concept theory, to organization of knowledge and data, and to systematic terminology.

**Journal of Documentation**
1945 -. Quarterly. £65.
Indexed: Curr. Cont., Lib. Lit., etc.
A journal devoted to the recording, organizing, and dissemination of specialized knowledge.

**Collection Management**

**Collection Management**
Haworth Press. 12 West 32nd Street, New York NY 10001, U.S.A.
Indexed: Bull. Signal., LISA, etc.

**Information/Online Retrieval**

**Database: The Magazine of Database Reference and Review**
Online Inc., 11 Tanner Lane, Weston, Connecticut CT 06883, U.S.A.

**Journal of Documentation Science: Principles and Practice**
1945 -. Quarterly. U.S. $60.
ASLIP, Association for Information Management, 26-27 Boswell Street, London WC1 N, England.

**Journal of Information Science: Principles and Practice**
1979 -. 6/Year. U.S. $80.
Indexed: Curr. Cont., LISA, etc.

*Online: The Magazine of Online Information Systems*
Online Inc., 11 Tanner Lane, Weston, Connecticut CT 06883, U.S.A.

*Online Review: The International Journal of Online Information Systems*
1976 - . 6/Year. U.S. $70.
Learned Information Ltd., Besselsleigh Road, Abington, Oxford OX13 6LG, England.

*American Society for Information Science Bulletin*
American Society for Information Science, 1424 16th Street North West, Suite 404, Washington DC 20036, U.S.A.
Indexed: Curr. Cont., LISA, etc.

*American Society for Information Science Journal*
1950 -. 6/Year. U.S. $120.
John Wiley and Sons, 605 Third Avenue, New York NY 10158, U.S.A.
Indexed: Curr. Cont., LISA, etc.

*Documentaliste: Science de l'Information*
1964 -. 6/Year. FF 380.
Association Française des Documentalistes et des Bibliothecaires Spécialisés, 5 Avenue Franco-Russe, 75007 Paris, France.
Indexed: Bull. Signal., LISA, etc.

*Information Processing and Management: Libraries, Information Retrieval Systems, and Communication Networks*
1963 -. 6/Year. U.S. $250.
Indexed: Curr. Cont., LISA, etc.

*Information Retrieval and Library Automation*
Lomond Publications, Box 88, Mount Airy, Maryland MD 21771, U.S.A.

*Information Technology and Libraries*
American Library and Information Technology Association, 50 East Huron Street, Chicago, Illinois IL 60611, U.S.A.
Indexed: Curr. Cont., LISA, etc.

*Optical Information Systems Update: Library and Information Centre Applications*
Meckler Publishing, 11 Ferry Lane West, Westport, Connecticut CT 06880, U.S.A.

Libraries (in a broad sense)

*American Libraries*
American Library Association, 50 East Huron Street, Chicago, Illinois IL 60611, U.S.A.
Indexed: ISA, LISA, etc.
ASLIB Information

Information Development: The International Journal for Librarians, Archivists, and Information Specialists

IFLA Journal
1975 -. Quarterly.
International Federation of Library Associations and Institutions/IFLA, SAUR Verlag, P.O. Box 711009, D-8000 Munchen, Germany.
Indexed: Curr. Cont., Lib. Lit., etc.

International Library Review
Indexed: Curr. Cont. etc.

Journal of Librarianship
Indexed: Curr. Cont, LISA, etc.

Library
1899 -. Quarterly. U.S. $55.
Indexed: Curr. Cont., Lib. Lit., etc.

Library and Information Science Research: An International Journal
Ablex Publishing Company, 355 Chestnut Street, Norwood, New Jersey NJ 07648, U.S.A.
Indexed: Curr. Cont., LISA, etc.

Library Association Record
Indexed: LISA, Lib. Lit., etc.

Library Journal
Bowker, Magazine Group, 249 West 17th Street, New York NY 10011, U.S.A.
Indexed: Curr. Cont., LISA, etc.

Library Quarterly: A Journal of Investigation and Discussion in the Field of Library Science
University of Chicago Press, 5801 South Ellis Avenue, Chicago, Illinois IL 60637, U.S.A.
Indexed: LISA, Curr. Cont., etc.
Maps

Special Libraries Association: Geography and Map Division Bulletin
Special Libraries Association, Geography and Map Division,
C/o A.T. Sprankle, 406 East Smith Street, Topton, Pennsylvania PA 19562-1121,
U.S.A.
Indexed: LISA, Lib. Lit., etc.

Portuguese Journals

Associação Portuguesa de Bibliotecários, Arquivistas, e Documentalistas: Notícia
1975-. Quarterly. Esc 400.
Associação Portuguesa de Bibliotecários, Arquivistas e Documentalistas, Edifício
da Biblioteca Nacional, Campo Grande 83, 1700 Lisbon, Portugal.
Brasil Câmara dos Deputados. Documentação e Informação
1951-. 3/Year. Free.
Câmara dos Deputados, Centro de Documentação e Informação, Anexo 2, 70160
Brasília DF, Brasil.
Cadernos de Biblioteconomia, Arquivista, e Documentação
1963-. Esc 1,500.
Associação Portuguesa de Bibliotecários, Arquivistas Documentalistas, Edifício
da Biblioteca Nacional, Campo Grande 83, 1700 Lisbon, Portugal.
Ciencia da Informação
1972-. 2/Year. U.S. $40.
Instituto Brasileiro de Informação em Ciência e Tecnologia, SCN Quadro 2,
Bloco K, CEP 70710, Brasília DF, Brasil.
Indexed: LISA, ISA.
Revista Brasileira de Biblioteconomia e Documentação
Federação Brasileira de Associações de Bibliotecários, 40 rua Avanhandava,
Conj 110, São Paulo, Brasil.
Indexed: LISA, Lib. Lit., etc.
Revista de Biblioteconomia de Brasilia
Universidade de Brasília, Departamento de Biblioteconomia, Caixa Postal
15–3011, Brasília, Brasil.
Indexed: Bull. Signal., LISA, etc.
Revista
1972-. U.S. $15.
Universidade Federal de Minas Gerais, Escola de Biblioteconomia, C.P. 1906, Belo
Horizonte, MG 31270, Brasil.
Indexed: LISA, Lib. Lit., etc.
Special Libraries

*Journal of Academic Librarianship*
1975 -. 6/Year. U.S. $22.
Mountainside Publications, 321 South Main Street, Box 8330, Ann Arbor, Michigan MI 48107, U.S.A.
Indexed: Curr. Cont., LISA, etc.

*College and Research Libraries*
1939 -. 6/Year. U.S. $35.
American Library Association, 50 East Huron Street, Chicago, Illinois IL 60611, U.S.A.
Indexed: Curr. Cont., Lib. Lit, etc.

*Focus: On the Center for Research Libraries*
Center for Research Libraries, 6050 South Kenwood, Chicago, Illinois IL 60637, U.S.A.

*Special Libraries*
Special Libraries Association, 1700 Eighteenth Street N.W., Washington DC 20009, U.S.A.
Indexed: Curr. Cont., Lib. Lit., etc.

Elsevier, Mayfield House, 256 Banbury Road, Oxford OX2 7DH, England.

Training/Education

*Journal of Education for Library and Information Science*
Association for Library and Information Science Education, 471 Park Lane, State College, Pennsylvania PA 16803, U.S.A.
Indexed: Curr. Cont., Lib. Lit., etc.

*Education for Information: The International Review of Education and Training in Library and Information Science*

*Training and Education: A Journal for Library and Information Workers*
1983 -. 3/Year. £22.
Appendix 10
Addresses of Some Library Organizations and Their Journals

International

Australia

Brazil

England

France

India

Latin America

U.S.A.

International

Commonwealth Library Association
P.O. Box 40, Mandeville, Manchester, Jamaica
  *COMLA Newsletter* (quarterly)

International Association of Agricultural Information Specialists/IAALD
C/o J. van der Burg, PUDOC, P.O. Box 4, 6700 AA Wageningen, The Netherlands
  *Quarterly Bulletin*

International Association of Documentalists and Information Officers
74 Rue des Saints Peres, 75007 Paris, France
  *Monthly News*

International Federation for Information and Documentation/IFID = Fédération Internationale d'Information et de Documentation/FID
P.O. Box 90402, 2509 LK The Hague, The Netherlands
  *FID News Bulletin* (monthly)
  *International Forum on Information and Documentation* (quarterly)
  *Newsletter on Education and Training Programmes for Information Personnel* (quarterly)

International Federation of Library Associations and Institutions/IFLA
P.O. Box 95312, 2509 CH The Hague, The Netherlands.
  *IFLA Journal* (quarterly)
  *International Cataloguing* (quarterly)

Australia

Library Association of Australia
376 Jones Street, Ultimo NSW 2007, Australia
  *Australian Library Journal* (quarterly).
Brazil

Federacão Brasileira Associações de Bibliotecarios
Rua Avanhan dava 40, conj. 110, 01306 São Paulo SP, Brasil.
- Revista Brasileira de Biblioteconomia e Documentação
- Boletim

Instituto Brasileiro de Informacao em Ciencia e Tecnologia
SCN Quadra 2, Bloco k, 70710 Brasilia DF, Brasil
- Ciencia da Informação (2/year)
- Sumarios Correntes Brasileiros (monthly)

England

Aslib: Association for Information Management
26-27 Boswell Street, London WC1N 3JZ, England
- The Journal of Documentation (quarterly)
- ASLIB Proceedings (monthly)
- ASLIB Information (monthly)
- ASLIB Book List (monthly)
- Program (quarterly)
- Netlink (6/year)
- Online Notes (monthly)
- Current Awareness Bulletin (monthly)

Library Association
7 Ridgemount Street, London WC1E 7AE, England
- Journal of Librarianship (quarterly).

France

Association des Bibliotecaires Français
65 Rue de Richelieu, 75002 Paris, France
- ABF Bulletin d'informations (quarterly)

Association Française des Documentalistes et Bibliothecaires Specialises
5 Avenue Franco-Russe, 75007 Paris, France
- Documentaliste, sciences de l'information (6/year)

India

Indian Association of Special Library and Information Centres
P. 291 CIT Scheme No. 6M, Kankurgachi, Calcutta 700054, India
- IASLIC Bulletin

Indian Library Association
A/40-41 Flat 201, Ansal Building, Dr Mukherjee Nagar, Delhi 110009, India
- Bulletin (quarterly)
Latin America

Asociación Interamericana de Bibliotecarios y Documentalistas Agrícolas, C.P. 7170, Turrialba, Costa Rica

United States of America

American Library Association, 50 East Huron Street, Chicago, Illinois IL 60611, U.S.A.
- *American Libraries* (monthly)
- *Booklist* (fortnightly)
- *Choice* (monthly)
- *Information Technology and Library* (quarterly)
- *College and Research Library* (6/year)
- *Library Resources and Technical Services* (quarterly)
- *Library Technology Report* (6/year)

Association for Library and Information Science Education
Janet C. Phillips, 471 Park Lane, State College, Pennsylvania PA 16803, U.S.A.
- *Journal of Education for Library and Information Service* (5/year)

Association of Research Libraries/ARL
1527 New Hampshire Avenue North West, Washington DC 20036, U.S.A.
- *ARL Newsletter*

Inter-American Bibliographical and Library Association
P.O. Box 600583, North Miami Beach, Florida FL 33160, U.S.A.
- *Doors to Latin America* (quarterly)

Special Library Association
1700 18th Street North West, Washington DC 20009, U.S.A.
- *Special Libraries* (quarterly)
- *Special List* (monthly)
Appendix 11
Example of a Form Letter for Establishing an Exchange Agreement

EXCHANGE OF PUBLICATIONS
Proposal Form

From: ............................................  To: ............................................
.................................................................................................................
.................................................................................................................
.................................................................................................................

No: Date:

Dear Sir or Madam,

We would like to start an exchange of publications with your institution. We can offer one or more of the following series or journals, copies of which are enclosed:

.................................................................................................................
.................................................................................................................
.................................................................................................................

We would be pleased to receive from you the following series or journals on an exchange basis:

.................................................................................................................
.................................................................................................................
.................................................................................................................

If you have other publications available, please inform us and, if possible, send a specimen copy.

A copy of this proposal form and two reply forms are enclosed for your convenience.

Yours sincerely,
EXCHANGE OF PUBLICATIONS
Reply Form

From: .................................... To: ........................................
..........................................................................................
..........................................................................................
..........................................................................................

No: Date:

Dear Sir or Madam

We acknowledge receipt of your proposal (No.: ...... Date: ............) for an
exchange of publications.

We are willing to accept your proposal.*
We are unable to accept your proposal.*
(* Please delete what is not applicable.)

Starting from ............... (date), we shall forward the following series or journals
to your address:
..........................................................................................
..........................................................................................
..........................................................................................

In return, we shall be pleased to receive the following series or journals:
..........................................................................................
..........................................................................................
..........................................................................................

On an exchange basis, we can also offer you the following series, a specimen copy
of which is enclosed:
..........................................................................................

Please inform us which series you could supply on the same basis.

Yours sincerely,
Appendix 12
Example of a Cover and a Page of an Accession List

Figure 26 Example of a cover of an Accession List

Geodesie, Kartografie

Ramirez, J.R.
*Computer-aided Mapping Systems: The Next Generation.* (en)

Teunissen, P.J.G.
*De Geodetische lijn (nl)*
In: Geodesia 33(1991)3 pp.110-117
Een bewerking van de inaugurele rede bij de aanvaarding van het professoraat in de mathematische geodesie en puntsbepaling, aan de Technische Universiteit Delft [STARIN T 39]

Remote Sensing

Mulder, N.J.
*Earth Watch: Remote Sensing and Image Analysis (en)*
Universiteit Twente, Enschede, Netherlands. 1991. 15 pp. [STARIN 32/433(57)]
Pease, C.B.

Rees, W.G.

Waters, P.A.

Remote Sensing – applications

Azzali, S.

Figure 27 Example of a page of an Accession List
Appendix 13
Example of a Computer Configuration for a Small Library

<table>
<thead>
<tr>
<th>COMPUTER</th>
<th>Olivetti M240</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video display</td>
<td>12&quot; monochrome met OGC video controller</td>
</tr>
<tr>
<td></td>
<td>Resolution 640 hfl. 400 pixels</td>
</tr>
<tr>
<td>Key board</td>
<td>101/102 keys</td>
</tr>
<tr>
<td>Basic module</td>
<td></td>
</tr>
<tr>
<td>Drives</td>
<td>A - drive 360 Kb, 5.25&quot; type</td>
</tr>
<tr>
<td></td>
<td>B - drive 720 Kb, 3.5&quot; type</td>
</tr>
<tr>
<td></td>
<td>C - drive 20 Mb, integrated hard disc 3.5&quot; (85 Msec)</td>
</tr>
<tr>
<td>CPU</td>
<td>8086 processor 10 Mhz</td>
</tr>
<tr>
<td>ROM</td>
<td>32 Kb</td>
</tr>
<tr>
<td>RAM.M.</td>
<td>640 Kb</td>
</tr>
<tr>
<td>Interfaces</td>
<td>Parallel (centronics)</td>
</tr>
<tr>
<td></td>
<td>Serial (RS - 232 - C)</td>
</tr>
<tr>
<td>Expansion slot</td>
<td>7 × 8 bits connector's PC/XT bus compatible</td>
</tr>
</tbody>
</table>

| PRINTER | Olivetti DM 280 dot matrix printer |
| Printing technique | Impact dot matrix |
| Printing speed | 160 char/s draft mode |
| | 35 char/s Nearly Letter Quality mode |
| Print pitch | 10 char/in. draft mode (80 char max) |
| | 17.14 char/in draft mode (132 char max) |
| Interface | Parallel |

| MODEM | Hayes compatible ‘AT’ command set compatible with SMARTCOM II, CROSSTALK XVI, BITCOM, PC TALK III. |
| | Operates online in full or half duplex at a rate of 1200 or 300 bps. |
| | Built in one of the slots of the M240. |

| COMPACT DISC | CM 121 CD ROM and audio drive |
| Laser Magnetic Storage International | |
| 4425 Arrows West Drive | Colorado Springs, Colorado CO 80907-3489, U.S.A. |
| CM 121 provides random access to data and audio stored on compact disc ROM and/or CD audio media. |
| The 12 cm discs have a capacity of 600 MB. CD ROM format Philips/Sony standard. |

| CONTROLLER CARD | Philips CM 153 CD ROM controller card also from Laser Magnetic Storage International. |
To operate the AGRICOLA CD ROM disc on the microcomputer, install Silver Platter information system Release 1.6 and MSCDEX (MSDOS CD ROM extension).

SOFTWARE

Cardbox Version 3.5. from:
Business Simulation,
Scriventon House,
Speldhurst, Kent TN3 0TU
England
Relay concurrent PC Communication Software
Version 2.4. from: V.M. Personal Computing,
Danbury, Connecticut CT 06810 9990, U.S.A.

UPS

For stabilizing electric current.