

Survey of Social Science
Information Centres
and
Users in Sri Lanka



National Library of Sri Lanka

SURVEY
OF
SOCIAL SCIENCE INFORMATION
CENTRES AND USERS
IN
SRI LANKA

**SURVEY
OF
SOCIAL SCIENCE INFORMATION
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IN
SRI LANKA**

By

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FOREWORD

Social Science Information Centres are playing a vital role in the efficient and continuous dissemination of research findings and current information needed by users. Planners, policy makers, decision makers and politicians can be regarded as the main beneficiaries of these data bases.

The Social Science Information Centres & Users in Sri Lanka is a survey carried out by Mrs. S. R. Korale, Librarian of the Open University with the assistance of the Centre for Development Information (CDI), Ministry of Finance and Planning and the UNESCO. The findings and recommendations of this survey would be very useful for the formulation and planning of a Social Science Information Network in Sri Lanka.

I would like to express my appreciation to Mrs. S. R. Korale for her indefatigable efforts in the compilation of this publication. The co-operation extended by Mr. M. S. U. Amarasiri, Acting Director, SLNLSB, Mr. H. M. Gunaratne Banda, Acting Assistant Director, SLNLSB, Mr. M. A. Milton, Assistant Librarian, SLNLSB and the staff of the Vishva Lekha Printers Limited is acknowledged with thanks.

Mrs. Ishvari Corea
Chairperson
SLNLSB.

14th June 1991

P R E F A C E

This report is an outcome of the Centre for Development Information, (CDI), Ministry of Finance and Planning identifying the need to undertake a survey on social science information facilities and the acceptance of this proposal by UNESCO. It is the first time that a study of this nature relating to libraries and documentation centres has been undertaken and therefore it fills a basic data gap on Sri Lanka's social science information system, and could be a forerunner of many more studies on the information situation in the country.

I thank Mr. W. S. Nanayakkara, Director, Centre for Development Information, Ministry of Finance and Planning for having afforded me the opportunity of undertaking this survey on social science information centres and users in Sri Lanka. The study was undertaken in the form of two surveys, through mail questionnaires and followed up by interviews. The co-operation received from the staff of the information centres in perfecting the forms in spite of their heavy work load is gratefully acknowledged.

I also take this opportunity to thank all the users too numerous to list, who returned the perfected form without any delay. The co-operation of both was a prerequisite for the successful completion of the study. The co-operation extended by Mrs. C. Wimalaratne, Deputy Director, CDI and Staff of the Centre is acknowledged with thanks. To Miss L. Amerasekera and Mrs. S. Elvitigala I owe much appreciation for their cheerful acceptance of deciphering an often illegible script and typing out the drafts and the final report.

The publication of this study undertaken in 1983 which documents and surveys the actual information situation and resources in the Social Sciences, the reader services and institutional infrastructure facilities was possible due to the intervention of the National Library Services Board. The catalytic role played by the National Library Services Board in providing financial support to publish the survey results, paving the way for comparative studies in the future, to improve and strengthen social science information capability in Sri Lanka is appreciated and acknowledged with thanks.

S. R. Korale

Part I

INTRODUCTION

Sri Lanka has had a tradition of library services for many hundred years. Since independence in 1948 Western types of library and information centres were established at many levels, from school, public, university, special and departmental to research. The tremendous expansion of educational opportunities in the Post-War period, population growth, urbanisation, and the expansion of the public sector and specially government efforts at planning economic and social developments buttressed the growth of these facilities. The information requirements of an import-export economy and the information explosion, specially in the field of social sciences also contributed to this growth and specialisation in information facilities within the country.

Libraries and information centres play an important role in the communication or information transfer cycle. Their acquisition and storage policies provide a permanent archive and an access to the record of published knowledge. Through their service functions they present and disseminate this knowledge, to enable, assimilation by the users and seekers which is either through primary or secondary distribution both of which should be available at these centres. The level and speed of assimilation which differs from user to user is taken into account in planning these services. Economic, social and industrial progress is very dependent on the results of social science research and information reaching the appropriate user in

a convenient and easily assimilable form at the time he needs it. It is the function of these centres to bring such documents or data to the attention of the user community through search of the literature conducted either on demand or on anticipation of demand, or going even beyond this by providing information analysis activities which are evaluative and could include repackaging. This is a process in which information centres have an important and major function to play, while acting as the interface between the universe of information resources in whatever form it exists and the users. Its the function of these facilities to bring these two together as efficiently and economically as possible, involving in this communication cycle a number of professionals, such as authors, publishers, librarians, indexers, abstractors and information scientists who all play important participatory roles.

The library or information centres should be the heart of any modern seat of learning, research institute or government policy making ministry or semi-government organisation. It is appreciated that in Sri Lanka libraries have been set up in most organisations established by the government, which caters to developmental activities in the country. This no doubt springs from an awareness coming through the ages that libraries are store houses of knowledge and that such centres of information are important for progress and development in the country, every library established would naturally aim at

being a dynamic entity and would seek an independence in its growth and development, to enable it to play a vital role in the institution which it serves. We find that the centres that do not fall within the public sector organisation are those that belong to religious organisations, welfare societies, trade chambers and a few private research organisations.

As the output of printed information grows at a high speed specially in the social sciences it is evident that individual libraries cannot acquire process and provide all the requirements of the users. Social science information resources can be broadly categorised as that contained in articles in periodicals, commercially produced books and monographs and the great majority of material which are not published, the grey or the fugitive material. This third category consists of unpublished working papers, research reports and other studies which are not freely or widely distributed.

Mounting pressures from the social science research community would result in libraries having to obtain a more complete coverage in the areas they need to service and even in the peripheral areas where a demand is being noticed. It is recognised that it is not possible to work within defined areas, or boundaries artificially demarcated in the field of the social sciences. The plans and programmes of libraries must therefore be flexible to meet with and anticipate and adjust to the needs that arise, if they are to effectively serve the functions for which they are established. However, growth of institutional facilities within a short period of 3-4 decades in this environment, in an uncoordinated manner creating a duplication of efforts and wastage of resources have added another dimension to this problem, while the need for specialisation is recognised, the difficulties of matching the actual or perceived user

demands on the one hand and the concentration and specialisation on the other, remains a live issue. National plans and programmes directed towards the development of information facilities and networks in the country should take note of their current state of development and of these characteristics and features.

Objectives

The Centre for Development Information was established in 1979 under the Ministry of Finance and Planning with assistance from UNDP and UNESCO. The centre was established for the purpose of co-ordinating, collating and retrieving development information from existing national and international systems and to collaborate with national information and research centres to improve documentation and user services.

The absence of information on social science information facilities, and systems in the country obtained through surveys and research studies has made it difficult to formulate any proposals for establishing institutional machinery for coordination and collaboration. Even basic and primary information, such as the number of information centres, their location and geographical distribution, specialization by subjects, and the extent to which they are used were lacking. In view of this position concentration on the same subject areas by a number of centres resulting in a duplication of effort would not be uncommon. In this context the need to undertake a study to assess and evaluate available social science information facilities, identify user needs, appraise issues and problems was considered important by the Centre for Development Information and this proposal received the acceptance of UNESCO.

Briefly the main objectives of the study were to identify the existing centres which collect, collate and disseminate information on the social sciences; obtain information from these centres in respect of their collection, tools of information, dissemination and equipment; identify the needs of social science researchers and obtain their views and comments on existing facilities; examine the quality of the service; strengths and weaknesses; match the existing services offered by their centres with actual services demanded by users and identify the services that should be strengthened; evaluate the existing services and networks through information gathered from the survey and other available evidence and make recommendations for overcoming obstacles if any and determine the best way in which user needs could be met.

Survey Description and Methodology

The objectives of this study necessarily involved the undertaking of a survey to elicit data and information relating to the aspects already described relating to Social Science Information Centres and users. The survey had to be formulated and undertaken in a relatively short time frame as the period available for the study itself was restricted to two and a half months. The absence of any information from a survey or even a case study pertaining to Sri Lanka which covered either the information centres in their entirety or one restricted to this field made this task more complex and time consuming.

There was no comprehensive list of private and public informatory institutions which could be updated to serve as a frame. Thus it was necessary to attempt to compile this information using a number of sources, which included the library cooperation scheme UNIDEV, the directory of state institutions, the telephone directories and the Ferguson directory, the author's expe-

rience and personal knowledge of information centres and the information available from the Library Association of Sri Lanka. These were the main sources and it was possible to compile a sufficiently complete current list of all Social Science Information Centres in both public and private sectors distributed throughout the country. This frame comprised of approximately 125 institutions and organisations and as was expected the majority of them were located in the city and suburbs of Colombo and the other secondary centres were Kandy, Jaffna and Galle.

Considering the number of centres involved, the need to obtain sufficiently complete information plus considerations of geographical coverage, led to the inclusion of all identified institutions within the survey and to attempt to obtain data through a mail questionnaire.

It was also felt that a comprehensive questionnaire which was essential in terms of the scope of the survey may result in the lowering of the response rate and therefore it was also decided to collect information in respect of the large centres by using an interviewer.

The user list was also compiled by using a number of sources which included the scrutiny of published research documentation in this field for the past two years. Researchers were also identified by using the publication Register of On-Going-Research which is being prepared by CDI, journals published locally, other current publications and personal contact. This information was later updated to locate the current addresses of users. In order to include users other than those who had been researching and writing papers, it was decided to use the Survey of Information Centres to identify and locate the users, by utilising the services of the staff of the centres.

Considering the time and resources available it was decided to mail questionnaires to a sample of around 300 users half of them to be drawn from the list of researchers compiled in the above manner and the other half to be sampled from the lists of users furnished by the centres.

In order to avoid delays and also to provide more time and to increase the response rate it was considered desirable to issue the questionnaire to the first category once it was prepared. In the case of the second sub-sample approximately 150 users were drawn from the lists supplied, naturally only users listed in questionnaires received from centres before the 25th of November were considered and addressed so as to provide time for the respondents to complete and return the questionnaires.

Questionnaires

The second phase of the survey took the form of developing the two questionnaires on centres of information and on users. The decision to resort to a mail questionnaire form of survey, made it necessary to carefully select the questions to be included. In designing the questionnaire to be sent to the centres, the prime considerations were to prevent the questionnaires from being too detailed as this would have increased non-response, and also to ensure that the questions were adequately self explanatory to minimise response errors, a balance which was not easy to achieve. After careful evaluation it was decided to call for data relating to type of centre, its major objectives, general holdings, social science holdings, the geographic coverage of the holdings, specific types of materials, degree of cataloguing and classification, services, equipment, facilities provided, affiliations budgets, personnel and clientele.

Similar considerations applied to the development of the user questionnaire, which was to be mailed to the sample of social science information users without being followed up by user interviews. The users were urged to complete and furnish the questionnaires as they belonged to a limited sample, and as the objective of the survey were to obtain data with the ultimate purpose of improving information facilities. The aspects covered in this questionnaire included occupational, academic and professional backgrounds of users, their subject fields of interest, level of research, language preference, types of centres and the frequency with which they were used. Their awareness of information resources, characteristics of the information flow, use of information tools and staff, user preference in respect of material, and views on existing services, their strengths and weakness and restrictions. The two questionnaires used in the survey are provided as Annex II and Annex III.

As already stated the brief time duration which was available for the entire study was barely sufficient and did not permit questionnaire pre-test. However, a number of librarians and users were consulted and their views obtained at the time they were developed.

The questionnaire addressed to the centres was despatched in the second half of October, requesting that it be completed and returned by the 15th of November. Visits to the centres in Colombo and the suburbs commenced in the 2nd week of November, and in the case of a number of institutions, several visits were made. Some late responses continued to be received till mid-December. The cooperation received from libraries and other centres of information and the programme of visits made it possible to cover practically all the larger institutional facilities. Altogether fifty completed questionnaires were received

The coverage achieved through this survey both geographically and institutionally is adequately representative and complete and therefore could present a comprehensive picture relating to the services and facilities offered, organisation structure, and characteristics of these institutions.

As already stated the user questionnaire was sent to 300 sampled users, the first set of questionnaires was sent out in the fourth week of October. The collection of user information from responding centres took time and the second set of questionnaires to the users was despatched in the second and third weeks of November. Altogether 86 completed questionnaires were received from sampled users and a nearly 1/3 response rate is quite satisfactory when one considers the completeness of the questionnaires and the short time given to the respondents.

Once the completed questionnaires started to arrive in the 2nd half of November, the editing and tabulation of data commenced. At this stage incomplete schedules and inconsistencies in data were identified and a number of institutions were visited to obtain additional information clarifications. The user schedules received were also scrutinised and edited but no follow-up was attempted. The editing and tabulation of the data contained in the two schedules had to be continued up to mid-December as it was only then that the flow of responses ceased. At the

editing stage it was evident that some of the responses received on particular aspects were generalisations although the questions had been framed to obtain specific answers. Further it was also noticed that some data such as those in respect of the collection, could be approximations rather than actual physical stocks carried by the institution. It was also observed that non-response in respect of particular questions were high in both schedules. This was particularly so in respect of the budget, staffing and stocks relating to specific types of material, in the schedule addressed to information centres, and on prevailing restrictions, type of source material preferred, use of guides to the facilities provided by organisations in the user questionnaire.

For all practical purposes data and information have been collected in 2 distinct surveys, one on social science information centres and the other on social science information users. It was felt that the analysis and reporting will have to be also similarly structured as two distinct parts considering the difficulties of bringing them together without diluting and losing some of the salient points which have emerged through the surveys. These considerations led to the organisation of the report into 4 parts. Part I — Introduction; Part II — Survey of Social Science Information Centres; Part III — Survey of Social Science Information Users; and Part IV — Observations and Recommendations.

Part II

SURVEY OF SOCIAL SCIENCE INFORMATION CENTRES

In this section the data and information gathered through the survey of information centres is presented and analysed and briefly discussed. As already described the total number of social science information facilities identified amounted to 125. The schedule prepared for this survey was despatched to all those identified institutions and 50 completed schedules were received. Although by way of numbers it appears that a substantial proportion (60%) of those addressed had not replied, the non-response it is seen is largely in respect of small libraries in both public and private sectors. Some of the institutions addressed (4) indicated that they do not have resources on this subject field, though according to the Universal Decimal and Dewey Decimal Classifications these centres fall within the social sciences. The emphasis of their resources seem to be on technological rather than socio-economic aspects. This apparent lack of social science information could also be the result of these libraries concentrating in classifying any social science material they have within their major field of interest.

It should be stated here that practically all the large social science libraries and information centres in both the public and private sectors such as universities, public corporations, private research organisations, banking institutions, departmental libraries have sent completed schedules. This fairly comprehensive coverage of larger institutions has made it possible to get a sample which is repre-

sentative of the type of institutions providing services in this field and thereby achieve the objectives for which the survey was designed. The list of responding institutions is provided in Annex I. The identification numbers listed in the Annex has been used in specific tabulations to identify the institutions.

Centres of information covered by the survey ranged from those that were administered and operated by the government to those managed by foreign and international organisations. The distribution of the sample of responding institutions by sector is provided in Table I. The centres grouped under the government sector are those that belonged to government departments, and ministries, basically catering to the information requirements of the parent organisations. University libraries, public libraries and other centres of information operated and administered by state sector research institutions have contributed in making the public corporation or state aided group to be one half of all information institutions.

The data provided in the Table shows that the proportion of libraries established and maintained by the private sector is relatively small. The information needs of the private sector are largely met by public sector centres of information. The private sector contribution to the development of information centres cannot be expected to significantly increase its share because of the cost involved in establishing,

TABLE 1.
SELECTED DISTRIBUTION OF INFORMATION CENTRES

<i>Sector</i>	<i>Number</i>	<i>Percentage</i>
Government	15	30.0
Public Corporation or State Aided Institution	25	50.0
Private	06	12.2
Foreign or International	04	8.0
All institutions	50	100.0

equipping, and maintaining modern types of information facilities. The structure of private sector industry in the country which is based largely on medium and small scale establishments is unlikely to create within itself the demand for the establishment of a number of centres of information. Even if private sector organisations do generate information they would concentrate on collecting and developing industry specific information for their use which will remain mostly classified. A few foreign and international organisations have established resource centres, their focus being primarily to provide information on their countries or parent organisations. The number is not significant and is unlikely to increase substantially. It is observed from the data in Table 1. that 4/5th of all institutional facilities are dependent on state aid for their existence and growth. The sectoral distribution of social science information facilities provided in the Table is representative of the distribution of units by sector in the list of social science information centres compiled for the purpose of this study. In view of the foregoing considerations the structure is unlikely to change substantially in the future and the development of social science information facilities will continue to depend on state sponsorship and support.

The distribution of centres by type is provided in Table 2 and it shows that still, the concentration is heavily on libraries. In their responses to this question several institutions, stated that they belonged to more than one type of facility, and it is

edited information that is provided in the table. Altogether 16 institutions declared multiple functional roles. It was found that the objectives of many centres of information were linked to and circumscribed by the functions of the parent organisation. The primary objective of these linked centres was the provision of information to the staff of the parent organisation for their research, consultancy or other related activities. In libraries affiliated to teaching institutions the focus was on meeting the information needs of students, teachers and research staff. Those institutions maintained by foreign or international organisations aimed to service information on their organisations or countries with special emphasis on educational facilities and the provision of technical and trade information. The number of centres functioning as deposit libraries were 7 and they aimed at providing information through the facilities extended by international organisations and through exchange programmes.

The most noticeable feature evident from the responses to this question was the orientation of services to serve special clientele groups on specific subjects as determined by their parent organisations. This servicing of internal and special clientele groups was very much in evidence from the information on membership. However, a large number of centres did state that their centres were open to types of users other than members of staff, even though their main objective was not to provide the public at large with information.

TABLE 2.

TYPES OF INFORMATION CENTRES

<i>Type of Centre</i>	<i>Number</i>	<i>Percentage</i>
Archive	1	2.2
Data Bank	0	
Documentation Centre	9	18.0
Government or Private Sector Office	3	6.0
Library	36	36.0
Record Room	0	
Research Institute	1	2.0
All Categories	50	100.0

Collections

The centres of information which were included in the population to be surveyed were not necessarily those that specialised in the social sciences only. In order to achieve a complete coverage those institutions which were likely to carry collections on the social sciences irrespective of their specialisation were also enumerated and addressed. Further, as centres which were basically catering to socio-economic information needs were also known to carry material on other specialisations it was decided to address the institutions to report on the major subject divisions in their collections.

The responses received as already described can be accepted as representing the prevailing position whereby information centres attempt to cater to other fields of knowledge needed by their users, by carrying a limited range of material relating to other specialisations. This is very clearly reflected in the data provided in Table 3. Of the institutions that provided completed questionnaires,

only two centres did not have a collection on the social sciences, yet they carried material on the main division Applied Science, Medicine and Technology which include the subject field of Management. There were seven centres that had material on the Social Sciences alone and altogether 12 whose collections were restricted to Social Science and Applied Science, Medicine and Technology. The data provided in Table 3 also shows that 4/5ths of all centres had material on Applied Science, Medicine and Technology, and almost half had collections on Mathematics and Natural Sciences. The inclusion of the university libraries, public libraries and the libraries of banks and larger government organisations has contributed to this pattern of distribution.

The distribution of the collection amongst the 9 subject fields is a reflection of the interdependence of areas of knowledge and the difficulties of artificially compartmentalising material collection in the context of pressures exerted on institutions through user demand.

TABLE 3.

SUBJECT DIVISIONS COVERED BY THE RESPONDING INFORMATION CENTRES

<i>Main Classes</i>	<i>Number of Centres</i>	<i>Percentage</i>
0. Generalities	15	30
1. Philosophy, Psychology, Logic, Ethics	14	28
2. Religion, Theology	14	28
3. Social Sciences	48	96
4. Philosophy, Linguistics, Languages	14	28
5. Mathematics and Natural Sciences	23	46
6. Applied Sciences, Medicine, Technology	38	76
7. Arts, Entertainment and Sport	17	34
8. Literature, Belles - Lettres	14	28
9. Geography. Biography. History.	20	40

Geographic and Language Coverage

Data was also ascertained with regard to the geographical coverage of the collections. Out of the 50 institutions 41 stated that their collections contained world literature on the social sciences, 4 had restricted their collections to Sri Lanka, 1 to Asia and 4 institutions did not respond to this question. This position was not altogether unexpected since in these subject fields centres of information have to depend largely on material published internationally in the English language to improve their collection. The survey data also shows that for these same reasons the Asian influence is not very significant in terms of collections as acquisitions are dependent more on material published in the West. However, several institutions had indicated that a significant proportion of the material was on Sri Lanka.

The paucity of material in the national languages in Social Science literature as well as in other fields is a comment fre-

quently made. And attempt to verify the distribution of stocks by language in the field was therefore important. Knowing the difficulties of obtaining reliable data, if information was requested on the actual stocks, the institutions were asked to provide a percentage distribution of their social science collection by language. This data tabulated by selected percentage groups is provided in Table 4. All institutions except the 2 centres which did not provide answers to the question not only carried stocks in the English language, but 85% of the institutions carried more than 3/4ths of their stock in this medium. It also showed that of the reporting institutions 58% and 33% respectively, carried stocks in Sinhala and Tamil languages. More importantly it shows that the relative proportion of the stocks carried in these languages still remain quite low.

TABLE 4.

LANGUAGE DISTRIBUTION OF SOCIAL SCIENCE COLLECTIONS

<i>Percentage</i>	<i>Sinhala</i>	<i>Tamil</i>	<i>English</i>	<i>Other</i>
0-5	13	11		6
6-10	6	3		
11-25	6	1	1	
26-40	1	1	2	
41-60	1		1	
61-89	1		7	
90-100			37	
All Groups	28	16	48	6

Distribution by subject

The centres of information were requested to list the subject fields covered in their social science collection, however, they were not required to provide data on stock by this level of classification. Considering the time period which could be given to the institutions to furnish the information and the awareness of the fact that no stock records at this level of breakdown is maintained, both of which could have necessarily increased non-response, stock information was requested only in respect of the total social science collection. The absence of any information relating to the stocks obtained through a survey of libraries undertaken earlier which could have provided guidance on the extent and the level of disaggregation of information which could be sought from the institutions was a draw-back in designing and executing the survey.

The subject specific information within the social sciences revealed a development of resources in certain specialised fields of information, very noticeable strengths, in specific areas and a lacunae in others, an outcome of the objects and priorities assigned to these facilities by their parent organisations. The institutions were requested to specify the classification schemes used by them and the majority have used the Dewey Decimal Classifica-

tion. For convenience and to avoid misclassification subjects falling within the purview of the social sciences as grouped in the Universal Decimal Classification 1961 abridged edition was provided as an Annex to the questionnaire. The information furnished by the institutions which had used the DDC and other schemes of classification were recorded in terms of the UDC Scheme.

The presentation of data by subject and location specially in the absence of any published information on this aspect was considered desirable and therefore the information available was classified by sub classes and by institutions and is provided in Table 5. This information is self-explanatory and shows the distribution of resources within the identified fields in the country. Undoubtedly the total collection will be similarly distributed at this level of disaggregation. It was not possible to ascertain to what degree resources within these subdivisions were developed for reasons already described. However, the number of institutions catering to specific or individual specialisations are an indicator of the volume of resources. It is evident from the data that certain areas such as Sociology, Statistics, Political Science, Economics, Law and Education are fairly well represented, but in comparison International Law, Military Science and Defence, Social Welfare, Transport

and Ethnography Customs and Social Anthropology are covered by fewer institutions. Even in the better represented areas in many instances the breakdown at lower sub class levels or more specific specialisations is unlikely to be adequate and will have to be strengthened.

It might be remarked that the information provided in Table 5 in combination with the stock distribution at this level, either obtained through a small sample survey or through a listing of resource citations available in local libraries based on bibliographic information could be

used to prepare an approximate distribution of the stocks in the subject fields. The absence of a current authoritative list and the time needed to compile the necessary information prevented this aspect being further researched. However, it is accepted that no library could cover in depth all the areas completely. The survey has been able to identify areas in which there is a demand for information through its user survey, areas that are developed, those that need further development and those areas in which the collections are weak and need to be urgently strengthened.

TABLE 5.

DISTRIBUTION OF SOCIAL SCIENCE COLLECTIONS BY SUB CLASSES AND CENTRES OF INFORMATION

<i>Sub Class</i>	<i>Institution Number</i>
3 Social Sciences	6; 14; 17; 20; 25; 31; 34; 40; 47; 48
30 Sociology, Sociography	
301 Sociology	1; 4; 5; 6; 7; 14; 17; 18; 20; 23; 30; 31; 35; 36; 37; 39; 40; 44; 45; 46; 47; 48; 49
304 The Social Question, Social Reform Generally	5; 6; 14; 17; 32; 36; 39; 47; 48
308 Sociography	6; 14; 36; 44; 47; 48
31 Statistics	
311 Statistical Science, Theory, Method	3; 4; 5; 6; 7; 8; 9; 10; 14; 16; 18; 20; 21; 23; 29; 31; 32; 34; 36; 37; 39; 40; 41; 44; 46; 47; 48
312 Demography	6; 7; 8; 32; 38; 46; 47; 48
313 Statistics of Morbidity, Disability, etc.	4; 6; 14; 47; 48
32 Political Science, Politics Current Affairs	4; 5; 6; 8; 14; 17; 20; 23; 25; 26; 31; 32; 34; 35; 39; 40; 44; 46; 47; 49;
321 The State and Society	4; 5; 6; 8; 14; 32; 36; 44; 47; 48
322 The State and the Churches	4; 5; 6; 8; 14; 32; 36; 44; 47; 48
323 Internal Politics	4; 6; 14; 30; 47; 48
324 Elections	4; 5; 6; 8; 14; 32; 36; 44; 47; 48
325 Migration Colonization, Colonial Policy	4; 5; 6; 7; 8; 14; 32; 36; 44; 47; 48
326 Slavery, Serfdom	4; 5; 6; 8; 14; 32; 36; 44; 47; 48

TABLE 5. (Contd.)

**DISTRIBUTION OF SOCIAL SCIENCE COLLECTIONS BY SUB CLASSES
AND CENTRES OF INFORMATION**

<i>Sub Class</i>	<i>Institution Number</i>
327 International, Foreign Affairs	2; 4; 5; 6; 8; 14; 36; 39; 44; 47; 48
328 Parliaments, Legislative Assemblies	4; 5; 6; 8; 14; 32; 36; 44; 47; 48
329 Political Parties, Party System	4; 5; 6; 8; 14; 22; 36; 44 48; 49
33 Political Economy, Economics	
330 General Concepts of Economics	2; 3; 4; 5; 6; 7; 8; 10; 14; 15; 16; 17; 18; 20; 21; 24; 25; 29; 30; 31; 32; 34; 35; 36; 37; 39; 40; 42; 44; 46; 47; 48;
331 Labour, Work, Employment	4; 5; 6; 14; 19; 27; 32; 36; 41; 44; 45; 47
332 Private Finance	4; 5; 6; 7; 8; 14; 16; 20; 22; 28; 29; 32; 36; 39; 44; 47; 48
333 Land and Property	1; 4; 5; 6; 8; 14; 36; 39; 44; 47; 48
334 Co-operative Movement	4; 5; 6; 8; 14; 32; 36; 44; 47; 48
335 Socialism, Socialist System	4; 5; 6; 7; 8; 14; 32; 36; 44; 47; 48
336 Public Finance, State Finance	3; 4; 5; 6; 8; 9; 16; 18; 20; 22; 23; 24; 28; 29; 32; 33; 36; 37; 44; 47; 48
337 Free-Trade, Protection, Customs	4; 5; 6; 8; 16; 20; 32; 36; 44; 47; 48
338 Production, Creation of Wealth, Economic Situation	4; 5; 6; 7; 8; 14; 16; 20;; 29; 32; 36; 39; 41; 44; 47; 48
339 Distribution, Consumption Conservation of Wealth or Goods	4; 5; 6; 7; 8; 14; 32; 36; 39; 44; 47; 48

TABLE 5. (Contd.)

**DISTRIBUTION OF SOCIAL SCIENCE COLLECTIONS BY SUB CLASSES
AND CENTRES OF INFORMATION**

<i>Sub Class</i>	<i>Institution Number</i>
34	Jurisprudence, Law, Legislation
340	Law in General Comparative Law, 2; 3; 4; 5; 6; 8; 9; 13; 14; 16; 17; 18; 20; 21; 25; 27; 30; 31; 32; 33; 34; 35; 36; 39; 40; 44; 45; 47; 49
341	International Law, Law of Nations 4; 5; 6; 13; 14; 36; 44; 47;
342	Public Law, Constitutional Law 4; 5; 6; 8; 13; 14; 32; 36; 39; 44; 47
343	Criminal Law, Penal Offences, Penology, Criminology 4; 5; 6; 13; 14; 36; 44; 47;
344	Special Penal, Criminal Law 4; 5; 6; 13; 14; 32; 36; 44; 49
347	Private Law, Civil Law 4; 5; 6; 13; 14; 20; 23; 24; 32; 36; 44; 45
348	Ecclesiastical and Canonical Law 4; 5; 6; 8; 13; 14; 32; 36; 39; 44
35	Public Administration, Administrative Law, Military Science and Defence 3; 4; 5; 6; 14; 17; 20; 25; 26; 30; 31; 32; 33; 34; 39; 40; 44; 47; 48; 49
351	Government Legislation, Public Services, Control Regulations 4; 5; 6; 7; 14; 19; 32; 36; 44; 47; 48
352/354	Administration at Different Levels
352	Local Government, Municipal Administration 4; 5; 6; 8; 14; 31; 32; 36; 44; 47; 48
353	Regional Administration 4; 6; 14; 36; 44; 47; 48;
354	Central Government, State Administration, Government Departments, Ministries 4; 6; 14; 36; 44; 47; 48
355	Military Art and Science, War, National Defence, Armed forces 4; 5; 6; 14; 32; 36; 44; 48;
356/359	The Forces, Fighting Services, Formations, Personnel, etc. 5; 6; 14; 32; 36; 44; 48
357	Mounted Troops, Cavalry, Transport, etc. 4; 6; 14; 36; 44; 48
358	Artillery and Armour 6; 14; 36; 39; 44; 48
359	Navy 4; 6; 14; 36; 44; 48

TABLE 5 (Contd.)

**DISTRIBUTION OF SOCIAL SCIENCE COLLECTIONS BY SUB CLASSES
AND CENTRES OF INFORMATION**

<i>Sub Class</i>	<i>Institution Number</i>
36 Social Relief and Welfare, Insurance	
361 Social Relief in General	4; 5; 6; 8; 14; 17; 25; 31; 32; 36; 39; 40; 44; 47; 48
362 Social Welfare	4; 5; 6; 7; 14; 32; 34; 36; 38; 39; 44; 47; 48
363/367 Movements for Social Reform, Humanitarian, Esoteric and Secret Societies	
363 Semi-political Societies	4; 5; 6; 14; 32; 36; 44; 47; 48
364 Movements for the betterment of outcasts and declasses, Moral and Social Rehabilitation	4; 5; 6; 14; 32; 36; 44; 47; 48
365 Movements on behalf of persons under punishment	4; 5; 6; 14; 32; 36; 44; 47; 48
366 Movements, Institutions of esoteric character, Secret Societies Generally	4; 5; 6; 14; 32; 36; 44; 47; 48
367 Institutions for Social Intercourse	4; 5; 6; 14; 32; 36; 44; 47; 48
368 Insurance	3; 4; 5; 6; 14; 16; 19; 20; 32; 36; 44; 47; 48
369 Movements, Organisations for the Promotion of Social and National Spirit	4; 6; 14; 44; 47; 48
37 Education	
371 Teaching and Training, School Organisation	4; 5; 6; 8; 10; 14; 17; 20; 21; 25; 27; 31; 32; 34; 35; 36; 39; 40; 41; 43; 44; 45; 46; 47; 48; 49
372 Pre-School and Elementary or Primary Education	4; 5; 6; 8; 14; 32; 36; 39; 44; 47; 48
373 Intermediate, Secondary Education	4; 5; 6; 8; 14; 32; 36; 44; 47; 48
374 Further Education, Private Study, Continuation Systems, Adult Education	4; 5; 6; 8; 14; 32; 36; 44; 47; 48
378 Higher Education, Universities, Colleges, Academies	4; 5; 6; 8; 14; 32; 36; 44; 47; 48
379 Relation between School and Public Authorities	4; 5; 6; 8; 14; 32; 36; 44; 47; 48

TABLE 5. (Contd.)
**DISTRIBUTION OF SOCIAL SCIENCE COLLECTIONS BY SUB CLASSES
 AND CENTRES OF INFORMATION**

<i>Sub Class</i>	<i>Institution Number</i>
38	Commerce, Trade, Communications
380	Generalities on Trade 4; 5; 6; 8; 9; 10; 14; 15; 20; 21; 23; 25; 28; 30; 31; 32; 34; 36; 37; 40; 42; 44; 47; 48; 49
381	Inland (Home) Trade 4; 5; 6; 8; 14; 17; 20; 32; 36; 44; 47; 48
382	Foreign Trade 4; 5; 6; 8; 9; 14; 20; 24; 32; 36; 42; 44; 47; 48
383/388	Communications, Transport
383	Postal Services 4; 5; 6; 8; 14; 32; 36; 44; 47; 48
384	Telecommunications 4; 5; 6; 8; 14; 36; 44; 47; 48
385/388	Transport
385	Railways 4; 5; 6; 8; 14; 32; 36; 44; 47; 48
386	Canals and Inland Waterways 4; 5; 6; 8; 14; 32; 36; 44; 47; 48
387	Sea Transport, Shipping, Ports, Docks and Harbours 4; 5; 6; 8; 12; 14; 32; 36; 44; 48
389	Meteorological, Weights and Measures, Standardization 4; 5; 6; 14; 36; 44; 47; 48;
39	Ethnography, Custom and Tradition, Folklore Social Anthropology 4; 5; 6; 11; 17; 25; 31; 32; 34; 36; 40; 44; 47; 48
391/397	Ethnography, Manners, Customs, Ritual, etc.
391	Costume, Adornment, Elegance, Fashion 4; 5; 6; 14; 32; 36; 44; 47; 48
392	Private and Family Life 4; 5; 6; 14; 36; 44; 47; 48;
393	Death rites, Customs, Mourning 4; 5; 6; 14; 36; 44; 47; 48;
394	Public Life, Social Life 4; 5; 6; 14; 36; 44; 47; 48;
395	Ceremonial, Etiquette, Formal Conduct 4; 5; 6; 14; 36; 39; 44; 47; 48
396	Women and Society, Feminism 4; 5; 6; 14; 36; 14; 47; 48;
397	Primitive People, Nomads, Gypsies 4; 5; 6; 36; 44; 47; 48
398	Folklore, Popular tradition, etc. 4; 5; 6; 14; 32; 36; 44; 46; 47; 48

Stocks

As referred to earlier, information centres were asked to report on their total social science stock position and the consolidated stock ascertained from the responses is provided in Table 6. At the outset it is necessary to observe that there were several weaknesses in assessing the actual position with regard to availability of stock, many institutions appear to have encountered difficulties in providing complete answers to the relevant question. The usual practice is to maintain sequential stock records for material accessioned. The non-maintenance of stock records for some types of material would have also resulted in their non-inclusion. Some types of material may have been enumerated under a broad category, such as books which

would have reduced the information on types of material provided. More importantly, institutions categorise the different types of material under their total collection and not under each main subject division, so that reporting on total stock position in respect of the different types of material in relation to the subject of the social science was difficult. These weaknesses in the system of records have reduced the completeness of the data available through this survey. It will be observed that the highest number who had reported on any one type of material was 40 out of 50 reporting institutions, and the examination of the individual schedules showed that this high non response was also due to a lack of information on stocks. In order

TABLE 6.
HOLDINGS CARRIED BY RESPONDING CENTRES

<i>Sources</i>	<i>Number Reporting Source</i>	<i>Highest Holding Reported</i>	<i>Total Stock</i>
1. Abstract Journal Titles	12	100	143
2. Accession Lists/Current Awareness Bulletins/Library Bulletins	22	100	525
3. Annual Reports	22	2000	422 8
4. Audio Visuals	5	530	668
5. Bibliographies	24	100	454
6. Books	40	80,000	323, 415
7. Charts	1	4	4
8. Clippings	19	12,400	22, 706
9. Computer Tapes	—	—	—
10. Conference Papers/Reports	16	4275	9843
11. Printed Indexes	10	75	171
12. Journal Titles	31	6823	9897
13. Maps	15	500	913
14. Micro Reproductions	4	153	314
15. Newspapers	21	25	188
16. Patents	—	—	—
17. Photographs	2	900	917
18. Standards	7	1200	1347
19. Statistical Data	18	14 210	14, 923
20. Statutes	16	2000	2582
21. Theses	14	200	991
22. Trade Catalogues	6	1000	1756
23. Other	2	200	220

to indicate their distribution the number of institutions reporting on the different types of material, and to indicate their concentration, the highest holdings reported in addition to the total stock in each category have been tabulated.

The available data very graphically portray the type of material pertaining to the social sciences available in the country. At present the collections of the 50 libraries reporting amounted to a total of 288,000 volumes as illustrated in Table 6. Some of the older institutes have been collecting materials for many years and there is a rich heritage of carefully chosen material containing complete files of outstanding social science journals now out of print or difficult to obtain. With proper co-operative endeavour it would be possible to make very effective use of this material where by a larger number of research workers could be provided with access depending on the availability of good documentation and photocopying facilities.

The data in this table brings into focus the questions of the quality and adequacy of the collection in many types of materials. It clearly indicates that Sri Lanka's information centres are far behind in the acquisition and collection of many of the newer forms of information resources. The only way in which this position can be improved is through a careful examination of needs and a concentration and specialisation in fields in which there is a dearth of material, which is evident from the statistics provided. It will be possible for some of the centres to take on resource development by type of material to improve the total availability of types of material within the country.

The survey elicited information of each individual centre's assessment of usefulness of journals in their stock. Schedule I lists the social science journals, indexes, abs-

tracting journals, bibliographic and other reference materials identified by these centres as useful. Duplication of sources is indicated, but it is observed that it is not too frequent to warrant apprehension. The Union List of Economic and Social Development Periodicals in Sri Lanka Libraries which documents the available periodicals and their location in this field provides a more comprehensive guide to location of information.

It must be reiterated that it is not possible in Sri Lanka for all centres to comprehensively acquire stock and disseminate all the document resources in this field. The information obtained on stock position, subject specificity, language and geographic coverage imply that very positive steps in making accessible the universe of documents at different levels of accessibility and creating a resource knowledgeability among centres is imperative if the quality and adequacy of the social science collection is to improve, grow and if user needs are to be met.

These libraries in Sri Lanka are confronted with the necessity of acquiring an ever increasing body of published material and making it available to its users. In social science libraries these problems are very acute, as the literature covers a tremendous range of information published in a number of languages in many different countries and in which the areas of coverage are not easily compartmentalised. The cost of collecting, housing, processing and maintaining dissemination services for the complete range of social science literature is beyond the resources of any one institutes. But, it is possible to examine the objective of the institution which the libraries serve to identify areas of priority and thereby create an atmosphere where libraries could concentrate on a policy of subject specialisation allowing for the peripheral subjects to be developed on a low key in each centre. To further overcome these difficulties social

SCHEDULE 1.

USEFUL SOCIAL SCIENCE JOURNALS STOCKED BY INFORMATION CENTRES

<i>Journal Title</i>	<i>Information Centre Number</i>
American Journal of Sociology	15
Asia Monitor	8
Asian Banking	20
Asian Bibliography	41
Asian Development Bank Review	7; 20; 28
Asian Social Science Bibliography	19
Asian Survey	40
Bibliography of Asian Studies	19
Bibliography of Ceylon	3
Bibliography on Race Relations	8
British Humanities Index	49
British Journal of Sociology	4; 15
Bulletin of the Oxford University of Institute of Economics and Statistics	15
Business World	28
Central Bank Annual Report	20
Central Bank Annual Review	20
Central Bank of Ceylon Bulletin	20
Central Bank Occasional Papers	20
Central Bank Staff Studies	3; 7; 20
Ceylon Tourist Board Market Intelligence News Release	20
Coconut Products Monthly Bulletin	20
Demographic Year Book	38
Development	7
Development and Cooperation	7
Development Digest	7
Development Forum	50
Documentation in Public Administration	49
Dossiers	8
Economic Development and Cultural Change	7
Economic Review	3; 7; 12; 20; 28; 50
Far Eastern Economic Review	7; 20
F & W Tea	20
Finance & Development	20
Forum	20; 28
Harvard Business Review	20
Historical and Social Sciences	50
How to find out About the Social Sciences	4
Index of Economic Journals	41
Indian Dissertation Abstracts	19
Indian Journal of Public Administration	40
Industrial Review of Administrative Studies	40
Insight	50
International Affairs	7
International Encyclopaedia of Social Sciences	4; 21; 26
International Labour Documentation	19
International Labour Review	7; 19
International Social Development Review	40
International Social Security Review	19
International Trade Forum	7

SCHEDULE I.

USEFUL SOCIAL SCIENCE JOURNALS STOCKED BY INFORMATION CENTRES

<i>Journal Title</i>	<i>Information Centre Number</i>
Journal of Asian Studies	7
Journal of the Bankers of Sri Lanka	7
Journal of Development Overseas	40
Journal of Development Studies	7
Journal of Economic Literature	7
Journal of the Institute of Chartered Accountants	7
Kalamana	3
Karmantha	3
Legislative Enactments of Ceylon	21
List of Social Science Literature	4
Literature of the Social Sciences	4
Logos	8
Manchester School of Education and Social Studies	15
Marga Quarterly Journal	3; 7; 20
Mazingirs	50
Modern Asia	50
Modern Asian Studies	7
National Development	50
NEDO Abstracts	19
Overseas Development	50
Oxford Economic Papers	15
Pakistan Public Administration	40
Performance	20
PHP — Forum for a Better World	50
Philippine Journal of Public Administration	40
Population Studies	15
Progress	20
Public Administration	7; 40
Public Administrative Review	40
Quest	7
Readers Guide to Periodical Literature	49
RVD Newsletter and Research Papers	20
Small Business News	20
Sri Lanka Journal of Agrarian Studies	7
Sri Lanka Labour Gazette	20
Sri Lanka Journal of Social Studies	7
Third World Quarterly	7
UNIDEV — Union Catalogue of Economic and Social Development	49
Vikas Banking	20
World Bank Review	28
World of Banking	20
World List of Social Science Literature	4

science libraries in Sri Lanka could cooperate through informal and formal networks for the exchange of information and loan of material.

Cooperation

The possibilities that exists for improving resource development and retrieval capability through cooperation has not been studied earlier. It is evident that there is much room for improving the methods and facilities of cooperation amongst social science information centres. The schedules used for the survey covered some aspects, but as library cooperation is the subject of a separate study sponsored by the CDI almost concurrently it is not dealt within this report.

Documentation and Control Activity

The documentation and control activities reflected in the responses indicate the steps taken by social science libraries to make documents and their contents accessible to users, disseminate knowledge of and on documentary resources acquired and stored by them. The services provided by these centres in carrying out their interface role and in providing types and differential accessibility within each centre shows that much common ground exists, and that standards could operate within this subject field.

The information available from the survey of social science information users is also indicative of a broad awareness on their part of documentation services, and the degree of usage. Other related aspects will be briefly described in the paragraphs that follow. The available information is also indicative of the gradual spread of these activities as a result of the professionalisation of staffing over the last one or two decades.

Information was sought on the indexing tools used by information facilities. They were specifically requested to report on

the classification schemes, catalogue codes, subject headings and thesauri specifying editions used. Of the 50 responding institutions, 86% had used a classification scheme and 74% had used a cataloguing code. However, it appears that the institutions which use subject headings and thesauri are relatively low in comparison, only 20% providing subject headings and 26% using thesauri descriptors. The response to this question also shows that different editions of the DDC, AACR 2 and the OECD Thesauri are those most commonly used.

The current situation and development in documentation analysis is broadly realisable when one examines the position in individual organisations which is evident from the data presented in Table 7. It was felt that by presenting in one table the more important activities grouped therein it will be possible to clearly appreciate the strengths and weaknesses and inter-relationships of the current information communications systems.

From the data in Table 7 it is possible to gauge that 80% of the centres were tailoring their services in keeping with standards of basic library technical and public services but many have not been able to go beyond the stage of cataloguing and classification of material using standard codes, to indepth classification and subject analysis using thesauri language. But it is encouraging to observe the fact that 13 libraries have been using thesauri and 10 libraries subject headings for the purpose of indexing, this familiarity with thesauri will make it possible for many to turn to using descriptors for purposes of abstracting in the future. Of the 15 libraries that indicated plans for computerisation it is observed that 5 are already using thesauri language for their abstracts so that the transfer to computer systems would be convenient and easy as the standard thesauri used are all having software packages which could be obtained on easy terms.

TABLE 7

CATALOGUING, CLASSIFICATION, INDEXING AND

<i>Institution</i>	1 Classification Scheme	2 Cataloguing Scheme	3 Subject Headings	4 Thesaurus	5 Books Catalogued/Classified	6 Reports Catalogued/Classified	7 Periodicals Catalogued/Classified	8 Articles Indexed	9 Books Abstracted	10 Descriptors for Books	11 Articles Abstracted	12 Descriptors for Articles	13 Clippings Indexed
1. Agrarian Research and Training Institute Library	UD A1			OE	X	X		X					
2. Bandaranaike Centre for International Studies	UD A2			OE	X	X							X
3. Bank of Ceylon Library	UD A2				X			X					
4. British Council Library, Colombo	D9 A2				X	X							
5. British Council Library, Kandy	D8 A1				X								
6. Central Bank Library	D8 A2			OE	X	X		X					
7. Centre for Development Information	UD A1			OE	X	X	X	X				X	
8. Centre for Society and Religion Library	D6 AL	AH			X	X		X			X		X
9. Ceylon Chamber of Commerce Library	AH	AH	--	--	X	X	X						X
10. CISIR Technical Library & Information Services	D9		LC		X	X		X					X
11. Ceylon Tourist Board Library					X	X	X	X					X
12. Colombo Dockyard Technical Library					X			X			X		
13. Colombo Law Library	AH												
14. Colombo Public Library	D9 A2				X								
15. Department of Census & Statistics Library	D5 A1	SE			X								
16. Department of Commerce Library	UD A2				X	X	X						
17. Department of Highways Engineers Reference Library	AH												X

COMMUNICATION SERVICES PROVIDED BY INSTITUTIONS

14	15	16	17	18	19	20	21	22	23	24	25
Advisory Services	Acquisition Lists Circulated	Contents Pages Circulated	New Journals Circulated	Lending Books/Journals	Photocopying.	Abstracted Bulletins Circulated	Index Bulletins Circulated	Searches on Request	Selective Dissemination Service	Translation	Alerting Bulletins Circulated
X	X	X		X	X			X	X		
X			X	X	X			X			
X				X	X			X	X		X
X				X	X			X	X		
	X	X		X	X				X		
	X	X		X	X				X		
	X	X	X	X	X	X	X	X			X
					X			X			
X	X		X	X	X	X	X	X	X		X
X	X	X	X	X	X	X	X	X	X	X	X
				X	X						
	X	X	X	X	X	X	X	X	X		X
				X		X		X			
X				X	X			X			
X	X		X	X	X			X			
			X	X				X	X		
				X							

TABLE 7 (Contd.)

CATALOGUING, CLASSIFICATION, INDEXING AND

<i>Institution</i>		1	2	3	4	5	6	7	8	9	10	11	12	13
18. Department of Inland Revenue Library	D7					X	X	X	X					
19. Department of Labour Library	UD A2	SE	IL			X	X	X	X					
20. Development Finance Corporation of Ceylon Library	UD A2			OE		X	X	X	X	X	X	X	X	X
21. Industrial Development Board Library	UD A1	SE	OE			X	X	X	X				X	
22. Institute of Bankers of Sri Lanka Library						X	X	X	X	X				
23. Institute of Chartered Accountants of Sri Lanka Library														
24. Institute of Cost and Management Accountants Library	UD A1					X								
25. Jaffna Municipal Council Public Library	D8					X	X	X						
26. Marga Institute Library	D8 A2					X	X		X		X		X	X
27. Ministry of Education Library	UD A2													
28. National Chamber of Commerce Library						X	X	X	X				X	
29. National Development Bank Library	UD A2	OE		X				X	X					X
30. National Institute of Business Management Library	UD A1					X	X	X	X	X		X		X
31. National Library of Sri Lanka						X	X	X						
32. National Museum Library	UD A1					X	X	X	X					X
33. National Salt Corporation Library														
34. Naval and Maritime Academy, Central Library	D6					X								
35. Open University of Sri Lanka Library	D9 A2					X	X	X						
36. Parliament Library	D6 A2	SE				X								
37. People's Bank Documentation Unit	UD A1	OE				X	X	X	X			X	X	X

COMMUNICATION SERVICES PROVIDED BY INSTITUTIONS

14 15 16 17 18 19 20 21 22 23 24 25

X		X	X	X										
	X	X	X	X		X	X							
	X	X	X		X	X	X	X						
X	X		X	X	X			X	X	X				
		X	X	X										
X	X			X	X			X						
	X		X											
				X										
X	X		X	X	X		X	X	X					
X			X					X						
X	X		X	X	X			X	X					
		X	X											
				X										
				X										
X		X	X	X										
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

TABLE 7 (Contd)

CATALOGUING, CLASSIFICATION INDEXING AND

	1	2	3	4	5	6	7	8	9	10	11	12	13
38. Population Information Centre	BF	A1		PT	X	X	X	X	X	X	X	X	X
39. Sri Lanka Air Force Command Library	D8	A1	SE		X								
40. Sri Lanka Institute of Development Administration Library	UD	A1			X	X		X					X
41. Sri Lanka Scientific & Technical Information Centre (NARESA)	UD	A2		OE	X	X		X					
42. Trade & Shipping Information Centre	SI	A1			X	X	X	X					X
43. United Nations Information Centre	D9	A2	SE		X	X	X						
44. University of Colombo Library	D9	A2	SE	OE	X	X							
45. University of Colombo, Inst. of Workers' Education Library	D6	A2			X	X							X
46. University of Jaffna Library	D6	A1			X	X	X						
47. University of Kelaniya Library	D8	A2	SE	OE	X	X	X						
48. University of Peradeniya Library	D6	A2			X	X	X						
49. University of Sri Jayawardenapura Library	D9	A1			X	X	X						
50. Water Resources Board Library	D8	A2			X	X	X						X

ABBREVIATIONS USED IN TABLE 7

- D6 : Dewey Decimal Classification 16th Edition
D7 : Dewey Decimal Classification 17th Edition
D8 : Dewey Decimal Classification 18th Edition
D9 : Dewey Decimal Classification 19th Edition
PF : Population and Family Planning Classification 1975
SI : Standard International Trade Classification
UD : Universal Decimal Classification 1961

COMMUNICATION SERVICES PROVIDED BY INSTITUTIONS

14	15	16	17	18	19	20	21	22	23	24	25
	X				X			X			X
X	X	X	X	X	X			X			X
X	X	X	X	X	X			X			
	X	X		X	X		X	X	X		X
X	X				X	X		X	X		X
	X							X			
X	X				X	X		X			
	X							X			
X	X				X	X		X			
	X				X			X			
X	X				X	X		X			
X	X	X			X	X					
X	X		X	X	X			X	X		X

ABBREVIATIONS USED IN TABLE 7 (Contd.)

- A2 : Anglo-American Cataloguing Rules 1967
- A2 : Anglo-American Cataloguing Rules 1978
- AL : American Library Association Cataloguing Rules
- OE : OECD Macro-Thesaurus 1978
- PT : Popline Thesaurus
- LC : Library of Congress Subject Headings 9th Edition
- SE : Seers Subject Headings List
- AH : Ad Hoc Cataloguing and Classification Schemes.

SCHEDULE II.

PUBLICATIONS OF INFORMATION CENTRES AND PARENT ORGANISATIONS

<i>Institute</i>	<i>Title</i>
Agrarian Research and Training Institute	ARTI News Letter ARTI Research Studies Govijanathawa (Sinhala) Kamanalam (Tamil) Occasional Publications Sri Lanka Journal of Agrarian Studies
Bank of Ceylon	Bank of Ceylon Annual Report Bank of Ceylon News
Central Bank	Central Bank Annual Report Central Bank Bulletin Central Bank News Central Bank Review of the Economy Economic and Social Statistics Prices and Wage Statistics Satahana
Centre for Society and Religion	Dossiers Logos Quest
Ceylon Chamber of Commerce	Business Opportunities Bulletin Ceylon Chamber of Commerce Annual Review of the Economy Periodical Highlights
Ceylon Institute of Science and Industrial Research	Accession Lists Annual Report Current Technical Literature
Department of Census and Statistics	Reports on Census of Agriculture Reports on Census of Population and Housing Reports on National Accounts Reports on Socio-Economic Surveys Sri Lanka Year Book Statistical Abstracts of Sri Lanka Statistical Pocket Book
Department of Commerce	Administration Report Annual Trade Statistics Monthly Trade Statistics
Department of Labour	Employment Surveys Labour Dispute Awards Labour Laws of Sri Lanka Sri Lanka Labour Gazette Subject Guide to Reported Cases on Labour Law Subject Guide to Reported and Unreported Cases on Labour Law Subject Indexes to Industrial Court Awards Words and Phrases Legally Defined

SCHEDULE II. (Contd.)

PUBLICATIONS OF INFORMATION CENTRES AND PARENT ORGANISATIONS

<i>Institute</i>	<i>Title</i>
Development Finance Corporation of Ceylon	Annual Report
Industrial Development Board	Karmantha
Institute of Bankers of Sri Lanka	Journal of the Institute of Bankers
Institute of Chartered Accountants of Sri Lanka	Institute of Chartered Accountants of Sri Lanka Journal
Institute of Cost and Management Accountants (Sri Lanka) Branch	ICMA Abstracts Bulletin Management Accountant
Marga Institute	Marga Journal Marga Research Papers Marga Research Reports Marga Seminar Papers
National Chamber of Commerce	Ceylon Commerce
National Institute of Business Management	NIBM News Sri Lanka Journal of Management Studies
National Library of Sri Lanka	Ceylon National Bibliography Library News
National Museum	Banners and Standards
Parliament	Acts of Parliament Hansards Parliamentary Series Select Committee Reports
People's Bank	Annual Report "Arthika Vimasuma" Bank and You Kalpana Economic Review Multi-purpose Cooperative Societies after re- organisation Credit and other government supports for small farmers : history and present status A study of the socio-economic conditions and invest- ment potentialities of the settlers of the Mahaweli Development Project Survey on household budgets and household surplus in the Mahaweli through the viewpoint of women

SCHEDULE II. (Contd.)

PUBLICATIONS OF INFORMATION CENTRES AND PARENT ORGANISATIONS

<i>Institute</i>	<i>Title</i>
People's Bank (Contd.)	Trade and formation of sectors of production : the build-up of a Mahaweli economy Repayment of cultivation loans in the Polonnaruwa District 77/78 Maha (Sinhala) Study on the University loan scheme Repayment of cultivation loans Maha 77/78 Vavuniya District Study on the defaulting of the repayment of cultivation loans in the Kurunegala District (Sinhala) Water rights and irrigation practices : a study of Thorenagama Hamlet in the Mahaweli Development Area, Sri Lanka Responsiveness of peasant farmers to institutional credit arrangements : a case study of the Matale district Emerging income inequalities and forms of hidden tenancy in the Mahaweli H Area The rice milling industry in Sri Lanka : a case study in the Anuradhapura District An economic study of the Coconut industry in Sri Lanka Rural sector agricultural credit with particular reference to People's Bank Sri Lanka's market for cement demand study on construction materials Land value changes in and around Kotte area Bibliography on Mahaweli Ganga Development Project
Population Information Centre	Article Alert Service Sri Lanka Population Bulletin
Sri Lanka Institute of Development Administration	Kalamana
Sri Lanka Scientific and Technical Information Centre/Natural Resources Energy and Science Authority of Sri Lanka	Sri Lanka Science Index Union Catalogue of S & T Books (UNICAST) Union List of Scientific and Technical Periodicals in Sri Lanka Libraries (UNILIST) Journal of the National Science Council of Sri Lanka Vidurava Sri Lanka Journal of Social Sciences
Trade and Shipping Information Centre	Business Lanka Expo News Service Guide to Exporters
United Nations Information Centre	Development Forum UN Chronicle UNDOC UNIDO UN Year Book

SCHEDULE II. (Contd.)

PUBLICATIONS OF INFORMATION CENTRES AND PARENT ORGANISATIONS

<i>Institute</i>	<i>Title</i>
University of Colombo	Colombo Law Review
University of Jaffna	Cintanai (Tamil) Inqualab (Tamil) Puriyayalalan (Tamil) Sri Lanka Journal of South Asia Studies
University of Kelaniya	Kalyani
University of Peradeniya	Modern Ceylon Studies Sri Lanka Journal of the Humanities

The exposure of users to bibliographic resources has been the basic objective of most centres. The optimisation of accessibility of resources to users and or vice versa which implies the waiting for information requests from users and then answering of needs is fairly well serviced which position has been confirmed from the user survey. But activities that optimise exposure such as SDI is limited. Many centres are concerned with developing better methods for meeting the specialised information requirements of social scientists. It is observed that 60-80% provided the basic services such as lending material and circulation of acquisition lists. But the more specialised services, such as abstracting which require specialists and skilled linguists to provide the clients with a concise statement of the contents was infrequent. The conducting of searches on request was a service given by 35 (70%) centres, SDI by 19 (38%) centres. Translation was a facility provided by very few centres. It is observed from this table that nearly 90% were providing more than 5 service functions.

Circulation of the index information was done by 19 centres in the form of acquisition lists and guides to periodical literature. Some centres in addition provided other regular documentation activities. It was also found that 30 centres or their parent organisations published journals, bibliographies, digests, research studies or information bulletins which are of relevance to the discipline. Schedule II titled Publications of Information Centres and Parent Organisations list this information. Thus it can be confidently stated that the interface role of the information centres is basically on a sound footing.

In many of the libraries both processes involved in documentation analysis, namely that of central analysis and the translation into a particular vocabulary are not carried

out. The generally observed feature is that many libraries merely go through the first step of content analysis by use of classification numbers while making no attempt to translate the analysis into a particular vocabulary. Such translation would need an understanding of what the document is about, adequate subject knowledge, a good knowledge of language, and of the needs of the users of the particular system. Except for a relatively small proportion all other centres have not attempted to translate the conceptual analysis into a vocabulary or index language. Poor staffing, shortage of subject specialists, lack of motivation, initiative and inducement, poor budgets and more importantly rare usage due to poor research demands on this service appeared to be the main causative factors for this position. As far as available indexing records are concerned the most common format of representation is by way of card files with ad hoc subject headings which are all manually operated at present.

Finance

For any complete appraisal of current facilities information on financing and staffing is a prerequisite. The sampled institutions were requested to furnish information on their annual budget for the current financial year, and a breakdown of the expenditure by identified items in respect of 1982 or the last financial year. With regard to staffing, information was sought on total cadres employed, educational and professional qualifications, emoluments and post held, in respect of personnel of managerial or staff rank. As briefly mentioned elsewhere the response to both these aspects have not been quite complete. Apart from non-response, specially in respect of the budget, the information provided by many institutions was also incomplete to the extent that only the allocation or the expenditure in respect of books, journals and equipment

have been provided. The persons who had compiled the information in most instances appeared to have found it difficult to provide information on salaries of professional and non-professional staff, and equipment and other expenses, which in most organisations are budgeted under general administration. After examining the type and quality of the data available through the survey, it was felt that in order to bring out the inter-relationship, available data on the 3 aspects, the budget, staff and membership should be tabulated together as in Table 8.

In the majority of cases information on the total budget was not given, and the data is in respect of the acquisition of resource material, and in a few instances for equipment as well. Only 17 institutions have provided information on their total budget. The available data also disclosed that there had been instances of a significant difference between the previous year's budget and the current provisions, in a number of cases the allocation for this year was lower than in the preceding year. In the absence of information on the total budget and its breakdown it is difficult to undertake any comparative analysis by item. However, it is clear that the resources directed to library development have been on an upward trend, and the amounts indicated in the schedules in many individual cases are known to be substantially higher when compared with the allocation available a few years earlier. One factor that emerged from the study was that the demand for information was mainly in the English language, and it is known that publications in this language are mainly those published in English speaking countries in the West. In a situation where information explosion continues to grow the need to acquire an increasing volume of resource material

will remain. This coupled with price inflation for published material from abroad, and the devaluation of the rupee would result in the cost of library resource acquisition and equipment continuing to escalate. Some of these issues do arise due to a lack of any plan or programme for library development of at least a few years duration, and on having to take up these matters annually when the budget is formulated. It is the responsibility of the information authorities to attempt to prepare a medium term plan for the development of the services, and to create an awareness amongst the management and budgetary authorities, and to convince them of the need to assign to the information services the priority it deserves.

Staff

The data available through the survey on staffing reflects that more than 75% of all libraries are staffed by persons, professionally qualified in library sciences. During the last 2 decades persons qualified in library science has increased from relatively small numbers, the incorporation of the Sri Lanka Library Association, and the conducting of examinations by the Library Association London has helped to bring about this position. The data in Table 8 indicates this development and the present position relating to staffing, staff having part qualifications of professional bodies have been grouped under the total staff. It must be noted that some institutions which lack any professionally qualified staff may be having the services of semi-professionals. The total number of persons having part qualifications in library sciences amounted to 101 and of them 05 were serving in institutions which did not have any persons with full professional qualifications. It was difficult to draw a relationship between budget and staffing as in the case of a large number of institutions the budgetary information was restricted to allocation for books and equipment.

TABLE 9.

TOTAL ANNUAL BUDGET, STAFF AND MEMBERSHIP

Institution Number	Total Annual Budget 1983	Staff		Membership	
		Total	Profes- sional	Total	Social Science Users
1	Rs. 85,000*	6	2	250	200
2	Rs. 100,000*	2	1	30	30
3	—	4	1	1,520	1,500
4	£. 29,125*	24	4	7,050	—
5	—	11	2	1,666	—
6	—	18	3	3,000	500
7	Rs. 100,000*	13	3	127	127
8	Rs. 50,000	3	—	—	—
9	—	4	—	665	600
10	Rs. 750,000	14	1	520	—
11	—	1	—	—	—
12	Rs. 486,424*	2	1	200	—
13	Rs. 22,000*	10	—	450	450
14	Rs. 5,109,500	194	2	50,000	1,000
15	Rs. 105,309	6	1	628	622
16	Rs. 95,000	2	1	71	41
17	Rs. 15,000*	2	1	150	—
18	Rs. 70,000*	3	—	—	—
19	Rs. 100,000	5	1	736	442
20	—	3	1	100	30
21	Rs. 200,000*	7	3	—	—
22	—	16	—	—	—
23	Rs. 100,000*	6	1	1,024	—
24	Rs. 300,000	6	1	850	125
25	Rs. 455,380	22	1	—	—
26	Rs. 200,000*	5	3	200	200
27	—	3	1	—	—
28	—	3	—	298	—
29	—	3	—	151	50
30	Rs. 50,000*	3	—	225	225
31	Rs. 840,000*	86	6	—	—
32	Rs. 125,000*	14	1	4,480	4,480
33	Rs. 20,000	1	1	—	—
34	—	3	—	3,000	100
35	Rs. 699,925	9	1	89	8
36	Rs. 100,000*	7	—	—	—
37	—	11	1	2,742	—
38	Rs. 140,500*	2	1	—	—
39	Rs. 300,000*	11	1	6,000	—
40	Rs. 30,000*	4	2	675	675

TABLE 9. (Contd.)

TOTAL ANNUAL BUDGET, STAFF AND MEMBERSHIP

Institution Number	Total Annual Budget 1983	Staff		Membership	
		Total	Profes- sional	Total	Social Science Users
41	—	4	4	55	—
42	Rs. 700,000	16	2	700	630
43	Rs. 15,000*	5	1	4,500	4,500
44	Rs. 1,135,000*	96	2	3,000	1,000
45	Rs. 100,000	3	—	200	200
46	Rs. 1,500,000	36	4	1,000	350
47	Rs. 800,000*	59	1	3,600	1,780
48	Rs. 2,000,000	69	6	3,171	1,900
49	Rs. 1,777,138	43	6	3,400	—
50	Rs. 115,997	4	—	460	22

* Books and equipment only.

It is seen that in relation to clientele the staff seems adequate, but slow development of more sophisticated and more specialised services could be largely attributed to the limited number of experienced and qualified professional staff. Further, in many centres the professional or semi-professional staff were not placed at managerial level. An adjustment of attitude within parent organisation to the staff of information centres is needed, if these centres are to play a meaningful role in the development process. Personnel of the centres should be placed within the main stream of the organisation if the interface role of the centres are to develop and an active and dynamic documentation service be established. It must also be pointed out that one reason for the poor statistical information was staff limitations. There is an apparent need for staff development not only with regard to professionalism in basic library techniques, but also in management, use of computerised systems,

and provision of continuing professional education.

Membership

The response to the question on membership was fair and information received is tabulated in Table 8. Information on membership was not provided by 14 institutions which could be due to a lack of any formal registration or due to non-maintenance of records pertaining to the members. In addition information was also sought on the average number of users of social science literature per month which is provided in Table 9. The data provided there shows that half the responding institutions had 50 or more social science users visiting their institution. The information provided in these two tables shows the pattern of utilization of these facilities and when one considers the level of services provided by the centres, the demand appears to be satisfactory.

TABLE 9.

UTILIZATION OF SOCIAL SCIENCE INFORMATION CENTRES — VISITORS PER MONTH

<i>Number of Visitors/ Month</i>	<i>Number of Centres</i>	<i>Percentage</i>
0 - 4	3	6.0
5 - 9	4	8.0
10 - 19	6	12.0
20 - 29	4	8.0
30 - 49	2	4.0
50+	25	50.0
Unspecified	6	12.0
All Groups	50	100.0

Part III

SURVEY OF SOCIAL SCIENCE INFORMATION USERS

The objectives of the study which were concerned primarily with the identification of needs of users engaged in social science research and development indirectly determined to some extent the demographic and professional backgrounds of the sample to be selected, which was based on bibliographic research, and information furnished by social science information centres. The need and requirements of users no doubt would be influenced significantly by their demographic, educational and occupational characteristics and work experience, therefore it was felt that this information should be elicited from the users as background material. These characteristics of the sample appear to have had a bearing on the response to the

mail questionnaire form of survey adopted as the active and busy persons in middle and senior research and executive position who comprised the majority of the sample had influenced the rate of response which ultimately averaged 29%.

Characteristics of the Sample

The age distribution of the respondents is provided in Table 10 where the ten year age group 40-49 had accounted for 36% of all respondents, this age group and the next taken together amounted to 3/5th of all responding users. It will be observed that the majority of respondents are in their economically active period of working life.

TABLE 10.
AGE DISTRIBUTION OF SOCIAL SCIENCE
INFORMATION USERS

<i>Age Group</i>	<i>Number</i>	<i>Percentage</i>
20 - 29	03	03.5
30 - 39	25	29.1
40 - 49	31	36.1
50 - 59	21	24.4
60 - 69	04	04.7
Unspecified	02	02.3
All Age Groups	86	100.0

The classification of users by educational and professional qualifications, summarised in Table 11 shows that more than 95% of the users were graduates of a recognised university or had equivalent professional

of respondents comprises of 20 Economists, 13 University Professors and Teachers, 16 Managers, 13 Government Administrators, 10 Statisticians and a few each from several other professional disciplines.

TABLE 11.

**INFORMATION USERS CLASSIFIED BY
HIGHEST EDUCATIONAL ATTAINMENT**

<i>Educational Attainment</i>	<i>Number</i>	<i>Percentage</i>
Below Degree	02	02.3
Degree or equivalent	21	24.4
Post Graduate Diploma or equivalent	12	14.0
Masters Degree or equivalent	25	29.1
Doctorate	25	29.1
Unspecified	01	01.1
All Attainments	86	100.0

qualifications. Most of the users addressed were not students, and had indicated that their work was at research level, as already mentioned the sample was weighted in favour of users seeking serious research material.

Distribution by Occupation

In spite of the fact that though the rate of response was only around 30%, that the stratification of the sample by occupation continued to remain is evident from the occupational distribution of respondents which is provided in Table 12. The sample

Although a wide diversification of professional background is apparent from this occupational distribution, the sample having been selected on considerations described earlier, very few users have indicated interests in fields other than the social sciences. The characteristics of users of information by function, information need and subject areas points to a bias towards specialisation influenced by the work environment.

TABLE 13.

SUBJECTS AND FIELDS OF INTEREST DECLARED BY SOCIAL SCIENCE INFORMATION USERS

<i>Subject</i>	<i>Number of Users</i>	<i>Subject</i>	<i>Number of Users</i>
Agricultural Economy	8	Family Planning	3
Archeology	2	Feminism	2
Balance of Payment	2	Foreign Investment	2
Banking	8	Imports	2
Caste and Culture	2	Income Distribution	2
Children	7	Income Policy	1
Colonization	1	Industrial Sociology	1
Commerce	1	International Economic Relations	6
Commercial History	2	International Relations	3
Communication	6	International Trade	7
Community Development	9	Investment Promotion	3
Culture	4	Labour Education	1
Demography	6	Labour Law	2
Development Economics	8	Labour Relations	6
Econometrics	2	Law	3
Economic Cooperation	2	Local Government	1
Economic Development	7	Manpower	3
Economic Forecasts	4	Market Research and Promotion	3
Economic Planning	5	Marketing	5
Economics	18	Market Intelligence	3
Education	9	Migration	1
Employment	3	Monetary Economics	2
Energy Economic	2	Monetary Policy	2
Entrepreneur Development	1	Money	1
Exports	2	Tax Administration	2
National Income	2	Taxation	4
National Planning	1	Tax Laws	2
Politics	4	Tax Policy	2
Production Economics	1	Tourism	1
Public Administration	11	Trade	5
Public Finance	8	Training	6
Regional Development	6	Transport Economics	1
Rural Credit	1	Unemployment	2
Rural Development	9	Urbanisation	2
Savings	1	Wages	1
Social and Economic Development	4	Welfare of Women	5
Social Science Research	3	Worker Education	2
Social Welfare	4	Worker Participation	3
Sociology	17	Youth	1
Statistics	12		

Language Preference

The language preference declared by users provided interesting information. Of the 83 who answered the questionnaire on language preference, 80 declared the English language to be their only, 1st or equal preference. Altogether 37 persons reported that they needed their material in Sinhala, one of whom requested the resource material to be in Sinhala only, while this language was given equal preference together with another language by 24 others, 11 declared it to be their 2nd preference. Tamil was the 1st preference of one user and 5 others stated it be their 2nd or other preference. The qualificational and occupational back-

bias of the collections is itself a reflection of on going research.

It was important to elicit information on the methods resorted to by users to acquire information on social research. The responses received are analysed in Table 14.

It is apparent that a higher proportion made use of the technical services, such as library acquisition lists, catalogues and bibliographies for obtaining information on their subject areas, apart from books and periodicals, which have continued to be the most popular source of information acquisition. The extent to which the atten-

TABLE 14.

INFORMATION ACQUISITION METHODS GROUPED BY USER PREFERENCE

<i>Means</i>	<i>1st Preference</i>		<i>2nd</i>	<i>3rd</i>	<i>4th and</i>
	<i>No.</i>	<i>Percentage</i>	<i>Preference</i>	<i>Preference</i>	<i>Lower Preferences</i>
			<i>No.</i>	<i>No.</i>	<i>No.</i>
Advertisements	2	2.9	1	5	15
Library Acquisition Lists	11	15.9	12	7	9
Card Catalogues	10	14.5	5	16	7
Bibliographies	11	15.9	13	8	4
Books	12	17.4	17	13	12
Periodicals	19	27.6	18	15	10
Word of Mouth	4	5.8	3	3	15
All Methods	69	100.0	69	67	72

Number who did not order their preference = 15
 Number who did not answer this question = 02

ground of the sample and the paucity of original material in the national languages could be assumed to have largely influenced the response to this question and is a pointer to our dependence on foreign sources, which also fits in with the stock position ascertained from the centres of information. The size, quality and language

tion of users is drawn to the documents relevant to their various needs by information service facilities will ultimately, determine user preference. This points to the possibilities available to resource centres to undertake a more positive approach to resource exploitation and for introducing and conducting user education programmes.

The tabulated information is proof that the attempts made by the centres to reach their users are varied, but they are more or less effective as the percentage that depended on hearsay and personal contact with peers for information was less than 6%. However, this is not conclusive evidence of the effectiveness of techniques, as informal communication amongst social scientists for acquisition of resource information is found to be limited even in more developed countries.

The inter-relation between the clientele and the staff of their information facilities was ascertained through a question intended to evoke a positive or negative response on the capability of the staff to help the users to obtain their information. It is found that 65% did make use of the staff of institutions. The respondents were asked for their reasons for not seeking the assistance of the staff, a percentage breakdown of their responses is given below :

TABLE 15.
FREQUENCY OF VISITS TO CENTRES OF INFORMATION

<i>Time Period</i>	<i>Number</i>	<i>Percentage</i>
Daily	18	20.9
At least weekly	31	36.1
Bi-weekly	10	11.6
About once a month	15	17.4
Quarterly	4	4.7
Hardly	1	1.2
Unspecified	7	8.1
All Categories	86	100.0

Frequency of Visits

The sampled population were also asked to state the frequency with which they used the social science information centres. The response to this question which is summarised in Table 15 provides interesting information on the extent and degree to which the current facilities are utilised. If the student community were better represented in the sample, the frequency of visits would certainly be higher than what is reported. It is worthwhile to note that approximately 1/5th of the users had declared that they used the facilities daily, and this position will have to be borne in mind when planning facilities to meet the needs of users in the future.

	<i>Percentage</i>
(i) Facilities with social science collection	18.5
(ii) Adequacy of indexes	29.7
(iii) Lack of subject specialists	14.8
(iv) Assistants locate information for them	22.2
(v) Other reasons	7.4
(vi) No response	7.4
	100.0

The non-utilization of staff due to a lack of subject specialisation is an important factor that has emerged from the survey. That there is a need to staff the centres with subject specialists in addition to professionals and that information centres should establish a closer contact and rapport with their clients in order to create confidence in their information retrieval capability is evident from the analysis on Page 42.

An effort was also made to evaluate the adverse consequences which could have arisen as a result of the resource inadequacy of informatory facilities. The respondents were asked whether such inadequacies, had reduced the completeness of their research or professional work. Of the sampled respondents 21 (24.4%) reported that their work had not suffered by any inadequacies in informatory facilities. The respondents who reported

TABLE 16.

UTILIZATION OF CENTRES OF INFORMATION FOR ACQUISITION OF SOCIAL SCIENCE MATERIAL BY USERS

	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
1. Users who made requests for acquisition			53	61.4
<i>Breakdown of requests</i>	<i>Number</i>	<i>Percentage</i>		
i. Requests complied	42	79.2		
ii. Requests not complied	10	18.9		
iii. Not stated	1	1.9		
2. Users who did not request			28	32.6
3. Users who did not respond to the question			5	5.8
All Users			86	100.0

Document Delivery Capability

The survey of users also attempted to elicit information on whether the respondents requests for acquisition of material in this field by the centres which they were using were complied with by the centres, Table 16. The response to this question indirectly reflects the type of contact they have with these centres. The number of respondents who had requested libraries to acquire material amounted to 53 (61.4%) and of this number 79% also reported that their requests had been processed by the centres.

(53) that their work was adversely affected were asked to indicate the degree of adverse effect and, of them 13 persons (24.5%) disclosed that their work was seriously affected while 71.7% indicated that the effect was not serious. The main inadequacies reported are :

- (a) lack of current books and periodicals on topics of interest;
- (b) lack of information in relation to Sri Lanka;
- (c) confidentiality of information;

- (d) difficulties of obtaining publications and information from abroad;
- (e) lack of industrial statistical data;
- (f) lack of information on completed and on going research in the country and abroad; and
- (g) difficulties of obtaining specific research documents.

User Suggestions for Improvement

Two important objectives of the user survey were to acquire information from the target groups evaluating the services provided by the information centres, and to obtain the views, suggestions, and recommendations of users for the improvement of these services.

The geographical coverage of the social science material, the language of the stock, type of primary and secondary source material, services, equipment, the hours the institution should be kept open, and the need for computerization are some of the aspects on which suggestions and recommendations were sought from the respondents. The information collected was analysed and the summarized data is provided in Table 17. The respondents views on geographical coverage revealed a desire by the majority for world literature. This aspect as revealed through the survey of information centres has already been commented upon. This seeking for world literature naturally increases the proportion of material in English, which position is evident from the responses to the question of language preference in which 90% of the respondents wanted material in the English language. Approximately 1/3rd and 1/6th of the respondents wanted the collection to contain social science literature in Sinhala and Tamil.

The respondents needs for primary source materials classified by type of material is provided in Table 17 and is itself an indicator of user demands for specific types of material. The desirability for centres to specialise in selected types of material has been commented on earlier. It will be necessary for centres to carefully decide on areas of concentration, taking into account the user demand for types of material. A similar consideration would apply to the acquisition of secondary source material by centres, the data on this aspect is provided in section 4 of Table 17.

The need for computerising the services have been accepted by the majority of users, which could be both a reflection on their perception of the need to modernize the services and also their judgement of the current level of the information retrieving capabilities of information centres. The survey of centres also disclosed that a number of centres (13 responding institutions) have plans for computerisation. It is pertinent for training institutions to note these developments in order to provide the necessary emphasis in their curricula to adequately cover the subject of the use of computers in information retrieval and library management. It is also necessary to ensure that the information analysis capability of the persons who seek entry to this vocation are developed to ensure effective management and to realize the anticipated improvements and modernization, organisations embarking on computerization should take steps to train and develop their staff in the use of this equipment. It may become necessary for some organisations to achieve a higher level of professionalisation through recruitment of additional staff.

The users views and recommendations ascertained on the question of hours and the duration for which information facilities should be kept open, very clearly disclosed

TABLE 17.

RESPONDENTS SUGGESTIONS FOR IMPROVING CENTRES OF INFORMATION

	<i>Number</i>	<i>Percentage</i>
1. Geographical Coverage		
Sri Lanka	12	13.9
Asia	9	10.5
World	55	68.6
Not Stated	6	7.0
2. Languages of Resources		
Sinhala	25	29.1
Tamil	14	16.3
English	80	93.0
Other	3	3.5
Not Stated	6	7.0
3. Primary Source Materials Requested		
Books	68	79.1
Journals	73	84.9
Maps	31	36.0
Micro-Reproductions	32	37.2
News Papers	49	57.0
Patents	11	12.8
Plans	18	20.9
Reports	70	81.4
Standards	14	16.3
Statutes	26	30.2
Theses	46	53.5
4. Secondary Source Materials Required		
Abstracts	62	72.1
Bibliographies	51	59.3
Biographies	15	17.4
Catalogues	55	64.0
Indexes	40	46.5
Subject Dictionaries	43	50.0
Subject Encyclopaedias	28	32.6
Trade Catalogues	17	19.8
5. Whether Centres Should be Computerised		
Should be computerised	48	55.8
Can be operated manually	27	31.4
Not stated	11	12.8
6. Opening Hours of Centres of Information		
i. Opened during normal working hours	10	11.6
ii. Opened for 8 hours or less, but extending beyond 5 p.m.	11	12.8
iii. Opened for 9-12 hours or more a day	32	37.2
iv. Opened on Saturday, Sunday or on Public Holidays	10	11.6
v. Kept opened after 20 hours (8 p.m.)	6	7.0
vi. Not Stated	17	19.8

7. Information Services Classified by User Preference

Service	1st Preference		2nd Preference	3rd Preference	4th-10th Preference
	No.	%			
i. Advisory Services	7	9.2	3	6	22
ii. Copying Services	11	14.5	6	8	23
iii. Current Awareness	11	14.5	13	8	17
iv. Inter-Library Document Delivery	7	9.2	8	5	23
v. Lending	25	32.9	10	8	19
vi. Overnight Reference	3	3.9	6	6	24
vii. Searches on Request	6	7.9	10	21	39
viii. Selective Dissemination of Information	5	6.6	15	7	22
ix. Telephone Reference Service	—		4	6	17
x. Translation Service	1	1.3	—	—	19
	76	100.0			

Users who did not order their preference = 04
 Users who did not answer this question = 06

that user demand in this respect is only very partially met under the prevailing working hours. The responses were tabulated in the manner shown in order to bring out the broad similarities. The user response to this question is a very telling comment on a system designed to cater to the needs of internal office employees, restricting operations to normal office hours disregarding the needs of the research community and the public as a whole. There is no doubt that extended working hours have to be provided to meet the users demand and to optimise the use of available facilities. This will however, mean the recruitment of additional staff to maintain these services.

The user demand for services classified by their preference indicates that lending, and current awareness services are the most popular. In order to bring out the actual demand for this service the respondents were asked to order their preferences. In

evaluating the demand the lower order preferences had also to be taken into account and therefore the data was summarized in the form provided in the Table 17 which brings out the main characteristics of the demand for these services.

The analysis of responses received with regard to the availability of equipment focused attention on the lack of duplication facilities. It is noticed that though some of the more modern equipment is available at centres they are not available to the users. The users indicated in their answer to the question on the type of equipment the facility should contain, that they would like to have the use of photo copiers, computers, micro reading facilities, audio visual facilities, reading carrels, in addition there were requests for cloak-rooms, canteens, air conditioning, good lighting and competent staff.

It was not possible to find out how accessible the documents desired by the users were other than in a general sense whether their needs were satisfied or not. The survey did not undertake the monitoring of actual demand within a period of time to measure their availability through speed codes which would reflect the speed of delivery and also their availability in the holdings of the country. If such a test had been developed it would have been possible to indicate a capability index which would reflect the ability of the institution to deliver documents presumed to be needed by users, at the time they are needed. By using a representative sample the document delivery test could have been used to compare the document delivery capabilities of several institutions. In the limited time available it was not possible to develop such a test as the objectives of the survey were too wide, covering all information centres catering to the social science needs in the country.

The response to the question to indicate restrictions encountered by users, enabled the identification of many felt needs amongst the social sciences research community, such as the working hours, lack of duplication facilities, location, restriction of membership, reference facilities only, lack of overnight reference which are all indicative of a need to re-orient and reorganise the service facilities in institutions. That a careful reappraisal of service facilities is needed is even more apparent when one considers that many users indicated their willingness to make payment for the services they needed. It would mean a development and organisation of information centres linked to social science user needs and not merely the development of centres as branches or divisions of its parent organisation.

Part IV

OBSERVATIONS AND RECOMMENDATIONS

Social science information centres are necessary for efficient and continuous dissemination of research achievements and current information needed by the users who in this instance consists of researchers, planners, policy makers, and politicians. It is certain that a breakdown in the information communication cycle would have very serious consequences on economic and social development which is recognised to be heavily dependent on the ability of this user community to assimilate the results of previous research and lessons of previous experience. It is accepted that social science progresses by accretion. The results and interpretations of completed research can be best utilised only if they are properly reported and efficiently disseminated. It is possible to achieve an effective information cycle in Sri Lanka if a coordinated and a balanced development of collections, types of services, and fulfilment of user requirement is achieved.

Although no conclusion on the extent and degree of needs of social scientists in Sri Lanka have been attempted, reported findings of surveys elsewhere indicate that they are very much print oriented, monographs and periodicals being their first information source. The general pattern is that current materials are heavily used, however, the use of material is prolonged and often repetitive. Further, as the literature reaches into the humanities and the sciences the distribution of material is widely scattered. It is observed that social scientists are in the habit of tracking

down their material through librarians. Their use of foreign language is also little compared with the scientists. It is also found that social scientists tend to be more critical of the librarians performance than others.

It is thus apparent that they depend heavily on information centres for their resources and in Sri Lanka where cost of publications are high due to the dependence in a large measure on foreign English publications, information centres have a major role to play in bringing the universe of social science resources to its user community. The identified characteristics of this research community also makes it important for centres to undertake a more active role in optimising exposure of the users to the centre's resources.

In spite of this awareness for centres to provide effective exposure to users it is found that centres in Sri Lanka are not adequately equipped to fulfill this complete functional role. Inefficient and ineffective use of funds and services leading to duplication of material would be the result of encouraging complete independence of centres and services. It would be possible by establishing a network of social science centres and sharing out areas of specialisation in keeping with each centres objectives to build a comprehensive collection and provide a better and more economic performance.

Social Science Information Centre

The foregoing considerations highlighted the necessity to urgently prepare a national social science development plan. Through the survey it has become possible to visualize the amount of financial resources currently available for the development of these information services. The optimal utilization of financial and other resources and prevention of duplication of efforts, specially in a subsector, such as social science information services, would be difficult and not easy to minimize. However effort will have to be made to concentrate and specialise on subject areas and services taking geographical and other matters into account, and individual libraries should continue to develop under the overall guidance of a national social science information development plan. A body in the form of a focal point or centre which could be titled, the Social Science Information Centre could be established. It could be responsible for the national plan which could include both current and long term activities. It could function as the focal point of the Network of Social Science Information Centres. This network should be a federation of the social science libraries joined together on mutual understanding and agreement to furnish general and specialised services cooperatively on a national and international basis with co-operation in planning of resources and standardization in processing information. Clear and careful definition of the responsibilities of the national centre and of the systems members is essential. Areas of subject responsibility should be delegated on the lines already existing and identified. The national centre would be responsible for the coordination and could help to develop an individual members resources and services.

Documentation Services

The basic documentation services provided by the libraries could be improved

to the extent of ensuring that a timely service is maintained. Dissemination should not lag behind acquisition. Current awareness programmes should be worked out and developed on a monthly basis which should be circulated amongst centres in the network. The circulation of contents pages of the most important social sciences journals identified by the survey could be initiated. The Centre for Development Information should continue to publish the Bibliography of Economic and Social Development and in addition provide bibliographies on specialized areas. CDI should also update the Union List of Periodicals of Social and Economic Development bi-yearly to broaden its scope and include all areas of the social sciences. Photocopying facilities should be made available in all libraries. In addition to the usual inter-library lending facilities that exist, it would be possible to work out the feasibility for co-operative acquisition of published indexes, abstracts, and obtaining of international translation services. It is recommended that each centre compiles and updates their researcher profiles.

Clearing House for Social Sciences

The establishment of a Clearing House for Social Science Literature is recommended. It could act as the depository for social science publications, theses, dissertations, report literature of recognised international social science associations and research institutions obtained on membership or through exchange programmes. This would ensure that at least one copy of the documentation would be available in the country. It would also provide storage facilities for material that is little used, and for back issues of journals, etc. The depository could transmit requests for publications which it cannot fulfill to the various sources of primary or secondary publication and thus strengthen the document delivery

capability within the country. This depository could issue bi-weekly lists of new publications received. It could also undertake to compile and publish specialised bibliographies.

Publications

As an immediate activity it is recommended that a Directory of Social Science Information Centres in Sri Lanka be compiled and plans be made to update information at least bi-yearly.

Opening Hours of the Library

It is recommended that whenever possible longer opening hours up to 12 hours and opening on holidays be encouraged and adequate staff be provided.

Budget

The lack of library development plans prepared by the centres of information has also contributed to inadequate budgetary provisions and to insufficient recognition from the authorities of the priorities of centres of information. Although the financial provisions for library development have substantially increased in a number of identified institutions, the escalation in the price of published material and the devaluation of the rupee has resulted in the increase of financial resources in real terms to be marginal. In this climate it is vital to examine and explore the possibilities available for bilateral and external support for information resource development.

Staff

The priority attached to library development is largely determined by the qualification requirements stipulated for

the posts of librarians, their level of remuneration and the level assigned to the posts in the organisational structure. During the last decade or so the need for the appointment of professionally qualified librarians has been accepted by a number of state services and organisations. However, in many organisations the post of librarian has still not been accepted as falling within managerial or staff rank which has made it difficult for the recruitment of adequately qualified and experienced personnel. At least in respect of the larger centres of information it will be necessary to re-examine the salaries and qualifications for the posts and re-schedule them early.

Training

The need for training and staff development is apparent from the response relating to documentation and control activities performed by the centres. Attempts at subject analysis and use of thesauri was particularly weak due to inadequate experience in abstracting and indexing and poor knowledge of the English language. In addition it must be noted that it is not possible through precareer professional training alone to provide the required knowledge, skills and background to effectively discharge the functions and responsibilities arising in these jobs. The development and modernization of facilities will continue to demand the acquisition of newer and better skills. Therefore, it is vital that staff development not only with regard to professionalisation in library techniques, but also in management, use of computerised systems and other modern equipment and tools should be a part of continuing professional education and training.

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INSTITUTIONS WHICH RETURNED COMPLETED QUESTIONNAIRES

<i>Name and Address of Institution</i>	<i>Identification Number</i>
Agrarian Research and Training Institute Library 114, Wijerama Mawatha, Colombo 7.	1
Bandaranaike Centre for International Studies, Buddhaloka Mawatha, Colombo 7.	2
Bank of Ceylon Library, York Street, Colombo 1.	3
British Council Library, 49, Alfred House Gardens, Colombo 3.	4
British Council Library, 170, D. S. Senanayake Vidiya, Kandy.	5
Central Bank Library, 39, Janadhipathy Mawatha, Colombo 1.	6
Centre for Development Information, Galle Face Secretariat, Colombo 1.	7
Centre for Society and Religion Library, 281, Deans Road, Colombo 10.	8
Ceylon Chamber of Commerce Library, Navam Mawatha, Colombo 2.	9
Ceylon Institute of Scientific and Industrial Research, Technical Library and Information Services, 363, Buddhaloka Mawatha, Colombo 7.	10
Ceylon Tourist Board Library, 41, Glen Aber Place, Colombo 4.	11
Colombo Dock Yard Technical Library, P.O. Box 906, Port of Colombo, Colombo 15.	12

<i>Name and Address of Institution</i>	<i>Identification Number</i>
Colombo Law Library, Hultsdorp, Colombo 12.	13
Colombo Public Library, Sir Marcus Fernando Mawatha, Colombo 7.	14
Department of Census and Statistics Library, Independence Avenue, Colombo 7.	15
Department of Commerce Library, Rakshana Mandiraya, 4th Floor, Vauxhall Street, Colombo 2.	16
Department of Highways, Engineers Reference Library, Chatham Street, Colombo 1.	17
Department of Inland Revenue Library, Sir Chittampalam Gardiner Mawatha, Colombo 2.	18
Department of Labour Library, Labour Secretariat, Colombo 5.	19
Development Finance Corporation of Ceylon Library, Galle Road, Colombo 3.	20
Industrial Development Board Centre for Industrial Technology Information Services St. Michael's Road, Colombo 3.	21
Institute of Bankers of Sri Lanka Library, 1st Floor, Chartered Bank Building, Janadhipathy Mawatha, Colombo 1.	22
Institute of Chartered Accountants of Sri Lanka Library, 13/A, Longdon Place, Colombo 7.	23
Institute of Cost and Management Accountants (Sri Lanka) Branch Library, 75, D. S. Senanayake Mawatha, Colombo 8.	24

<i>Name and Address of Institution</i>	<i>Identification No.</i>
Jaffna Municipal Council Public Library, Jaffna.	25
Marga Institute Library and Documentation Unit, 61, Isipathana Mawatha, Colombo 5.	26
Ministry of Education Library, Management Centre, Malay Street, Colombo 2.	27
National Chamber of Commerce Library, 2nd Floor, YMBA Building, Main Street, Colombo 1.	28
National Development Bank Library, 6th Floor, Ceylinco House, Janadhipathy Mawatha, Colombo 1.	29
National Institute of Business Management Library, 120/5, Vidya Mawatha, Colombo 7.	30
National Library of Sri Lanka, Independence Avenue, Colombo 7.	31
National Museum Library, P.O. Box 854, Colombo 7.	32
National Salt Corporation Library, 110, Sir James Peiris Mawatha, Colombo 2.	33
Naval and Maritime Academy Central Library, Dock Yard, Trincomalee.	34
Open University of Sri Lanka Library, Nawala Road, Nugegoda.	35
Parliament Library, Parliament, Sri Jayawardenapura, Kotte.	36

<i>Name and Address of Institution</i>	<i>Identification No.</i>
People's Bank Documentation Centre, 75, Sir Chittampalam Gardiner Mawatha, Colombo 2.	37
Population Information Centre, 231, De Saram Place, Colombo 10.	38
Sri Lanka Air Force Command Library, P.O. Box 594, Colombo.	39
Sri Lanka Institute of Development Administration Library 28/10, Longdon Place, Colombo 7.	40
Sri Lanka Scientific and Technical Information Centre, Natural Resources, Energy and Science Authority of Sri Lanka 47/5, Maitland Place, Colombo 7.	41
Trade and Shipping Information Centre, Flat 31, Galle Face Court, 2, Colombo 3.	42
United Nations Information Centre, 204, Bauddhaloka Mawatha, Colombo 7.	43
University of Colombo Library, P.O. Box 1690, Colombo.	44
University of Colombo, Institute of Workers' Education Library, Colombo 3.	45
University of Jaffna Library, Tirunelvaly, Jaffna.	46
University of Kelaniya Library, Kelaniya.	47
University of Peradeniya Library, P.O. Box 35, Peradeniya.	48
University of Sri Jayawardenapura Library, Gangodawila, Nugegoda.	49
Water Resources Board Library, Independence Square, Colombo 7.	50

SURVEY OF SOCIAL SCIENCE INFORMATION CENTRES AND USERS IN SRI LANKA

Questionnaire I — Information Centres

1. Name of Information Institution or Centre :

2. Address :

Telephone :

3. Name and address of Parent Organisation :

4. If the Information Institution has branches, please provide their names and addresses :

5. If the Information Institution is a branch, please indicate name and address of the central organisation.
Eg. Name and address of Central Library :

6. State the sector to which the Information Institution belongs by marking x in the appropriate box :

Government

Public Corporation or State Aided Institution

Private (local)

Foreign or International

7. To which category does your Institution belong? Please check in appropriate box :

Archive

Data Bank

Documentation Centre

Government or public or private sector office

Library

Record Room

Research Institute

(d) Please list any special Social Science journals, indexes, abstracting journals, bibliographies or reference material available in your collection which are very useful for gathering Social Science information :

(e) Do you propose to computerise your facility in the near future? Yes/No
 If Yes, when do you plan to do so?

11. Indexing tools used by information facilities are listed below. Please name those used by you :

Classification Code (specify edition)

Cataloguing Code (specify edition)

Subject Headings (specify edition)

Thesaurus (specify edition)

Other (describe if necessary)

12. (a) Please check the degree of depth cataloguing and classification undertaken by your facility for the Social Sciences :

Yes No

Are books catalogued and classified

Are reports catalogued and classified

Are periodical titles catalogued and classified

Are journal articles indexed

Are abstracts provided for your books

Do you use descriptors when abstracting

Are abstracts provided for journal articles

Do you use descriptors when abstracting

Is your clippings file subject indexed

(b) Do you circulate your indexed information? Yes/No
 If Yes, please describe how :

(c) Do you have any other documentation activity as a regular service. Eg. preparation of abstracts, bibliographies, reviews : Yes/No

If Yes, please state activity (ies) undertaken :

13. Services provided by Information Facilities are indicated below, please check those provided by you :

Advisory Services	<input type="checkbox"/>	Preparation and circulation of Abstract Bulletins	<input type="checkbox"/>
Circulation of Acquisition Lists	<input type="checkbox"/>	Preparation and circulation of Index Bulletins	<input type="checkbox"/>
Circulation of Contents Pages	<input type="checkbox"/>	Searches on Request	<input type="checkbox"/>
Circulation of New Journals	<input type="checkbox"/>	Selective Dissemination Information Service	<input type="checkbox"/>
Lending → { Books	<input type="checkbox"/>	Translation Service	<input type="checkbox"/>
	<input type="checkbox"/>	Preparation and Circulation of Alerting Bulletins	<input type="checkbox"/>
Photocopying	<input type="checkbox"/>		

14. Does your facility or parent organisation publish material on a regular, annual, or irregular basis? Yes/No.

If Yes, please list and if any of them fall within or carry articles on the Social Sciences please check :

<i>Title</i>	<i>Frequency</i>	<i>Price</i>	<i>Check</i>
--------------	------------------	--------------	--------------

- (1)
- (2)
- (3)
- (4)
- (5)

15. Access to your facility may be restricted. Please indicate to whom the facility is open by checking the following :

All members of the facility	<input type="checkbox"/>
All members of the Parent Organisation	<input type="checkbox"/>
Research workers with credentials attested by an officer of the facility	<input type="checkbox"/>
Post-graduate students with letters of introduction from the University	<input type="checkbox"/>
Undergraduates with letters of introduction from the University	<input type="checkbox"/>
Trade union officials	<input type="checkbox"/>
Officials of employers' associations	<input type="checkbox"/>

Members of Trade Chambers

Payment of subscription fee

Unrestricted other than for the signing of membership form

Other, please describe

16. (a) Please state the total membership (or approximate number) as at January 1, 1983 :
- (b) Of them, how many are Social Science information seekers?
- (c) Can you indicate the type of user, eg. academic staff, professionals, research workers, students :
17. (a) Please list library tools most frequently used by your readers :
- (b) Please list the specific Social Science subject fields most frequently used by your clients. (If possible indicate (UDC/DDC Numbers) :
- Classification scheme used :
- (c) List the type of Social Science materials most frequently used in order of usage, eg. books, journals, abstracts, etc.
18. (a) Please list the Social Science subject fields on which you obtain library material on inter-library loan. Please indicate classification used :
- (b) Also indicate the type of material you obtain on inter-library loan :
19. (a) Please indicate by checking below the average number per month who use your facility for reference only :
- | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 0 - 4 | 5 - 9 | 10 - 19 | 20 - 29 | 30 - 49 | 50 & over |
| <input type="checkbox"/> |
- (b) Please state the average number of Social Science literature users per month :
- | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 0 - 4 | 5 - 9 | 10 - 19 | 20 - 29 | 30 - 49 | 50 & over |
| <input type="checkbox"/> |

20. (a) If your facility participates in any local Social Science co-operative information system or programme, please provide the following information :

<i>Name of sponsoring Institution</i>	<i>Name of system</i>	<i>Date of Membership</i>
(1)		
(2)		
(3)		
(4)		

- (b) If your facility is a depository or affiliation for receiving Social Science material from any foreign or international organisation, please provide the following information.

Name of organisation	Affiliation Member/Focal Point	If depository, check
(1)		<input type="checkbox"/>
(2)		<input type="checkbox"/>
(3)		<input type="checkbox"/>
(4)		<input type="checkbox"/>
(5)		<input type="checkbox"/>

21. Check the under-mentioned library equipment possessed by your facility or parent organisation which are accessible to the facility, and users of the facility :

Equipment	Accessible to Library	Accessible to Users
Photocopying equipment	<input type="checkbox"/>	<input type="checkbox"/>
Micro reader/printer	<input type="checkbox"/>	<input type="checkbox"/>
Duplicating	<input type="checkbox"/>	<input type="checkbox"/>
Printing machines	<input type="checkbox"/>	<input type="checkbox"/>
Offset	<input type="checkbox"/>	<input type="checkbox"/>

Equipment		Accessible to Library	Accessible to User																				
Binding	Cutters	<table border="1"> <tr><td> </td></tr> </table>											<table border="1"> <tr><td> </td></tr> </table>										
Electric Staples																							
Binders																							
Audio-Visuals	Video																						
	Projectors																						
Computers																							
Typewriter	Electric																						
	Non-Electric																						
Other (please specify)																							

22. Please provide the under-mentioned information in respect of the staff of the Institution (as at October 1983)

(a) Head of the Information Institution

Name :

Designation :

Qualifications —
Academic :

Professional :

(b) Personnel of Managerial or Staff Rank :

Name	Designation/ Post	Educational qualifications	Professional qualifications	Salary p.a.
As at Oct. 1, 1983				
(a) No. Employed				
(b) No. of unfilled vacancies.				

(c) Clerical level and minor grade employees (as at October 1, 1983)

Post/Designation	No. of employees	No. of vacancies

(d) Total staff employed : No. of vacancies :

(e) The number of staff if any, specifically assigned to the subject area of the Social Sciences :

3 SOCIAL SCIENCES (UDC 1961 EDITION)

- | | | | |
|-----|---|-----|--|
| 30 | SOCIOLOGY. SOCIOGRAPHY. | 33 | POLITICAL ECONOMY.
ECONOMICS |
| 301 | Sociology | 330 | General Concepts of Economics |
| 304 | The Social Question,
Social Reform Generally | 331 | Labour. Work. Employment |
| 308 | Sociography | 332 | Private Finance |
| 31 | STATISTICS | 333 | Land and Property |
| 311 | Statistical Science,
Theory, Method | 334 | Co-operative Movement |
| 312 | Demography | 335 | Socialism. Socialist System |
| 313 | Statistics of Morbidity,
Disability, etc. | 336 | Public Finance. State Finance. |
| 32 | POLITICAL SCIENCE. POLITICS.
CURRENT AFFAIRS | 337 | Free-Trade. Protection. Customs |
| 321 | The State and Society | 338 | Production. Creation of Wealth.
Economic Situation |
| 322 | The State and the Churches | 339 | Distribution. Consumption.
Conservator of Wealth or Goods |
| 323 | Internal Politics | 34 | JURISPRUDENCE. LAW.
LEGISLATION. |
| 324 | Elections | 340 | Law in General. Comparative Law |
| 325 | Migration. Colonization.
Colonial Policy | 341 | International Law. Law of Nations |
| 326 | Slavery. Serfdom | 342 | Public Law. Constitutional Law |
| 327 | International. Foreign Affairs | 343 | Criminal Law. Penal Offences.
Penology. Criminology |
| 328 | Parliaments. Legislative Assemblies | 344 | Special Penal, Criminal Law |
| 329 | Political Parties. Party System | 347 | Private Law. Civil Law |
| | | 348 | Ecclesiastical and Canonical Law |

3 SOCIAL SCIENCES (UDC 1961 EDITION (Contd.))

- 35 PUBLIC ADMINISTRATION.
ADMINISTRATIVE LAW.
MILITARY SCIENCE AND
DEFENCE
- 351 Government Legislation. Public
Services. Control Regulations
- 352/354 Administration at Different Levels
- 352 Local Government. Municipal
Administration
- 353 Regional Administration
- 354 Central Government. State
Administration. Government
Departments. Ministries
- 355 Military Art and Science. War.
National Defence. Armed Forces
- 356/359 The Forces. Fighting Services.
Formations. Personnel. etc.
- 357 Mounted Troops. Cavalry.
Transport, etc.
- 358 Artillery and Armour
- 359 Navy
- 36 SOCIAL RELIEF AND WELFARE
INSURANCE
- 361 Social Relief in General
- 362 Social Welfare
- 363/367 Movements for Social Reform.
Humanitarian. Esoteric and
Secret Societies
- 363 Semi-political Societies
- 364 Movements for the betterment of
outcasts and declasses. Moral and
Social Rehabilitation
- 365 Movements on behalf of persons
under punishment
- 366 Movements, Institutions of esoteric
character. Secret Societies Generally
- 367 Institutions for Social Intercourse
- 368 Insurance
- 369 Movements, Organisations for the
Promotion of Social and National
Spirit
- 37 EDUCATION
- 371 Teaching and Training. School
Organisation. Educational Systems
- 372 Pre-School and Elementary or
Primary Education
- 373 Intermediate, Secondary Education
- 374 Further Education. Private Study.
Continuation Systems. Adult
Education
- 378 Higher Education, Universities.
Colleges. Academies
- 379 Relation between School and
Public Authorities

3 SOCIAL SCIENCES (UDC 1961 EDITION) (Contd.)

- | | | | |
|---------|---|---------|--|
| 38 | COMMERCE. TRADE.
COMMUNICATIONS | 390 | ETHNOGRAPHY. CUSTOMS
AND TRADITION. FOLKLORE
SOCIAL ANTHROPOLOGY |
| 380 | Generalities on Trade | 391/397 | Ethnography. Manners. Customs.
Ritual. etc. |
| 381 | Inland (Home) Trade | 391 | Costume. Adornment. Elegance.
Fashion |
| 382 | Foreign Trade | 392 | Private and Family Life |
| 383/388 | Communications. Transport | 393 | Death rites. customs. Mourning |
| 383 | Postal Services | 394 | Public life. Social life |
| 384 | Telecommunications | 395 | Ceremonial. Etiquette. Formal
Conduct |
| 385/388 | Transport | 396 | Women and Society. Feminism |
| 385 | Railways | 397 | Primitive People. Nomads. Gipsies |
| 386 | Canals and Inland Waterways | 398 | Folklore. Popular tradition. etc. |
| 387 | Sea Transport. Shipping. Ports.
Docks and Harbours | | |
| 389 | Metrology. Weights and Measures.
Standardization | | |

A SURVEY OF SOCIAL SCIENCE INFORMATION CENTRES AND USERS IN SRI LANKA

Questionnaire II — Information Users

1. Name :

2. Address — Official :

(If researching in a private capacity, please provide private address)

Telephone :

3. Please indicate your age by marking a x in the following groups :

20 - 29

30 - 39

40 - 49

50 - 59

60 - 69

4. Please state your highest educational and professional qualifications :

5. Name and address of your employer :

6. Nature of activity or type of business of employing organisation. (Please briefly describe the principal service rendered or main product manufactured) :

7. Title of post held by you in your organisation :

8. Briefly describe the nature of your work :

9. (a) Briefly describe your main field of research or professional work interest :

(b) If a level can be ascribed to the work undertaken by you, please check :

Undergraduate

Graduate

Research

10. List subjects and fields of study of interest to you :

11. Please check your language preference in respect of the sources you refer to, for your work :

Sinhala	<input type="checkbox"/>
Tamil	<input type="checkbox"/>
English	<input type="checkbox"/>
Other	<input type="checkbox"/>

12. Please indicate the 3 most frequent ways in which you become aware of the Social Science Information sources, by checking 1, 2, 3, ...

Advertisements	<input type="checkbox"/>
Library Acquisition Lists	<input type="checkbox"/>
Library Card Catalogue	<input type="checkbox"/>
Through Bibliographies	<input type="checkbox"/>
Through Books	<input type="checkbox"/>
Through Periodicals	<input type="checkbox"/>
Word of Mouth	<input type="checkbox"/>

13. A number of institutional information facilities are listed below. Please check 1, 2, 3, ... in order of priority to indicate those most frequently, used by you for obtaining your information on the Social Sciences:

Archives	<input type="checkbox"/>
Documentation Centres	<input type="checkbox"/>
Information Centres	<input type="checkbox"/>
Libraries	<input type="checkbox"/>
Record Rooms	<input type="checkbox"/>
Government Departments, Ministry Offices & Public Corporations	<input type="checkbox"/>
Research Institutes (Public or Private)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

14. Please indicate the frequency with which you use these informatory services (eg. libraries, archives, etc.), by checking below :

Daily	<input type="checkbox"/>
At least weekly	<input type="checkbox"/>
Bi-weekly	<input type="checkbox"/>
About once a month	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>
Hardly	<input type="checkbox"/>

15. Please provide the name/s and address/es of the institution/s that you use for your Social Science Information needs :

- (1)
- (2)
- (3)
- (4)

16. In locating Social Science Information have you made use of the staff attached to the Institutions? Yes/No

If No, please check :

- Is it because :
- (a) You are familiar with the institutions collection on the Social Sciences
 - (b) the catalogues, indexes, etc. are adequate to locate the material
 - (c) the institution you use lack subject specialists
 - (d) your Assistants/Secretaries locate the material for you
 - (e) Other (please state)

<input type="checkbox"/>

17. There are user aids which describe the organisation of the library and how to use the facilities provided by the library, such as the card catalogue, reference facilities, inter-library loan facilities, literature search facilities, etc. Do you use such aids? Yes/No

If Yes, please list the facilities you use :

- (1)
- (2)
- (3)
- (4)

18. The under-mentioned aids/tools are generally available in libraries. Of these please indicate those tools which are most useful to you in locating your Social Science Information needs. Please check 1, 2, 3, ... in an order of preference :

Catalogues	
Citation Indexes	
Classification Scheme Indexes	
Subject Headings	
Bibliographies	
Indexes	
Accession Lists	
Current Awareness Lists	
Other (please specify)	

19. What type of source materials do you refer to when seeking the Social Science Information you need. Please mark those used by you according to their degree of importance, by marking 1, 2, 3, ... in the list given below

Abstracts		Micro Card/Micro Film/Micro Fische	
Annual Reports		Newspapers	
Books		Pamphlets	
Bulletins		Patents	
Clippings		Photographs	
Computer Tapes		Reprints	
Conference/Seminar Papers		Reports	
Dictionaries		Standards and Specification	
Directories		Statistical Data	
Encyclopaedias		Theses & Dissertations	
Indexes		Trade Catalogues	
Journals		Translations	
Maps			

20. Have you requested libraries or other Information Centres to acquire source material on the Social Sciences ?
 Yes/No
 If Yes, please state whether they have been acquired : Yes/No

- 21 (a) Have you encountered any difficulties in locating information on Social Science subjects of interest to you? Yes/No
- (b) If Yes, what are the specific subject fields? Please list them :
- (c) What type of library material sought by you were not available? Please list, eg. book, thesis, abstract, bibliography etc.
- (d) Could you please name the facilities in which the material sought was not available :

22. The inadequacy of informatory facilities and services could have reduced the completeness of Social Science research/professional work you and your staff have been undertaking : Yes/No

If yes, please indicate the position by checking :

- (a) Not affected
- (b) To some extent, but not serious
- (c) Serious limitation

If it is a serious limitation, please describe inadequacy/ies

23. (a) You may have encountered restrictions when seeking information for your work. If Yes, please name the institutions where you encountered the restrictions, and mark the code letter/s ascribed to the short-comings given below against each institution :

- | | |
|---|-----|
| Absence of Branch facility | (A) |
| Lack of facilities for photocopying | (B) |
| Location | (C) |
| Limited stock | (D) |
| Reference facility only | (E) |
| Restricted to employees of the organisation | (F) |
| The working hours of the facility | (G) |
| Other (describe) | (H) |

Example:

<i>Institution</i>	<i>Codes</i>
Centre for Development Information Ministry of Finance & Planning	(A) (E)

<i>Institution</i>	<i>Codes</i>
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- (1)
- (2)
- (3)
- (4)

- (b) In order to gain access to facilities you have referred to above, would you be willing to pay a fee? Yes/No

If Yes, please indicate the fee you would be willing to pay for the following services :

Membership of Library (Annual fee)	Rs.
Photocopying a page	Rs.
Advisory services per request/Annual	Rs.
Non-Member lending facilities per request	Rs.

24. For the development of library and other information facilities it is helpful to obtain your views and preference with regard to the type of facility and services that should be given, Please check in your preferences in order of priority, by marking 1, 2, 3, ... in the relevant box :

Clearing House	<input type="checkbox"/>
Data Bank	<input type="checkbox"/>
Documentation Centre	<input type="checkbox"/>
Information Centre	<input type="checkbox"/>
Information Analysis Centre	<input type="checkbox"/>
Library	<input type="checkbox"/>

25. Please name the facility you use most often, and indicate suggestions for improving the services in the Social Sciences by marking X in the appropriate boxes in respect of the following aspects :

Name of facility :

- (a) The Information Centre should be operated

Manually	<input type="checkbox"/>
Computerised	<input type="checkbox"/>

- (b) Geographically, the material should cover :

Sri Lanka	<input type="checkbox"/>
Asia	<input type="checkbox"/>
Europe	<input type="checkbox"/>
World	<input type="checkbox"/>

(c) The language of the material should be in :

Sinhala	<input type="checkbox"/>
Tamil	<input type="checkbox"/>
English	<input type="checkbox"/>
Other	<input type="checkbox"/>

(d) The type of primary source material on Social Science, the facility should contain are :

Books	<input type="checkbox"/>	Newspapers	<input type="checkbox"/>	Standards	<input type="checkbox"/>
Journals	<input type="checkbox"/>	Patents	<input type="checkbox"/>	Statutes	<input type="checkbox"/>
Maps	<input type="checkbox"/>	Plans	<input type="checkbox"/>	Theses	<input type="checkbox"/>
Micro-Reproductions	<input type="checkbox"/>	Reports	<input type="checkbox"/>		

(e) The type of secondary source materials the facility should contain are :

Abstracts	<input type="checkbox"/>	Catalogues	<input type="checkbox"/>	Subject Encyclopaedias	<input type="checkbox"/>
Bibliographies	<input type="checkbox"/>	Indexes	<input type="checkbox"/>	Trade Catalogues	<input type="checkbox"/>
Biographies	<input type="checkbox"/>	Subject Dictionaries	<input type="checkbox"/>		
Other, please list:					

(f) Please state the hours the institution should be kept open :

(g) List the equipment and other facilities the institution should contain :

26. Please indicate what services you would like to obtain by indicating your order of preference by marking 1, 2, 3, ... against the service :

Advisory Services	<input type="checkbox"/>	Overnight Reference	<input type="checkbox"/>
Copying Services	<input type="checkbox"/>	Searches on Request	<input type="checkbox"/>
Current Awareness	<input type="checkbox"/>	Selective Dissemination of Information	<input type="checkbox"/>
Inter-Library Document Delivery	<input type="checkbox"/>	Telephone Reference Service	<input type="checkbox"/>
Lending	<input type="checkbox"/>	Translation Service	<input type="checkbox"/>

27. Please describe any other information sources, tools, facilities that should be provided to improve the services offered by Social Science Information Institutions in the country.

Date :

Signature.

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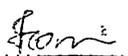
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