

Report of a Short Term Consultancy
Carried out by

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Library and Information Services of the
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Report of a two week consultancy

20 July to 3 August 1992

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EXECUTIVE SUMMARY

IIP's Library and Information Service has a good base and should form an effective and productive scientific service within the time scale envisaged in the IIP Development Programme (1992 - 2004).

At the moment the two libraries act independently, serving their own sites only, and use different systems for cataloguing and classification.

RECOMMENDATION 1.

The two libraries remain on their respective sites but that they start to work together to provide a single Library and Information Service (LIS).

This will require several changes in existing systems and structures and will need to be phased in over the next twelve months.

RECOMMENDATION 2.

The library at Lobito changes its cataloguing and classification systems to those used at Luanda for any new materials received and that the existing stock be converted to these systems as soon as possible.

RECOMMENDATION 3.

The staffing levels and reporting structure be altered as suggested in Appendix E.

Skilled professional staff are the backbone of any LIS. Training and skills retention need to be addressed urgently.

RECOMMENDATION 4.

Consideration be given by IIP's management to the contract of employment and conditions of service of its LIS staff. A combination of a period of retained service after in-house training with staged payment increases as the skills base develops may provide a solution.

RECOMMENDATION 5.

An intensive training programme for the LIS staff should be organized as soon as various actions relating to space and equipment have been completed (see below). A four week training consultancy in January 1993 is suggested.

RECOMMENDATION 6.

Ester Jimoteo Capindissa, Francisca Inacia Horacio da Santos and Kumbi Kilongo attend basic English courses as

soon as these have been arranged.

It is imperative that this training is followed by a concerted effort to integrate backlog stock and to convert Lobito's existing stock to the Luanda systems. It will also be constructive for professional support to be available for a period of a few months in order to answer any queries that may arise during this stage.

RECOMMENDATION 7.

A part-time post/consultant be employed for two to three months during and immediately after the training suggested in recommendation 5 in order to assist and support the IIP LIS staff in this transition period.

In order to rekindle the enthusiasm of the scientific staff in the use of information, new stock and services should be introduced as soon as possible.

RECOMMENDATION 8.

Arrangements are made NOW for new materials (books, journals, reports and reprints) to be received by both sites. This should include sending lists of books required to various embassies and aid agencies, organizing journal subscriptions and taking the first steps in setting up a gift and exchange scheme.

RECOMMENDATION 9.

Selective Dissemination of Information (SDI), Retrospective Retrieval of Information (RRI), and Document Delivery services are introduced. These should be introduced for key scientific staff now (run as a stop-gap measure from overseas until the intensive training is completed) and extended by IIP's LIS staff in the near future.

RECOMMENDATION 10.

A Personal Bibliographic Software be recommended to the scientific staff by the LIS staff. Output from the LIS will then be available to the scientists directly in usable digital format. The LIS staff should be encouraged to support the scientists with this software in the future. This step may be a longer term action.

IMMEDIATE ACTION REQUIRED

1. The Luanda library needs to be extended into the adjoining room (the old computer room). The following actions need to be taken:

A. The air conditioning unit needs attention in order that

the constant dripping of water from the ceiling is prevented.

COMPLETION: December 1992 at the latest.
ACTION: Director General and Project Manager (or Research Advisor if Project Manager not yet appointed) in combination with ASDI.

B. Shelving to match the existing library shelving needs to be ordered, delivered and erected in the new room.

COMPLETION: End of December 1992 at the latest
ACTION: Project Manager and consultant

C. Plastic library box files (BTJ catalogue No.2815 or similar) need to be ordered and delivered to Luanda.

COMPLETION: December 1992
ACTION: Project Manager and consultant

2. In order that the integration and coordination work in the LIS can be carried out and that the intensive training can proceed, the following actions need to be completed in relation to the computers:

A. The virus on the existing Library computer needs removing

COMPLETION: As soon as possible
ACTION: Project Manager

B. A new computer, tape back-up system, CD-ROM player and anti-surge devices need to be purchased and delivered to Luanda. The existing computer on the Luanda site to be re-sited and installed in the library at Lobito after the intensive training sessions in January 1993.

COMPLETION: December 1992
ACTION: Project Manager and consultant

3. In order for both new and back-run stock to start arriving for both sites, the following actions need to be undertaken:

A. A list of books needs to be prepared and submitted to various agencies

COMPLETION: As soon as possible
ACTION: Consultant and Project Manager

B. A list of journal titles needs to be prepared and arrangements made for acquisition and delivery

COMPLETION: As soon as possible
ACTION: Consultant, IIP LIS staff, and Research advisor

C. A coordinated effort needs to be made to fill important gaps in the book and journal holdings

COMPLETION: An on-going effort
ACTION: Consultant and LIS staff

4. In order to encourage the use of the information, the

following actions should be undertaken:

A. Profiles of the scientific interests of key members of staff should be made and used to prepare regular bibliographic updates for the scientists

COMPLETION: Some now, others to follow

ACTION: Consultant, LIS staff and scientific staff

B. In order to follow up the results of these searches and SDI services, a document delivery service needs to be instigated

COMPLETION: Stop-gap solution now, long-term solution to be introduced in 1993

ACTION: Consultant and LIS staff

C. In order to ensure an effective and efficient transfer of information from the LIS to the scientific staff in the future, a Personal Bibliographic Software for the scientists should be introduced and supported by the LIS

COMPLETION: 1993

ACTION: Consultant, LIS staff, Scientific ~~staff~~

Further details on these recommendations and actions required are given in the main body of the report and in the Appendices.

PREAMBLE

This is the report of a short term consultancy on the Library and Information Services of the Instituto de Investigacao Pesqueiras, Angola (IIP) - formerly the Centro de Investigacao Pesqueiras (CIP). It is based on the investigations and discussions held in Luanda with Luis Anapaz the Director General of IIP, John Craig the Research Advisor to IIP, Members of the Scientific Staff of IIP, and Members of the Library Staff of IIP between 20th July and 3rd August 1992. Details of the Terms of Reference for this consultancy are given in Appendix A.

The recommendations in this report are based on the following understanding of the present situation of the Instituto de Investigacao Pesqueiras, Angola:

The Role of IIP

The perceived view of IIP's role and relationship with the Ministry of Fisheries seems to have evolved and now to have crystallized into the following:

IIP's role is to provide scientific advice with the view to achieving a rational exploitation of the fish resources of Angola. It is the role of the fisheries managers in the Ministry of Fisheries to use this advice for the rational exploitation of Angola's living marine resources.

IIP, therefore, is a research body whose purpose is to know the marine fish and fisheries, so as to provide advice that will assist fishermen and the fishing industry to take optimal catches with the minimum of wastage.

IIP's Objectives and Output

IIP has defined its immediate objectives (1992 - 2004) as:

IIP developed into an effective fisheries research organization by 2004, fully able to service its users independently of foreign input.

The expected output from the objectives are:

A. Recommendations to the Ministry comprehensive and scientifically sound.

B. Assistance to the fishing industry to improve the quality of its products.

C. Management and administration tailored to support the research programmes.

D. Sufficient personnel to meet IIP's long-term manpower needs. These personnel effectively trained.

IIP, therefore, now has a well defined idea of what it is and

where it is going although it recognises that it is still short of the knowledge, skills and experience to reach its goals.

The Swedish International Development Authority (SIDA) has an established support programme to help IIP in achieving outputs A,C, and D above. The Swedish input has been defined in some detail and for output C (Management and administration tailored ...) specifically includes:

C3. Organize and/or strengthen scientific support services eg computing unit, library, publications unit etc.

This consultancy was supported by SIDA to assist in achieving this objective output.

THE IIP LIBRARY AND INFORMATION SERVICE

INTRODUCTION

Although previous reports and consultancies have referred to IIP's library, throughout this consultancy I have referred to it as the Library and Information Service. A library collects, organizes and conserves publications, making them available for consultation. An information centre indexes the contents of documents within a clearly defined subject scope (see Appendix D), answers enquiries, and actively draws the attention of users to the information held locally and also to information which is available from external sources. IIP's objectives necessitate the effective provision of both library and information services.

HISTORICAL BACKGROUND AND PRESENT SITUATION

The history of IIP and its laboratories have produced a situation in which the majority of the research staff appear to be based at the Luanda Laboratory whilst the most comprehensive library stock is at the Lobito Laboratory.

The Instituto (at that time the Centro) began its work at Lobito and a library was developed (in 1975) to serve the needs of the scientists and technicians on that site. The Luanda Laboratory of IIP was developed on an old Ministry of Fisheries site extensively refurbished with the help of the Swedish International Development Authority (SIDA but known as ASDI in Angola). The IIP Library at Luanda seems to have been established in 1990 under the guidance of the ASDI Research Advisors.

There is no evidence of any attempt at that time to coordinate the systems and services of the two libraries. In July 1992 they use different systems for cataloguing and classifying stock, have different loan systems and different systems for informing staff of recent acquisitions.

The Lobito library has its book stock (579 items) catalogued on cards by author and subject and no backlog exists. The books are arranged on the shelf using a decimal classification scheme (either Dewey or the Universal Decimal Classification). There is also a list of journal titles but the actual years/volumes held are not indicated. A collection of reprints exists, filed in alphabetical order by author, but it is not well catalogued. The library does not have a computer. Although arrangements were made twice for me to visit the Lobito laboratory, logistical problems beyond my control prevented either journey being undertaken. Francisca Inacia Horacio da Santos, the librarian from Lobito did, however, travel to Luanda and was able to participate in discussions and systems demonstrations which was very useful. She has been in post since 1975 and has received all her library training and experience whilst in that post. She has one full-time assistant in the library and reports direct to the Chief Officer of the Lobito Laboratory.

The Luanda site comprises several buildings previously occupied

by the Ministry of Fisheries. In one of the old Ministry buildings there is a large, potentially valuable stock of books, journals and reports/reprints. This stock is unfortunately not catalogued nor particularly well organised. It is covered in dust and, although there is a lady sitting at a desk in the room, security could be a problem.

One of the buildings has been refurbished with the aid of ASDI and the Library is centrally situated in it. There is a well organized, catalogued stock of books, journals, reports and reprints. This seems to have stemmed from a two to three month consultancy in 1990. Mr Luis Aveiro from Universidade Tecnica de Lisboa, Instituto Superior de Agronomia introduced the Aquatic Sciences and Fisheries Abstracts classification scheme for arranging the books and reprints on the shelves and set up the IBM-compatible computer with the CDS/ISIS software (Version 2.3) for cataloguing and information retrieval. He produced a database on CDS/ISIS called ASFA which contained details of about 420 monographs and 560 reprints.

Beryl Makondekwa (library assistant from January 1991 to January 1992) undertook training in CDS/ISIS at ICLARM and subsequently improved IIP's CDS/ISIS database structure. She produced a database structure for a list of serial holdings (CIPSER on the CDS/ISIS system) and a separate database structure for a book, report, and reprint catalogue (CIPSI on the CDS/ISIS system). These structures are well designed and the journals, books, reports, and reprints that are now in these databases seem to have been accurately entered. A check needs to be made comparing the information in the ASFA database with that in the CIPSI database and any records in the ASFA database but not in CIPSI converted and entered into CIPSI before the ASFA database is removed completely. Unfortunately, the library computer is infected with the Stoned virus. I was unsuccessful in my attempts to remove this virus. A better anti-virus software has been ordered through SWEDMAR and the LIS computer should be included on the list of computers for treatment!

Beryl also learnt how to use the Aquatic Sciences and Fisheries Abstracts on CD-ROM when she was at ICLARM. She was introduced to Current Contents (a scientific current awareness service) and on her return she used to scan the issues as they arrived and request relevant reprints for the library from the authors. Her knowledge of English and her background in biology were tremendous assets for a large part of this work. She seems to have been well motivated and hard working and made rapid progress in forming the foundations for an effective Library and Information Service. Her skills and energy were lost to IIP because of the very poor salary paid.

Beryl expended a lot of effort in trying to train and motivate Jose Walo in all these systems. Unfortunately there is little evidence to show that he responded to this training. Very little, if any, cataloguing seems to have been undertaken since January 1992, Current Contents does not seem to have been scanned and the Library and Information Service seems to have come to a

standstill.

Ester Jimoteo Capindissa was recruited to the LIS staff at Luanda in the summer of 1992. She had not received any formal library training before joining IIP and she does not seem to have received much training in the library systems since her arrival. She is, however, punctual and attentive and would appear to be potentially a useful member of the team.

N'Singi Kumbi Kilongo (Taxonomist) shows a constructive interest in the LIS.

THE WAYS FORWARD

Although IIP's LIS is still at a very early stage of development and requires considerable professional input it has a very good base and could be progressively developed in line with IIP's immediate objectives as outlined in the Preamble to this report. The aim of this section of the report is to suggest a framework for such a progression.

Definition of the Role, Objectives, User Groups, and Subject Scope of the Library and Information Service.

In order for the LIS to provide an effective scientific service to IIP, its role and objectives need to be clearly defined. It is essential that the two libraries closely coordinate their activities and act as one service housed on two sites. This has implications for stock collection policy, information services offered, and systems used to organise and provide access to the information (see later sections).

It is also an essential preliminary that the service defines its range of user groups and the subject scope it will cover.

Suggestions for definition statements for each of these areas are given in Appendices B,C, and D.

Library Stock and Systems

Systems

An effective coordinated LIS service cannot be provided if both libraries continue to use different systems for cataloguing, classification, loans, and information services.

Although the stock at Lobito is somewhat larger than that at Luanda, the system at Luanda provides a much more flexible base for modern computerized information systems in fisheries science. It is, therefore, recommended that the Luanda systems for cataloguing, classification and information retrieval are adopted

by the Lobito library i.e. ASFA Subject Headings for classification and shelf arrangement and the use of CDS/ISIS computer software for cataloguing and information retrieval.

Stock

(i) Very little new material for the LIS is being received by either site.

A list of recent relevant BOOKS should be compiled and copies obtained for the LIS. In order that this may proceed quickly, discussions were held with Paul D.Sherar, Second Secretary (Commercial), British Embassy, Luanda. It was agreed that a suitable list should be submitted to Mr.Sherar as soon as possible and that the Embassy would give consideration to purchasing some or all of these for the IIP LIS. It would be possible to repeat this exercise with both American and Portuguese Institutions. It is hoped that this course of action would solve the problem of lack of books at little or no cost to IIP or ASDI for the present financial year.

It is even more important, for the progress of the science, to ensure that relevant journals start to appear in the LIS on a regular basis - and again this should be arranged as soon as possible. A list of appropriate titles should be prepared in liaison with the library staff and the scientists. Some of these titles will be available as gift or exchange and some will need to be subscribed to. The subscription list should be compiled and agreed quickly and then placed with a journal subscription agent who can offer a consolidation service. This would ensure regular and complete receipt of those titles for the period January to December 1993. A gift and exchange system should be built up by the LIS using IIP Reports and (in the future) reprints of papers by IIP's scientists as exchange items. This would ensure that IIP's work would become well known internationally as well as procuring relevant material for the LIS at little cost.

(ii) Both sites have gaps in materials holdings, particularly for the period 1975 - 1992.

Selective filling of these gaps on both sites would be useful - particularly some of the journals and report series.

There are two immediate ways that this could be achieved. As mentioned earlier (page 9), at the Luanda site there is a potentially valuable collection awaiting integration which will include much of the required stock. In addition to this, there are many

libraries in the fields of marine and freshwater sciences with duplicate materials. Many of these libraries keep in touch through various aquatic sciences libraries associations (see later discussions on collaboration and networks). After the Luanda material has been integrated, the IIP library staff can compile a list of the most important materials required and this can be made known through the associations. Materials offered against this list would either be sent free or for the cost of transport. In order to ensure that action in this area proceeds and that some of the most important gaps are filled quickly, as Chairman of the Britain and Ireland Association of Aquatic Sciences and Information Centres (BIASLIC), and in cooperation with the IIP librarians, I can coordinate the collection and despatch of materials from the United Kingdom.

Information Services

If the LIS is to be effective, it is essential that modern scientific information services are available and that the library staff actively encourage their use by the scientists. The three services that should be introduced as soon as possible are Selective Dissemination of Information, Retrospective Retrieval Services, and Document Delivery.

(i) Selective Dissemination of Information

Although attempts have been made in the past to introduce Current Awareness Services such as Marine Science Contents Tables (FAO) and Current Contents (Institute of Scientific Information - ISI), there has been little response from the scientific staff. It is recommended that profiles of staff interests are constructed by the library staff in discussion with the individual scientists. These profiles should then be regularly run by the librarians against Current Contents on Diskette and Aquatic Sciences and Fisheries Abstracts on CD-ROM. The results of these runs should then be presented to the scientists as a print out of references and abstracts. [In the future, these results could be given to the scientist on diskette in the format of a Personal Bibliographic Software - see Appendix F]

(ii) Retrospective Retrieval Services

These services are normally provided as a mixture of databases available on-site as CD-ROMs and databases on remote computers searched by online telephone links. The telephone system in Angola is not yet sufficiently developed to enable the latter to be viable. The Aquatic Sciences and Fisheries Abstracts database is, however, available in CD-ROM format and

is an essential acquisition for IIP's LIS.

(iii) Document Delivery

Having stimulated demand by (i) and (ii) above, it is essential then to be able to make the documents available quickly to the scientist if required. Since, at the moment, there is no inter library loan system in Angola, and that the Southern African Development Information System (SADIS) - see Networks and Cooperation (page 17) is still in its formative period, this will initially have to be a combination of the ISI's Genuine Article Service and the British Library Overseas Loan Service.

(iv) Implementation

In order to assist with the development of the scientific research programme and to stimulate the scientists interest in information services I have constructed provisional profiles with some of the scientific staff. I will run these against various databases from the UK and forward the results to the IIP librarians. They will liaise with the scientists and let me have details of documents required to be delivered. I will then organise copies to be despatched to the IIP LIS. This is only intended to be a stop-gap measure until the necessary equipment and information sources are available at IIP and the IIP LIS staff are trained in their use (see Training section, page 16).

Space and Equipment

Space and Environment

Although I did not get to the Lobito site, I understand from Francisca that there will be sufficient Library space for the immediate future and that there is space and the necessary sockets etc. for a computer in the library. There are some problems with dust and this may need to be explored further in the future.

The library at Luanda is centrally situated and a reasonably pleasant working environment. If, however, the stock is to be increased as envisaged, it will be necessary to extend into the adjoining room (the old computer room). I did a quick evaluation of the material to be integrated into the library and roughly estimated the amount of shelving and other materials necessary to achieve this. The results of this survey indicated that the old computer room would provide sufficient space for this operation and for the envisaged expansion of stock from new acquisitions for the next few years.

I understand that the air conditioning in this room is not functioning correctly and that this leads to water dripping from the ceiling in the hot season. I also understand that ASDI should be able to get this situation rectified. If the recommended timetable for implementation (see page 16) is to be adhered to, it is essential that the repairs are accomplished by the middle of November 1992 at the latest. The necessary shelving and storage boxes should be ordered quickly to ensure delivery by the end of October to the middle of November 1992. Liaison between the consultant, the Director General of IIP and the Project Manager (or the Research Advisor should the Project Manager still not be appointed) will be essential. This shelving should be erected, in position and fixed before January 1993.

Equipment

The following new equipment will also be required in addition to the shelving and storage boxes mentioned above :

- One new IBM compatible computer for the Luanda site. An exact specification should be agreed between the Director General of IIP, the Project Manager and the consultant in relation to the requirements of the databases and information services recommended by the consultant.
- A tape back-up system for the computer
- Two anti-surge devices. One for the new computer and one for the existing computer which should be re-located to the Lobito site.
- One CD-ROM player for the new computer complete with board and software.

This new equipment should be specified, ordered and delivered to the Luanda site before the end of December 1992.

Staffing of the LIS.

Skills, Qualities and Incentives.

The ideal qualities and skills required for effective personnel in the LIS would include - a background in biology, a professional training in information science or librarianship, computer skills, fluency in Portuguese combined with a working knowledge of English. They need to be highly motivated, industrious, good communicators and flexible in the range of work that they are willing to undertake.

It would be unrealistic to expect to be able to recruit Angolan nationals with all these attributes at the present time. Progressive training of staff possessing the qualities in the last sentence in the above paragraph, however, could achieve the desired results. Such training would be mainly carried out on the job in Angola although some overseas training may be useful after a certain level of proficiency had been reached.

IIP has been fortunate to have had staff with the above qualities and skills in the past. Since salaries in the Government sector are low however, it has been impossible to retain their services for any length of time. A solution to this problem has to be found otherwise IIP will be acting as an unpaid Language and Library School for the Private sector for the foreseeable future. A combination of contractual obligations to stay for a specified period after receiving training (including training on the job at IIP) with progressive productivity payments may be a way forward.

Proposals for Staff and Structure.

The staffing and structure of the LIS is at a transition stage and the opportunity exists now to implement a constructive change - to coordinate the separate libraries in order to improve services to both sites and to build a professional LIS team trained in modern techniques.

Suggestions for a new structure, the personnel for each post and possible job descriptions are given in Appendix E. It can be seen from this structure that no useful role for Jose Walo can be envisaged in the LIS and that, after the material in the old Ministry of Fisheries building at Luanda has been integrated into the LIS, the requirement for someone to sit at the desk in that room would cease.

Training

The major requirement for the immediate future is a concentrated training programme for the library personnel detailed in the proposed new staffing structure. This is essential, not only because of the proposals to introduce new systems and services, but also due to the unfortunate loss of Beryl Makondekwa and her skills (see page 9). The need is urgent since Ester (Luanda) has received minimal training from Walo as far as I can ascertain and is not at all confident about procedures. It is unlikely that any new material or backlog material will be successfully entered until such training has been received. Nor will Francisca (Lobito) be able to commence the conversion of her

systems and the rationalization of the LIS for the future.

Since many of the major databases and scientific papers and reports are in the English language, it is essential that Ester and Francisca attend the Basic English classes being arranged at IIP. It would also be useful if N'Singi Kumbi could continue to develop his knowledge of English by attending the more advanced classes.

An intensive period of training in library systems and services should be organized and held at IIP mainly at the Luanda site but including at least one week at Lobito. The topics to be covered should include cataloguing, classification, the use of the CDS/ISIS software, computer back-up systems, the construction of subject profiles, the use of Current Contents on Diskette, the use of Aquatic Sciences and Fisheries Abstracts on CD-ROM, document delivery systems, and the setting up and maintenance of an exchange scheme. It may also be possible to install and train in the new version (3.0) of the CDS/ISIS software if the Portuguese version is available by then.

The above is a large area to cover. It would require four weeks not allowing for any set-backs. A considerable amount of material would need to be prepared in advance and instruction sheets/ summary sheets in Portuguese and English would be essential. It would also be essential for all the items mentioned in "Space and Equipment" above to have been successfully completed. I would therefore consider that it would be unlikely that the training could commence before early January 1993. I would also stress that this date should be considered to be the latest date by which such training should have commenced if the momentum of the LIS is not to cease altogether!

I would also recommend that there is a continuity of consultants and training personnel for the future in order to get the maximum benefit with the minimum cost. It would take at least a week (maybe even longer) for any new consultant to obtain a working knowledge of the organization and , therefore, to become effective.

It would also be extremely useful to have someone able to continue to assist the library staff with any problems and with the extra work involved until they gain experience. This should only be necessary for two or three months on a part time basis. One person suitable for this role and who will be resident in Luanda for the envisaged period of time would be Hilary Craig.

Networks, Cooperation and Collaboration

The immediate essential progress required in this area is that the staff of the two site libraries are encouraged to collaborate in order to create a coordinated Library and Information Service for the whole of IIP from the combined resources of both sites.

As IIP's LIS continues to develop and grow, it should be in a good position to cooperate within Angola with both the Ministry of Fisheries and the University of Luanda.

Continued contact with the Library at the Instituto Nacional de Investigacao das Pescas (INIP) in Lisbon will be helpful and it was useful to have had the opportunity to talk to Professor Maria Jose Costa (Vice-President INIP) during her visit to IIP. I will be happy to discuss this further with INIP's librarian, Lidia Neunes, when I see her in Bremerhaven in October 1992.

In the medium term future it would be useful for the LIS staff of IIP to explore the situation with the Southern African Development Information System (SADIS). This is a sub-regional information system formally established in Harare, Zimbabwe in February 1982, through the initiative of the Pan African Development Information System (PADIS). SADIS was established specifically to meet the information requirements in the areas of scientific and technological research and development for the nine states comprising the Southern African Development Coordination Conference (SADCC). The states are Angola, Botswana, Lesotho, Malawi, Mozambique, Tanzania, Swaziland, Zambia, and Zimbabwe. This number will eventually increase to ten to incorporate Namibia. Although Angola is responsible for Energy in this cooperative scheme, Malawi is responsible for Fisheries, forestry and Wildlife. Scope for fruitful collaboration would seem to be possible. The Director General of IIP and the Research Advisor will be visiting several of these countries in the near future and may be able to explore the opportunities further.

BUDGETARY IMPLICATIONS 1992 - 1993

The following are broad brush-stroke estimates of the costs of the recommendations made in this report for the financial period July 1992 to June 1993.

ITEM/RECOMMENDATION	COST (£)
LIBRARY CONSULTANCY JULY/AUG.1992	3,000
TRAINING JANUARY 1993	5,000
PART-TIME SUPPORT JAN/MARCH 1993	2,000
SHELVES AND STORAGE BOXES	2,000
BOOKS (MAINLY FROM OTHER SOURCES)	500
NEW JOURNAL SUBSCRIPTIONS	4,000
FILLING GAPS - FREIGHT & CLEARANCE	500
COMPUTER AND ANCILLARIES	5,000
DOCUMENT DELIVERY	1,000

TOTAL	£ 23,000

NO OVERSEAS TRAINING FOR LIBRARY STAFF IN 1992-1993 IS ENVISAGED. THIS SHOULD LEAVE A CONTINGENCY OF APPROXIMATELY £8,000 FROM THE ASDI BUDGET FOR LIBRARY EXPENDITURE JULY 1992 TO JUNE 1993.

FUTURE DEVELOPMENTS

This report has concentrated on the immediate requirements of the LIS in order to build on the existing base and provide the framework to ensure that effective support can be given to the developing research needs of IIP. The emphasis is on developing the skills and qualities of the LIS staff as well as on the provision of an interactive service.

These recommendations are made in the knowledge and understanding of the principles of IIP's Development Programme (1992 - 2004). Further developments in the LIS in line with the requirements of this programme are outlined in Appendix F.

ACKNOWLEDGEMENTS

Before any consultant can use his expertise and experience to assist the client he must rely on the cooperation and accumulated knowledge of many people and organizations involved with the

project. This consultancy would not have been possible without the recognition by Luis Anapaz the Director General of IIP, and John Craig the Research Advisor of the central importance of an effective Library and Information Service to the role and objectives of IIP nor without the funding from the Swedish International Development Authority. For consistent help and support in making all the necessary arrangements for travel, for preparation of the consultancy contract, and for translation of the report into Portuguese, I warmly thank Bo Bengtsson and his staff at SWEDMAR in Goteborg, Sweden.

Whilst in Luanda, the smooth running of the consultancy was dependent on the knowledge and assistance of both John Craig and his extremely capable Personal Assistant Noemia Santos, without whom many meetings, discussions, and practical details would have been a mystery to me.

I am grateful to all the scientific staff of IIP for freely and willingly giving me so much of their valuable time and helping me with my enquiries, particularly Maria Antonia Nelumba, N'Kosi Luyeye, Antonio F. Fontes Pereira, Maria de Lourdes Sardinha, Nathalie Baillon, and Kumbi Kilongo.

The future progress of the LIS will depend on the qualities and skills of its staff. The attention, concentration, eagerness to explore new services, and enthusiasm for change and development shown by Ester Jimoteo Capindissa, Francisca Inacia Horacio da Santos, and Kumbi Kilongo made my immediate task a pleasure and instilled an optimism for the future. My appreciation for their patience with my lack of Portuguese is only exceeded by my thanks to N'Kosi Luyeye, Maria de Lourdes Sardinha, and Noemia Santos for their help and skilful interpretation of my English during the demonstrations and discussions of LIS matters.

The help and dedication of the staff of the Administration Department (and Noemia yet again) can be illustrated by their 04.00 am start on the day that I should have flown to Lobito.

In the same vein I wish to express my gratitude and thanks to Noemia Santos and Beryl Makondekwa for giving up their Saturday morning to help me understand the existing LIS systems and the crew of the research vessel Goa for their warm acceptance and cheerful company.

TERMS OF REFERENCE

The consultant, in consultation with the Director General, the Research Advisor, Antonia Nelumba, Library counterpart, and members of the Scientific Staff of IIP shall investigate, advise and report on the following aspects of library and information provision:-

1. The objectives and the management structure of the Library and Information Service (LIS).
2. The subject scope of the LIS and its relationship with local, national, regional, and international facilities.
3. The range of user groups.
4. The staffing of the LIS.
5. The stock of books, journals, reports etc., - their selection, acquisition, recording, cataloguing, classification and arrangement.
6. Systems for interlibrary loan and document delivery.
7. The provision of information services such as Current Awareness, Retrospective Retrieval, Translation, Information Products and Publications, and Referral.
8. The requirements for computerization and automation including on-line systems, CD-ROM systems, in-house database systems, etc.
9. The establishment and reinstatement of networks, cooperative and collaboration with other library and information systems.
10. The training of both the library staff and the end-users of the services.
11. The budgetary implications of 1 - 10 above.

The consultant shall initiate preliminary discussions with the INIP library in Lisbon and, if possible, other Portuguese libraries in order to try and reinstate their cooperation and collaboration in rebuilding the LIS.

CONSULTANT: Ian Pettman
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The Freshwater Biological Association
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PERIOD OF CONSULTANCY: 20 July to 3 August 1992

THE ROLE AND OBJECTIVES OF THE LIBRARY AND INFORMATION SERVICE

Role

The LIS is a scientific support service. Its role is to provide timely access to all information in the areas defined in the subject scope document to the users specified in the user groups document. Although the LIS has staff and stock on two sites, it aims to provide an integrated IIP service, not independent site services.

Overall Objectives

The libraries will cooperate and coordinate services in order to provide the most effective and efficient support to the scientific effort by:

Selecting, acquiring, organizing and conserving a stock of information sources relevant to the subject scope.

Providing surroundings conducive to consultation and use of the stock.

Drawing the attention of users to the information held locally and also information available from external sources by means of Selective Dissemination of Information (SDI) services, Current Awareness (CA) services, and Retrospective Information Retrieval (RIR) services and systems.

Providing Loan services on and between the IIP sites, Inter Library Loan services from other National and International Libraries and utilizing Document Delivery services to ensure that material brought to the attention of the users can be effectively obtained.

Organising and maintaining collaborative and exchange systems with other Library and Information Services nationally and internationally.

Maintaining and developing the level of professional librarian and information scientist expertise available to the user groups.

USER GROUPS

The major purpose of the LIS is to serve users, therefore defining the user population and their research interests are essential factors in planning. The potential user groups of IIP's LIS could be considered to be (in order of priority):

The Scientific staff of IIP

The Technical staff of IIP

The Management and Administrative staff of IIP

Visiting workers, undergraduate students and postgraduate researchers attached to IIP

Scientists and managers from the Ministry of Fisheries

Professors and lecturers from Angolan Universities, Colleges and other research institutions

Professors, lecturers and students from other southern and western African universities and fisheries research institutions

Users from industry and commerce relating to the fisheries effort

APPENDIX D

THE SUBJECT SCOPE

The LIS will cover the following core subjects in depth:

FISH STOCK ASSESSMENT TECHNIQUES

PELAGIC FISHERIES

DEMERSAL FISHERIES

*SHRIMPS

FISHERIES AND CRUSTACEAN BIOLOGY

TAXONOMY

POPULATION STUDIES

AGE AND GROWTH STUDIES

REPRODUCTION AND FECUNDITY

MORTALITY

ECOLOGY

BEHAVIOUR

ENVIRONMENTAL ASPECTS

POLLUTION

ENVIRONMENTAL IMPACT ASSESSMENT

*MARICULTURE

*FOOD TECHNOLOGY

OCEANOGRAPHY (TEMPERATURE, SALINITY, OXYGEN)

CRUISE REPORTS

GEAR SELECTIVITY

ARTISANAL FISHERIES

The following subject areas may have to be covered if the Ministry of Fisheries does not support a Library:

*FISHERIES MANAGEMENT

*SOCIAL ASPECTS

*ECONOMICS

*QUOTAS

*ENFORCEMENT

* = Not funded by ASDI

The above structure will facilitate the transition of the Libraries into a coordinated LIS for the whole of IIP. Such a service would need to report to a manager responsible for both sites. The duties of the Advisor would be in addition to his existing scientific role and would be to act as a two way channel. He would give scientific advice to the LIS staff on the subject content of acquisitions, developments in IIP's scientific research programme, and the scientists' information needs. He would also communicate developments in the LIS to the IIP management structure as necessary and, in liaison with Ester and Francisca, would present an annual report on the LIS to the Director General and prepare an annual estimate of the LIS's budget requirements for the next financial year.

Ester and Francisca would be responsible for the collections and services to staff on their respective sites. In addition to this, however, the new service will need constant discussion and collaboration between the two staff in liaison with the Scientific Advisor in order to maintain an effective and coordinated service within realistic budgetary limits.

After training in January 1993, it is envisaged that Ester will be able to maintain the Luanda side of the LIS and, with the help of the Training Consultant, the Scientific Advisor, and the 2/3 month temporary continuing support post, complete the integration of the back-stock on this site. It would seem that the post presently held by Jose Walo would not be required after December 1992, and that, after the integration of the library stock from the old Ministry building (estimated April 1993), there will be no requirement for a person to sit at the doorway to that room.

The full-time assistant post at Lobito will certainly be required until the new system has been installed and the existing stock has been re-classified and re-catalogued. In July 1993, this post may need to be re-examined in the light of progress in developing a coordinated service. It may be that a part-time post on each site may be a more useful solution at that time.

APPENDIX F

FUTURE DEVELOPMENTS IN THE LIS

The outline below is an estimated timetable of some of the more important LIS developments that will need to be addressed in line with the overall progress of IIP in implementing its Development Programme (1992 - 2004):

DEVELOPMENT/ SERVICE	ESTIMATED TIME PERIOD
Internal loan systems	
As the LIS and the pace of the scientific research develop, the stock of the LIS will be more extensively used. The existing internal loan system is not designed for this and will need to be re-designed.	1993/1994
Scientific Staff	
PBS Since most of the scientific staff do not have extensive personal lists of references at the moment, the introduction of Personal Bibliographic Software (PBS) in line with the LIS developments would be an efficient use of resources.	1993/1994
Seminars When the LIS staff are trained and confident they should give seminars and support to the scientific staff both in the use of the LIS and in the use of the PBS.	Late 1993 and regularly thereafter
Equipment	
As the LIS database and computerized services develop, the computer at Lobito will need to be upgraded.	1994/1995
Budgets	
The LIS will be able to devote more of its budget to stock and services each year as its need for training and consultancy support declines	1994 onwards
Services	
Further services can be progressively	

introduced as IIP moves forward and as the nation's infra-structure improves. Some possibilities for the future are:

online database searching	1994/1995
referral services	1994/1995
translation services	1995/1996
input to the international ASFA database	1995/1996

Networks

Continued development of LIS networks within Southern Africa and Internationally	1994 onwards
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Disaster Plan

The devising of procedures to safeguard LIS materials in the face of natural disasters e.g. fire, floods etc	1994/1995
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Freshwater

The provision of information on freshwater fisheries and related topics either to staff of the Institute or to other Institutes in Southern Africa	1996 -
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This is not intended to be a precise or definitive list of services and actions, simply to indicate that further developments in the LIS will need to be borne in mind within the overall development of IIP and its science.