

# REPORT NO

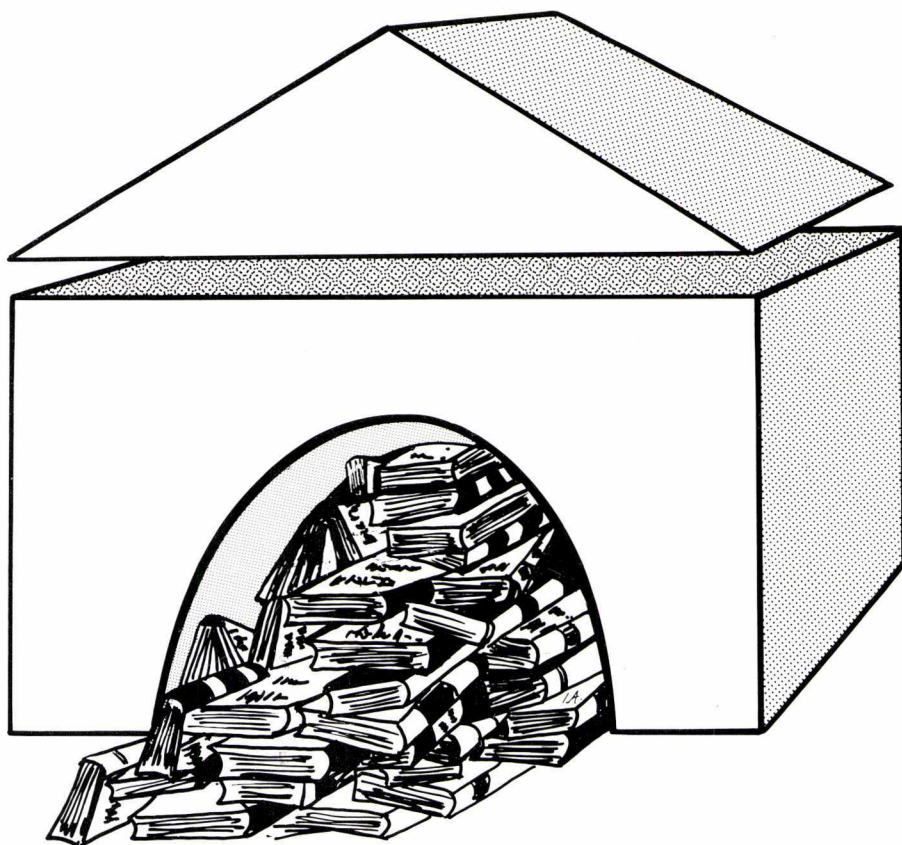
03-88



NVE  
NORWEGIAN  
WATER RESOURCES AND  
ENERGY ADMINISTRATION

## REORGANIZATION OF THE TECHNICAL LIBRARY AT EDM

### A MISSION REPORT



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NVE  
NORWEGIAN  
WATER RESOURCES AND  
ENERGY ADMINISTRATION  
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NORAD  
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ELECTRICIDADE de  
MOÇAMBIQUE



NVE  
NORWEGIAN  
WATER RESOURCES AND  
ENERGY ADMINISTRATION

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**Sammendrag/Abstract**

The report provides recommendations on the reorganization of the technical library at the headquarters of Electricidade de Moçambique, Maputo, based on a mission 29.8 - 10.9. 1988.

**Emneord/Subject Terms**

Mozambique  
Electricidade de Moçambique  
Technical Library

**Ansvarlig underskrift/  
Project Co-ordinator**

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## 1. INTRODUCTION

The head of the library of the Norwegian Water Resources and Energy Administration (NVE) visited the headquarter of Electricidade de Mocambique (EDM) on a short-term mission 20.8 - 10.9.1988. The terms of reference for the mission were:

### EDM-Technical Library Terms of Reference

#### 1. Background

At the EDM headquarter a small library is located, containing an increasing number of technical periodicals, as well as books and other technical literature.

In the present state the library is badly organized and lacking a proper filing system. The use of the library is therefore quite reduced, as it is difficult to get a good knowledge of the library's contents.

#### 2. Objectives and scope of work

Personell, preferably a librarian with experience on technical literature, should be engaged by NVE to organize the existing library and to forward suggestions for future improvements. The scope of work should be:

- i) Make a registration of existing literature.
- ii) Organize the literature, both physically and in terms of an index-system.
- iii) Prepare routines for maintaining the system.

The report is providing a description of today's system, recommendations on how to organize the library and maintain these systems.

The work at EDM was accomplished with the help and cooperation of

*Mr. Fernando Veloso. Head of Information and Documentation  
Division, EDM*

*Mr. Hans Terje Ylvisåker. Coordinator EDM/NVE Cooperation.*

## 2. SUMMARY AND RECOMMENDATIONS

In order to make the publications at the library of EDM more easily available, it is recommended to establish suitable index-system for:

- Books
- Periodicals
- Annual publications
- Statistics
- Official Bulletin
- Standards, norms and regulations
- Newspapers
- Brochures
- EDM publications

The publications should be physically arranged according to these systems.

It is also recommended to establish

- routines for accession
- equipment for - index-systems
  - storing of publications
  - reading facilities

At this time it is not recommended to establish a computer-based system, both because of its vulnerability and the rather small amount of documents to be handled.

Proposed plan of implementation

1. Decide what localities to use
2. Purchase equipment according to localities
3. Hire a librarian with experience from technical literature to classify and catalogue the existing literature and

organize the index-systems. It should be possible to complete this work within a period of 3 months.

At the same time engage a local documentalist/librarian to be trained during this period.

4. Establish a library committee with representatives from each major division to assist in choice of accession, periodicals renewal and subject-classification of difficult literature.

Approximate cost of this plan:

Shelves for display of current year of periodicals 64 titles of periodicals	NOK 8 000
Catalogue	
15 drawers	NOK 4 500
10 000 cards	NOK 1 000
Card-index system (KARDEX)	
4 drawers	NOK 4 000
Cards	NOK 1 200
Periodical cassettes 400 in cardboard	NOK 6 000
Other library equipment	NOK 10 000
A librarian at work for 2-3 months (including travelling expences)	NOK 100 000-150 000

All prices are approximate and in NOK. Some of the articles can perhaps be obtained in Maputo through CEDIMO.

### 3. GENERAL DESCRIPTION

The technical library is located at the ground floor of the EDM headquarters. Administratively it is sorting under the Information and Documentation Division. According to a newly made inventory list it consists of 3400 issues of periodicals and 1445 books. The list of books also contains some periodicals, the Official Bulletin and old Portuguese standards and legislation.

In addition there are about 800 reports from the Cabora Bassa project and several heaps of various publications. There is an old index-system which is neither complete nor reliable. The publications are kept in glass-fronted bookcases in no special order. All periodicals newer than 1987 are kept with the General Director, but will be sent to the library as soon as it functions.

#### 4. PROPOSED LOCALITY

The technical library is recommended to be located at or near the headquarters. The present localities are too small, especially since it will also be used as working facilities for both users and personnel. It is preferable that the Information and Documentation Division is not spread at too many premises. At the ground floor of the EDM headquarters is a meeting-room of about 50 m<sup>2</sup>. This could be used as a combined library/meeting-room, with the present library as a smaller meeting-room and depository for the Official Bulletin. There is also a small room that could be used as an office. One of the staff should always be present in the library.

If the present localities are chosen all the same, one might well keep the present bookcases as they may be useful for the storage of the Official Bulletin in the future.

It is still recommended to have special shelves for the current periodicals and the collection of reference books.

#### 5. PROPOSED INDEX-SYSTEMS AND PHYSICAL STORING OF PUBLICATIONS

The following index-systems are recommended for the different kind of publications:

### 5.1 Books

- Accession-listed at arrival.
- Catalogue by the International Standard Bibliographic Description for Monographic Publications - ISBD (M). 1. level.
- Classification by Universal Decimal Classification. Abridged. (Both ISBD and UDC are used by other libraries in Maputo)
- Physically arranged on shelves either by accession-number or UDC.
- One alphabetic catalogue with authors, titles and cooperations
- One systematic UDC-catalogue
- One alphabetic subject catalogue.

The SADCC Energy Documentation Centre in Luanda, Angola uses Dewey Decimal Classification, which is a more simple classification system. If considering a future link to this centre, it may be convenient to use Dewey instead of UDC. One may have the same catalogues.

### 5.2 Periodicals

- Alphabetic card-index (KARDEX) for current periodicals
- Alphabetic catalogue over the library's collection
- Physically arranged on shelves in alphabetical and chronological order in cassettes with a display of current volumes

### 5.3 Annual publications

- Alphabetic kardex
- Reference cards in alphabetic and systematic catalogue
- Arranged alphabetically and chronologically

### 5.4 Statistics

- As books with ISBD and UDC/Dewey or
- Alphabetic kardex



### 5.5 Official bulletin

- Alphabetic kardex
- Binding every year
- Copy all matters concerning EDM (legislation, norms and regulations) and keep in loose-leaf file either chronologically or subject-divided.

### 5.6 Standards, norms and regulations

Mocambique: Copies from Official Bulletin (ref. 5.5)

International: Catalogues from International Standard Organization,  
International Electrotechnical Commission a.o.  
All orders for standards and norms should go through the library for full survey over which standards are available at EDM.

### 5.7 Newspapers

The daily newspapers should be kept in the library. In the longer term it is recommended that the copy-service of the newspapers also is placed in the library, subject to availability of competent personnel.

### 5.8 Brochures

- Alphabetic kardex
- Plastic folders in ring binders

### 5.9 EDM publications

- Brochures - same as 5.8
- Publications - same as books, annual publications etc.

## 6. ACCESSION

A number of publications are now ordered through the library of NVE. NVE has an alphabetic index on these publications. 29 periodicals are in subscription through NVE's agent. All these are kept with the general manager. A renewal list is sent to EDM every year. It is important that it is returned to NVE with corrections.

The accession of publications seem to be more or less by chance, with no clear policy or regular routines. This is a problem that must be solved within EDM.

One solution is a library committee with representatives from each major division in EDM (including the library) and a fixed amount of money earmarked for publications and periodicals every year.

## 7. RULES FOR USE AND LOANS

It is necessary with clearly defined rules for

- who may use the library
- who may loan
- what kind of publications
- for how long
- how many
- overdue penalties

A loaning system should consist of 3 copies

- 1 alphabetic on author
- 1 alphabetic on loaner
- 1 copy for the loaner

The library's ownership to the different publications should be clearly defined.

It is not recommended to loan periodicals and reference books.

## 8. COLLECTION OF BOOKS

### 8.1 Reference books

The library should have a separate collection of reference books (Handbooks, manuals, encyclopedias etc.).

This could be built up with the assistance of NVE.

### 8.2 Educational books

There is a national budget - INLD - for accession of educational books at a more simple level. In this way the library of EDM could also be able to offer literature to the less educated staff.

## 9. EQUIPMENT

This will to a certain degree depend on which localities are chosen. The size of the library will decide how many shelves are required.

Shelves for display of current year of periodicals

64 periodicals

Catalogue

15 drawers - 10 000 cards

Minigraph for cardproduction (NVE has one which is not in use)

Card-index (KARDEX)

4 drawers

Periodical cassettes

400 in cardboard

In addition there will be required

Stencils and link for the Minigraph

Stamp

Signature labels

Book tape

Labels for colour marking

UDC in portuguese (at CEDIMO) or Dewey DC

ISBD in portuguese (at CEDIMO)

It has at this moment not been possible to verify which of these articles may be obtained in Maputo.

#### 10. PERSONNEL

The library is staffed with 2 persons with respectively 8th and 9th grade. With training they can handle the kardex for periodicals and other matters, but all future cataloguing and classification must be done by a documentalist/librarian. Most of the literature is in English, it is at a high technical level, so it is recommended to hire a documentalist/librarian to take care of the professional library work.

#### 11. LIBRARY STATISTICS

It is recommended to keep statistics over

Accession

Loans

Use of library

Copies taken

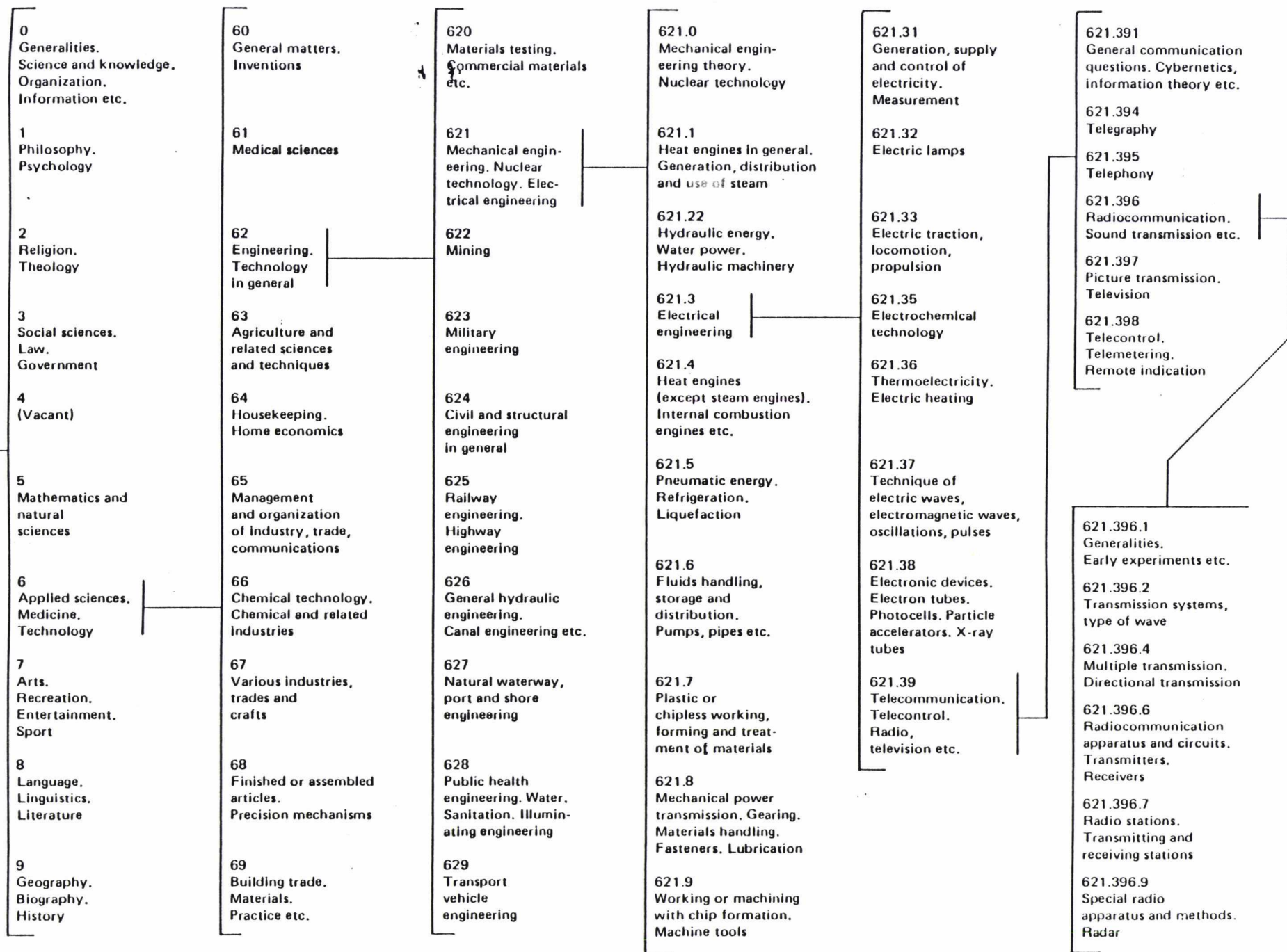


Figure 1. Hierarchic subdivision, from 1 to 7 digits

## II ALPHABETIC CATALOGUE

31  
E

Energy statistics yearbook 1986 /  
published by United Nations. -New  
York: UN, 1988. - 439 p.

ISBN  
89/1

31  
E

United Nations  
Energy statistics yearbook 1986 /  
published by United Nations. -New  
York: UN, 1988. - 439 p.

ISBN  
89/1

There cards will be in an alphabetic catalogue both on

Energy statistics yearbook 1986

and

United Nations

## II SYSTEMATIC UDC - CATALOGUE

31           Energy statistics yearbook 1986 /  
E           published by United Nations. -New  
            York: UN, 1988. - 439 p.

ISBN  
89/1

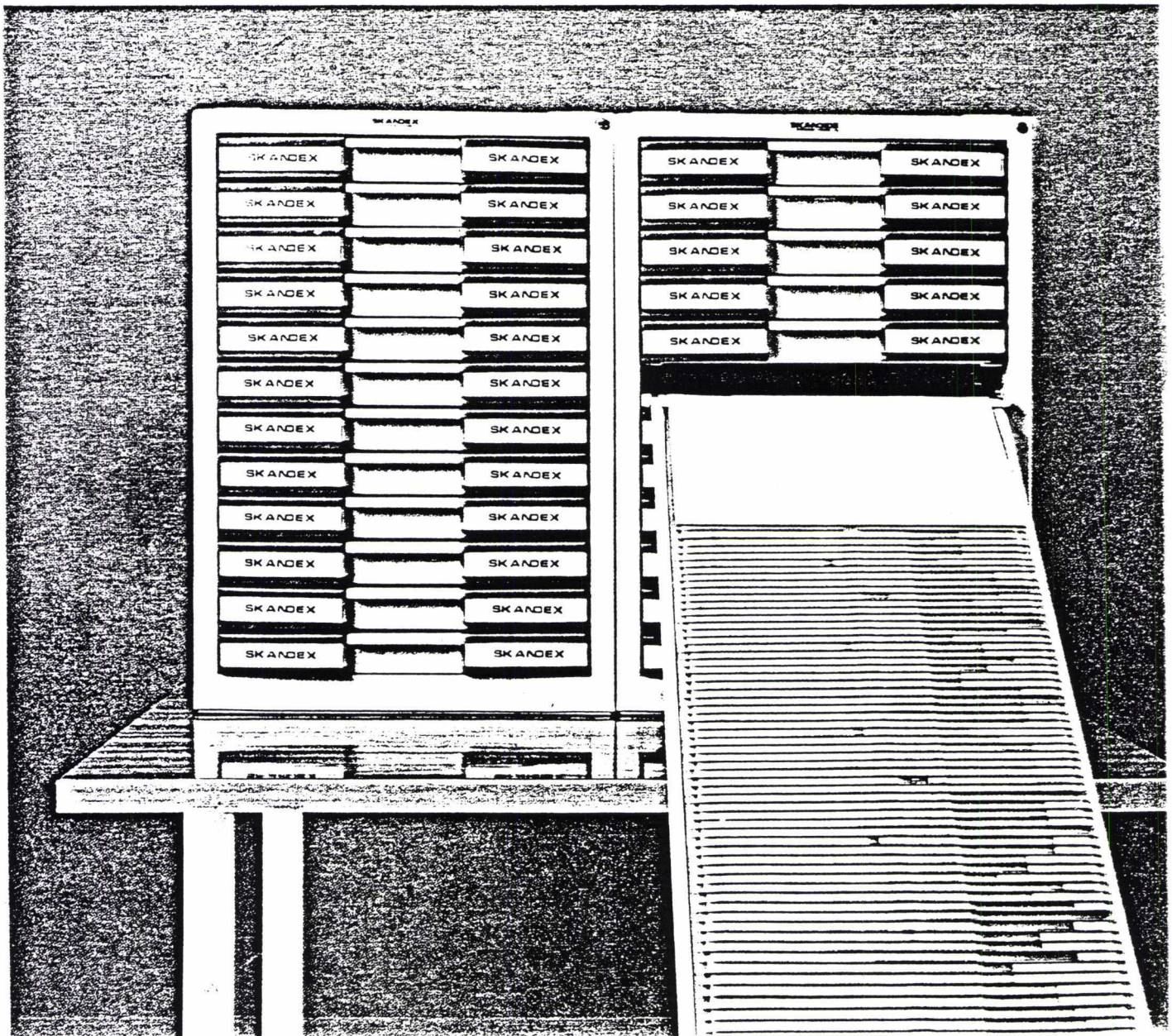
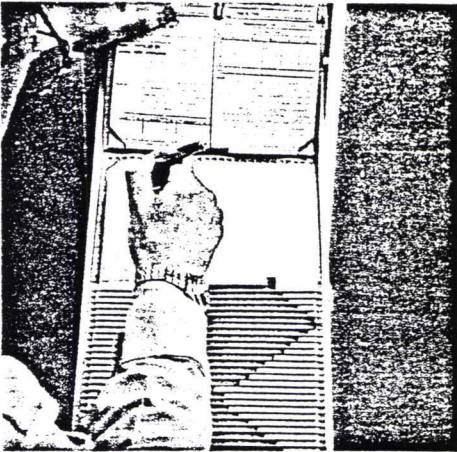
All cards that is classified on 31 . Statistics will be in this catalogue in the UDC order

Statistics	31
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When interested in what the library has on a chosen subject



### III KARDEX-SYSTEM





### III CARD-INDEX SYSTEM (KARDEX)

Titel :

Classification:

[illegible]

Title:

Title:

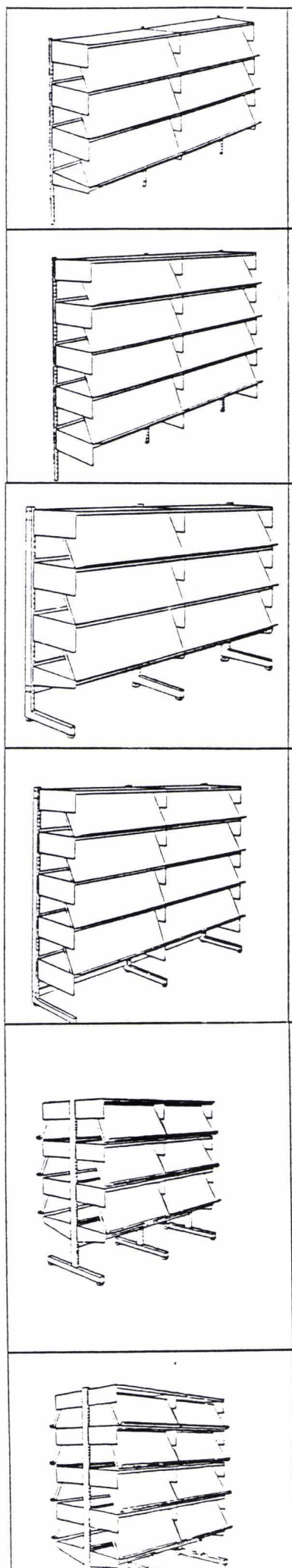
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# IV SHELVES FOR PERIODICALS

Free-standing

Free-standing

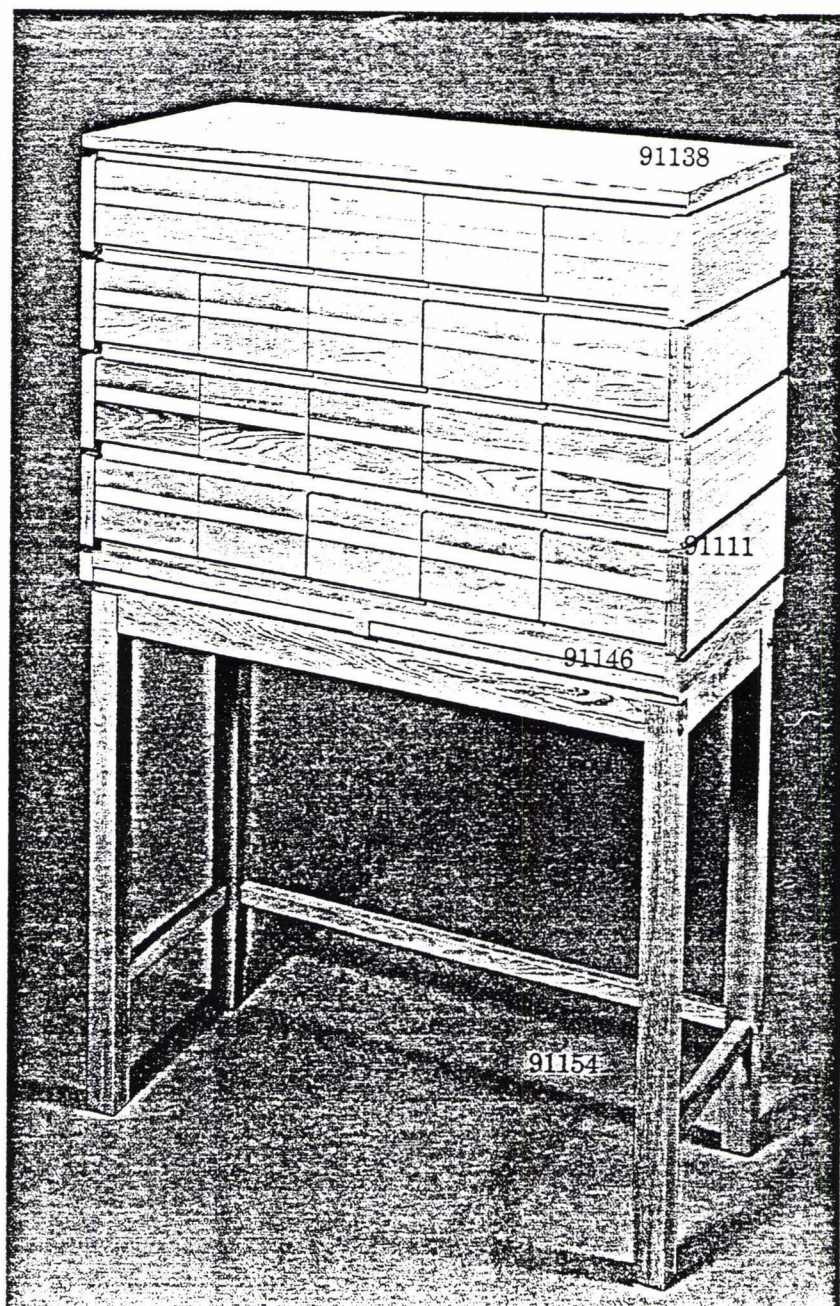
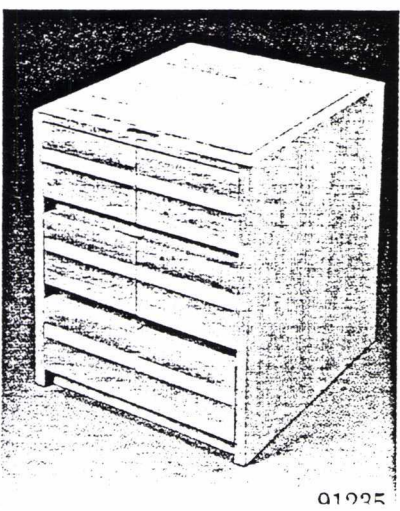
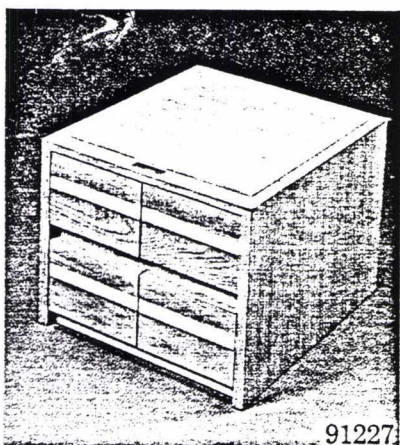
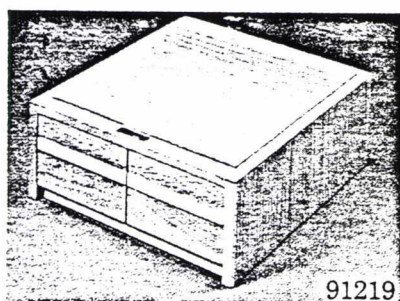
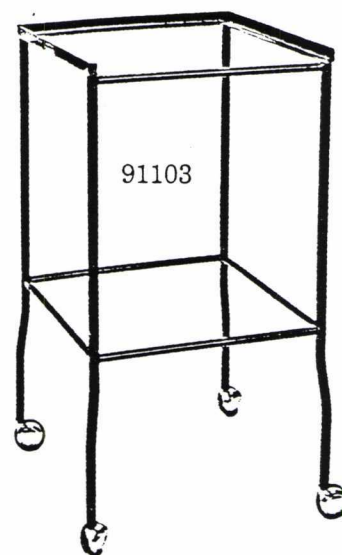
Shelves for current volumes of periodicals  
Display of latest issue in front  
Depth 35cm



	Breadth in cm	Hight in cm	Prices in NOK
86215	1 × 90	160	1.128,-
86223	2 × 90	160	2.211,-
86231	3 × 90	160	3.294,-
86258	4 × 90	160	4.377,-
86266	5 × 90	160	5.460,-
86270	1 × 90	190	1.446,-
86275	2 × 90	190	2.837,-
86285	3 × 90	190	4.228,-
86287	4 × 90	190	5.619,-
86295	5 × 90	190	7.010,-
86169	1 × 90	160	1.738,-
86177	2 × 90	160	3.206,-
86185	3 × 90	160	4.674,-
86193	4 × 90	160	6.142,-
86207	5 × 90	160	7.610,-
86300	1 × 90	190	2.094,-
86305	2 × 90	190	3.889,-
86310	3 × 90	190	5.684,-
86315	4 × 90	190	7.479,-
86325	5 × 90	190	9.274,-
86673	1 × 90	160	2.794,-
86681	2 × 90	160	5.309,-
86703	3 × 90	160	7.824,-
86711	4 × 90	160	10.399,-
86738	5 × 90	160	12.854,-
86746	1 × 90	160	3.280,-
86754	2 × 90	160	5.975,-
86762	3 × 90	160	8.670,-
86592 (w/hjul)	1 × 90	190	3.462,-
86606 (w/hjul)	2 × 90	190	6.609,-
86614 (w/hjul)	3 × 90	190	9.756,-
86622 (w/hjul)	4 × 90	190	12.903,-
86630 (w/hjul)	5 × 90	190	16.050,-
86649 (m/hjul)	1 × 90	190	3.948,-
86657 (m/hjul)	2 × 90	190	7.275,-
86665 (m/hjul)	3 × 90	190	10.602,-



# IV CATALOGUE





#### IV CARDBOARD CASSETTES FOR PERIODICALS



## V LIST OF PERIODICALS IN SUBSCRIPTION

1. Adressed to Secao de Telecom  
Electronics & Wireless World  
Practical Electronics
2. Adressed to General Manager Fernando Juliao  
Antenna-Electronica Popular (From 1989)  
CZI Industrial Review  
Diesel & Gas Turbine Worldwide  
Diesel & Gas Turbine Worldwide Catalog  
Electric Power System Research  
Electrical Construction & Maintenance  
Electrical Review  
Electrical World  
Electricidade Energia Electronica  
European Energy Report  
Harvard Business Review  
Industrial Hygiene News (From 1989)  
Industrial World  
Industrie et Development International  
Newsweek  
La Pensee  
Petroleum Economist  
Power  
Power Engineering  
Progressive Builder  
Revue de l'energie  
Seleccoes de Radio (From 1989)  
South : the third World Magazine  
Turbomachinery International  
World Wood

In 1989 these periodicals will cost approx. NOK 30.000