

Santiago, CHILE, August 29, 1996

E-mail: karin.rydberg.rb.se

Dear Karin,

1. Please forgive me for not having answered your last e-mail, we were working at the III Meeting of American Ministries about Infancy and Social Policies, held in Santiago, Chile.

2. Please find enclosed the Table of Contents of our Handbook that, at the present moment is going to be rustically printed.

3. We have sent a project titled "Training Course for the Formation of a Documentation and Information Centre on Infancy" to the Chilean National Fund for the Development of Books and Culture. We are anxiously hoping we will win this project, and of course if we win it, the Handbook will be published.

4. Please find enclosed the Table of Contents.

Hoping for positive results for the Work Group and for you. With best regards,

María Eugenia Rojas

## TABLE OF CONTENTS

### INTRODUCTION

#### I. TECHNICAL PROCESSES

1. Selection
2. Acquisitions
  - a. Buying
  - b. Exchange
  - c. Gift
3. Entering Documents
4. Bibliographical Description
5. Classification
6. Description of Contents
7. Basic Steps in the "Indexation" of a Document
  - a. Document Examination
  - b. Selection of access points
  - c. Translation of "candidate terms"
  - d. Incorporation of new terms
8. Summaries
  - a. Clear, methodical, orderly
  - b. Precise
  - c. Concise
  - d. Accurate image of the original document
  - e. Selfsufficient
9. The Users
  - a. Orientation
  - b. Training
  - c. Education

#### II. DOCUMENTATION CENTRE ON INFANCY

1. Classificatory scheme
2. Controlled Vocabulary

#### III. AUTOMATIZATION IN INFORMATION UNITS

1. The creation of a database
  - a. Monographic level
  - b. Analytic level
  - c. Periodical Publication level
  - d. Information of the publication
  - e. Description of contents
2. Periodical Publications Database

#### IV. CODIFICATION OF DOCUMENTS ENTERED INTO THE PERIODICAL PUBLICATIONS DATABASE

**V. ISIS SYSTEM**

**VI. PRODUCTS**

1. Format Proposal for a Bibliographic Bulletin
  - a. Title
  - b. Period
  - c. Objectives
  - d. Structure of the Publication
  - e. Main Corps
  - f. Indexes
    - Author Index
    - Subject Index
    - Geographical Index
    - The Articles of the Convention Indexes
  - g. Cover and Frontispiece

**VII. ANNEXES**

1. Topographic Signature
  - a. Structure
  - b. The Signature
  - c. Construction of the Signature
2. Questionnaire
3. Analysis and "Indexation" of Documents

**VIII. BIBLIOGRAPHY**