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A GUIDE TO THE DEVELOPMENT OF INFORMATION CENTRES

(Preliminary Edition)

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Introduction

This manual aims at guiding managers of information documentation centres in organising knowledge in both print and non-print media for ease of reference and retrieval. It is geared to the needs of small information centres which operate independently from larger libraries where standards for document processing, storage and retrieval have been established. It is also assumed that in most cases, such information centres are manned by non professional staff. Most of these are secondary school graduates, and a few of them have had library training at certificate level. The manual therefore is simplified to suit this calibre of staff and professionally qualified staff may not find it useful.

The manual is by no means comprehensive but offers guidelines, which will assist the Information Centre managers in organising their collections for effective storage and retrieval. In addition to this guide, the managers should familiarize themselves with the cataloguing tools, in order to improve their skills in the field and also get ideas on what individual decisions can make their collections more accessible.

A collection is only useful if it serves the needs of its users. It is therefore, important for each centre to understand the goal and objectives of its users which it serves. The goals of the parent institution should be used to give direction and set standards for measuring the progress made over a period of time. Goal orientation of the information centre, will encourage the managers of the parent institution to give it maximum support.

The manual will briefly discuss guidelines on how to ensure effective collection developments, information processing, simple methods of effective storage and retrieval and active information dissemination. Guidelines to develop an information Centre will be included. In addition a suggestion list of tools required to achieve the above objectives plus basic supplies will be included in the appendices.

The general presentation of the manual will consider that:-

- a) Information centres in E.A. do not have separate budget from the parent organization.
- b) Information centres have a wider budget coverage than WSS which influences the attention given to WSS.

It is in view of the above that the manual is simplified to suite the needs of small information Centres. Suggestions for improving the manual will be incorporated.

COLLECTION DEVELOPMENT

A collection is a complete stock of books documents periodicals and non-print material in the information Centre. The size of the collection varies with the institution. It is important however, to ensure that the holdings of the centre reflect the main activities of the parent institution. The state-of-the-out review of the discipline in our case WSS. An effort should be made to acquire the latest information on the subject.

Collection development is a system of putting together documents related to an area of interest of the information centre/library. Collection development is a continuous process which lasts as long as the information centre/ and the level of sophistication increases with the growth of the centre. The starting point of your centre should be your own environment i.e. your organisation, District or region and your parent organisation. It is important to remember that collection of documents should reflect the objective(s) of your organization and the needs of your users. There is no need therefore of collecting documents for the sake of it. Collection should be selective and documents deemed useful for other institutions should be donated to institutions that would make better use of the material.

All the institutions we deal with are answerable to Government Ministries responsible for water and sanitation. The starting point for document collection should be, the institution itself. All material held by members of staff in their offices, should be put together in one room. Other organizations which should be contacted for WSS information include:

- Parent Ministry and relevant Departments of other ministries.
- Research institutions
- Non-Governmental Organizations (NGO's) and companies dealing with WSS
- District/Provinces/Regional offices that may be charged with the responsibility of information collection processing, and dissemination.
- Other Information Centres with WSS documents in their collections.
- Bi-lateral and Multi-lateral organizations dealing with WSS. In addition the following should be consulted:- Professionals in the districts and other organizations for information on plans, proposals and on-going programmes, consultancy reports, books, maps, statistical information, training manuals etc.

- Consult your users, they will give you information on what they need.

For published information the sources such as source-books, databases information brochures would be useful.

- Interwater Directory of Information and documentation on water supply and sanitation.
- Drinking water supply and sanitation information Sources.
- ACCIS guide to UN Information sources on the
- Wastes and their treatment information sources and Bibliography.

SELECTION PROCESS:

To be able to select material for your library, you must acquaint yourself with the activities of your Institution. Consult staff in various areas of specialization so that you get their suggestions. Select material with wide usage technically.

You should also consult available reference tools eg. specialized bibliographies, acquisition lists, books reviews etc. select quality material for your institutional needs.

Types of Library Materials

Books: Request for trade category, announcements reviews, bibliographies, books reviews, etc Regional review copies if they can be availed.

Periodicals:

Examine the list of periodicals attached as appendix - select which of them your institution can buy. Be on the look out for new titles.

Technical Reports & Research Studies:

These items are very important yet very difficult to acquire. They are hardly ever published and only a restricted number of copies are available. The best way to acquire these, is by acquainting yourself with professionals and department staff producing them. Liaison with technical libraries in your country may also be useful. If your organizations publish any reports you should persuade your organisation to enforce a policy which obliges staff members to deposit a copy of any such report with the information centre. Be prepared to solicit similar reports from organizations involved in similar

activities. Irrelevant material should be weeded from the collection.

Official Documents

These are publications of any country or specialised agencies both local and international. Some of these are available free while others are for sale. requests should be sent to the relevant institution for free publications and quotations should be requested for the priced ones.

Pamphlets

Usually these are free. They include trade catalogs; fliers etc.

Directories. These are valuable listings. New editions should be acquired.

Microforms

These are reproduction on film of original work and they require special reading equipment eg (microfilm/fiche Reader/printer). Material can be reprinted on to produce hard copies.

Other Non-Book materials:

These include photographs, posters, maps slides, films fliers. These should be acquired with the recommendation of users.

Ordering Books

Once a decision has been made on what to buy, write the information on cards of the same size 3" x 5". Information on each book should be on one card. This should include the following:-

- Author
- Title
- Publisher
- Publication Place
- Publication Date
- Edition
- Price (if known)
- ISBN Number
- Ordered from (publisher/vendor)

Before ordering any material check on the card catalog and the file of outstanding orders, to avoid duplication.

File orders for periodicals separately.

NB It is more convenient to order books through a vendor where one exists. This does not necessarily increase the cost of books and saves you the trouble of

Weeding

Space is a problem in many institutions and therefore your information centre should only hold what is relevant to your organization's activities. Out of date and irrelevant materials should be removed from the shelves. To decide on what to weed, you should consult the users of your collection. Out of date year books and directories which have been replaced by newer versions should be weeded. When an item is removed from the shelves, all cards, must be removed from the card catalog.

You should also indicate that it has been weeded in the accessions register. If such material would be useful to another library, donate it. If a policy of discarding/donating weeded material does not exist, put them away in a closed cupboard or store.

ACCESSIONS REGISTER

An accessions Register is a notebook on ledger in which you record minimum information on each item as it comes to the library for record keeping. Items are not listed in alphabetical order but one in the order in which they are received. An accessions Register this becomes part of the library collection.

NB

This is not a tool for library users and as such no other records should be kept in the register (see sample below)

Copy from Reg.

Date	Ac. No	Author	Title	Publisher	Place of Publication

Periodicals are recorded as follows:

Title	Frequency
Publisher	Expiration Date
Address	Cost

Yr.	Vol.	Jan	Feb	Mar.	Apr.	M.	J	Jul	Aug	Sep	Oct	Nov	Dec

GUIDELINES FOR ACQUISITIONS POLICY

- o State the main objectives of your organization
- o Identify your library users
- o How does your organization relate to other institutions
- o Identify the type of material to be purchased. These should be appropriate for a given task.
- o Identify the specific area that the collection should cover or other related fields.
- o Journal Titles to be Purchased
- o Establish procedure for weeding outdated or irrelevant material. Consider publications such as Newsletters, Annual Reports, Journals, Directories, bibliographies.
- o Indicate periodicity of policy review and period before which proposals should be submitted.
- o Identify institutions, researchers, professionals, Government Ministries and NGOs involved in area of interest. These will constitute the major contacts for Technical Information Exchange.
- o Documents in the collection will be in various languages but the catalogue cards will be in English.

- o Identify body to effect appropriate Exchange Agreements.
- o Specify details about evaluation eg. NGO will evaluate the collection putting into consideration the areas of weakness. On the body's advice and funds allowing such gaps will be bridged.

Attached is a short list of the kind of materials in a Water Supply and Sanitation Institutions:

Reference:

- o Interwater Thesaurus on Community Water Supply and Sanitation
- o Interwater Directory of Sources of Information and Documentation on Water Supply and Sanitation
- o Interwaters Glossary of Terms
- o Interwater Classification System
- o Hart's rules for Compositors and Readers
- o The Oxford Dictionary for writers and editors
- o An English Dictionary
- o A Gogets Theramous of English Words and Phases
- o Glosay of Terms in Information Science

Priority List:

- o Standards for manuals for the construction and maintenance of Water Supply and Sanitation Projects.
- o Research and technical papers, state-of-the-art Reviews, these and dissertations, bibliographies, abstracts, journals conference papers audio visual materials, ITN modules etc. Project evaluation reports etc.
- o Water Supply and Sanitation technical reports and workplans development plans.
- o Health and hygiene education materials.
- o Information materials on project management, construction, operation and maintenance procedures.
- o Government announcements, and other policy publications on WSS Sanitation.

- o Guidelines and journal papers on Financial and administrative aspects related to WSS projects.
- o Directories of consultants, manufacturers and contractors of WSS Projects.
- o Publicity materials from publishers on WSS

ACRONYMS

- AACR2 - Anglo American Cataloging rules 2nd Edition
WSS - Water Supply and Sanitation
NGO's - Non - Governmental Organisations

BIBLIOGRAPHIC DESCRIPTION

Most WSS institutions deal with printed material. These include books, technical reports, printed articles (referred to as monographs) and newsletters, annual reports and journals (referred to as periodicals). It is therefore crucial that a decision on the type of material received is made. Books and periodicals are stored differently in the information centres and a brief outline on how to process and store them for easy retrieval is discussed in the paragraphs that follow:

Monographs

A monograph is a document written by An author(s) on a given topic. Journal Articles or extracts from books are treated like monographs but the source document should be identified.

In cataloging the following features should be identified.

Author (s)
Editor (s)
Edition
Publication place
Publisher
Date
Pagination
Series
Notes
Subject Tracings
Author "
Series "

The following paragraphs briefly describe how to get information on the above fields in any printed material and what to do when complete information is not available.

Title: A title is the name given to a piece of work written by an individual(s). It is therefore a mandatory part of each document. At times a document has two different titles. In cataloguing the title used should be on the title page which is usually the second pages inside the cover. Should this page be missing, the title on the cover of the document should be used.

NB 1- If no title is provided, make up one by reading the introduction and browsing the table of contents. Include it on the card and enclose it in square brackets [title].

Sub-Title A Sub-Title complements the main title. In some cases the Sub-title is more meaningful than the main title. In such a case, the sub-title should be traced in the title tracing.

NB - Separate a sub-title from the main title with colon(:) and space and end it with a period (.)
- enter the sub title in lower case except for proper nouns and the first meaningful word.

Place of Publication - Refers to the actual place where a the work has been published. Use the name of the town and the name of the country. Separate the two with comma and space (,).

NB If text has no information on place of publication indicate so by using (s.l.)

If another source is used for information include the information in square brackets [],

If there are more than two publication places, use the first one listed.

Publisher A publisher is responsible for processing intellectual work into a document. Publishers are institutions, Government Ministries or Commercial and non-commercial corporate bodies. Information on publishers is normally provided on the text - normally on 2nd or 4th page, or cover.

NB If there is no information on the publisher indicate so with (s.n).

If information on the publisher is not available from a source other than the document include it and enclose it with squarebrackets' [].

If the publisher is an institution, give the name of the larger institution eg. University of Nairobi Not institute for Development studies.

Publication Date

This refers to the year when the piece of work was published and it is on same page as the publisher information. Please note that this is different from the copyright date.

NB If no date is given, copyright date can be used eg. (C1987)

If the date is estimated or obtained from a source other than the page with publisher information enclose it in square bracket [].

Use [19?] if century is known, (198?) if decade is known or [?] if you have no idea when the work was published.

Collation/Pagination: Refers to the number of pages in any document. The numbering can be arabic numbers, Roman or a combination of both.

NB If numbering is not continuous use various pagination (vp)

If a combination of Roman & arabic numbering are used include both and separate them with a comma. eg. 24, JP or iii, 25p

If no page numbers are given, count them physically and write the total enclose with a square bracket []

Illustrations: These include maps, charts, technical drawings. (NB photographs or pictures are not illustrations) Separate from page number with colon (:) and space eg 315p : 111.

If maps are attached use (plus) maps after page numbers.

If a bibliography is included use (includes bibliography).

Series

Refers to documents in a given area eg. Technical Report series, IDS Seminar series - etc. These should be included in () after collation separated with a period, space: and dash. eg. 165p: 111.- - (IDS Seminar series: No. 128)

Please note that series should always be traced.

NOTES: Refer to special comments that help in identification of the text. These include:
- Thesis, dissertations - Bibliographies etc.eg.
- University of Nairobi MA, or PHD THESIS
- Includes Bibliography.

Tracings: Obtained from reading the text.

Subject Tracings: Refer to the subject coverage of the text. Include the subject(s) covered starting with the most significant upto approximately five.

Number these using arabic numbers. Use existing subject headings for standardization. Use any additional terms that may help identify your text. Keep a list of these for future reference

Title Tracings Title tracings are titles or subtitle in the text. They are necessary to trace particularly when the main entry is an author.

Author Tracings If a publication is written by more than one author, the first author becomes the main entry and the others become the author tracings (This is recommended for upto three authors) for more than three, the first author becomes the main entry and the others are represented by (... etal).

Editor (s) - Are treated like authors.

Series Tracings - These refer to publications on specific subject published periodically and normally follow a serial order eg. Technical report: No.2

Proper identification is essential. This may require identification of the publication or the Country of publication, eg. Kenya. Ministry of Technical report Series :No 1.

NB

VOLUMES IN A BOOK

If a book is available in several volumes omit, the pagination. Replace it with volume and indicate the volume numbers at the back of the Card eg. Vol.1,2,3.

Editions

These follow the title of the publication preceded by a dash - and space.

Simple catalog Card (see attached sheet).

CLASSIFICATION

Clarification is an arrangement of things in their logical order. According to their degree of similarity. In librarianship, it is an assignment of books to their proper places in a scheme of book classification Class. It deals with knowledge, analysis and synthesis. In brief, it is a mode of organising or arranging library material through assignment of books to their proper places in a scheme of book classification according to subjects and their related fields. Classification secures an arrangement which is useful to library users and staff alike.

Standard Classification Schemes exist. These are useful. Therefore use them. It is recommended that at you choose a simple one which is manageable according to the size of your information centre. In order to choose the appropriate class number, browse through the text, introduction, page of contents and abstract to decide on the main subject coverage. Use the main subject to choose a class number for the document. Assign the number plus the first three letters of the author's surname. This latter is called a Cutter number class number and cutter number constitute the call number write the number on the spine of the book and the second page of the book.

NB Be consistent for all types of documents.

Produce enough cards for main entry and all the tracings.

FILING CATALOG CARDS

After a book is processed, enough cards with all the tracings should be duplicated. All the tracings should be written at the top of each card. Author and title tracings should be written in black and subject tracings in red, after which they will be ready for filing.

Filing of catalogue cards should be standard and consistent to avoid confusion. It is advisable to use printed guides like the American Library Association Rules for filing catalogue cards. The procedure described below is based on the guidelines provided in the above publication.

File together all author and title cards in alphabetical order work by word and letter by letter. This should also include all the articles, prepositions disregarding initial articles ie. The, a, an.

NB All **Acronyms** should be filed as they are spelt in full eg. IRC-as International Reference Centre for Water and Sanitation. UNDP - as United Nations Development Program (see list of Acronyms in Annex -)

Compound Names are names with two words and may include an article. These should be filed as if they are one word eg. Alba de Cardona, E
Sala - Diakana, E
Ben Kinley ,E

Numerical or Chronological Arrangements

These should be filed with the lowest number or earliest date first when the number or chronological arrangement distinguishes entries. In such a case, disregard the alphabetical order eg. 1st Edition
2nd Edition
3rd Edition etc

Shelving

Books: These can be divided into several categories - eg. Reference, general, and restricted circulation. For the type of collection found in training institution, only two categories might be relevant-Reference and General.

Reference Collection

This should consist of material for quick reference eg. Dictionaries, Encyclopedias, yearbooks, Atlases etc. These are not for removal from the information centre.

These should be shelved numerically according to the classification scheme used and alphabetically within the class number. Multiple copies, should be shelved in an ascending order. eg copy 1, 2,3.

General Collection: Same order as for reference but should be shelved separately.

Vertical File

Flimsy documents cannot stand on their own on the book shelves. These include reprints from journal and conference proceedings technical reports and copied extracts from books. These should be put in pockets and put in cupboards with filing drawers. These should be labelled approximately. The material should be filed according to the class numbers. The cards for verticle files should indicate the location of the materials.

Restricted Circulation Materials

Should follow the order of the class numbers but put in a location with limited access.

Periodicals

The most recent copy of any periodical should be put on display. Earlier copies should be shelved.

All periodicals should be shelved alphabetically by title and serially within the titles. (Retain the order within the bays and left to right within each bay. Old copies should be bound or weeded according to the requirement of your library/institutional policy.

Microfilm/Microfiche

These need to be protected from dust. They need to be put in lockable cupboards in packers and arranged according to classification scheme.

Circulation

All borrowed material should be signed for. Use a circulation card, name and ID of the borrower.

GLOSSARY

To supplement the following definitions, consider starting a definition file of your own. Whenever you find an explanation of an unfamiliar term, write the term and definition on a file card along with the source. This alphabetized file can grow into a convenient source of information, and it can help you to better understand the work of your organization. It may also help a new librarian coming to help you or one replacing you in your absence.

The following definitions are of selected library terms used in this manual.

- ABSTRACT** A brief summary of the content of a document.
- ACCESSION** The act of putting on record materials added to a library in the order in which they are acquired.
- ACQUISITIONS** The books, periodicals or reports acquired by purchase of gift to the library.
- AUTHOR** The person or corporate body chiefly responsible for writing a given work "Author" can also refer to the compiler or editor of other people's work.
- BIBLIOGRAPHY** A list of books, reports, periodical articles, conference proceedings or other documents about a specific subject or a geographic area arranged according to some logical order.
- BOOK** Any commercially produced publication that can be bought directly from a bookshop or dealer.
- CALL NUMBER** The number and/or letter assigned to a book or document to show its location on the shelf. It appears on the catalogue card and on the spine of the book or document.
- CARD CATALOGUE** A catalogue made on separate cards for each item and kept in trays or drawers. Cards can be arranged by author, title, or subject matter.
- CATALOGUE CARD** A card usually 3" x 5" (7.5 x 12.5 cm) on which entries may be made and filed in the card catalogue.
- CATALOGUING** The process of transferring information from the document to the catalogue card or a form.

CIRCULATION	The process of loaning books, documents, periodicals, etc. to users and keeping records of this activity.
CIRCULATION CARD	The card used circulation or loan of a book. It can also be called a loan slip or charge card.
CLASSIFICATION	The grouping together of materials written on the same or similar subjects according to a predefined scheme.
COLLATION	The physical description of a work as a material object, enumerating its volumes, pages or type of illustrations.
COLLECTION	The materials kept in the library for the use of readers.
COMPILER	One who produces a work by collecting and putting together written or printed matter from the work of various authors.
CORPORATE BODY	An entry in the card catalogue or in a bibliography made under the name of a government department, institution, or other body as opposed to an entry under the name of a person.
DATE DUE SLIP	A piece of paper pasted on to the inside back cover of a book or pasted in other documents that are allowed to leave the library. The word "date due" are printed at the top and the date on which the document is to be returned is written or stamped in spaces provided each time it is taken out.
DESCRIPTION	Word or combination of words used to reflect the subject content of a work. these authorized words are gathered in a thesaurus.
DICTIONARY CATALOGUE	All of the catalogue cards are in one file (as opposed to a divided catalogue) whether those catalogue cards are filed by author, title, subject or series.
DIVIDED CATALOGUE	A catalogue in which author and title entries are separated from subject entries.
DOCUMENT	Material of any kind, regardless of physical form and characteristics, on which information has been printed or written. More specifically, it is non

commercially produced and often consists of technical reports, research, studies, audio-visual materials or conference proceedings.

- EDITOR** One who prepares for publication an item not his own. An editor selects the item or items, often writes an introduction, notes or other critical matter.
- ENTRY** A record of a bibliographic description in a catalogue or list.
- FILING** The placing of cards or papers in orderly arrangement. In the case of catalogue cards, they are filed in alphabetical order.
- IMPRINT** The place and date of publication, and the name of the publisher or printer which ordinarily appears at the foot of the title page.
- INDEXING** The assignment of subject terms and geographical names to a document in order to describe its content.
- LABELING** Application of labels to books, documents and boxes before they go on the shelves.
- LOAN PERIOD** The length of time that a library user may have a document out of the library.
- MICROFORM OR MICRO REPRODUCTION.** A film reproduction in a size which can only be read through a magnifying reader.
- NON-CONVENTIONAL LITERATURE** Materials other than books or periodicals, such as research reports, photocopies, journal articles, government and UN publications, working papers and conference papers that are usually fragile in form and published in limited numbers. These documents are also called ephemera, fugitive documents, and grey literature.
- OFFICIAL DOCUMENTS** Official publications of any national government, international agency or specialized agency.
- PAMPHLET** A small work that has fewer pages than a book, composed and issued as a separate work, unbound.

PERIODICALS	Publications occurring at regular periods or intervals.
PRINTER	One who prints books or magazines.
PUBLISHER	A person . firm, organization or agency which produces copies of a book or other document as distinguished from the printer. In most cases it is the source from which you order the book. The publisher distributes the book or document to booksellers, libraries or the public.
REFERENCE BOOKS	Items such a dictionaries, encyclopedias, year books, directories and atlases which are intended to be referred to for a single piece of information rather than to be read through.
REFERENCE WORK	The help given to readers in their search for information or finding information for them on various subjects.
REPRINT	A reproduction of a chapter out of a book, a periodical or any reprint from an original document to be treated as a pamphlet or independent entity.
RETRIEVAL	The act of finding what is required.
SCANNING	Examination of a document for the purpose of determining its content in preparation for cataloguing and/or indexing.
SELECTION	The process of choosing new material for the library.
SERIAL	A publication issued in successive parts and at regular intervals bearing numerical or chronological designation. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc) journals, proceedings and numbered monographic series.
SERIES	A number of separate works issued in succession not necessarily at regular intervals and related to one another by a collective title); normally issued by the same publisher in a uniform style and numerical sequence.

SHELF LIST	A record on cards or the books in a library arranged in the order in which they stand on the shelf.
STORAGE	The accumulation of processed materials within the collection.
SUBSCRIPTION	An order for a periodical or series that arrives at intervals.
SUBTITLE	That part which follows the main title e.g. The squatter settlement. Sociological and economic treatment of Dandora.
TECHNICAL REPORT	Non-conventional material produced in limited numbers mainly by research organizations, governmental offices and special departments of universities.
THESAURUS	An authorized, controlled vocabulary used for indexing. The authorised terms in the thesaurus are called "descriptors".
THESIS	A major research paper prepared for an advanced degree from a University.
TITLE	The name by which a work is called on its title page.
TRACING	The list of entries at the bottom of a catalogue card which show the headings under which an item is filed in the card catalogue.
VOLUME	The list of entries at the bottom of a catalogue card which show the headings under which an item is filed in the card catalogue.
VOLUME	A major division of a larger work distinguished from other parts of the same work by having its own title page, and usually independent paging.
WEEDING	The process of removing out of date or otherwise non-useful items from the library's collection.

Appendix

(VI) COUNTRY AND REGIONAL CODES

Country Codes

AF	Afghanistan	CK	Cook Islands
AB	Alberia	CR	Costa Rica
DZ	Algeria	CU	Cuba
AS	American Samoa	CY	Cyprus
AD	Andorra	CS	Czechoslovakia
AO	Angola	DK	Denmark
AQ	Antarctica	DJ	Djibouti
AG	Antigua	DM	Dominica
AR	Argentina	DO	Dominican Republic
AU	Australia	NO	Dronning Maud Land
AT	Austria	TP	East Timor
BS	Bahamas	EC	Ecuador
BH	Bahrain	EG	Egypt
BD	Bangladesh	SV	El Salvador
BB	Barbados	GO	Equator Guinea
BE	Belgium	ET	Ethiopia
BZ	Belize	FK	Falkland Islands
BJ	Benin	FO	Faroe Islands
BM	Bermuda	FJ	Fiji
BO	Bolivia	FI	Finland
BW	Botswana	FR	France
BV	Bouvet Island	GF	French Guiana
BR	Brazil	FQ	French Southern and Antarctic Territories
BQ	British Antarctic Territory		
IO	British Indian Ocean "		
	British Virgin Islands - see Virgin Islands British		
		GA	Gabon
BX	Brunei	GM	Gambia
BG	Bulgaria	DC	German Democratic Republic
BU	Burma	DE	Germany Federal Republic of
BI	Burundi	GH	Ghana
BT	Butan	GI	Gibraltar
BY	Byelorussian SSR	GR	Greece
CN	Cameroon	GL	Greenland
CA	Canada	GD	Grenada
CT	Canton and Enderbury Islands	GP	Guedeloupe
CV	Cape Verde	GU	Guam
KY	Cayman Islands	GT	Guatemala
CF	Central African Repub.	GN	Guinea
TD	Chad	GW	Guinea-Bissau
CL	Chile	GY	Guyana
CN	China	HT	Haiti
CX	Christmas Islands	HM	Heard & McDonald Islands
CC	Cocos (Keeling) Islands	HN	Honduras
CO	Colombia	HK	Hong Kong
KM	Comoros	HU	Hungary
		IS	Iceland
		IN	India

CG	Congo	ID	Indonesia
IR	Iran	OM	Oman
IQ	Iraq	PC	Pacific Islands (Trust Territory)
IE	Ireland	PU	Pacific Islands, United States
IL	Israel	PK	Pakistan
IT	Italy	PA	Panama
CI	Ivory Coast	PZ	Panama Canal Zone
JM	Jamaica	PG	Papua New Guinea
JP	Japan	PY	Paraguay
JT	Johnston Island	PE	Peru
JO	Jordan	PH	Philippines
KH	Kampuchea	PN	Pitcairn Island
KE	Kenya	PL	Poland
KI	Kiribati	PF	Polynesia, French
KP	Korea, Democratic People's Republic of	PT	Portugal
KR	Korea, Republic of	PR	Puerto Rico
KW	Kuwait		
LA	Lao, People's Democratic Republic	QA	Qatar
LB	Lebanon	RE	Reunion
LS	Lesotho	RO	Romania
LR	Liberia	RW	Rwanda
LY	Libya	SH	St. Helena
LI	Liechtenstein	KN	St. Kitts-Nevis-Anguilla
LU	Luxembourg	LC	St. Lucia
MO	Macau	PN	St. Pierre and Miquelon
MD	Madagascar	VG	St. Vincent
MW	Malawi	WS	Samoa
MY	Malaysia	SM	San Marino
MV	Maldives	AT	Sao Tome and Principe
ML	Mali	SA	Saudi Arabia
MT	Malta	SN	Senegal
MQ	Martinique	SC	Seychelles
MR	Mauritania	SL	Sierra Leone
MU	Mauritius	SG	Singapore
MX	Mexico	SB	Solomon Islands
MI	Midway Islands	SO	Somalia
MC	Monaco	ZA	South Africa
MN	Mongolia	ES	Spain
MS	Montserrat	LK	Sri Lanka
MA	Morocco	SD	Sudan
MZ	Mozambique	SR	Suriname
NA	Namibia	SJ	Svalbard & Jan Mayem Island
NR	Nauru	SW	Swaziland
NP	Nepal	SE	Sweden
NL	Netherlands	CH	Switzerland
NT	Neutral Zone	SY	Syrian Arab Republic
NC	New Caledonia	TW	Taiwan
NH	New Hebrides	TZ	Tanzania
NZ	New Zealand	TH	Thailand
NI	Nicaragua	TG	Togo
NE	Niger	TK	Tokelau
NG	Nigeria		

NU	Niue	TO	Tonga
NF	Norfolk Island	TT	Trinidad and Tobago
NO	Norway	TN	Tunisia
TN	Tunisia	TR	Turkey
TC	Turks and Caicos Island	TV	Tuvalu
		UG	Uganda
		UA	Union of soviet Socialist Republics
AE	United Arab Emirates		
GB	United Kingdom		
US	United States of America		
HV	Upper Volta		
UY	Uruguay		
VA	Vatican		
VE	Venezuela		
VN	Viet Nam		
VG	Virgin Islands, British		
VI	Virgin Islands, United States		
WK	Wake Island		
WF	Wallis & Futuna Islands		
YD	Yemen, Democratic		
YE	Yemen, Arab Republic		
YU	Yugoslavia		
ZR	Zaire		
ZM	Zambia		
ZW	Zimbabwe		

Regional Codes

XA	Africa
XP	Asia and the Pacific
XE	Europe
XL	Latin America (and the Caribbean)
XN	North America
XW	West Asia (Middle East)
FAO	Food and agriculture Organization of the United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
WHO	World Health Organization
WBG	World Bank Group

(V) UNITED NATIONS ORGANIZATIONS

UN United Nations
ESCAP Economic & Social Commission for Asia and the Pacific
ECE Economic Commission for Europe
CEPAL Economic Commission for Latin America
ECA Economic Commission for Africa
ECWA Economic Commission for western Asia
UNDRO Office of the United Nations Disaster Relief
Cordinator

WFC World Food Council (UN/FAO)
UNCTAD United Nations Conference on Trade & Development
UNIDO United Nations Industrial Development
Organization
UNEP United Nations Environment Programme
UNICEF United Nations Children's Fund
UNDP United Nations Development Programme
WFP World Food Programme (UN/FAO)
UNHCR Office of the United Nations High
Commissioner for Refugees
UNRWA United Nations Relief and Works Agency for
Palestine Refugees in the Near East
UNITAR United Nations Institute for Training and Research
UNU United Nations University
ITC International Trade Centre
(UNCTAD/GATT)
ICJ International Court of Justice