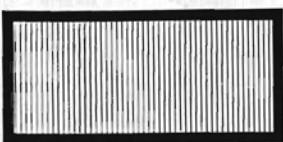
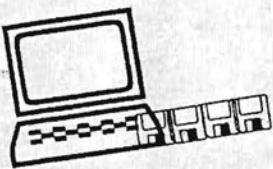


LIBRARY INFORMER

SPRING ISSUE VOL. 9 NO. 2 1996

This Issue.....



From The Librarian's Desk

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NEW BOOKS- *Attention Technology Students!*

At long last your prayers have been answered and the following handbooks have been received by the Library...

DISASTER PREPAREDNESS AND PREVENTION

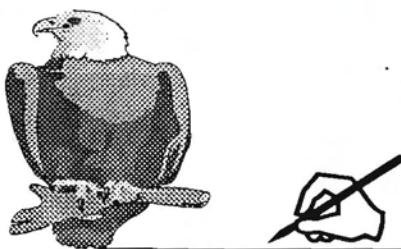
Install burglary bars, smoke detectors, sprinklers and fire extinguisher. Maintain these systems. You will notice that The College Library has recently had smoke detectors installed...

Bahamas Government

Documents

Miss Bernadette Clarke who has been with Government Publications for over 10 years encourages all students to visit Government Publications and purchase a copy of the Bahamian Constitution so they will know their rights...

FROM THE SUGGESTION BOX ???



FROM THE LIBRARIAN'S DESK

Happy New Year to all College constituents. May 1996 bring you health, happiness and prosperity.

As we begin this year, we do so under a new institutional structure. The Library Division previously reported to the President's Office, but will now be administered through the office of the Vice-President Research, Planning and Development, headed by **Dr. Pandora Johnson**. I would like to express my deep gratitude to **Dr. Keva Bethel** for her commitment to the Library over the years. We realize that her support now will be demonstrated in different ways and we will continue to assist her whenever and wherever we can. I would like to extend a warm welcome to Dr. Johnson, whom we believe will do her best to see the Library grow from strength to strength.

Later this year we would like to conduct a survey inviting you to tell us how we are doing in terms of service and to give suggestions on how we can improve. A copy of the questionnaire will be included in the next issue of this newsletter.

In the coming year the Library would like to initiate two new programmes: a monthly forum entitled "Meet the Local Author" and to establish a Friends of the Library Association. The objectives of the first project are to bring life to the holdings of the Library, to acquaint students and faculty with distinguished Bahamian authors and, finally, to provide a forum for dialogue about writing, through which a new generation of local authors might emerge. The Friends programme aims to attract individuals who are interested in contributing to library development, whether financially or in kind, over a stipulated period. The Friends association will include categories for students, faculty, staff, alumni, members of the public and organizations. We invite you to join the Friends of the Library and to help us build a college library that is second to none.

Another fund-raising venture to be introduced is the selling of CD-ROM periodical searches and article delivery services to individual researchers and organizations. Brochures for this and the Friends Association are available at the Circulation Desk.

In addition to these new programmes, it is hoped that early in 1996 we will be able to introduce automated circulation and an on-line public access catalogue (OPAC). These features are expected to improve service to our patrons.

Finally, let us work together this year to keep our Library number one in the nation. Please continue to use the suggestion box often to help us improve what we do and how it is done. You will see that we have received many good suggestions in the past few months. Our responses are in the column, "**From the Suggestion Box**".

Again, Best wishes for the new semester! ●

Willamae Johnson,
Librarian

WHAT'S NEW IN THE LIBRARY?

The Oakes Field Campus Library recently acquired the **ERIC Index on CD-ROM**. Education students will be delighted with this news! Students and faculty are welcome to use this index on the computer in the General Reference Area on the Ground Floor of the Oakes Field Campus Library.

The Office Centre Ltd. has donated several **new software titles on CD-ROM in the fields of biology, home economics, engineering and languages**. Check with **Myrna Reynes**, Reference Librarian, if you would like to use them.

The Office Centre Ltd. has also donated four computer terminals for the Library to install as On-Line Public Access (OPAC) terminals to the Library's catalogue data base. The data base is still growing and with the new terminals, we hope to introduce our patrons to the ease of locating the Library's holdings by computer. Many thanks to the Office Centre Ltd. for their generous donation! ●

Bahamas Government Documents

In a book on developing library collections, Robert Broadus has written that government publications are some of the dullest, most routine matter ever lodged between covers; but also some of the most fascinating, colorful and well written.¹

Documents published by the Bahamas Government follow that pattern. They provide a wide range of fascinating and important information, publishing everything from Acts of the House of Assembly to interesting statistical abstracts.

There are basically four sources of government documents in the Bahamas and where you go depends on what you are looking for.

Government Publications Centre

Located at Rawson Square, the Government Publications Centre falls under the authority of the Cabinet Office. It is the source and distribution centre for all official government documents, such as Acts and subsidiary legislation passed by the House of Assembly. The staff of the Centre, *Miss Bernadette Clarke, Mr Gregory Moss and Miss Kathleen Smith* are always helpful and will assist you in locating the documents you need. *Miss Clarke* who has been with Government Publications for over 10 years encourages all students to visit Government Publications and purchase a copy of the Bahamian Constitution so they will know their rights. Government Publications also stocks some publications from the Dept. of Statistics.

Government Departments

Not all Government documents are available at Government Publications, so you may wish to contact the Department or Ministry which is responsible for the subject area in which you are interested. Most government departments maintain a library or information centre at which you can have access to and in some cases you can purchase their documents. Government departments usually have Annual Reports and other on-going publications as well as special reports which may be relevant to your topic.

A good example of a department with a library and excellent publications programme is the Department of Statistics, located in the Clarence Bain Building on Thompson Boulevard. The Dept. of statistics which falls under the Ministry of Finance, publishes a wide variety of interesting

documents and statistical reports. One of the most informative is the booklet The Bahamas in Figures which is updated annually.

THE College of the Bahamas Library - Special Collections

Most, if not all, government documents are available to COB students in the Special Collections Room of the Oakes Field Campus Library. *Miss Gracie Robinson*, Library Assistant, knows the collection inside out and can assist students in locating the information they need. All documents are catalogued and students must consult the card catalogue to find the call number of the documents they need.

Historical Government Documents

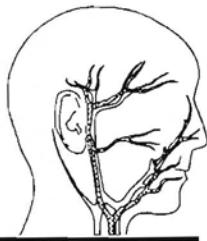
One of the earliest government documents relating to the Bahamas would have to be the "Articles and Orders" drawn up by Captain William Sayle and his Eleutheran Adventurers in 1648. Copies of this early constitutional may be seen at the Dept. of Archives on Mackey Street. The Archives, which are managed by *Dr. Gail Saunders*, have a large collection of public documents, historical papers and early government records to the history of the Bahamas, on paper, microfilm and microfiche.

There is more to the Archives than government documents, but they also have a collection of artifacts dating back to the time of the Lycayans. They publish a catalogue to accompany their annual exhibition which gives a glimpse of their vast holdings of documents and artifacts.

¹Broadus, Robert N. Selecting materials for libraries (New York: H.W. Wilson, 1981), p. 144.



HILDA BOWEN LIBRARY- GROSVENOR CLOSE CAMPUS



The Hilda Bowen Library was in the news late last fall when the local Pan American Health Organization representative *Dr. Claudette Harry* presented the Library with a certificate officially designating the library a PAHO Publications Center. **All current PAHO publications are now available in the Hilda Bowen Library**, including the basic documents of the Pan American Health Organization, health statistics for the Americas, reports, studies and most of the Scientific Papers series. In addition, the Library receives many periodical publications, such as, Bulletin of the Pan American Health Organization, EPI Reports, etc.

In response to continued demand for longer hours, the Hilda Bowen Library at the Grosvenor Close Campus will be opened an extra 16 hours each week, closing at 9:00 p.m. Monday through Thursday.

FREEPORT CAMPUS LIBRARY

Be on the look-out for articles from COB library in the nation's second city!

Remember, the FAX machine is a perfect communication system to keep in touch with our Freeport Campus.



Comings and Goings

Phillipa Lightbourne, Library Clerk, has become a permanent staff member of The College.

Phillipa holds an associate degree in Psychology and Sociology from The College of The Bahamas.

Congratulations Phillipa!

DISASTER PREPAREDNESS AND PREVENTION

Last year the Library held a workshop for its staff on Disaster Preparedness and Prevention. One of our guest speakers was *D. Yvette Ingraham*, a Customer Service Manager from J.S. Johnson Co. She gave a thorough presentation entitled "Insuring against Disaster". She described the various types of insurance coverage available for home and businesses as well as describing precautions that can be taken by anyone to minimize risks.

These pointers can be applied to any situation and you should think about them in terms of your home and work place and your College:

- ✖ take out insurance to recoup items at the time of a loss.
- ✖ take care of your property. Ensure that equipment gets regular maintenance.
- ✖ install smoke detectors, sprinklers and fire extinguisher. And, maintain these systems. You will notice that the College Library has recently had smoke detectors installed.
- ✖ install burglary bars.
- ✖ keep premises clear of debris, stairwells well lit and free of boxes and garbage.
- ✖ report all incidents to the insurance company right away.
- ✖ ensure employees have a safe work environment to work in; ensure they are all trained in the operation of equipment available to them.
- ✖ carry out fire drills.
- ✖ keep an inventory of all stock and equipment.
- ✖ keep emergency exits unlocked and free of boxes etc.
- ✖ know where the keys are located for all locked doors.

NEW BOOKS

Attention Technology Students!

At long last your prayers have been answered and the following handbooks have been received by the Library. Now you'll no longer be able to say that there are no new books in the Library! All of the new titles are to be found in the Reference Collection on the Ground Floor of the Main Library:

Machinery's Handbook : A Reference Book for the Mechanical Engineer, Designer, Manufacturing Engineer, Draftsman, Tool-maker and Machinist. 24th Ed.
REF TJ151 O245 1992

Maintenance Engineering Handbook. 5th Ed.
REF TS192 M355 1995

The McGraw-Hill Recycling Handbook
REF TD794.5 M32 1993

Standard Handbook for Electrical Engineers. 13th Ed.
REF TK151 S8 1993

Standard Handbook of Engineering Calculations. 3rd Ed.
REF TA332 S37 1995

Wang, Shan K. Handbook of Air Conditioning and Refrigeration.
REF TH7687 W27 1993



PROQUEST CD-ROM SEARCHES

It is now exactly a year since the Proquest CD-ROM Index and Full-Text Article Data Base has been available to students at the Oakes Field Campus Library. Many students and other patrons have made full use of the index and data base. For those readers who have not yet discovered the service, Proquest is a powerful index to hundred of periodicals in a variety of fields. It also includes full text retrieval for articles in over 100 periodicals.

But exercise caution. Just because there appears to be "no information" on your topic on Proquest does not mean that you have chosen a potential Ph.D. research topic for your term paper! There are many other indexes in the General Reference Area that will lead you to articles and studies in fields and disciplines not covered in the Proquest CD-ROM.

There are excellent indexes in print and on CD-ROM in the General Reference Area, such as the Education Index, Library Literature, Social Science Index and ERIC Index on CD-ROM that are more comprehensive and indepth than Proquest. They just require a little more work to use!

If you are having trouble locating information on your topic, it may be necessary to widen the scope of your search and to consider related subjects. Look in the card catalogue for a book on the topic, look at the references in the bibliography in a general book on your topic or look for articles in one of the indexes in the General Reference Area. By proceeding this way, you will have some idea of what information is available before you check Proquest. Proquest-CD ROM is located in the Microform Research Area on the Second Floor of the Oakes Field Campus. Searches cost \$1.00 for the first half hour and 50¢ per half hour thereafter. Article retrieval costs 25¢ per printed page and 15¢ per page of citations.



A REMINDER TO STUDENTS

If you have lost or damaged a COB Library book you must either replace the book or remit to The College the full market cost of the book plus a \$5.00 processing fee.

• • •

FROM THE SUGGESTION BOX



During the past term students and other library users were fairly honest and prolific ... our suggestion box was literally stuffed with a number of suggestions, criticisms and, luckily enough, kudos. Here goes ...

1. Why aren't there text books for all courses in the library?

The Library has what is called a Collection Development Policy that guides it in the types of books and other material that it purchases. It is the policy of the Library not to purchase text books, but to buy supplemental materials. It is responsibility of the student to purchase the assigned textbook for their courses. Students and faculty are welcome to contact Berthamae Walker, Deputy Librarian responsible for Acquisitions and Collections Development, if they would like to see a copy of the policy or to suggest titles for the Library to purchase.

2. More Librarians on duty on week-nights.

There is a professional librarian on duty all hours that the Library is open, from 8 a.m. to 9 p.m. daily and from 9-5 on Saturdays. There are only 4 professionally-trained librarians on staff at the College at the moment and between them (and other para-professionals) they are available for consultation at all times that the Library is open.

3. Need more space.

We agree. Presently the library has space for 227 students to study and we need a room for at least 900 to accommodate at least one quarter of the student body. Similarly our book and periodical collections are jammed. We are hoping that some day we will move into a new library building ... one with lots of space for study carrels and for housing our collections.

4. Need more advanced, up-to-date books.

We agree. In conjunction with the faculty, we review the publishers catalogues and place orders for new books. After we place an order, depending on the availability of funds, it can take up to a year for the books to arrive in the Bahamas, fully paid for and ready to be catalogued. Your suggestions for new titles are always welcome!

5. Qualified staff To Better Serve You!

Professional staff members have degrees in Library Science (mostly at the Masters level), in addition to undergraduate degrees in a variety of subject areas (languages, economics, history, literature etc.), or other disciplines at the Bachelors level such as Commercial Art and Educational Media Technology. Many of the clerical staff have either A.A. degrees, and many have followed academic courses either in library science or in other fields. Please remember that some of your concerns and questions will require the assistance of a professional librarian.

6. Rules need to be enforced. The Library is too noisy!

We try to enforce the rules and regulations and we try to be fair to all library users. There have been many complaints about the noise level and who is to blame? You library users! If someone is disturbing your quiet study, do not hesitate to tell them to be quiet. Persistent abusers of Library rules and regulations will have privileges lifted.

7. This library is just fine how it is now, so don't change a thing.

Thank you for the compliment, however, we are always trying to improve the quality and quantity of services offered. All library personnel take courses, attend workshops and try to keep up with new technological advances to continuously improve our services.

8. Do you people have something against heat? The Library is too cold.

We agree. Have you not seen us library staff shivering? We are also warm-blooded and we also feel the cold. The Library is kept at a constant 70F because this is the optimal temperature for books and other library materials. At this temperature paper does not deteriorate as quickly as it does at higher temperatures or when the temperature fluctuates.

9. Too much fraternizing amongst staff at the reference desk.

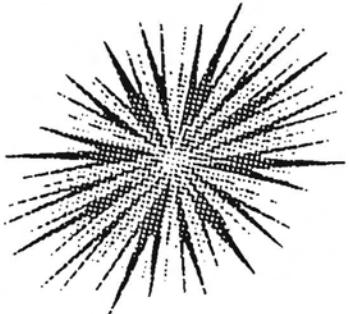
Point well taken. We will do our chatting and socializing in our work areas and not in public.

10. Removing students belongings when desks are vacant.

Surely you agree that something must be done to stop students from "reserving" space in the Library by dumping *their* belongings in a study carrel and then going off to class or for lunch. There are simply not enough spaces in the library for each student to have his or her "personal" study carrel ... please excuse us if we are too quick to remove your belongings. Next time, leave a note indicating the time you stepped out and when you expect to be back. Perhaps now is the time to get COBUS to lobby for lockers?

LIBRARY CONFERENCES

COMING UP.....



JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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APRIL							MAY							JUNE						
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JULY							AUGUST							SEPTEMBER						
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ACURIL
St. Martin, Cedex
May 19-25, 1996

ALA Mid Winter Meetings
San Antonio, Tex. Jan. 19-25, 1996
Washington, D.C. Feb. 14-20, 1997
New Orleans, La. Jan. 9-15, 1998

PLA National Conference
Portland, Oreg. Mar. 26-30, 1996

National Library Week,
Apr. 14-20, 1996

ALA Annual Conferences
New York, N.Y. July 4-10, 1996
San Francisco, Calif. Jun 26-Jul. 3, 1997
Washington D.C. Jun 25-July 2, 1998

IFLA Annual Conferences
Beijing China, Aug. 25-30, 1996
Copenhagen, Denmark Aug. 31-Sept. 5, 1997

LITA/LAMA National Conference
Pittsburgh, Pa. Oct. 13-16, 1996

AASL National Conference
Portland, Oreg. Apr. 2-6, 1997

Ponder this:

DO YOU SEE CAREER OPPORTUNITIES
BY LOOKING THROUGH THE WINDOWS OF
YOUR MIND ONLY ?, OR DO YOU ALSO
REACH OUT, OPEN THE DOOR, AND
PURSUE THE GOAL ?



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STATISTICS UPDATE

LIBRARY CIRCULATION AND REFERENCE September - December, 1995

	SEPT.	OCT.	NOV.	DEC.	TOTAL
GENERAL					
CIRCULATION	2,375	2,580	2,603	288	7,846

	SEPT.	OCT.	NOV.	DEC.	TOTAL
REFERENCE	805	502	279	86	1,672

SPECIAL COLLECTIONS

Loan Transactions	872	1,498	3,369	405	6,144
Reference Request	20	40	58	6	124

MEDIA

TOTAL A/V					
Hardware,					
Software & Media					
Services:	476	680	736	328	2,220

HILDA BOWEN LIBRARY	428	245	512	12	1,197
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With The Compliments

of

JEROME E. PYFROM & CO.
COUNSEL & ATTORNEYS AT-LAW

Nassau, The Bahamas

THE COLLEGE OF THE BAHAMAS LIBRARIES

Oakes Field Campus Library:

Telephone: (809) 328-8550 x 227
e-mail: librcob@cob.edu.bs
FAX: 326-7834

Hilda Bowen Library:

Telephone: (809) 325-5551 x 209 or 206
e-mail: gcccob@cob.edu.bs
FAX: 328-0283

Freeport Centre Library:

Telephone: (809) 352-9761
FAX: (809) 352-6167



*We hope you enjoyed reading the Spring 96
Edition of the Library Informer!*

Editor-in-Chief
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Myrna Reyes

LIBRARY INFORMER

A Newsletter of The College of The Bahamas Library SPRING ISSUE VOL. 9, No. 2. 1996