ECONOMIC COMMISSION FOR AFRICA

Second Meeting of the Committee
  on Development Information (CODI)

Addis Ababa, Ethiopia
4-7 September 2001

INTRODUCTION TO THE LIBRARY OF THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY – SADC SECRETARIAT

By: Maria Tali - Librarian

1. INTRODUCTION

Originally known as the Southern African Development Co-ordination Conference (SADCC), the Organization was formed in Lusaka, Zambia, on 1 April 1980, following the adoption of the Lusaka Declaration - *Southern Africa: Towards Economic Liberation* by the nine founding member States.

The Declaration and Treaty establishing the Southern African Development Community (SADC), which has replaced the Co-ordination Conference, was signed at the Summit of Heads of State or Government on 17 August 1992, in Windhoek, Namibia. Member States are: Angola, Botswana, Democratic Republic of Congo, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe.

SADC Headquarters is in Gaborone. The working languages are English, French and Portuguese.

I. THE LIBRARY

The SADC Secretariat Library was established in 1989 when SADCC was preparing its 10th anniversary. Within the new structure the library is part of the Information, Communication and Technology Department and is located at the 2nd floor of SADC House. The library is responsible for the selection and acquisition of materials according to the Secretariat's information needs.

Mission Statement

Our mission is to provide accurate, current and precise information, literature and publications that support research activities of the SADC Secretariat and also other consultancy activities.

I. Clientele

- The prime clientele of the Library is the staff of SADC Secretariat and SADC Institutions. In addition the Library acts as a source for university lectures and students and other members of the public requiring information on SADC region.

Collection

The Library keeps published and unpublished materials related directly or indirectly to the development of the SADC region. The Library's collection focuses primarily on Southern Africa and publications originating from the region.

Books

Our book collection consists of approximately 5000 volumes covering a wide variety of subjects. The library acquires materials published principally in the working SADC languages (English, French and Portuguese).

Periodicals

The library subscribes to twelve periodical titles covering topics such as politics, economics and current events. The library also keeps different newsletters published by SADC Institutions.

Newspapers

Subscriptions include newspapers from: Botswana, Malawi, South Africa and Zimbabwe.

SADC Collection

The Southern African Development Community "SADC" Collection consists of materials produced by SADC Secretariat, SADC sectors/commissions and other materials produced elsewhere about SADC.

It houses the following documents:

- Published and unpublished documents on SADC including pamphlets and articles
- Theses and dissertations on SADC
- Studies commissioned by SADC
- Annual Reports from SADC Institutions
- Proceedings of the Annual Conferences
- Proceedings of Council and Summit meetings
- Press clippings on SADC
- Reports from workshops/seminars/meetings/conferences/roundtables
- Internal documents (e.g. mission reports, speeches, press releases, etc)
- Legal documents (e.g. protocols, treaties, agreements, memorandum, declarations, constitutions and instruments of ratification and accession)
- Documents/reports related to or as a product of SADC projects.
- Audio-visual material on SADC events
- Photographs on SADC events

Services Provided

- <u>Loan services</u>: offered to technical staff of the Secretariat and also extended to researchers from cooperating institutions
- <u>Literature Search Service</u>: offered to staff of the Secretariat and to other institutions and organisations
- <u>Current Awareness Services</u>: provided to staff as an informative service on current literature acquired by the library
- Photocopying Service

1-)   Library Publications

The Library produces the following publications:

- <u>Acquisition List</u> (monthly)- list of all the new publications coming into the library every month. The list is divided into three parts: general materials, SADC materials and non-printed materials

- <u>Newspaper Cuttings on SADC</u> – (monthly) – compilation of news and articles from newspapers, periodicals and Internet on SADC and related issues

Also available:

- Compilation of Summit Communiqués from 1980 to date

- Proceedings of the annual SADC Librarians meetings, such as:

- Gaborone, Botswana 14-16 July 1997
- Maputo, Mozambique 12-14 October 1998
- Windhoek, Namibia 22-25 September 1999
- Mangochi, Malawi 18-20 October 2000

DATABASES

All SADC library databases use CDS/ISIS software for the storage of bibliographic information. Documents contained in the bibliographic databases are catalogued using the Anglo-American Cataloguing Rules and are classified according the to Dewey Decimal Classification Scheme. The documents from SADC Collection are classified using an internally designed filing code scheme. These databases are not available online.

Library databases are:

II.   SADLIB

It contains 3615 records entries providing a catalogue of entries from books of relevance to SADC's mission. This database is a useful reference source for research purposes.

SADCOL
- It houses the SADC Collection and contains 1704 records. This database enables SADC Secretariat to keep records of what the organisation has produced since 1980, and provides easy retrieval.

Press Clippings (NEWS)
The NEWS database is another useful database containing press clippings of articles and stories based on SADC news and other relevant news related to the region. It is a new database that will be maintained annually through classification and filing of relevant clippings.

Gender

- The gender database is a new database containing records on gender and related issues. Records are classified according an internal classification scheme created by the SADC Gender Unit at the Secretariat.

Other Activities

- Since 1997 the SADC Secretariat is organizing annual meetings for librarians in SADC institutions (sectors and Commissions). Invitations to participate in these meetings have been extended to other institutions such as university, public and research libraries in the region.

The 1997 seminar, held in Gaborone, Botswana, aimed at developing a better relationship between librarians and Documentalists in SADC institutions. The objectives of the seminar were to:
- exchange views and experiences;
- discuss the role of librarians in the integration process;
- discuss the standardization and hamonisation of software and other forms of data entry to be used to further improve the flow and exchange of information among SADC institutions;
- discuss guidelines and the building of a SADC collection;

- exchange views and sharing information between SADC and non-SADC institutions.

Thirty-three participants attended the seminar from SADC sectors/commissions and other institutions from Botswana and Zimbabwe. The resource persons were from the University of Zambia and the national Institute of Research – University of Botswana.

Following the recommendations from the 1997 seminar, that regular meetings for information managers be held at least once a year, a second seminar was held in Maputo, Republic of Mozambique in 1998.

The theme of the seminar was " *Strategies for the development and use of information in SADC institutions".* The aim of the seminar was to develop strategies for better development, dissemination and use of information within SADC libraries/documentation centers and also between non-SADC institutions.

The seminar was attended by forty participants from different SADC institutions and other delegates from national and university libraries and research institutions from Botswana, Lesotho, Malawi, Mozambique, South Africa and Zimbabwe.

In 1999, the SADC Secretariat organized a training workshop on *"Library page design and CDS/ISIS on the Internet"* hosted by the Department of Library Studies of the University of Namibia, in Windhoek, Namibia. The major objective of the workshop was to encourage and equip librarians with skills to enable participants to:

- create and maintain their library and documentation centers' Web sites and provide electronic information services on these Web sites;
- introduce participants to the concept of electronic publishing on the World Wide Web;
- demonstrate to participants how to make their micro CDS-ISIS bibliographic databases accessible over the internet, and thus facilitate the sharing of electronic information resources among SADC affiliated libraries.

Nineteen participants attended the training workshop. Delegates were from SADC sectors and commissions and other institutions from Namibia, Mozambique Swaziland and Zimbabwe.

The 2000 workshop took place in Mangoshi, Malawi, the theme was *"Marketing Libraries and Information Services in SADC Institutions".* The objective of the workshop was to equip participants with skills to enable them to develop marketing strategies for their libraries and information services.

The workshop was attended by 20 participants from SADC sectors and other research institutions from Malawi and Zimbabwe.

The 2001 seminar will be held in Gaborone, Botswana with the theme *"Information organization and use within the restructured SADC".* The main objective of the seminar is to exchange views and discuss mechanisms to be implemented by the sectors in order to preserve the existing documents, information tools, databases and special programs, for the sustainability of the dissemination of SADC information resources.

HOW TO CONTACT US

III.   SADC Secretariat Library
Private Bag 0095
Gaborone – Botswana

Tel.: (267) 35 18 63
Fax: (267) 37 28 48

Email: mtali@sadc.int
        mletlole@sadc.int

Website: http://www.sadc.int