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LIBRARY DEVELOPMENT PROGRAM
Pan American Union
Washington 6, D. C.
November 1966

BIBLIOTECA



CENTRO UNIVERSITARIO
DE INVESTIGACIONES
BIBLIOTECOLÓGICAS

1312

A SELECTED LIST OF BOOKS FOR
LATIN AMERICAN UNIVERSITY LIBRARIES:
GUIDELINES FOR ITS COMPILATION

Decisions of the
Meeting of Consultation on the Compilation of a
Basic List of Books for Latin American University Libraries
San José, Purúa, México, June 18-20, 1966
Sponsored by the Pan American Union

* * * * *

Reported by
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Annex 1

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INTRODUCTION

A qualitative evaluation of the collections of university libraries in Latin America to satisfy the present teaching, study, and research functions of a modern university is long overdue. A superficial review of many collections leads one to the conclusion that they are in general out-of-date, incomplete, and inadequate for current university needs even in those instances in which they are well organized. More thought has been given to increasing the library's statistics than as to whether or not the new material added is appropriate to the university's needs.

In many instances existing collections consist principally of textbooks used in specific courses, a high percentage of them out-of-date and in early editions, rather than collections of books which would permit a student to develop on his own a well-rounded academic background whatever professional course he may be pursuing. Periodical collections are spotty especially for journals which must be purchased. The general lack of basic reference works and bibliographies have limited the libraries' potential for aid to research.

Assistance both technical and financial which in recent years has been given to improving university facilities has made more apparent the inadequacy of university libraries to satisfy current demands. Grants that have been made for the improvement of library collections have failed to achieve their optimum efficacy for various reasons. One of them is the general proliferation of vast numbers of faculty and institute collections and the lack of a concept of a "library system" for the university even to the extent of a centralized administrative procedure or cooperative activities and standard practices among the several libraries of the institution. The development of collections on the basis of valid selection principles and procedures suffers from the nonexistence of bibliographic aids for the selection especially of Latin American materials.

The Pan American Union, therefore, proposes to sponsor a project for the compilation of a selection list of books and periodicals basic to a university library or library system in Latin America, including the means of keeping the list up-to-date with regular selections of new publications and the publication of revised editions of the full list. Although the primary objective of the proposed project is to provide aid to Latin American librarians in the selection of the best books appropriate for their institutions, it has three additional objectives. The second objective, therefore, is to develop competence in Latin America in the application of selection principles and methods and in bibliographic compilation especially by automated processes. Thirdly, it aspires to the objective of bringing back into print the best of Latin America's book production needed for teaching and research purposes by identifying the outstanding titles. The fourth objective is to provide the means whereby a university library may be able on an authoritative basis to evaluate and enrich its collection.

In drawing up this proposal, the Pan American Union has sought the advice of many persons and institutions as well as cost information regarding similar projects which have been carried out in the U. S. With a grant from the Council on Library Resources it invited five experts to participate with its representative in a Meeting of Consultation on the Compilation of a Basic List of Books for Latin American University Libraries. ^{*} The plan for the compilation of the list, referred to hereinafter as LILIBU (Lista de Libros para Bibliotecas Universitarias), devised at the meeting in San José, Purua, Mexico, June 18-20, 1966, and strengthened by subsequent conversations with university and association authorities, is presented herewith.

^{*} Participants in the Meeting of Consultation were as follows: Dr. Nettie Lee Benson, Director of Latin American Collection, University of Texas Library, Austin, Texas; Mr. A. G. Dale, Chief, Theoretical Linguistics Group, University of Texas, Austin, Texas; Sra. Nadia de Levi, Jefe de la Hemeroteca, Unión de Universidades de América Latina, Ciudad Universitaria, México, D. F.; Dr. Armando Sandoval, Director de Bibliotecas, Universidad Nacional Autónoma de México; Mrs. Marietta Daniels Shepard, Associate Librarian, Pan American Union, Washington, D. C.; and Pedro Zamora, President, Asociación Mexicana de Bibliotecarios.

November 15, 1966

A SELECTED LIST OF BOOKS FOR LATIN AMERICAN
UNIVERSITY LIBRARIES
GUIDELINES FOR ITS COMPILATION*

1. GENERAL TERMS OF THE PROJECT LILIBU **

1.1. Objectives of the Project.

To provide aid to Latin American librarians in the selection of the books and journals most appropriate to their institutions; to provide the means whereby a university library may be able to evaluate its collection on an authoritative basis, and to enrich it; to develop competence in Latin America in the application of selection principles and methods, and in bibliographic compilation especially by automated processes; and to create a basis for bringing back into print the best of Latin America's book production needed for teaching and research purposes by identifying the outstanding titles.

1.2. Need for a Basic Selection List.

Current activities to improve university facilities in Latin America through government and foundation support sooner or later must confront the problem of improving the organizational structure of the university library, its collections and its services. Grants providing for the purchase of library materials have not produced optimum results in the past for lack of buying guides, of experience in the application of selection techniques, and of technical knowledge of book acquisitions sources and procedures.

Many university library collections in Latin America have been assembled almost exclusively on gifts and exchanges and on the acquisition by gift or purchase of private libraries. In relatively few institutions has there been developed a consistent selection and purchasing policy and program with even mediocre and regularly budgeted funds. Bibliographic tools useful for selection purposes -- essential also for research -- are expensive and therefore frequently not within the purchasing ability of the libraries which have operated on a minimum budget. The bibliography of Latin America is spotty and incomplete. University administrators have not generally understood the library's needs or the needs of the university for good library services. Latin American librarians, trained on a lower academic level than their North American colleagues, with less training and experience in the use of bibliographic tools and in working with books and knowledge need more assistance in the selection of materials for their collections than do their North American counterparts who have had standard catalogs and buying lists for their needs for many decades.

*Based on decisions made by the Meeting of Consultation on the Compilation of A Basic List of Books for Latin American University Libraries, called by the Pan American Union, San José Purúa, México, June 18-20, 1966, with a grant from the Council on Library Resources, Inc.

** LILIBU: Lista de libros para bibliotecas universitarias.

1.3. Headquarters of the Project LILIBU.

The University City in Mexico, D. F., is proposed as the seat of the Project, with administrative headquarters in the Unión de Universidades de América Latina. México has been selected because of its large number of specialized library resources and bookstores, competent subject specialists for consultation, a reasonably high level of development of computer techniques and the availability of necessary equipment. Its proximity to the University of Texas with its wealth of Latin American materials and its computer programs for advisory services in selection and computer techniques is an added advantage. The Unión de Universidades de América Latina is in constant communication with the major universities in Latin America and their faculty and therefore in an advantageous position to obtain support and collaboration of those institutions and specialists.

2. SCOPE AND GENERAL CHARACTERISTICS OF THE BASIC LIST

2.1. Types of Libraries for Which the List Is to Be Compiled.

The list is intended to serve as a basic list for all universities and institutions of higher learning, large or small, whether or not they are composed of various professional faculties. It could be applied whether or not the institution possesses a Central Library. It should be a list of all books which any student needs to have access to, whatever field of study he may be pursuing, in order to permit him to acquire a well-rounded academic background. It will, for instance, cover the major works in the field of economics which all students and professors at the University require, but will not pretend to include all works required by the Faculty of Economic Sciences or by the economics department of a highly centralized General or Central Library.

The basic list should serve as a foundation on which a major research library can be built, and it is not intended to satisfy the advanced research requirements of the university. Although it should be devised to support the teaching programs which depend most heavily on books and libraries, such as the humanities and social sciences, it should reflect adequately all fields of knowledge.

The list is to be considered a basic one regardless of whether or not other libraries and reference services in the country may duplicate the same titles. It will list all works required by all countries, to which each country would add those titles needed for its own purposes,

It will be aimed chiefly at the reading level of university students and will not satisfy advanced research needs in specialized fields of advanced students and faculty members. As a basic list it is hoped that it will stimulate university students to interest themselves in many fields of learning.

2.2. Types of Readers

The list will be developed to satisfy the reading needs of the university students and not the special interests of faculty members. For the faculty, as well as for the undergraduate and graduate students it is intended to serve as an operating collection in all fields, not influenced by the curriculum of one university or another, or by their requirements for advanced research.

The list will not be influenced by the reading needs of the public in general or by secondary school students who may be occasional users of the library. However, it is anticipated that titles will be included which will permit the university to give courses at the first year university level which will aid students in the use of the library, in research methods and bibliographic citation, as well as in rapid reading and reading comprehension.

2.3. Size of the List

It is generally agreed that a collection of 75,000 volumes is a minimum one at the present to cover all fields of knowledge and required for even the smallest of institutions. This would allow for the selection of approximately 55,000 to 60,000 titles of books and about 1,500 periodical titles covering several years. First, second, and third priorities of approximately 25,000 volumes each would be indicated on the list to aid university libraries in determining importance of procurement. It was felt that a single listing, albeit in several volumes, would be preferable to the publication of three different priority lists.

2.4. Characteristics of the List -- Selection Policy

2.4.1. Subject Matter

General works in all fields of knowledge required in a university library in all countries will form the nucleus of the list. On the basis of this list an individual library would move in depth in some subjects to satisfy curriculum requirements. To build up a "common market of knowledge", an attempt will be made to include those titles representative of the best thought of the Americas. Nonetheless, important works of universal knowledge will be included, whenever possible in translation into Spanish and Portuguese. Key reference and bibliographic works from the major countries of the world will be represented.

2.4.2. Kinds of Books

Primary and secondary source materials as well as surveys for general readers, together with the classics in all fields, the important scholarly titles, and definitive works on all subjects of interest and use to the university student will make up the bulk of the list in its totality. It will cover chiefly printed or photocopied materials, disregarding newspapers, recordings, slides, and pictures. In general, titles will be selected without regard to whether they are in print or out-of-print, especially in the light of current reprinting possibilities

2.4.2. (Cont.) Whenever possible, selection will be made of the editions of works most appropriate for library purposes, and no effort will be made to indicate first or rare editions for collection purposes. In general, emphasis will be given to newer titles except for the classics in all fields.

2.4.3. Textbooks

Textbooks, especially elementary college texts, will not form a major portion of the list and will be selected only if they contain exceptionally good bibliographies or are outstanding for some other reason. By "textbook" is understood those books written for teaching purposes and which are required by the teachers for daily use in classroom and study work, and which the students are expected to possess. They will be included in the list if they are considered to be essential for students other than those enrolled in the courses using them.

2.4.4. Languages of Books Represented

Inasmuch as Spanish and Portuguese are the working, study and reading languages of Latin America, emphasis will be given to works in those languages. For translations, however, bibliographic information will also be given for works in their original languages both for comparative purposes and to assist libraries in acquiring the original work in the event that the translation, usually printed in smaller editions, is out-of-print. For works of literature, except for the Slavic and esoteric languages, editions in the original language as well as in translation will be cited.

Although it is felt that an English edition of works not translated into Spanish, for the Spanish speaking countries, would be preferable to the original German, Russian, Italian or Portuguese, it is recommended that a limited survey among university students in several countries be carried out to determine this point. English editions of technical and scientific works in these languages are considered to be more acceptable than those in the original languages.

2.4.5. Bibliographic Information

Complete bibliographic information will be given in the list, as well as cataloging information if it is found feasible to do so. Insofar as possible, information will be given on sources for the procurement of hard-to-locate materials.

2.5 Proportion of Titles

Of the total 75,000 volumes, it is anticipated that from 15,000 to 20,000 will represent the periodical collection. For first priority selection emphasis will be given to essential reference and bibliographic works. Inasmuch as the library needs for Latin America are essentially the same as for U. S. institutions, the determination of subject fields for this list and their proportions, based on selection lists compiled for U. S. university and college libraries, has evolved as follows:

2.5.1. Books

	<u>% of</u> <u>Total List (75,000)</u>	<u>% for</u> <u>First Priority (25,000)</u>
General, Miscellaneous, Reference Works	3%	14%
Humanities		
1) Language and Literature	35	
2) Fine Arts	7	
3) History	18	
4) Philosophy, Religion, Psychology	<u>9</u>	
	69%	27
Social Sciences	17	30
Sciences		
1) Biological Sciences	6	16
2) Physical Sciences	<u>5</u>	<u>13</u>
	11	29
	<u>100%</u>	<u>100%</u>

2.5.2. Periodicals

	<u>No. of Titles</u>
For titles beginning year of project	900
For collections covering 10 previous years	400
For collections covering 20 previous years	200
For longer runs and complete of periodicals	100
	<u>1,600</u>

2.5.3.

A general rule of thumb for the proportion of periodical titles will be the following:

	<u>% of</u> <u>Total List</u>
General	10%
Humanities	25
Social Sciences	36
Biological Sciences	12
Physical Sciences	<u>17</u>
	100%

2.6. General Basis for Selection

By late 1966 or early 1967 the "new campuses list" compiled for use in developing collections for new universities to be created in California will be published by the American Library Association. Under the editorship of Melvin Voigt of the University of California at San Diego this list, based to some extent on earlier standard lists and those compiled for certain undergraduate libraries such as the Lamont Library of Harvard, was developed with the same scope and extent in mind as the proposed basic list for Latin American university libraries. It is, therefore, expected that this new list for California libraries will serve as a basis for selection of titles for Latin American universities, with deletions, substitutions, and additions made in accordance with the expected needs of Latin American universities. In addition to its general utility of providing bibliographical information on titles which will be needed by Latin American libraries, it will be used as a means of determining the general proportions of disciplines to be represented in the basic list.

3. RESPONSIBILITIES AND CONTRIBUTIONS OF THE SPONSORING AGENCIES

Because of the incompleteness of Latin American bibliography and lack of experience in this kind of bibliographic enterprise, the project will of necessity be a complicated one. The full cooperation of a number of institutions will be required as well as that of subject specialists and librarians throughout the Hemisphere.

3.1. Institutions

3.1.1. Pan American Union. (PAU)

In its efforts to improve library services in Latin America, the Library Development Program of the Pan American Union has devoted special attention to university libraries, to their organization and their collections. It conceived of the proposed project for the compilation of a list of works appropriate for university libraries as a means of improving collections. It called the Meeting of Consultation to discuss details of the project.

The Pan American Union will continue to take the initiative in seeking the means of compiling necessary selection lists, and assuring their use. It will seek and administer the grant or contract for the compilation and serve whenever necessary in an advisory and liaison capacity.

3.1.2. Unión de Universidades de América Latina. (UDUAL)

The Union of Latin American Universities will assume the principal responsibility for carrying out the project so that the selection list will have necessary authority and acceptance among the universities of Latin America. With the backing of the UDUAL Council and its General Assembly the project should receive full collaboration from the universities and their staffs. It will benefit by information provided by

3.1.2. (Cont.) them on the materials being used for teaching purposes. It is anticipated that UDUAL may be able to contribute the part-time assistance of some staff members of the project.

3.1.3. Universidad Nacional Autónoma de México. (UNAM)

The UNAM will contribute in three ways: 1) by providing space and equipment in the Central Library; 2) publishing a quarterly bulletin for selection purposes to keep the basic list up-to-date, similar in purpose to CHOICE; and 3) attempting to acquire the principal works listed in the "new campuses list" of California and making available these and basic bibliographic services for the compilation of the list.

3.1.4. University of Texas. (Texas)

The contribution of the University will be primarily in the form of advisory services in the selection process and in the development of the necessary computer techniques. In addition, Texas will contribute a card file of its recent Latin American acquisitions and continue to supply cards for its new acquisitions. It will supervise the compilation of "pre-selection" lists in certain subject fields of Latin American materials by graduates of the UNAM studying library science at Texas.

3.1.5. Asociación Mexicana de Bibliotecarios. (AMB)

Together with its affiliate organization of university librarians, the Asociación Mexicana de Bibliotecarios is engaged presently in drawing up minimum standards for Mexican university libraries. It is cooperating with the Instituto Mexicano del Libro and the Cámara Nacional de la Industria Editorial to publish a national bibliographic bulletin in the near future.

The AMB will serve as a pilot activity in the compilation of a list of the essential Mexican works to be included in the university libraries' list, combining the efforts of librarians, bibliographers, and professors in the project. On the basis of their experience, associations in other countries will be contracted to compile similar national lists. A committee of the AMB named for the purpose will also serve in an advisory capacity to UNAM upon request.

3.1.6. Project Funding Agency

Accurate accounting of the expenditures of the funds provided for the project as well as annual or additional regular reports on progress will be supplied to the funding agency or agencies. Its advice will be sought when appropriate during the course of the project.

3. 2. Type and Extent of Collaboration.

It is anticipated that PAU, Texas, UDUAL, UNAM and AMB will make it possible for their staff members to participate fully in necessary meetings to establish policy, review progress, and advise on procedures for the compilation of the basic list, and to answer technical or substantive questions whenever they are called upon to do so. The membership of UDUAL, furthermore, will be called upon to supply information essential to the pursuit of the project.

3.3. Types of Agreement Required.

Upon receiving a grant for the project, the Pan American Union will effect a formal agreement with the Unión de Universidades de América Latina, signed by the appropriate officers of the two organizations. In the meantime, an informal letter of request for participation sent by the PAU to UDUAL will suffice for exploratory purposes. UDUAL, upon the signature of a formal agreement to assume responsibility for the compilation, would make necessary written agreements with UNAM and AMB. Informal requests from the PAU and UDUAL will be sufficient by collaboration on the part of Texas.

3.3.2. Duration of the Agreements.

The agreements should be in force until the project is completed. If serious obstacles to completion of the project in the time expected are encountered, a renewal of the agreements may be required. At the conclusion of the project, it may become necessary to enter into new formal agreements for the production of a quarterly bulletin of selected new works and for the issuance of new revised basic lists incorporating these new titles.

4. ADMINISTRATIVE STRUCTURE OF THE PROJECT

4.1. Executive Board (Comité Ejecutivo)

The Executive Board will be responsible for determining the general policy of the project, for planning its execution for review of its progress, and for advising on the various aspects of its program.

The Executive Board will be composed of representatives of the following institutions and organizations: 1) Unión de Universidades de América Latina; 2) Universidad Nacional Autónoma de México; 3) University of Texas (2 representatives, one for technical assistance on the content and selection of materials and the other on the development of procedures and use of equipment for computer purposes); 4) Pan American Union; 5) Asociación Mexicana de Bibliotecarios; and 6) one or more persons expert in bibliographic compilation selected at the discretion of the Executive Board.

4.2. Advisory Committee. (Comité de Asesores)

An Advisory Committee will be appointed from among leading Mexican librarians, bibliographers and bookmen, with similar advisors from outside Mexico as corresponding members, to provide information and assistance on bibliographic sources. As the committee appointed by the Asociación Mexicana de Bibliotecarios it will be responsible locally for the selection of works of Mexican origin for inclusion in the Basic List. The Executive Board will assist UDUAL in selecting non-Mexican advisors.

4.3. Selection Committee. (Comité de Selección)

The Selection Committee will be a loosely knit group of collaborators used in the selection of titles to be included in the basic list. University professors and subject specialists will be requested to review subject lists provided to them by the project and indicate those titles which should be included, priority which should be accorded each one, and those titles which should be eliminated from the lists or added to them. (Técnicos de Evaluación).

A number of Selection Coordinators (Coordinadores de Selección) will be named from among subject specialist-librarians of Latin America to coordinate the selections made by several specialists in a single subject field, to analyze the returns and establish final priorities of titles as well as inclusion in the basic list.

An attempt will be made to provide for ample geographic distribution of the selection collaborators and coordinators, with a minimum of one person per country to coordinate the provision of national lists. UDUAL, together with the Project Staff, will request the collaboration of national selection, reviewers and selection coordinators, with assistance from the Pan American Union. They will be compensated for their work. (See 10.1.2.)

It is considered that a total of 21 will be named as "country coordinators", 90 as subject specialist "reviewers" and 26 as subject "selection coordinators," with at least one Mexican subject specialists in each field; as outlined in Annex 10.1.2.

4.4. Project Staff

The personnel of the project will include the Project Director, professional personnel, bibliographic and technical assistants, and office personnel. Routine checking and bibliographic compilation will be done by the bibliographic and technical assistants. The professional staff will be responsible for the review of titles to be included in the pre-selection or preliminary lists sent to subject specialists and for the final listings. Office personnel will include those responsible for secretarial services, typing of cards, filing of cards, etc. The Project Director will establish the procedures and direct the activities of the staff and the advisory groups.

4.5. Project Office

Under the administrative supervision of the UDUAL, the Project Office will be located in the Central Library Building of UNAM in as close proximity to the collections of bibliography and selection aids as possible.

4.6. Bibliographic Collection

In addition to the collections of bibliography and selection aids to be used for occasional consultation by the Project Staff, a number of bibliographic works and services will have to be purchased for constant consultation and ready use. Some items can probably be procured by gift from interested institutions.

4.8. Editor and Distributor of the Basic List

It is anticipated that the final copy of the basic list will be published by the UNAM Press from computer supplied copy. Distribution will also be made from the offices of the Press. It is hoped that copies can be supplied free to the members of UDUAL, one copy to each university, with additional copies to be purchased from the UNAM Press.

5. STAGES OF DEVELOPMENT OF THE PROJECT

5.1. Planning

On the basis of a draft proposal prepared by the Pan American Union, a grant was made by the Council on Library Resources, Inc., to make possible a meeting in Mexico, June 18-20, 1966, to draft the general terms and details of the project. Invited to participate were four librarians, a bibliographer and a computer expert representing the PAU, UDUAL, UNAM, AMB and Texas. The present proposal reflects the decisions of the meeting. Subsequent to the meeting, an informal letter was sent by the PAU to UDUAL to inquire as to its willingness to assume the major responsibility for the compilation and a reply received to the effect that it is willing.

The second step, on the basis of a review by the participants of the text of this proposal, will be that of seeking funds to carry out the project.

When funds are secured, the third step will be that of formulating the formal agreements among the collaborating organizations.

The final step in the initial planning period will be that of naming the Director and staff. At this time, it may be found feasible to have a meeting of the Executive Board to assist in establishing procedures for the project. Equipment and office furniture and supplies will have to be procured in the light of decisions reached concerning the techniques and equipment to be applied in recording the bibliographic information for computer print-outs.

5.2. Pre-Selection Stage

5.2.1. Procurements of Necessary Bibliographic Sources.

As a means of facilitating the compilation of the list, an attempt will be made to procure as many selection lists and bibliographic sources as possible. With the assistance of the Executive Committee and the Advisory Committee a list of general and subject bibliographic sources for use in the selection of titles will be drawn up. An effort will be made to determine the location in libraries in Mexico City of those which will be needed only occasionally. Others will be procured by gift or purchase for daily use by the staff.

5.2.1.1. Printed Bibliographies.

These will include the printed catalogs of the British Museum, the Bibliothèque Nationale of Paris, the Library of Congress, and national bibliographies of the Latin American countries, Spain and Portugal. Comprehensive subject bibliographies as well as selected ones will be sought. For constant consultation it will be necessary to procure such works as the "new campuses list" for California, Libros en Venta for Spain and Spanish-speaking Latin America, Books in Print, the Pan American Union Directory of Current Latin American Periodicals, the new Gropp Bibliography of Latin American Bibliographies soon to be published, Matos' Hispanic America Through Book Reviews, and Zimmerman's A Guide to Current Latin American Periodicals, the Handbook of Latin American Studies, the Library of Congress lists of translations of U. S. books into Spanish and Portuguese, Current Caribbean Bibliography, and the acquisitions lists of the universities of Florida and Texas and of the Pan American Union, among others. To supplement the California list, a collection of the bibliographical journal CHOICE will be required. Publishers catalogs will also be procured.

5.2.1.2 Card Files and Other Selection Aids

As soon as publication is made of the California list, it is anticipated that the L.C. printed cards from which it is being compiled can be made available to the Project. The Library of Congress has offered to provide the cards from which its translations lists have been compiled. From the University of Puerto Rico cards used for the selection and purchase for new community college libraries can be photocopied for the Project. It is also anticipated that selection lists on cards may be procured from some of the university libraries in Latin America which have recently been engaged in comprehensive procurement of new materials. (A micro-film copy of the California list can be supplied by University Microfilms, Inc., if it is considered necessary. Brod-Dart has punched cards for books in print.)

5.2.1.2. (Cont.)

It is hoped that a the marked copy of the Handbook of Latin American Studies from which Dr. Lewis Hanke selected titles to be procured by Columbia University libraries can be utilized by the Project either by a loan of the set or by transferring the information to a new set of the HALS, The American Universities Field Staff's selected bibliography on Latin America should also serve as a selection device.

For comprehensive bibliographic information on Latin American publications, the cards offered by the University of Texas representing the acquisitions of its Latin American Collection during the last 15 or 20 years will provide considerable assistance.

5.2.1.3. Representative National Works

In order that the principal works of Latin America are represented in the list, one aspect of the Project will deal with the means of ascertaining these titles from each country. On the basis of the Mexican experiment (see 3.1.5) library associations or other organizations or institutions will be given contracts for the preparation of lists of essential and representative works on each country, in accordance with a selection policy statement to be drawn up to aid them. A "country coordination" will be responsible for liaison with UDUAL. Work to begin immediately.

5.2.1.4. New Subject Lists of Latin American Materials

Under the direction of the staff of the University of Texas, those graduates of UNAM presently enrolled in library school at Texas will compile a limited number of subject lists of materials from Latin America and Spain on which more extensive subject lists can be based.

5.2.2. Availability of Copies of Books.

5.2.2.1. Titles from California List.

As a means of collaborating with the Project as well as of building up its own collection, it is anticipated that UNAM will proceed to acquire as soon as possible most of the titles listed in the California list. (Bro-Dart can provide copies of the titles in print, as well as the catalog cards, as a regular part of their commercial service.

5.2.2.2. Latin American Publications

An effort will be made to encourage Latin American publishers to supply copies free of their publications which they consider most appropriate for Latin American university libraries, for the use of the Project staff and local advisors, and to continue to send new titles. Especially in this phase of the program, the collaboration of the Centro Interamericano de Libros Académicos (CILA), with headquarters in Mexico will be sought for the procurement of university and scholarly publications. Some titles will doubtless have to be purchased for review purposes.

5.2.3. Determination of Procedures for Combining Bibliographical Information from Available Selection Aids

While the above mentioned materials are being assembled, it will be necessary to determine the procedures for combining and maintaining the bibliographical information in card form for the working files, keying in the precise selection lists on which the titles are found and the authority for the bibliographical information. At the same time procedures will be studied, with technical advice from the University of Texas, for producing machine readable copy from the working copy of the cards.

5.2.4. Addition of New Titles

A selection will be made by the professional staff of LILIBU, with the assistance of the Mexican Advisory Committee, of new titles of U. S. works ~~to be~~ added to the California list, taken primarily from information supplied by CHOICE. New titles of Latin American materials located by the use of current bibliographies will be selected by the same method, using especially the HALS and the current lists issued by Stechert-Hafner's Latin American Cooperative Acquisitions Project (LACAP) and the lists issued by CILA.

5.2.5. Compilation of the Master Working File

The Project Staff will have produced a master working file, combining cards described above with cards for new titles selected for the purpose and edited for uniformity of bibliographical form.

5.2.6. Preliminary Selection of Titles

Preliminary selection by subject from the working file will be made by the Mexican Advisory Committee with the assistance of university professors and specialists.

5.2.7. Transfer of Bibliographical Information to Machine-Readable Copy

In accordance with procedures established in 5.2.3. titles selected and edited in accordance with 5.2.5. and 5.2.6. will be transcribed into machine-readable copy by the office staff of the Project.

5.2.8. Production of the Preliminary Selection Lists by Subjects

Preliminary selection lists by subjects will be computer produced from the machine-readable copy of the bibliographical information.

5.3. Selection of Titles to be Included and Determination of Priorities

5.3.1. Revision of Subject Lists by Selection Committee.

Copies of the computer-produced subject lists in all languages will be submitted to the members of the Selection Committee, who will be asked to check the lists, and indicate titles to be included and priorities in accordance with the terms of 4.3. They should also be asked to indicate by some symbol as to their personal familiarity with the work and the specific edition cited.

The preliminary checklists reviewed by the subject specialists and the professors will be submitted to the Selection Coordinators who will analyze the returns and produce a single subject list with priorities established by a consensus of returns.

The Project Staff will then edit the revised subject lists for uniformity, add the new titles submit and delete those suggested for elimination, and get a new computer print-out of the revised lists.

5.3.2. Meeting in Mexico of the Selection Coordinators

A two-week meeting of the Selection Coordinators should be scheduled well in advance to assure their attendance. (Attendance should be one of the responsibilities entailed in acceptance of the invitation to serve as coordinators.) The meeting would serve for the purposes of coordinating all of the subject lists, arriving at definite conclusions concerning the proportion and titles of works to be included, and to establish priorities of importance for purchase. It would have the added advantage of achieving a definite cut-off date for termination of the selection process. It would further call attention to the need for establishing selection as a basic principle in the acquisition and preservation process and would develop competence in subject selection among librarians and an awareness of the need ~~and use~~ of bibliographical resources among the university professors and subject specialists serving on the Selection Committee.

5.4. Final Compilation and Publication of the List

A certain amount of clean-up work will have to be done by the Project Staff prior to the issuance of the list from computer print-out. (See 10.9)

5.5. Retention of Card Files and Tapes for Future Lists

Inasmuch as regular revisions of the lists are contemplated, as well as a current selection service on a quarterly basis, the files and tapes will be retained for this purpose. (See 7.)

6. PROCEDURES AND TECHNIQUES APPLICABLE IN THE SELECTION OF WORKS

6.1. Pre-Selection Stage

The Project Staff will be responsible for assembling the bibliographical sources required for selection purposes, compiling the working file of all titles in their original languages and in translation, engaging in the pre-selection process of determining the titles to appear in the preliminary subject lists to be submitted to the subject reviewers, transferring the bibliographical information into machine-readable copy, and issuing the preliminary subject information into machine-readable copy, and issuing the preliminary subject list from computer-print-out. The lists will include entries submitted in the national lists of representative works of each country as well as the subject lists prepared by Mexican students at Texas. (See 5.2.1.3. and 5.2.1.4) A preview of the subject lists will be made by subject specialists in Mexico working with the Advisory Committee in Mexico.

6.2. Review of Subject Lists by Inter-American Members of the Selection Committee

Subject lists produced from computer print-out will then be submitted to the reviewers, subject specialists and university professors, throughout the Hemisphere, and to the Selection Coordinators.

The Selection Coordinators in turn will procure the revisions from the reviewers and will coordinate them, each one being responsible for one division of a subject field. He will submit his revised version of the subject list with an indication of first, second, and third priorities, based on the consensus of returns, to the Project Staff.

6.3. Final Selection

Final selection will be made at the Meeting of the Selection Coordinators based on the subject lists which each has submitted. Final determination of priorities will also be made at this time.

6.4. Establishment of Selection Principles and Priorities

The Executive Committee will establish in general terms the principles and policies to be followed in the selection of titles and in the determination of priorities. These principles and policies should be reviewed by the Advisory Committee and if changes are recommended they should be referred to the Executive Committee.

Guidelines for the application of selection policies and principles drawn up by the Project Staff should be submitted to the Executive Committee for its approval before they are sent to the members of the Selection Committee.

6.4. (Cont.)

Although the Project Staff may need from time to time to refer to the Executive Committee or to the Advisory Committee in the application of selection policies and principles, it should be composed of personnel competent to make final judgement on the selection of individual titles and priorities after the Selection Coordinators have submitted their final selections.

6.5. Compensation for the Selection Process

Payment for selection services will be made to the country coordinators, to the subject reviewers and to the selection coordinators in accordance with the plan described in 10.1.2. ^{Annex} In general a fixed amount will be given to the country coordinators and to the subject reviewers. Selection coordinators will be given a nominal honorarium and travel expenses for the two-week meeting in Mexico. (10.1.2.3. ^{Annex}

6.6. Procedures Established for Final Compilation and Revision of the List

In determining the techniques to be applied in the maintenance of the card files and in the production of the lists on tapes, consideration will be given to how they can be used in producing revised lists on a regular basis, incorporating new titles for a current listing on a quarterly basis.

7. CONTINUITY AND REVISION OF THE BASIC LIST

7. 1. Continuous Selection of New Works

An important consideration in the compilation of the basic list is that of keeping it up-to-date with the selection of new works which are appearing, new editions, and works which will replace titles on the list. This can be accomplished by the publication of a regular selection service or of an annual supplement to the basic list. Authorities of UNAM have demonstrated their willingness to initiate the production of a quarterly selection journal to fulfill the objectives for Latin America which CHOICE has for U. S. libraries.

7.1.1. Procurement of Review Copies of New Titles

It is felt that most publishers will be willing to supply copies for review purposes. The purchase of some titles may be achieved either by an arrangement for purchase by the UNAM Library or by setting up a modest amount in the budget so that the copies may be given to the reviewers.

7.1.2. Annual Selection of Indispensable Titles

The services of the Inter-American Selection Committee of LILIBU may be found to be useful in the selection of the most essential items (as first priority) from those listed in the quarterly issues, for the production of an annual top priority selection list, much in the same fashion as is done for CHOICE.

7.1.3. Criteria for Selection of New Titles

Prior to the initiation of the new quarterly selection service, decisions will have to be taken as to the criteria for selection of new titles, whether the same ones should be annotated, and whether the list should be more selective, giving only top priority selections. It should be determined whether information on new titles should indicate those titles in the basic list for which they may substitute.

7.2. Supplement and/or Revision of the Basic List

Use of the computer ⁱⁿ producing the print-outs would make possible a quarterly up-dating of the basic list, quarterly cumulation of new titles to be added to the list, regular revised subject lists, etc.

7.2.1. Annual Supplements to the Basic List.

At this point in the development of the Project LILIBU it is considered that an annual supplement prepared on the basis of the quarterly selections can suffice.

7.2.2. Regular Revisions of the Basic List

A five-year period for the total revision of the basic list is considered sufficient. By the time of the completion of the first edition it will be possible to determine whether this regular five-year revision should be made by UNAM itself or in collaboration between UDUAL and UNAM.

7.2.3. Revision of Subject Lists

It is recommended that there be a partial revision of the subject lists each year during the five-year period on a regular basis. Use of the computer will permit the print-out of checklists to be revised by subject reviewers and of revised lists for wide or limited distribution. Priorities should continue to be indicated in the subject lists.

A permanent record of titles selected beginning with the first basic list should be retained, perhaps on microfilm, even though they may be eliminated from subsequent revisions of the basic list.

7.2.3. (Cont.)

It will also be possible to issue revised subject lists each year or upon demand, if this service is considered necessary in the light of experience.

7.3. Promotion of Larger Editions of Latin American Works and of Reprints

Regular editions of Latin American works are generally small, running from 500 copies to about 3,000. Only the most popular books are issued in editions running to 35,000 or more, and usually those are printed in paperback expendable editions. It is anticipated that a by-product of Project LILIBU and the current selection listing will be that of encouraging the production of larger editions of substantive books.

Present-day potentialities for reprinting out-of-print materials in microform or in facsimile editions are enormous. There are more than 60 houses in the U. S. now engaged in reprinting, for instance. With computer print-outs of books issued in the principal publishing countries of Latin America, it will be relatively easy to encourage the reprinting of the major national works to supply the demand of university libraries.

7.4. Bases for the Establishment of an Inter-American Bibliographic Institute

The development of competence in Mexico in the application of selection principles, in the use of computer compilation and resulting publication, and the establishment of a regular routine system for procuring new publications will lay the foundation for the establishment of an Inter-American Bibliographic Institute to serve the wider bibliographic needs of Latin America and the rest of the world needing to have bibliographic information on and copies of Latin American works.

8. COMPUTER AND RELATED FACILITIES AND EQUIPMENT IN MEXICO *

8.1. Computer Facilities

The Centro Electrónico de UNAM, under the direction of Sergio Beltrán, has both an IBM 1401 and a Control Data G20 computer. The agricultural research center at Chapingo and Obras Públicas also have a 1401. The Instituto Politécnico has a computer model. Other computers exist in commercial firms and can be rented by the hour at approximately \$200 per hour. The UNAM offers its computer services free for Project LILIBU.

*From findings and conclusions reached by Dr. A. G. Dale, Associate Professor of Computer Sciences, The University of Texas, participating in the meeting as a computer expert.

8.1. (Cont.)

The University of Texas has recently acquired a Control Data 6600 computer system.

Information retained by Project LILIBU on 3 x 5 LC printed cards or typed cards edited for the purpose will be transformed into paper tape and punched by the skilled keypuncher employed on a temporary basis for the Project. UNAM can program this aspect of the Project. (It will not be necessary to prepare punched cards as an intermediary step.)

Magnetic tape files will then be generated by the computer from the paper tape. Relatively simple computer programs will permit editing and updating of the citation files being maintained on magnetic tape. The magnetic tape file will thus be the active permanent file for the book list, with the paper tape being retained as an archival back-up.

Preliminary and interim listings can be generated, if necessary, from magnetic tape on the standard computer printer equipment. The type-font available on standard printers is not satisfactory for final publishable listings, since it is entirely upper case, and without the necessary diacritical and punctuation symbols.

The final publishable listing will be produced by the following sequence:

1. Computer generation of a paper tape version of the edited magnetic tape file.
2. Input to a paper tape driven typewriter to produce formatted typescript on continuous roll paper.
3. Page makeup into two-column format with approximately 30 citations per page.
4. Production of offset mats or plates from page paste-ups.

It is considered desirable that as many of the aspects of the Project LILIBU as possible should be undertaken in Mexico in order to develop independent computerized bibliographic competence there. However, in the light of the increasing use in Mexico of existing computer equipment and of the fact that there is very large computing capacity in Texas, it may be desirable to seek the collaboration of Texas in some phases of the program. At the least an effort will be made to develop procedures compatible with equipment in both Mexico and Texas.

8.1. (Cont.)

Discussion with computer center personnel at UNAM indicates, however, that the necessary special-purpose programs for paper-tape code conversion and magnetic tape file editing can be undertaken by local staff, and that appropriate storage security can be arranged for the magnetic tape files at the UNAM computation center.

Although free computer time would probably be available at both UNAM and Texas for the Project, it would be well to budget \$1-2,000 for emergency purposes.

8.2. Equipment and Supplies for the Generation of the Bibliographic Information

8.2.1. Automatic Typewriter for Paper Tape

The Dura Mach 10 Automatic Typewriter is the preferred machine for production of paper tape and final listings for the following reasons: it is 25-50 per cent faster when reading paper tape than competitive machines; it can produce up to 14 carbon copies; is quieter, and can be supplied with an international type face typing head, with Spanish and Portuguese characters.

Dura Business Machines has a local dealer in Mexico City who can supply service. However, it is suggested that it may be preferable to order the machine through a dealer in Austin to permit Dr. Dale to text tape formats to recommend for use in the Project before the machine is shipped to Mexico. The Austin dealer has quoted a price of \$3,600 for the machine with paper tape input and output, special stand and tape feed and special typing head, delivered in Mexico City.

About 280 rolls of paper tape will be required in all: 140 rolls for input and the same amount for output from the computer for the final production job. If purchased in quantity (minimum lots of 6 cases with 28 reels per case), the case cost is about \$25.25, so that the total paper-tape cost will be about \$275, allowing for some wastage.

The punched paper tapes can best be stored in standard file cabinets procurable in Mexico, in manila folders or pockets so that the contents can be indexed on the flaps, about 100 to a 4-drawer cabinet. Two cabinets will be needed for this purpose. The preliminary tapes can be discarded after computer output of the final list.

8.3. Production of Preliminary Subject Lists

Paper tapes will be punched by skilled typists and keypunchers employed on a temporary basis for the Project from the 3x5 cards edited in accordance with the program developed for the purpose. If the cards are retained by subject and the paper tape prepared in that order, the 14 carbon copies prepared on the Dura Mach 10 typewriter can

8.3. (Cont.) be used as the subject lists sent to the subject reviews and coordinators. If not, ~~print-outs~~ can be made from the computer for the preliminary subject lists. A column can be left in the copy of the lists for the reviewers to indicate whether or not they are familiar with the book or the edition and the priority to which they would assign each title. Coded into the information provided also should be information to indicate if the title appears in such selected lists as that of California, Puerto Rico, HLAS, CHOICE, etc.

8.4. Production of Offset Plates for Final Publication

The final publication of the basic list will be made from offset mats or plates in Mexico either on equipment at the UNAM Library, at the University Press, or commercially, following the sequence outlined in 8.1 above.

9. CALENDAR OF ACTIVITIES

- | | |
|--|-----------------------------------|
| 9.1. <u>Preparation of Original Draft Proposal by Pan American Union</u> | May 21, 1965 |
| 9.2. <u>Meeting of Consultation in Mexico to Draft Guidelines</u> | |
| 9.2.1. Establishment of general terms, policy and principles
(Additional cost figures to be supplied) | June 18-20, 1966
June 30, 1966 |
| 9.2.2. Preparation of Report of Meeting by Pan American Union | Sept. 1, 1966 |
| 9.2.3. Review and correction by participants in Meeting | Sept. 15, 1966 |
| 9.2.4. Revision of report and guidelines by Pan American Union
Union | Oct. 1, 1966 |
| 9.2.5. Preparation of Spanish edition of revision by Mrs. Levi | Oct. 15, 1966 |
| 9.3. <u>Presentation of Proposal to Possible Funding Agencies</u> | Oct. 15, 1966 |
| 9.4. <u>Agreements among Sponsoring Agencies</u> | |
| 9.4.1. Informal agreement between PAU and UDUAL | Sept. 1, 1966 |
| 9.4.2. Formal and informal agreements among sponsoring
agencies | Jan.-Feb.-1967 |
| 9.5. <u>Meeting in Austin/of Executive Board</u> | |
| To outline steps, advise on membership of
committees, etc. | Feb.-Mar. 1967 |
| 9.6. <u>Appointment of Director of Project LILIBU and Staff</u> | Mar. 1967 |
| 9.7. <u>Establishment of Office of Project LILIBU</u> | April, 1967 |
| 9.7.1. Technical assistance of Texas in purchase of equipment
and supplies, and establishment of procedures for
computer compilation and print-out | April, 1967 |
| 9.7.2. Drafting of manual of procedures, purchase of equipment
and supplies, and planning of responsibilities of
staff members | April, 1967 |
| 9.8. <u>Procurement of Bibliographical Sources</u> | April, 1967 |
| 9.8.1. Shipment of card files for California and other library
lists, LC translations, Texas files, etc. | |
| 9.8.2. Procurement of printed bibliographies needed for daily
consultation | |
| 9.8.3. Location of bibliographical sources for occasional consultation | |
| 9.8.4. Procurement of specialized subject lists prepared by inter-American
agencies or Latin American institutions-with assistance of PAU. | |

9.9. Compilation of Lists of Representative Works of Each Country

- 9.9.1. Mexican National List - to be compiled by committee of
Asociación Mexicana de Bibliotecarios as pilot project ?
- 9.9.1.1. Determination of extent and content, selection criteria,
to submit informally to Executive Board Nov. 15, 1966
- 9.9.1.2. Application of criteria to selection of Mexican list
before February meeting of Executive Board Feb.-Mar., 1967
- 9.9.2. Other national lists- on basis of Mexican experience July, 1967

9.10. Procurement of Titles California List by UNAM Library

The rector approved the idea that these titles should be
acquired as soon as possible by the UNAM whether or not the
Project LILIBU was put into effect. Work to begin immediately
upon naming of a new Director of Libraries at UNAM Aug., - 1967

9.11. Procurement of Books from Latin America, Spain and Portugal

- 9.11.1. UDUAL to request book catalogs Aug. 1966
- 9.11.2. UDUAL to request review copies July, 1967

9.12. Determination of Spanish and Portuguese Editions of Titles
in California List

July, 1967

9.13. Programming of Recording of Bibliographic Information

Sept., 1967

9.14. Editing of Bibliographic Information for Paper Tape Copy

Late 1967 -
Mar., 1968

9.15. Special Subject Lists to be Prepared by Mexican Students
at Texas

Oct. 1967
May, - 1968

9.16. Issuance of Preliminary Subject Lists by UDUAL
(in multiples of 5 by computer, or 14 carbon copies
by Duro Mach 10)

April 1968

9.17. Revision by Selection Committee of Preliminary Lists

- 9.17.1. Reviewers to submit lists to Coordinators within 6 weeks July 1, 1968

- 9.17.2. Coordinators to analyze and send list to LILIBU Sept. 1, 1968

9.18. Production of Revised Subject Lists with Addition of Late
Material

Nov. 1, 1968

9.19. Meeting in Mexico of Selection Coordinators

Dec. 1-15, 1968

9.20. Final Composition of the Basic List

- 9.20.1. Editing (combining, additions, deletions, priorities, production of author index, etc. 2 mos.) Feb. 1, 1969
- 9.20.2. Machine process - 2 months Apr. 1, 1969
- 9.20.3. Manufacturing or printing - 2 months June 1, 1969
- 9.21. Distribution of Basic List
- 9.21.1. Planning while job is in press June 1, 1969
- 9.21.2. Distribution within next 6 months Dec. 31, 1969
- 9.22. Meetings of the Executive Committee
- 9.22.1. Austin, 1st Feb., 1969
- 9.22.2. Mexico, 2nd Aug., 1969
- 9.22.3. Mexico, 3rd Feb., 1969
- 9.22.4. Mexico, 4th (with Selection Coordinators) Dec. 1968
- 9.22.5. Mexico, 5th (Advise on Planning of Current List) Late, 1969
- 9.23. Planning of Current Lists and Revisions of Basic List Jan.-Dec., 1969

10. A. BUDGET A. - TOTAL SUMMARY BUDGET OF PROJECT LILIBU (in round figures)

10.1. <u>Planning, Selection,</u> Direction, Advisory Services	\$42,000 + *
10.2. <u>Personnel</u>	\$110,500 *
10.3. <u>Bibliographic Surces</u>	4,000 +
10.4. <u>Basic Collection from Calif. List</u>	1,000 (+ \$240,000 by UNAM not included in total)
10.5. <u>Office Space</u>	9,000 **
10.6. Equipment and Supplies	9,500 *
10.7. <u>Communications</u>	<u>2,700</u> *
	\$179,000 +*
10.8. <u>General Overhead at 6% for Operations</u>	<u>11,000</u> \$190,000 +*
10.9. <u>Publication Costs</u>	<u>18,000</u> +
10.10. <u>Subtotal of Total Expenses</u>	\$208,000 +*
10.11. <u>Unfor:seen Expenses 5% of Total</u>	<u>10,000</u>
10.12. GRAND TOTAL OF EXPENSES	\$218,000 + =====

Includes

+Contributions by Collaborating Agencies which cannot be calculated

*Contributions of Collaborating Agencies which can be calculated & are
Included in total

**Contributions exclusively by Collaborating Agencies

10.B. BUDGET B. - OVERALL COST OF PROJECT LILIBU BY COLLABORATING AGENCIES
(in round figures)

	LILIBU	Add. Contribution by Coll. Agency	Financed Solely by Coll. Agency	Total
10.1. <u>Planning, etc.</u>				
10.1.1. Exec. Board	\$6,000	+	-	\$6,000 +
10.1.2. Selection	34,000	-	-	34,000
10.1.3. Consultation	2,100	+	-	2,100 +
	\$42,100	+	-	\$42,100
10.2. <u>Personnel</u>	100,000	\$10,500	-	\$110,500
10.3. <u>Bibliographic Sources</u>	4,000	+	-	4,000
10.4. <u>Basic Collection from Calif. List</u>	1,000	-	(\$240,000 by UNAM, not in total)	1,000
10.5. <u>Office Space</u>	-	-	\$9,000	9,000
10.6. <u>Equipment & Supplies</u>	4,800	4,700	-	9,500
10.7. <u>Communications</u>	2,700	+	+	2,700
NET OPERATING EXPENSES	\$155,000	\$15,000 +	\$9,000+	179,000
10.8. <u>General Overhead at 6% for Operations</u>	11,000	+	+	11,000
TOTAL OPERATING EXPENSES	\$166,000	\$15,000	\$9,000	\$190,000
10.9. <u>Publication Costs</u>	16,500	+	\$1,500	18,000
10.10. SUBTOTAL OF TOTAL EXPENSES	\$182,500	\$15,000	\$10,500	\$208,000
10.11. <u>Unforeseen Expenses 5% of Total</u>	10,000	-	-	10,000
10.12. GRAND TOTAL OF EXPENSES	\$192,500	\$15,000	\$10,500	\$218,000

+Includes contributions by Collaborating Agencies which cannot be calculated

*Contributions of Collaborating Agencies which can be calculated & are included in total

**Contributions exclusively by Collaborating Agencies

INFOBILA

10. CBUDGET C. - FOR PROJECT LILIBU BY YEAR

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>Total</u>
10.1. <u>Planning, Selection, Advisory</u>				
10.1.1. Meetings of Exec. Bd. at \$1,200 each	\$2,400	\$2,400	\$1,200	\$6,000
10.1.2. Selection Compensation				
10.1.2.1. National Lists	4,000	-	-	4,000
10.1.2.2. Subject Reviewers	-	9,000	-	9,000
10.1.2.3. Meeting of Coordinators	-	\$21,000	-	21,000
10.1.3. Consultation	600	1,100	400	2,100
	<u>\$7,000</u>	<u>\$33,500</u>	<u>\$1,600</u>	<u>\$42,100</u>
10.2. <u>Personnel</u>	30,000	40,000	30,000	100,000
10.2.4.3. Assistants to be supplied by UDUAL	(\$3,500)	(\$3,500)	(3,500)	(\$3,500)
10.3. <u>Bibliographic Sources</u>	\$4,000	-	-	4,000
10.4. <u>Basic Collection</u>	-	1,000	-	1,000
10.4.1. Collection at UNAM at their expense- not included in budget				/240
10.5. <u>Office Space</u> (To be supplied by UNAM)	(3,000)	(3,000)	(3,000)	(9,000)
10.6. <u>Equipment and Supplies</u>	4,800	-	-	4,800
10.6.1. To be furnished by UNAM - regular office equipment and furniture	(4,300)	(200)	(200)	(4,700)
10.7. <u>Communications</u>	<u>900</u>	<u>900</u>	<u>900</u>	<u>2,700</u>
SUBTOTAL	\$47,000	\$75,000	\$33,000	155,000
UNAM & UDUAL	<u>(11,000)</u>	<u>(7,000)</u>	<u>(7,000)</u>	<u>(25,000)</u>
Operations including UNAM & UDUAL	\$58,000	\$82,000	\$40,000	\$179,000

10. C. BUDGET OF PROJECT LILIBU BY YEAR (Cont.)

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>Total</u>
10.8 General Overhead for total Operations at 6%	\$3,500	\$5,000	\$2,000	\$11,000
TOTAL OVERHEAD COSTS	<u>\$61,500</u>	<u>\$87,000</u>	<u>\$42,000</u>	<u>\$190,000</u>
10.9. <u>Publication Costs</u>				
10.9.1. Computer Time (emergency only-remainder supplied free by UNAM & Texas	1,000	1,000	-	2,000
10.9.2. Provisional Lists	-	750	-	750
10.9.3. Manufacturing Costs	-	-	11,520	11,520
10.9.4. Distribution	-	-	1,100	1,100
10.9.5. Promotion	<u>-</u>	<u>-</u>	<u>-</u> (1,500)	<u>-</u> (1,500)
10.9.6. PUBLICATION SUBTOTAL	1,000	3,250	12,620	17,000
10.9.7. Miscellaneous Costs at 5%	<u>50</u>	<u>163</u>	<u>632</u>	<u>845</u>
10.9.8. TOTAL COST OF PUBLICATION & DISTRIBUTION	<u>1,050</u>	<u>3,413</u>	<u>13,252</u>	<u>18,000</u>
10.10. SUBTOTAL OF TOTAL EXPENSE	62,000	90,439	54,804	208,000
10.11. Unforeseen Expenses 5% of total	<u>3,100</u>	<u>4,521</u>	<u>2,750</u>	<u>10,000</u>
GRAND TOTAL EXPENSES	\$65,100	\$94,960	\$57,544	\$218,000

BUDGET CALCULATIONS FOR PROJECT
LILIBU*

Annex

(for the 3-year program)

10. BUDGET

Cost

10.1. Planning, Selection, Direction, Advisory Services

10.1.1. Meetings of the Executive Board

(2 in 1967 and 1968, 1 in 1969); Austin, Feb. 1967;
Mexico, Aug. 1967; Mexico, Feb. 1968; Mexico, Dec.
1968; Mexico, late 1969, \$1200 each

\$6,000*

=====

10.1.2. Selection Costs -

Compensation to Country Compilers and Subject Reviewers

10.1.2.1. Compensation to Country Compilers to be based on amount
of book production calculated as follows:

<u>Country</u>	<u>Size</u>	<u>1</u>	<u>2</u>	<u>3</u>
Argentina		x	-	
Bolivia				x
Brazil		x		
Chile			x	
Colombia			x	
Costa Rica				x
Ecuador				x
El Salvador				x
Guatemala				x
Haiti				x
Honduras				x
Mexico		x		
Nicaragua				x
Panama				x
Paraguay				x
Peru			x	
Rep. Dominicana				x
Uruguay				x
Venezuela			x	
Cuba			x	
Puerto Rico			x	
		<u>3</u>	<u>6</u>	<u>12 countries</u>

National lists are to include the national classics representing life and culture of the country, most outstanding works, with no limit as to time of publication. Priorities 1, 2, 3, for purchase should be indicated.

*Refers to items to which the collaborating agencies of the Project LILIBU are contributing staff time, personnel, space, facilities, etc.)

**Refers to items which will be financed by collaborating agencies and not chargeable to the budget of LILIBU.

10.1.2.1. (Cont.)

Country compilers (individuals or library associations) would seek and compensate assistance.

Compensation for national lists, based on book production, number of titles per size, as follows:

Size	No. countries	Titles Each	Total Titles	Compensation to each	Total Comp.
1	3	1,000	3,000	500	\$1,500
2	6	400	2,400	200	1,200
3	12	100	1,200	100	1,200
	21		6,600		App. \$4,000

10.1.2.2. Compensation to Subject Reviewers (see also 10.1.2.3. for Subject Coordinators)

Basis for Compensation to Subject Reviewers and Coordinators should be on the following distribution of titles by subject to be included in the list:

A. Literature	21,000	titles
B. History	10,200	"
C. Fine Arts	4,200	"
D. 1. Philosophy,		
Religion	3,600	
2. Psychology	3,600	7,200
E. Science & Technology	4,200	"
F. Social Sciences	10,200	"
G. Reference & Library		
Science	3,000	"

Total 60,000

Number of Subject Reviewers and Coordinators required in accordance with above table and with general distribution of the literature in the various subject fields:

See page following

Total NumberSubject Reviewers and Coordinators

<u>Subject</u>	<u>Reviewers</u>	<u>Coordinators</u>	
A. <u>Literature -</u>			
1. Latin American, Spain & Portugal	6	1	7
2. American & English	3	1	4
3. All Other Modern Literatures	3	1	4
4. Classical Literature	2	1	3
5. Language & Linguistics	2	1	3
6. Speech, Journalism & Theater	<u>2</u>	<u>1</u>	<u>3</u>
	18	6	24
B. <u>History</u>			
1. World & Ancient	2	1	3
2. Latin American, Spain & Portugal	6	1	7
3. English-Speaking Countries	3	1	4
4. Modern European	3	1	4
5. Asia, Middle East, Africa, etc.	<u>3</u>	<u>1</u>	<u>4</u>
	17	5	22
C. <u>Fine Arts</u>			
1. Music	2	1	3
2. Art & Architecture	<u>3</u>	<u>1</u>	<u>4</u>
	5	2	7
D. <u>Philosophy, Psychology, Religion</u>			
1. Philosophy, Religion	2	1	3
2. Psychology	<u>2</u>	<u>1</u>	<u>3</u>
	4	2	6

10.1.2.2. (Cont.)

Subject Reviewers and Coordinators (cont.)			<u>Total Number</u>
<u>Subject</u>	<u>Reviewers</u>	<u>Coordinators</u>	
E. <u>Sciences</u>			
1. Mathematics & Astronomy	3	1	4
2. Physical & Geology	3	1	4
3. Biological: Biological, Medical, Chemical	6	1	7
4. Agricultural	3	1	4
5. General Science & Technology	<u>3</u>	<u>1</u>	<u>4</u>
	18	5	23
F. <u>Social Sciences</u>			
1. Economics & Business Administration	4	1	5
2. Sociology & General Social Science	3	1	4
3. Political Science & Law- Military & Naval Sciences	4	1	5
4. Education, Sports & Recreation	3	1	4
5. Anthropology & Geography	<u>4</u>	<u>1</u>	<u>5</u>
	18	5	23
G. <u>Miscellaneous, Reference & Bibliography</u>			
	2	1	<u>3</u>
			3
H. <u>Miscellaneous Specialists for General Subject Fields</u>			
	<u>8</u>	<u>x</u>	<u>8</u>
Total	90	26	116

10.1.2.2. (Cont.)	Annex
Compensation to the Subject Specialist Reviewers at the rate of \$100 to each - 90 specialists	\$9,000

10.1.2.3. Meeting of Coordinators in December 1967

26 coordinators (See 10.1.2.2.)

Per diem for 10 days at \$20 per day $\$200 \times 26 = \$5,200$

Honorarium at \$100 each $\times 26$ 2,600

Travel at average cost of \$500 $\times 26$ 13,000

Total cost of Meeting and Compensation of Subject Coordinators	App.	\$21,000
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10.1.2.4. Total cost of Selection Process

App. \$34,000

10.1.3. Consultation with Executive Board and Other Advisors -
Travel Costs

10.1.3.1. Director of Project LILIBU

10.1.3.1.1. Eastern U.S. to see operation of ALA Booklist & other
publications, HW Wilson, CHOICE, etc. \$600

10.1.3.1.2. Two trips to Texas to confer on subject content and
computer techniques 300 \$900

10.1.3.2. Members of Executive Board to Mexico for technical
advice - Total of 3 trips at \$400 each \$1,200 *
\$2,100

10.2. Personnel (approximate yearly costs)

10.2.1. Director \$10,000

10.2.2. Associate Director (Senior
Bibliographer) 8,000

10.2.3. Bibliographers (2) at \$5,000 each 10,000

10.2.4. Secretarial Assistants

10.2.4.1. Secretary \$2,000
10.2.4.2. Typist 1,750 3,750

10.2.4.3. 2 Assistants to be supplied by UDUAL (3,500)* (\$3,500)

10.2.5. Operators of Taped Typewriters (on a temporary basis)	1,750	
10.2.6. Personnel for Distribution in 3rd year can be provided by some attrition in regular staff	--	
	*33,500	\$100,000
Less about 10% for first year to get the office in operation		
10.2.7. Personnel benefits	---	\$110,50
10.3. Bibliographies & Other Works for Constant Consultation		4,000
10.4. Collection of Titles Recommended (Calif. lists, etc.)		
10.4.1. Collection at UNAM (it is anticipated that the UNAM Library will begin to procure the available titles from the California list which it does not have as soon as the list is available)		
10.4.1.1. Books - about 25,000 in print at \$6 each	\$150,000	\$240,000
10.4.1.2. Periodicals - about 5,000 at \$16 each	<u>90,000</u>	1,000
10.4.2. Purchase of some few copies for office use		
10.5. <u>Local of the Office for Project LILIBU</u>		
100 sq. meters, with a separate office for the Typed Typewriter. It is anticipated that UNAM will supply space - cost appr. 3,000p, a month or \$3,000 a year		
		(9,000)
10.6. <u>Equipment and Supplies</u>		
10.6.1. Office Furniture (To be Supplied by UNAM ?)		
6 desks; 1 at 250p. and 5 at 200p.		
total 1280 pesos	\$ 830	
9 chairs; 2 at \$65, 1 at \$50, 6 at \$20	415	
Bookshelves for 3,000 vols. (By UNAM)	450*	
Work Table	50	
Cabinets for supplies	200	
Regular office supplies	200	
Miscellaneous supplies such as cards,	1,000	
inter-filed carbons for preliminary lists		
Office copies (by UNAM? and Ditto	<u>300</u>	
		App. \$3,500

10.6.2.	Regular Typewriters (To be supplied by UNAM ?)		
	6 at 250Op, or about \$200 each		
	(University will absorb service costs)		
10.6.3.	Taped Typewriter -		\$ 1,200*?
	Dura Mach 10	3,600	
	Service Charge about	400	4,000
10.6.4.	Magnetic Tape - 6 reels at \$50 a reel		300
10.6.5.	Paper Tape		
10.6.5.1.	Paper Tape Purchase - 280 reels needed (140 for input and 140 for output) -		
	In minimum lots of 6 cases with 28 reels each - cost of case about \$25.25 each app.	275	
10.6.5.2.	Storage of paper tape in standard 4-drawer file cabinets in manila envelopes - at \$120 each - 2 cabinets	240	515
	\$4,800 LILIBU		
	4,700 UNAM & UDUAL		app.
	\$9,500		<u>9,500</u>
10.7.	<u>Communications</u> (in addition to facilities which UNAM offers)		
10.7.1.	Correspondence and shipment	1,200	
10.7.2.	Telephone & Telegraph	<u>1,500</u>	\$2,700
		Operational Cost	<u>179,000</u>
10.8.	General Overhead Costs at 6%		<u>11,000</u>
			190,000

10.9. Publication Costs

Procedure to be followed in producing copy:

1. Use Dura Mach 10 to produce copy on paper and roll form - provisional list first with rolls with pre-inserted carbons (14 carbons)
2. Convert paper tape to magnetic tape
3. Use computer to edit magnetic tape for additions and deletions
4. Use computer to generate paper tape of final edited list (for any page form desired)
5. Paper tape produces final copy for photographic process.
(35 days required on Duromach or 70 on Flexowriter.
Lease a 2nd machine for a month or so if needed.)
6. Photocopy on zinc or aluminum plates, in columns
7. Print from plates which can be reused.

10.9.1.	Cost of Computer time - (To be supplied free by UNAM & Texas. Regularly about \$200 an hour.) For emergencies	2,000*
10.9.2.	Provisional lists to be produced in Mexico in block capitals from magnetic - 10 copies needed for specialists and coordinators. Entire list of 60,000 titles will require about 50,000 sheets of 5-part paper.	750
10.9.3.	Manufacturing costs of publication	
	Specifications: 3 volumes of 2,500p. in all	
	1,500 copies	
	Preparation of negatives and plates	
	Letter size 21.5 x 28 cms.	
	Bond 50 kilos	
	Cover Bristol 65 kilos	
	Printing	
	Paste and stitch binding	
	At rate of 32,000 pesos mexicanos per book or	
	96.00 pesos for the 3 vols. set	
	1,500 c. at total manufacturing cost of 144,000 pesos	11,520
10.9.4.	Distribution	
	Will come to about 3 kilos per set. Although UNAM has franking privileges, suggests allowing \$1 for postage per set for posting of 1,000 copies - \$1,000	
	Time for packaging - 100 hours at 10 per hour,	
	by UDUAL, 3 weeks	<u>100</u>
		1,100
	Maintain mailing lists on pape tape which can be used for salutations on form letters, etc.	
10.9.5.	Promotion	
	Contribution by UDUAL	\$1,000
	" " Pan American Union	<u>500</u>
		(1,500)*
10.9.6.	Subtotal for Publication and Distribution	app. 18,000
10.9.7.	Miscellaneous Publication Costs at 5%	17,000
		<u>845</u>
10.9.8.	Total Cost of Publication and Distribution	app. 18,000
10.10.	<u>Subtotal of Total Expenses</u>	208,000
10.11.	<u>Unforeseen Expenses 5% of Total</u>	<u>10,000</u>
10.12.	GRAND TOTAL	app. <u>218,000</u>

Loss Contribution by	
UDUAL & UNAM principally	<u>26,000</u>
OUTSIDE FUNDS REQUIRED BY LILIBU	<u>192,000</u>

BIBLIOTECA



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