

**A Guide
to the
Library
and
Documentation
Center**



**International Institute of Tropical Agriculture
Oyo Road, PMB 5320, Ibadan**

About IITA

The International Institute of Tropical Agriculture (IITA) was established in 1967 to increase the productivity of key food crops and to develop sustainable agricultural systems that could replace traditional bush fallow or shifting cultivation in the humid and subhumid tropics. It is an autonomous, non-profit organization.

IITA was the first major African link in an integrated network of international research centers located throughout the developing world. The Federal Republic of Nigeria allocated 1,000 hectares of land for the Institute's headquarters and experimental farm at Ibadan, Nigeria, and the Ford and Rockefeller foundations provided the initial financial support. Principal financing has since 1971 been arranged through the Consultative Group on International Agricultural Research (CGIAR).

IITA research and training activities are conducted in cooperation with regional and national agricultural programs in lowland sub-Saharan African countries. IITA scientists are located in many of these countries including Bénin Republic, Burkina Faso, Cameroon, Ghana, Malawi, Niger, Tanzania, Zaire in addition to Nigeria.

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Introduction

This brochure summarizes the policies of, and the services offered by the Library and Documentation Center, one of the Units of the Institute's Information Services Program. It is not meant to be comprehensive; library users are encouraged to seek additional information from Library staff. In particular, new IITA staff members and trainees are advised to contact the Head of the Library and Documentation Center for general orientation, and for detailed discussion of the various services available.

Objectives

The goal of the Library and Documentation Center is to provide access to the information that researchers need to work productively and cost-effectively. The need to be familiar with the professional literature so that they can identify the most important problems, avoid unnecessary duplication of previous research, apply the most appropriate methodologies, correctly interpret their results to the wider scientific community, achieve scientific credibility for themselves and for the Institute etc.

A related goal is to provide the educational and reference materials that staff and trainees need for good and efficient performance. Another goal is to contribute, through its services, towards strengthening national agricultural research systems (NARS) in Africa.

To achieve these goals, the following objectives have been established:

- to acquire, organize, and maintain literature, microforms, and audiovisual materials pertinent to the research and training activities of the Institute.
- to disseminate scientific and technical information to staff and trainees through various means, including reference, bibliographical and current awareness services.
- to develop computerized databases and acquire those developed elsewhere on subjects pertinent to IITA's research and training agenda.
- to publish and distribute retrospective and current bibliographies and bibliographical reviews on subjects that have high priority in IITA's work.



- to provide scientific literature services to NARS researchers as budgetary resources permit.
- to help strengthen the capacities of agricultural libraries and documentation centers in West and Central Africa and enhance the levels of professional practice of librarianship and documentation through training, organization of workshops and conferences, as well as participation in agricultural information networks.

Opening Hours

The Library is open from 7.30 am to 8.30 pm Mondays through Fridays. On Saturdays, the opening hours are 7.30 to 12 noon. It is closed on Sundays and official public holidays.

Who May Use the Library?

All categories of IITA staff, as well as trainees and visiting scientists, are entitled to use the Library. They may borrow books and request all services offered by the Library under the terms prevailing. The Institute's identity cards also serve as the library cards.

All IITA's collaborators, persons engaged in agricultural research and development, and academic staff of institutions of higher learning are normally granted reading privileges. To use the

Library, they must establish their identities with the Circulation staff, and sign the special register for outside users each time they use the Library.

Research students that are not associated with the Institute may also use the Library, but they are required to produce letters of introduction and recommendation from their supervisors. Only IITA staff members and trainees are allowed to borrow publications. Certain services, such as database searching, may be provided to outsiders by special arrangement.

Francophone Clients

From its inception, the Library and Documentation Center has tried to ensure that its Francophone clients are well catered for. The Library has acquired a large collection of agricultural literature in the French language, pertinent to the work of the Institute. The collection includes publications (some in microfiche) of the colonial French and Belgian agricultural research institutes. The Library also subscribes to key French-language agricultural journals and has back volumes of the most important ones.

Items in the in-house database are indexed by language; it is thus possible to restrict a search by language. This means that Francophone clients can identify materials that are available in French on a given subject. Moreover, the Library has compiled bibliographies of publications on maize and rice that are in the French language as well as a list of its holdings of French-language periodicals. See the list of Library publications on page 16.



The Collection

The Library stocks a variety of materials including books, journals, annual reports, pamphlets, reprints, microfiches and microfilms, slides, and maps. The numbers in the collection keep changing, because we continually acquire new items and “weed” out outdated materials.

At the end of December 1988, the collection consisted of the following:

Books and Monographs	28,500 volumes
Periodicals	37,000 volumes
Microforms	14,700
Slides	2,600
Maps	145

The periodicals consist of more than 1,500 titles of journals, magazines, and newsletters. Of these 900 are obtained through subscriptions; others are received as gifts or in exchange for IITA publications.

The bulk of the collection is on the main floor of the Library; the rest is in the lower floor, next to the Printshop. All publications are on open shelves, except for certain reprints which are kept in drawers located in the General Office of the Library. Microforms, slides, and maps are in special locations, as are theses and dissertations deriving from research done at IITA. Publications on reserve (usually for specific ongoing training courses) are shelved behind the Circulation Desk. To use such materials, readers should consult the Circulation staff.

Classification and Shelving Plan

Readers are advised to acquaint themselves with the subject classification scheme used by the Library and the shelving plan that is based on the classification. Such acquaintance would facilitate locating specific publications on the shelves and would enable them know where to go in order to browse books on particular subjects.

The classification system in use is the Library of Congress Scheme, an alphanumeric categorization of all the fields of knowledge. An alphabetical listing of subjects with the classes (alphanumeric codes) corresponding to them appears on pages 13-15.

Displays

Current issues of the most important journals are kept on conspicuous special display shelves. Readers are encouraged to browse. But please note that these issues cannot be borrowed.

New books received in the Library are also left on a conspicuous special display stand for some time before they are transferred to their appropriate places on the regular book shelves. To draw attention to some new books, their dust covers (or jackets) are displayed conspicuously in the lobby of the International House.

There is also a revolving display stand for current general magazines and newsletters, and there are bulletin boards for various items.

Security

The Library is kept under constant surveillance. Readers are searched when leaving the Library. We hope that all readers understand that it is in their interest that Library materials be safeguarded, and that they will therefore cooperate in the search process. Any person caught stealing, attempting to steal, or mutilating publications is normally handed over to the police.

Lending Services

Books and other monographs may be borrowed by IITA staff, all categories of trainees, visiting scientists and bonafide dependants of IITA personnel. The loan period is two weeks; loans may be renewed provided other persons have not requested the borrowed items.



Journals, whether bound or in single issues, and certain reference books are not loaned out. However, bound journals may be borrowed overnight and returned at 7.30 am the next day, over weekends (from Saturday noon until 7.30 am on Monday), as well as on the night preceding a public holiday until 7.30 am of the next working day.

Certain reference books, such as laboratory manuals, may be borrowed on long-term basis; in such cases, the books are physically checked and re-issued about every six months.

The Library engages in interlibrary lending and can, therefore, assist staff and trainees to borrow books held by local libraries. Photocopies of articles in journals not available locally can be obtained from other libraries around the world.

Care of Library Materials

Users are requested to take good care of Library materials both inside the Library and when they take them out on loan. Library materials are loaned strictly on the understanding that borrowers take full responsibility for them. Borrowers are charged the full replacement cost (including overheads) of items lost or damaged. Exceptions are not made.

PLEASE NOTE!

- *Smoking*, drinking, and eating are prohibited in all parts of the Library.
- For security reasons, readers are requested to enter and leave the Library only through the main door.
- Bags, cases, umbrellas, etc. should be kept only in the place provided. The Library does not accept any responsibility for them.
- Books, periodicals, and other Library materials consulted should be left on the reading tables or carrels, or returned to the Circulation Desk, as appropriate. Readers should not attempt to reshelve them.
- *Silence* should be maintained at all times.

The Library's In-house Database

Traditional libraries have card catalogs that are filed in cabinets. Our Library did away with such card catalogs in 1984. They were replaced with a computerized integrated database system.

Full bibliographical data (authors, titles, publishers, year of publication, etc.) on all books, monographs and pamphlets in the Library's collection or on order are stored in files in the Institute's Vax computer. Appropriate bibliographical information for journal titles and selected articles in the collection is similarly stored. Records of loans are also held in the computer.

These various records — catalog, circulation, and acquisitions (order) — are integrated so that they can be searched simultaneously. Searching can be done not only in the Library but from any of the terminals in the Institute connected to the main computer system. Thus, one can search the Library's collection even when the Library is closed.

BASIS, developed by the Battelle Memorial Institute in the United States, is the database management software package used for the system. This software permits access to the Library's collection by a variety of bibliographical elements including authors, keywords in titles, journal titles, publishers, year of publication, subject descriptors, language of publication, call (or shelf) numbers, publication series, etc. Boolean combinations of these elements are possible. The system also indicates whether the publication one wants is on the shelf or out on loan.

Demonstrations and training sessions on the in-house database are conducted from time to time. But, at any time, a reader may request training. To have a training session arranged, please contact the Head of the Library and Documentation Center. A pamphlet titled *A Guide to the IITA Library Database: what it does and how to use it* is available free of charge from the Library.



Other Databases

In addition to the Library's in-house database, other databases on compact discs (CD-ROMS) are available. For a current list of available databases, please consult Library staff. Training sessions on how to search them can also be arranged.

Current Literature Services

Current Literature Services are designed to acquaint IITA senior scientific staff in and outside the Ibadan headquarters and some collaborators in national agricultural research systems (NARS) with recent publications that might help them in their work. The services outlined below constitute our Current Literature Services:

Tables of Contents Service. Tables of Contents of professional journals received in the Library are photocopied and distributed on a weekly basis to senior scientific staff and some NARS scientists, who may then request photocopies of articles of interest to them.

Current Contents. The Library subscribes to the weekly publication *Current Contents*, published by the Institute for Scientific Information in Philadelphia, United States. They are circulated to interested senior scientific staff. Scientists may send requests for reprints directly to the authors of the articles that interest them or request the Library to provide photocopies.





Selective Dissemination of Information (SDI). This service involves searching the inhouse database, as well as other databases, and providing lists of publications that match the pre-determined professional interests of recipients. The prospective recipient of the service supplies a short description of his/her professional interests and a set of descriptors or keywords that best capture these interests. The information is developed into what is known as a "profile" and stored in a computer.

The profile is matched against the new records in appropriate databases from time to time to obtain printouts of current publications that are relevant to the interests of the beneficiary. Thus, the output of SDI searches are tailor-made to specific individuals. A profile for an organization or research group can be similarly formulated.

This service is available to all senior scientific staff and, by special arrangement, to selected scientists in NARS. Those receiving the service may request photocopies of items matching their profiles or consult them in the Library.

Bibliographies by Library Staff

Over the years, staff of the Library have compiled bibliographies on subjects that were considered particularly high in the Institute's research program. A list of those bibliographies, as well as other books and monographs produced by the Library, begins on the last

page of this Guide. Copies of some of them are available free while stocks last.

The Library also stocks many bibliographies published elsewhere. Please note that it is possible to search the in-house database for bibliographies on a given subject.

International Grain Legume Information Center (IGLIC)

The Library and Documentation Center operates an international information center on tropical grain legumes with special emphasis on cowpeas. This activity was made possible by grants from the International Development Research Center of Ottawa, Canada, and it reflects IITA's worldwide responsibility for cowpea research within the CGIAR system.

The Library has a unique collection of literature on cowpeas and a few other tropical grain legumes, such as soybeans and bambara groundnuts. Many bibliographies have been compiled on these legumes; these are listed with the publications of the Library and are available free of charge.

Publication of the *Tropical Grain Legume Bulletin* was until recently an activity of IGLIC. IGLIC also collaborated with EMBRAPA in Brazil to produce and publish abstracts of Brazilian cowpea literature as well as a state-of-the-art review of cowpea research in Brazil.



Printed Abstracting and Indexing Services

The Library subscribes to a wide range of printed abstracting and indexing services, and it has all the back volumes of those considered the most important for tropical agricultural research. They include the various abstracts published by the Commonwealth Agricultural Bureaux (now C.A.B. International), the Royal Tropical Institute in Amsterdam, and the Centre de Coopération Internationale en Recherche Agronomique pour le Développement (CIRAD).

The Library also has the important indexes compiled by the U.S. National Agricultural Library and by AGRIS — the International Information System for the Agricultural Sciences and Technology. The Library subscribes to both the *Science Citation Index* and the *Social Sciences Citation Index*, which have a unique approach to literature indexing and are useful for purposes other than literature searching.

Please note that only the more recent volumes of these printed indexes are included in computerized databases. It is, therefore, often necessary to supplement computerized searches with searches of the older volumes of these printed abstracting and indexing services.

Bindery Services

A book bindery is located in the basement of the Library. Its primary function is to bind Library journals and repair Library books. It also does half-binding of IITA's official publications and documents.



Only in exceptional cases are individual jobs accepted; these must be authorized by the Head of the Library and Documentation Center. Payment must be made to the Accounts Section of Budget and Finance and the official receipt deposited with the Bindery before the work commences.

Leisure Reading

The Library subscribes to a limited number of general magazines. The Recreational Center, located near the Golf Course, also has a good collection of magazines and books (fiction and nonfiction) suitable for leisure reading. The Recreational Center is open only to members of the International Club of IITA.

Recommendations and Suggestions

The Library and Documentation Center is constantly seeking ways to improve its services. We welcome and solicit the recommendations and suggestions of all users. In particular, we invite all users to let us know what additional books and journal titles we ought to have. Also please give us your feedback on our services, so that we may serve you better!



Classification and Shelving Guide

Administration — Public:	JF
Agricultural Chemicals:	S 583 - 587.5
Agricultural Chemistry:	S 583 - 587.5
Agricultural Development:	HD 1405 - 2206
Agricultural Economics:	HD 1405 - 2206
Agricultural Education:	S 530 - 539
Agricultural Engineering:	S 671 - 790.3
Agricultural Extension:	S 544 - 549
Agricultural Meteorology:	S 600 - 601
Agricultural Physics:	S 589 - 589.6
Agricultural, General:	S 1 - 529
Animal Production:	SF
Anthropology:	GN
Appropriate Technology:	T 55 - 178
Aquaculture:	SH
Bacteriology:	QR
Bananas and Plantains:	SB 354 - 401
Biochemistry:	QP
Biological Control:	SB 975 - 980
Biology — General:	QH 1 - 579
Biometrics:	QA 276 - 299
Biotechnology:	QH 710
Botany, Economic:	SB 107 - 112
Botany:	QK 1 - 989
Cassava:	SB 211 C 3
Cell and Tissue Biology:	QH 581 - 671
Cereals:	SB 188 - 190
Chemistry:	QD
Communication:	T 10 - 11
Computer Sciences:	QA 75.5 - 76.97
Conservation, Natural Resources:	S 900 - 972
Conservation, Soils:	S 605 - 621
Cowpeas:	SB 205 - 208
Crop Genetic Resources	SB 124
Cropping Systems	S 573 - 575; S 602.5
Diseases and Pests — General:	SB 599 - 608
Economic Botany:	SB 107 - 112
Economic Entomology:	SB 805 - 948
Economics — Agricultural:	HD 1405 - 2206
Economics — General:	HA
Economics — National Economies:	HC
Economics — Political Economy:	HD 71 - 1342
Economics — Theory:	HB
Education, Agricultural:	S 530 - 539
Education:	L
Engineering: Agricultural	S 671 - 780.3
Engineering — General	TH - TP
Entomology, Basic:	QL 461 - 601
Entomology, Economic:	SB 805 - 948
Environmental Technology:	TD

Extension:	S 544- 548
Farm Management:	S 560 - 572
Farming Systems, General:	S 573 - 575
Fertilizers:	S 631 - 670
Field Crops (General):	SB 177 - 187
Fisheries:	SH
Food Supply:	HD 9000 - 9018
Foundations and Granting Agencies	HV
Forestry:	SD
Fruits:	SB 354 - 401
Genetic Engineering:	QH 442
Genetic Resources:	SB 124
Genetics	QH 411 - 416
Geography — Economic:	HC
Geography:	G-GB
Geology:	QE
Grain Legumes:	SB 203 - 208
Grain Storage:	SB 188 - 190
Greenhouse Management:	SB 406 - 485
Human Nutrition:	TX
Intercropping	S 573 ³ - 573, S 602.5
Irrigation Engineering:	TC 147 - 978
Irrigation:	S 605 - 621
Labour:	HD 2321 - 8942
Land Tenure:	HD 71 - 1341
Languages:	P - PR
Law:	K
Legumes:	SB 205 - 208
Library Science:	Z
Maize:	SB 191 - 199
Management:	HD 20 - 70
Marketing:	HD 9000 - 9014
Mathematics — Analysis:	QA 300 - 935
Mathematics — General:	QA 77 - 275
Mathematics — Tables:	QA1 55
Medicine:	R
Meteorology:	QC 851 - 999
Microbiology:	QR
Mycology:	QK 569 - 628
Natural Resources, Conservation:	S 900 - 972
Nematology:	SB 997 - 999
Nitrogen Fixation:	QR 89.7
Nutrition:	TX
Pasture Management:	SF
Pest Control:	SB 805 - 948; 805 - 950
Pesticides:	SB 805 - 948 951 - 974
Pests and Diseases — General:	SB 599 - 608
Philanthropy	HV
Photography:	TR
Physics:	QC
Plant Breeding:	SB 119 - 176
Plant Pathology:	SB 621 - 767

Plant Quarantine:	SB 985 - 988
Plantains and Bananas:	SB 379
Political Science:	JA - JQ
Public Administration:	JF
Public Health:	R
Publishing:	Z
Quarantine:	SB 985 - 988
Rice:	SB 191, 200 - 202
Root Crops:	SB 209 - 213
Science — General:	10 - 867
Scientific Writing:	T10 - 11
Seed Science:	SB 113 - 118
Social Sciences — General:	H
Sociology:	HM - HV
Soil Biology:	QR
Soil Chemistry	S 592.5
Soil Erosion and Conservation	S 622 - 627
Soil Fertility:	S 631 - 670
Soil Management:	S 605 - 621
Soil Microbiology:	QR
Soil Physics	S 592.24 - 596
Soil Science:	S 590 - 599.9
Soils:	S 590 - 599.9
Sorghum:	SB 191 S 7
Soybeans:	SB 205 - 208
Statistics — Pure and Applied:	QA 276 - 299
Statistics — Social:	HA
Sweet Potatoes:	SB 211 S 9
Taxonomy:	QH
Technical Writing:	T 10 - 11
Tillage Systems:	S 603 - 604
Tuber Crops:	SB 209 - 213
Vegetables:	SB 318 - 351
Weed Science:	SB 611 - 617
Wheat:	SB 191 W 5
Women in Development:	HM - HV
Writing Technical:	T 10 - 11
Yams:	SB 211 Y 3
Zoology:	QL 4 - 459

Books and Monographs published by the Library and Documentation Center (A Selective List)*

1. Serials for Rice Research (1972). iii, 34p.
2. Union List of Scientific and Technical Periodicals in Nigerian Libraries, 2nd ed. (1973). vi, 532p.
3. A Bibliography of Yams and the Genus *Dioscorea* (1976). vi, 192p.
4. A Bibliography of Yams and the Genus *Dioscorea*, vol. 2, 1975-1983 (1985). vii, 231p.
5. Mealybugs: Abstracts of Selected Literature (1977). vi, 148p.
6. A Bibliography of Plantains and other Cooking Bananas (1977). iv, 95p.
7. Cassava Bacterial Blight: Abstracts of Literature (1978). iii, 102p; Supplement (1978). iv, 71p.
8. Sweet Potato (*Ipomoea batatas* L.): Abstracts of Selected Research and Development Literature, 1949-1979 (1979). viii, 260p.
9. Farming Systems in Africa: A Working Bibliography (1979). xii, 251p (Published by G.K. Hall, Boston, Mass.).
10. International Institute of Tropical Agriculture *Record of Publications*, vol 1: 1969-1980 (1981); vol 2: 1981-1982 (1983).
11. Le Riz: Publications en langue française disponibles à la bibliothèque de l'IITA: une enquête bibliographique (1981). vi, 237p.
12. Le Mais: Publications en langue française disponibles à la bibliothèque de l'IITA (1984). v, 244p.
13. Répertoire des périodiques en langue française recus à la bibliothèque de l'IITA (1982), ii, 28p.
14. Cowpeas (*Vigna unguiculata* L. Walp): Abstracts of World Literature, vol. I, 1950-1973; vol II, 1900-1949; vol III, 1974-1980; vol. IV, 1981-1982; vol. V, 1983-1985.
15. Cowpeas (*Vigna unguiculata* L. Walp): Abstracts of Brazilian Literature, 1903-1987 (1988). 436p. (Collaborative project of IGLIC and EMBRAPA, Brasilia, Brazil).
16. Cowpea Research in Brazil (1988). vii, 360p. (A collaborative project of IGLIC and EMBRAPA, Brasilia).
17. Bambara Groundnut (*Voandzeia subterranea* Thouars): Abstracts of World Literature, 1900-1978 (1978). 55p.
18. The Winged Bean (*Psophocarpus tetragonolobus*) and other *Psophocarpus* species: Abstracts of World Literature, 1900-1977. iii, 68p.
19. Thesaurus on Tropical Grain and Forage Legumes (1977) (1978). ix, 352p.
20. Tropical Grain Legume Bulletin. No. 1, July 1975 to date (36 numbers have been published).
21. A Guide to the IITA Library Database: What it does and how to use it (1987). 14p.

* A complete list of publications, including journal articles, is available on request. A catalog of IITA publications in print is also available.

