5 0 2
8 6 E S
vol. 2



:ATION
FOR HEALTH PROJECT

SUPPLEMENT

WASH FIELD REPORT No. 199

LIBRARY
INTERNATIONAL REFERENCE CENTRE
FOR COMMUNITY WATER SUPPLY AND
SANITATION (IRC)

PROCEDURES AND GUIDELINES FOR ESTABLISHING THE PRIMARY HEALTH CARE DOCUMENTATION CENTER IN ZAIRE SEPTEMBER 1986

Operated by
CDM and Associates

Sponsored by the U.S. Agency for International Development

1611 N. Kent Street, Room 1002
Arlington, Virginia 22209 USA

Telephone: (703) 243-8200
Telex No. WUI 64552
Cable Address WASHAID

The WASH Project is managed by Camp Dresser & McKee International Inc. Principal cooperating institutions and subcontractors are: Associates in Rural Development, Inc.; International Science and Technology Institute, Inc.; Research Triangle Institute; Training Resources Group; University of North Carolina At Chapel Hill.

502-3758

SUPPLEMENT TO
WASH FIELD REPORT NO. 199

ESTABLISHING AND ORGANIZING A PRIMARY HEALTH CARE DOCUMENTATION CENTER IN ZAIRE

Prepared for the USAID Mission to Zaire
under Activity No. 249

LIBRARY, INTERNATIONAL REFERENCE
CENTRE FOR COMMUNITY WATER SUPPLY
AND SANITATION (IRC)
P.O. Box 93190, 2509 AD The Hague
Tel. (070) 814911 ext. 141/142
RN: 7161/154 3758
LO: 502 86 ES vol.2

by

Dan B. Campbell

Contains: Procedures and Guidelines for Establishing the Primary Health Care Documentation Center

Water and Sanitation for Health Project
Contract No. 5942-C-00-4085-00, Project No. 936-5942
is sponsored by the Office of Health, Bureau for Science and Technology
U.S. Agency for International Development
Washington, DC 20523

Table of Contents

Section		Page
1.	Key Journals and Newsletters in Primary Health Care.....	1
2.	Key Reference Materials in Primary Health Care.....	7
3.	Key Information Sources in Zaire.....	11
4.	AID-Sponsored Organizations and Information Centers.....	17
5.	African Organizations and Information Centers Involved in Primary Health Care.....	25
6.	International Organizations Involved in Primary Health Care.....	31
7.	Non-Governmental Organizations Involved in Primary Health Care.....	41
8.	Primary Health Care Thesaurus/Water Supply and Sanitation Thesaurus.	47
9.	Structure of Bibliographic Database.....	53
10.	Cataloging Instructions.....	57

SECTION 1

Key Journals and Newsletters in Primary Health Care

KEY JOURNALS AND NEWSLETTERS IN PRIMARY HEALTH CARE

1. Africa Health. IPC Middle East Publishing Co. 14th Floor, Crown House, London Road, Morden, Surrey SM1 4QQ, United Kingdom. 11 times/year. Free.

2. Africa Link. International Planned Parenthood Federation, Africa Region. Mlima House, P. O. Box 30234, Nairobi, Kenya. Irregular.

3. African Environment. African Institute for Economic Development and Planning. Box 3370, Dakar, Senegal. Irregular. English and French.

4. African Women Link. P. O. Box 50795, Nairobi, Kenya. Monthly.

5. AFYA: A Journal for Medical and Health Workers. African Medical and Research Foundation. Wilson Airport, P. O. Box 30125, Nairobi, Kenya. Monthly. Free.

6. Aids for Living. Appropriate Health Resources and Technologies Action Group. 85 Marylebone High Street, London W1M 3DE, United Kingdom. Quarterly. Free.

7. American Journal of Tropical Medicine and Hygiene. Allen Press, Inc. 1041 New Hampshire Street, Lawrence, KS 66044, USA. $60/year.

8. Appropriate Technology for Health. World Health Organization. 1211 Geneva 27, Switzerland. 3/year. Free.

9. AQUA. 1 Queen Anne's Gate, London SW1H 9BT, United Kingdom. 6/year. $75/year. French.

10. Assignment Children. UNICEF. Villa Le Bocage, Palais des Nations, 1211 Geneva 10, Switzerland. Irregular. $18/year. French.

11. Breastfeeding Information Group Newsletter. Breastfeeding Information Group. P. O. Box 59436, Nairobi, Kenya.

12. Bulletin of the World Health Organization. World Health Organization. 1211 Geneva 27, Switzerland. Bimonthly. $60/year. French.

13. Cajanus. Caribbean Food and Nutrition Institute. P. O. Box 140, Kingston 7, Jamaica. Quarterly. Free.

14. Child to Child Programme Newsletter. Institute of Child Health. 340 Guilford Street, London WC1N 1EGH, United Kingdom. Irregular. Free.

15. Children in the Tropics. International Children's Center. Chateau de Longechamp, Bois de Boulogne, Paris 75016, France. 6/year. $15/year. French.

16. CONTACT. Christian Medical Commission. World Council of Churches, 150 Route de Ferney, 1211 Geneva 20, Switzerland. 6/year. Free. French.

17. Decade Watch. U.N. Development Programme. One UN Plaza, New York, NY 10017, USA. Free.

18. Defender, Health Journal for Africa. African Medical and Research Foundation. Health Behavior and Education Department. Wilson Airport, P. O. Box 30125, Nairobi, Kenya. 3/year. Free.

19. Development Communication Report. Clearinghouse on Development Communications. 1414 22nd Street, NW, Washington, DC 20037, USA. Quarterly. Free.

20. Developpement et Sante. Freres des Hommes & Medicas Mundi. 1, rue de Savoire, 75006 Paris, France. Bi-monthly. FCFA 22.50/year. French.

21. Diarrhea Dialogue. Organisme de Recherches sur l'Alimentation et al Nutrition Africaines. 39 Avenue Pasteur, B. P. 2089, Dakar, Senegal. Quarterly. Free. French.

22. Diarrhoea Dialogue. Appropriate Health Resources and Technologies Action Group. 85 Marylebone High Street, London W1M 3DE, United Kingdom. Free.

23. East African Medical Journal. Kenya Medical Association. P. O. Box 41632, Nairobi, Kenya. Monthly. $40/year.

24. ENFO. ENSIC. P. O. Box 2754, Bangkok 10501, Thailand. Quarterly. $40/year.

25. ESNAC. Centre d'Education Sanitaire et Nutritionnelle d'Afrique Centrale. Rue Brialmont 11, 1030 Bruxelles, Belgium. 3/year. F150/year. French.

26. Explore. International Development Research Centre. Ottawa, Canada. Monthly. Free. French.

27. Famille et Developpement. Rue de l'Usine Bata, B. P. 3907, Lome, Togo. Quarterly. Z 24/year. French.

28. Glimpse. International Centre for Diarrhoeal Disease Research. GPO Box 128, Dhaka-2, Bangladesh. Quarterly. Free.

29. HYGIE: International Journal of Health Education. International Union of Health Education. 9 rue Newton, F-75116 Paris, France. Quarterly. F 135/year. French.

30. IHC Occasional Bulletin. National Council of Churches of Christ Associated Mission Medical Office. International Health Center, 475 Riverside Drive, New York, NY 10015, USA. Quarterly. Free.

31. IRC Bulletin. International Reference Centre for Community Water Supply and Sanitation. P. O. Box 5500, 2280 HM Rijswirk, The Hague, Netherlands. Quarterly. Free. French.

32. INTERCOM: The International Population News Magazine. Population Reference Bureau. 1337 Connecticut Avenue, NW, Washington, DC 20036, USA. Monthly. Free. English and Spanish.

33. International Family Planning Perspectives. Alan Guttmacher Institute. 360 Park Avenue South, New York, NY 10010, USA. Quarterly. Free.

34. IPPF Medical Bulletin. International Planned Parenthood Federation. 18-20 Lower Regent Street, London SW1Y 4PW, United Kingdom. Bi-monthly. Free. French.

35. IRED Forum. Case 116, 3 rue de Varembe, 1211 Geneva 20, Switzerland. Quarterly. $10/year.

36. Journal of Diarrhoeal Disease Research. International Centre for Diarrhoeal Disease Research. GPO Box 128, Dhaka-2, Bangladesh. Quarterly. $25/year.

37. Journal of Tropical Pediatrics. Journal Subscription Department, Oxford University Press. Walton Street, Oxford, OX2 6DP, United Kingdom. 6/year. $80/year.

38. LIFE Newsletter. League for International Food Education. 1126 16th Street, NW, Washington, DC 20036, USA. Quarterly. Free.

39. Medecine Tropicale. Institute de Medicine Tropicale. Para du Pharo, 13007 Marseille, France. Bimonthly. F 130/yr. French.

40. MIMS/Monthly Index of Medical Specialties/Africa. A. E. Morgan Publications Ltd. 127 Kingston Road, Ewell, Surrey KT19 OSB United Kingdom. Monthly. Free

41. Mothers and Children: Bulletin on Infant Feeding and Maternal Nutrition. American Public Health Association. 1015 15th Street, NW, Washington, DC 20005, USA. Quarterly. Free to developing countries. French.

42. NCIH Newsletter. National Council for International Health. Suite 605, 1100 Connecticut Avenue, NW, Washington, DC 20036, USA. Quarterly. Free.

43. Panorama. League of Red Cross Societies. 17 Chemin des Crets, P. O. Box 276, 1211 Geneva 19, Switzerland. 8/year. Free.

44. People. International Planned Parenthood Federation. 18-20 Lower Regent Street, London SW1Y 4PW, United Kingdom. Quarterly. $20/year. French.

45. Population Newsletter. United Nations Fund for Population Activities. 220 East 42nd Street, New York, NY 10017, USA. Free. French.

46. Population Reports. Population Information Program. Johns Hopkins University. Hampton House, 624 N. Broadway, Baltimore, MD 21205, USA. Quarterly. Free. French.

47. Project Profiles. Clearinghouse of Development Communication. 1414 22nd Street, NW, Washington, DC 20037, USA. Irregular. Free. French.

48. Salubritas. American Public Health Association. 1015 15th Street, NW, Washington, DC 20005, USA. Quarterly. Free.

49. Soundings from Around the World. World Neighbors. 5116 N. Portland, Oklahoma City, OK 73112, USA. 3/year. $5/year.

50. Studies in Family Planning. Population Council. One Dag Hammerskjold Plaza, New York, NY 10017, USA. 10/year. Free.

51. Transactions of the Royal Society of Tropical Medicine and Hygiene. Royal Society of Tropical Medicine and Hygiene. Manson House, 26 Portland Place, London W1N 4EY, United Kingdom. Bi-monthly. $60/year.

52. Tropical Diseases Bulletin. Bureau of Hygiene and Tropical Diseases. Keppel Street, London WC1E 7HT, United Kingdom. Monthly. $131/year.

53. Tropical Doctor: A Journal of Modern Medical Practice. Royal Society of Medicine, Oxford Journals Subscription Department. Walton Street, Oxford OX2 6DP, United Kingdom. Monthly. $33/year.

54. Vie Meilleure: Magazine d'Information. 44 Avenue G. Pompidou - 2e etage, B.P. 4130, Dakar, Senegal. Quarterly. FCFA 300/year. French.

55. Waterlines. Intermediate Technology Publications, Ltd. 9 King Street, London WC2E 8HW, United Kingdom. Quarterly. $18/year.

56. Women's World. ISIS International. P. O. Box 2471, 1211 Geneva 10, Switzerland. Quarterly. $20/year.

57. World Health Forum: An International Journal of Health Development. World Health Organization. 1211 Geneva 27, Switzerland. Quarterly. 50 Swiss Fr./year. French.

58. World Health Statistics Quarterly. World Health Organization. 1211 Geneva 27, Switzerland. Quarterly. $40/year. French.

59. World Neighbors in Action. World Neighbors, 5116 N. Portland, Oklahoma City, OK 73112, USA. Quarterly. $5/year.

60. World Water. P.O. Box 124, Liverpool L692LQ, England. Monthly. $35.00/year for developing countries; $75/year regular subscription.

SECTION 2

Key Reference Materials in Primary Health Care

KEY REFERENCE MATERIALS IN
PRIMARY HEALTH CARE

I. BIBLIOGRAPHIES

A. Auxiliaries in Primary Health Care: An Annotated Bibliography. K. Elliott. IT Publications, 9 King Street, London WC2E 8HN, United Kingdom. $9.50.

B. Breast is Best: A Bibliography on Breast Feeding and Infant Health. N. Baumslag et al. (PN-AAH-148.) Washington, DC: USAID. Available free from AID Document Handling Facility. 7222 47th Street, Chevy Chase, MD 20815, USA.

C. Health and Society in Africa: A Working Bibliography. S. Feierman. Crossroads Press, Kinsely Hall, UCLA, Los Angeles, CA 90024, USA. (Comprehensive compilation of health care available in Africa.) $25.00.

D. Low Cost Rural Health Care and Health Manpower Training: A State of the Art Review and Annotated Bibliography. S. Akhtar et al. International Development Research Centre. P. O. Box 8500, Ottawa K1G 3H9, Canada. (SALUS, 15 volumes published. Each volume $10.00.)

E. Low-Cost Technology Options for Sanitation: A State of the Art Review and Annotated Bibliography. International Development Research Centre. Available free from WASH.

F. Management of Primary Health Care in Developing Countries: A Selected Annotated Bibliography on Current State of the Art. E. Petrich, et al. Available free from Health Manpower Development Staff, John A. Burns School of Medicine, University of Hawaii, 1883 Kalakaua Avenue, Suite 700, Honolulu, HI 96815, USA.

G. Oral Rehydration Therapy: An Annotated Bibliography. N. Baumslag et al. Available free from Pan-American Health Organization, Distribution and Sales Office, 525 23rd Street, N.W., Washington, D.C. 20037, USA.

H. Selected Bibliographies for Pharmaceutical Supply Systems in Developing Countries. PB80-183775. National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161, USA. $6.50.

II. DIRECTORIES, HANDBOOKS AND CATALOGS

A. AMREF Rural Health Series Manuals. African Medical and Research Foundation, P. O. Box 30125, Nairobi, Kenya. (Excellent series of books on child health, health education, etc.) (Request price information.)

B. Communication and Non-Formal Education in Population/Family Planning: An Index to Materials. East-West Communication Institute, 1777 East-West Road, Honolulu, HI 96848, USA. (3000 references in English, Spanish, French.) (Request price information.)

C. Directory of African Women's Organizations. African Training and Research Center for Women of the Economic Commission for Africa. P. O. Box 3001, Addis Ababa, Ethiopia. (Free).

D. Directory of U.S.-Based Agencies Involved in International Health Assistance. National Council for International Health, 1100 Connecticut Avenue, NW, Suite 605, Washington, DC 20036, USA. ($13.50.)

E. Guide to U.S.-Based Agencies Involved in Drinking Water Supply and Sanitation in Developing Countries. National Council for International Health, 1100 Connecticut Avenue, NW, Suite 605, Washington, DC 20036, USA. ($4.00)

F. Guide to Sources of International Population Assistance. United Nations Fund for Population Activities, 220 E. 42nd Street, New York, NY 10017, USA. (Free, issued every three years.)

G. Medical and Health Care Market Place Guide: A Comprehensive Guide to the U.S. Medical and Health Care Industry. International Biomedical Information Services, 8859 Southwest 69th Court, Miami, FL 33156, USA. (Covers 5,000 local and regional distributors of medical, surgical equipment and hospital supplies.) ($175.00)

H. Medical Books and Serials in Print: An Index to Literature in the Health Sciences. Bowker Co., P. O. Box 1807, Ann Arbor, MI 48106, USA. (Lists over 45,000 book titles and 8,000 journals in the health sciences.) ($50.00)

I. Communicable Diseases in Man. American Public Health Association, 1015 15th Street, NW, Washington, DC 20005, USA. ($10.00)

SECTION 3

Key Information Sources in Zaire

KEY INFORMATION SOURCES IN ZAIRE

One of the most important functions of the SANRU Documentation Center will be to establish close relationships with other health organizations in Zaire. Obtaining, organizing, and disseminating health information relevant to Zaire will enable the documentation center to make a valuable contribution to primary health care. Key organizations in Zaire are as follows.

1) University of Kinshasa/School of Public Health

The School of Public Health plans to acquire the Rockefeller Foundation's Selected Medical Library on Microfiche. The microfiche library consists of 94 journals that are important in international biomedical and health literature. Journal volumes from 1982 to 1987 are included. This provides a basic medical collection. Citation studies have shown that this basic collection should contain 80 percent of the relevant material for any medical specialty in a given year.

Obtaining this library will provide the School of Public Health with one of the most comprehensive medical libraries in Africa. The School of Public Health and the SANRU Documentation Center can become Zaire's National Library of Medicine. It is important that SANRU and the School of Public Health collaborate closely in collection development, standardizing classification systems, bibliographic databases, etc.

Discussions have been held with Dr. Richard Shay of the U.S. National Library of Medicine in Bethesda, Maryland. Dr. Shay, who is in charge of the International Division at the National Library of Medicines expressed interest in initiating activities in Zaire. The National Library of Medicine could provide assistance in collection development, access to MEDLINE, etc. The consultant will brief Dr. Shay upon his return and discuss collaboration between the National Library of Medicine and SANRU and the School of Public Health.

2) Peace Corps

Peace Corps regularly receives reports from volunteers in the field. These reports include knowledge, attitudes, and practices surveys, nutrition surveys, etc. The Peace Corps health officer agreed to make these reports available to SANRU's Documentation Center. SANRU's librarian should make periodic visits to Peace Corps and obtain copies of reports that would be useful.

3) USAID General Development Library

The AID Mission maintains a library of approximately 3,000 publications. It also has a collection of 30 to 40 video-cassettes. Several of these are on health and nutrition. A small distribution center in the library contains AID publications in French. Several of these pertain to health, water supply and sanitation.

It will be important for the SANRU librarian to provide copies of current awareness bulletins, bibliographies, etc. to the AID Library. This will make the AID community aware of the documentation center's activities and importance.

4) UNICEF

UNICEF conducts oral rehydration therapy, immunization, and water and sanitation projects in zones not covered by SANRU. Andre H. Vandenberghe, Administrator of Rural Hydraulic Projects, stated that copies of UNICEF reports could be provided to the Documentation Center. Vandenberghe also maintains files on UNICEF water and sanitation projects. These provide data on water and sanitation facilities installed, population served, etc. UNICEF owns seven WANG PC computers and expressed interest in receiving copies of bibliographies, bulletins, directories, etc., produced by the Documentation Center.

5) World Health Organization

The WHO office in Kinshasa regularly receives new publications from WHO/Brazzaville. While there is an excellent collection of more than 2,000 publications, the collection is not organized or cataloged. WHO expressed interest in adopting SANRU's classification system for organizing the collection. SANRU's librarian should provide a training session to WHO in classifying and organizing their collection. In return, WHO should investigate the feasibility of receiving two copies of each publication from Brazzaville. One copy then could be provided to the SANRU Documentation Center.

6) Centre d'Etudes et d'Action Sociale

The library for this center contains over 20,000 documents and receives a wide range of journals. The center does work in social sciences, while the library covers all areas of development with emphasis on Zairian-specific

documents and reports. The most recent health-related publication in the library is dated 1971, so the SANRU Documentation Center should be a valuable resource for the center.

7) Other organizations and information centers which should be visited by the SANRU librarian are:

- REGIDESO
- FONAMES
- CEPLANUT
- Bibliotheque National

The librarian should note the content and scope of each organization's information resources, methods of organization, and computer software and hardware.

SECTION 4

AID-Sponsored Organizations and Information Centers

AID-SPONSORED ORGANIZATIONS AND INFORMATION CENTERS

The following list is a directory of key organizations in the area of primary health care. The SANRU librarian should write a brief letter to each of these organizations. The letter should describe the purpose, collection, and services of the Documentation Center and request that the Center be placed on mailing lists to receive notices, reports, etc.

1. Academy for Educational Development
   Clearinghouse on Development Communication
   1255 23rd Street, NW
   Washington, DC 20037
   USA

   The Clearinghouse provides information and services to promote the use of communication in developing country programs. It provides library, research, and referral services to individuals in developing countries.

2. Academy for Educational Development
   Communication for Child Survival
   (HEALTHCOM)
   1255 23rd Street, NW
   Washington, DC 20037
   USA

   Contact: Mark Rasmuson

   The Academy's purpose is to support communication efforts aimed at increasing use of oral rehydration therapy, immunization, and other child survival practices. Publications include evaluation reports from Gambia, Honduras, and Swaziland.

3. American Public Health Association
   Clearinghouse on Infant Feeding and Maternal Nutrition
   1015 15th Street, NW
   Washington, DC 20005
   USA

   Contact: Gayle Gibbons

   This project disseminates information about all aspects of infant feeding and maternal nutrition. It responds to information requests from developing countries and provides photocopies of documents and bibliographies on specific topics.

4. Child Survival Action Program
Support Institute for International Programs
615 N. Wolfe Street
Johns Hopkins University
Baltimore, MD 21205
USA

Contact: Henry Mosley

This project provides a broad program of technical assistance, operations research, information dissemination, and training. Information resources include publication of Child Survival Action News and development of a child survival database.

5. Demographic and Health Surveys
Westinghouse Public Applied Systems
P. O. Box 866
Columbia, MD 21044
USA

Contact: Robert Lapham

The purpose of this project is to strengthen host country capabilities for undertaking health and demographic surveys. Publications include project reports.

6. Diagnostic Technology for Community Health (DIATECH)
Program for Appropriate Technology in Health
Canal Place
130 Nickerson Street
Seattle, WA 98109
USA

Contact: Karen Auditore-Hargreaves

DIATECH helps to develop, adapt, and transfer simple cost-effective diagnostic technologies in support of treatment and control programs for three causes of infant and child mortality: 1) malaria, 2) diarrheal diseases, and 3) acute respiratory infections. Publications include proceedings of DIATECH workshops: Vol. I - Typhoid Fever and Diarreal Diseases; Vol. II - Malaria.

7. Education Development Center
International Nutrition Communication Service
55 Chapel Street
Newton, MA 02160
USA

Contact: Ron Israel

The project provides technical assistance in nutrition education. It responds to requests from government ministries, international agencies, and non-governmental organizations. Publications include catalogs that review training manuals, mass media, and support material.

8. Family Health International
Research Triangle Park, NC 27709
USA

Contact: Dr. Malcolm Potts

Family Health International conducts clinical trials of new and improved methods of fertility control, evaluates delivery systems, and supports a program of contraceptive safety and health research. FHI publications are free on request. Some of these are available in French. An illustrated quarterly, NETWORK, reports on current research in the health and population field and is available free of charge.

9. HHS Resource Report
Office of International Health
Department of Health and Human Services
5600 Fishers Lane, Room 1887
Rockville, MD 20857
USA

Contact: Linda Vogel

This project provides assistance to developing countries in project development implementation and evaluation of health programs and workshops. Publications include proceedings and papers.

10. Johns Hopkins University
Population Information Program
624 North Broadway
Baltimore, MD 21205
USA

Contact: Phyllis T. Piotrow

This program Publishes Population Reports, a bimonthly journal of family planning programs and contraceptive technology. Population Reports is available in French as well as English and is distributed free of charge to developing countries.

The program also maintains POPLINE, a computerized bibliographic database covering international health, population, and family planning. Developing countries can request searches and documents free of charge. The database contains over 300 references about Zaire.

11. MEDEX Group
University of Hawaii
1833 Kalakuna Avenue, Suite 700
Honolulu, HI 96815
USA

Contact: Richard Smith

This project promotes the use of training materials which can be adapted to suit local circumstances and are appropriate for community health workers, mid-level health care providers and program managers. Publications include 35 volumes of MEDEX Training Modules.

12. Milwaukee International Health Training Center
Milwaukee County Courthouse
901 N. 9th Street, Room 201
Milwaukee, WI 53233
USA

Contact: Frederick Tavill

The Center provides non-degree training of health workers from developing countries. Training courses are held in Milwaukee and developing countries. Publications include workshop reports and conference proceedings.

13. PRITECH Project
1655 N. Fort Myer Drive., Suite 700
Arlington, VA 22209
USA

Contact: Elizabeth Jennings

This project strengthens primary health care through oral rehydration therapy and other health interventions. The information center produces annotated bibliographies and responds to information requests. Publications include Manual for Assessment and Planning of National ORT Programs, Report of an ORT Workshop: Africa, 1985, etc.

14. Primary Health Care Operations Research
Center for Human Services
5530 Wisconsin Avenue
Chevy Chase, MD 20815
USA

Contact: David Nicholas

This project develops and supports operations research on key obstacles impeding host country efforts to design, implement, and sustain primary health care programs. Publications include methodology papers on operations research methods and issue papers on community financing, community health workers, and community organization.

15. Program for International Training in Health (INTRAH)
208 North Columbia Street
Chapel Hill, NC 27514
USA

Contact: Cathy Murphy

This program conducts training programs so that developing countries can plan and implement their own maternal and child health/family health training programs. INTRAH offers pre-service and in-service training programs. Publications include training manuals in French as well as other languages.

16. Resources for Child Health (REACH)
John Snow, Inc.
9th Floor, 1100 Wilson Boulevard
Arlington, VA 22209
USA

Contact: Norbert Hirschhorn

This project helps promote, support, improve, and expand immunization programs. A secondary area of assistance is the financing of health care. A manual on the design and evaluation of immunization programs will be available in the fall of 1986. A resource library is being organized.

17. Vector Biology and Control Project
1611 North Kent Street, Rm. 503
Arlington, VA 22209
USA

Contact: Ms. Ione Auston

This project provides training and technical assistance in the design, implementation and evaluation of vector control

programs. The information center responds to information requests and produces annotated bibliographies.

18. Water and Sanitation for Health Project (WASH)
1611 North Kent Street, Rm. 1002
Arlington, VA 22209
USA

Contact: James Beverly

This project provides technical assistance, services, and information support in the areas of rural and urban water supply and sanitation. The information center contains over 5,000 documents and distributes copies of the more than 200 WASH reports which have been published.

SECTION 5

African Organizations and Information Centers Involved in Primary Health Care

AFRICAN ORGANIZATIONS AND INFORMATION CENTERS INVOLVED IN PRIMARY HEALTH CARE

1. African Medical and Research Foundation (AMREF)
   Health Behavior and Education Department
   Wilson Airport, Langata Road
   P. O. Box 30125
   Nairobi, Kenya

   The Health Behavior and Education Department conducts operational research to promote better health programs. AMREF offers Defender, a health education journal for lay readers, and a health education manual for primary health care workers.

2. African Regional Health Education Centre (ARHEC)
   University of Ibadan, Faculty of Medicine
   Department of Preventive and Social Medicine
   Ibadan, Nigeria

   Contact: Joshua Adeniyi/Director

   ARHEC trains health educators for health education program development and health education research.

3. African Training and Research Center for Women (ATRCW)
   UN/ECA, P. O. Box 3001
   Addis Ababa, Ethiopia

   ATRCW promotes the advancement of women. Areas of specialization are food, nutrition, employment promotion, etc.

4. Association pour la Promotion de l'Initiative Communautaire Africaine
   B. P. 5946
   Douala Akwa, Cameroon

5. Atelier de Materiel Didactique Busiqa (AMDB)
   B. P. 18
   Ngozi, Burundi

   AMDB has developed flip charts and teaching plans in French and local languages for use in Burundi.

6. Atelier de Materiel pour l'Animation (AMA)
   P. O. Box 267
   Yaounde, Cameroon

   Contact: Rev. Fr. Daniel Desmet

This organization is involved in the design, production, and distribution of educational materials for community health workers. Materials include color posters, slides, flannel graphs, etc., on health, nutrition, family planning, etc.

7. Blair Research Institute (BRI)
Ministry of Health
P. O. Box 8105
Causeway Harare, Zimbabwe

BRI has been active in designing and manufacturing low cost water and sanitation equipment.

8. Breastfeeding Information Group (BIG)
P. O. Box 59436
Nairobi, Kenya

BIG promotes breastfeeding by publishing newsletters and responding to information requests.

9. Bureau d'Etudes et de Recherches Pour la Promotion de la Sante
B. P. 1977
Kangu-Mayumbe, Zaire

The organization develops and tests teaching aids on preventive health and community work for nurses and their trainers. Field training and in-service courses cover health and nutrition education and materials production.

10. Centre d'Etudes Economiques en Sociales et l'Afrique Occidentale (CESAO)
B. P. 305
Bobo-Dioulasso, Burkina Faso

Contact: Piet Buijsrogge/Director

CESAO trains village health workers and rural development workers. Institutional training courses take one to four weeks with subsequent follow-up visits to the field.

11. Centre de Recherche et d'Education pour la Sante Rurale
Kolokani, Mali

Contact: Dr. H. Balique

The organization is involved in the training of locally-elected village health workers. Literacy centers hold meetings where the newly literate answer questionnaires on village health problems.

12. Environment and Development in the Third World (ENDA)
B. P. 3370
Dakar, Senegal

ENDA has published a catalog of educational materials produced by 80 organizations in Africa.

13. Ethiopian Nutrition Institute Communication Centre
P. O. Box 5654
Addis Ababa, Ethiopia

The Institute specializes in child health and nutrition.

14. Groupe de Recherche et d'Appui pour l'Autopromotion Paysanne (GRAAP)
B. P. 305
Bobo-Dioulasso, Burkina Faso

GRAAP is involved in the production and distribution of flannel boards, booklets, pictures, etc., that pertain to village self-improvement in water supply and sanitation.

15. Institut Africain Pour le Developpement Economique et Social (INADES)
15 Avenue Jean Mermoz Cocody 08
B. P. 8
Abidjan, Ivory Coast

With offices in Zaire and nine other African countries, INADES offers technical assistance in the areas of adult education, rural development, etc. Their publication, Agripromo, periodically contains articles on public health.

16. Institut Pan Africain Pour le Developpement (IPAD)
B. P. 4078
Douala, Cameroon

IPAD offers training programs on nutrition, pregnancy, and other health topics. The library responds to information requests.

17. Mazingira Institute
P. O. Box 14550
Nairobi, Kenya

This institute produces health education materials, including a multi-color comic book with illustrated information on latrines and diseases.

18. Organisme de Recherches sur l'Alimentation et la Nutrition Africaines (ORANA)
39 Avenue Pasteur
B. P. 2089
Dakar, Senegal

Contact: Dr. A. M. Ndiaye/Director

ORANA conducts research and produces reports on all aspects of nutrition. The documentation center responds to information requests and publishes bibliographies. ORANA also provides the French translation of Diarrhoea Dialogue.

19. Rinya Integrated Rural Health Project
P. O. Box 45872
Nairobi, Kenya

The project originated as a curative health center, but is now also active in preventive health care. Local people are trained as health workers and educational materials are developed for health education.

SECTION 6

International Organizations Involved in Primary Health Care

INTERNATIONAL ORGANIZATIONS INVOLVED IN PRIMARY HEALTH CARE

1. International Centre for Diarrhoeal Disease Research (ICDDR)
   GPO Box 128
   Dhaka-2, Bangladesh

   Contact: Dr. K. M. S. Aziz/Information Division

   ICDDR has a very active information program. It publishes the Journal of Diarrhoeal Disease Research, directories, monographs, and conference proceedings. The documentation center responds to information requests and produces annotated bibliographies.

2. International Children's Centre
   Chateau de Longchamp
   Bois de Boulogne
   75016 Paris, France

   The center organizes courses and seminars related to child welfare. It also publishes French and English bibliographies and journals related to child welfare. Current projects include the development of a thesaurus for indexing reports and publications pertaining to child welfare.

3. International Development Research Centre (IDRC)
   Health Science Division
   P. O. Box 8500
   Ottawa, Ontario K1G 3H9
   Canada

   Contact: Dr. Donald Sharp/Associate Director

   IDRC's Health Sciences Division focuses on tropical and infectious diseases, maternal and child health, water supply and sanitation, occupational and environmental health, and health service research. It has recently produced an excellent film entitled Prescription for Health: Clean Water-Hygiene-Sanitation. The film is available in French, English and other languages. IDRC has two African regional offices:

   IDRC
   East Africa
   P. O. Box 62084
   Nairobi, Kenya

   IDRC
   West Africa
   B. P. 11007
   CD Annexe
   Dakar, Senegal

4. International Reference Centre for
   Community Water Supply and Sanitation (ICR)
   P. O. Box 93190
   2509 AD The Hague, Netherlands

   Contact: Hans M. G. van Damme/Director

IRC is dedicated to information support to rural and urban fringe water supply and sanitation programs. It responds to information requests and publishes technical papers, literature reviews, etc. Current projects include compilation of a document which provides village health workers with technical information on simple solutions for household water and sanitation problems.

5. International Reference Centre for Waste Disposal (IRCWD)
Uberlandstrasse, 133
CH 8600, Dubendorf
Zurich, Switzerland

Contact: Mr. R. Scherstenleib/Head

IRCWD concentrates its activities on the problems of liquid and solid waste disposal in developing countries. Current projects include a review of socio-cultural aspects of low cost sanitation in developing countries. It publishes the IRCWD News which summarizes the outcome of IRCWD studies and contains selected abstracts and news from the documentation center. This can be obtained free of charge.

6. Office of the UN High Commissioner for Refugees
International Refugee Integration Resource Centre
Palais des Nations
CH-1211 Geneva 10, Switzerland

This information center provides bibliographies, abstracts, document delivery, etc. It publishes Refugee Abstracts and International Bibliography of Refugee Literature. The collection provides worldwide coverage on refugees and resettlement. The center is preparing an International Thesaurus of Refugee Terminology.

7. United Nations Centre for Human Settlements (HABITAT)
P. O. Box 30030
Nairobi, Kenya

UNCHS promotes the use of audio-visual material relating to human settlements, executes human settlements projects, etc. The Information, Audio-Visual and Documentation Division maintains a collection of more than 250 films and video-cassettes. It publishes the UNCHS Bibliography, Bibliography on Community Participation, and the Bibliography on Local Building Materials. Databases are maintained for current projects in human settlements and for the center's unpublished reports and films.

8. United Nations Children's Fund (UNICEF)
8676 United Nations Plaza
New York, NY 10017
USA

UNICEF is dedicated to the well-being of children. The Division of Communication and Information maintains a library collection related to children, child development, and infants. The Audio-Visual Library maintains an extensive collection of UNICEF photographs. These are available on request.

9. United Nations Fund for Population Activities (UNFDA)
220 East 42nd Street
New York, NY 10017
USA

Established in 1969, UNFPA is the largest internationally funded source of assistance to population programs in developing countries. The library maintains a collection on population, demography, public health, family planning and population programs. It responds to information requests and distributes periodicals to developing countries.

10. United Nations International Research and Training Institute for the Advancement of Women (INSTRAW)
Apartado Posta 21747
Cesar Nicolas Penson 102-19
Santa Domingo, Dominican Republic

Contact: Dunja Pastizzi-Ferencic/Director

The purpose of INSTRAW is to facilitate the integration of women into development programs. The work of INSTRAW is carried out by two organizational units: research and training, and documentation and communication. Publications on women and health are available on request.

11. World Bank
Water Supply and Urban Development
TAG Publications Group
1818 H Street, NW
Washington, DC 20433
USA

The TAG Publications Group maintains a distribution center of publications pertaining to sanitation technologies, community participation, etc. Many of the publications are available in French and publications are provided free of charge to developing countries.

12. World Health Organization
Division of Communicable Diseases
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

This division specializes in virology, viruses, epidemiology, and infectious diseases and responds to information requests. It maintains a numeric database named the Virus Information Service Data Base. The database contains 150,000 records on viruses and infectious diseases and is updated at three-month intervals.

13. World Health Organization
Division of Diagnostic, Therapeutic and Rehabilitative Technology
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

Contact: J. F. Dunne/Chief of Pharmaceuticals

This division maintains a documentation center on drug addiction, medical care, toxicity, and pharmaceuticals. Services include information analysis and provision of bibliographies.

14. World Health Organization
Division of Epidemiologic Surveillance and
Health Situation and Trend Assessment
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

Contact: H. Hansluivka/Chief Statistician

This division maintains a documentation center on mortality, causes of death, infectious diseases, health personnel, health statistics, and diseases. Services include document delivery, response to information requests, and provision of data in machine readable form. It maintains a numeric database of over 400,000 records on health and disease statistics. Printed products of the division are the World Health Statistics Annual and the World Health Statistics Quarterly.

15. World Health Organization
Division of Health Manpower Development
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

Contact: F. Mawson

This division maintains a small documentation center on health personnel, health education, midwives, nurses, and training programs. Services include document delivery. Printed products are the HMD Newsletter, World Directory of Medical Schools, and the World Directory of Public Health Schools.

16. World Health Organization
Division of Strengthening of Health Services
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

Contact: C. Brelot/Editor

This division maintains a clearinghouse on appropriate technology, health services, health facilities, health education, and primary health care. Services include provision of bibliographies, document delivery, and compilation of lists of contact persons/institutions in specialized areas. Printed products include the Appropriate Technology for Health Newsletter and the Appropriate Technology for Health Directory.

17. World Health Organization
Expanded Programs on Immunization
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

Contact: J. Lloyd/Technical Officer

This division responds to requests for information on costs of and technical specifications for immunization equipment. A product information sheets database contains 3,000 records on immunization products and equipment. Printed products of the division are the Cold Chain Product Information Sheets.

18. World Health Organization
Health and Biomedical Information Programme
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

Contact: Chief, Health Legislation

This division maintains a library and database on legislation pertaining to health, aging, nutrition, food standards, poisons, and pharmaceuticals. Printed products are French and English editions of the International Digest of Health Legislation.

19. World Health Organization
Health Literature Services
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

Contact: B. Ruff/Chief

The WHO Library has a staff of ten and maintains a comprehensive collection of health-related publications. Services include database searches, compilation of bibliographies, and document delivery. Printed products are Recent Acquisitions of the WHO Library, WHODDC: Index to WHO Publications and Technical Documents.

20. World Health Organization
Regional Office for Africa
P. O. Box 6
Brazzaville, Congo

WHO/Brazzaville provides health literature services to African countries. The library maintains a collection on immunization, epidemiology, onchoceriasis, traditional medicine, primary health care, tropical diseases, pest control, and disease control.

21. World Health Organization
Regional Office for the Eastern Mediterranean
P. O. Box 1517
Alexandria, Egypt

This office maintains a library and clearinghouse. Services provided are database searches and document delivery. The library maintains collections on primary health care, health personnel, disease control, sanitation, epidemiology, and water supply. The library has published the List of Sources for a Basic Medical Faculty Library.

22. World Health Organization
Regional Office for South-East Asia
World Health House
Indraprastha Estate
Mahatma Gandhi Road
New Delhi 110 002, India

This WHO regional office frequently publishes manuals and reports on primary health care and tropical diseases. The library contains reports, dissertations and WHO documents on family planning, health personnel, sanitation, tropical diseases, primary health care, and water supply.

23. World Health Organization
Regional Office for the Western Pacific
P. O. Box 2932
United Nations or Taft Avenues
Manila, Philippines

This office produces reports and maintains collections on health, social conditions, population, education, etc. The library maintains databases on medical and health-related periodicals published in the Western Pacific region and on medical and health-related libraries.

24. World Health Organization
UNDP/World Bank/WHO Special Programme for Research
and Training in Tropical Diseases
20, Avenue Appia
CH-1211 Geneva 27, Switzerland

Contact: K. Hata/Management Officer

This division publishes reports and research findings on tropical diseases, parasitic diseases, malaria, schistosomiasis, filariasis, trypanosomiasis, and leprosy. Services provided are compilations of bibliographies and information analysis.

SECTION 7

Non-Governmental Organizations Involved in Primary Health Care

NON-GOVERNMENTAL ORGANIZATIONS INVOLVED IN PRIMARY HEALTH CARE

1. Appropriate Health Resources and Technologies Action Group (AHRTAG)
   85 Marylebone High Street
   London W1M 3DE
   United Kingdom

   AHRTAG responds to information requests and produces publications and audio-visuals on primary health care.

2. British Life Assurance Trust (BLAT)
   Centre for Health and Medical Education
   BMA House, Tavistock Square
   London WC1H 9JP
   United Kingdom

   This organization is a WHO Collaborating Centre for Educational Technology. It is currently conducting a survey of health education materials available for water supply and sanitation.

3. Hesperian Foundation
   Box 1692
   Palo Alto, CA 94302
   USA

   The Foundation is the publisher of Where There is No Doctor, Helping Health Workers Learn, etc. Helping Health Workers Learn is being translated into French by OXFAM, B.P. 1298, Kigali, Rwanda.

4. Institute of Child Health
   30 Guilford Street
   London WC1 NEH
   United Kingdom

   The Institute produces newsletters, audio-visuals, etc., on child health.

5. League for International Food Education
   1126 16th Street, NW
   Washington, DC 20036
   USA

   The League publishes LIFE Newsletter and responds to information requests.

6. League of Red Cross and Red Crescent Societies
   17 Chemin des Crets
   C.P. 276
   1211 Geneva 19, Switzerland

   In 1983, the League was awarded prizes for the best radio programs in support of primary health care in Africa.

7. London School of Hygiene and Tropical Medicine
   Keppel Street
   London WC1E 7HT
   United Kingdom

   This school offers a degree program in health administration and produces publications.

8. MAP International
   P. O. Box 50
   Brunswick, GA 31520

   MAP's Learning Resource Center responds to information requests by providing bibliographies and articles on specific topics. Its Health Teaching for West Africa by David Hilton describes stories, drama, and songs used in Nigeria. A French version is available from the Tear Fund, 11 Station Road, Teddington, Middlesex, TW11 9AA, United Kingdom.

9. National Council for International Health
   1100 Connecticut Avenue, NW
   Suite 605
   Washington, DC 20036
   USA

   The Council organizes conferences in international health and produces publications.

10. OXFAM
    274 Banbury Road
    Oxford OX2 7DZ
    United Kingdom

    OXFAM publishes a wide variety of education materials on preventive health, maternal/child health, nutrition, and water and sanitation.

11. Rockefeller Foundation
    1133 Avenue of the Americas
    New York, NY 10036
    USA

    The Foundation published Teaching Strategies for Primary Health Care: A Syllabus by F. Durana (1980). This syllabus was developed in the course of training primary health care workers in Zaire.

12. Save the Children Foundation
    54 Wilton Road
    Westport, CT 06880
    USA

    The Save the Children library responds to information requests from developing countries.

13. Teaching Aids at Low Cost (TALC)
P. O. Box 49
St. Albans, Herts AL1 4AX
United Kingdom

TALC sells teaching aids for health workers at low cost.

14. Valley Trust
Valley of a Thousand Hills
P. O. Box 33
Botha's Hill, Natal 3660
South Africa

This organization trains community health workers and produces and distributes health education materials.

15. World Neighbors
5116 North Portland Avenue
Oklahoma City, OK 73112
USA

World Neighbors produces health education materials in French, Spanish, and English.

SECTION 8

Primary Health Care Thesaurus/
Water Supply and Sanitation Thesaurus

D - PRIMARY HEALTH CARE THESAURUS

D1 HEALTH SERVICES
D1.1 Health Service Units
D1.1.1 Hospitals
D1.1.2 Clinics

D10 HEALTH PERSONNEL
D10.1 Physicians
D10.2 Nurses
D10.3 Midwives
D10.4 Traditional Birth Attendants
D10.5 Village Health Workers

D20 HEALTH PROGRAM ADMINISTRATION
D20.1 Nutrition Program Administration
D20.2 Family Planning Administration
D20.3 Immunization Program Administration

D30 FAMILY PLANNING
D30.1 Birth Spacing
D30.2 Fertility Control
D30.2.1 Contraception
D30.2.2 Sterilization
D30.2.3 Abortion

D40 IMMUNIZATION
D40.1 Infant Immunization
D40.2 Child Immunization
D40.3 Maternal Immunization
D40.6 Vaccine
D40.6.1 DTP Vaccines
D40.6.2 BCG Vaccines

D50 NUTRITION
D50.1 Infant Nutrition
D50.1.1 Breastfeeding
D50.1.2 Bottlefeeding
D50.1.3 Infant Formula
D50.1.4 Weaning
D50.2 Child Nutrition
D50.3 Maternal Nutrition
D50.6 Nutrition Supplements
D50.6.1 Vitamin Supplements
D50.6.2 Iron Supplements
D50.7 Nutrition Surveys
D50.8 Nutrition Research

D60 MATERNAL/CHILD HEALTH
D60.1 Infant Health
D60.1.1 Premature Infants
D60.2 Child Health
D60.3 Maternal Health
D60.4 Anthropometric Measurement
D60.4.1 Arm Circumference
D60.4.2 Height for Age
D60.4.3 Weight for Age
D60.4.4 Weight for Height
D60.5 Pregnancy
D60.5.1 Pregnancy Complications

D70 HEALTH EDUCATION
D70.1 Family Planning Education
D70.2 Hygiene Education
D70.3 Nutrition Education

D75 CURATIVE MEDICINE
D75.1 Oral Rehydration Therapy
D75.2 Nursing
D75.3 Drugs
D75.4 Physiotherapy

D80 DISEASE CONTROL
D80.1 Disease Control Programs
D80.1.1 Malaria Control
D80.1.2 Schistosomiasis Control
D80.1.3 Onchoceriasis Control

D85 DISEASES
D85.1 Nutritional Diseases
D85.1.1 Kwashiorkor
D85.1.2 Vitamin A Deficiency
D85.1.3 Vitamin B Deficiency
D85.2 Malnutrition
D85.3 Bacterial Diseases
D85.3.1 Tuberculosis
D85.3.2 Pertussis
D85.3.3 Rheumatic Fever
D85.3.4 Cholera
D85.3.5 Venereal Diseases
D85.3.6 Leprosy
D85.4 Viral Diseases
D85.4.1 Measles
D85.4.2 Poliomyelitis
D85.5 Parasitic Diseases
D85.5.1 Hookworm
D85.5.2 Filariasis
D85.5.3 Ascariasis

D85.5.4 Schistosomiasis
D85.5.5 Onchoceriasis
D85.5.6 Leishmaniasis
D85.6 Gastrointestinal Diseases
D85.6.1 Diarrhea
D85.6.2 Dysentery

N - WATER SUPPLY AND SANITATION THESAURUS

N10 SURFACE WATER
N10.1 Rivers
N10.2 Lakes
N10.3 Dams
N10.4 Rainwater Catchments
N10.5 Hydraulic Rams

N20 GROUNDWATER
N20.1 Wells
N20.2 Handpumps
N20.3 Springs

N30 WATER SUPPLY SERVICES
N30.1 Piped Water Systems
N30.2 Water Treatment

N40 SANITATION
N40.1 Latrines
N40.1.1 Pour Flush Latrines
N40.1.2 VIP Latrines
N40.2 Sewage Disposal
N40.3 Sewage Treatment
N40.4 Sewage Lagoons

This thesaurus is far from being completed. The librarian should set aside publications which can't be assigned subject headings from the present thesaurus. Subject headings or keywords to index these publications should be decided upon and added to the thesaurus.

SECTION 9

Structure of Bibliographic Database

STRUCTURE OF BIBLIOGRAPHIC DATABASE

A bibliographic database will be established on PACE. PACE is WANG's database program for minicomputers. The bibliographic database should contain the following fields:

- Accession Number - Each cataloged item in the documentation center will be assigned an accession number. It is estimated the documentation center will eventually contain 10,000 to 15,000 items. Therefore, the accession numbers should begin with 00001.
- First author
- Second author
- Title
- Publisher
- Publisher's Address
- Date of Publication
- Number of Pages
- Language
- Document ID Number - The ISBN number or other unique letters or numbers which would identify the document.
- Notes - Any significant information which is not included in the other fields.
- Format - In addition to books, the SANRU Documentation Center will obtain posters, microfiche, video-cassettes, films, etc.
- Call Number
- Subject
- Keywords
- Rural Health Zone - (if the report or publication pertains to a specific rural health zone in Zaire)
- Country - (if the publication mentions a specific country or countries)
- Location - The librarian will be obtaining reports from Peace Corps, UNICEF, and WHO, in addition to SANRU.
- Entry Date - The date the item was cataloged and entered into the system.

SECTION 10

Cataloging Instructions

Accession Number. Assign an accession number to each cataloged item. Begin with 00001 and continue in sequence.

First Author. The first or main author is always the first author listed on the title page. Enter the author's surname, followed by a comma and first name. Include the author's middle name or initials if they are included on the title page.

Example: Werner, David
Example: Feachem, Richard G.

For French names, enter under the prefix if the prefix consists of an article or of a contraction of an article and a preposition.

Example: Le Rouge, Gustave
Example: Du Meril, Pontas

Otherwise, enter under the part of the name following the preposition.

Example: Musset, Alfred de

In cases where an organization is the author, enter the name by which it is predominantly identified.

Example: enter UNICEF, not United Nations Children's Fund

Acronyms may be used if the organization is commonly referred to by its acronym. The librarian should develop an authority list of acceptable acronyms.

Example: enter WHO, not World Health Organization

For government agencies, enter the name of the agency after the government that it is subordinate to.

Example: Malawi. Ministry of Health
United States. Department of Agriculture
Zaire. Ministry of Health

For universities, enter the university name, followed by the department or division that is the author.

Example: University of Kinshasa. School of Public Health

Second author. Follow the same rules for inputting the second author. In cases where a work has more than two authors, include the abbreviation et al. to designate that there were more than two authors.

Example: Bourne, Peter, et al.

Title. Omit the words "A", "An", or "The" if they are at the beginning of a title.

Example: Title = The Shallow Wells of Tanzania
Enter: Shallow Wells of Tanzania

Separate subtitles from title by a colon.

Example: Title = Training of Village Health Workers - Proceedings of a Workshop
Enter: Training of Village Health Workers: Proceedings of a Workshop

Publisher. Include the name of a publisher in the shortest form in which it can be understood and identified.

Example: Enter John Wiley and Sons,
not John Wiley and Sons Incorporated

Publisher Address. If a publisher has more than one address, enter the address that would provide the most rapid response to orders from Zaire.

Example: For WHO publications, enter address of WHO distributor in Kinshasa rather than WHO Geneva or WHO New York.

Date of Publication. Give the date of publication as stated in the edition. If the date of publication is unknown, give the copyright date. If no date of publication, copyright date, etc., can be found, assign an approximate date of publication.

Example: 197-? (For a work published in the 70s)

Number of Pages. Enter the number printed on the last page. For volumes without page numbers, provide an estimate of the approximate number of pages.

Language. Enter the language in which the work is written. For works written in more than one language, include the name of each language. Separate the names by a semicolon.

Example: Language - French; English

Document Identification Number. Enter the ISBN number or other letters or numbers which identify the document and facilitate ordering the document.

Notes. Enter any important information which describes the document. Notes may be made on references, intended audiences, other formats, etc.

Examples: Notes - Contains annotated bibliography
Notes - Intended audience: village health workers
Notes - Also available on 16mm film

Format. Enter the format of the work. Possible formats: Publication; Poster; 16mm film; Flannel Graph; Videocassette; 3/4 in. Videocassette; Slides; Microfiche.

Call Number. Enter the call number that corresponds to the subject heading chosen as the indexing term.

Subject. Enter the subject heading that best describes the document or work. For works describing relationships or causes and effects, assign the subject heading to what is being affected. For example, a work about the effects of diarrhea on infant health would be assigned the subject heading Infant Health. Diarrhea would be added as a keyword.

Always index to the most specific term. A report on breastfeeding should not be assigned Nutrition as a keyword.

For a work that places equal emphasis on two or more subjects, assign as a subject heading the term that is first in the thesaurus. The other subjects are designated as keywords.

Keywords. The bibliographic database should allow enough space for up to seven (7) keywords. This is equal to approximately 175 characters. Separate the keywords by a semicolon.

Example: Keywords - Midwives; Fertility Control; Birth Spacing; Family Planning Administration

Rural Health Zone. Enter the name of the health zone if applicable.

Country. Enter the name of the country or countries described in the work. Separate the country names by a semicolon if more than one country are described.

Example: Country - Botswana; Cameroon; Zaire

Location. Enter all known locations of a document. In addition to SANRU, possible locations are Peace Corps, WHO, UNICEF, etc. Separate the location names by a semicolon.

Example: Location - SANRU; Peace Corps

Entry Date. Enter the date the item was cataloged and entered into the system. Enter by day, month, year.

Example: Entry Date - 23/08/86

Pinwheel rolodex cards have been purchased for printing indexes to the collection. These cards measure 3 inches x 5 inches. These may not be feasible to use if PACE does not allow a great deal of flexibility in formatting the bibliographic output. If it is not feasible to use rolodex cards, the documentation center can use print-outs of the bibliographic database. Regardless of whether rolodex cards or printer paper is used, the documentation center should maintain the following indexes to the collection:

a) Author
b) Title
c) Subject (Subject Headings and Keywords)
d) Geographic (Country and Rural Health Zone)

The author index should contain the following information for each entry: a) Author, b) Title, c) Publisher, d) Publisher Address, e) Date of Publication, f) Number of Pages, g) Language, h) Document ID Number, i) Notes, j) Format, k) Call Number, l) Accession Number, m) Subject and Keywords, n) Rural Health Zone or Country, and o) Location.

The title index should contain the following information for each entry: a) Title, b) Author, c) Publisher, d) Publisher Address, e) Date of Publication, f) Number of Pages, g) Language, h) Document ID Number, i) Notes, j) Format, k) Call Number, l) Accession Number, m) Subject and Keywords, n) Rural Health Zone or Country, and o) Location.

The subject index should contain the following information for each entry: a) Subject Heading and Keywords, b) Author, c) Title, d) Publisher, e) Publisher Address, f) Date of Publication, g) Number of Pages, h) Language, i) Document ID Number, j) Notes, k) Format, l) Call Number, m) Accession Number, n) Rural Health Zone or Country, and o) Location.

The geographic index should contain the following information for each entry: a) Rural Health Zone or Country, b) Author, c) Title, d) Publisher, e) Publisher Address, f) Date of Publication, g) Number of Pages, h) Language, i) Document ID Number, j) Notes, k) Format, l) Call Number, m) Accession Number, n) Subject and Keywords, and o) Location.