

Documentation in social

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In the interest of creating healthy research activities, a new science is being developed all over the world which is known as documentation. Documentation is a concept which has caused much confusion. The technique of documentation first flourished in the scientific and technological researches and later in the field of humanities and social sciences. The most authoritative definition of the word is that adopted by ASLIB for the Journal of Documentation—'recording, organisation and dissemination.' It is a process of locating, collecting, ordered preservation and serving of micro literature. In fact documentation does embrace the whole gamut of operations from the discovery, or creation of new knowledge, through its publication, analysis, classification and arrangement to its arrival at the user. In broad sense documentation falls within the purview of Librarianship. In true professional sense, however, it differs from librarianship. Librarianship consists in acquiring, processing, dissemination and utilisation, and documentation undertakes in addition to these subject-analysis, coding and finally retrieval and as such it may be termed as librarianship in high gear.

Now the word 'research' means endeavour to discover facts by examination, study or investigation of subject. The researcher should not miss any idea which he should have or waste any time in getting what he wants and it is almost obligatory for a library to provide all the materials published on the subject all over the world as far as practicable. Hence coordination and cooperation become necessities. Today's specialisation of knowledge is, in fact, a challenge



to the traditional services offered by the libraries. There is no denying the fact that any bottleneck in library services and resources will definitely hamper research activities seriously. The library facilities in Bangladesh, specially in the field of social sciences, are not at all happy for research purpose and the existing circumstances do not indicate that the researchers in these subject-areas will get any better service facilities in near future.

The scope of social science is continuously on the increase and has led to a high degree of specialisation with all complexities and technicalities. On the other hand, each and every library has limited space and fund and as such no library can hope to have more than a small selection of published materials and the researchers cry for help. It is only documentation which can help to tackle the situation and will help to get out from this helpless condition. Any programme without docu-

mentation will definitely result in waste of manpower, time, equipment, materials and money. There are two aspects of documentation: one is, documentation work and the other is documentation services. Documentation work requires capacity to evaluate the thoughts, contents of published materials, to make systematic entries to arrange those entries in a most helpful manner and service means the theoretical and practical knowledge of the art of reproduction of materials and their circulation to all interested persons.

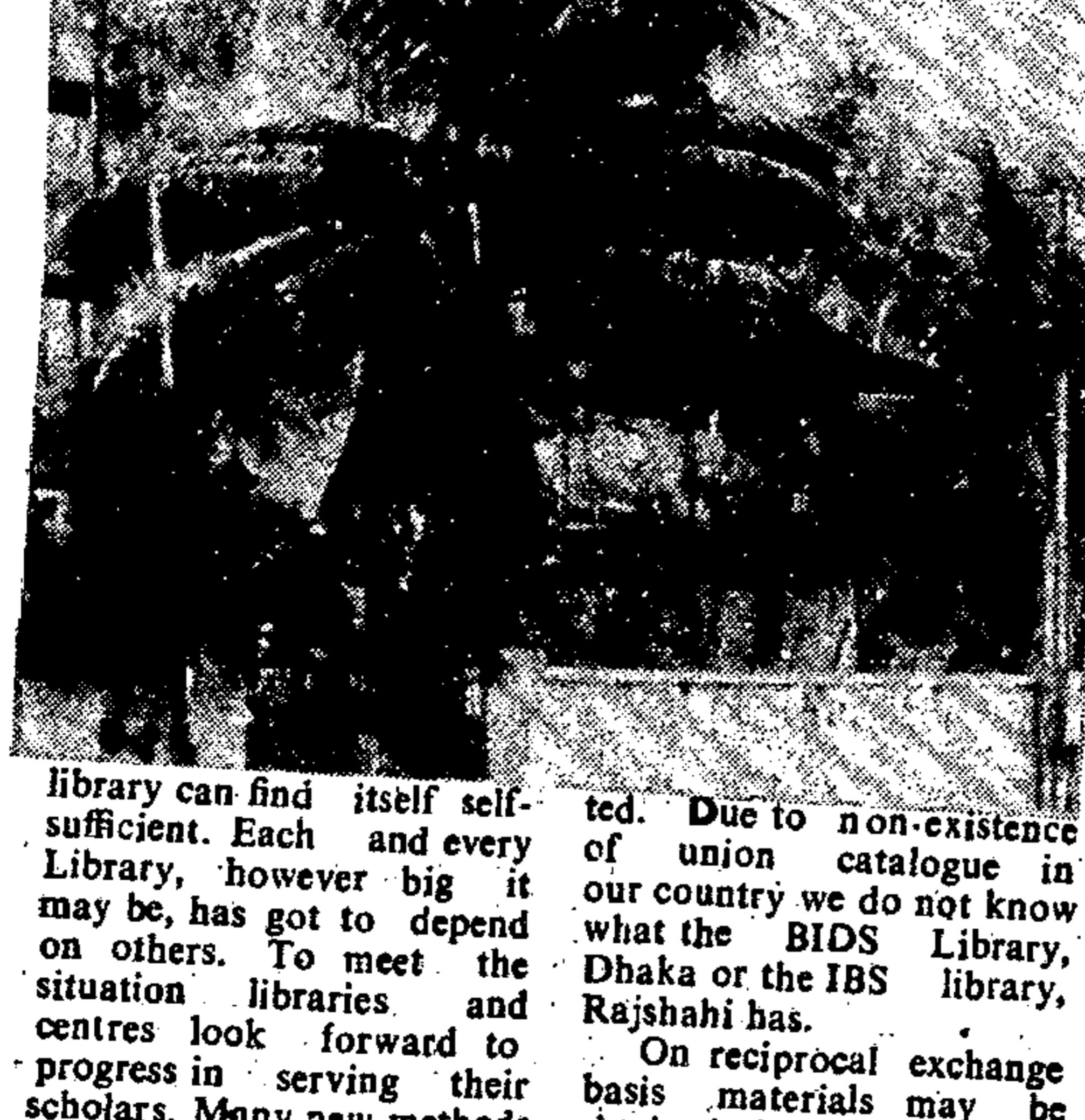
Research may be made from various standpoints and the researcher must have access to all the literature along with the line of his research. He should know the works being done in his field and also know the works already done. The need here is not only to facilitate research but also to save the time of scholars and to avoid unnecessary duplication of works. In doing these no

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between New York and Geneva and between the UN and other institutions of the UN system.

The issue of participation also needs to be addressed. Some countries are conspicuously under-involved in the search for a new order, especially the Soviet Union and other socialist countries as well as the more affluent of the OPEC states. The international community will have to find ways of enlisting these states more fully and effectively in global negotiations and in action to cure some of the fundamental economic ills from which the developing world is suffering.

(To be continued)



library can find itself self-sufficient. Each and every Library, however big it may be, has got to depend on others. To meet the situation libraries and centres look forward to progress in serving their scholars. Many new methods and techniques have been devised. These are preparation and publication of indexes and catalogues. By this method one will be able to know whether a particular publication or any publication on certain aspect or how many publications on a specific subject-area exist in a library. With the help of inter-library loan, materials not available in one library may be obtained from another library. Microfilms and photocopies of materials may be obtained not only from one's own country but also from other countries. National union catalogues of books available in one's own country indicates the books available in one's own country. Thus one can know the things available in his country and where they are loca-

ted. Due to non-existence of union catalogue in our country we do not know what the BIDS Library, Dhaka or the IBS library, Rajshahi has.

On reciprocal exchange basis materials may be obtained from home and abroad. Major gaps may be filled up by cooperative acquisition. Gift from national and international sources are also important means of enriching collection. If we follow the above techniques we shall be able to serve our scholars efficiently with our limited resources.

It is a matter of joy for us that for scientific and technological researches we have got a national documentation centre namely, Bangladesh National Scientific and Technical Documentation Centre (BANSDOC). It has been performing very important role in the field of scientific and technological researches in the form of providing procurement services, translation services etc. But unfortunately we have

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