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**Seminar  
for Librarians  
in the  
Criminal Justice System**

25-26 March 1977

Seminar Convenor: Sylvia Blomfield

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## INTRODUCTION

A seminar on 'Librarians in the Criminal Justice System' was held at the Australian Institute of Criminology on 25 and 26 March 1977. Some 25 people attended, representing police, correctional, court and university libraries, and the J.V. Barry Memorial Library. Also participating were two academic criminologists and two research officers from the Institute.

The broad aim of the seminar was to improve the effectiveness of criminology libraries in Australia, and particular attention was directed to the role of the criminology library, and the possibility of rationalising the services and collections of Australian criminology libraries as the basis for extended cooperation in the future. There was also useful discussion of the problems encountered by the various types of library represented.

The Institute and its library were seen to have central roles to play in any cooperative ventures undertaken by criminology libraries in Australia. The resolutions passed at the conclusion of the seminar expressed support for the Institute in its establishment of CINCH and the National Clearinghouse of Criminological Information. It was resolved that the J.V. Barry Memorial Library should be encouraged to play a major role in establishing and maintaining a union list of criminology periodicals held in Australian libraries, and a union catalogue of monographs currently received. The concept of a network of Australian criminology libraries received the support of seminar participants, and the Institute was asked to consider the role and functions of the J.V. Barry Memorial Library as the general coordinating body for such a network.

A small working party of seminar participants discussed the provision of library services in Australian prisons. It recommended that a survey of services be conducted, preferably under the auspices of the Institute and the Library Association of Australia, or by a grant from the Australian Criminology Research Council. It further recommended that standards be set for prison libraries, covering such items as staff, services, budget, access, and equipment and facilities. These recommendations were unanimously endorsed by the full seminar.

The seminar sessions, and informal discussions 'after hours', revealed that although there is a wide diversity of institutions collecting criminological materials, each with its particular problems, there is also a common recognition among criminology librarians of the need to cooperate more fully, in order to provide a more adequate service to their clientele. It is to be hoped that the Institute will be able to continue the central and innovative role that it has already adopted, and that it will be in a position to respond positively to the first resolution passed by the seminar participants: 'that the Australian Institute of Criminology be asked to conduct a seminar for Australian criminology librarians on a regular basis'.



# THE ROLE OF THE CRIMINOLOGY LIBRARY

Richard G. Fox

There is no general consensus concerning the compass of criminology. In its formal sense it is the study of crime in all its dimensions. It includes investigation both of the pathology of the offender and of the society which labels and processes him as a miscreant. It ranges from the narrow specialist study of criminalistics and forensic science, through to broad comparative historical or anthropological examinations of differing communal responses to deviance. Philosophical, political and legal conceptions of social management, the mechanics of control through police, courts and other enforcement agencies, and techniques for punishing, treating, rehabilitating or otherwise disposing of offenders are all grist for its mill.

Because the domain of criminology is not fixed and since it draws, in an interdisciplinary fashion, upon law, medicine, psychiatry, psychology, sociology, social work, economics, statistics and the physical sciences, it is not surprising that the role of the criminology library cannot be described in universal terms.

The nature and role of a criminology library must obviously vary according to the function of the agency it is aiming to serve. It is true that, as Bronowski would have been quick to point out, the secret of the ascent of man is the accumulation of knowledge and that libraries are the repository of our accumulated learning. But very few libraries see themselves as consciously attempting to acquire, for its own sake, the entire recorded knowledge in a particular field even in as specialist an area as criminology.

A cursory glance through the background information sheets on criminal justice libraries in Australia which accompany the papers for this seminar, discloses the diversity of bodies developing collections in criminal justice. Libraries serving training programs will have an emphasis in their collection different to that, say, taken by law reform bodies. University libraries, either because they have larger budgets or because they do not see themselves serving a specific vocational or research program, acquire a little of everything and, usually, with little regard to rationalising their holdings with other universities or, indeed, anyone else.

By and large, persons talking of a criminology library envisage specialised collections in a university setting - either as semi-autonomous libraries such as at the Institute of Criminology, University of Cambridge, and the Centre of Criminology, University of Toronto - or as part of a larger collection such as exists at Monash and Sydney universities where the collection forms part of the larger law library

holdings. They may also have in mind non-university collections which are adjuncts of research or training components of government departments or part of centres such as the Australian Institute of Criminology here in Canberra. But, even among persons professionally interested in criminology, there is an almost total inability to perceive that libraries for prisoners or similarly incarcerated persons should also be included when consideration is being given to the role of libraries in the criminal justice system.

In fairness to the librarian, there is in fact a great deal of thought in the library literature on the provision of library services to disadvantaged persons and to prisoners in particular,<sup>1</sup> although there has not been a great deal of Australia-wide action in improving the situation.<sup>2</sup> And the criminologist perhaps can be forgiven for regarding prison libraries as containing only recreational and educational reading for inmates and therefore of no importance to academic teaching and research in criminology. But interest in prison library standards has received an impetus over recent years: first, because of the move from punitive to rehabilitative models in the treatment of offenders; and second because of prisoners' rights activism which, at least in the United States, has led to judicially defined minimum standards for prison libraries.

As the stress on rehabilitative programs in prison increases, the library and its staff will be challenged to provide resources and services for inmates whose literacy skills range from those of the early school leaver illiterate, who is seeking remedial education, through to those of the tertiary level candidate who is attempting to obtain university or professional qualification by correspondence (or with the new programs of day leave, calling upon the library facilities for assistance in courses he attends outside the prison).

In the United States, the court decisions relating to the provision of library services in correctional institutions turn on interpretations of constitutional rights which are not directly applicable in this country and there has yet not been any litigation here upon the issues raised in the American cases. Nevertheless the points canvassed in the cases would provide useful openers for the enunciation of minimum standards and, so far, include matters such as access to legal reference materials, access to other library materials and services, books as conveyers of contraband or weapons, censorship of books, library acquisitions, personal purchase and ownership of reading material, and suspension of library privileges as punishment.<sup>3</sup>

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1. R. Englebarts, *Books in Stir* (Scarecrow Press, Metuchen N.J., 1972), pp.25-71. Also V. Gulker, *Books Behind Bars* (Scarecrow Press, Metuchen N.J., 1973).

2. G. Kirby, 'Library Services to Prisons in Australia.' in W. Martin, (ed), *Library Services to the Disadvantaged* (Linnet, London, 1975).

3. M. Le Donne, 'Summary of Court Decisions Relating to the Provision of Library Services in Correctional Institutions.' *Association of Hospital and Institutional Libraries Quarterly* 13,3(1973).



There is a particular need for prison and institutional libraries to possess basic reference materials, particularly of a legal nature,<sup>4</sup> to which inmates may refer in order to appraise themselves of their rights, not only in relation to criminal matters, but also in respect of all the other problems which concern prisoners, for example, access to children, divorce, maintenance, employment and workers' compensation, liability for debts, landlord and tenant matters and so forth.

In the present lamentable condition of Australian prison libraries, how many librarians here present can say that their State even begins to approximate the minimum standards prescribed, in 1966, by the American Correctional Association in its *Manual of Correctional Standards*?<sup>5</sup>

A collection within an institution should never be less than 6,000 well selected volumes with at least 10 books per inmate. Institutions which have large groups of long-term prisoners should provide a minimum of 15-20 volumes per inmate... Each correctional institution should have access to a general library collection of at least 100,000 volumes for reference and interlibrary loan service. This general library may be the State library, a local public library or other institutional library, provided this library has at least 100,000 volumes.

Needless to say, the standard also goes on to call for qualified professional librarians, preferably with training in adult education, sociology, psychology, or criminology, so that they might better integrate the institutional library into the overall educational and treatment programs of the institution.

Leaving aside the special needs of the prison library, and returning to the criminal justice library as it is conventionally understood, it is obvious that different user populations and budgetary restrictions will govern the nature of the holdings and type of service provided. Nevertheless, there remain certain recurrent problems. These relate, first, to the question of what is to be collected and, second, to the provision of access to criminological information.

#### WHAT IS TO BE COLLECTED

In common with other fields of knowledge, there has been an extraordinary explosion of information in the field of criminal justice in recent years. Acquiring all that has been published would tax the

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4. See O.J. Werner, 'The Present Legal Status and Conditions of Prison Law Libraries.' *Law Library Journal* 66,259(1973).

5. American Correctional Association, *Manual of Correctional Standards* (3rd edn, American Correctional Association, Washington, 1966), p.506.

most generous of budgets and any attempt to obtain retrospective material on a significant scale is a massive and expensive enterprise. The financial restraints being experienced by all libraries make rationalisation of criminal justice collections essential. Rationalisation of other special collections, for example, law, has hitherto never been particularly successful. The logical advantages have always been patent but strangely unpersuasive. Perhaps now in an inflationary economy and confronted with government restraints on funding, librarians are becoming more responsive to the economic advantages of coordinating their collections.

More will be said about rationalisation later in this paper, but the key to the operation (in addition to the negotiation of an effective interlibrary loan system) is the preparation of a union catalogue of criminology holdings in Australia. So far as serials are concerned this should not be too difficult, but the enterprise should be extended to monographs and other forms of criminology material.

Whether, in fact, collections are rationalised as a result of the availability of such a union catalogue, a permanent incidental benefit would be that an enquirer searching for a particular monograph or report could be quickly advised of the nearest collection possessing the required work. The J.V. Barry Memorial Library of the Australian Institute of Criminology has a pre-eminent role to play in the preparation and upgrading of such a union catalogue of serials, monographs and related material. Initially the catalogue would be held on cards. Though it might be entirely feasible to also have the card entries published as a printed volume and updated with regular supplements, it now seems more rational to suggest that, once compiled, the information be incorporated in its entirety into the Institute's CINCH data base for computer-based retrieval.

It is likely that an analysis of the union catalogue will rapidly identify the major shortcomings in criminal justice collection building in Australia. It will most probably demonstrate that there is an urgent need for at least one library in Australia to build a major collection of police literature. Acquisitions would be based on *Abstracts on Police Science* and the systematic acquisition of all technical works relating to policing listed or issued by NCJRS or LEAA sources. Similarly there is a requirement for a major collection of forensic science literature (which would involve regular acquisition of relevant material listed in computer retrieval systems such as SCISEARCH).

There is also probably no comprehensive collection of prison literature, yet this could ideally be located in a library associated with a prison officer training program. Librarians in charge of such collections could, without undue difficulty, forward their acquisitions to the Institute library for incorporation in the CINCH data base thus easing the workload of the Canberra library staff.

In time, such a network of cooperating libraries would not only expedite access to current information but their librarians would also acquire significant content knowledge in their specialised areas and

would themselves be a valuable source of expertise. This is particularly important because across the Commonwealth institutional arrangements and services are often outwardly similar but, on close examination, there are marked differences in structure and operation. Moreover, to add confusion, similar programs in different States frequently bear different titles or, what is worse, different programs in separate States bear identical designations. In many cases it is the Librarian's knowledge and experience that saves the enquiring user from error.

Another aspect requiring attention is the recording of contemporary developments in criminal justice. In terms of updating knowledge in the rapidly changing field of criminology, textbooks run one to two years behind contemporary events. Periodicals are a little better but ordinarily contain information at least a year old.

In recent times it has become noticeable that an increasingly important source of information in the field is to be derived from government publications. Although annual reports and the occasional Royal Commission have always been published, there is nowadays a greater range of government committees, commissions of enquiry, law reform reports and similar documents which have a direct bearing upon policy and practice in the criminal justice field. Many of these reports have an immediate and dramatic effect on the criminal justice system and a competent librarian acquires these publications as soon as possible after they reach the press. The reports, for instance, of the *Criminal Law and Penal Methods Reform Committee* of South Australia and those of the Law Reform Commission of Australia, both of which have already dealt with aspects of police and criminal investigation, have had an impact (at least so far as press publicity is concerned) far beyond that which follows the publication of a monograph or periodical.

But the most significant sources of contemporary criminological issues and local and State government responses are to be found in the newspapers and in parliamentary debates and questions. Although APAIS provides some indexing of this type of material, criminology is very poorly served in this respect. The library of the Australian Institute of Criminology has, in fact, commenced collecting and indexing newspaper clippings on criminology and, in its early stages the *Information Bulletin* contained extracts of the relevant parliamentary questions and debates. It is important that the library continue processing this information. If the work is laborious and difficult it is no more so than the indexing of periodicals and monographs. If the researcher wishes to know current government policy on a particular issue or identify reactions to a particular escape or criminal incident, there is no other means of ascertaining it except through an up-to-date indexing of newspaper clippings and parliamentary discussions relating to crime.

#### ACCESS TO THE INFORMATION

The major contribution to the advancement of criminology in Australia made by the Institute of Criminology since its establishment in 1973 has been the introduction early this year of the CINCH (Computerised Information from National Criminological Holdings) information

retrieval service. The equivalent service in the United States is NCJRS (the National Criminal Justice Reference Service) which commenced operation in 1972<sup>6</sup> and which offers a wide range of information services to the law enforcement and criminal justice community. There is no similar computer-based retrieval service in Great Britain.

The idea of a national clearinghouse for criminology in Australia was first seriously mooted by Albert Hess in a 1972 article in the *Australian and New Zealand Journal of Criminology*.<sup>7</sup> The clearinghouse concept is itself based on the premise that once knowledge is acquired it is wasted if it is not shared. But the mechanical problems of sharing information seemed insuperable until the advent of computerised data bases. The Institute of Criminology's move into this area is greatly welcomed and the model of the NCJRS system should be examined carefully, not only in relation to the provision of retrospective searches, but also in relation to the provision of current awareness or selective dissemination of information services.

For reasons spelt out above, it is important that the CINCH program not only include periodicals and monographs, but also newspaper items and parliamentary debates and questions. And, in the case of monographs, if the union catalogue proposal is to be pursued, the CINCH data base would be an ideal vehicle for also recording the locations of monographs throughout Australian criminal justice libraries. Those responsible for compiling the data base must always balance their natural desire to update the data as quickly as possible with the need for accurate input, particularly in relation to their keyword indexing of new material. The computer operators' aphorism 'rubbish in equals rubbish out' applies in this area as in all other areas of information processing.

Because a program such as CINCH can only be one component in a network of services satisfying the information needs of criminologists, it is important that there be appropriate identification of resources in areas parallel to criminology. To this end, with the financial assistance of the Victoria Law Foundation and utilising the facilities at Monash, a *Research Guide to Criminology Material*<sup>8</sup> has been prepared to aid librarians, academic researchers, workers in the field, students and others interested in the in-depth tracing of criminological writings to obtain easier access to the information they are seeking by comprehensively setting out the sources of criminological writing through periodicals, bibliographical and current awareness services, government publications and information retrieval systems available in Australia.

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6. J.L. Carney, 'The National Criminal Justice Reference Service.' *Journal of Criminal Justice* 1,353(1973).

7. A.G. Hess, 'Establishing a Clearing House for Criminology : Some Preliminary Suggestions.' *Australian and New Zealand Journal of Criminology* 2,38(1969).

8. R.G. Fox, *Research Guide to Criminology Material* (2nd edn, Australian Institute of Criminology, Canberra, 1977).

The Guide is very much concerned with research strategies but libraries can go further in their creative role by preparing directories of agencies and institutions in the criminal justice field, as well as preparing annotated bibliographies and packages of 'instant replies' to standard questions frequently posed by schools, community bodies and enquiring citizens in general.

There is a substantial community interest in crime and the criminal justice library in any organisation must always be willing to see itself as having an educative role to play in serving the broader community as well as catering to those professionally engaged in the study of criminal problems.



## ANALYSIS OF BACKGROUND INFORMATION SHEETS

Margaret McAleese

A questionnaire, designed to gather background information on the participating libraries, was circulated well in advance of the seminar. Neither the questionnaire nor the results will be published.

Two things immediately struck me when I read the replies to the questionnaires. The first was how fortunate the Australian Institute of Criminology's J.V. Barry Memorial Library is in terms of staff, apparent lack of tiresome administrative constraints, and scope for doing interesting and professional work. The second was how many libraries there are of which I have never heard or have only the vaguest knowledge. I hope to learn more about both these subjects in the next two days.

On reading the answers in more detail I noticed that most of us are relatively new. Ten of the libraries which responded were started in 1970 or later, and a significant minority are only a couple of years old. Most of the rest, and I include the A.N.U. Law Library in this category, evolved in the days when planning and staff were considered irrelevant, and we are still clearing up the mess. Most of us also have a very small staff. We probably all went green with envy to read of the six and a half positions in the J.V. Barry Memorial Library. Nearly half of us have only one staff member. The availability of clerical help is at best erratic.

Smallness of staff and staff shortages are not necessarily the same, but there was evidence of staff shortage as well. A form is probably too public for us really to express our anguish about this, but let me read a bit from the New South Wales Police Department Library reply :

This Library started operations in late 1974 and the then librarian stayed here till late 1975. He left and I took over in February 1976, but for the first few months simply had to recatalogue and sort the collection which had become disorganised. No one supervised it between Tom Whitton's resignation and my taking on the job. However, I went on long service leave during May/June 1976, during which time no relief staff were provided - and during all this time little or no clerical assistance has been provided.

This struck a chord with me. The A.N.U. Library has a deliberate policy of delaying appointments to 'save money' and outposts such as

the Law Library suffer disproportionately. I have nothing to suggest to overcome this problem. If I had I would have used it.

I also looked at the question of budgets, although not with any idea of making comparisons between libraries. Some people did not know their budget. My figure was a wild guess and I am still unsure. The overriding theme was uncertainty.

There are four points I want to make from this brief overview. First of all there is the problem of keeping things within bounds. The whale is not a table fish. Any library system will be complicated and we all know the horrors of being dumped in a library with no one to show us what to do, trying to crack a system worked out by someone else and probably a couple of months of non-system as well. We also know how easy it is to get bogged down in the day to day detail of library work - of following up the serials and cataloguing the books and answering the phone. (This is not to denigrate ordinary library work which I would always place high above the theory).

I hope from our conference we will be able to work out some cooperative action but what I think we have to guard against is setting up a system on a purely personal basis which our successors will not be able to follow, or a system which we will be forced to let slide whenever we are hard pressed. I am conscious that I am not making the best use of, and am probably messing up, cooperative ventures worked out by law librarians.

A second observation I want to make is that since most of us have to do a bit of everything, and are largely self-taught, we would probably all admit to be lacking in expertise. I hope that we will be able to swap common experiences and that none of us will feel too shy to ask each other what we might think are obvious questions. I myself am anxious to learn about criminology reference sources. We ought to feel free to question each other about technical matters too. Here I am interested in buying back sets and also in classification schemes.

The third point is that our collective expertise, the joint range of our services, and the richness of our collections is much greater than we would individually have thought. From experience I am favourably impressed by the Australian Law Reform Commission Library. The rest of us cannot hope to rival the collection that it will ultimately have in its field. I have not come across the New South Wales Bureau of Crime Statistics Library before, but I am interested to hear more about it. I am sure the police libraries have material of which none of the rest of us are aware. I am often asked for fugitive material which I have missed. Smaller libraries are often the best sources of this, having contacts and a concern for detail which those engaged in broad collection have not.

To expand our knowledge of other libraries I have added a column to Table 1, putting in what I considered to be an interesting feature of each library. I am ready for it to be expanded or corrected. For some libraries what is significant is the clientele. Libraries for policy-making areas will obviously have different collections than those



servicing training areas. I have noted indexing and SDI services and a newspaper cutting service. Libraries in similar fields may well be able to share these.

The fourth point I wish to make concerns the role of the J.V. Barry Memorial Library. This will be discussed in detail later in the conference. All I want to say is that it is obvious that few of us can emulate its sophisticated services and that its continuance is vital to our interests. I am sure that after this conference we will be able to utilise its services even better.

A final observation I want to make about the information sheets concerns our position in our respective organisations. Another reason for envy of the J.V. Barry Memorial Library is that the Librarian is responsible to the Director. I noticed that a surprising number of librarians, like myself, work in one place and serve a defined set of readers, yet are answerable to, or paid by, some other body.

It is common knowledge that university law libraries are branches, but I was surprised to find that five other libraries, in three States, are staffed from the State Library. The New South Wales Police Department Library (the one with the staff shortages) mentioned that they come under the Commissioner's Office, served the Staff Development Section, but were paid by the State Library.

One thing that bothers me is that readers do not understand technical difficulties and administrators do not understand what they cannot see. It behoves us to keep a watchful eye on our position if we do not want to be downgraded.

TABLE 1

## BACKGROUND INFORMATION ON PARTICIPATING LIBRARIES GATHERED FROM QUESTIONNAIRE

Name of Library	State	Age	Staff	Structure	Special Features
J.V. Barry Memorial Library (Australian Institute of Criminology)	A.C.T.	1973	6½	Responsible to Director	Advanced reference, indexing, publications
Australian Law Reform Commission	N.S.W.	1975	1	Responsible to Secretary and Director of Research	Law reform publications
International Training Institute, Middle Head	N.S.W.	-	1	-	Services to trainees
Staff Development Library, Department of Corrective Services	N.S.W.	1970-71	1	State Library pays salary	Criminology and related fields, serves prisoners
Department of Corrections Research Library	W.A.	-	3	Responsible to Assistant Director	Includes services to prisoners
N.S.W. Attorney-General's Department Bureau of Crime Statistics and Research	N.S.W.	1971	-	Management committee Attorney-General's Library	Crime statistics
Department of Community and Welfare Services and Sport	QLD	1975	3	-	Social welfare, indexes periodicals
Social Welfare Department	VIC.	early but haphazard growth	4	Staff provided by State Library of Victoria	Social welfare
Australian Police College Manly	N.S.W.	1960 but slow growth	1	-	Police, serves trainees

TABLE 1 contd

Name of Library	State	Age	Staff	Structure	Special Features
Commonwealth Police Headquarters	A.C.T.	1972	1	Office Services Branch	Police, law enforcement
N.S.W. Police Department Library	N.S.W.	1974	1	Salary paid by State Library, responsible to Commissioner's Office, strong ties with Staff Development Section	Police
Queensland Police Academy	QLD	1972	2	Unit of Learning Resources Centre	Newsclippings on QLD Police Force, slide tape on Library for new cadets
South Australian Police Department Library	S.A.	1970	2	Staff supplied by State Library	Police
Tasmania Police Academy Library	TAS.	1976	1	-	Ambitious plans - SDI etc.
Victoria Police College Library	VIC.	1958	1	Staff supplied by State Library	Periodical indexes, plans for current awareness
Australian National University Law Library	A.C.T.	1950's but slow growth	6	Branch of central library	General law collection
Monash Law Library	VIC.	1968 new criminology section	8	Branch of central library	<i>Research Guide to Criminology Material</i> , special criminology collection
University of Sydney Law School Library	N.S.W.	way back	10	Branch of central library	Serves Institute of Criminology so holdings assumed good



# COOPERATION BETWEEN AUSTRALIAN CRIMINOLOGY LIBRARIES

E.J. Glasson

In preparing this paper, I have assumed that its basic purpose is to focus our attention on the many facets of library cooperation as a means of improving the nation's resources of, and access to, criminological literature. I am sure that in the minds of all present, cooperation is, to quote a phrase coined by the learned authors of *1066 and All That*, 'a good thing'.

However, it needs to be said at the outset, before idealism clouds our perception of the realities we face, that cooperation in any form is a venture on which we should embark only after the most careful consideration of all that it involves. For:

Co-operation seems to have become a virtue in and for itself, rather than simply a means of solving certain bibliographic difficulties. Library literature abounds with exhortations to librarians to work together; with lists of benefits, both tangible and intangible, to be derived from these activities; with descriptions of efforts undertaken, and with evaluations, generally based on subjective judgements rather than upon carefully gathered facts.<sup>1</sup>

and again:

Co-operation has become a shibboleth, the magic word that must appear in annual reports, national conferences, and even in testimony before august governmental commissions.<sup>2</sup>

I have to confess that only last year I wrote a short paper on just this topic for the Law Librarians' Interest Group of the Australasian Universities Law Schools Association and that it has produced no tangible results that I am aware of. I am hopeful that this present paper and the discussion it may provoke will prove to be more fruitful.

In the first place, we are a small group and this seminar will give us the opportunity to get to know each other personally, an important factor in the success of any cooperative undertaking. Secondly, our interest is focused upon a single discipline and, although research in so many other fields impinges on criminology, I have the feeling that cooperation, in whatever form, is less of a problem when the subject

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1. H.J. Harrar, 'Co-operative storage', *Library Trends* 19(1970-71)p.318.

2. J.M. Dagnese, 'Co-operation Between Academic and Special Libraries', *Special Libraries* 64(1973), p.423.

area is limited. Thirdly, and most importantly, we have in the Australian Institute of Criminology a central body which has already indicated, through its support for this seminar, that it recognises that an efficient library service is vital to the research of criminologists in this country.

Finally, although we have probably all learned to live with an ever-increasing volume of publishing allied with the steady onward march of inflation, the present economic situation appears likely to cause a continuing tightening of the purse strings. Librarians, and their clientele, are far more responsive to talk of cooperation when the coffers are running dry.

In general terms therefore, I think we have some cause to be optimistic about the prospects for cooperation between criminology libraries. Let us now be more specific.

In an essay entitled 'Interlibrary Co-operation and Collection Building',<sup>3</sup> John H. Gribbin argues that interdependence between libraries requires the existence of four conditions:

1. The holdings of a given library are readily known in the other cooperating libraries.
2. Patrons of one library have easy physical access to the holdings of the other libraries.
3. Specialisations in academic libraries are not only committed to paper in some form of agreement, but are enforced.
4. Both library and academic staff support the cooperative venture.

Consider these pre-conditions in more detail. The first is probably the most important and certainly involves the most work, that is, the preparation and maintenance of union catalogues of materials in our libraries. If we are unable or unwilling to engage in this time-consuming activity, any cooperative plan that we may ever finally agree to will be less than adequate.

The advantages of such catalogues are obvious. I think it is equally obvious that, although the National Library in recent years has vastly improved its service through NUCOM and SALSSAH, it will be some years yet before those publications adequately serve our needs. The ball is therefore in our court, and we must answer the following questions:

1. Do we need a union catalogue of criminology materials held in our libraries?
2. Should it be a catalogue of monographs, serials, or both?
3. Who will accept responsibility for producing the basic list?
4. Who will keep it up to date?
5. What time limits are we going to set for the various stages involved in the operation?

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3. J.H. Gribbin, 'Interlibrary Co-operation and Collection Building', in E.I. Farber & Ruth Walling (eds), *The Academic Library: Essays in Honor of Guy R. Lyle* (Scarecrow Press, Metuchen, M.J., 1974), pp.105-117.

I do not believe it is the function of this paper to discuss in detail the mechanics of producing union lists. However, the second edition of *Research Guide to Criminology Material* (by R.G. Fox) has been published and lists the titles of over 500 criminology and related journals which are abstracted in the criminology abstracting services. This list could well serve as the basis for a union list of such titles held in Australia. But we should also look beyond the traditional methods of compiling these lists, and explore the possibilities that computer technology has to offer, particularly the assistance it could provide in keeping the catalogue up to date.

Gribbin's second condition for successful library cooperation is that patrons must have easy access to the holdings of any of the libraries within the scheme. On the whole, our inter-library loans system in Australia accomplishes this for most library users. It is sometimes cumbersome and slow, and the quality of service varies from library to library, but in most cases it works. We should take the opportunity at this seminar to discuss means of improving the service, and again, to consider the possibilities offered by the computer and improved telecommunications.

Whether or not an agreement to cooperate should be formalised in a written document, is a vexed question. The task of drafting such a document could well hinder progress for a considerable time. One consortium of libraries in the United States took 10 years to agree on the activities which were suitable for cooperative activity, and to incorporate the agreement in a charter. However, a recent survey of 125 library consortia in the United States, showed that 60 percent had been established by some form of written agreement. No doubt the need for such an agreement will vary according to the activities we might decide to pursue cooperatively.

Gribben's final condition for successful cooperation is that the scheme must have the support of library and academic staff. He makes the point that library cooperation seems to succeed best in those cases in which the individual library's procedures are least affected. For this reason, inter-library loans systems have generally been successful. On the other hand, shared technical processes and collection building are difficult to implement because they require the modification of procedures, the spending of money for the common good, and perhaps some real or imagined threat to job security.

Another commentator has summed up the problem quite bluntly. 'It is critical at this point to face the issue head-on. The obstacles to resource sharing are no longer inherent in technology, *but in people.*'<sup>4</sup> As administrators of libraries, that is very much our problem.

Although Gribben's essay is specifically directed to cooperation between university libraries, I believe that his remarks about the preconditions for cooperation are relevant to our own situation. At present we can satisfy only one of his requirements, that of easy access for patrons to the holdings of other libraries. We must now decide whether we have the will and capacity to fulfil the remaining three conditions.

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4. J. Fetterman, 'Resource Sharing in Libraries - Why?' in A. Kent (ed.), *Resource Sharing in Libraries* (Dekker, New York, 1974), p.12.

What library activities are best suited to a cooperative approach? In 1974, as a result of collaboration between the Canadian Association of Law Libraries and the National Library of Canada, a survey was conducted of law libraries in Canada. A short section devoted to cooperative programs between criminology libraries noted that:

The most frequently found co-operative venture was inter-library loan, but reciprocal staff visits and liaison meetings or discussions of common problems were also found. Not surprisingly, such efforts are conducted with libraries which can be expected to offer real aid, such as university libraries and those of the federal and provincial governments. Co-ordination of collections and services, characteristically, is a field in which very little work has as yet been done. University-affiliated libraries and a library in a provincial ministry responded affirmatively to questions about union catalogues of books and union lists of periodicals, all others answered negatively. It should be noted however, that considerable unorganised exchange of information and lists of holdings takes place among a number of these libraries, so that the basis for more formalized procedures, e.g. the establishment of a union catalogue of criminological materials at the National Library is definitely there.<sup>5</sup>

The United States Office of Education has sponsored a nationwide study of academic consortia, or resource-sharing schemes, in order to give guidance to libraries planning to form consortia. The study was conducted by the System Development Corporation. It identified existing academic library consortia, listed their activities, and then conducted a case study analysis of 15 selected consortia. Two major publications resulted from these activities: a *Directory of Academic Library Consortia*;<sup>6</sup> and *Guidelines for Library Co-operation : Development of Academic Library Consortia*.<sup>7</sup>

The survey indicated that among the 125 consortia surveyed, the cooperative activities shown in Table 2 were being pursued.

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5. Canada. National Library. Resources Survey Division. *Law Library Resources in Canada* (Ottawa, 1975), p.212.

6. D.D. DeLanoy & C.A. Cuadra, *Directory of Academic Library Consortia* (System Development Corporation, Santa Monica, Calif., 1972).

7. R.J. Patrick, *Guidelines for Library Co-operation : Development of Academic Library Consortia* (System Development Corporation, Santa Monica, Calif., 1972).



Table 2.

## Cooperative Activities of 125 American Library Consortia \*

Activity	Consortia Currently Operating Activity	Percent
Reciprocal borrowing privileges	97	78
Expanded interlibrary loan service	80	64
Union catalogs or lists	78	62
Photocopying services	72	58
Reference services	50	40
Delivery services	44	35
Mutual notification of purchase	40	32
Special communications services	35	28
Publication program	34	27
Catalog card production	34	27
(Other) Cataloging support	33	26
Joint purchasing of materials	30	24
Assigned subject specialization in acquisitions	28	22
(Other) Acquisitions activities	22	18
Microfilming	21	17
Central resource or storage center	21	17
Bibliographic center	17	14
Joint research projects	17	14
Clearinghouse	15	12
Personnel training	15	12
User orientation programs	14	11
Other	9	7
Bindery services	7	6
Recruitment programs	6	5

\* from R.J. Patrick, *Guidelines for Library Co-operation: Development of Academic Library Consortia* (System Development Corporation, Santa Monica, Calif., 1972), p.71.



Time does not permit us to examine all these activities. I shall refer briefly to those which merit our closer attention.

On the face of it, a system of reciprocal borrowing privileges appears to be a commendable feature, more so as it heads the list as the most common activity among the consortia surveyed in the United States. However, it may be of little value to the users of libraries spread over a large area such as in Australia. Even in West Germany, the distances between the Max Planck libraries have made consultation and general cooperation difficult,<sup>8</sup> although it must be remembered that those libraries do not lend books.

The need for union catalogues or lists is generally well recognised by librarians, and was mentioned earlier as one of four pre-conditions for successful resource sharing. In *Guidelines for Library Co-operation*,<sup>9</sup> Patrick lists five possible types of union catalogues and lists, four of which are of interest to us.

1. Complete union catalogues, listing the monographs held by the libraries in a consortium. Few of the consortia surveyed in the United States maintained such catalogues. More popular were union catalogues limited to books from a particular subject area. One problem with union catalogues in the past has been that they are already out of date before they are published. If we have access to computer technology, this limitation could well be removed. Furthermore, this same technology would facilitate not only mutual notification of purchase, operating in 32 percent of the United States consortia surveyed, but also mutual notification of orders. Undoubtedly considerable initial expense is involved here, but the benefits are substantial.
2. Exchange of acquisition lists, catalogue cards, or bibliographies. I question the value of exchanging acquisition lists. Are they an adequate basis for selection of purchases? Patrick remarks that if they are used to suggest what not to buy, enough books may *not* be bought to balance the time taken to examine the lists. I see some value in exchanging catalogue cards, and particularly bibliographies.
3. Lists of collection resources of the member libraries. These lists indicate the general subject areas in which libraries are strong. The questionnaires circulated prior to this seminar have already given us some indication of the strengths (and weaknesses) of criminological collections in Australia.

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8. R. Lansky, 'Libraries for Law in the Federal Republic of Germany: Facts and Plans', *International Journal of Law Libraries* 3 (1975), p.68.

9. Patrick, *op.cit.*, pp.160-171.

4. Union list of serials. I suggest that we have a ready-made basis for such a list in Fox's *Research Guide to Criminology Material* and that we begin work as soon as possible, irrespective of what other decisions we might make at this seminar. It will not only assist us in inter-library loans work, but it will also help to avoid unnecessary duplication in our collection building, and reveal what action needs to be taken to strengthen our overall resources of periodical literature.

A 'bibliographic center' was reported as operating in only 14 percent of the library consortia surveyed in the United States. However, although the case-study analysis, *Guidelines for Library Co-operation*, does not spell out the responsibilities of the 'bibliographic centers' in operation, we have in the NCJRS (National Criminal Justice Reference Service) an example of what I would define as a 'bibliographic center' *par excellence*. Rather than discuss its services at this stage, I shall refer to it in the latter part of this paper when considering the responsibilities and functions of a central agency in a library network or consortium.

Of the remaining consortia activities listed in Table 2, I should like to single out 'assigned subject specialization in acquisitions' for our special attention. This might appear to be an attractive objective and particularly worthy of pursuit in times of financial stringency. But two preliminary questions have to be answered: first, is the volume of criminology literature such that subject specialisation is warranted?; and second, if so, have our criminology collections developed past the stage where we merely have core collections, or are most of us going to be fully committed for some years to come, to establishing basic collections? If the answers to these questions allow us to proceed further, consider the following:

In the past we (that is, the National Library of Australia) have had unfortunate experiences with collecting agreements made with universities. We have found that a university, while happy at one time not to collect in a particular field, will, a few years later, because of staff changes and developments in curricula, wish to collect in that field which previously was of no interest. This can lead to what appears to the uninitiated as unnecessary duplication.<sup>10</sup>

Rationalisation of collecting policies is a notoriously difficult activity. As far as the libraries of teaching institutions are concerned, its success is really dependent on the rationalisation of the teaching programs. Where libraries exist in their own right independently of a parent institution (for example, national or state libraries), or when they are attached to research institutes which have a fairly constant subject focus (for example, the libraries of the five legal institutes of the Max Planck Association in West Germany) some positive results have been achieved.

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10. W.D. Thorn, "The National Library of Australia: (5) The Law Collection", *International Library Review* 7 (1975), pp.154-155.

In his article on West German law libraries, the Director of the Library of the Hamburg Max Planck Institute, R. Lansky, touches briefly on cooperative law library work in West Germany.<sup>11</sup> The picture he presents is one of gradual development, building on strength, and transferring responsibility as changing circumstances demand. Considerable financial assistance has been given by the German Research Association which, soon after its foundation in 1949, developed an acquisitions program for foreign literature in all disciplines. It is evident that the *Staatsbibliothek*, or National Library, has played an increasingly central role in the country's acquisition of foreign legal literature, and in 1975 it was designated a special collecting library for law.

There are many accounts in library literature of coordinated acquisition schemes, but law libraries do not figure prominently among them. Why this is so, I am not sure. If criminology libraries are sufficiently akin to general law libraries, we should perhaps consider some suggested reasons I put forward in the AULSA paper referred to earlier:

1. Law librarians like to act the prima donna.
2. Law librarians are lazy.
3. There has been no pressing need in the past to engage in this sort of activity; and/or
4. There is something inherent in legal literature, and the uses to which it is put, which precludes cooperative action.

In concluding this section, I would emphasise the obvious relationship between cooperative acquisitions schemes and the need for comprehensive union catalogues and lists.

The final general point to be considered in this paper, assuming that we decide that cooperation is desirable, is the form of organisational framework which should be established to achieve our ends. Do we see the choice as lying simply between a centralised or decentralised system?

Centralisation offers the advantages of greater efficiency, economy, and availability of the full resources of the system to many and every component of users. The advantages of decentralisation are quicker, direct and personalised services.<sup>12</sup>

I think we should try to have the best of both worlds, and explore the possibilities of a system, or network of libraries, that would incorporate the advantages of both centralisation and decentralisation. The final term of reference drawn up for the recent survey of Canadian law libraries, required it to provide 'sufficient information to enable decisions to be made concerning the need for either a centralized

11. Lansky, *op.cit.*, pp.67-72.

12. H.M. Weisman, *Information Systems Services and Centers* (Becker & Hayes, New York, 1972), p.44.

national law library collection or a national network, its feasibility, financing, organization and form'.<sup>13</sup> The advisory committee charged with commenting on the survey's findings strongly recommended a national network of law libraries with a central agency coordinating the activities of all law libraries in the country. It also recommended that the National Library establish the central agency, to be called the Legal Resources and Services Centre.

The functions proposed for the Centre are somewhat akin to those of the central law library secretariat recommended by the AULSA Committee on Australian Legal Education.<sup>14</sup> In the latter case, however, there was no suggestion of any link with the National Library. It was to be an independent body. What is significant for us, however, is that both the Canadian and Australian reports recommend a central agency to coordinate the activities of law libraries but, as was noted earlier with regard to the more restricted cooperation in existence in West Germany, the National Library is again given a central role. The conclusion I have drawn from the evidence available from cooperative schemes for general law libraries, is that we should aim to establish a system organised around a central body, for:

Some centralization of function is necessary in order to achieve economies of scale and to ensure comprehensiveness of coverage of the information. In a country such as Australia, there is a real shortage of resources and probably the most acute shortage is of skilled staff. (However), decentralization is necessary in order to have a truly responsive system imbedded within the community so that anyone can have ready access to the services. A local information centre, like many local organizations, becomes very much part of the community in which it is located and the resulting familiarity can go a long way to breaking down traditional prejudices about modern technology.<sup>15</sup>

The comments in the above paragraph relate to general law libraries, which are not our concern at this seminar. Are they valid for special libraries? I do not know for sure; I suspect that they are. It is another matter for discussion. But let us take an optimistic view, and assume that we are going to plunge into a program of the fullest cooperation, with a central agency coordinating our activities. Where shall we find that agency?

I do not believe that we should even consider the possibility of creating a new body, as was recommended for example, in the AULSA Committee report. I cannot imagine that the funds for such a venture would ever be forthcoming. If we want a central agency, we therefore

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13. *Law Library Resources in Canada*, op.cit., p.4.
  14. Australasian Universities Law Schools Association. Committee on Australian Legal Education. *Report No.1 : Law Libraries in Australian Universities* (Butterworths, Sydney, 1974), pp.23-24.
  15. *National Information Policy and the Impact of Social and Technological Change on National Information Planning : an Advanced Working Seminar 16-18 April 1973* (Description and papers edited by John Vaughan, National Library of Australia, Canberra, 1974), p.113.

have to look to existing institutions, and there we have two possibilities, the National Library, and the Australian Institute of Criminology.

For some time now, it has been evident that the National Library sees one of its roles as coordinating national library resources. One of the fruits of this commitment is the establishment of its three subject libraries, ANSTEL, ANHUL, and ANSOL. The last-named, the Australian National Social Sciences Library, is of special interest to us:

ANSOL is responsible for monitoring the provision of library and library based information services in the social sciences, for identifying gaps and for encouraging the appropriate institutions to fill them, within the appropriate subject networks, covering traditional, computer-based, referral and consultancy services for the Social Sciences : Statistics, Political Science, Current Affairs, International and National Government Publications, Economics, Law, Public Administration, Social Welfare, Education, and Business and Commerce. The full implementation of these networks will depend on the availability of funds and staff resources.<sup>16</sup>

The last sentence is critical, of course, but I think it important that we should contact the National Library as soon as possible, to find out to what extent ANSOL will benefit criminology libraries and their clientele, and also to make known our interest in it. Already the National Library is providing computer-based information services, and a documentary back-up to these services. The variety of data bases which can now be searched via the National Library is quite extensive, and the service continues to expand. *For Information*, the Library's information newsletter on current developments, announced in October last year that retrospective searches could now be undertaken on some 40 data bases available through the Lockheed Dialog Information Retrieval Service in California.<sup>17</sup> These data bases cover science, technology, education, social science, business, economics and finance. I expect we shall have the opportunity to consider these services in greater detail in the following session on information retrieval.

Through ANSOL, then, the National Library is offering us an enormous expansion of our bibliographical resources. Should we expect ANSOL, or an offshoot, to extend its functions and act as the central coordinating agency of our activities, as has been recommended for the proposed Legal Resources and Services Centre, operating within the existing organisation of the National Library of Canada? I believe that we should not. The volume of criminological literature, the limited subject area, and the numbers of library users we serve require us, I suggest, to reject any subordinate body of the National Library as our central coordinating agency, and to look to the Australian Institute of Criminology to fulfil that role.

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16. *ANSOL News* 1 (July 1975).

17. *For Information* 93 (6 October 1976).

I trust, as guests of the Institute at this seminar, we would not be in breach of the rules of etiquette in suggesting new directions in which the Institute might expand its activities in cooperation with Australian criminology libraries. I do not wish to detract from the conspicuous achievements that already stand to the Institute's credit. Indeed, it is those achievements which lead me to believe that the Institute and the library would sympathetically consider any proposal that would involve them in playing a more central role in resource-sharing among criminology libraries in this country.

The annual reports of the Institute show that even in its earliest days, attention was being directed to providing bibliographical services which would be available to a wider clientele than its own staff. For example, the Institute's first annual report notes that:

The time may be near when the criminal justice system will require a world-wide information service to provide systematic reports and studies such as those now provided by the computer-based 'MEDLARS' (Medical Literature Analysis and Retrieval System). This type of facility is related to suggestions that the Institute should produce and distribute abstracts of published data as well as unpublished local and overseas research findings.<sup>18</sup>

This proposal moves closer to implementation in the second annual report, with the statement that '(a) feasibility study is being prepared on proposals for a computer-based literature analysis and retrieval system',<sup>19</sup> and this year has seen the birth of CINCH (Computerised Information from National Criminological Holdings).

The third annual report notes the establishment of a national clearing-house of criminological information, as 'an effective channel of communication between researchers and practitioners'.<sup>20</sup> Although the clearinghouse has been established independently by the Institute, I have no doubt that it would welcome contributions from other criminology libraries, and indeed, probably expects them. The seeds of cooperation have already been sown by the Institute itself.

In a centralised/decentralised network of Australian criminology libraries, what should be the functions and responsibilities of the central body (the Australian Institute of Criminology)? As a starting point for thought and discussion on this matter, I have taken the liberty of reproducing the list of recommended responsibilities for the proposed Legal Resources and Services Centre at the National Library of Canada. Small sections are obviously inapplicable to our situation, but it is worth quoting in full as one of the results of a first class

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18. Australian Institute of Criminology, *First Annual Report 1973* (Australian Institute of Criminology, Canberra), p.14.

19. Australian Institute of Criminology, *Second Annual Report 1974* (Australian Institute of Criminology, Canberra), p.7.

20. Australian Institute of Criminology, *Third Annual Report 1975* (Australian Institute of Criminology, Canberra), p.4



survey, and also because it complements the earlier section of this paper, on suggested cooperative activities:

#### RESPONSIBILITIES

The following are recommendations and they are based both on statements made by law librarians across the country and an analysis of the data by the survey team. They represent the minimum of activities required from the Centre and are in no way designed to limit its future development.

a. In the area of *Service* the Centre should:

- develop specialized legal research and reference tools. It might eventually take responsibility for publication of the *Index to Canadian Legal Periodical Literature*;
- give advice when approached and carry out surveys, either on its own initiative, or when asked;
- co-ordinate courses and workshops for various levels of library staff;
- advise on, and possibly act as a clearinghouse for personnel;
- assist in the development of standards for various kinds of law libraries, with recognition that county or special libraries can be operated effectively to meet the needs of their particular patrons with standards which might be considerably more simple than those necessary for larger research libraries;
- gather information from all law libraries relating to the development of their collections and disseminate the information so received in an effort to avoid unnecessary duplication in library holdings and to promote the orderly development of research collections in the national interest.

b. In the area of *Collection Development*, the Centre should:

- prepare and publish bibliographies and information on collections, e.g., their location, development, lists of legal periodicals on order;
- maintain a file on major purchases and co-ordinate these to the largest possible extent;
- select legal materials for the National Library and supervise their processing;

- publish the shelflist file, consisting of records for all Canadian law books in the Library of Congress collection, plus every Canadian book that York Law Library has catalogued, which has been compiled as part of the Class KE project;
- establish an acquisition policy for legal materials for the National Library, and offer assistance to nodes, or any other law library, in the development of written acquisition policies;
- participate in working out a co-ordinated collection development policy for law libraries in Canada.

c. In the area of *Union Catalogues and Union Lists*, the Centre should:

- advise the National Library on the development of union catalogues of legal material, and monitor them;
- bring to date and keep current *Periodicals in Canadian Law Libraries, a Union List*; publish periodic supplements;
- foster the creation of other finding aids and arrange for their publication.<sup>21</sup>

I shall comment on only one of the above recommended functions, 'develop specialized legal research and reference tools'. In the field of criminology we already have an example of a central information reference service, in the National Criminal Justice Reference Service (NCJRS). Briefly, the major services offered by NCJRS are:

1. Selective notification of information. Users registered with NCJRS are regularly notified of significant new publications in their fields of interest.
2. Search and retrieval. The Reference Service accepts queries from both registered and general users, from its own resources and those of other information services;
3. *Document Retrieval Index*. This is issued quarterly and provides bibliographic information on documents in the NCJRS data base; and
4. *National Criminal Justice Thesaurus*, which lists words used in the indexing of criminal justice documentation by NCJRS.

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21. *Law Library Resources in Canada*, op.cit., pp.226-228.

The development of CINCH by the Australian Institute of Criminology is a most encouraging move which should attract our fullest support, and be widely advertised to our patrons. Hopefully, it is also a sign that the Institute will follow the lead which has been given by the NCJRS and even seek to emulate its considerable achievements.

Rightly or wrongly, I have concentrated in this paper on the possibilities for cooperation between criminology libraries in Australia. I have asked many questions, and offered few answers, because few are yet available. If cooperation is an attractive ideal, then we must turn our attention to specific areas, and supply the answers to the sorts of questions I have raised.

The establishment of the Australian Institute of Criminology and the J.V. Barry Memorial Library has greatly expanded the scope of criminological research in this country, and naturally we look to the Institute to play a central role in all activities related to that research. But library cooperation should never be limited to the sharing of physical resources alone, for the resources of any library also include the expertise of the staff. I am sure that every criminology library in Australia has something to gain from increased cooperative activity. I am equally sure that each has a contribution to make, and I trust that we shall without delay, undertake the task of identifying those contributions.



# A NATIONAL CLEARINGHOUSE OF CRIMINOLOGICAL INFORMATION

Arie Freiberg \*

The evolution of the concept of a national clearinghouse has been a lengthy one, marked by a number of changes in direction and emphasis. It was not only A.G. Hess ('Establishing a Clearing-House for Criminology: Some Preliminary Suggestions' (1969) 2, 1 ANZ JC 38) who had pointed to the need for such a service, for it was evident that some central base for the coordination of information was necessary if duplication of effort and dissipation of funds was to be avoided.

It would be incorrect to think of the clearinghouse at the Australian Institute of Criminology as having a separate physical existence, rather it is preferable to view it as an information gathering, storage, exchange and dissemination service. It should be emphasised here that information is used in this context as bibliographical information and not as a 'data bank' of criminological facts, for example, statistics about crime and criminals, although the Institute is developing this role as well.

## EVOLUTION

In 1974, not long after the establishment of the Institute, a number of people from the various divisions of the Institute (Research, Training, Library) decided to commence a national clearinghouse, in some form similar to that proposed by Hess, although its precise nature was then not settled. As a first step, a questionnaire, together with a copy of Hess' article, was distributed to a large number of people known to be active in criminological research. The aim of the questionnaire was to elicit information regarding their current research, completed research and, where possible, a list of their publications.

One of the prime movers of this concept was Mary Daunton-Fear, formerly a Senior Criminologist with the Institute, whose early views were that these questionnaires would be periodically issued to enable researchers to keep the Institute notified of new research. At that stage it was not established how such information was to be disseminated.

The response to the questionnaire was very good and a great amount of previously unknown information was collected. Consideration was given to publishing a new quarterly newsletter which would contain this information, while concurrently work was being undertaken to acquire a computer terminal.

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\* The views in this paper are those of the author and do not necessarily reflect the views of the Institute.

It was then decided to use the existing *Information Bulletin* to publish details of the research, as well as information regarding recent publications, seminars, statutory materials and so on. In June 1975 the revised *Information Bulletin* began with Volume 2 Number 1. Contained in that edition was information regarding some 60 current research projects, a quantity of research which surprised the clearinghouse committee. The published research material supplied by respondents was filed away according to author, and these records are kept up to date when new material is supplied to the *Information Bulletin*. A number of correspondents were appointed from each State and Territory to supply any relevant information to enable the *Information Bulletin* to be truly national.

#### GROWTH

It soon became obvious, however, that while information was becoming readily available regarding current research and current publications, there was a vast mass of material sitting in the clearinghouse files and in the libraries of Australia, and that to be a truly useful service, the information base would need to be increased to include past published and unpublished material concerning Australian criminology.

'Australian' in this context means, generally, criminological information published (or unpublished):

1. In Australia.
2. Overseas, but relating to Australia.
3. Of Australians working overseas.
4. Of foreign academics working in Australia.

'Criminological' in this context has been left undefined, for precise criteria is left to the library staff who are more skilled in this task.

In December 1975, a proposal was put to the Institute's Board of Management to commence work on the compilation of a national bibliography of criminology, which would form the historical counterpart to the current awareness service the *Information Bulletin* was offering. This search is being carried out by a number of research assistants who have methodically searched a great number of journals and monographs for articles, book reviews, editorials, letters, notes, etc. All citations are noted for later verification and searching. This material is processed by the library and subject worded, this information is then stored on the computer, the system being known as CINCH (Computerised Information from National Criminological Holdings), which will be described in more detail by Mr Kononewsky.

Many other people, of course, have been engaged in compiling bibliographies. Mr Stephen White, for example, formerly of the Australian National University, is compiling a check list of Australian parliamentary papers relating to the administration of criminal justice and has offered to provide this information to the clearinghouse. Mr Richard Fox has also compiled a bibliography of government reports and papers and has similarly offered it for storage and use by CINCH. It is hoped that many other such bibliographies will become available to the

clearinghouse, leading in time, to a comprehensive bibliography unequalled in scope and accessibility in Australia.

#### THE CLEARINGHOUSE TODAY

As I see it, the clearinghouse has a number of components.

1. The collection function will continue in two ways.
  - (a) By the continuing addition of 'historical' material by the Institute's own researchers and by contributions from others. This component is theoretically finite, although how much data is available no-one knows.
  - (b) By the addition of new material as published quarterly in the *Information Bulletin*.
2. The dissemination function will be provided as follows:
  - (a) The answering of specific enquiries in the form of computer-generated bibliographies from CINCH.
  - (b) The publication of the *Information Bulletin* as a current awareness service.
  - (c) The publication in monograph form of all or part of the data bank of CINCH together with subject and author indexes which will enable information retrieval without access to the computer. These monographs can be kept up to date by the *Information Bulletin* and by supplements to incorporate historical material which was not available at the time of publication.
3. The coordination function.

Seminars such as this have a vital importance in the enlarging and strengthening of the information network and the Institute is uniquely placed to finance and organise these. New bibliographical aids such as CINCH and Mr Fox's guide to materials must become widely known and available in order that precious research time and money is not wasted, and more importantly perhaps, so that the level of debate can commence on a more informed plane.





# CINCH : COMPUTERISED INFORMATION FROM NATIONAL CRIMINOLOGICAL HOLDINGS

Anatole Kononewsky

The CINCH service was implemented as part of the Institute's overall commitment to the dissemination of Australian and Australian-related criminological information/research.

The project is divided into three distinct stages:

1. Searching of information.
2. Allocation of subject headings.
3. Computerisation.

The computerisation of the large number of citations searched, (more than 4,000 to date) was essential to enable quick, highly selective retrieval of bibliographies.

## COLLECTION OF MATERIAL

This stage involved the employment of researchers to search and record all citations relating to criminological research in Australia. A specific information form was devised to record this data.

At this stage more than 250 distinct journals have been examined, from which more than 4,000 citations have been extracted. Around 1,000 citations to monographs have also been obtained.

## ALLOCATION OF SUBJECT HEADINGS

This stage is carried out by skilled library personnel whereby appropriate subject headings are allocated to each citation. The subject headings were compiled from the Library of Congress Subject Headings, the NCJRS Thesaurus and where required unique subject headings were formulated.

The library staff liaise closely with the computing section of the Research Division to some extent with the formulation of subject words and more closely with the verification of the actual correctness of the citation.

The main criteria for the retrieval of bibliographies will be subject-orientated and therefore the allocation of subject headings will largely determine the efficiency of the service.

## COMPUTERISATION

The Institute has access to a CDC CYBER 76 computer run by CSIRONET and based in Canberra.

An information storage and retrieval package called INFOL was used for CINCH. This package is supported by the Division of Computing Research CSIRO.

Using the computer, highly selective bibliographies can be extracted, references to particular subject(s), author(s), journal(s), period of time and citation category or any combination of these can be made. For example, a search could be carried out to find all citations referenced by:

Sanctions or Punishment or Deterrence;  
done by J.V. Barry Memorial Library;  
for the period 1970+;  
and only articles.

A rather elaborate data management and entry system (from an administrative point of view) was devised to store the data in the computer. This was due to the large amount of data that was to be computerised and also the data needed to be of a proper format for acceptance by the INFOL program.

This system was basically divided into four phases.

#### 1. Coding of Information

The data was coded from the information forms to the format required by INFOL.

#### 2. Data Entry

Interactive utility programs were written to facilitate data entry and security. The data was visually checked twice to verify the correctness of the information stored in the computer.

The computing staff carried out major verifications of author's names, journal volumes and numbers, subject words and general checking of spelling, etc.

#### 3. Data Format Compatability

The data was also checked by running the INFOL program on the citations entered to ensure the correct format specifications for acceptance by this program were adhered to.

#### 4. CINCHDATA Base

The data was then concatenated with the previously entered data and this process was used to slowly build up the data bank over a period of 10 months whereby nearly 4,000 citations were entered (about three million characters of information).

The raw data was run on INFOL to establish a retrieval file and this file will now be updated through using INFOL and as new citations become available.

## USE OF THE SERVICE

The basic method for obtaining a search is divided into three stages:

1. Library assessment of search.
2. Computer run.
3. Bibliography booklet.

A User Manual will be used to assist the filling out of a Search Request Form. This form will be processed by the library although it must be remembered that a search will only be as good as the information supplied by the requester.

The forms will then go up to the Research Division where the particular requests will be entered interactively and run on the computer. The printouts will be sent down to the Publications Section where a copy of the printout is made and then sent back to the Research Division.

A booklet is made with pertinent reference information on the title page and then the booklet is sent off to the person requesting the search.

It would be possible to produce a hundred bibliographies in a week.

The CINCH service will be continually updated. The data already entered will be continually checked and evaluated from feedback obtained from users.

It is hoped CINCH will be an extremely useful tool for all people working in criminology and related areas and that it will live up to its name in its use.



# KWIC AND COORDINATE INDEXING IN RELATION TO THE SPECIAL LIBRARY

Kaye Prosser

In this paper I propose to discuss the main principles of coordinate and KWIC indexing in relation to the information retrieval system of the special library within the criminal justice area. A discussion of coordinate indexing necessarily includes reference to thesauri and to the broader concept of information retrieval.

The concept of information retrieval originally applied to those operations necessary to gain access to recorded knowledge, irrespective of the physical form in which the information was stored, or the means used to locate it.

Information may be required at any one of three main levels:

1. Current awareness (including SDI).
2. Everyday information needs.
3. In depth searches and exhaustive surveys (inclusive of retrospective searches).

Selecting the required information at the appropriate level from a store of collected and pre-arranged documents involves the elimination of materials and information that are not required.

Information retrieval is always concerned with retrieving a document relevant to a concept, and since concepts can be referred to only by using appropriate terms we are therefore concerned with the relationship between concepts and terms. Unfortunately, there is no one-to-one relationship between concepts and terms; our use of language incorporates synonyms and homonyms, as well as the fact that different persons associate different concepts with one and the same term.

Librarians have always acknowledged the necessity to control the relationship between concepts and terms.

In any information retrieval system there are two basic requirements:

1. A conceptual structure - this must allow for proper organisation and retrieval of material, for example, adequate indexing (input) and adequate retrieval (output).
2. Terminological control.

If there are inadequacies in either of these areas then the system will have the problem of either under-retrieval or over-retrieval.

The extent to which a system allows precision and specificity in subject identification may lead to a low, but highly relevant recall ratio. Those of us who work in special libraries realise that the cost to the user population of wasted or non-retrievable information is very high, and the literature reminds us that considerable effort has gone into utilising automated techniques in order to improve relevance, and reduce the amount of time involved in both organising (indexing) the information at the input stage, and searching by the user at the output stage.

Achieving effective information retrieval is not a new problem, and the conventional tools of bibliographies, catalogues and indexes have been refined over several centuries. But the phrase 'information retrieval' is relatively new. The emergence of a new word suggests a new problem, or at least a recognition that the conventional tools and techniques have not kept up with the demands society's information resources and needs have placed upon these traditional methods of organising and retrieving information. The term has come to refer almost exclusively to the transition of conventional macro-analytical methods applied to books in libraries, to non-conventional, micro-analytical indexing at the other end of the scale continuum. (The latter, at its extreme, may be found in text analysis such as IBM'S STAIRS, principally information orientated, that is, information can be supplied adequately, at least in theory, without the need to consult the indexed documents).

As librarians we are faced with the choice of increasing effort at the input stage so as to reduce the amount of time required at the output or search stage; or we may reduce the amount of effort spent on indexing and concentrate efforts at the output stage.

An index may be defined as a 'systematic guide to items contained in, or derived from a collection. These items or derived concepts are represented by entries arranged in a known or stated searchable order.'<sup>1</sup>

An index indicates the subject content of a document, or an item of information, by assigning one or more terms to the document so that it may be identified. The process involves the indexing of both single and multiple concepts. The index is one of the earliest and still one of the most important of information retrieval tools. The underlying assumption is that the index itself is an objective entity, created for the use of any number of individual users, both librarians as intermediaries and users as direct exploiters of the objective system. Hence the further supposition that the indexing system be based on rules of constancy which are either self-explanatory, or are implicitly or explicitly displayed in the instructional guides.

Given that most indexes will need to deal with composite concepts, a distinction may be made between pre and post-coordinate approaches.

In the post-coordinate (or more briefly the coordinate) index a determined structure is abandoned, and the user must have a means of combining concepts or coordinating them at the search stage. The distinction between the two approaches is the presence of terms

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1. Council of National Library Associations, U.S.A. *Standard Basic Criteria for Indexes* (U.S.A. Standards Institute, New York, 1969), p.12; quoted by H. Feinberg, *Title Derivative Indexing Techniques* (Scarecrow, Metuchen, 1973), p.1.

defining the context in which the entry point has been used. If a number of concepts have been grouped together at the input stage to form a complete subject statement, the resulting entry is pre-coordinated. If, on the other hand, only single terms have been assigned, (so that the context in which the term appears is not apparent) then the concepts must be coordinated at the search stage.

Campey identifies the various term entries as:

1. A term contained in a pre-determined order, as in the conventional alphabetical subject heading.
2. A single term, such as uniterm or descriptor of the coordinate index.
3. A classification number (that is, a notation) where one number may represent the coordination of a number of concepts. This is usually used in conjunction with the alphabetical subject heading, a pre-coordinated subject statement.
4. A term or keyword displayed in the context of the title or as part of the text, (KWIC entries) or a citation index.<sup>2</sup>

The development of the coordinate index has been distinct from, and almost a rival to traditional pre-coordinated indexes. KWIC and coordinate indexing is an attempt at extending the effectiveness of retrieval along the scale continuum which stretches from macro-analysis of document content, to micro-analysis of the elements of information contained in it. Coordinate indexes developed as a means of overcoming some of the inherent problems of pre-coordinate systems, and one way of identifying the underlying principles of the coordinate index is to examine some of the shortcomings of traditional indexes.

Some of these difficulties and shortcomings may be briefly mentioned. A subject heading which represents a composite concept will have a string of coordinated terms and access has to be provided from the secondary terms. Chain-indexing and cross-referencing are the major methods of providing such access, however as the number of terms in a string grows, so the number of index entries per topic increases, despite the fact that chain-indexing tries to minimise this tendency. For reasons of economy, not every possible permutation of terms in the string can be covered. The existence of a fixed citation order imposes a point of view which can exclude a combination of terms that may well be of interest to the searcher. Production of such indexes invariably impose a time-lag factor; the researcher's need for current awareness can not afford a delay of three to six months.

As well as the hazards briefly mentioned above, traditional indexes do not lend themselves to machine manipulation. Indeed, post-coordinate systems have been called 'manipulative' indexes.<sup>3</sup> The manipulation may be mechanically controlled and the application of computers to the preparation of indexes as well as to the searching operation has constituted a significant development.

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2. L.H. Campey, *Generating and Printing Indexes by Computer* (ASLIB, London, 1972), p.3.
  3. B.C. Vickery, *Classification and Indexing in Science* (3rd edn, Butterworths, London, 1975), p.5.

The distinction between the use of mechanised techniques in formatting indexes and in generating subject index entries from first, humanly assigned input, and second, parts of the title or document text, must be made. Coordinate indexes fall within the first category above; and KWIC indexes and its variations belong to the second category.

As already mentioned, post-coordinate systems enable the bringing together of the elements which make up a composite subject to take place at the searching stage, and thereby eliminate the problems associated with a pre-determined significance order. Removal of this particular difficulty does not alter the fact that such indexes must still cope with the problems that relate to synonyms and genus species relationships in the selection of term entries. To borrow a phrase from the literature, fleeing from classification has not necessarily meant escaping document analysis.

A composite entry may be presented in the following manner:

ABORIGINES, AUSTRALIAN:	RACE RELATIONS:	PRISON
INSTITUTIONS		364:304(991)

The coordinate index would provide:

ABORIGINES, AUSTRALIAN	364:304(991)
RACE RELATIONS	364:304(991)
PRISON INSTITUTIONS	364:304(991)

When a search is made for the topic 'racial discrimination against Australian Aborigines in penal institutions' the three unit entries would be examined and matched to reveal that they carry at least one document number in common, 364:304(991).

According to Vickery, the same set of entries would permit a post coordinate search for any combination of the unit terms, thus avoiding the uneconomic multiplication of entries as well as the problem of the disappearing chain.

Despite this advantage, it should be noted that none of the entries is a specific entry, and that there will be a relatively large number of headings under each of the terms. For example, in a small special collection such as a criminal justice library, everything in the library's system that related to Australian Aborigines would be found under the one heading; similarly all material relating to prisons would be under that heading. In coordinate systems, the number of different headings is relatively small, compared with systems using subject headings with composite terms. However, each heading in the post coordinate index will have a relatively large number of entries under it.

If, in the coordinate index, the user is in the unhappy position of not finding any relevant material under the terms he selected to search, then he must think of another entry point and completely start the search again. In pre-coordinate indexes the 'see' and 'see also' references allow for flexibility within the context of one search.



The importance of control and cross-references cannot be over-looked in a discussion on coordinate indexes. In part, the recent development of the thesaurus can be explained by the need for the coordinate index to select the most appropriate or preferred term for entry. The thesaurus acts as an authority file in coordinate indexes and is unlike the L.C. List of Subject Headings or Sears, in that a thesaurus makes clear what sort of relationship is held between terms, for example, inclusions, exclusions and associations are all identified.

Indexers may regard the thesaurus as the means for ensuring indexer - indexer consistency. However we should perhaps be equally if not more concerned with indexer - requester consistency. The achievement of 100 percent indexing consistency will be fruitless if the requester's vocabulary is substantially different from the indexers.

A thesaurus and its functions must be seen within the context of the entire system in which it is to be used. Thus the design of the entire information storage and retrieval system as a whole, and its role within the broader institution, has to be clear before one can begin the development of a thesaurus.

The scope and structure of the thesaurus must be adapted to the amount of use made of the retrieval system, to the collection, and to the retrieval techniques.

The development of a good thesaurus requires a major intellectual effort as well as sound clerical support. Clearly the topic of thesaurus construction would form the basis for a seminar in itself. Within the scope of this particular paper I can only very briefly touch upon this topic. I would refer those interested to D. Soergel's *Indexing Languages and Thesauri : Construction and Maintenance*, (Wiley, 1974).

The basic principles involved in using a coordinate index may be illustrated by reference to the service offered by the United States Department of Justice. This Department sponsors the National Criminal Justice Reference Service (NCJRS) which provides a central information reference source for users involved in law enforcement and criminal justice. The data base includes a cross section of book and non-book material from a wide variety of official and non-governmental sources. The data base contains bibliographic details, including location and an abstract of the item. The NCJ Thesaurus is a listing of the words and word combinations that describe the language of the criminal justice community in the United States. The list is derived from the source data and is divided into subject (macro-analytic), and content (micro-analytic) indicators; the former are few in number and are used to indicate broad subjects. Content-indicators describe the contents of documents and are much more numerous than the subject indicators.

The NCJ Reference Service is computer based and provides a variety of services, for example, current awareness in the form of selective notification of information based on user profiles; selected topic searches; and access to annotated bibliographies and referral services. The computer-based coordinate index makes it possible to distribute the printed output to whoever needs a copy; other physical forms of coordinate indexes (Uniterm) do not have this flexibility.

The KWIC indexing technique was devised by H.P. Luhn,<sup>4</sup> and consisted of a keyword in the context of a title, with the entries ordered by alphabetical arrangements of the keywords. Each significant word of the title is used in turn with its surrounding words as an indexing term. Most of the published KWIC indexes use a 60 character format, although up to 120 characters can be used. The utilisation of the machine means that there is very little human intellectual effort involved. Insignificant words are ignored (the stop list) and do not give rise to index entries.

KWIC indexing appears in a rather untidy format, in that the keyword is placed in the middle of the page and the context on either side, for example:

```

                PRISON LIBRARIES
      LIFE IN  PRISON
    EFFECTS OF PRISON ARCHITECTURE
    ATTICA AND PRISON RIOT CONTROL
WALLS DO NOT A PRISON MAKE...

```

An alternative format is provided by the KWOC technique, where filing is in a more acceptable place on the printout, for example:

```

PRISON  PRISON LIBRARIES
PRISON  LIFE IN PRISON
PRISON  EFFECTS OF PRISON ARCHITECTURE
PRISON  ATTICA AND PRISON RIOT CONTROL
PRISON  WALLS DO NOT A PRISON MAKE...

```

The advantages of the KWOC system are ease and convenience in reading the entries and presentation of the entire title on a separate basis. However the KWOC method does not bring together pairs of words in the way a KWIC index does, for example:

```

PRISON ADMINISTRATION
PRISON ADMINISTRATION IN MAXIMUM SECURITY INSTITUTIONS
MANUAL OF PRISON ADMINISTRATION

```

Despite early contentions that the KWIC methods could be produced automatically, human editing and supplementing of in-pur has gradually crept back into the method, in order to make the KWIC index more effective. This control of vocabulary has been introduced in order to meet the familiar problems of:

1. Synonyms.
2. Subject scatter.
3. Retrieval of irrelevant information.

The authority list, 'go list' or thesaurus have resulted. Needless to say this manual/intellectual tinkering tends to defeat the major purpose of the KWIC index as the ultimate technique in indexing cheapness and efficiency.

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4. H.P. Luhn, 'Keyword-In-Context Index for Technical Literature.' *American Documentation*, 11, 4, (1960), pp.288-295.

Most KWIC indexes involve the user in the double look-up system also found in manual coordinate indexes. However some KWIC techniques are able to provide full citations and refer the user straight to the document. Another refinement of the KWIC method is the generating of a set of subordinate entries for each main term or keyword. The first significant word is extracted and then the remaining significant words are rotated and displayed under the main term. This provides a set of subdivisions for each main term. The one major disadvantage of the Double-KWIC system is the increase in size and expense of the index. The advantage is a much greater specificity in entries, particularly where there may be a great many entries located under one major heading. The KWIC index becomes less efficient as the number of entries grows. If the index contains few entries, then post-coordination by the user is not a time consuming and labour intensive task. However, once a single entry term occurs frequently enough to cover several pages, then some pre-coordination of terms is desirable and the Double-KWIC system is a recognition of the problem and an attempt to overcome it.

Two main attractions of the KWIC techniques are:

1. Reduced intellectual effort in compiling indexes.
2. Large indexes could be compiled in a short space of time.

The success of the system has been challenged on the basis that the index assumes that words in the title adequately represent the subject content of the document. Some titles are informative, while others attract the reader's attention, but may be ambiguous and even misleading. As indexing based on titles has become increasingly popular, there has been pressure on authors and editors to produce more informative titles. Feinberg suggests that the titles of scientific documents are usually more descriptive than are titles in the social sciences and humanities.<sup>5</sup>

This is basically true because the natural sciences and technology largely employ exact or concrete concepts as opposed to abstract ones. This feature militates against a likelihood of ambiguity or serious semantic problems which do, to a large extent, characterise the humanities and perhaps to a lesser extent, the social sciences.

Despite the fact that many surveys on title-based indexing have been carried out, there appears to be little consensus on the validity of their findings. Several people have reported evaluations of KWIC or KWOC indexes. Typically, these are comparisons with conventional indexes, however since the results of these evaluation studies appear on balance to cancel each other out, one is left with the dubious conclusion that if there really is not a significant difference in recall and precision then the cheapness of the KWIC method should decide the issue.

It is perhaps safe merely to say that an index constructed solely on the basis of title keywords will have limitations arising from incomplete subject coverage and will tend to scatter subjects unless very strict vocabulary control is exercised.

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5. Feinberg, op.cit., p.40.

These limitations have led to the indexer adding supplementary descriptors to the title keywords. Another technique is to extend the fields to enable the document's abstract to be included. The trend appears to be towards increasing the amount of human editing, supplementing and controlling of terms in KWIC indexes.

For the small special library that has access to computer facilities, (and almost all organisations of any size do have computer access) considering the problems associated with compiling indexes along traditional lines and the inability to keep pace with the volume of research information produced, the possibility of producing either a coordinate or KWIC type index should be explored. The quality of such indexes has improved and their possibilities and adaptations have been investigated and documented in the literature. The availability of computer programs for such indexes suggest that costs and the time factor are all on the side of the computer-produced index.

Titles and/or text can be used to produce acceptable indexes, however the size and anticipated rate of growth of subject matter need to be evaluated before embarking on a particular form of computer-produced index. The avenues of cooperation and coordination should be fully explored and the economics of small institutions establishing their own indexes, instead of contributing to a national, regional or international systems which cover the subject areas. The NCJRS has already been mentioned, the MESH and MEDLARS service is perhaps the most established and closely monitored computerised indexing and information retrieval system. The introduction of on-line facilities make the heuristic search method available to the user and the international medical world and associated professions are well served by the system.

It should not be thought that there is not a place for the in-house KWIC or coordinate index, clearly such indexes are valuable tools for utilising the special library collection, however its development should be in conjunction with other services. As with manual indexes, the factors to consider are: extent of coverage, timeliness, accuracy, consistency, general format and readability, costs, and above all user satisfaction.

Evaluating all of the above factors must be an individual exercise for each library, although of course each library may be guided by the experiences of others. Even for the small collection, vocabulary control appears desirable and for title derivative indexes some form of editing and enrichment technique is recommended.

Despite some drawbacks and continuing debate as to the comparative effectiveness of such indexes, they are an important retrieval tool, especially in the area of current awareness.

The conceptual structure and terminological control of an information retrieval system are not necessarily dependent upon the method used for indexing, or on the technical devices used for storage and retrieval. However if mechanisation is contemplated, then there is need to develop a thesaurus that will indicate conceptual relationships, for

example:

1. Those that exist among concepts (hierarchical relationships).
2. Those that exist among terms (synonyms).

In mechanised searches these relationships can be used, only if they are explicitly included in a machine stored thesaurus.



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# USER SERVICES

Sylvia Blomfield

The Background Information Sheets show that the types of user services we are all providing are the answering of reference questions and the compilation of bibliographies on demand. Most of us also have some current awareness services - circulation of *Current Contents*, contents pages, etc. and some informal SDI services. Several people listed the establishment of SDI services as one of their future plans.

These three types of services - reference work, bibliographies and current awareness services - seem to me to be the services which we might reasonably aim at providing. And yet, as we all know, it is not always easy to provide these services in practice, especially when there is only one staff member.

One of the aims of the seminar, as I saw it, was to improve the effectiveness of our services. Another was to explore the rationalisation of our labour, a third was to establish a basis for future cooperation.

I should like to explore the ways in which we could achieve these objectives in the user services area.

## 1. Reference work

We can assist each other in reference work by:

- (a) An awareness of the holdings of the other libraries.
- (b) Improved communications.

## 2. Bibliographies

By an exchange of bibliographies or by an exchange of the information that these bibliographies exist.

## 3. Current Awareness

By cooperative indexing we could provide ourselves with the basis of a current awareness service.

To elaborate these points a little further:

### REFERENCE WORK

We have already discussed ways in which we can become more aware of each other's holdings.

I fail to see ways in which we can reduce the costs or improve the services of either Telecom or Post Australia. Here at the Institute we do not even have the telex facilities which many departments have.

Hopefully, advancing technology will improve the situation for the future. For the moment, I think that we must convince our relevant finance officers that the cost of mailing bulky parcels of books and of urgent interstate telephone calls is not only justifiable but necessary if we are to provide the best services available and to make the best use of the resources which are available.

#### BIBLIOGRAPHIES

The exchange of bibliographies produced by all of us could become automatic. This could occur in either or both of two ways.

First, by the distribution of bibliographies themselves; second, by the distribution of lists of bibliographies prepared.

Some libraries with more specific interests might not want to receive all the bibliographies produced by the more general libraries, for example, a police library may only want bibliographies on police, not on prisons, etc., while a supreme court library may want all bibliographies.

This is the reason I am suggesting the alternatives of exchanging either bibliographies or information about bibliographies.

#### CURRENT AWARENESS

The cooperative indexing project, as already discussed, should provide us with two things:

1. Cards which can be photocopied for distribution.
2. A list of recent publications which can be circulated more widely.

Both of these services are backed by knowledge of availability of the item.

Therefore, as a result of rationalising our labour and extending our cooperation, we should improve the effectiveness of our services.

APPENDIX A.

RESOLUTIONS OF THE SEMINAR

1. That the Australian Institute of Criminology be asked to conduct a seminar for Australian criminological librarians on a regular basis.
2. That the Australian Institute of Criminology be asked to consider the role and functions of the J.V. Barry Memorial Library in the network of Australian criminological libraries with a view to developing it as the central coordinating body for the network.
3. That it is the professional belief of the participants of the seminar that a union catalogue and a union list of serial titles will give far greater access to information and will help in the future to rationalise collections, and that these benefits will outweigh the increased labour involved.
4. That Australian criminological libraries should establish a union catalogue of monograph holdings.
5. That the union catalogue of monographs be established by the J.V. Barry Memorial Library.
6. That Australian criminological libraries should establish a union list of serial holdings.
7. That the union list of serial holdings be established by the Monash University Law Library.
8. That both the union catalogue and the union list be maintained by the J.V. Barry Memorial Library.
9. That Australian criminological libraries should explore other areas of cooperation and rationalisation.
10. That Australian criminological libraries support the Australian Institute of Criminology in the establishment of the National Clearinghouse of Criminological Information and CINCH as a central coordination and dissemination service and that the Australian criminological libraries will cooperate by supplying information of their holdings.
11. That Australian criminological librarians support the principle of free, reciprocal photocopying arrangements between criminological libraries.

12. That standards for prison libraries in Australia be established in accordance with the recommendations expressed in Appendix A.

APPENDIX B.

RECOMMENDATIONS REGARDING STANDARDS FOR PRISON  
LIBRARIES IN AUSTRALIA

It is generally understood that library service to prisoners is an area that is sadly neglected. There has been a failure to enunciate standards for Australian prison libraries.

There is an urgent need to survey the status of library facilities and to set minimum standards.

Such a survey should be conducted on an Australia wide basis, preferably under the auspices of the Australian Institute of Criminology or by a grant from the Criminology Research Council and in conjunction with the Library Association of Australia and its respective branches.

The results of the survey should identify the special user needs at all levels (for example, remedial through to tertiary education), providing information in the following areas: educational, recreational and legal.

The standards should cover the following areas and have regard to the following principles:

STAFF

Each State Department dealing with correctional services should establish a library service under the supervision of a qualified librarian.

SERVICES

Cooperation should be encouraged with State and community library services.

Prison libraries cater for disadvantaged groups and this requires recognition of the fact that minimum standards applicable to public (community) libraries are not necessarily adequate.

Prison libraries should be regarded as an integrated part of the rehabilitative program.

BUDGET

The availability of appropriate and regular allocation of funds to be controlled by the librarian for maintenance of the library and its

services in conformity with Resolution no. 40 of the U.N. Standard Minimum Rules for the Treatment of Prisoners which states:

Every institution shall have a library for the use of all categories of prisoners, adequately stocked with both educational and instructional books, and prisoners shall be encouraged to make full use of it. 1.

and the Report of the N.S.W. Bail Review Committee paragraph 51 which states:

Remand prisoners should have unrestricted access to the basic criminal law texts and statutes through the prison library. 2.

#### ACCESS

Access to information should only be restricted on the basis of preserving the physical security of other inmates and prison staff. Censorship should not be based on standards not applicable to the community at large.

#### EQUIPMENT AND FACILITIES

The library should be separately accommodated in an area solely set aside for this purpose. Study facilities should be incorporated. Equipment should be provided at a level sufficient to maintain and support user requirements.

The practice of relying on inmates as librarians and on unsolicited donations of material as a basis of prison libraries should be discontinued.

1. United Nations. Department of Economic and Social Affairs, *Standard Minimum Rules for the Treatment of Prisoners and Related Recommendations*, (New York, 1958).
2. New South Wales. Bail Review Committee, *Report*. (New South Wales. Parliament. Parliamentary Paper no. 46 of 1976, (2nd session), Sydney, Govt Pr., 1977).

APPENDIX C.

LIST OF PARTICIPANTS

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