

**Report on a Visit to Western Samoa Fisheries Division,  
6-15 July 1990 by Forum Fisheries Agency Information Officer**

### **Introduction**

A visit by the FFA Information Officer was in response to a request by Western Samoa for assistance in organizing the Fisheries Division Library and training staff in information handling.

The Fisheries Division Library is located on the first floor of the Fisheries Division building. While most of the library collection is housed in the library, some books and reports are located in the Chief Fisheries Officer's office and in the Senior Marine Biologist's office.

Henrietta Winterstein is responsible for the library and was assigned to work with the Information Officer for the duration of the visit.

### **Library Organization**

Preliminary organization of the collection had been done prior to the visit by the FFA Information Officer. Henrietta and the Information Officer worked together to arrange the collection into serials and monographs. The serial collection is arranged in alphabetical order by title and the monograph collection is arranged into subject categories. Each monograph has a unique number within the subject arrangement to allow for quick document retrieval.

The office collections were arranged along the same lines as the general collection.

The library collection consists primarily of reports and technical papers. These publications are not bound and some consist of only one or two pages. Due to their physical nature, they can easily fall between the shelves and can be lost. Housing documents in magazine boxes would eliminate this problem and help to preserve the collection.

### **Library Database**

A library database was installed on CDS/ISIS version 2.3, the software selected by the PIMRIS Steering Committee for the regional information network to allow for the exchange of bibliographic records and to lessen duplication of effort. Access to the collection is by means of the PIMRIS library database. The database can be searched by key word/words, author, title, subject, year of publication, place of publication, publisher. The database has printing and sorting functions to facilitate the production of subject, author, title bibliographies and catalogues.

The office collections were treated as part of the general library collection and entered in the database with secondary location noted.

## **Training**

Henrietta Winterstein was trained in the information storage and retrieval capabilities of the library database. Training in basic cataloguing and library organization was also accomplished.

## **Recommendations**

1. It is recommended that an annual library budget be established for the purchase of library supplies and materials. Library supplies such as magazine boxes, shelf labels, book labels, book tape, are required for maintenance of the collection and organization of the library.

Library materials include books, journals, technical reports. For the library to provide a vital information service, it is necessary to acquire a basic reference collection and subscribe to a selection of fisheries journals and newsletters.

3. As one of the goals of PIMRIS is to collect and disseminate information in the South Pacific region, it is recommended that the Western Samoa Fisheries Division establish a procedure to deposit one copy of all reports produced by the Fisheries Division in the University of the South Pacific Library in Suva. The Forum Fisheries Agency Library would appreciate receiving copies of Western Samoa Fisheries Division publications as well.
2. The library book shelves are almost at full capacity. Additional book shelves are needed. Filing cabinets to house materials such as pamphlet files and newspaper clipping files are required.