

Appendix A: Readex International Documents Seminar 2002: **Schedule**

Thursday, October 3, 2002

5:00 – 7:30 p.m. Arrival in Chester, Vermont

7:30 p.m. *Dinner – location*

Friday, October 4, 2002

7:00 – 8:30 a.m. *Breakfast –location*

8:45 – 9:00 a.m. Get Acquainted Session. All participants will have an opportunity to introduce themselves and talk about their work with international documents.

9:00 – 10:00 a.m. Basics

Workshop Goals

- Defining And Classifying International Organizations
- Evolution Of Modern IGO System
- IGO Information Products
- IGO Reference Guides, Structure and Access

10:00 – 10:15 a.m. *Break*

10:15 – 11:45 a.m. UN as Publisher / Collection Management

- Scope of UN Publishing
- Acquiring Documents
- Organizing Documents
- Document Series Symbol System
- Languages
- Masthead / Mimeograph Documents
- Official Records
- Sales Publications
- Electronic Publications
- ODS and other full text

12:00 – 1:00 p.m. *Lunch*

1:00 – 2:00 p.m. Tour of NewsBank / Readex facility

2:00 – 3:00 p.m. Reference Work With UN Materials

- UN Reference Sources and Strategies
- Treaties
- Statistics
- Regional Commissions
- Human Rights
- Conference / Summit Documents
- NGOs and Civil Society
- Model United Nations

3:00 – 3:15 p.m. *Break*

3:15 – 4:30 p.m. Reference Work continued

Role of Profession

5:00 – 5:45 p.m. NewsBank / Readex Product Overview

5:45 – 6:15 p.m. (last half-hour reserved for discussion / breakout session)

7:00 p.m. *Dinner – location*

Saturday October 5, 2002

7:30 – 8:45 a.m. *Breakfast – location*

9:00 – 10 a.m. Work With Other IGO Materials

- Specialized / External Agencies
- European Union / OECD
- Regional and Special Purpose IGO's

10:00 – 10:30 a.m. *Break*

10:30 – 11:45 a.m. Future Trends and Issues in International Documents Librarianship

- Joining and Going: Virtual Communities / Professional Associations
- Finding What is Needful : Index / Full Text
- Managing Web & Print Resources: Ease / Reliability
- Desktop Library of the Future: Electronic / Print
- Putting Everything Somewhere: Local Autonomy / Shared Resources

 Appendix B: Readex International Documents Seminar 2002: **Bibliographic Checklist, Page 12**
Saturday: 10am

Standard Questions for an international documents librarian to ask about an international body:

1. Name and Headquarters / Regional Office Locations
2. Is there a depository library system? Where are they?
3. Brief history / mission
4. Do they publish *Documents* – ie, recording their deliberations, documents prepared for and considered and generated in those meetings? Are they released for public use?
5. Do they generate *Publications* – ie, informational titles on the subjects of their mission? Serials, annuals, analysis, reports, statistics, advocacy, scholarly publications?
6. Do they generate *Statistics*?
7. What are their landmark publications?
8. Are there regional offices that also generate publications?
9. What is their web address and does it contain full text indexes, documents, publications, statistics? Do you need an account to access?
10. Where can you order documents? Publications? Data? Are Blanket / Standing Orders accepted?
11. What will you do about pdf files? Will you (a) link to them, and allow printing? (b) print them out on demand? (c) print them out and add to collection as regular books? (d) order printed copies where available?
12. Where are documents / journals indexed and for what time period? Are their books / journals widely held in other libraries and are they cataloged there?

- European Union

MiniGuide to European Union Documentation and Publications

1. **Foundation:** the European Union has been built on a series of treaties:

- In the 1950s: several nations of Europe joined in the European Coal and Steel Community (ECSC), the European Atomic Energy Community (EURATOM) and the European Economic Community (EEC).
- In 1967, they collectively became known as the European Communities.
- The Maastricht Treaty (1992) overhauled the founding treaties, established European citizenship, and created the "three pillar" European Union
- The Treaty of Amsterdam (1999) continued the reforms
- The Treaty of Nice (2000) did further work.

2. **Structure:** the European Union is structured in three "Pillars".

PILLAR ONE: incorporates the three founding treaties of the "European Community" and incorporates the Economic and Monetary Union. Also environment, research, education, and training. Operates by Community institutions.

PILLAR TWO: Common Foreign and Security Policy for joint action in foreign and security affairs.

PILLAR THREE: Justice and Home Affairs, for asylum, immigration, judicial cooperation in civil and criminal matters, and customs and police cooperation against terrorism, drug trafficking, and fraud.

Pillar One operates by Community legislative and other institutions, while Pillars Two and Three operate by intergovernmental cooperation.

3. **Languages:** the European Union has eleven official languages:

Danish, Dutch, English, Finnish, French, German, Greek, Italian, Portuguese, Spanish, and Swedish.

4. **Frequently Requested EU Documents** often fall into the categories of Regulations, Directives, Decisions, Recommendations or Opinions. These are all types of EU legislation, and can be found the Official Journal of the European Communities.