

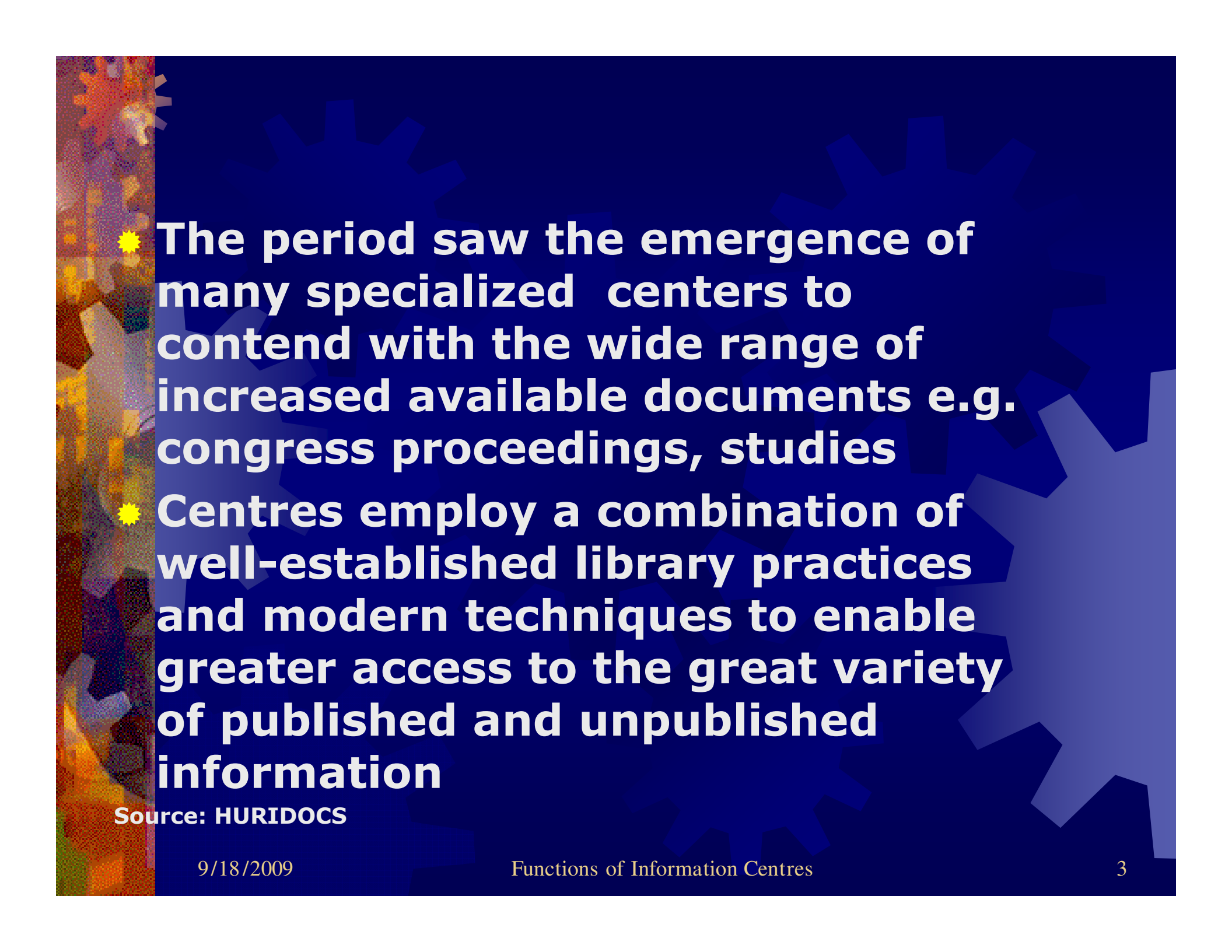


# Functions of your information centre

# Background

## In the 70s:

1. **documentary explosion** – the spectacular increase in the production of documents throughout the world, a large part embodying scientific knowledge and researches on various topics
  2. **“technological explosion”** – the rapid advance in the field of information and communication technologies that dramatically increased the ability to produce, multiply, access information materials.
- Source: HURIDOCs

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- ★ **The period saw the emergence of many specialized centers to contend with the wide range of increased available documents e.g. congress proceedings, studies**
  - ★ **Centres employ a combination of well-established library practices and modern techniques to enable greater access to the great variety of published and unpublished information**

**Source: HURIDOCS**



## Purpose

**Objectives** of centre must be compatible with those of its parent institution and with any relevant national and local plans

To provide appropriate information on HIV/AIDS in order help decrease the rate of HIV infection in the area

It is important that the centre and the organisation responsible for it are very clear about its purpose, and that this is stated and agreed as a policy statement or mission statement



***Technical Operations will involve:***

**a. determining what information is needed and establishing means for acquiring it;**

**b. collecting already-existing documents containing the needed information;**

**c. organising the documents to make them more accessible; and**

**d. actually providing the documents to users who need the information.**

# Functions1

- ★ Documentation of know-how and experience
- ★ Provision of current awareness services
- ★ Collection of information materials on specific subjects , leading to improvement and implementation of projects
- ★ Provide access to the centre e.g.convenient opening times; and provide facilities for users
- ★ Promotion of the centre

## Functions2


- ★ Starting point for information campaigns
- ★ Production of acquisition lists, catalogues
- ★ Find out which other centres have relevant to centre's users
- ★ Help users obtains documents from other places by making cooperative arrangement



# Functions3

- Focal point for sharing extension knowledge
- Adult education (literacy) back up
- Community learning and meeting point for community
- Backup for formal education facilities





It is important to chose  
the **right information**  
at the **right time**  
for the **right person** in the **right**  
**form**