

Plano de trabalho para reorganização das seções "Documentação e Intercâmbio" e "Biblioteca Pedagógica" do INSTITUTO NACIONAL DE ESTUDOS PEDAGÓGICOS.

Afim de atender às sugestões manifestadas respectivamente pelos srs. Octavio Martins e Herbert Coblans, em junho e agosto do corrente ano, no sentido de dar maior amplitude aos serviços de documentação realizados pelo INEP, e depois de estudar "in loco" as atividades existentes, temos concluído:

I - As duas seções Documentação e Intercâmbio e Biblioteca Pedagógica devem trabalhar em conjunto, principalmente no que se refere ao material de consulta para o levantamento de uma documentação de educação.

II - A Biblioteca terá que ser enquadrada em novos moldes técnicos:

- a) - tombamento em fichas de todas as coleções - livros, folhetos, periódicos;
- b) - atualização dos catálogos, principalmente no que se refere às fichas analíticas dos periódicos;
- c) - classificação por assunto (decimal), separando o material em coleções distintas:

1. Obras de referência
2. Obras de leitura corrente
3. Publicações periódicas

III - Na Documentação e Intercâmbio deverão ser mantidos ou criados os seguintes serviços:

a) Referência legislativa -

1. Fichamento de todos os atos oficiais referentes a educação, publicados no Diário Oficial, seções I e II, assim como os projetos incluídos no Diário do Congresso;

2. Fichamento da jurisprudência firmada sobre assuntos pedagógicos e educacionais, contida no Diário da Justiça.

b) Recortes -

Complementação dos serviços realizados, pro assinatura direta dos principais jornais diários, inclusive os Diários o oficiais dos Estados, e seu devido fichamento.

c) Intercâmbio e Doação -

Manutenção dos serviços existentes, porém com perfeito sincronismo com a seção de aquisição da Biblioteca, e maior intensificação na coleta do material a ser permutado.

d) Informação e Divulgação -

Manutenção dos serviços existentes, dando-se - lhe um maior desenvolvimento.

e) Documentário -

Maior desenvolvimento na obtenção do documentário resultante dos trabalhos das várias seções do INEP, como sejam relatórios, estudos, pareceres, teses, etc. ou outro qualquer como discos, filmes, etc.

f) Publicações -

1. Refundição dos "Subsídios para a História da Educação Brasileira";
2. Cooperação com a "Revista Brasileira de Estudos Pedagógicos";
3. Resenha mensal das atividades de documentação, em forma de boletim mimeografado ou impresso em multilite;
4. Bibliografia - a ser organizada nos moldes sugeridos por Mr. Coblans.

g) Microfilme - Instalação de um serviço completo.

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Para realização de todos êstes trabalhos, seria necessário aumentar o quadro de pessoal das seções, principalmente no que diz respeito à Biblioteca, onde não existe pessoal especializado. Pensamos no entanto que, com dois auxiliares de biblioteca, para a Biblioteca, e um para a Documentação, e aproveitando o pessoal existente, muita coisa poderia ser realizada.

Trabalharíamos como técnico e coordenador dos trabalhos, orientando e instruindo o pessoal na realização das tarefas, e executando as de maior responsabilidade.

Para isso poderíamos dispor de quatro horas diárias de trabalho intensivo, cujos salários corresponderiam a Cr\$4.000,00.

Rio de Janeiro, de novembro de 1953.

Irene de Menezes Dória

C Ó P I A

A DOCUMENTATION SERVICE FOR EDUCATION

The following practical suggestions are submitted as result of the meeting held on the 3rd August, at which were present Dr. Anísio Teixeira, Dr. Otávio Martins, D^a Elza Rodrigues, D^a Regina Tavares and the Unesco Consultant. The scope and purpose of the service as out-lined in the memorandum of Dr. Martins.

"Notas sôbre o serviço de bibliografia da educação a ser mantido pelo INEP"

is accepted as a basis.

I. Brazilian output. a) In the first place all Brazilian periodicals devoted to education or containing occasional articles on education should be assembled and analysed. For each article (excluding trivialities) a bibliographical description and a brief summary of content should be recorded on standard index cards (an author card one or more subject cards). In addition there are other categories.

b) Press cuttings. At the moment these are received from an agency and filed by subject, but not recorded on cards.

c) Laws, regulations, "portarias", federal and state. These are being analysed by subject and recorded on cards.

d) Official reports, annual reports and other ad hoc non-book publications of a semi-official character.

e) Books. These can be divided into 2 broad classes for this purpose; books dealing with education and school text books. The current output must be recorded as fully as possible, that is author and subject cards for each book. The basic sources for this information are:

1. Boletim bibliográfico brasileiro. A two monthly trade list published by the Sindicato Nacional das Empresas Editoras de Livros and arranged in subject order (Dewey).

2. Boletim bibliográfico of the Biblioteca Nacional. Two volumes per annum recording in subject order all books reaching the B.N. by legal deposit. (Although there may be printing delays, a copy of the up-to-date typewritten manuscript can always be consulted in the library). Entries from these two bibliographies can be clipped and mounted on cards. In this way a current self cumulating index of Brazilian books on education, arranged by author and subject, can be maintained.

Gradually it can be completed for retrospective material; by all cards available from the Serviço de Intercâmbio de Catalogação (SIC) and clipping entries from existing national bibliographies, which are available for the period 1938-1952 (1949-1950 missing).

Once the literature has been "caught" and recorded systematically methods of "divulgação" can be developed. The cheapest and quickest vehicle of publication is the monthly or quarterly bulletin, either mimeographed or preferably duplicated by "multilith".

The following are some of the possibilities for the scope of the bulletin.

1) A bibliography of articles in periodicals with summaries and arranged in subject order. At the end of the annual volume there should be an index by author and subject heading. Alternatively an annual cumulated volume could be produced with only an author index. (This involves no extra compilation as the subject cards are cumulated as filed).

2) The above and in addition selected entries summaries of content of the mater material in (b), (c), (d) and (e).

3) The bibliography of (1) plus complete listing (without summaries) of the material in (c) and (d).

II. Foreign literature in education. The problem of the control of foreign literature is vastly more difficult, mainly because there are no indexes that even attempt to be comprehensive. This means that there must be a high degree of selection in terms of local interest and that involves the use of subject experts to select from the mass of material that appears.

The main techniques in running such a documentation service are the following.

a) Subscription to services providing cards for filing by author and subject, as for example,

1) Centre internationale de l'enfance, Chateau de Longchamp Bois de Boulogne, Paris. (The Centre accepts subscriptions for the monthly dispatch of cards covering any specified subject falling within the whole range of its field)

2) Library of Congress, Washington. (Cards, for books only, for given subject like education, can be obtained by subscription)

b) Bibliographical and abstract journals. These should be currently maintained in one place and back files acquired.

The following are some of the few services that exist.

1) Bibliography of research studies in education. Office of education. Library division. Washington.

2. Bildung und Erziehung. Metopen Verlag, 30 Zeilstrasse, Wiesbaden.

The bibliographical section of this monthly is cu mulated annually under the title, Bibliographia des deutschsprachigen pädagogischen Schriftums.

3. Child development abstracts and bibliography. Committee on child development of National research council, 2101 Constitution Avenue, Washington.

4. Education abstracts. *Revue analytique d'éducation.* *Revista analítica de educación.* Paris. Unesco.

5. Education index. New York, Wilson.

6. Education nationale. Paris (29, rue d'Ulm). Has a supplement called *Bulletin officiel de l'éducation nationale; bibliographie établie para la Commission des livres du Ministère de l'éducation nationale.*

7. International bureau of education bulletin, Geneva. This quarterly bulletin has a supplement "Bibliographical service".

8. Psychological abstracts. American psychological association, Lancaster, Pennsylvania.

Abstracts wider in scope than education but containing sections of interest to the educationalist.

9. African abstracts. *Bulletin analytique africaniste.* International African institute, 17 Waterloo place, London.

10. Current sociology. Unesco:

c) There are numerous periodicals which devote sections to bibliography without systematic indexes. Important examples are:

1. Oversea education. Colonial Office. London.

2. Review of educational research. American educational research association, 1201 Sixteenth Str. N.W. Washington.

3. *Vorming buiten schoolverband.* Nederland, Ministerie van Onderwijs. La Haye.

Then there are hundreds of periodicals devoted to edu cation in all its aspects, and of special importance for Brazil - Latin American ones.

From the above two classes of material articles should be selected by a team of subject experts for the point of view of the interests of INEP and also the more general concern of the Minis try as a whole. These should be recorded on cards by author and sub ject and filed in the catalogue of foreign literature.

III. Microfilm service . In the above two sections methods of finding what exists have been discussed. The user will want to move from abstract or index to the original article.

Where the original cannot be consulted locally it will have to be obtained cheaply as microfilm. The documentation service should try to help in two ways.

1) Handle requests for microfilm for material not available in Rio. That means collecting informations on the best foreign sources, which will supply microfilm of individual articles. (Eventually when the proposed Centro Brasileiro de Bibliografia e Documentação begins to function it would help with this work).

2. Arrange for the supply of a microfilm of an article available in Rio at request form elsewhere in Brazil or a foreign educational institution. At this stage this would only involve having the article microfilmed commercially at the cost of the user who has made the request. If the volume of work increases it may be more efficient to instal a microfilm camera in the Ministry of Education.

IV. Union lists . It would be a great help to the documentation service if the location in Rio of all periodicals in education were know. This could be established in stages; first of all a list of the holdings of all libraries and services of the Ministry of Education; then an extension to other important collections in Rio de Janeiro. The technique for compiling these "catalogos collectivos" are well known to local librarians.

The next step would be a union list of books on education in Rio. This could be compiled in co-operation with the Catalogo Colectivo, which is being assembled by the Serviço de Inter-câmbio de Catalogação of the Fundação Getulio Vargas.

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