

A guide to sources of labour information

International Labour Office
Bureau of Library and Information Services

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Collection development

What is collection development?

Collection development is the term used for the systematic building of a library's collection. It is a permanent process of planning and deciding which documents you need to acquire or to keep. The principles of collection development are to meet the

- objectives and priorities of your organization
- needs of your users

In the simplest form, you should concentrate on building

- a complete collection of publications of your organisation
- a core collection of basic titles in labour information

By identifying the core resources, this guide can help you to develop your collection.

In order to develop your library's collection as effectively as possible, it is essential to have a clearly defined selection policy which sets criteria for deciding which publications to acquire. This selection policy should be developed in consultation with staff in your organization, and a good procedure is to prepare a very short (one or two pages) written document.

Government, trade union and employers' organization libraries will probably have different selection criteria.

For ideas in formulating your own selection criteria you can find it helpful to consult the selection policy for Labordoc the ILO's principal bibliographic database.

<http://www.ilo.org/public/english/support/lib/labordoc/selection.htm>

Selection policy

Selection needs to be an active process, not a passive one. A librarian's job is not simply to label and catalogue every book which happens to be received in the library. For example, it is important for the library to have a complete collection of its own organization's publications. This seems obvious, but the library is not always automatically included on the distribution list of its own institution. A passive approach on the part of the librarian could lead to serious gaps in the collection. All units in the organization that produce documents should be reminded that the library or information centre needs several (at least three) copies of any reports or any other materials which are produced.

An active selection policy means that every book or report is examined and a decision is made on whether it is suitable for the collection. This is obviously true for purchased material such as reference books, which may be expensive and certainly the subject of active, thoughtful selection. But active selection is just as important when selecting other categories of material, such as documents from other international organizations. A great deal of such material may be received without being requested, so that the temptation exists to simply process all the material received. This should be avoided, as some of it is likely to be irrelevant to the needs of the library, whereas other, more important material may be available only on request. It is important to remember that unneeded material

takes up valuable space, and that no library material is free of cost: processing consumes time and equipment.

Criteria for selection

While the written selection policy is a valuable aid, the librarian should aim at developing his or her skill in selection beyond just applying a set of written criteria. Here are some ways for a librarian to become a good selector:

- know thoroughly the organization, its aims, work programme and constraints
- be thoroughly aware of the existence and activities of other organizations working in the same field and establish personal contacts with knowledgeable staff in these organizations
- learn the names of the organizations and companies which publish material of particular interest
- keep abreast of developments in the subjects of interest to the institution by reading newspapers and scanning specialist journals
- spend time reading book reviews and scanning bibliographies and announcements of new publications
- keep abreast of the needs and interests of the user community by going out and meeting the users and talking to them about their information needs

Selection routines

Providing access to relevant resources involves developing selection routines. The person responsible for selection should work in a methodical manner. These are some suggestions for routines that the selector may establish.

1. Establish profiles of interests (user profiles) for the staff of the institution, determining the specific subject interests of each. This can be done initially by using a questionnaire, or by conducting interviews. The profiles can be kept up to date through informal contact. The profiles can be kept in a small database, or a card file, arranged by subject and by staff member.
2. Establish a selection committee made up of representatives of each division of the institution, to review selection policy periodically and ensure that it continues to reflect the real information needs of the institution. It can also make decisions on non-routine purchases. This is a useful device for maintaining contact with the users and it is also a way of bringing the information service to the notice of the staff.
3. Review all material as it comes in, marking items of interest, and possibly contacting subject specialists for advice.
4. Receive or solicit requests directly from staff that have identified material they wish to acquire.
5. Make a decision about each item, taking into consideration:
 - selection policy (subject, type of material)
 - level (i.e. educational level at which the material is aimed)
 - language (can the users understand it?)
 - date of publication (is the information out of date?)
 - price (is it worth the money?)

- format (if it is non-book material, does the library have the equipment to read it / use it?)
- balance in the collection (i.e. prefer material covering areas where the collection is weak to material in areas already well covered by the collection)
- geographical scope (national, international, developing countries)
- credibility of author and publisher
- quality of binding (how durable is the item?)

6. Sort unsolicited material. Even when the material is free, only material that falls within the scope of the selection policy should be kept. Each item costs money to process and takes up space on the shelves. Material which is not appropriate for the collection should be given away or discarded. There are several possibilities for giving material away.

In some countries, the national library may willingly accept all unwanted library materials.

Some libraries prefer to give each item to an institution for which the item may be of interest, thereby creating good relations and possibilities of reciprocity.

Others place unwanted material on a table near the entrance to the library, with a sign inviting users to take away any material they can use.

Selecting Internet resources

More and more organizations, particularly those who operate on a not-for-profit basis, are making part of their publications available through the Internet. This can be a low cost and rapid way to obtain documents, if your Internet connection is good.

Search engines however only provide a hit and miss access to the most valuable resources. The librarian or information specialist can play an important role in selecting web sites which are useful for the staff of their institution. Since the Internet contains as much dubious information as useful sites, guidelines for the selection of electronic resources help to ensure the collection remains relevant and focused.

In addition to the criteria of relevance and scope, it is important to consider:

- Does the site come from an authoritative source?
- Is the author clearly identified?
- When the information was first produced?
- Is the site updated regularly?
- Is the site easy to use?
- Is it quick to load?
- Is there a text only option for users without graphics capability?

Is the Internet the best place to look for your topic? Remember that the bulk of the world's information is still not available on-line, and that the information that is on-line may not be the most reliable source. In many cases, more authoritative material may exist in your library's collection or in other print sources.

- Try using more than one search engine. Results can vary as search engines have different results and weaknesses.
- Read the Help screen to learn what each search engine covers and how to make the best use of its features. A couple of minutes spent on the help pages can save a lot of frustration.

Some Internet tutorials

Many tutorials available on-line deal with how to find, evaluate and select Web-based resources for use in a library. The following sites all give advice regarding information resources on the Internet, and they could be useful both for library staff and library users.

Finding Information on the Internet: A Tutorial

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>

Presents a detailed and well-organized tutorial which offers excellent overview information for beginners. Specific search techniques are also available for those who are looking to improve their search results.

RDN Virtual Training Suite

<http://www.vts.rdn.ac.uk/>

A set of free online tutorials designed to help students, lecturers and researchers improve their Internet information literacy and IT skills through quizzes and interactive exercises to make the learning experience easier.

Academic Info - Internet Tutorials

<http://www.academicinfo.net/reffind.html>

Directory containing reliable links to academic resources on how to find information on the Internet, Internet tutorials, and a directory of online resources.

SOSIG (Social Science Information Gateway)

http://sosig.esrc.bris.ac.uk/training/virtual_training.html

Free online tutorials aimed to help you develop your research skills. All tutorials have been written by a subject specialist: university librarian or academic. They include quizzes and interactive exercises. Tutorials are designed for a wide range of professional activities and methods are adapted to each one.

Selected search engines

Google <http://www.google.com>

Very quick and relevant results. The largest and most up-to-date search engine at the time of publication of this guide.

Yahoo! <http://search.yahoo.com/>

The first large scale directory of the Internet, now a major portal offering search engine results.

Search Engine Colossus <http://www.searchenginecolossus.com>

Not a search engine, but an index of general and specific search engines from over 100 countries. Use this directory to locate an engine specialized in your country or region.

The ILO takes no responsibility for the content of the above-mentioned sites; nor do they necessarily represent the ideas or the policy of the ILO.

ILO material

ILO databases

The ILO has developed many databases, bibliographic, statistical and full text. The full list of databases accessible on-line is available on the ILO Library web site <http://www.ilo.org/public/english/support/lib/resource/ilodatabases.htm>

Selected ILO databases

APPLIS

<http://webfusion.ilo.org/public/db/standards/normes/appl/index.cfm?lang=EN>

This is a database on the application of international labour standards.

Child Labour Statistics

<http://www.ilo.org/dyn/clsurvey/lfsurvey.home>

Compiles web sites which contain data from national statistical agencies, the ILO and other sources. Includes links to source web sites and references to print publications available in the ILO Library.

CISDOC

http://www.ilo.org/dyn/cisdoc/index_html?p_lang=e

Covers occupational safety and health, law and regulations, chemical safety data sheets, training material, journal articles, books and ILO Conventions.

Conditions of Work and Employment Database

<http://www.ilo.org/public/english/protection/condtrav/database/index.htm>

Includes comprehensive legal information from countries around the world and covers maternity protection, minimum wages and working time.

Corenit

<http://www.oit.org.pe/corenit/>

Database for the regular monitoring of labour standards in the Americas (in Spanish).

e.quality@work

<http://www.ilo.org/public/english/employment/gems/eeo/index.htm>

The ILO's Information Base on Equal Opportunities for Women and Men is a database of guidelines and legislation on equal employment opportunities in the workplace.

Encyclopaedia of Occupational Health and Safety, Fourth edition

<http://www.ilo.org/encyclopaedia/>

Covers all aspects of occupational health and safety including occupational diseases, prevention, health promotional activities; legal, ethical and social policy; hazards, accidents and safety management; chemicals in industry, toxicological properties and more. Available free online and in both a 4-volume print version and a CD-ROM version. (French and Spanish versions are also available.) Both versions may be purchased from ILO offices worldwide or directly from ILO Publications in Geneva

Gladnet

<http://www.gladnet.org/>

Global Applied Disability Research and Information Network on Employment and Training (produced with the collaboration of the ILO).

ILOLEX

<http://www.ilo.org/ilolex/index.htm>

ILOLEX is a trilingual database containing ILO Conventions and Recommendations, ratification information, comments of the Committee of Experts and the Committee on Freedom of Association, representations, complaints, interpretations, General Surveys, and numerous related documents.

ILOTERM

<http://www.ilo.org/iloterm/>

An invaluable working tool for linguists, it provides English, French, Spanish and German equivalents of terms in the social and labour fields.

ILO Thesaurus

<http://www.ilo.org/public/libdoc/ILO-Thesaurus/english/index.htm>

The ILO Thesaurus is a compilation of more than 4000 terms relating to the world of work, in English, French, and Spanish. Covers labour and employment policy, human resources planning, labour standards, labour administration and labour relations, vocational training, economic and social development, social security, working conditions, wages, occupational safety and health and enterprise promotion.

INFOR

<http://www.cinterfor.org.uy/public/spanish/region/ampro/cinterfor/sid/index.htm>

Bibliographic database of the Inter-American Vocational Training Research and Documentation Centre (CINTERFOR).

International Chemical Safety Cards (ICSCs)

<http://www.ilo.org/public/english/protection/safework/cis/products/icsc/index.htm>

Summarizes essential health and safety information on chemicals for their use at the "shop floor" level by workers and employers in factories, agriculture, construction and other work places.

Key Indicators of the Labour Market (KILM)

<http://www.ilo.org/public/english/employment/strat/kilm/>

A database covering 20 labour market indicators on topics such as labour force participation, employment, hours of work, unemployment, wages, labour productivity and income distribution. Available for sale on CD-ROM in English, French and Spanish.

Laboral

<http://www.oit.org.pe/spanish/260ameri/info/biblio/isis/frquery.html>

Laboral is a bibliographic database from the ILO Regional Library for Latin America and the Caribbean (in Spanish).

Labordoc

<http://labordoc.ilo.org/>

Labordoc, the ILO Library's database, contains references and full text access to the world's literature on the world of work. It covers all aspects of work and sustainable livelihoods and the work-related aspects of economic and social development, human rights and technological change. It includes books, articles, reports, and journals

available at the ILO Library in Geneva and several ILO libraries around the world.

LABORSTA

<http://laborsta.ilo.org/>

ILO's premier database on labour statistics covering employment, unemployment, wages and related variables.

Labour Force Surveys

<http://www.ilo.org/dyn/lfsurvey/lfsurvey.home>

Compiles web sites which contain data from national statistical agencies, the ILO and other sources. Includes links to source web sites and references to print publications available in the ILO Library.

LibSynd

<http://webfusion.ilo.org/public/db/standards/normes/libsynd/index.cfm?Lang=EN&hdroff=1>

Reports and cases of The Committee on Freedom of Association and comments from The Committee of Experts on the Application of Conventions and Recommendations.

NATLEX

http://www.ilo.org/dyn/natlex/natlex_browse.home?p_lang=en

Database of national labour, social security and related human rights legislation maintained by the ILO's International Labour Standards Department. Records in NATLEX provide abstracts of legislation and relevant citation information, and they are indexed by keywords and by subject classifications.

QVILIS

http://www.oit.org.pe/qvilis_world/index.php

A database on complaints and violations of trade union rights, it can be used to locate information in Committee on Freedom of Association Reports dating from cases presented in 1990.

Social Security Worldwide (SSW)

<http://issa.intranet/ssw/>

Covers six different databases on social protection: Scheme Description, Complementary and Private Pensions, Reforms, Legislation, Bibliography and Thesaurus. It was produced by the International Social Security Association (ISSA) with the support of the ILO. Access for ILO staff at HQ: <http://issa.intranet/ssw>. Outside the ILO: <http://www.issa.int/ssw>. A user ID and a password are needed; for information about access contact: issadoc@ilo.org.

Triblex

http://www.ilo.org/dyn/triblex/triblex_browse.home

Thematic analysis of the case law of the ILO Administrative Tribunal.

ILO Conferences, Governing Body, Meetings

Documents are produced by the following conferences and meetings:

1. International Labour Conference
2. ILO Governing Body meetings
3. ILO Regional Conferences
4. ILO Sectoral and technical meetings
5. Other symposia and seminars organized by the ILO

A programme of meetings is available from the Official Relations Branch at <http://www.ilo.org/public/english/standards/relm/index.htm>
For further information, contact the Official Relations Branch at Tel: +41.22.799.7732,
Fax: +41.22.799.8944 or by e-mail: RELOFF@ilo.org

International Labour Conference

The main documents are:

- Reports submitted to the Conference. You can find Conference Reports in Labordoc. For best results, set date limits before you begin your search.
- Report (I) by the Director-General
- Report (II) concerning the programme, budget and other financial questions
- Report (III), information concerning the application of Conventions and Recommendations
- Technical reports

The paper versions of these reports are produced in 7 languages (English, French, Spanish, German, Russian, Chinese, and Arabic)

- Conference proceedings

Since the 85th session in 1997, many documents from the International Labour Conference, including conference proceedings and reports, are available online on the International Labour Conference web site at:

<http://www.ilo.org/public/english/standards/relm/ilc/index.htm>

Printed documents are for sale, and can be obtained from the Publications Bureau
Fax: +41.22.799.6938 or e-mail: pubvente@ilo.org

ILO Governing Body meetings

Since the 267th session in November 1996, documents are available on-line at the Governing Body site at

<http://www.ilo.org/public/english/standards/relm/gb/index.htm>

For more information, including how to obtain a paper copy of these documents, contact the External Relations department fax: +41.22.799.8944 or e-mail: reloff@ilo.org

ILO Regional Conferences

Texts from the principal recent regional meetings (Africa, the Americas, and Asia-Pacific) are available at <http://www.ilo.org/public/english/standards/relm/rgmeet/index.htm>, in English and French, and also in Spanish, German, Russian, Chinese or Arabic, depending on the region.

Paper copies can be obtained from the ILO Regional Offices.

For contact details, see directory of ILO information around the world at

<http://www.ilo.org/dyn/depolib/>

You can also contact the External Relations department fax: +41.22.799.8944 or e-mail: reloff@ilo.org

ILO Sectoral and technical meetings

The ILO Sectoral Activities Department organizes international meetings in 22 sectors of economic activity. Documents from these meetings are available on-line in full text from 1996.

A list of meetings as well as access to documents and the programme of coming sectoral meetings is available on the site of the ILO Sectoral Activities Department at

<http://www.ilo.org/public/english/dialogue/sector/index.htm> .

Contact: Fax: +41.22.799.7296 or e-mail: sector@ilo.org

Other symposia and seminars organized by the ILO

Tripartite meetings organized at inter-regional, regional or sub-regional level. Documents are available for consultation directly from the regional offices or multi-disciplinary advisory teams of the region where the meeting was held.

For contact details, see directory of ILO information sources around the world at <http://www.ilo.org/dyn/depolib/>

ILO Publications

The International Labour Office has a major publishing activity. It publishes numerous works about the many subjects which come within its competence: employment, working conditions, child labour, equality in the workplace, social dialogue, occupational health and safety, vocational training, labour statistics, labour standards and related topics.

ILO publications for sale can be obtained through distributors or ILO offices in many countries, or directly from the ILO Publications website <http://www.ilo.org/public/english/support/publ/intro/index.htm> or by e-mail: pubvente@ilo.org

ILO departments, programmes and field offices produce a number of working papers, technical publications, reports, studies and manuals. These documents, not commercially available, can usually be obtained directly from the department, programme or field office concerned.

For lists of free publications and on-line documents, consult the web sites of the ILO Offices, Departments and Programmes.

For more information, see *How to obtain ILO material* or contact the ILO Library informs@ilo.org for help in obtaining copies of ILO publications.

ILO Periodicals

The following is a list of selected periodicals published by the ILO. Some are available free on-line; the others can be obtained from ILO Publications.

Asia Pacific News

ISSN 1020-6973

Two issues per year

Full text available on-line at <http://www.ilo.org/public/english/region/asro/bangkok/>
Newsletter of the Regional Office for Asia and the Pacific, containing news of ILO activities in general and in the Asia - Pacific region.

Bulletin of labour statistics = Bulletin des statistiques du travail = Boletín de estadísticas del trabajo

ISSN 0007-4950

4 issues, 4 supplements, 1 special annual supplement entitled **Statistics on occupational wages and hours of work and on food prices** which gives results from the ILO October Inquiry.

Trilingual publication

It contains articles on methodology and special topics. Trilingual tables of current statistics on employment, unemployment, hours of work, wages, consumer prices.

Global Employment Trends

Biennial

Global Employment Trends is available in PDF via the Labordoc database. It summarizes the trends in employment and unemployment and focuses on specific topics related to these aspects of work like wages, women work, and labour market indicators by making comparisons amongst markets around the world.

ILO Africa

Biannual newsletter

<http://www.ilo.org/africa>

Newsletter of the Regional Office for Africa, containing articles about ILO activities in Africa. To receive this free publication, contact fax: +225.20.21.28.80 or e-mail: abidjan@ilo.org

International Labour Review

ISSN 0020-7780

Quarterly

Also available in French and Spanish.

Selected articles available on-line at <http://www.ilo.org/revue>

Contributes to a wider understanding of labour and employment issues by publishing results of original research and analysis on questions of international interest by economists, lawyers, sociologists and policy-makers; short articles offering a perspective on emerging issues, and reviews of recent publications. Recent subjects covered in this multidisciplinary journal include the nature and future of work, labour flexibility, globalization, sexual harassment, new technologies, social security reform, child labour, and many more.

Labour Education

ISSN 0378-5467

Quarterly

Also available in French and Spanish.

This publication is designed to promote the educational activities of trade union organizations and other workers' education bodies. Current developments in the labour world, trade union rights, methodology and key documents are made available on-line at <http://www.ilo.org/public/english/dialogue/actrav/publ/ledpubl.htm> or contact the Bureau for Workers' Activities Fax: +41.22.799.6570 or e-mail: actrav@ilo.org

Official Bulletin

Series A: ISSN 0378-5882; Series B: ISSN 0378-5890

Three issues for each series per year.

Also available in French and Spanish.

Series A: Information on the activities of the ILO, texts adopted by the International Labour Conference available online at

<http://www.ilo.org/public/english/standards/relm/ilc/index.htm> and other official documents.

Series B: Reports of the Committee on Freedom of Association of the Governing Body of the ILO and related material. Also available on ILOLEX at

<http://www.ilo.org/ilolex/index.htm>.

Report of the Director-General

Annual

Available in seven languages (English, French, Spanish, German, Russian, Chinese, and Arabic)

Full text is available on-line (PDF format) at

<http://www.ilo.org/public/english/standards/relm/ilc/>

Each year, this annual report focuses on a different theme involving social and labour problems. During the annual International Labour Conference, debate over the issues

presented in the Report of the Director-General determines the future course of action of the ILO.

World Employment Report

Biannual

<http://www.ilo.org/public/english/employment/strat/>

Available in English, French and Spanish

Purchase from ILO Publications at pubvente@ilo.org

Offers an international perspective on current employment issues, and a global review of recent employment trends. Presents comprehensive empirical evidence, and provides policy options for industrialized countries, transition economies, and developing countries. Recent reports have covered the themes of full employment and employability in the global economy.

World of work, the magazine of the ILO

ISSN 1020-0029

Five issues per year

Available in English, French, Spanish, German, Russian, Arabic, and other languages.

<http://www.ilo.org/public/english/bureau/inf/magazine/index.htm>

This free magazine carries articles about the activities of the ILO and various aspects of the world of work. It also presents the latest ILO publications. To receive a paper copy of the magazine, contact the Department of Communication at Fax:

+41.22.799.8577 e-mail: communication@ilo.org

Labour Statistics

Yearbook of Labour Statistics = Annuaire des statistiques du travail = Anuario de estadísticas del trabajo

ISSN 0084-3857

Annual

Partially available on-line at <http://www.laborsta.ilo.org/>

Chapters contain tabular information on the following: economically active population, employment, unemployment, hours of work, wages, labour cost, consumer prices, occupational injuries and strikes and lockouts.

Key Indicators of the Labour Market (KILM) Fourth Edition, 2005

ISBN 92-2-017568-1 (CD-ROM)

Periodically

Sample data available online at: <http://www.ilo.org/kilm>

Key Indicators of the Labour Market (KILM) provides the general reader, as well as the expert, with concise explanations and analysis of the data on the world's labour markets, including world and regional estimates. Harvesting information from regional, national, and international data repositories, this reference offers data on a broad range of countries and issues such as labour force, employment, unemployment, underemployment, and educational attainment of the workforce.

Statistics on Occupational Wages and Hours of Work and on Food Prices October Inquiry results = Statistiques des salaires et de la durée du travail par profession et des prix de produits alimentaires = Estadísticas sobre salarios y horas de trabajo por ocupación y precios de artículos alimenticios

ISSN 1020-0134 (print)

Annual

Trilingual English, French and Spanish

<http://laborsta.ilo.org/>

A major reference source for anyone interested in conditions of work and life, this trilingual survey provides detailed information on wages, hours of work and the price of food. Published yearly, the October Inquiry presents data on 159 occupations, 49

industry groups, and the retail prices of 93 food items - thus offering an indispensable statistical resource on the state of labour and employment in countries around the world.

Reference material

Encyclopaedia of Occupational Health and Safety Fourth Edition

ISBN 92-2-109203-8

Also available in French, Spanish and Russian.

Full text available on-line at <http://www.ilo.org/encyclopaedia>

It is presented in four volumes and provides comprehensive coverage of the core and allied fields encompassing occupational health and safety. It contains illustrations and indexes by subject, chemical name, and author. Also available in print or on CD-ROM; the CD-ROM version includes the same information as the print volumes plus a search and retrieval engine.

International Standard Classification of Occupations (ISCO-88) 1990

ISBN 92-2-106438-7

Available in English, French, and Spanish

<http://www.ilo.org/public/english/bureau/stat/publ/isco88.htm>

ISCO-88, the revised edition of a major ILO publication describes and presents information on occupations in a manner which makes international comparison possible. It can also serve as a model for developing or revising a national occupational classification. ISCO-88 has a hierarchical, four-layer structure, built on the basis of the type of work performed as reflected in the level, and in the specialization, of the skills needed to execute a job. A large number of countries use ISCO-88 as the basis for their national occupational classifications.

ILO Taxonomy

ISBN 92-2-018923-2; 978-92-2-018923-8 (web pdf)

<http://www.ilo.org/public/english/support/lib1/tools/taxonomy.pdf>

Trilingual: English, French, and Spanish

The ILO Taxonomy was designed by the ILO Library as a tool for retrieving information from the ILO website. Its structure therefore closely reflects the work programme of the ILO and is used by ILO departments and Field Offices for describing the content of their web pages and for searching the ILO website. It is also well suited for use as a subject classification system for arranging collections in small libraries or labour information centres.

ILO Thesaurus: Labour, employment and training terminology = Thesaurus BIT: terminologie du travail, de l'emploi et de la formation = Tesauro OIT : terminología de trabajo, empleo y de formación 6th 2005

ISBN 92-2-018262-9

Trilingual: English, French, and Spanish

<http://www.ilo.org/public/libdoc/ILO-Thesaurus/english/index.htm>

This tri-lingual thesaurus contains all the terminology used in indexing and retrieving information recorded in the ILO Library's Labordoc database, specialized information services of other ILO departments, and labour libraries from around the world. The thesaurus can serve as a guide for the physical arrangement of the library's collection, and is a good source of translations for labour-related terms.

Digital collections

ILO Insight

A unique e-collection of new and backlist publications from the ILO. Includes over 1,000 key titles which can be purchased at <http://www.ilo.org/public/english/support/publ/insight.htm>

The ILO Digital Collection 2003

ISBN 92-2-014986-9

Contains 25 years of selected titles from 1977 to 2002 meaning over 650 ILO documents and publications in English, French and Spanish. Request free copies from ILO Publications at pubvente@ilo.org

Publicaciones Regionales: Colección Digital May, 2006

Regional Office for Latin America and the Caribbean

ISBN 92-2-318725-7/ 978-92-2-318725-5

This set of 2 CD-ROMs contains the full texts of *Panorama Laboral* from 1994 to 2005, and the complete collection of *Documentos de Trabajo*. Mostly in Spanish, with some texts in English. To order a copy: biblioteca@oit.org.pe

ILO training material

The International Training Centre of the ILO in Turin publishes multimedia training material on subjects such as the training of entrepreneurs, administration of technical cooperation programmes, international labour standards, rural development, the role of women in development, workers education and more.

Their publications catalogue is available on-line on <http://www.itcilo.org/>. Orders for material can be addressed directly to the Turin centre or the ILO field offices.

Many ILO departments also publish teaching and training material. To find these documents, search in the Labordoc database, which gives bibliographic references for all ILO publications.

Also check the sites of other departments and programmes who indicate their teaching and training material. For example, see the publications catalogue of the Bureau for Workers' Activities <http://www.ilo.org/public/english/dialogue/actrav/publ/index.htm>.

The ILO Library provides several research tools and guides for libraries and labour information centres, available on-line and in print.

For help in identifying teaching and training material, contact the ILO Library at informs@ilo.org

Selection tools for ILO material

To identify new ILO publications to be added to your collection, you have several options. Consult the following to keep up to date with ILO publishing activities around the world.

New ILO publications in Labordoc

<http://www.ilo.org/public/english/support/lib/labordoc/ilopub.htm>

ILO Publications

<http://www.ilo.org/public/english/support/publ/intro/index.htm> to find new ILO sales publications (books, reports, journals).

ILO RSS Newsfeed

RSS is an easy way for you to keep updated automatically on websites of interest. Instead of you having to go to websites to see if they've written a new article or feature, you can use RSS (which stands for Really Simple Syndication) to get them to tell you every time they have something new. The ILO offers RSS feeds (or channels) in English, French and Spanish.

http://www.ilo.org/dyn/ilosite/ilonews.RssDescription?p_lang=EN

ILO fact sheets and press releases

<http://www.ilo.org/public/english/bureau/inf/index.htm>

World of Work, the magazine of the ILO (browse online free of charge at

<http://www.ilo.org/public/english/bureau/inf/magazine/index.htm>

The International Labour Review

<http://www.ilo.org/public/english/support/publ/revue/index.htm> includes online book reviews (for subscribers only)

Several ILO information centres around the world produce bulletins to inform readers of the latest publications issued in their region:

Alerta Laboral

Electronic information bulletin from the ILO Regional Library for Latin America and the Caribbean. A good source of information on the latest publications from the region.

<http://www.oit.org.pe> and select *Biblioteca Regional*

Regional Office for Asia and the Pacific

<http://www.ilo.org/public/english/region/asro/bangkok/>

Provides access to ILO publications in the Asia-Pacific region.

ILO SRO Budapest Bulletin

News and announcements of publications from the Subregional Office for Central and Eastern Europe.

<http://www.ilo.org/public/english/region/eurpro/budapest/info/bul/index.htm>

How to obtain ILO material

Certain institutions active in the area of labour or social questions receive a selection of major ILO publications free of charge. This is the case for ILO constituents: governments, ministries, national and regional employers' organizations and trade union federations, national trade unions etc.

The list of publications sent to each institution is usually defined according to the particular needs of each one.

Types of publications sent include:

Monographs published alone or in series, International Labour Conference documents, sectoral meeting reports, training material, and periodicals.

- Material published by commercial publishers for the ILO is not distributed by the ILO.
- Specific regional studies are only sent to the region concerned.
- French language publications are not sent to English or Spanish speaking countries, and vice versa, except where there is a specific request to do so.

When your institution receives ILO material, it is important to regularly review the list of publications received. If certain types of publication are never used, you should eliminate them from the list. Also, please let the relevant ILO department know when your institution changes address or when staff members who receive free subscriptions leave or change position, so the subscription can be modified or cancelled.

When a member of your institution needs an ILO publication that you do not have, contact first your local ILO field office or depository library:

- Information centres of ILO field offices act as a centre for information on the ILO for their country or region. They have a representative collection of ILO publications. They do not however have a complete collection; this is the role of the Bureau of Library and Information Services in Geneva.
- Depository libraries receive a number of ILO publications. They may be able to provide access to certain material which you do not have, so it's a good idea to contact or visit your nearest depository library, to know which publications they receive and to develop collaboration.

To identify the nearest ILO information centre or depository library, consult the ILO Library's Directory of ILO Information around the world <http://www.ilo.org/dyn/depolib>

Otherwise, contact the ILO headquarters in Geneva:

- **for a priced publication**, ILO Publications, Fax : +41 22 799 6938 e-mail : pubvente@ilo.org

- **for an unpriced publication**, the department or programme concerned

- **for an official publication**, such as conference documents, the Official Relations service

Fax : +41 22 799 8944 e-mail : reloff@ilo.org

If an ILO publication is no longer available, contact the ILO Library, who will generally be able to provide the document by inter-library loan or a photocopy or electronic copy of the original. For help in identifying or obtaining copies of ILO documents, contact the ILO Library at informs@ilo.org

Material from other international organizations

Selection criteria

Selection criteria for publications from international organizations will follow your general selection policy. However there are some specific points to take into account:

- Documents should directly concern your country, neighbouring countries, countries with similar problems or your labour partners.
- The principle international statistical publications are an important source of information.
- Some subjects are particularly well represented in other libraries to which your users have easy access. For example, there could be a research centre on rural development, a UNDP office, or a United Nations Information Centre in your town or region. In that case, your institution's library need not cover in depth the same areas as these organizations.

If your library receives a donation of a large number of international publications, remember that you should only process those directly related to your institution's work - it takes up valuable time and space to treat all the material. There are several possibilities for giving material away (see *Collection Development* in this guide).

Selection tools

You can:

- Make contact with the regional representative of the United Nations and other organizations and ask to be put on the mailing list for the catalogues of new publications - you can also do this by directly contacting the publications department of each organization
- Consult the catalogues on the Web sites of international organizations. More and more often, unpublished documents such as working papers, reports etc. are available in full text on organizations' Web sites
- Encourage staff from your institution to bring back to the library any relevant documents from meetings, conferences or missions in which they take part

The following is a selection of some important international organization publications. The list is not exhaustive, but you can use this as a starting point for building a collection.

International organizations periodicals – International in scope

Human Development Report

United Nations Development Programme
Annual
Available in English, French and Spanish

It includes and updates the Human Development Index that compares the relative levels of human development in most countries of the world. In addition, more than 100 countries have published National reports on human development with the help of UNDP. Available for download in PDF at <http://hdr.undp.org/>

OECD Economic Outlook

Organization for Economic Co-operation and Development

ISSN 0474-5574

Biannual

The OECD Economic Outlook analyses the major trends and examines the economic policies required to foster high and sustainable growth in member countries.

Full text available on-line for subscribers only. Special access is available for ILO staff at Headquarters and the field. For more information, visit the ILO Library website or e-mail informs@ilo.org.

<http://www.oecd.org/>

OECD Employment Outlook

Organization for Economic Co-operation and Development

Annual

Provides in-depth analyses of labour market issues and developments which improve the understanding of the design of more equitable and efficient employment policies.

Full text available on-line for subscribers only. Special access is available for ILO staff at Headquarters and the field. For more information, visit the ILO Library website or e-mail informs@ilo.org.

<http://www.oecd.org/>

Staff Country Reports

International Monetary Fund

Staff Country Reports, working papers and economic data are available from the IMF Country information website.

IMF Working Papers are also accessible on-line via the IMF publications catalogue

<http://www.imf.org/external/pubind.htm>

Statistical Yearbook

United Nations

Annual

Bilingual: English, French

Published by the Statistical Division of the Economic and Social Affairs Department, it presents data on the world economy, its structure, major trends and current performance, as well as on issues such as population and social statistics, economic activity and international economic relations. Order online at <https://unp.un.org/>.

Statistical Yearbook for Asia and the Pacific = Annuaire statistique pour l'Asie et le Pacifique

UNESCAP

ISSN 0252-3655

Bilingual: English, French

Annual

The Yearbook provides a comprehensive compilation of statistical tables relating to the ESCAP region (Economic and Social Commission for Asia and the Pacific). It provides each country's data in a single section: population, manpower, national accounts, agriculture, forestry and fishing, industry, energy, transport and other issues.

<http://www.unescap.org/publications/>

World Economic and Social Survey

United Nations

Annual

Also available in French and Spanish

Each annual report presents a detailed evaluation of the world economic and social situation as well as future trends. You can find it in the UN Publications website at

https://unp.un.org/catalogue_detailed_search.aspx

World Economic Outlook

International Monetary Fund

ISSN 0251-6365

Biannually

Available in English, French and Spanish

Full text available online at <http://www.imf.org/>

World Development Report

World Bank

Annual

Each report focuses on a particular aspect of world development.

<http://econ.worldbank.org/wdr>

World Development Indicators

World Bank

Presents current and accurate information on global development on both a national level and aggregated globally.

Special access is available for ILO staff at Headquarters and the field. For more information, visit the ILO Library website or e-mail informs@ilo.org.

Many World Bank publications are available on-line in full text. Special access is available for ILO staff at Headquarters and the field. For more information, visit the ILO Library website or e-mail informs@ilo.org.

Others can purchase World Bank publications at <http://www.worldbank.org/reference/>

International organizations periodicals – Regional – Africa

African statistical yearbook = Annuaire statistique pour l'Afrique

United Nations Economic Commission for Africa

Annual

The statistics presented are arranged on a country-by-country basis and include data on population, national accounts, agriculture, forestry and fishing, industry, transport, communications and international tourism, foreign trade, prices, finance, and social statistics. <https://unp.un.org/catalogue.aspx>

Economic report on Africa

United Nations Economic Commission for Africa

Annual

Reviews the performance of the region's economy during the past year and considers the prospects for the short and medium term.

<http://www.uneca.org/>

African development indicators

World Bank
ISSN 1020-2927
Annual

Provides the most detailed collection of data on Africa and contains more than 500 macroeconomic, sectoral, and social indicators, covering over 50 African countries.

<http://www.worldbank.org/afr/stats/>

Special access is available for ILO staff at Headquarters and the field. For more information, visit the ILO Library website or e-mail informs@ilo.org.

African development report

African Development Bank
Annual
<http://www.afdb.org/>

International organizations periodicals – Regional – Americas**Economic Survey of Latin America and the Caribbean**

United Nations Economic Commission of Latin America and the Caribbean
ISSN 0257-2184
Annually

Presents an overview of the regional economy and the annual economic performance. It also offers individual country reports on the performance of the 20 countries of Latin America during the period covered. In addition, the Economic Survey of Latin America and the Caribbean analyses the economic situation in the countries of the English-speaking Caribbean.

<http://www.eclac.org/publicaciones/>

Statistical Yearbook for Latin America and the Caribbean

United Nations Economic Commission of Latin America and the Caribbean
ISSN 1684-1379
Annual report

Contains a selection of the main statistical series available on economic and social trends in the countries of the region. It represents an effort by the ECLAC Statistics and Economic Projections Division to harmonize the figures and make them internationally comparable.

Partially available on-line <http://www.eclac.org/publicaciones/>

International organizations periodicals – Regional – Asia-Pacific**Economic and Social Survey of Asia and the Pacific**

United Nations Economic and Social Commission for Asia and the Pacific
<http://www.unescap.org/drpad/publication/pub1.htm>

Statistical yearbook for Asia and the Pacific

United Nations Economic and Social Commission for Asia and the Pacific
ISSN 0252-3655
Annual

Provides a comprehensive compilation of statistical tables relating to the ESCAP region. It provides each country's data in a single section: population, manpower, national accounts, agriculture, forestry and fishing, industry, energy, transport and communications, external trade, wages, prices, consumption, finance and social statistics; covering 10 years of annual figures. Regional tables offer consolidated data in

respect of the world, of the ESCAP region and of the developing countries or areas of ESCAP.

https://unp.un.org/catalogue_detailed_search.aspx

Statistical abstract of the region of the economic and social commission for Western Asia

United Nations Economic and Social Commission for Western Asia

ISSN 0252-4333

Provides useful statistical data for countries in the Economic and Social Commission for Western Asia region. The data is collected at the national level and represents areas such as: population and human settlements, education, health, national accounts, agriculture, forestry and fishing, industry and electricity, transport, communications and tourism, foreign trade, financial statistics, and prices. This is a bilingual publication, in English and Arabic.

https://unp.un.org/catalogue_detailed_search.aspx

Asian Development Outlook

Asian Development Bank

0117-0481

<http://www.adb.org/Documents/Books/ADO/>

Presents an assessment of economic trends and prospects for the world and for the developing economies of Asia and the Pacific. Includes economic profiles, economic management issues, development policy concerns, and economic projections. Analyses challenges confronting the region.

Key indicators of developing Asian and Pacific countries

Asian Development Bank

ISSN 0116-3000

Annual

http://www.adb.org/Documents/Books/Key_Indicators/default.asp

Presents a comprehensive statistical portrait of ADB member countries. It features, among others: country and regional tables on socioeconomic and financial indicators and a special chapter on current development issues.

International organizations periodicals – Regional – Europe

Economic Survey of Europe

United Nations Economic Commission for Europe

Three issues a year

http://www.unece.org/ead/ead_ese_new.htm

Discusses the current economic situation in Europe, North America, and the Commonwealth of Independent States (CIS). It looks at recent economic developments and provides an analysis of sustainable development in the Economic Commission for Europe (ECE) region.

Trends in Europe and North America: Statistical Yearbook of the ECE

United Nations Economic Commission for Europe

Annual

<http://www.unece.org/stats/trends/Welcome.html>

Contains comprehensive statistical data for 55 countries covering Europe, North America and the Commonwealth of Independent States. The data include indicators for population, education, employment, economy, housing infrastructure, transport and tourism, energy, environment, communication and crime. For each statistical area

covered, a series of textual highlights draws attention to some of the interesting trends and developments portrayed by the data.

Eurostat yearbook: the statistical guide to Europe

Statistical Office of the European Communities

ISSN 1681-4789

Annual

ISSN: 1681-4789

<http://epp.eurostat.ec.europa.eu/>

Contains social, demographic, political and economic indicators for all EU countries, candidate countries and the leading EU economic partners. More than 900 indicators and 650 tables of data

Employment in Europe

European Communities

ISSN 1016-5444

Annual

http://ec.europa.eu/employment_social/employment_analysis/employ_en.htm

Compares and contrasts strategic objectives and hard data by presenting trends and prospects together with challenges. The report reviews the efforts made to modernise social and economic Europe.

National and regional publications

Which publications to select?

The collection of publications produced in your country should have as a basis the core official publications which staff of your organization need for their job.

Here is a non-exhaustive list:

- Current national development plan
- Sectoral plan, for example for the labour force, rural activities, women, etc.
- Annual reports and economic bulletins from the central bank
- Annual reports from the different ministries and departments, for example those responsible for labour, planning, or the council for economic and social development, etc.
- Country yearbook
- Statistical yearbook
- Official gazette
- Labour Code, and reports on labour legislation
- Socio-economic reports and forecasts
- Publications from the main trade unions and employers' organizations

Selection tools

- Make the most of local information sources. This could be the announcement of a new book in the local press, publications lists from the main university in the region or a local bookshop.
- Universities and research centres often produce grey literature, such as theses or studies which could be a useful addition to your collection. Try to develop contacts and collaboration with those responsible, in the library or the publications department.
- Check the Recent Acquisitions list from other libraries in the region, such as the university library or the national library.

Use these sources with your selection policy in mind.

General reference works

Even the smallest library needs a collection of basic reference books. Just how many depends on your budget.

A basic collection includes:

- Good language dictionaries (English, French, Spanish and local languages)
- Atlas and maps
- A directory of training institutions in the country and/or region
- A directory of social institutions in the country and/or region
- Telephone directories

It is a good idea to prepare a short "waiting list" of reference books that you would like to acquire, so that you are ready when money becomes available.

Buying reference material should be weighed against the need for other types of material, particularly national material. Monographs which deal with labour problems in your country, published by commercial publishers, Economist Intelligence Reports and periodicals and all expensive documents may take priority over general reference works.

One of the factors to consider is whether reference works are easily available at another nearby library or via Internet.

Periodicals

Which periodicals to select?

Periodicals carry recent information and because of this they are a precious source of information.

The choice of periodicals will depend on the size and activity of your labour library or information centre.

You should make available for your users

- a small number of general periodicals, dealing with social or economic issues, to meet the need for current information
- periodicals specialized in the field of labour
- bulletins and newsletters from local employers' and workers' organizations
- periodical publications from the Labour Ministry

You can also select

- periodicals from certain international organizations
- publications by universities or private institutes, with a collection of articles by specialists and researchers.

See below a list of periodicals suggested by the ILO Library which can be searched for in Labordoc, the Library's catalogue.

Selection of international and regional periodicals

International periodicals

Bulletin of comparative labour relations

Publisher: Kluwer Law Publishing Division. Corporate author: Université Catholique de Louvain. Institut de Droit du Travail

ILO descriptors: labour relations, labour law, developed countries, developing countries

Development policy review

ISSN 0950-6764

Publisher: Blackwell Publishing, Oxford Corporate author: Overseas Development Institute, London, England

ILO descriptors: economic and social development, developing countries

Economist

ISSN 0013-0613

Publisher: Economist

Weekly

ILO descriptors: business, politics, trade, developed countries, developing countries

Employee relations

ISSN 0142-5455

Publisher: MCB Publications, Bradford

ILO descriptors: organization development, labour relations, workers education, working conditions, quality of working life, workers participation, job design, hours of work, management attitude

Finance and Development

ISSN 0015-1947

Publisher: International Monetary Fund and The World Bank Group, Washington
Quarterly

ILO descriptors: IMF pub, international cooperation, financing, economic development, developing countries

Foreign affairs

ISSN 0015-7120

Publisher: Corporate author: Council on Foreign Relations

ILO descriptors: international affairs

Gender and Development

ISSN 1355-2074

Publisher: Oxfam, Oxford

3 issues per year

ILO descriptors: culture, women, social development, developed countries, developing countries

Human rights quarterly

ISSN 0275-0392

Publisher: Johns Hopkins University Press, Baltimore

ILO descriptors: human rights

International journal of children's rights

ISSN 0927-5568

Publisher: Martinus Nijhoff Publishers

ILO descriptors: rights of the child, developed countries, developing countries

Journal of development economics

ISSN 0304-3878

Publisher: Elsevier

2 issues a year

ILO descriptors: development economics

Journal of international development

ISSN 0954-1748

Publisher: John Wiley & Sons, Ltd

6 issues a year

ILO descriptors: economic and social development, developing countries

Journal of peasant studies

ISSN 0306-6150

Publisher: Frank Cass, London

ILO descriptors: economic development, politics, rural development, developed countries, developing countries

Labour: review of labour economics and industrial relations

ISSN 1121-7081

Publisher: Blackwell Publishers, Oxford

Quarterly

ILO descriptors: work, economic development, labour relations, developed countries, developing countries

OECD Observer

ISSN 0029-7054

Publisher: OECD Information Service, Paris

ILO descriptors: OECD pub, role of OECD countries, international cooperation, economic policy, trade, OECD countries

Population and development review

ISSN 0098-7921

Corporate author: Population Council, New York

ILO descriptors: population, developing countries

Public administration and development

ISSN 0271-2075

Publisher: John Wiley & Sons, Chichester. Corporate author: Royal Institute of Public Administration, London.

ILO descriptors: public administration, civil service

Quarterly journal of economics

ISSN 0033-5533

Publisher: Harvard University Press, Department of Economics, Cambridge, Massachusetts

ILO descriptors: economics

Third world quarterly

ISSN 0143-6597

Publisher: Carfax Publishing, London. Corporate author: Third World Foundation for Social

And Economic Studies, London

ILO descriptors: economic and social development, developing countries

World development

ISSN 0305-750X

Publisher: Pergamon

Monthly

ILO descriptors: economic and social development, developing countries

World politics

ISSN 0043-8871

Publisher: Princeton University Press, Princeton. Corporate author: Woodrow Wilson School of Public and International Affairs. Centre of International Studies.

ILO descriptors: politics, international relations, developing countries, developed countries

Regional periodicals - Africa**African Development Review**

ISSN 1017-6772

Publisher: African Development Bank, Abidjan

Semi-annual

ILO descriptors: economic and social development, Africa

African Insight (not in Labordoc)

ISSN 0256-2804

http://www.ai.org.za/africa_insight.asp

Publisher: Africa Institute of South Africa

Quarterly

ILO descriptors: economics, economic development, Africa

Journal of African Economies

ISSN 0963-8024

Publisher: Oxford University Press

3 issues per year

ILO descriptors: economics, economic development, Africa

Journal of Modern African Studies

ISSN 0022-278X

Publisher: Cambridge University Press, London

Quarterly

ILO descriptors: economic and social development, Africa

Journal of Social Development in Africa

ISSN 1012-1080

Publisher: School of Social Work, Harare

2 issues per year

ILO descriptors: social development, English speaking Africa

New African

ISSN 0142-9345

Publisher: IC Magazine Ltd., London

Monthly

ILO descriptors: Africa

Regional periodicals - Americas

Latin America monitor

no.1 Mexico, no.2 Central America, no.3 Andean Group, no.4 Southern Cone and no.5 Caribbean

Publisher: Business Monitor International Ltd., London

ILO descriptors: Mexico, business, public finance, politics

Latin American perspectives

ISSN 0094-582X

Publisher: Latin American Perspectives, Riverside

ILO descriptors: economic and social development, politics, Latin America

Nacla report on the Americas

ISSN 0149-1598

Publisher: North American Congress on Latin America

ILO descriptors: politics, economic and social development, America

Social and economic studies

ISSN 0037-7651

Publisher: University of the West Indies (Mona, Jamaica). Institute of Social and Economic Research - Quarterly

ILO descriptors: economics, social sciences, Jamaica, Caribbean

Regional periodicals - Asia – Pacific

Asian Economic Review

ISSN 0004-4555

Publisher: Indian Institute of Economics, Hyderabad

3 issues per year

ILO descriptors: economics, economic development, Asia

Asian Labour Update

ISSN 0258-0268

WWW access only at <http://www.amrc.org.hk/alu.htm>

Publisher: Asia Monitor Resource Centre, Hong Kong

Bi-monthly

ILO descriptors: newsletter, work, working conditions, Asia

Developing economies

ISSN 0012-1533

Publisher: Institute of developing economies, Tokyo. Corporate author: Ajia Keizai

Kenkyujo, Japan - Quarterly

ILO descriptors: economic development, developing countries

Far Eastern Economic Review

ISSN 0014-7591

Publisher: Review Publishing

Weekly

ILO descriptors: business, economic development, Asia

Journal of Asian Economics

ISSN 1049-0078

Published: Jai Press, Greenwich. Author: the American Committee on Asian Economic Studies. Quarterly

ILO descriptors: economics, economic development, Asia

Journal of economic cooperation among Islamic countries

ISSN 0252-953X

Publisher: Statistical Economic and Social Research and Training Centre For Islamic Countries, Ankara

Indian journal of industrial relations

ISSN 0019-5286

Publisher: Shri Ram Centre for Industrial Relations and Human Resources, New Delhi - Quarterly

ILO descriptors: labour relations, work, India

Middle East journal

ISSN 0026-3141

Publisher: Middle East Institute, Washington

ILO descriptors: politics, economic and social development, international relations, Middle East, Arab countries

Regional periodicals - Europe

Eastern European economics

ISSN 0012-8775

Publisher: M. E. Sharpe Inc.

ILO descriptors: economics, Eastern Europe

Entrepreneurship and regional development

ISSN 0898-5626

Publisher: London: Taylor and Francis

ILO descriptors: enterprise, economic development, developed countries, developing countries

European journal of industrial relations

ISSN 0959-6801

Publisher: Sage Publications, London

ILO descriptors: labour relations, Europe

European industrial relations review

ISSN 0309-7234

Publisher: Eclipse Group, London. Corporate author: Industrial Relations Services

ILO descriptors: labour relations, labour law, Western Europe, EU countries, EU

Industrial relations journal

ISSN 0019-8692

Publisher: Blackwell Publishers, Oxford. Corporate author: University Of Strathclyde, Department of Human Resource Management

5 issues a year

ILO descriptors: labour relations, management, occupational sociology, occupational psychology, human relations, labour economics