

July 1991

Visit to Tonga

**Ministry of Lands, Survey and Natural
Resources, Geology Section**

24 June -28 June 1991

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OBJECTIVES

AT the request of the Ministry of Lands, Surveys and Natural Resources, the SOPAC Librarian visited the Geology section facilities from 24 June to 28 June 1991. The purpose of the visit was to assess the organisation of information in the section and to recommend directions for development of a library facility.

Itinerary

Monday 24 June	Meeting with Lindsay Furness, acting Government Geologist, and Sione Soaki; review of facilities. Meeting with Fataki Leveni, Librarian, Central Planning Office.
Tuesday 25 June	Sorting of library materials.
Friday 28 June	Installation of database, data entry.
Friday 28 June	Meeting with Eleno Faka'hay. Library Clerk, Department of Fisheries.

Preliminary Findings

- 1 The section needs book shelves and a storage system for seismic rolls. Specifications for the former were prepared and the shelving ordered. A wall unit holding plastic tubes for roll storage was discussed.
2. The existing card index was found to be incomplete and inadequate for locating materials in the filing cabinets. A library database was set up on one computer to replace the card index, but due to a chip failure, had to be re-install on the second computer. This caused some loss of time on the project.
3. The file cabinets were searched for reports, documents and reprints for inclusion in the library database. Approximately 250 records for item not in the card index were entered during the week.
4. Books and journals were weeded and sorted for shelving on the new bookshelves.

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5. The acting government geologist was shown how to use the library database. Preliminary instructions for managing the database and for rearranging library materials were left with the geology section. A full report and library manual will be prepared shortly. The fisheries library clerk has agreed to assist with rearranging materials once the shelving has been installed.

6. The old card index has been lent to SOPAC for data entry at Techsec. It will be returned with the records on diskette to be imported into the Geology library database. Mr Robert Gatliff's bibliographic references on Tonga geology, listed in the Tonga Geology section Report 90/2, will be compared against the library holdings.

7. Shelf labels for the new shelving units will also be Prepared at Techsec and sent to the Geology section.

Documents collected

With the permission of the Geology section, the 25 plates for the Pflueger and Havard 1989 Tonga hydrocarbon report (GO 1989/04/TG) were collected for copying at Techsec.