

**STRENGTHENING LIBRARY RESOURCES  
AT THE DEPARTMENT OF GEOLOGY, MINES  
AND RURAL WATER SUPPLY, VANUATU**

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SOPAC Technical Secretariat

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## **ACKNOWLEDGEMENTS**

The major contributor to this task was the International Centre for Ocean Development (ICOD). The project had the support and assistance of the Government of Vanuatu through the Department of Geology, Mines and Rural Water Supply.

## **SUMMARY**

At the request of the Department of Geology, Mines and Rural Water Supply, Vanuatu, the SOPAC Librarian and Assistant Librarian visited the Department in Port Vila from 30 September to 9 October 1991. The purpose of the visit was to provide assistance with reorganising the library facilities, and to advise on ways to upgrade and improve the library. At that time the librarians undertook to weed the collection, rearrange materials, and install a library database on the office computer. Data entry for materials held in the section was begun. This report provides the details of the new shelving system and library database, and outlines additional work required to complete the cataloguing of the holdings of the Department library. With a view to strengthening the information capabilities of the department, several recommendations are made regarding collection development and the utilisation of current awareness and information services available through SOPAC and the Pacific Islands Marine Resources Information System (PIMRIS). Appendix 1 lists suggested book and journal titles for acquisition by the department and includes a list of all reports prepared by SOPAC as part of the Vanuatu work programme; Appendix 2 is the library manual, which covers library procedures, database use and maintenance, current awareness and information services, and publishers' addresses.

## **OBJECTIVES**

At the request of the Department of Geology, Mines and Rural Water Supply, Vanuatu, the SOPAC librarian and assistant librarian visited the Department in Port Vila from 30 September to 9 October 1991. The purpose of the visit was to provide assistance with reorganising the library facilities, and to advise on ways to upgrade and improve the library. This work was carried out to fulfill the requirements of SOPAC 1991 Work Plan Task 91.VA.7b: Strengthening Library Resources of the Vanuatu Department of Geology, Mines and Rural Water Supply.

## **OVERVIEW OF PRESENT FACILITIES**

Library materials have several locations in the department: books and journals are kept in a library room; maps are kept in map drawers next to the draughtsman's table; aerial photographs are kept in the computer room; company reports are kept in another work room near the reception area. The department is the principal repository of information on Vanuatu geology, although some information can also be found in the Port Vila office of ORSTOM. The departmental secretary is responsible for maintaining the library.

### **Shelving/Filing Arrangements**

Prior to the visit, the shelving in the library room was full, with materials beginning to pile up on chairs. There had been some efforts in the past to maintain subject categories for shelving, but this system no longer worked once space became limited. Reprints were kept in boxfiles, arranged alphabetically by authors' surnames. Vanuatu geology materials were scattered throughout the collection.

### **Catalogues/Indexes to documents**

A card listing to reprints was prepared some time ago. There has been no other listing of books and documents held in the library. There is a list of the geology publications of the Department; there is also a register of exploration company reports. Maps have been listed manually in a register.

## RECOMMENDATIONS

### Shelving/Filing Arrangements

1. Weed the collection: during the librarians' visit, materials of no use to the section were discarded from the collection, with the approval of the director and deputy director. The extensive weeding restored about 50% of the shelving space.
2. Establish categories for sorting and filing, and for retaining or discarding library materials:
  - (a) Materials such as publishers' catalogues, conference notices, and so forth should not be kept for more than 1 year: the information is no longer useful after that time, and the notices take up too much valuable space. We have set up a box file for "1991" notices: at the end of the year, discard all notices and relabel box 1992.
  - (b) Some materials should be kept for 2 or 3 years, but do not need to be kept permanently. Box files have been set up for these items:

Training	To include all university calendars and pamphlets, notices of training programmes, etc.
Equipment	To include all catalogues and pamphlets from equipment suppliers (office equipment, survey equipment, computer catalogues etc.)
Companies & Agencies	To include general annual reports of mining and other companies, consultants, government departments, institutions & aid agencies; and brochures describing the services of these companies & agencies

These boxes should be weeded every 2-3 years: information which is out of date, or which has been replaced by later catalogues/brochures/etc. should be thrown out.

- (c) All other books should be shelved in the following sections in the library, with the sections clearly labelled on the edges of the shelves:

Organisations: all international and regional organisations should be kept together by organisation/government department (eg, UN; IOC; ESCAP; SOPAC)

Countries:

i) All publications on Vanuatu and Vanuatu geology should be kept together (except for those reports prepared by organisations, which will be shelved by the organisation). In the Vanuatu section, the following subdivisions can be used:

- Legislation
- Government documents
- Agriculture/Lands/Soils
- Cruise/data reports
- Coastal zone & development
- Energy
- Environment
- Geology/Geophysics/Geothermal
- Hydrology/WaterResources
- Seismicity/Volcanism
- Other

ii) all publications for geology of other countries should be kept together, by country (eg, Fiji, Papua New Guinea, Other Pacific islands, Australia, United States, etc.)

General:

All other materials should be shelved in a "General" section, with the following subdivisions:

- Reference/Bibliography
- Legislation
- Hydrology
- Water Resources
- Drilling
- Environment/Pollution
- Geology/Geochemistry
- Geophysics
- Island Arcs
- Petrography/Mineralogy
- Sedimentology
- Economic Geology
- Construction Materials
- Energy

Seismology/Volcanology  
Atlases/Mapping  
Other

- (d) Materials which cannot stand upright on their own (ie, pamphlets, reprints) should be filed in a document box at the end of the relevant section: eg, Vanuatu reprints should be shelved in a box at the end of the Vanuatu section.
  - (e) New shelf locations can be added at any time, so long as the shelf and documents are clearly labelled. However, it is best to keep these shelf locations to a minimum.
- 3. The books themselves should also be labelled, to ensure they are reshelfed in the right place after use. The simplest system is to write the shelf location, as it appears on the shelf label, on the upper right corner of the cover of the book/report/reprint.
  - 4. The aerial photograph storage is adequate, and needs no further improvement. A list of aerial photographs held should be compiled in WordPerfect.
  - 5. The map storage is also adequate, although it could be improved by separating the published maps from dyeline copies and working drawings. If another vertiplan were available, we would recommend filing all published maps (topographic maps, hydrographic charts, geological maps etc) by country & island in the vertiplan. The map drawers would then be kept for working materials only.

The map register needs to be checked against the contents of the map drawers to see whether the register is up to date. There may be maps in the drawers not listed in the register. The register is quite adequate in its present form if it is kept up to date. However, if a more polished list is required, it can be retyped and kept up to date in a Word Perfect document. New maps should be given to the secretary for listing, and filing.

6. Department of Geology Reports

Reports of staff members on field work, trip reports, etc. need to be kept in one location. We recommend that when all such in-house, unpublished reports are prepared, one copy be given to the secretary as the library copy. This copy will be filed in a boxfile in the Vanuatu section of the library, labelled Geology Dept. Reports. A record for the report will be entered in the library database. All departmental reports which are not in the library now should be given to secretary for copying, filing and listing in the database.



## 7. Exploration Company Reports

Company report storage is adequate and needs no further improvement. The Register of reports, prepared in Word Perfect, is arranged by company and by region. This register could be improved by compiling a cross reference list, from Prospecting Licence number to report reference number, for example:

PL1317	7/1/1; 7/2/1
PL1393	6/1/1; 11/1/1; 11/2/1
PL1451	13/1/1

## Catalogue and Index to Documents: the Library Database

1. A database has been configured and installed on one of the office computers using CDS/ISIS software (a UNESCO product). The database can provide access by author, title and keyword; lists can be prepared by author and file/shelf location. Instructions on data entry, database searching and database maintenance are in the library manual (Appendix 2 to this report).

During the visit to the Department, the librarians entered several hundred records for books and reports held in the library on Vanuatu geology.

2. Additional work required:
  - (a) Obtain from Director, Deputy Director copies of departmental reports; file in Vanuatu section boxfile "Geology Dept. Reports"; enter records in database for all reports.
  - (b) Enter card index records for the old reprints into the database: Vanuatu & Pacific titles first.
  - (c) Enter records for all items on shelves: all Pacific; all organisations; then the rest
  - (d) Compile list in WP of aerial photographs
  - (e) Check map register against contents of map drawers, adding maps to the Register which are not already listed

- (f) Compile a cross reference list from PL number to Report reference, for the Exploration Company Register

### **Library Operations in Future: Procedures and Staffing**

The Department has requested a three week attachment at TechSec in library operations for the department secretary. At that time the secretary will be given training in the various procedures outlined in the library manual (Appendix 2).

### **Collection Development**

The library collection is limited and dated. Appendix 1 is a list of books and newsletters which should be held in the section; followed by a list of additional titles which may be of interest to staff members. A list of publishers has been included in the library manual: these can be contacted for regular issues of catalogues.

Appendix 1 also lists all SOPAC reports prepared under the Vanuatu work programme. Replacement copies for cruise, technical, preliminary, miscellaneous reports missing from the Vanuatu library have been made at TechSec and given to the secretary. A full SOPAC publications list has been given to the secretary.

### **Information Services**

Information services are available through SOPAC, and through PIMRIS, the Pacific Islands Marine Resources Information System based at the Library of the University of the South Pacific, PO Box 1168, Suva, Fiji. PIMRIS provides current awareness service, research and reference assistance, and is compiling a bibliographic database on south Pacific living and non-living marine resources. SOPAC is a contributing agency to PIMRIS.

1. Current awareness: A limited number of journals are held in the Geology department. However, tables of contents for new issues of other journals can be obtained on a regular basis through PIMRIS.
  - (a) select titles of interest from the PIMRIS journals list in the library manual, and return the list to PIMRIS, attn. PIMRIS information officer.

- (b) On a monthly basis, PIMRIS will send you the tables of contents for new issues of these journals
  - (c) select articles of interest from these tables of contents and return to PIMRIS
  - (d) PIMRIS will send you free photocopies of the articles you have chosen.
2. SOPAC subscribes to a current awareness service called "Current Contents on Diskette". The weekly diskettes contain references to articles published in new issues of earth science journals. SOPAC will search this service for references to Vanuatu geology, and forward reprints to the department.
3. Information requests: Requests for assistance with locating information on a specific topic (eg, sand mining in the south Pacific): or a specific document can be directed to the SOPAC library. PIMRIS can also handle information requests.

## **APPENDIX 1**

### **SELECTED TITLES FOR ACQUISITION**

## APPENDIX 1 SELECTED TITLES FOR ACQUISITION

### Reference Books Recommended for the Geology Section

#### *Dictionaries*

Bates, R.L.; Jackson, J.A. (eds) 1987: Glossary of geology (3rd ed) American Geological Institute: 754p.

ISBN : 0-913312-89-4

Price : Dfl 16500

Available from: Elsevier

Gilpin, A. Dictionary of environmental terms. Routledge: 200p.

ISBN : 0-7100-8959-7

Price : Pounds Sterling 7.95

#### *Encyclopedias*

Smith, D.G. (ed) 1982: The Cambridge encyclopedia of earth sciences. Cambridge University Press: 496p.

Price : Pounds Sterling 30.00

#### *Yearbooks*

Douglas, N.; Douglas, N. 1989: Pacific Islands Yearbook (16th ed) Angus and Robertson. Should be available in Vanuatu bookstores.

#### *Directories*

Gillet, R. 1991: Addreses useful to Pacific Islands fishery personnel. Suva, FAO/UNDP Regional Fishery Support Programme.

Should be available free of charge.

Geotimes 1991: Directory of Geoscience organisations. Free copy provided by SOPAC.

#### *Journals*

Note: most journals are too costly to warrant a subscription for the Geology Section. Information from journals can be obtained by using the PIMRIS table of contents and photocopy service. However, I would recommend a subscription to Episodes: subscription rate is US \$24.00, and the journal contains notices of new books published, upcoming national and international conferences, and other useful general information.

Order from:

Episodes  
PO Box 919  
Herdon, VA 22070-0919  
USA

*Newsletters available free of charge*

- |                                                                                                                          |                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| ACCESS                                                                                                                   | Australian Mineral Foundation<br>63 Conyngham St.<br>Glenside, SA 5065<br>Australia<br>Fax: 08794634                   |
| AGID NEWS                                                                                                                | Association of Geoscientists for International Development<br>AIT<br>PO Box 2754<br>Bangkok 10501<br>Thailand          |
| AUS-GEONEWS                                                                                                              | BMR Information<br>GPO Box 378<br>Canberra, ACT 2601<br>Australia<br>Fax: 062576008                                    |
| CORAL REEF<br>NEWSLETTER                                                                                                 | University of Guam Marine Laboratory<br>UOG Station<br>Mangilao<br>Guam 96923                                          |
| INTERCOAST NETWORK: THE INTERNATIONAL NEWSLETTER OF COASTAL<br>MANAGEMENT                                                | Coastal Resources Center<br>University of Rhode Island<br>Narragansett Bay Campus<br>Narragansett, RI 02882<br>USA     |
| PACNET: NEWSLETTER OF THE REGIONAL NETWORK FOR REMOTE SENSING AND<br>GEOGRAPHIC INFORMATION SYSTEMS IN THE SOUTH PACIFIC | PACNET<br>AIDAB Centre for Pacific Development & Training<br>Middle Head Rd<br>Mosman, NSW 2091<br>AUSTRALIA           |
| PIMRIS NEWSLETTER                                                                                                        | PIMRIS Information Officer<br>Library, University of the South Pacific<br>PO Box 1168<br>Suva, Fiji<br>Fax: 679 300830 |
| SPREP: QUARTERLY NEWSLETTER OF THE SOUTH PACIFIC REGIONAL ENVIRONMENT<br>PROGRAMME                                       | SPREP<br>BP D5 Noumea<br>New Caledonia<br>Fax: 687 263818                                                              |
| TROPICAL GEOMORPHOLOGY NEWSLETTER                                                                                        | Department of Geography<br>National University of Singapore<br>Singapore                                               |

TSUNAMI NEWSLETTER

International Tsunami Information Centre  
Box 50027  
Honolulu, HI 96850-4993  
USA

TOGA Notes (Tropical Oceans-Global Atmosphere)

Nova University  
Oceanographic Center  
8000 North Ocean Drive  
Dania Florida 33004  
USA

**Texts of Use to the Geology Section**

*Geology, Geography*

Dercourt, J; Paquet, D. 1989: Geology: principles and methods.

Graham & Trotman: 400p.

ISBN : 0 86010 706 X

Price : USD 54.00

Verstappen, H.T. 1983: Applied Geomorphology. Elsevier: 438p.

ISBN : 0 444 42181 5

Price : USD 126.25

Talwani, M., Pitman, W.C. (eds) 1977: Island areas, deep sea trenches and back-arc basins.  
American Geophysical Union: 480p.

ISBN : 0 87590 4009

Price : USD 23.00

Linden, W.J.M. van der, 1989: Coastal low lands: geology and geotechnology Kluwer: 380p.

ISBN : 0 7923 0081 5

Price : Pounds Sterling 72.00

Lisle, R.J. 1988: Geological structures and maps: a practical guide. Pergamon Press.

ISBN : 0 08 034853 X

Price : USD 17.95

Allen, J.R.L. 1982: Sedimentary structures. Elsevier.

ISBN : 0 444 42232 2

Price : USD 73.25

*Seismics*

McQuillin, R.; Bacon, M.; Barchay, W. An introduction to seismic interpretation. Graham & Trotman: 256p.

ISBN : 0 86010 496 6

Price : USD 52.00

*Pollution*

Ferguson Wood, E.J.; Johames, R.E. (eds) 1975: Tropical marine pollution. Elsevier: 192p.

ISBN : 0 444 41298 0

Price : USD 92.00

*Hydrology*

Burges, S.J. (ed) 1986. Trends and directions in hydrology. American Geophysical Union: 192p.  
Price : USD 13.50

Balek, J 1983: Hydrology and water resources in Tropical Regions  
Elsevier: 272p.  
ISBN : 0 444 99656 7  
Price : USD 94.75

*Energy*

Society for Underwater Technology 1988. Energy for islands. Graham & Trotman: 100p.  
ISBN : 1 85333 056 6  
Price : Pounds Sterling 29.00  
Available from: Kluwer

*Technology and Engineering*

Keech, M. 1985 : Remote sensing for natural resources management. Graham & Trotman: 200p.  
ISBN : 0 86010 6667  
Price : USD 56.00

Bruun, P. 1985: Design and construction of mounds for break waters and coastal protection.  
Elsevier: 938p.  
ISBN : 0 444 42391 5  
Price : USD 134.25





## **APPENDIX 2**

### **SOPAC REPORTS**

**(prepared as part of the  
Vanuatu Work Programme)**

## APPENDIX 2

### SOPAC REPORTS

(prepared as part of the Vanuatu Work Programme)

#### SOPAC Confidential Reports

1989/03/VA: KOMURA, A. 1989: Preliminary evaluation of nearshore mineral resources in Vanuatu. SOPAC Confidential Report 1989/03/VA. [Status: CONFIDENTIAL]

1989/05/VA: JOHNSON, H. 1989: Review of the hydrocarbon potential of Vanuatu, based on the Tripartite volume. SOPAC Confidential Report 1989/05/VA. [Status: CONFIDENTIAL]

#### SOPAC Cruise Reports

28 JOUANNIC, C.; SAOS, J.L. 1979: New Hebrides offshore survey NH 79-1. CCOP/SOPAC Cruise Report 28: 7 p.

44 EXON, N.F. 1980: Vanuatu offshore geophysical survey, 25 July - 26 August 1980, cruise VA 80(1). CCOP/SOPAC Cruise Report 44: 4 p.; 2 app.

47 GAUSS, G.A. 1981: Vanuatu offshore survey, cruise VA 80(2), 22 November - 1 December 1980. CCOP/SOPAC Cruise Report 47: 3 p.; 2 app.; 4 fig.

48 EXON, N.F. 1981: Vanuatu offshore survey: precious corals and metalliferous sediments, cruise VA 80(3), 4-21 December 1980. CCOP/SOPAC Cruise Report 48: 7 p.; 2 app.; 3 fig.

74 BURNE, R.V.; TIFFIN, D.L. 1982: The EVA 10 (GEOVAN II) geophysical survey in Vanuatu waters, 8 October - 6 November 1982. CCOP/SOPAC Cruise Report 74: 10 p.; 4 fig.; 2 tables; 1 app.

75 GREENE, H.G.; FALVEY, D.A.; MACFARLANE, A.; (and shipboard scientific party) 1983: Preliminary report on the geology, structure and resources potential of the Central Basin of Vanuatu, Leg 2 R/V S.P. Lee, 28 April - 16 May 1982. CCOP/SOPAC Cruise Report 75: 9 p.; 5 fig.; 1 app.

82 CARTER, R. 1983: Baseline studies of Port Vila and Erakor Lagoons, Vanuatu, 7 July - 3 August 1983. CCOP/SOPAC Cruise Report 82: 20 p.; 6 fig.; 13 tables, 1 app.

94 GREENE, H.G.; MACFARLANE, A. (and scientific staff) 1984: Initial report on SOPAC II Leg 2, Vanuatu to Solomon Islands, R/V S.P. Lee cruise L5-84-SP. CCOP/SOPAC Cruise Report 94: 23 p.; 20 fig.; 4 tables; 2 app.

99 CARTER, R. 1984: Baseline, current and water density in Mele Bay and Teuma Bay, Vanuatu. CCOP/SOPAC Cruise Report 99: 14 p.; 49 tables; 27 fig.

109 TORRESAN, M. 1984: Initial report on SOPAC II, R/V S.P. Lee cruise L4-84-SP, Fiji to Vanuatu, Tripartite group. CCOP/SOPAC Cruise Report 109: 5 p.; 8 fig.; 1 app.

116 CARTER, R. 1986: Baseline current and water density studies in Mele Bay, Vanuatu for the recommended ocean outfall site, cruise VA-85-1. SOPAC Cruise Report 116: 26 p.; 11 fig.

- 129 GREENE, H.G.; DANIEL, J. 1989: Deep submersible dives at the d'Entrecasteaux - New Hebrides arc collision zone, Vanuatu: (the French SUBPSO expedition with Nadir/Nautile 27 February to 13 March 1989). SOPAC Cruise Report 129: 10 p.
- 130 TIFFIN, D.L.; CLARKE, J.E.H.; JARVIS, P.J.; JOHNSON, D.; HILL, P.; HUGGETT, Q.; PARSON, L.; PRICE, R. (and shipboard scientific party) 1990: CCOP/SOPAC GLORIA survey: Port Vila - Apia - Port Vila on HMAS Cook, 1 August - 1 September 1989. SOPAC Cruise Report 130: 45 p.
- 134 PUSHCHIN, I.K. 1990: Preliminary report on the results of geoscience research in the New Hebrides arc-trench tectonic system (R/V Akademik Alexander Nesmeyanov, cruise 17). SOPAC Cruise Report 13. Note: Report published by SOPAC without alteration to original; does not include appendices.
- 136 TUFAR, W.; MCPHEE, J.; WALLACE, D. 1990: Sonne 68 - Olga II research cruise, April 29 - June 25, 1990: preliminary cruise report. SOPAC Cruise Report 136.

### **SOPAC Miscellaneous Reports**

- 93 TIFFIN, D.L. 1990: Review and summary of cruise report of RV Akademik Alexander Nesmayanov, cruise 17 to Vanuatu. SOPAC Miscellaneous Report 93.
- 107TEMAKON, J.S. 1991: A review of SOPAC activities in Vanuatu from 1978-1991. SOPAC Miscellaneous Report 107: 67 p., 3 app., 10 tables, 20 figs.

### **SOPAC Preliminary Reports**

- 22 SMITH, R.; SAPHORE, E. 1990: Geophysical cruise report for Mele Bay and Port Havannah, Vanuatu. SOPAC Preliminary Report 22: 20 p.

### **SOPAC Technical Reports**

- 7 KATZ, H.R. 1980: The Assessment of petroleum potential in the offshore areas of New Hebrides. CCOP/SOPAC Technical Report 7: 7 p.; 1 fig.
- 12 KATZ, H.R. 1981: Report on interpretation of seismic profiling data collected on the Vauban cruise in Vanuatu waters. CCOP/SOPAC Technical Report 12: 24 p.
- 15 1981: Strategic planning concept paper for a resource assessment programme and an environmental baseline study of the Havannah Harbour area, Efate, Vanuatu. CCOP/SOPAC Technical Report 15: 15 p.
- 29 HOWORTH, R. 1983: Baseline coastal studies, Port Vila, Vanuatu. CCOP/SOPAC Technical Report 29: 25 p.; 3 app.
- 33 CIARIDGE, G.G.C. 1984: Investigation of possible occurrence of clays in Vanuatu, 11 June - 14 July 1983 (preliminary). CCOP/SOPAC Technical Report 33: 23 p.
- 35 GREENE, H.G.; FALVEY, D.A. 1985: Geology and offshore resources of Pacific island arcs, Vanuatu region. CCOP/SOPAC Technical Report 35. Note: Preliminary version of Circum-Pacific Council Earth Science Series volume 8.
- 41 BURNE, R.V.; COLLOT, J.Y.; DANIEL, J. 1984: Superficial structures and stress regimes of the downgoing plate associated with subduction/collision in the Central New Hebrides arc (Vanuatu). CCOP/SOPAC Technical Report 41: 27 p.; 2 figs.

- 42 COLLOT, J.Y.; DANIEL, J.; BURNE, R.V. 1984: Recent tectonics associated with the subduction/collision of the d'Entrecasteaux zone in the central New Hebrides. CCOP/SOPAC Technical Report 42: 37 p.; 17 figs.
- 44 GREENE, H.G.; WONG, F.L. (eds.) 1984: Executive summary of geology and offshore resources of Pacific island arcs: Fiji, Papua New Guinea, Solomon Islands, Tonga, and Vanuatu. CCOP/SOPAC Technical Report 44: 66p.
- 51 HOWORTH, R. 1985: Baseline coastal studies, Port Vila, Vanuatu: holocene uplift record and evidence for recurrence of large earthquakes. CCOP/SOPAC Technical Report 51: 32 p.; 7 figs.
- 53 PONTOISE, B.R.; TIFFIN, D.L. 1986: Seismic refraction results over the d'Entrecasteaux zone west of the New Hebrides arc. CCOP/SOPAC Technical Report 53: 18 p.; 5 figs.
- 73 CLARIDGE, G.G.C. 1986: The ceramic clay resources of Vanuatu. CCOP/SOPAC Technical Report 73: 60 p.
- 81 CARTER, R. 1987: The bathymetry of Teouma Bay for harbour development, Efate, Vanuatu. CCOP/SOPAC Technical Report 81: 8 p.; 5 fig.
- 108 PELLETIER, B. 1990: Swath-mapping target areas in the EEZ's of Tonga, Fiji, Tuvalu, Solomon Islands, Papua New Guinea, and Vanuatu. SOPAC Technical Report 108.
- 116 REARIC, D.M. 1990: Baseline study of coastal erosion at Mele Bay, Efate, Vanuatu, 5 May to 19 May 1990. SOPAC Technical Report 116.
- 117 CARTER, R. 1990: Hydraulic and water quality studies, Erakor Lagoons and Port Vila Harbour, Vanuatu. SOPAC Technical Report 117.
- 122 SMITH, R. 1991: Bathymetry and seabed morphology, Port Havannah, Vanuatu. SOPAC Technical Report 122.
- 126 SMITH, R. 1991: Nearshore bathymetry and seabed morphology, Mele Bay, Efate, Vanuatu. SOPAC Technical Report 126: 25 p.

### **SOPAC Trip Reports**

- 5 CARTER, R. 1983: Vanuatu 6-9 February 1983. SOPAC Trip Report 5.
- 17 HOWORTH, R. 1985: Vanuatu - coastal erosion consultancy. SOPAC Trip Report 17.
- 27 HAVARD, K. PFLUEGER, J. 1988: Report on a trip to Port Vila, Vanuatu for the hydrocarbon programme, 13-20 January 1988. SOPAC Trip Report 27.
- 54 EADE, J. 1989: Report on a trip to Vanuatu to discuss the Vanuatu Work Programme. SOPAC Trip Report 54.
- 66 COLLOTTE, P. 1989: Trip report on the workshop on remote sensing for land and sea resource survey and evaluation in the Pacific: application, co-ordination and training, Port Vila, Vanuatu. 7-11 August 1989. SOPAC Trip Report 66.
- 71 REARIC, D. 1989: Report on visit to Port Vila, Vanuatu, 9-11 October 1989. SOPAC Trip Report 71.
- 82 REARIC, D. 1990: Report on trip to Vanuatu, 5-19 March 1990. SOPAC Trip Report 82.

104 MAUSIO, J. 1991: Visit to Vila, Vanuatu: Vanuatu waverider. SOPAC Trip Report 104: 5p.

105 BARCLAY, W. 1991: Trip report to Solomon Islands and Vanuatu. SOPAC Trip Report 105.

### **SOPAC Joint Contributions**

Reports published by agencies on behalf of SOPAC; reports by agencies on work in which SOPAC has participated

7 GREENE, H.G. 1982: Cruise report #2, USGS R/V S.P. Lee, Southwest Pacific hydrocarbon resource investigation, March - June 1982. USGS Cruise Report 2: 12 p.; 6 app. (SOPAC Joint Contribution 7).

12a WARLOP, S.K.; CAMPBELL, J.F. 1985: Compilation of CCOP/SOPAC bathymetric survey data for 1980 and 1981. Honolulu, Hawaii Institute of Geophysics: 51 p. (SOPAC Joint Contribution 12a). Note: "Prepared for defense Mapping Agency Hydrographic/Topographic Center".

21a DANIEL, J. (and the shipboard scientific party) 1985: Rapport scientifique campagne SEAPSO: leg 1, interactions des rides des Loyaute et d'Entrecasteaux et de l'arc insulaire des Nouvelles Hebrides (Vanuatu). [Noumea], ORSTOM: [145 p.] (SOPAC Joint Contribution 21a) Note: "Redige a bord du N/O Jean Charcot"

21b RECY, J. (and shipboard scientific party) 1986: Rapport scientifique campagne SEAPSO: leg II, nature et origine des fosses a l'arriere de l'arc des Nouvelles Hebrides. [Noumea], ORSTOM: [140] p. (SOPAC Joint Contribution 21 b). Note: "Redige a bord du N/O Jean Charcot."

28 GREENE, H.G.; WONG, F.L. (eds.) 1988: Geology and offshore resources of Pacific Island Arcs: Vanuatu. Houston, Circum-Pacific Council. Circum-Pacific Council for Energy and Mineral Resources Earth Science Series 08: 442 p.; 1 fig. in pocket (SOPAC Joint Contribution 28).

42 COLLOT, J.Y. 1984: Rapport de mission sur la croisiere SOPAC II, 17 mai - 6 juin 1984 (CCOP/SOPAC). np, nn: [8] p. (SOPAC Joint Contribution 42).

45 ACADEMY OF SCIENCES OF THE USSR. PACIFIC OCEANOLOGICAL INSTITUTE 1989: Final report on geology-geophysics investigations in the economic zone of the Republic of Vanuatu under the project of CCOP/SOPAC, April 4-28, 1988, R/V Akademik Aleksandr Nesmeyanov. [np], The Academy: 2 parts in box; 1 roll of seismic profiles (SOPAC Joint Contribution 45). Note: Typescript. Seismic profiles held by Data Management.

55 TETSURO, U.; MAILLETT, P.; RUELLAN, E. (and the shipboard scientific party) 1990: Kaiyo 89 cruise in the North Fiji Basin and Vanuatu back-arc troughs, 14 December 1989 - 13 January 1990: Starmer cruise report volume V. [np], [nn]: 152 p. (SOPAC Joint Contribution 55) Note: "Confidential".

56 MARCONI UNDERWATER SYSTEMS LTD. 1989: GLORIA survey conduct report: CCOP/SOPAC South Pacific GLORIA survey - August 1989. Watford Hertfordshire, Marconi: 14, [20] p. (SOPAC Joint Contribution 56).

61 PONTOISE, B.R. 1982: La croisiere GEOVAN II: resultats de sismique refraction dans la partie centrale de l'arc insulaire des Nouvelles-Hebrides. [np], [nn] (SOPAC Joint Contribution 61).

78 OCEANOR 1990: Wave measurements in the Pacific Ocean 1987 - 1990. [Trondheim]. Oceanor: 1 vol. data sheets (SOPAC Joint Contribution 78) Note: Title on data sheets: SOPAC/NECOR wave measurements.



## **APPENDIX 3**

### **VANUATU GEOLOGY LIBRARY MANUAL**



# VANUATU GEOLOGY LIBRARY MANUAL

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South Pacific Applied Geoscience Commission

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## LIBRARY PROCEDURES

### Sorting Procedures

When sorting materials, you need to make several choices.

1. Do you want to keep the item permanently? If you don't, the item should go either in 1991 notices box, or in one of the special boxes for equipment, training, companies & agencies.

- a) 1991 Notices: These are notices and catalogues which go out of date very quickly: notices for conferences held in the current year; notices for books published in the current year, and so forth.
- b) Training: To include all university calendars and pamphlets, notices of training programmes, etc.
- c) Equipment: To include all catalogues and pamphlets from equipment suppliers (office equipment, survey equipment, computer catalogues etc.)
- d) Companies & Agencies: To include general annual reports of mining and other companies, consultants, government departments, institutions & aid agencies; and brochures describing the services of these companies & agencies

2. If you do want to keep the item, then you must decide whether it goes with the journals/newsletters, or with the books/reports/reprints.

3. How to tell if an item is a journal/newsletter:

- do the words "journal", "magazine", "news", "newsletter" appear in the title?
- is there a year, volume & issue number printed on the cover
- is the item listed in the SOPAC Serials list
- do you have other copies of the item shelved in your journals/newsletter section

4. Books/reports/reprints are materials which you will want to keep permanently in the library. They include reports of organisations like SOPAC; reports on projects written by consultants; government documents; books, manuals, photocopies and reprints of journal articles. If you want to keep the item with the books/reports/reprints, you must choose a shelf location.

- a) is the item prepared by/published by an organisation like SOPAC, SPREP (see list of organisations on p.6). If so, shelve in the organisations section.
- b) If not, is the item about Vanuatu? If so, shelve with Vanuatu.

c) If not, is the item about the geology, environment, or resources of another country? If so, shelve in that country section.

d) If not, shelve the item in one of the general section categories.

## **Shelving/Filing Procedures**

### *Books, reports, reprints*

1. Enter record in database
2. Assign a shelf location (see shelf locations, below), write location on upper right hand corner of book/report/reprint. Do not file new reprints in the old reprints boxes. File them in the new reprints boxes (see shelf locations, below).
3. Display; then shelve in library
4. New shelf locations can be added to the library, so long as the shelf and documents are clearly labelled. For example, you may want to add a shelf location, General - Coastal zone.

### *Journals, magazines, newsletters*

1. Do not enter new issues in database.
2. Discard duplicate copies
3. Display; then shelve in library in journals/newsletters section, alphabetically by title

### *Conference notices, publishers notices and catalogues, etc.*

1. Do not enter notices in database
2. Display
3. File in 1991 Notices box. At end of year, discard contents of box, make new box for 1992.

### *Equipment, Training, Companies & Agencies:*

1. Do not enter these materials in the database.
2. Display
3. These boxes should be weeded every 2-3 years: information which is out of date, or which has been replaced by later catalogues/brochures/etc. should be thrown out.

## Department of Geology Reports

1. These are unpublished, in house reports by staff members about field work, trip reports, etc. One copy of these reports should be made for the library.
2. Enter record in library database.
3. Shelve in library, in Vanuatu section, boxfile labelled "Geology Dept. Reports"

## Exploration Company Reports

1. These are quarterly, final and special reports of companies who hold prospecting licences in Vanuatu.
2. Add these to the Exploration Company Report Register as requested by the Director/Deputy Director.
3. Do not add these to the library database.

## Maps

1. List map in map register
2. File in map drawer

## SHELF LOCATIONS

Boxes	1991 Notices Companies & agencies Training Equipment
General Books	Reference/Bibliography      (dictionaries, directories, etc.) Legislation Hydrology Water Resources Drilling Environment/Pollution Geology/Geochemistry Geophysics Island Arcs Petrography/Mineralogy Sedimentology Economic Geology            (books on mining, etc.) Construction Materials Energy Seismology/Volcanology Atlases/Mapping

Other  
General Reprints boxfile (file reprints, photocopies  
alphabetically by author's last name)

Country sections (Note: shelve here books, reports, etc. *which discuss the geology, natural resources, environment, etc. of a particular county.*)

Vanuatu  
Legislation  
Government documents  
Agriculture/Lands/Soils  
Cruise/data reports  
Coastal zone & development  
Energy  
Environment  
Geology/Geophysics/Geothermal  
Hydrology/Water Resources  
Seismicity/Volcanism  
Other  
Conference reports boxfile  
Hydrocarbons boxfile  
Other reprints boxfile

Fiji  
Papua New Guinea  
Other Pacific Islands  
Australia  
    Queensland  
    South Australia  
    Victoria  
    Other states  
France  
Southeast Asia  
    China  
    Indonesia  
    Japan  
United Kingdom  
United States  
    Hawaii

Organisations (Note: Shelve here publications by organisations listed below.  
If the organisation does not appear on this list, add it.)

AGID  
BMR  
Circum Pacific Map Project  
CCOP  
Commonwealth Publications  
East-West Center  
HIG/UH  
IDC Conference Documents

IOC/Westpac  
Scripps Institution of Oceanography  
Smithsonian  
SOPAC  
SPC  
SPREP  
United Nations  
    ESCAP  
    UNDP  
World Meteorological Organisation

#### Journals

Australian Minerals Industry  
Economic Geology  
Geological Magazine  
IMM Transactions  
Journal of Petrology  
Micropaleontology  
Mining Annual Review  
Mining Journal  
Mining Magazine  
Queensland Mining Journal  
Miscellaneous Newsletters (A-Z in pamphlet boxes)

(Old Reprints      A-Z by author's surname in boxfiles: Do not file any more reprints in these boxes.)

## LIBRARY DATABASE

### Overview

1. The software used for the library database is CDS/ISIS, version 2.34, designed by Unesco. An ISIS database primarily consists of 2 files: a master file, which contains the records; and an inverted file, which is the index to those records.

ISIS software is also being used by the Vanuatu fisheries department; they have a set of program diskettes and the manual. For further information contact the fisheries library.

2. ISIS has been installed on Serah's computer in the directory ISIS23, with 5 subdirectories. The PROG subdirectory is empty at the present time. The autoexec.bat has been modified, with C:/isis23/sys added to the end of the path statement. Config.sys has been modified to increase files to 24 and buffers to 24. A file called "Syspar.par" has been added to the root directory. A file called "Library.bat" has also been added to the root directory.

3. To access the library database, type library at c:/.
4. The Geology Library Database name is "LIB"
5. ISIS is menu-driven. At the main menu, the following options are available:
  - E -- For entering new records and editing old records
  - S -- For searching records
  - P -- For printing records
  - M -- For backing up the database, and exporting/importing records
  - I -- For updating the inverted file (the index)
  - D -- For defining/modifying databases
6. Many separate databases can be configured with ISIS. However you will need the manual for instructions on defining, indexing and formatting a database.
7. To exit from any ISIS menu, press X. To exit from any system prompt, press either X or Enter. To exit from ISIS, press X at the main menu.

### Searching the Library Database

1. To find records in the database, select "S" from the main menu
2. If the system prompts, enter name of database (LIB)
3. Select "S" from search menu
4. Enter word or words you want to search. Note the following punctuation for Boolean combinations of words:

and -- \*

or -- +

truncation (to retrieve all possible endings for a word or phrase)  
-- use \$

Examples:

To find reports by SOPAC on coral resources (SOPAC and coral or corals), type:

SOPAC \* coral\$

To find documents on oil and gas (oil or gas or petroleum or hydrocarbons), type:

oil\$ + gas\$ + petroleum\$ + hydrocarbon\$

To find cruise reports for the current year (cruise\$ and 1991), type:

cruise\$ \* 1991

5. If you are unsure what words to search, select T from the search menu. This takes you to the Terms Dictionary, which you can browse and choose words from.
6. To display the results of a search, Press D.
7. The database has been set up so that every author's name is indexed; every word in the title; every word in the citation; the year; every keyword; and shelf location.

**NOTE: IN ORDER TO LOCATE AN ITEM, YOU MAY HAVE TO USE SEVERAL DIFFERENT TERMS OR COMBINATIONS.**

### **Data Entry**

1. To add new records to the database (or edit existing records), select E from the main menu.
2. If system prompts, enter the name of the database (LIB)
3. From the data entry menu, select N for new records. A worksheet is displayed.
4. Note the following keyboard commands when entering data on the worksheet:

To move down from one field to the next, press Enter

To move back, from one field to the previous field, press Tab

To move within a field, use curser keys

F2 erases the contents of a field

5. When you have completed data entry, press PgDn; select X from command line at bottom of screen.
6. Each new record is given an MFN or master file number automatically by the program. When search results are displayed, the MFN will appear with each record. To edit a record, you need this MFN number.



7. Editing: Press E at main menu; E at data entry menu; at system prompt, enter the MFN to be edited. At command line on worksheet, press M to modify the record.

**NOTE:** THE RECORDS YOU HAVE JUST ADDED OR EDITED WILL NOT BE SEARCHABLE IMMEDIATELY. YOU MUST UPDATE THE INVERTED FILE BEFORE THE SYSTEM CAN SEARCH AND RETRIEVE THEM.

## Updating the Inverted File

1. This function can be carried out in two ways.
  - a. By exiting ISIS. When you select "X" from the main menu, ISIS will ask whether you want to update the inverted file if you have added or edited any records. Always answer Y.
  - b. By selecting I from the main menu, and selecting U from the inverted file services menu. At system prompt "update completed, press X to return to main menu.

**NOTE:** Updating the file is the most complex function of ISIS. Depending on the number of records you have changed or added, it will take several minutes to carry out. Do not start updating the file if you are anticipating that the power will be cut off.

2. Warning messages:

Duplicate link -- this can be ignored.

Link not found -- cannot delete: for some reason, usually due to a power cut during the updating process, part of the inverted file has been damaged. To correct this, select I from the main menu, F for full inverted file generation from the Inverted file services menu. At system prompt, "inverted file exists and will be cleared, enter Y.

**NOTE:** FULL INVERTED FILE GENERATION CAN TAKE SOME TIME, DEPENDING ON THE SIZE OF THE DATABASE AND SPEED OF THE COMPUTER. BE SURE YOU HAVE AMPLE TIME TO CARRY IT OUT.

## Printing Records

1. Records from the database can be sorted and printed directly onto your printer (called "LPT1"), or turned into a text file which can then be imported into WordPerfect, or other word processing systems.
2. To print, select P from main menu.
3. Select S from print menu; enter the print worksheet name EYLIB
4. This worksheet is preset to print the whole database alphabetically by author, onto LPT1. Press Pgdn & Enter to exit from this worksheet. The preset sorting worksheet will appear next on the screen. Press Pgdn & Enter to exit from Sort worksheet.

### *Variations on printing*

If you want to print the results of a search:

- a. Do search
- b. Select P from search menu: give the search results a name (eg, "Search")
- c. Go to print menu, select S, enter EYLIB
- d. At top of print worksheet, in field "Save file name" enter name of search (ie, "search").
- e. Press Pgdn & Enter to exit from print worksheet; and Pgdn and enter to exit from sort worksheet.
- f. System will ask whether you want to save search results: press N.
- g. Results of search will be printed at LPT1 in alphabetical order by author.

If you want to move search results to Word Perfect:

Follow steps a-d above;

- e. On print worksheet, at page number field, delete "1", enter "N". [This is an indicator to ISIS to print the document to disk as an ASCII file, with all ISIS coding stripped off.]
- f. At print file field, delete "LPT1," enter "search"
- g. Press Pgdn & Enter to exit from print worksheet; and Pgdn and enter to exit from sort worksheet.
- h. Exit Isis

4. You do not have to backup the inverted file; this can always be regenerated from the Master file, by executing a "Full Inverted File generation" at the Inverted File Services menu.

*In case of hard disk crash/system crash, etc.*

1. Restore ISIS23 directory, subdirectories, and files from ISIS master diskettes.
2. Move syspar.par and library.bat files from ISIS23 directory to root directory. Make sure autoexec.bat, config.sys files are amended (see library database overview, p. 4).
3. Go into Isis (type library at c:/); select M from main menu; select R for restoring the database; load database backup diskette.
4. Recreate the inverted file. Go to main menu; select I to call up the Inverted File services menu; select F for full inverted file generation. If system prompts, "inverted file exists and will be cleared, press y.

## **PIMRIS**

Ordering Journal Articles from the Pacific Islands Marine Resources Information System (PIMRIS)

1. Select titles of interest from the following PIMRIS Periodicals list and return a copy of the list to PIMRIS, attn. PIMRIS information officer.
2. On a monthly basis, PIMRIS will send you the tables of contents for new issues of the journals selected
3. Select articles of interest from these tables of contents and return to PIMRIS
4. PIMRIS will send you free photocopies of the articles you have chosen.

PIMRIS Information Officer  
Pacific Islands Marine Resources Information System  
Library, University of the South Pacific  
PO Box 1168  
Suva, FIJI

Fax: 679 300830

PUBLISHRES' ADDRESSES

Association of American Petroleum Geologists  
The AAPG Bookstore  
PO Box 979  
Tulsa, OK 74101  
USA  
Fax 918 584 0469

American Geophysical Union  
2000 Florida Ave NW  
Washington, DC 20009  
USA

Cambridge University Press  
PO Box 85  
Oakleigh  
Melbourne, VIC 3166  
AUSTRALIA

Elsevier Science Publishers  
Book Order Dept.  
PO Box 211  
1000AE, Amsterdam  
The Netherlands  
Fax: CW 586 2726

Graham & Trotman  
Sterling House  
66 Wilton Rd  
London SW1V 1DE  
UNITED KINGDOM

Kluwer Academic Publishers  
Distribution Center  
PO Box 322  
3300 AH Dordrecht,  
The Netherlands

Oxford University Press  
Saxon way West  
Corby NN18 9ES  
UNITED KINGDOM

Pergamon Press (Australia)  
PO Box 544  
Potts Point, NSW 2011  
AUSTRALIA

Routledge  
11 New Fetter Land  
London EC4P 4EE  
UNITED KINGDOM

Society of Economic Paleontologists and Mineralogists  
PO Box 4756  
Tulsa, OK 74159-0756  
USA

Springer-Verlag  
Kanaalstraat 2  
1975 BD IJmuiden  
The Netherlands

Taylor and Francis Ltd.  
Rankine Rd  
Basingstoke, Hants RG24 OPR  
UNITED KINGDOM

Mr C.L. Regan,  
Exchanges and Gifts Librarian,  
Library MS950,  
United States Geological Survey,  
Reston, VA 22092  
USA

Van Nostrand Reinhold  
VNR OrderProcessing  
7625 Empire Drive  
Florence KY 41042  
USA

Addresses for Regional Agencies

Library,  
South Pacific Applied Geoscience Commission  
PMB, Suva  
FIJI  
Fax: 679 370 040

Library,  
Forum Fisheries Agency  
PO Box 629  
Honiara  
SOLOMONISLANDS  
Fax: 677 23995

Library,  
South Pacific Commission  
BP D5  
Noumea Cedex  
NEW CALEDONIA  
Fax: 689 263818

PIMRIS Information Officer  
Pacific Islands Marine Resources Information System  
Library, University of the South Pacific  
PO Box 1168  
Suva, FIJI  
Far 679 300830

## **INFORMATION REQUESTS**

Requests for assistance with locating information on a specific topic (eg, sand mining in the south Pacific); or a specific document can be directed to the SOPAC library. PIMRIS can also handle information requests.