

Publications Exchange Working Group

Chairman: Trevor FAULKNER, United Kingdom

Appendix 1: Speleological libraries

Issue 2: 9 November 2016

Recommendations

The following recommendations arise from the BCRA experience, the record of the Journal Exchanges meeting in Brno on 25 July 2013, and subsequent feedback from Working Group members.

- 1.1 Speleological libraries should keep permanently two paper copies of their own organisation's publications. Single paper copies can be lost, burned, flooded or attacked by vermin, and Libraries should try to mitigate these risks; insurance payouts would not recover original lost material. Having additional paper and digital copies would provide a partial level of security in the event of such a disaster. If one of the copies is disbound for scanning to make a digital version (Appendix 4), it is advisable to return that copy to the library and retain it in a disbound state. Such a disbound copy can then be used for scanning again in the future, if files are lost or scanning technology improves.
- 1.2 Online catalogues of library contents and especially the organisation's own journal back-catalogues should be created and maintained. The catalogues should also be registered with the UIS Documentation Centre and the Karst Information Portal (KIP). The Working Group might be able to advise suitable, **perhaps standardized**, software to help create them.
- 1.3 It is better to locate libraries in permanent premises (e.g. in Universities or rented property) and not in members' houses, to avoid problems of ownership, physical access, and movement when the Librarian changes.
- 1.4 Try to ensure that more than one person or a team is knowledgeable about the Library and its operation, especially if it needs to be located in a member's house.
- 1.5 Organisations that cannot fund the renting of Library premises from their normal revenues could consider seeking bequests and donations from their dedicated older members, other benefactors, or suitable charities.
- 1.5 Organisations should consider the safe physical archiving of their own early paper records, those of distinguished early members, **and those of other local organisations that no longer exist**. Such information should be coordinated at a national, rather than international, level.
- 1.7 Organisations should consider digitising (in searchable format) their own and their members' early records, journals and books **and those of other local organisations that no longer exist**, to make them more accessible. See the Recommendations for Digital Scanning in Appendix 4.
- 1.8 Marcelo Rasteiro, President of the Brazilian Speleological Society (SBE), has proposed that the major speleological libraries should be encouraged to register with the UIS as 'UIS Documentation Centres', **as an extension of the existing UIS Bibliography Commission's scheme**. These centres **would** enable people **to study international caving literature and** to order copies of articles that have been cited in *Speleological Abstracts*. Although this is not strictly a function of this Working Group, a suitable Questionnaire to assist this registration process has been sent to participants in Word file 'questionnaire about libraries UIS', which all Librarians are encouraged to complete. Completed forms should be returned to Lucas Malafaia, the SBE Secretary. Other speleological libraries have a valuable part to play in preserving information of national and local interest.