A guide to sources of labour information

International Labour Office
Bureau of Library and Information Services

July 2005
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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 employer's organization libraries will probably have different selection criteria.

Example: discover the selection criteria for the Labordoc database, the ILO's principal bibliographic database.

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.

**Becoming a good selector**

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.

<table>
<thead>
<tr>
<th>Routine</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishing profiles of interests (user profiles) for the staff of the institution, i.e. 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.</td>
<td></td>
</tr>
<tr>
<td>Establishing a selection committee and organizing its meetings. The selection committee, made up of representatives of each division of the institution, reviews selection policy periodically and ensures that it continues to reflect the real information needs of the institution. It also makes 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.</td>
<td></td>
</tr>
<tr>
<td>Scanning the material as it comes in, marking items of interest, and possibly contacting subject specialists for advice.</td>
<td></td>
</tr>
<tr>
<td>Receiving requests directly from staff who have identified material they wish to acquire.</td>
<td></td>
</tr>
</tbody>
</table>
Making a decision about the 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?)

Sorting 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.

Using 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 cheap and rapid way to obtain documents, if your Internet connection is good.

Basic Internet search tips

The Internet is currently a vast network of unorganized documents, and finding what you are looking for can be a long and painful process for people who are unfamiliar with the World Wide Web. Here are some basic Internet search tips which you could adapt for your users:

<table>
<thead>
<tr>
<th>Selected search engines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Light <a href="http://www.northernlight.com">http://www.northernlight.com</a></td>
</tr>
<tr>
<td>Recommended for academic subjects and government information. Northern Light searches Web pages, journal articles and special reports. It offers many options for advanced searching and therefore is good for broad subject searches.</td>
</tr>
</tbody>
</table>

| Google [http://www.google.com](http://www.google.com) |
| Very quick and relevant results. Use Google when you need locate a specific web site, rather than for subject searching. |

| FastSearch [http://www.alltheweb.com](http://www.alltheweb.com) |
| Probably the fastest engine on the Web (at the moment). Use the advanced search function to narrow your search to pages with ".org" or ".int" in the URL or to eliminate commercial sites. |

| Search Engine Colossus [http://www.searchenginecolossus.com](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. |
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.

Selecting Internet resources

Search engines however only provide a hit and miss access to the most valuable resources. The librarian or documentalist 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:

<table>
<thead>
<tr>
<th>Does the site come from an authoritative source?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the author clearly identified?</td>
</tr>
<tr>
<td>When was the information first produced?</td>
</tr>
<tr>
<td>Is the site updated regularly?</td>
</tr>
</tbody>
</table>

Accessibility

- Is the site easy to use?
- Is it quick to load?
- Is there a text only option for users without graphics capability?

Some Internet tutorials

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

<table>
<thead>
<tr>
<th>Internet search tools: tips and tricks for better results</th>
<th>ILO Library tutorial seeks to help the user identify main types of Internet resources, locate content-rich portals and subject directories, effectively use several different search engines, and to select the most appropriate information tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet search tools: advanced tips and tricks</td>
<td>Follow-up to preliminary tutorial; will help user identify unique features of major search engines, plan effective search strategies, and effectively use advanced search strategies to retrieve highly relevant and focused results</td>
</tr>
<tr>
<td>Finding information on</td>
<td>Tutorials to familiarize users with the Internet. different</td>
</tr>
<tr>
<td>Source</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>the Internet University of Berkeley, California</td>
<td>means of searching for information and tools for evaluating the material found</td>
</tr>
<tr>
<td>ICYouSee A Guide to the World Wide Web Ithaca College Library</td>
<td>Numerous guides, including search tools, critical thinking about Internet resources and problem solving</td>
</tr>
<tr>
<td>Texas Information Literacy Tutorial (TILT) University of Texas</td>
<td>Three modules: selecting, searching and evaluating information on the Internet</td>
</tr>
<tr>
<td>Resource Development Network (RDN) Virtual Training Suite, UK</td>
<td>Offers a subject-based approach to Internet skills training, including tutorials for the Internet economist, Internet politician etc</td>
</tr>
</tbody>
</table>

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

1. ILO databases
2. ILO Conferences, Governing Body, Meetings
3. ILO periodicals
4. ILO reference works
5. ILO sales publications
6. Free ILO publications
7. ILO training material
8. Selection tools for ILO material
9. How to obtain ILO material
ILO databases

The ILO has developed many databases, both bibliographic and full text. Here is a description of some of the most important ones. The full list of databases accessible on-line is available on the ILO Library web site. Click on the name for a description of the principal databases and details of access - many are available on-line free of charge.

Some major ILO databases

Labordoc
Bibliographic references on all labour issues (plus many full texts)

ILOLEX
Full text of ILO International labour standards, Conventions and Recommendations

NATLEX
Bibliographic references to national legislation (plus many full texts)

LABORSTA
Work-related statistics (see also How to find labour statistics)

CISDOC
Bibliographic references to occupational safety and health

KILM
Key Indicators to the labour market

Labour Force Surveys
Links to national labour force surveys

Labordoc
Labordoc is the International Labour Office Central Library’s main catalogue of its collection of books, reports, journals, and other documents. It contains more than 350,000 bibliographic references from books and articles selected regularly on economic, social and legislative developments affecting the world of work, plus many documents in full text, and constitutes an authoritative and up-to-date guide to material emanating from major research centres and international and regional organizations concerned with these questions. It has multilingual access, in English, French, and Spanish, using the ILO Thesaurus.

Labordoc is available on the Internet free of charge at http://www.ilo.org/labordoc.
See the ILO library web site for more information about Labordoc.

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**ILOLEX**

*ILOLEX* is a trilingual database (English/French/Spanish) on ILO international labour standards containing, in total, more than 75,000 full-text documents. It contains notably the full text of all ILO Conventions and Recommendations. It is part of a legal information system administered by the Standards Policy and Information Branch, which is part of the International Labour Standards Department. 

*ILOLEX* is available free of charge on-line.

It is also published twice annually as a CD-ROM. The CD-ROM contains more chapters of information and has more search and display possibilities than the Internet version. For more information on purchasing the CD-ROM, consult the ILO publications web site.

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**NATLEX**

*NATLEX* is a bibliographic database that contains information on national laws on labour, social security and related human rights. It is the only legislative database in the labour field that endeavours to cover as many legal systems as possible throughout the world. Legal texts from about 180 countries and in more than forty languages are reviewed by a team of legal professionals, and a number are available in full text. It is part of a legal information system administered by the Labour Law Information Branch of the ILO's International Labour Standards Department.

*NATLEX* is available free of charge on-line.

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**LABORSTA**

*LABORSTA* is a database on labour statistics covering economically active population (data since 1945) employment, unemployment, hours of work, wages, labour cost, consumer prices, occupational injuries occupational accidents, and strikes and lockouts (data since 1969).

Parts of *LABORSTA* are available free of charge on-line.

For more information, contact the ILO’s Bureau of Statistics.

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**CISDOC**

The CIS bibliographic database contains about 45,000 citations of documents that deal with occupational accidents and diseases as well as ways of preventing them. The types of documents are: laws and regulations, chemical safety data sheets, training material, articles from periodical publications, books and standards. Every record contains a detailed bibliographic description, a full abstract and indexing descriptors drawn from the CIS Thesaurus. Every year, at least 2,100 new references are added.

*CISDOC* is accessible free of charge online.

More information about CISDOC is available through the international network of some 120 CIS National Centres and Collaborating Centres.
KILM

Published by the ILO's Employment Sector Office, The Key Indicators of the Labour Market (KILM) collects labour statistics from over 200 countries and organizes it into 20 key measurements.

ILO Conferences and 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.

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 documents

The main documents are

- Reports submitted to the Conference
  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, Arabic)

- Conference proceedings
  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 documents

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 Conference documents

Texts from the principal recent regional meetings (Africa, the Americas, Asia-Pacific) are available at http://www.ilo.org/public/english/standards/relm/rqmeet/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 sources around the world at 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.
Contact: Fax: +41.22.799.7296 or email: 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 www.ilo.org/dyn/depolib/
ILO Periodicals

These publications can be obtained through distributors or ILO offices in many countries, or directly from ILO Publications, e-mail: publns@ilo.org

Free periodical publications:

<table>
<thead>
<tr>
<th>Publication</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>World of work, the magazine of the ILO</td>
<td>ISSN: 1020-0029 - Five issues per year - Full text available on-line <a href="http://www.ilo.org/public/english/bureau/inf/magazine/index.htm">http://www.ilo.org/public/english/bureau/inf/magazine/index.htm</a></td>
</tr>
<tr>
<td></td>
<td>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 the a paper copy of the magazine, contact the Department of Communication at Fax: +41.22.799.8577</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:communication@ilo.org">communication@ilo.org</a></td>
</tr>
<tr>
<td>ILO Africa : biannual newsletter</td>
<td>Bi-annual</td>
</tr>
<tr>
<td></td>
<td>A Newsletter of the Regional Office for Africa, containing articles about ILO activities in Africa. To receive this free publication, see the online version at <a href="http://www.ilo.org/africa">http://www.ilo.org/africa</a>, or contact fax: +225.20.21.28.80 or E-mail: <a href="mailto:abidjan@ilo.org">abidjan@ilo.org</a></td>
</tr>
<tr>
<td>Asia Pacific News</td>
<td>ISSN: 1020-6973 - Two issues per year - Full text available on-line at <a href="http://www.ilo.org/public/english/region/asro/bangkok/">http://www.ilo.org/public/english/region/asro/bangkok/</a></td>
</tr>
<tr>
<td></td>
<td>A Newsletter of the Regional Office for Asia and the Pacific, containing news of ILO activities in general and in the Asia - Pacific region</td>
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</table>

Priced periodical publications:

<table>
<thead>
<tr>
<th>Publication</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulletin of Labour Statistics -ISSN 0007-4950</td>
<td>4 issues, 4 supplements, 1 special annual supplement entitled <strong>Statistics on occupational wages and hours of work and on food prices</strong> which gives results from the ILO October Inquiry.</td>
</tr>
<tr>
<td></td>
<td>Articles on methodology and special topics. Trilingual tables of current statistics on employment, unemployment, hours of work, wages, consumer prices.</td>
</tr>
<tr>
<td>International Labour Review - ISSN 0020-7780</td>
<td>Quarterly - Selected articles available on-line at <a href="http://www.ilo.org/revue">www.ilo.org/revue</a></td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th><strong>Labour Education</strong> - ISSN 0378-5467</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly</td>
</tr>
<tr>
<td>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. available on-line at <a href="http://www.ilo.org/public/english/dialogue/actrav/publ/ledpubl.htm">http://www.ilo.org/public/english/dialogue/actrav/publ/ledpubl.htm</a> or contact the Bureau for Workers' Activities Fax: +41.22.799.6570 or E-mail: <a href="mailto:actrav@ilo.org">actrav@ilo.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Official Bulletin</strong> - Series A ISSN 0378-5882 Series B ISSN 0378-5890</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three issues for each series per year.</td>
</tr>
<tr>
<td>Series B: Reports of the Committee on Freedom of Association of the Governing Body of the ILO and related material.</td>
</tr>
</tbody>
</table>

*Contact the ILO Library* for help in identifying or obtaining copies of ILO periodicals

**ILO Reference works**

Here is a selection of reference works published by the ILO. Their international scope and authority can often provide an immediate response to users' questions.

- Employment - Work
- International Labour Standards
- Labour statistics
- Occupational Health and Safety
- Terminology

**Employment – Work**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Contains over 650 ILO documents and publications from 1977-2002 in English, French, and Spanish. Request free copy from ILO Publications at <a href="mailto:PUBVENTE@ilo.org">PUBVENTE@ilo.org</a></td>
</tr>
<tr>
<td><strong>World Employment Report</strong></td>
</tr>
</tbody>
</table>
Biannual.

A series of ILO reports which offer 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.

Parts are available online at: [http://www.ilo.org/public/english/support/publ/wer/overview.htm](http://www.ilo.org/public/english/support/publ/wer/overview.htm)
Purchase from ILO Publications at PUBVENTE@ilo.org

**World Labour Report**

Annual

An important flagship study from the International Labour Office, the World Labour Report 2000 examines the changing context in which women and men are trying to achieve income security for themselves and their families. Drawing from detailed, worldwide data, this edition assesses the impact of globalization and liberalization, and considers the vital role played by social protection in supporting, supplementing and replacing market incomes.

[Full text available online](http://www.ilo.org/public/english/support/publ/wlr/2000/2000.htm) (pdf format)

**Report of the Director-General.**

Annual

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.

[Full text available on-line](http://www.ilo.org/public/english/employment/iard/gd/h/92508.html) (pdf format)

**International Labour Standards**


This compilation provides the full text of ILO Conventions, Recommendations and Protocols adopted between 1919-1995.

The texts of ALL Conventions and Recommendations are available online in [ILOLEX](http://www.ilo.org/public/english/standards/laborlaws/iloarchive/index.htm)
<table>
<thead>
<tr>
<th><strong>Occupational Health and Safety</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full text available on-line (subscription required) at <a href="http://www.ilociis.org/">http://www.ilociis.org/</a></td>
</tr>
<tr>
<td>Four volumes. Provides comprehensive coverage of the core and allied fields encompassing occupational health and safety. Contains illustrations and indexes by subject, chemical name, and author. 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Labour Statistics</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yearbook of Labour Statistics</strong></td>
</tr>
<tr>
<td>Chapters containing tabular information on the following: economically active population, employment, unemployment, hours of work, wages, labour cost, consumer prices, occupational injuries and strikes and lockouts.</td>
</tr>
<tr>
<td><strong>Key Indicators of the Labour Market 2003 (KILM)</strong> ISBN 92-2-113381-8</td>
</tr>
<tr>
<td>Periodically - Sample data available on-line at: <a href="http://www.ilo.org/kilm">www.ilo.org/kilm</a></td>
</tr>
<tr>
<td>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 for the years 1980-2001 and all available subsequent years.</td>
</tr>
<tr>
<td>Available in print or on CD-ROM; the CD-ROM version allows users to customize their searches and includes the Key Indicators of the Labour Market, Country Profiles, 1999 Edition, a quick reference for users of the CD-ROM.</td>
</tr>
<tr>
<td><strong>Statistics on Occupational Wages and Hours of Work and on Food Prices. October Inquiry results</strong></td>
</tr>
<tr>
<td>Annual</td>
</tr>
<tr>
<td>Presents the latest results of the ILO October Inquiry, a worldwide survey of wages and</td>
</tr>
</tbody>
</table>
hours of work relating to 159 occupations in 49 industry groups and of retail prices of 93 food items, conducted with reference to the month of October each year.


Terminology


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.


This quadri-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.

**ILO sales 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, women and work, social dialogue, occupational health and safety, vocational training, labour statistics etc.

- **Some of the more recent publications are available on CD-ROM. The ILO also produces audiovisual material presenting the objectives and programmes of the Organization.**

- **Discover the latest ILO publications on the ILO Publications web site.**

*See also the Selection tools for ILO material* The ILO has a network of distributors and sales agents around the world. You can also contact ILO Publications directly.

**Free ILO publications**

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.
Many are now available on-line in full text.

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

The departments and units that issue the largest numbers of online publications are:

- Sectoral Activities Department (SECTOR)
- InFocus Programme on Boosting Employment through Small Enterprise Development (IFP/SEED)
- Employment Sector
- InFocus Programme on Socio-Economic Security (IFP/SES)
- International Migration (MIGRANT)
- Job Creation and Enterprise Development (EMP/ENT)
- InFocus Programme on Crisis Response and Reconstruction (IFP/CRISIS)
- Gender Promotion (GENPROM)
- International Institute for Labour Studies (INST)
- Multinational Enterprises (MULTI)
- Recovery and Reconstruction (EMP/RECON)
- Social Security Policy and Development Branch (SOC/POL)
- Inter-American Research and Documentation Centre on Vocational Training (CINTERFOR)
- Strategies and Tools Against Social Exclusion and Poverty
- InFocus Programme on Promoting the Declaration (DECLARATION)
- International Social Security Association (ISSA)

See also below: Selection tools for ILO material.

**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 etc.

Their publications catalogue is available on-line. 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.

The ILO Library provides several research tools and guides for libraries and labour information centres, available on-line and on paper.
For help in identifying teaching and training material, contact the ILO Library.
Selection tools for ILO material

To identify new ILO publications to be added to your collection, you have several options, resumed in the table below.

<table>
<thead>
<tr>
<th>On-line sources of information</th>
<th>Printed sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit the ILO Publications web site to find new ILO sales publications (books, reports, journals)</td>
<td>Request a printed catalogue of new &amp; current ILO publications from ILO publications</td>
</tr>
<tr>
<td>See New ILO publications in Labordoc - a new list appears online every two weeks</td>
<td>International Labour Review (order a print subscription from ILO Publications)</td>
</tr>
<tr>
<td>The International Labour Review includes online book reviews (for subscribers only)</td>
<td>World of Work magazine (request a free subscription from ILO Publications)</td>
</tr>
<tr>
<td>World of Work, the magazine of the ILO (browse online free of charge)</td>
<td>ILO Press releases (available free from ILO Department of Communications)</td>
</tr>
<tr>
<td>See ILO fact sheets and press releases</td>
<td></td>
</tr>
<tr>
<td>Locate free ILO publications by consulting ILO Departments' websites or by searching in the Labordoc database</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

The ILO publications catalogue can be obtained free of charge from ILO Publications: Fax: +41 - 22 - 799 6938; E-mail: pubvente@ilo.org

The Publications Bureau also produces occasional subject catalogues: Child Labour, Gender issues and women at work, Management and training, Occupational health and safety, etc.

These catalogues and the bulletin are available free of charge upon request. They are published in English but signal publications in English, French and Spanish.

ILO Regional offices, Area offices, Liaison offices and Multidisciplinary advisory teams sometimes publish a list of their publications or an information newsletter.

To find the ILO information service nearest to you, consult the ILO Library's Directory of ILO Information around the world

For help in identifying or obtaining copies of ILO documents, contact the ILO Library

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.

To identify the nearest ILO information centre, consult the ILO Library's Directory of ILO Information around the world

- 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 depository library, consult the ILO Library's Directory of ILO Information around the world

Otherwise, contact the ILO headquarters in Geneva:
for a **priced publication**, the Publications Bureau
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.
Material from other international organizations

Selection criteria
Selection tools
Some essential publications: international, regional

Selection criteria
Selection criteria for publications from international organizations will follow your general selection policy. There are however 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 manual).

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 contacting directly 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 organization’s 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

Here are some essential international organization publications:

International

Statistical Yearbook
**United Nations - Annual**

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.


<table>
<thead>
<tr>
<th><strong>World Economic and Social Survey</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>United Nations - Annual</td>
</tr>
<tr>
<td>Each annual report presents a detailed evaluation of the world economic and social situation as well as future trends.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Human Development Report</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes and updates the Human Development Indicators that compare 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.</td>
</tr>
</tbody>
</table>

More details about publications by the United Nations are available from United Nations Publications

<table>
<thead>
<tr>
<th><strong>World Economic Outlook</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>International Monetary Fund - Published twice a year. Full text available on-line</td>
</tr>
<tr>
<td>A survey of prospects and policies for world economic development</td>
</tr>
<tr>
<td>World Economic Outlook, June 2000. ISBN: 1557759367</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Staff Country Reports</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>International Monetary Fund - Available on-line in full text</td>
</tr>
<tr>
<td>Information on recent economic developments and statistical data.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>World Development Report</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>World Bank - Annual</td>
</tr>
<tr>
<td>Each report focuses on a particular theme on world development. Contains selected</td>
</tr>
</tbody>
</table>
world development indicators


**World Development Indicators**

World Bank - Annual - Latest edition partially available on-line

Statistical publication containing 800 indicators for 148 countries, in a basic thematic presentation with six sections covering: World View, People, Environment, Economy, States and Markets, and Global Links.


Many World Bank publications are available on-line in full text.

**OECD Economic Outlook**

Organization for Economic Co-operation and Development - Twice yearly publication - Full text available on-line for subscribers only

Analyses the main economic trends for the coming two years. It provides coverage of the economic policy measures required to foster high and sustainable economic growth in each Member country. Recent measures and forthcoming developments in major non-OECD economies in East Asia, Central and Eastern Europe (particularly Russia), and South America are also evaluated.


**OECD Employment Outlook**

Organization for Economic Co-operation and Development - Annual - Full text available on-line for subscribers only

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


A number of OECD documents are available on-line free of charge. See list of these publications

**Regional**

**Africa**

**African statistical yearbook**

United Nations Economic Commission for Africa

The African Statistical Yearbook presents data arranged on a country basis for 53 ECA members States, generally for the years 1988 to 1996 or for the last nine years for
which data are available. It is published in two volumes:
Volume 1: North and West Africa
Volume 2: Central, East and Southern Africa

**Economic report on Africa**
United Nations Economic Commission for Africa - Annual - [Full text available on-line](#)
Reviews the performance of the region's economy during the past year and considers the prospects for the short and medium term.

**African development indicators**
World Bank - Annual - [Partially available on-line](#)

**African development report**
African Development Bank

**Selected statistics on African countries**
African Development Bank

### Americas

**Economic and Social Survey of Latin America and the Caribbean**
ISSN: 0257-2184
United Nations Economic Commission of Latin America and the Caribbean
This survey 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

**Statistical Yearbook for Latin America and the Caribbean**
United Nations Economic Commission of Latin America and the Caribbean - Annual [partially available on-line](#)
This Annual presents extensive statistical data at the regional and individual country levels for 33 Latin American countries. It presents data on such areas as: population, national accounts, employment, social conditions, agriculture, industry, import-export goods and services, balance of payments and infrastructure services. The aggregated multiple years of statistics enables annual comparison.
Asia - Pacific

**Economic and Social Survey of Asia and the Pacific**

*United Nations Economic and Social Commission for Asia and the Pacific*

Reviews the progress made by the ESCAP (Economic and Social Commission for Asia and the Pacific) region over the past year, assesses the policy initiatives that have been taken and identifies a number of areas for further action by policy-makers.

**Statistical yearbook for Asia and the Pacific**

*United Nations Economic and Social Commission for Asia and the Pacific*

Periodicity - Full text available on-line

Includes statistics on 56 countries of the region. Data can be found for each country on topics such as: population, manpower, national accounts, agriculture, forestry and fishing, industry, energy production and consumption, transportation and communication, internal and external trade, wages, banking, finance and social statistics. This data is compiled on both national and regional levels. Socio-economic indicators are also included to provide a summary of each area of interest. The compiled data is in a format which allows comparative analysis.

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

*ISSN: 0252-4333*

*United Nations Economic and Social Commission for Western Asia*

Statistics are presented by topic, not country, to facilitate comparability.

**Annual report**

*Asian Development Bank*

**Key indicators of developing Asian and Pacific countries.**

*Asian Development Bank. Published by Macmillan Press Ltd*

**South Pacific economies, statistical summary**

*ISSN: 1018-0958*

*Secretariat of the Pacific Community*

Europe
<table>
<thead>
<tr>
<th><strong>Economic Survey of Europe</strong> ISSN: 0070-8712</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Nations Economic Commission for Europe - Three issues a year</td>
</tr>
<tr>
<td>This publication provides a survey of current economic developments in Europe, North America and the Countries In Transition (CIS).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Trends in Europe and North America: Statistical Yearbook of the ECE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>United Nations Economic Commission for Europe - Annual</td>
</tr>
<tr>
<td>This publication provides a survey of current economic developments in Europe, North America and the Countries In Transition (CIS).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Employment observatory: trends</strong> ISSN: 1019-4274</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Communities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Employment observatory: central and eastern Europe</strong> ISSN: 1019-4266</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Communities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Eurostat yearbook</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Eurostat - Annual - 100 indicators <a href="#">available on-line free of charge</a></td>
</tr>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Employment in Europe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>European Communities - Annual</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Country investment profiles</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>European Bank for Reconstruction and Development Periodicity - <a href="#">Full text available on-line</a></td>
</tr>
<tr>
<td>Profiles are available for all 26 countries of operation of the EBRD. Each profile contains an economic summary, an analysis of the investment climate, profiles of major sectors of the economy, as well as the financial sector, and details of EBRD activities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Annual report</strong></th>
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</thead>
<tbody>
<tr>
<td>European Investment Bank <a href="#">Full text available on-line</a></td>
</tr>
</tbody>
</table>
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, but may take priority over general reference works.

One of the factors to consider is whether reference works are easily available in another nearby library.
Periodicals

Which periodicals to select?

Periodicals carry recent information and because of this 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 the below list of periodicals suggested by the ILO Library
### International in scope

<table>
<thead>
<tr>
<th>Journal</th>
<th>ISSN</th>
<th>Publisher</th>
<th>Corporate author</th>
<th>ILO descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bulletin of comparative labour relations</strong></td>
<td></td>
<td>Kluwer Law. Corporate author : Universite Catholique De Louvain. Institut De Droit Du Travail</td>
<td></td>
<td>labour relations, labour law, developed country, developing country</td>
</tr>
<tr>
<td><strong>Development policy review</strong> ISSN: 0950-6764</td>
<td></td>
<td>Sage Publications. Corporate author : Overseas Development Institute, London, England</td>
<td></td>
<td>economic and social development, developing country</td>
</tr>
<tr>
<td><strong>Economist ISSN 0013-0613</strong></td>
<td></td>
<td>Economist. Weekly</td>
<td></td>
<td>Business, politics, trade, developed country, developing country</td>
</tr>
<tr>
<td><strong>Employee relations ISSN: 0142-5455</strong></td>
<td></td>
<td>MCB Publications, Bradford</td>
<td></td>
<td>organization development, labour relations, workers education, working conditions, quality of working life, workers participation, job design, hours of work, management attitude</td>
</tr>
<tr>
<td><strong>Finance and Development ISSN 0015-1947</strong></td>
<td></td>
<td>IMF. Quarterly</td>
<td></td>
<td>international cooperation, financing, economic development, developing country</td>
</tr>
<tr>
<td><strong>Foreign affairs ISSN: 0015-7120</strong></td>
<td></td>
<td>Council on Foreign Relations</td>
<td></td>
<td>international affairs</td>
</tr>
<tr>
<td><strong>Gender and Development ISSN 1355-2074</strong></td>
<td></td>
<td>Oxfam. 3 issues per year</td>
<td></td>
<td>Culture, women, social development, developed country, developing country</td>
</tr>
<tr>
<td><strong>Human rights quarterly ISSN: 0275-0392</strong></td>
<td></td>
<td>Johns Hopkins University Press.</td>
<td></td>
<td>human rights</td>
</tr>
<tr>
<td><strong>International journal of children's rights ISSN: 0927-5568</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Name</td>
<td>Publisher</td>
<td>ISSN</td>
<td>ILO Descriptors</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
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<td>---------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Journal of development economics</td>
<td>Elsevier (2 issues/year)</td>
<td>0304-3878</td>
<td>economics, developed country, developing country</td>
<td></td>
</tr>
<tr>
<td>Journal of international development</td>
<td>Wiley (6 issues/year)</td>
<td>0954-1748</td>
<td>economic and social development, developing country</td>
<td></td>
</tr>
<tr>
<td>Journal of peasant studies</td>
<td>Frank Cass, London</td>
<td>0306-6150</td>
<td>economic development, politics, rural development, developed country, developing country</td>
<td></td>
</tr>
<tr>
<td>Labour: review of labour economics and industrial relations</td>
<td>Blackwell Publishers - Quarterly</td>
<td>1121-7081</td>
<td>work, economic development, labour relations, developed country, developing country</td>
<td></td>
</tr>
<tr>
<td>OECD Observer</td>
<td>OECD</td>
<td>0029-7054</td>
<td>role of OECD countries, international cooperation, economic policy, trade, OECD country</td>
<td></td>
</tr>
<tr>
<td>Population and development review</td>
<td>Population Council, New York</td>
<td>0098-7921</td>
<td>population, developing country</td>
<td></td>
</tr>
<tr>
<td>Public administration and development</td>
<td>Wiley, Royal Institute Of Public Administration, London</td>
<td>0271-2075</td>
<td>public administration, civil service</td>
<td></td>
</tr>
<tr>
<td>Quarterly journal of economics</td>
<td>Harvard University Press</td>
<td>0033-5533</td>
<td>economics</td>
<td></td>
</tr>
</tbody>
</table>
**Regional in scope**

**Africa**

- **African Development Review** ISSN 1017-6772  
  Publisher: African Development Bank. Semi-annual  
  ILO descriptors: Economic and social development

- **African Insight** ISSN 0256-2804  
  Publisher: Africa Institute of South Africa. Quarterly  
  ILO descriptors: Economic development, politics

- **Journal of African Economies** ISSN 0963-8024  
  Publisher: Oxford University Press. 3 issues per year  
  ILO descriptors: Economics, economic development

- **Journal of Modern African Studies** ISSN 0022-278X  
  Publisher: Cambridge University Press. Quarterly  
  ILO descriptors: Economic and social development

- **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 Publications. Monthly  
  ILO descriptors: Africa

**Americas**

- **Latin America monitor** - no.1 Mexico. no.2 Central America. no.3 Andean Group.
# Asia – Pacific

<table>
<thead>
<tr>
<th>Journal</th>
<th>ISSN</th>
<th>Publisher</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asian Economic Review</strong></td>
<td>0004-4555</td>
<td>Indian Institute of Economics. 3 issues per year</td>
<td>Economics, economic development</td>
</tr>
<tr>
<td><strong>Asian Labour Update</strong></td>
<td>0258-0268</td>
<td>Asia Monitor Resource Center. Bi-monthly</td>
<td>Newsletter, work, working conditions</td>
</tr>
<tr>
<td><strong>Developing economies</strong></td>
<td>0012-1533</td>
<td>Institute of developing economies. Corporate author: Ajia Keizai Kenkyujo, Japan - Quarterly</td>
<td>Economic development, developing country</td>
</tr>
<tr>
<td><strong>Journal of Asian Economics</strong></td>
<td>1049-0078</td>
<td>Published for the American Committee on Asian Economic Studies by JAI PRESS INC.</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Magazine</td>
<td>ISSN</td>
<td>Publisher</td>
<td>Country</td>
</tr>
<tr>
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