

Labordoc Indexing Techniques

Bureau of Library and Information Services

May 2005

Copyright © International Labour Organization 2005
First published 2005

Publications of the International Labour Office enjoy copyright under Protocol 2 of the Universal Copyright Convention. Nevertheless, short excerpts from them may be reproduced without authorization, on condition that the source is indicated. For rights of reproduction or translation, application should be made to the ILO Publications (Rights and Permissions), International Labour Office, CH-1211 Geneva 22, Switzerland, or by email: pubdroit@ilo.org. The International Labour Office welcomes such applications.

Libraries, institutions and other users registered in the United Kingdom with the Copyright Licensing Agency, 90 Tottenham Court Road, London W1T 4LP [Fax: (+44) (0)20 7631 5500; email: cla@cla.co.uk], in the United States with the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923 [Fax: (+1) (978) 750 4470; email: info@copyright.com] or in other countries with associated Reproduction Rights Organizations, may make photocopies in accordance with the licences issued to them for this purpose.

ILO
Labordoc Indexing Techniques
Geneva, International Labour Office, 2005

ISBN 92-2-118518-4 & 978-92-2-118518-5

Also available in French: *Techniques d'indexation de Labordoc* (ISBN 92-2-218518-8 & 978-92-2-218518-4), Geneva, 2005; and in Spanish: *Técnicas de indización de Labordoc* (ISBN 92-2-318518-1 & 978-92-2-318518-3), Geneva, 2005

ILO Cataloguing in Publication Data

The designations employed in ILO publications, which are in conformity with United Nations practice, and the presentation of material therein do not imply the expression of any opinion whatsoever on the part of the International Labour Office concerning the legal status of any country, area or territory or of its authorities, or concerning the delimitation of its frontiers.

The responsibility for opinions expressed in signed articles, studies and other contributions rests solely with their authors, and publication does not constitute an endorsement by the International Labour Office of the opinions expressed in them.

Reference to names of firms and commercial products and processes does not imply their endorsement by the International Labour Office, and any failure to mention a particular firm, commercial product or process is not a sign of disapproval.

ILO publications can be obtained through major booksellers or ILO local offices in many countries, or direct from ILO Publications, International Labour Office, CH-1211 Geneva 22, Switzerland. Catalogues or lists of new publications are available free of charge from the above address, or by email: pubvente@ilo.org

Visit our website: www.ilo.org/publns

Table of Contents

INTRODUCTION.....	3
UNIT 1: GETTING STARTED: THE INDEXING PROCESS	4
<i>Step 1: Examine the document to determine its subject content</i>	<i>4</i>
<i>Step 2: Note down the key concepts</i>	<i>4</i>
<i>Step 3: Convert the concepts into descriptors.....</i>	<i>5</i>
<i>Step 4: Arrange the descriptors in a descriptor string</i>	<i>6</i>
<i>Step 5: Assess the relevance of the descriptor string</i>	<i>7</i>
UNIT 2: CREATING THE DESCRIPTOR STRING	8
<i>Primary descriptors</i>	<i>8</i>
<i>Secondary descriptors.....</i>	<i>9</i>
<i>Form descriptors.....</i>	<i>10</i>
<i>Organization pub descriptors</i>	<i>12</i>
UNIT 3: ASSIGNING FACET NUMBERS.....	14
<i>The purpose of facet numbers.....</i>	<i>14</i>
<i>Choosing the right facet number</i>	<i>14</i>
<i>A dilemma: the document that deals with more than one main subject</i>	<i>15</i>
UNIT 4: FREE TEXT ABSTRACTS	17
<i>What is the purpose of free text abstracts?.....</i>	<i>17</i>
<i>When is a free text abstract necessary?</i>	<i>18</i>
<i>General rules for free text abstracts</i>	<i>19</i>
UNIT 5: SPECIFIC TYPES OF DOCUMENTS	20
UNIT 6: DESCRIPTORS TO USE CAREFULLY	23
UNIT 7: ENTERING INDEXING DATA	29
ANNEXES.....	32

INTRODUCTION

This manual presents the indexing techniques used in the preparation of bibliographic records for the Labordoc data base. It is designed particularly for the use of indexers working in the ILO Library or in documentation centres at ILO headquarters or in ILO field offices. Other libraries and documentation centres working in related subject areas are also invited to follow the indexing techniques set out here. The use of shared indexing techniques is a major step towards facilitating exchange of information between libraries.

Here are some facts to start off with:

Indexing, or subject analysis, is the description of a document in terms of its subject content through the use of terms selected from a controlled vocabulary. Each term, or descriptor, is used unambiguously to represent a specific subject.

The purpose of indexing is to provide subject access to a collection of information and to enable users to retrieve documents on specific subjects. It is the searching by combinations of descriptors that provides this access. The effectiveness of information retrieval, therefore, depends on the quality and consistency of the indexing.

A bibliographic record is prepared for each document chosen for inclusion in Labordoc. This record consists of a description of the bibliographic characteristics of the document (date and language of publication, title, author, etc.), together with a subject analysis (descriptor string, facet number and sometimes a free text abstract)

UNIT 1: GETTING STARTED: THE INDEXING PROCESS

The indexing process consists of five steps:

STEP 1: Examine the document to determine its subject content

STEP 2: Note down the key concepts

STEP 3: Convert the concepts into descriptors

STEP 4: Arrange the descriptors in a descriptor string

STEP 5: Assess the relevance of the descriptor string

Step 1: Examine the document to determine its subject content

In other words, find out what the document is about.

You only need to look at certain parts of a document to get an idea of its subject content.

Consult the table of contents, index, author's summary, preface, foreword, introduction, and conclusions. Then, read a few paragraphs to be sure that you have not misunderstood or been misled by these sources. If you require more information before indexing, you may wish to consult each chapter briefly.

Hints:

- Don't rely solely on the summary on the dust jacket or the back cover. As its main function is advertising, this information may be superficial or misleading.
- Don't read the whole document. Only when an introduction, table of contents, chapter headings, conclusion, etc. are lacking, should it be necessary to read much of the document to obtain an adequate understanding of the subject matter.

Step 2: Note down the key concepts

While examining the parts of the document, note down the important words, or groups of words that reflect its subject content. The relative importance of each concept must be judged so that undue emphasis is not placed on relatively insignificant segments of the document.

In general, a document that covers a broad range of subjects should be indexed using a few broad descriptors rather than many specific ones.

Step 3: Convert the concepts into descriptors

The third step in the indexing process is to represent the chosen concepts with the controlled vocabulary of the ILO Thesaurus. [[Read more about the ILO Thesaurus](#) on the ILO Library web site]

To express selected concepts in indexing terms (descriptors), look for the key words you have noted in ILO Thesaurus, and select the descriptors that correspond most closely to them:

- Search for the concepts in the alphabetical list of descriptors (you can do this online, or using the printed edition of the ILO Thesaurus).
- Read all the information about the descriptor: What are its related terms? Broader or narrower terms? Is a scope note given? You may find that one of the related terms is more appropriate than your original choice.
- Select the descriptor that best expresses each concept.
- Make sure you use the most precise descriptor possible. For example ...
- Take note of the facet in which the descriptor is found and make sure (by looking at the facet heading) that the context is appropriate.

A thesaurus is a controlled vocabulary. Terms in natural language sometimes have several meanings or take on different connotations when used in different contexts. However, to improve the precision of retrieval, only one meaning is assigned to each term. You need to make sure that you are using the term with the same meaning as in the ILO Thesaurus. Many descriptors have scope notes which define how the descriptor should be used in Labordoc. If there is no scope note check the facet under which the descriptor is classed to ensure that it is being used in its correct sense. For example, only USE:

<i>selection</i>	for the selection of staff	facet 12.05.3 (Recruitment and selection)
<i>application</i>	for the application of law	facet 04.01.1 (Law)
<i>accessibility</i>	for mobility of the disabled	facet 06.11.3 (Mobility of the disabled)

As with these three descriptors, many descriptors that appear to have a general meaning are in fact limited to one context, because of their facet number.

What if there is no appropriate descriptor in the Thesaurus?

Look for synonyms and more general expressions. Choose the most appropriate descriptor (s) available, even though it may be less than satisfactory. The major concept(s) of the document must be represented by a descriptor (or descriptors), to permit retrieval. If necessary, supplement the descriptor string with a free text abstract as explained in Unit 4.

For each descriptor selected, ask yourself the question: “If a researcher were doing a search on this topic, would this document be useful?” If the answer is “no”, then the descriptor should not be used.

Hints:

- Always choose the most specific descriptor available to describe a subject. For example:

<i>social expenditure</i>	is more specific than	<i>public expenditure</i>
<i>codetermination</i>	is more specific than	<i>workers participation</i>
<i>reduced hours of work</i>	is more specific than	<i>hours of work</i>

- See how descriptors are used in the Labordoc data base at www.ilo.org/labordoc.

By browsing in Labordoc you can see how other items on the same subject have been indexed.

In Labordoc, go to “Guided Search”. Type the descriptor in the “Search for” box. Select “as a phrase” and select “Search in: Main subjects.

The search results will include descriptions of documents that have been indexed with this descriptor (as a main or primary descriptor). View some records to see if these documents cover the same subject as the one you are indexing.

Step 4: Arrange the descriptors in a descriptor string

After the appropriate descriptors have been selected from the ILO Thesaurus, they need to be arranged into groups of primary, secondary and form (or organization publication) descriptors.

The complete list of descriptors is known as a descriptor string. Unit 2 describes in detail how to arrange descriptors within the descriptor string.

Step 5: Assess the relevance of the descriptor string

Once the descriptor string is drafted, it should be evaluated according to whether it reflects the content of the document and whether selected descriptors provide access to all the important subjects treated in the document.

Note: Avoid overindexing

Selecting too many terms is called “overindexing” it may result in retrieval of a greater number of documents, but decrease the relevance of documents to the researchers’ needs.

The use of **any descriptor** should mean: readers who are interested in this subject will find substantial material of interest to them in the document.

When a book includes an index, you can use it to check whether the descriptors you have chosen are actually given much importance in the text.

A subject that is not mentioned in the book’s table of contents may not be worth mentioning in the descriptor string. There may not be enough information on this subject to be a useful to readers.

Do not index the subjects of individual statistical tables in a document, unless the subject figures prominently in the text of the document.

Remember that there are usually plenty of articles and books available on each of these subjects. Readers will only want to select items that offer a substantial amount of information.

Note: Secondary descriptors are not always required in general. They can be omitted when a table of contents is present in the Labordoc record.

UNIT 2: CREATING THE DESCRIPTOR STRING

All descriptors within the descriptor string are arranged in three groups:

Primary descriptors

Secondary descriptors

Form descriptors including Organization publication descriptors (Organization pub descriptors)

Every descriptor string must include primary descriptors; some descriptor strings include secondary descriptors and/or form descriptors.

The order in which descriptors are entered within a field does not affect retrieval. However, certain conventions have been adopted for arranging them in the string.

Primary descriptors

Primary descriptors are descriptors that reflect the main subject content of the document as a whole. In Labordoc, they are entered in field 650 and the value of the first indicator is “1”. Primary descriptors are ALWAYS present in the descriptor string.

Primary descriptors include several types of descriptors, arranged in the order below:

- subject descriptors which reflect the main subject of the document . They should be entered in order of importance (most important subject first).
- descriptors which indicate the time period covered (trend, projection, etc.) (if appropriate)
- geographical descriptors. Geographic descriptors should not be used if the text does not refer to a specific country, region or group of countries.

>> *Geographical descriptors*

When used as primary descriptors, they are entered at the end of the list of primary descriptors.

Cite them in alphabetical order; if appropriate, use Broader Terms (for several countries in a geographical grouping). For example:

..., *France, Germany, Italy, Sweden, UK, USA* or ...*EU countries, Japan*

Geographical descriptors must be alphabetized, even if one country is treated with more prominence than the others. For instance, if a document deals with Brazil and Peru, the two countries must be listed in that order. If Peru is given a lot more emphasis than Brazil, you can show this either by:

- mentioning this fact in a free text abstract, or
- relegating the descriptor *Brazil* to the status of secondary descriptor.

If countries are treated separately and in depth they should be listed individually. Indepth may mean just a few pages of separate treatment, if these pages contain serious research or figures.

EU countries, *OECD countries* and *ASEAN countries* are treated as geographical descriptors. They may be used even if there is no specific reference to membership in the relevant organization.

Secondary descriptors

Secondary descriptors are entered in field 650 and the value of the first indicator is 2. They are used in the following cases:

- to reflect subjects of lesser importance or subjects relating to sections of the document only (for example, the chapters in a book);
- to describe aspects of the subject treated (for example, *social implication*, *political aspect*);
- to indicate specific elements present in the document (for example, *abbreviations*, *glossary*);
- to give supplementary information such as: *ILO mentioned* and *Restricted* (when used, this last descriptor is always used at the very end of the descriptor string).

Remember: Secondary descriptors are not always required in general. They can be omitted when a table of contents is present in the Labordoc record.

Example of a two-level descriptor string:

primary descriptors:	<i>poverty, social conditions, economic policy, employment, trend, Jordan</i>
secondary descriptors:	<i>living conditions, social expenditure, housing, educational expenditure, medical care, labour force participation, wages, unemployment, woman worker, migration, Restricted</i>

>> **End-of-the-string descriptors**

Descriptors which name specific elements contained in the document have a fixed position as secondary descriptors at the end of the descriptor string.

They are listed after any secondary subject or geographic descriptors.

Choose from the following list (only!), and cite the descriptors in alphabetical order at the end of the descriptor string (secondary descriptors):

abbreviations
checklist
chronology
conversion table
glossary
list of participants (for ILO meetings only)
questionnaire

Note: Since 2002 many specific elements contained in the document (charts, illustrations, references, etc.) are part of the cataloguing description (see the ILO Library Cataloguing Manual). Although they appear in older records, the following descriptors are no longer used as secondary descriptors:

<i>annotated bibliography</i>	<i>organigram</i>
<i>bibliography</i>	<i>photograph</i>
<i>graph</i>	<i>statistical table</i>
<i>illustration</i>	
<i>list of participants (for non-ILO publications)</i>	

Annotated bibliography, bibliography, statistical table are still used as primary descriptors or form descriptors. (See list of form descriptors below.)

Form descriptors

Form descriptors are entered in the 655 field. It is not mandatory to use a form descriptor for every document. More than one form descriptor may be used. Organization pub descriptors are a special kind of form descriptor. Example:

655: *conference report, project report, ILO pub...*

Choose from the following descriptors:

<ul style="list-style-type: none">• <i>Annotated bibliography</i>• <i>Atlas</i>• <i>Bibliography</i>• <i>Biography</i>• <i>Book review</i>• <i>Book trade catalogue</i>• <i>Catalogue</i>• <i>Census</i>• <i>Code of practice</i>• <i>Conference paper</i>• <i>Conference report</i>• <i>Dictionary</i>	<ul style="list-style-type: none">• <i>Directory</i>• <i>Encyclopaedia</i>• <i>Gazetteer</i>• <i>General study</i>• <i>Guide</i>• <i>Labour force survey</i>• <i>Management development guide</i>• <i>Manual</i>• <i>Mission report</i>• <i>National plan</i>• <i>Press release</i>• <i>Project report</i>	<ul style="list-style-type: none">• <i>Reference book</i>• <i>Statistical table</i>• <i>Summary</i>• <i>Survey</i>• <i>Teaching material</i>• <i>Textbook</i>• <i>Thesaurus</i>• <i>Trainers manual</i>• <i>Training package</i>• <i>Workers education teaching aid</i>
--	---	--

Only the form descriptors listed above should be used in this way. Descriptors which are not on this list (such as *offprint*) should not be used as form descriptors.

Note: Usually, form descriptors are not the subject of the document. Exceptions to this rule are made for publications of a very general nature, such as:

- language dictionaries (but not subject dictionaries);
- general encyclopaedias, atlases and gazetteers;
- biographical directories (“Who’s Who”);
- book trade catalogues, bibliographies of bibliographies, and other reference materials of extremely broad coverage.

Organization pub descriptors

Organization pub descriptors include *ILO pub*, *UN pub*, etc., and are used whenever the document is produced by a major international organization, a labour ministry, a trade union or an employers' organization.

These descriptors, which give the name of the organization responsible for the publication, are, when applicable, always entered in the field 655 after form descriptors.

Organization pub descriptors are useful for researchers who need to find documents produced by international organizations. They provide a "short cut" for searching: without these descriptors, researchers would need to know the official names of all the organizations, which are often long.

If you are working in the ILO Library, look at the call number of the book. Documents indexed in the ILO Library have been assigned a call number before they are indexed. If it contains the letter "B" the book is issued by a major international organization and must be identified by an organization descriptor.

Articles from journals produced by international organizations also need to be assigned organization pub descriptors.

Articles from journals produced by trade unions and employers organizations are not assigned organization pub descriptors.

Descriptors which refer to publications of ILO programmes, for example: *CINTERFOR pub* are used in conjunction with the descriptor *ILO pub*.

Note: If the document is published by an international organization, a trade union, a labour ministry or an employers' organization:

- See the title page, or check the cataloguing record.
- If more than one organization is responsible for the contents of the document, choose only the one actually responsible for issuing the document; this is the one that corresponds to the place of publication.

Choose from the following list:

- | | |
|---|---|
| <ul style="list-style-type: none">• <i>ADB pub</i>• <i>African Development Bank pub</i>• <i>African Union pub</i>• <i>APO pub</i>• <i>CEDEFOP pub</i> | <ul style="list-style-type: none">• <i>IMO pub</i>• <i>IOM pub</i>• <i>ISO pub</i>• <i>ISSA pub</i>• <i>ITC pub</i> |
|---|---|

- | | |
|--|---|
| <ul style="list-style-type: none">• <i>CIADFOR pub</i>• <i>Council of Europe pub</i>• <i>EU pub</i>• <i>EFTA pub</i>• <i>Employers organization pub</i>• <i>European Parliament pub</i>• <i>FAO pub</i>• <i>IAEA pub</i>• <i>IBRD pub</i>• <i>ICAO pub</i>• <i>IDA pub</i>• <i>IDB pub</i>• <i>IDRC pub</i>• <i>IFAD pub</i>• <i>ILO pub</i>• <i>ILO pub, ARLAC pub</i>• <i>ILO pub, CIAT pub</i>• <i>ILO pub, CINTERFOR pub</i>• <i>ILO pub, CIS pub</i>• <i>ILO pub, IILS pub</i>• <i>ILO pub, ILO Turin Centre pub</i>• <i>IMF pub</i> | <ul style="list-style-type: none">• <i>ITU pub</i>• <i>Labour administration pub</i>• <i>OAS pub</i>• <i>OCAS pub</i>• <i>OECD pub</i>• <i>SEATO pub</i>• <i>Trade union pub</i>• <i>UN pub</i>• <i>UNCTAD pub</i>• <i>UNDP pub</i>• <i>UNEP pub</i>• <i>UNESCO pub</i>• <i>UNICEF pub</i>• <i>UNIDO pub</i>• <i>UNITAR pub</i>• <i>UNRISD pub</i>• <i>UPU pub</i>• <i>WCL pub</i>• <i>WHO pub</i>• <i>WIPO pub</i>• <i>World Bank pub</i>• <i>WTO pub</i> |
|--|---|

UNIT 3: ASSIGNING FACET NUMBERS

The purpose of facet numbers

Each document indexed for Labordoc is assigned a facet number from the ILO Thesaurus which corresponds to the main subject of the document.

The purpose of the facet number is to supplement the information given in the primary descriptor field by identifying a principal subject classification for the document.

A single document in Labordoc may be assigned a descriptor string that includes five or six or even more primary descriptors. However, when a user does a search in Labordoc for “Main subjects”, all of the primary descriptors have the same “weight” in the search results. By assigning a facet number, we are able to give more “weight” to one main subject.

This permits searchers to focus their search with much more precision.

For example, a researcher may decide to do a combined search by facet number and keywords.

Assigning a facet number to each document also permits arrangement of references by subject categories in bibliographies produced from the database.

In addition, the facets from the ILO Thesaurus can be used for grouping information collections by subject. A number of ILO field offices use this method of arrangement.

Choosing the right facet number

The facet number should be assigned after the descriptor string has been prepared. Look up the main subject descriptor and write down its facet number.

The facet number should always correspond to the FIRST subject descriptor. In older Labordoc records a different style was used and the facet number does not always correspond to the first subject descriptor.

It is important to look at the heading that corresponds to the facet number. If the facet heading that corresponds to the first descriptor seems inappropriate for any reason even though the descriptor itself seems appropriate, do not use the number. Consider whether another descriptor should be added so as to allow for a more appropriate choice of facet number. If not, see if the facet heading which corresponds to one of the other primary descriptors is more appropriate, and if necessary, rearrange the descriptors.

When the descriptor that you have chosen does not seem to fall in the right facet, this is a “red light” telling you to look for a different descriptor.

Example:	
Title:	<i>Work, leisure and well-being</i>
<i>leisure</i> may seem like an appropriate descriptor but facet 08.17 is the facet for <i>hotel industry</i> . Choose a different first descriptor to get a more appropriate facet. For example, <i>work life balance</i> (05.03.1) or <i>wellbeing</i> (02.03.1)	

When in doubt, try searching in Labordoc by the chosen facet. You can do this in “Basic Search” by typing the facet in the search box within quotes, for example:
”13.01.3”

Look at the titles that appear in the search results to see if they are similar to the document that you are indexing.

A dilemma: the document that deals with more than one main subject

When a document deals with more than one main subject, deciding which one to choose as the first subject (the one which determines your choice of a facet number) may not be easy. It is often useful to look at earlier items in Labordoc on the same subjects and see how they were indexed.

Here are some guidelines on the choice of facets in particular cases:

Facet numbers for countries (01.04...) should not be used except for very general studies of the country concerned. (In such cases, the form descriptor should normally be: *general study*).

For documents dealing with a particular issue in a particular economic or industrial sector, choose the facet that corresponds with the issue, not the sector (and place that descriptor at the beginning of the string, e.g. *working conditions, clothing industry* (facet: 13.03.1.). For documents treating several issues in the same sector, use the facet for the sector (e.g. *clothing industry, working conditions, conditions of employment, vocational training* (facet: 08.09.3).

For documents dealing with: “the impact of A on B” , choose the facet which corresponds to “B”. For example, a document on the impact of technological change on labour demand for skilled workers would have *labour demand* as the first subject descriptor and be assigned facet 13.01.2.

For documents dealing with the situation of women, the facet for women is normally used (and the relevant descriptor should be placed at the beginning of the string). EXCEPT for occupational health and safety of women, use the facet for *occupational health* and *occupational safety* (13.04.2) and wage differential, use the facet for *wage differential* (13.07)

Choose main descriptors referring to the industry (e.g. *textile industry*) rather than the workers (e.g. *textile worker*) to allow choice of an industry facet rather than an occupation facet (13.11).

Avoid the occupation facet (13.11) as much as possible, except for career profiles (formerly called career monographs).

For project evaluations, mission reports, and development projects, use the facet for the subject area (for example, *rural development*, facet 07.01.4), rather than the facet that corresponds to *project evaluation* (01.01.6).

For documents on the application or violation of ILO Conventions or ILO Recommendations on a specific subject, choose the facet that represents the subject, for example, *workers rights* (04.02.5), and not the *ILO Convention* (01.03.7). If the document deals with several ILO Conventions or ILO Recommendations which cannot be grouped under a general subject use the facet number for *ILO Convention* (01.03.7).

Reserve the use of facet 01.03.8 (international organizations) for documents about the organization (e.g. its structure, administration, etc.). Place documents on a particular activity of an international organization under the facet that refers to the activity, eg. *peace, international cooperation, role of UN*

For documents dealing with legislation on any subject, place the subject descriptor first and use its facet, rather than the facet for legislation.

When a descriptor is used in a different context than its usual one, consider choosing a different main subject descriptor to allow for appropriate choice of facet.

UNIT 4: FREE TEXT ABSTRACTS

What is the purpose of free text abstracts?

Free text abstracts are used to complement the information given in the descriptor string. It is a brief statement of the content or an indication of the characteristics of a document, without interpretation or criticism.

For publications in English, French or Spanish, abstracts are usually prepared in the language of the publications. For publications in all other languages, abstracts are prepared in English.

Following are the chief characteristics of a good abstract:

- ✔ **Essentiality:** The abstract should focus on the essential content, or emphasis, of the document, distinguishing the essential from what is peripheral.
- ✔ **Objectivity:** The indexer must neither introduce biases nor evaluate, interpret, or draw conclusions from the material. Objectivity implies that the indexer avoids qualifying the document as “excellent”, “unusual”, “authoritative”, etc. For example, the author of a document may claim to be describing a “unique” phenomenon, but we cannot accept his or her claim without proof. He or she may only be trying to make the research sound more interesting.
- ✔ **Accuracy:** The abstract must accurately reflect the content of the document.
- ✔ **Clarity:** The abstract must be clear and precise in its meaning, both as a whole and in its individual sentences. The reader should never be puzzled by what an abstract is attempting to convey.
- ✔ **Concision :** An abstract is a condensation and is limited in length. The indexer should always use the most economical means of expression.
- ✔ **Style:** The overall style of the abstract should be formal: slang expressions and contractions should be avoided, and complete sentences should be used, except for verbal phrases such as: “Describes...”

The abstract may summarize a portion of the document only, rather than the document as a whole.

Sometimes, one of the subjects covered in a document needs to be explained in a free text abstract, while other subjects covered in the same document do not need any explanation. This may be the case for a subject which is of particular interest to the ILO, or which is not yet covered extensively in the literature. However, you should avoid giving too much emphasis to that subject, using a phrase that shows the reader that this subject is not the *main* or *only* subject covered. For example:

- Takes into account...
- Briefly examines...
- One chapter covers...
- Includes a chapter on...

When is a free text abstract necessary?

Regardless of the size of the document in question, a descriptor string may be all that is required to convey the subject of the document. However, some documents are given, in addition to the descriptor string, a free text abstract that is entered in field 520. This is done in the following cases:

1. When the title and descriptors together do not clearly indicate the subject content of the document.
2. To express relationships between ideas, or concepts represented by descriptors, or to place the content of the document within a context.
3. To convey concepts or specific subjects that cannot be expressed adequately through the use of descriptors. For example, to explain or highlight new concepts for which there is not yet a descriptor.
4. To indicate a specific geographical location, e.g. a city, region, etc., if it does not appear in the title of the document and is not covered by a descriptor.
5. To indicate dates if they are not included in the title.

There are several descriptors that deal with time periods: *forecast, economic forecast, projection, trend, history*.

When one of these descriptors is used, the time period should ALWAYS be given in the abstract, if it is not given in the title.

For discussions of the future where the discussion is not time bound, use the descriptor *future* and avoid the terms listed above.

Where specific dates cannot be given, use a broad period or an approximation. When the period extends to the time of writing, dates should be used and not a formulation such as “to the present”. For example:

- Focuses on the period from 1980 to the late 1990s.
- Reviews trends from the mid-1970s to 1991.
- ...during the 1980s.
- ...from the late 1980s to 1992.
- ...over the past 300 years.

6. For documents on legislation, the name of the Act or law as well as the date of enactment should be given if they are not given in the title. This also applies to documents dealing with ILO Conventions and Recommendations, which should be cited according to ILO practice.

Example:

the Hours of Work (Industry) Convention, 1919 (No.1)
the Unemployment Recommendation, 1919 (No.1)
the Unemployment Convention, 1919 (No.2), and Recommendation, 1919 (No.1) (see more p.26)

7. For documents based on the results of a survey, the date of the survey should be given, and, if possible, the size of the sample.
8. To explain acronyms and other unfamiliar expressions in the title.
9. To name an organization or (in biographical works) an individual, when the name is not given in the title

Note: A free text abstract is generally not necessary if the table of contents is reproduced.

General rules for free text abstracts

1. Write the abstract in a single paragraph and enter it in the 520 field. The text of the abstract may be based on a passage in the document itself, when such a passage clearly and accurately summarizes the concepts to be expressed.
2. Normally the abstract should begin with a verb (analyses, compares, etc.) or a noun (conference report, study, etc.)
3. Punctuate as in natural language.
4. Do not use unexplained abbreviations.
5. Follow correct grammar and ILO usage for spelling, even if this is inconsistent with descriptors (for example: women's rights and not womens rights).
6. Keep sentences simple: you are writing for an international audience whose mother tongue is not necessarily English. The goal is to be clear, not to impress readers with our literary style. Avoid a series of "ands" which refer back to the same verbal phrase. Instead, start a new sentence.

Author or publisher's abstracts can be used as free text abstracts for publications in electronic form. They are added to the field 520 by copy/paste.

UNIT 5: SPECIFIC TYPES OF DOCUMENTS

The following types of documents are indexed in a special style:

Conference papers and reports
Confidential documents
Constitutions
Dictionaries
Directories
ILO publications and documents
Legislation
National plans
Statistical tables
Surveys
Teaching and training material

CONFERENCE PAPERS AND REPORTS

Use the form descriptors *conference paper* or *conference report* only if the name of the conference is known and is cited in the Meeting field (111 or 711). If the document contains records of proceedings or includes a partial report of the conference, such as opening speeches, agenda, lists of participants, etc., use *conference report*. For individual conference papers or compilations of conference papers use *conference paper*. If the document includes both conference papers and a conference report, use *conference paper*.

CONFIDENTIAL DOCUMENTS

Add the descriptor *Restricted* to the end of the descriptor string

CONSTITUTIONS

Use the main descriptor *constitution* and add the descriptor *text*. If the text of the constitution is not given, use the descriptor *constitutional law*

DICTIONARIES

Language dictionaries: Enter *dictionary* as a form descriptor and *language* as a primary descriptor. The facet number assigned to language dictionaries is always: 19.04.2

Subject dictionaries. Enter *dictionary* as a form descriptor and its subject(s) as primary descriptors. Do not assign secondary descriptors. The facet number corresponds to the subject of the dictionary. For example: *sociology, definition* (05.01.1)

DIRECTORIES

Enter *directory* as a form descriptor. Do not assign secondary descriptors. If the directory has worldwide coverage, use: *developed countries, developing countries*.

ILO PUBLICATIONS

Enter *ILO pub* as a form descriptor. ILO may be responsible for the contents of the book even though it has been published by another organization or by a commercial publisher.

LEGISLATION

Use *legislation* (and not *law*) for documents that discuss or present texts of specific laws. Include one or more of the following: *text, comment, application* to indicate whether the document contains the actual texts of laws, commentaries on laws, or a discussion of the application of laws.

Follow the same procedure for each descriptor containing “...*legislation*” as well as for these descriptors: *constitution, EC Directive, EC Regulation, ILO Convention, ILO Recommendation, international agreement*. For documents that do not cite specific laws, use *legal aspect* with the subject. For documents that treat the subject as a whole use *law*.

NATIONAL PLANS

Enter *national plan* as a form descriptor. Use the following descriptors: *development policy, economic and social development*. Secondary descriptors: specify the policies covered, for example *economic policy, industrial policy, social policy, employment policy, educational policy, health policy, housing policy*

STATISTICAL TABLES

For a compilation of statistical tables, Enter *statistical table* as a form descriptor. Do not use *data collecting* or *methodology* unless they are of major importance to the document. A population census may contain important employment statistics; these should be mentioned (as secondary descriptors). *Census* is a form descriptor.

SURVEYS

Add *survey* as the first secondary descriptor if the publication is a discussion of a survey. If the scope of the survey is not clear from the title, explain it briefly in a free text abstract. Example: ***Based on a survey of 187 countries carried out in 2003. Investigates the implementation of the Programme of Action adopted at the International Conference on Population and Development in 1994.***

For documents reproducing the actual survey data (e.g. family budget surveys), *survey* is considered to be the form of the document. In this case, *survey* should be entered as a form descriptor. The term *household* should be avoided unless it clearly relates to another descriptor, or is clearly explained in the free text; *household* by itself is meaningless.

TEACHING AND TRAINING MATERIAL

Teaching and training material is defined in the scope note as: “Any printed and/or non-printed material designed specifically for or used in instruction.” Narrower terms include *manual*, *textbook*, *training package*. *Teaching and training material* can be used both as a form descriptor (when the document analyzed is teaching and training material) or as a subject descriptor (when the document is ABOUT the preparation or use of teaching and training material).

UNIT 6: DESCRIPTORS TO USE CAREFULLY

Business organization/work organization	ILO sponsored
Data collecting and research	International labour standards
Demographic aspect	Labour flexibility/Deregulation
Disability	Labour movement
	Labour supply/Labour force participation
Economic sector	Occupational change/labour mobility
Econometric model	People
Economy/Market economy	Performance appraisal
Employment/Labour market	Plan of action
ILO	... policy/Personnel policy
	Recommendation
ILO Conventions and Recommendations	Role of ...
ILO meetings	Sex discrimination
ILO mentioned	Theory
ILO. Role of ...	

BUSINESS ORGANIZATION/WORK ORGANIZATION

Business organization refers to the complete structure of a business enterprise and its detailed composition.

Work organization refers to how work in an enterprise is organized (work time, organization of production, integration of new technology, new forms of work, etc).

DATA COLLECTING AND RESEARCH

Several descriptors related to research tend to be overused It is not necessary to mention:

data collecting

evaluation technique

methodology

statistical method

whenever a document is based on research. These terms do not really provide useful information, since the authors usually give some explanation of how they conducted their research. Use these terms when the publication explains or describes research methodologies and/or techniques.

DEMOGRAPHIC ASPECT

In general, an “...*aspect*” descriptor is not useful unless it is fairly clear which other descriptor(s) it relates to. When there is no clear relationship with another descriptor, *population* or *population dynamics* is a better choice. It is not necessary to add demographic aspect to a descriptor string when the main subject is population.

DISABILITY

A document with this descriptor in first position should describe different types of disability:

Is this disability relevant to the individual’s job?

How many people have this kind of disability?

How can this disability be classified?

But a document which focuses on action taken to improve the situation of people with disabilities needs a descriptor which tell us what that action is. (e.g. *vocational rehabilitation*)

ECONOMIC SECTOR

economic sector is appropriate for a document that discusses the broad sectors of the economy in the sense of : *industrial sector, agricultural sector, public sector*.

This descriptor is used only if the document includes a serious discussion of the whole economy of the country in which all the main sector are discussed in detail (Example 1).

ECONOMETRIC MODEL

Use only when a document deals with the development of an econometric model (Example 2).

ECONOMY/MARKET ECONOMY

Descriptors such as : *economy, market economy* should be used when a document takes the approach of an economics textbook and explains to students the answer to this kind of theoretical question:

What is a market economy?

How does a market economy function?

They should not be used to indicate that the phenomenon discussed in a document takes place in the context of a market economy (Example 3).

EMPLOYMENT/LABOUR MARKET

labour market should only be used if labour market structure is explained as a whole.

For a document which discusses people's attitude to the labour market, or discusses whether being employed is one of their priorities in life, or discusses how employment is developing, the term *employment* is the most appropriate descriptor (Example 4)

ILO

Use the descriptor *ILO* for documents which deal with the ILO in general: its policies, its procedures, and its institutional framework.

Wherever possible, use a more specific descriptor. Do not confuse *ILO* with *ILO pub* (Example 5).

ILO CONVENTIONS AND RECOMMENDATIONS

For documents which discuss ILO Conventions and ILO Recommendation, use the descriptors *ILO Convention*, *ILO Recommendation* (not the descriptors *international labour standard* or *labour standard*). If the discussion includes a legal commentary, use the descriptor *comment*. If the discussion comments on its implementation use *application* and if the entire text is included, use the descriptor *text* (e.g. *ILO Convention, ILO Recommendation, text*). If one or more specific ILO instruments are discussed (and they are not named in the title), cite their numbers and titles, in a free text abstract (e.g. Includes the text of the Part-Time Convention, 1994 (No. 175)). ILO Conventions are cited according to official ILO style. For example, Based on a survey of occupational health services in 36 countries, carried out in 2003/2004. Includes the texts of the Occupational Health Services Convention, 1985 (No. 161) and Recommendation, 1985 (No.171). Also includes texts of some national regulations concerning occupational health examinations)

ILO Recommendation refers to official ILO Recommendations formulated for guidance purposes and not requiring ratification by ILO member States. As for *ILO Convention*, this descriptor needs to be accompanied by *text, comment or application*.

ILO MEETINGS

Do not include the descriptor *ILO Meeting* just to indicate that an ILO meeting has taken place; reserve this descriptor for indexing documents where an ILO meeting is the subject of discussion.

ILO MENTIONED

ILO mentioned is normally used in connexion with non-ILO publications which make reference to the Organization but do not treat it in any detail. If the descriptor string contains another "ILO" descriptor such as *ILO Convention, role of ILO*, do not add *ILO mentioned*. *ILO mentioned* is only used as a secondary descriptor and should be added to the end of the descriptor string (e.g. *ILO mentioned, glossary*).

ILO: ROLE OF...

Use the descriptor *role of ILO* with the area of activity and, where possible, geographic scope (*decent work, technical cooperation, role of ILO, developing country*).

ILO SPONSORED

Use for non-ILO documents published with assistance from the ILO (often government publications emanating from a development project) but for which the ILO is not responsible for the content. The descriptor *ILO sponsored* should be added to the end of descriptor string (e.g. *glossary, ILO sponsored*)

INTERNATIONAL LABOUR STANDARDS

The descriptor *international labour standards* refers to all such standards emanating from the ILO and other international standards organizations such as the EU. Avoid this descriptor when a document only deals with ILO standards, and choose among the following descriptors: *role of ILO, ILO Convention* and/or *ILO Recommendation* (always followed by *text, comment, application*), *ILO standard setting*.

LABOUR FLEXIBILITY/DEREGULATION

The descriptor *labour flexibility* covers the removal of labour regulations. It includes flexibility in wages, hours of work, work organization, and also in labour utilization through flexible hiring and employment practices.

Deregulation refers to the removal or relaxing of economic regulations in order to favour free trade and free functioning of the market

LABOUR MOVEMENT

Use *labour movement* for an unorganized labour movement generally existing in the early stages of workers organizing, prior to development of organized trade unions.

LABOUR SUPPLY/LABOUR FORCE PARTICIPATION

Labour supply refers to the supply of workers, hours or efforts for the production of goods and services, and is determined by the size of the population, the proportion able and willing to work and the number of hours worked by each individual (Example 6).

Labour force participation is used to refer to the percentage of people in or out of the labour force. According to the ILO definition, unemployed people who are actively looking for work are considered to be part of the labour force (Example 7).

OCCUPATIONAL CHANGE/LABOUR MOBILITY

Occupational change refers to a person changing their occupation. For example, an accountant becomes a teacher. *Labour mobility* refers to an accountant, for example, leaving his or her employer to find another job as an accountant.

PEOPLE

Descriptors which concern people, such as:

- *older people*
- *disabled person*
- *immigrant*
- *consumer*
- *landowner*
- *etc*

should only be placed at the beginning of the primary descriptor string if the document focuses on the people concerned. For example:

How old they are?

What is their race, their ethnic group, their family situation?

What kind of problems or handicaps do they have?

What are their living conditions?

What are their aspirations?

Etc

While some documents are descriptive, most documents are action- or issue-oriented and should not start with a “person” descriptor. For this kind of document, descriptors which describe phenomena or issues related to these people must be used:

descriptors of persons

older people
disabled person
immigrant
consumer
landowner
child worker

descriptors of phenomenon

ageing population
vocational rehabilitation, disability benefit,
immigration
consumer expenditure
land tenure, access to land, etc
child labour

PERFORMANCE APPRAISAL

Performance appraisal which is classed in facet 12.05 (*personnel management*) can be used in only this context, i.e. when a supervisor makes an evaluation of a subordinate, or vice versa.

It cannot be used in a more general way, such as to describe how an entrepreneur estimates the performance of his enterprise.

PLAN OF ACTION

A *plan of action* is not a theoretical discussion of what might be useful: it is a document which contains a precise list of things to be done. It is used for national, regional or other action plans relating to specific topics, e.g. poverty alleviation, women’s development, etc (Example 8).

... POLICY/PERSONNEL POLICY

The descriptors *government policy* and all its narrow terms (*agricultural policy, cultural policy, defence policy, development policy, economic policy, etc*) deal with the policy at national level, e.g.

social policy, welfare state, Sweden

The exception is *personnel policy* which is used to describe policy at enterprise level, e.g.

Internet, e-mail, personnel policy, employee monitoring, UK

RECOMMENDATION

Use *recommendation* only for formal recommendations from a meeting or an expert (e.g. a project report).

ROLE OF...

Use *role of...* when the document concerns the official role of the government, the impact of one country upon another through private institutions such as aid agencies or multinational enterprises (e.g. *development aid, role of UK, Caribbean*).

Role of ... descriptors are available for the UN and some other UN organizations. Where the appropriate descriptor is not available, use *role of UN*, together with another descriptor, e.g. *role of UN, UNCTAD*.

Use “nationality” descriptors such as *Japanese* to refer to individuals from a country when they travel abroad (this includes migrant workers and expatriate workers).

SEX DISCRIMINATION

Do not use this descriptor unless the document treats the nature of sex discrimination in general. If the document observes that women get less pay, or work in a limited number of occupations, there are other more appropriate descriptors, e.g. *wage differential, equal pay, labour market segmentation, or sexual division of labour* (see p. 6 of the manual).

THEORY

Some descriptors refer to theoretical disciplines such as

economics, econometrics, macroeconomics, chemistry, demography, geography, social and cultural anthropology

They are used only when a document is about the study of the science or discipline concerned. Do not use them to describe research. For example, when a document is about the demography of a country, choose *population dynamics* and not *demography* (Example 9).

UNIT 7: ENTERING INDEXING DATA

Indexing data - descriptor strings, facet numbers, and free text abstracts - must be entered in the appropriate fields of the bibliographic record. Descriptors can be entered in English, French or Spanish (see details below).

To enter indexing data into an existing Labordoc record using the Voyager Cataloguing module, and follow these steps:

Begin by retrieving the record for which you have drafted the indexing data.

This can be done by CALLNO:

(click SEARCH button>Non-Keyword > Mfhd

Call Number and enter CALLNO); or

by Record ID (select Record>Retrieve by Record ID>Bibliographic and enter the bibliographic ID number).

Complete the following fields:

072 (facet number)

520 (free text abstract, optional)

650 (primary and secondary descriptors)

655 (genre/form descriptor, optional)

920 (status and status date)

925 (abstractor's ID (your initials))

All new records created in Voyager contain these fields (they are present, but blank) and the indexer should fill them in. To add a new blank field, highlight an existing field, select Edit>Insert Field Before (or press F3) or Edit>Insert Field After (or press F4).

This inserts a blank field before or after the highlighted field.

Note: The sequence of fields should be respected.

Each field consists of tags (072, 520, etc) with First and Second Indicators (1,2,7, etc) and Bibliographic Data (subfields).

To complete the above mentioned fields:

Select the Tag cell by clicking in the cell under Tag heading; type the tag (072, 520, 650, etc) or press F2 to select a valid tag from the Valid Values drop-down list. The tag displays in the cell;

Select an indicator by clicking in the indicator cell; type the indicator (1 is the first indicator for primary descriptors in the field 650, and 7 is the second indicator which points out that a source of terms (descriptors) should be specified in subfield 2) or press F2 to select a valid indicator from the Valid Values drop-down list. A number representing the indicator displays in the indicator cell.

Select the Bibliographic (Subfield) Data cell; type the bibliographic data (facet number, 13.01.4; or descriptor, *underemployment*), press F2 to select a valid subfield from the Cataloguing Tips drop-down list. Enter the subfield data. For example,

650 17 |a underemployment |2 ilot

The subfield 2 indicates a source of descriptors (ilot=ILO thesaurus).

As was mentioned at the beginning of this unit, descriptors can also be entered in French or Spanish. In this case, subfield 2 (source of descriptors, that is the ILO thesaurus) should be cited in the appropriate language, e.g.

**650 17 |a sous-emploi |2 tbit (tbit= thesaurus BIT) or
650 17 |a subempleo |2 toit (toit= tesauro OIT)**

Note: All present but unused fields should be deleted

e.g. 520, 655,

Status (ATRAN for non-experts and BTRAN for experts) and Status date should be added in field 920 and the indexer's initials in the field 925.

Records with status ATRAN are normally revised by an expert from the ILO Library and after corrections (if any) status ATRAN is changed by the indexer to status BTRAN. Records with status BTRAN are changed automatically to status BIBLIO after two weeks and all assigned descriptors are translated into the other languages. Once records have status BIBLIO they can be searched by descriptor in Labordoc.

Voyager also provides facilities for copying descriptors from one language version to the other language versions of the same document and for revising BIBLIO-status records (see Cataloguing Manual).

A sample of a complete bibliographic record comprising all the above-mentioned fields with valid values and descriptors in three languages is provided (Example 10).

Saving records to the database

Upon completion of all fields, the record should be saved to the database by clicking on the Save to DB button then clicking on the Continue button and confirming with OK

Remember that the process of saving includes an online process of validating descriptors. Check very carefully the column "Validation" to make sure that all descriptors are validated (the message "heading validated" appears against each descriptor) and, if necessary, make any appropriate corrections. At this stage, Voyager can save invalid descriptors, but in the process of translation, all invalid descriptors are rejected by the system and a report list of them is printed out.

ANNEXES

Example 1

Leading sectors, lead economies, and economic growth / Rafael Reuveny and...

000 03524caa 2201153Ka 450

001 352175

005 20030120060029.0

008 020318s2001 enk b 000 0 eng d

035 __ |a ocm49334698

035 __ |a ilb328255

035 __ |a 352175

040 __ |a ILO |c ILO

041 0_ |a eng |b eng

072 _7 |a 03.02.3 |2 ilot

099 _9 |a 328255

100 1_ |a Reuveny, Rafael.

245 10 |a Leading sectors, lead economies, and *economic* growth / |c Rafael Reuveny and William R. Thompson.

300 __ |a p. 689-719 : |b graphs, tables

504 __ |a Includes bibliographical references.

520 8_ |a Using data for the period 1870-1990, evaluates the extent to which US leading *sector* activity and aggregate growth both drive world *economic* growth. Focuses on the effects of the concentration and diffusion of major innovations.

650 17 |a *economic* growth |2 ilot

650 17 |a *economic sector* |2 ilot

650 17 |a business cycle |2 ilot

650 17 |a history |2 ilot

650 17 |a trend |2 ilot

650 17 |a USA |2 ilot

650 27 |a innovation |2 ilot

650 27 |a gross domestic product |2 ilot

650 27 |a political leadership |2 ilot

700 1_ |a Thompson, William R.

773 0_ |t Review of international political economy. |d London : Routledge. |g Vol. 8, no. 4 (Winter 2001) |x 0969-2290

920 __ |a biblio |d 2003-01-20

925 __ |a aj

946 __ |a pb

Example 2

Roads out of poverty ? : assessing the links between aid, public...

000 03376cam 2200949 a 450

001 375083

005 20050428060504.0

008 050316s2005 dcud b 000 0 eng d

035 __ |a 375083

040 __ |a ILO |c ILO

072 _7 |a 03.03.6 |2 ilot

099 _9 |a 105B03/14 engl

100 1_ |a Agénor, Pierre-Richard.

245 10 |a Roads out of poverty ? : |b assessing the links between aid, public investment, growth, and poverty reduction / |c Pierre-Richard Agénor, Nihal Bayraktar, Karim El Aynaoui.

260 __ |a Washington, D.C. : |b World Bank, Africa Technical Families, Poverty Reduction and Economic Management 2, |c 2005.

300 __ |a 75 p. : |b statistics

490 1_ |a Policy research working paper ; |v 3490

504 __ |a References.

520 8_ |a Develops a qualitative macroeconomic framework, applicable to a typical low-income country, for the assessment of the effect of public capital on output and the marginal productivity of private production inputs. Calculates the amount by which foreign aid should increase to reach the poverty alleviation targets of the Millennium Development Goals.

650 17 |a poverty alleviation |2 ilot

650 17 |a development aid |2 ilot

650 17 |a public investment |2 ilot

650 17 |a Ethiopia |2 ilot

650 27 |a *econometric model* |2 ilot

650 27 |a public expenditure |2 ilot

650 27 |a economic growth |2 ilot

650 27 |a household income |2 ilot

655 _7 |a World Bank pub |2 ilot

700 1_ |a Bayraktar, Nihal.

700 1_ |a Aynaoui, Karim El.

710 2_ |a World Bank.

830 _0 |a Policy research working papers ; |v 3490

920 __ |a biblio |d 2005-04-28

925 __ |a aj

946 __ |a cs |d 2005-03-16

Example 3

Culture and prosperity : the truth about markets - why some nations are...

000 02113cam 22007335i 450

001 369349

005 20050428063111.0

008 040720 2004 xxu eng

020 __ |a 0060587059

035 __ |a 369349

040 __ |a ILO |c ILO

072 _7 |a 03.01.5 |2 ilot

099 _9 |a 104A1316

100 1_ |a Kay, John.

245 10 |a Culture and prosperity : |b the truth about markets - why some nations are rich and most remain poor / |c John Kay.

260 __ |a New York : |b HarperBusiness, |c 2004.

300 __ |a viii, 420 p.

504 __ |a References.

520 8_ |a Examines the nature and evolution of the *market economy*.

650 17 |a *market economy* |2 ilot

650 17 |a *market* |2 ilot

650 17 |a capitalism |2 ilot

650 17 |a economic development |2 ilot

650 17 |a developed countries |2 ilot

650 27 |a economic theory |2 ilot

650 27 |a competition |2 ilot

920 __ |a biblio |d 2004-11-16

925 __ |a jds

946 __ |a jds |d 2004-11-02

Example 4

Labour economics / Stephen Smith.

000 08136cam 2202509 a 45e

001 356272

005 20030626101358.0

008 010101s2003 enka b 001 0 eng

035 __ |a (OCoLC)ocm50712580

035 __ |a 356272

040 __ |a UKM |c UKM |d OCLCQ |d IL#

015 __ |a GBA2-U8471

020 __ |a 0415259851

020 __ |a 041525986X (pbk.) : |c £26.99

072 _7 |a 13.01.1 |2 ilot

082 04 |a 331 |2 21

099 _9 |a 103A389

049 __ |a IL#O

100 1_ |a Smith, Stephen W. |q (Stephen Walter), |d 1955-

245 10 |a *Labour economics* / |c Stephen Smith.

250 __ |a 2nd ed.

260 __ |a London : |b Routledge, |c 2003.

300 __ |a xii, 448 p. : |b ill. ; |c 26 cm.

500 __ |a Previous ed.: 1994.

504 __ |a Includes bibliographical references and index.

520 8_ |a Presents a study of *labour* market issues. Examines the major areas through a combination of theory, economic statistics, summaries of important empirical studies and discussions of policies. Highlights issues relevant to the understanding of unemployment and includes a chapter on the impact of globalization and increasing international trade on *labour* markets.

650 17 |a *labour economics* |2 ilot

650 17 |a *labour* market |2 ilot

650 17 |a unemployment |2 ilot

650 17 |a OECD country |2 ilot

650 17 |a UK |2 ilot

650 27 |a economic theory |2 ilot

650 27 |a econometric model |2 ilot

650 27 |a *labour* supply |2 ilot
650 27 |a *labour* demand |2 ilot
650 27 |a *labour* productivity |2 ilot
650 27 |a wage determination |2 ilot
650 27 |a wage differential |2 ilot
650 27 |a minimum wage |2 ilot
650 27 |a internal *labour* market |2 ilot
650 27 |a human capital |2 ilot
650 27 |a *labour* market segmentation |2 ilot
650 27 |a sexual division of *labour* |2 ilot
650 27 |a racial discrimination |2 ilot
650 27 |a trade unionism |2 ilot
650 27 |a trade union power |2 ilot
650 27 |a collective bargaining |2 ilot
650 27 |a *labour* flexibility |2 ilot
650 27 |a precarious employment |2 ilot
650 27 |a job searching |2 ilot
650 27 |a job vacancy |2 ilot
650 27 |a globalization |2 ilot
655 _7 |a textbook |2 ilot
920 __ |a biblio |d 2003-06-02
925 __ |a bd
946 __ |a cs1 |d 2003-04-11

Example 5

The ILO : what it is, what it does / ILO, International Labour...

000 02197cam 2200685 a 450

001 365125

005 20041110060005.0

008 040114s2003 sz a i000 0 eng d

020 __ |a 9221149471

035 __ |a 365125

040 __ |a *ILO* |c *ILO*

072 _7 |a 01.03.7 |2 ilot

099 _9 |a 103B09/386 engl

110 2_ |a International Labour Organization.

245 14 |a The *ILO* : |b what it is, what it does / |c *ILO*, International Labour Organization, [Department of Communication].

260 __ |a Geneva : |b *ILO*, |c 2003.

300 __ |a 1 v. : |b ill.

520 8_ |a Briefly describes the fundamental issues and technical matters which form the *ILO's* mandate. Comments on the organization's actual methods of work. Includes addresses of *ILO* offices.

650 17 |a *ILO* |2 ilot

650 17 |a role of *ILO* |2 ilot

650 17 |a technical cooperation |2 ilot

650 27 |a *institutional framework* |2 ilot

650 27 |a *history* |2 ilot

655 _7 |a *ILO* pub |2 ilot

920 __ |a biblio |d 2004-11-10

925 __ |a gp

946 __ |a ss |d 2004-01-14

Example 6

Labour supply effects of a cash-for-care subsidy / Pål Schøne.

000 02591caa 2200733 a 450

001 374441

005 20050310061232.0

008 050223s2004 gw d b 0 eng d

035 __ |a 374441

040 __ |a ILO |c ILO

041 0_ |a eng |b eng

072 _7 |a 13.01.2 |2 ilot

099 _9 |a 49943(2004-4)703-727

100 1_ |a Schøne, Pål.

245 10 |a *Labour supply* effects of a cash-for-care subsidy / |c Pål Schøne.

300 __ |a p. 703-727 : |b statistics

504 __ |a References.

520 8_ |a Analyses whether a cash-for-care subsidy (CFC), introduced in Norway in 1999 for all parents with children aged one to three, who did not attend publicly subsidised daycare, leads to a reduction in the *labour supply* of mothers.

546 __ |a Abstract in English.

650 17 |a *labour supply* |2 ilot

650 17 |a *working mother* |2 ilot

650 17 |a child care |2 ilot

650 17 |a cash benefit |2 ilot

650 17 |a family benefit |2 ilot

650 17 |a Norway |2 ilot

773 0_ |t Journal of population economics. |d Berlin : Springer International. |g Vol. 17, No. 4 (Dec. 2004) |x 0933-1433

856 41 |3 Full text on Ebsco |z Access limited to ILO Geneva-based staff |u <http://www.ilo.org/intracgi/oneclick.pl?Epub=100520>

856 41 |3 Tables of contents and abstracts |u <http://www.link.springer.de/link/service/journals/00148/tocs.htm>

920 __ |a biblio |d 2005-03-10

925 __ |a ja1

946 __ |a sc |d 2005-02-23

Example 7

Female work participation and child labour : occupational data from NFHS /...

000 01916caa 2200601 a 450

001 368768

005 20040622060357.0

008 040617s2004 ii d b 0 eng d

035 __ |a 368768

040 __ |a ILO |c ILO

072 _7 |a 14.04.2 |2 ilot

099 _9 |a 354782

100 1_ |a Mahendra Dev, S.

245 10 |a Female work *participation* and child *labour* : |b occupational data from NFHS / |c S. Mahendra Dev.

300 __ |a p. 736-744 |b statistics

504 __ |a References.

520 8_ |a Examines women's labour *participation* and child *labour* rates using occupational data from the National Family Health Survey conducted in 1989-99 and compares this data with the 2001 Census and National Sample Surveys.

650 17 |a woman worker |2 ilot

650 17 |a *labour force participation* |2 ilot

650 17 |a child *labour* |2 ilot

650 17 |a trend |2 ilot

650 17 |a India |2 ilot

773 0_ |t Economic and political weekly. |d Mumbai : Sameeksha Trust Publ. |g Vol. 39, No. 7 (Feb. 2004) |x 0012-9976

920 __ |a biblio |d 2004-06-22

925 __ |a ja1

946 __ |a sc |d 2004-06-17

Example 8

Accelerating action against AIDS in Africa / UNAIDS.

- 000** 02591cam 2200853 a 450
001 367026
005 20040507060159.0
008 040330s2003 sz a b 000 0 eng d
020 __ |a 9291733202
035 __ |a 367026
040 __ |a ILO |c ILO
072 _7 |a 15.04.2 |2 ilot
088 __ |a UNAIDS/03.44E
099 _9 |a 103B01/70 engl
110 2_ |a Joint United Nations Programme on HIV/AIDS.
245 10 |a Accelerating *action* against AIDS in Africa / |c UNAIDS.
260 __ |a Geneva : |b UNAIDS, |c 2003.
300 __ |a 74 p. : |b ill., statistics
504 __ |a References.
520 8_ |a Gives an overview on the spread *of* HIV/AIDS and its social and economic impacts. Focuses on efficient ways *of* combating the endemic, including closing the gaps in prevention and treatment. Reflects on policy measures by governments and on UNAIDS assistance.
650 17 |a HIV/AIDS |2 ilot
650 17 |a disease control |2 ilot
650 17 |a *plan of action* |2 ilot
650 17 |a role *of* UN |2 ilot
650 17 |a Africa |2 ilot
650 27 |a health education |2 ilot
650 27 |a health policy |2 ilot
655 _7 |a UN pub |2 ilot
775 0_ |t Accélérer l'action contre le SIDA en Afrique |e fre |w 367027
920 __ |a biblio |d 2004-05-07
925 __ |a aj
946 __ |a cs |d 2004-03-30

Example 9

The demography of Africa / James D. Tarver.

000 04200cam 2201393 a 450

001 326654

005 20050427073338.0

008 931227s1996 ctu b 001 0 eng

010 __ |a 93050729

015 __ |a GB97-27227

020 __ |a 0275948854 (hardcover : alk. paper)

035 __ |a ocm29668186

035 __ |a ilb301680

035 __ |a 326654

040 __ |a DLC |c DLC |d UKM |d ILO

072 _7 |a 14.01.3 |2 ilot

082 00 |a 304.6/096 |2 20

099 _9 |a 98A327

100 1_ |a Tarver, James D.

245 14 |a *The demography of Africa* / |c James D. Tarver.

260 __ |a Westport, Conn. : |b Praeger, |c 1996.

300 __ |a xiv, 268 p. ; |c 24 cm.

504 __ |a Includes bibliographical references and index.

520 8_ |a Analyses the demographic characteristics *of* the 56 African nations, examines population trends between 1950 and 1990 and includes projections to 2025.

650 17 |a population dynamics |2 ilot

650 17 |a population growth |2 ilot

650 17 |a population projection |2 ilot

650 17 |a trend |2 ilot

650 17 |a *Africa* |2 ilot

650 27 |a fertility |2 ilot

650 27 |a mortality |2 ilot

650 27 |a urbanization |2 ilot

650 27 |a urban population |2 ilot

650 27 |a rural population |2 ilot
650 27 |a rural migration |2 ilot
650 27 |a internal migration |2 ilot
650 27 |a labour force |2 ilot
650 27 |a international migration |2 ilot
650 27 |a glossary |2 ilot
920 __ |a biblio |d 1998-04-26
925 __ |a ah
946 __ |a cs

Example 10

China Employment Forum : summary of proceedings / International Labour Office.

000 05010cam 2201609 a 450

001 375003

005 20050506063001.0

008 050315s2004 sz b i000 0 eng d

020 __ |a 9221170462

020 __ |a 9221170489(pdf)

035 __ |a 375003

040 __ |a ILO |c ILO

072 _7 |a 13.01.3 |2 ilot

099 _9 |a 105B09/35 engl

245 10 |a *China Employment Forum* : |b *summary of proceedings* / |c International Labour Office.

260 __ |a Geneva : |b ILO, |c 2004.

300 __ |a iii, 70 p.

504 __ |a References.

520 8_ |a Discusses the issue of *employment* promotion in the contexts of globalization. poverty reduction, the impact of structural change and the modernization of the institutions for labour market governance.

650 17 |a promotion of *employment* |2 ilot

650 17 |a *employment* policy |2 ilot

650 17 |a globalization |2 ilot

650 17 |a *China* |2 ilot

650 17 |a developed countries |2 ilot

650 17 |a developing countries |2 ilot

650 27 |a poverty alleviation |2 ilot

650 27 |a labour flexibility |2 ilot

650 27 |a vocational training |2 ilot

650 27 |a employability |2 ilot

650 27 |a *employment* service |2 ilot

650 27 |a social pact |2 ilot

650 27 |a social security |2 ilot

650 27 |a woman worker |2 ilot
650 27 |a youth **employment** |2 ilot
650 27 |a rural **employment** |2 ilot
655 _7 |a conference report |2 ilot
655 _7 |a ILO pub |2 ilot
650 17 |a promotion de l'emploi |2 tbit
650 17 |a politique de l'emploi |2 tbit
650 17 |a mondialisation |2 tbit
650 17 |a Chine |2 tbit
650 17 |a pays développés |2 tbit
650 17 |a pays en développement |2 tbit
650 27 |a lutte contre la pauvreté |2 tbit
650 27 |a flexibilité du travail |2 tbit
650 27 |a formation professionnelle |2 tbit
650 27 |a aptitude à l'emploi |2 tbit
650 27 |a service de l'emploi |2 tbit
650 27 |a pacte social |2 tbit
650 27 |a sécurité sociale |2 tbit
650 27 |a travailleuse |2 tbit
650 27 |a emploi des jeunes |2 tbit
650 27 |a emploi rural |2 tbit
655 _7 |a rapport de réunion |2 tbit
655 _7 |a pub OIT |2 tbit
650 17 |a fomento del empleo |2 toit
650 17 |a política de empleo |2 toit
650 17 |a globalización |2 toit
650 17 |a **China** |2 toit
650 17 |a países desarrollados |2 toit
650 17 |a países en desarrollo |2 toit
650 27 |a lucha contra la pobreza |2 toit
650 27 |a flexibilidad del trabajo |2 toit
650 27 |a formación profesional |2 toit
650 27 |a empleabilidad |2 toit
650 27 |a servicio de empleo |2 toit
650 27 |a concertación social |2 toit
650 27 |a seguridad social |2 toit
650 27 |a trabajadora |2 toit
650 27 |a empleo de jóvenes |2 toit
650 27 |a empleo rural |2 toit

- 655 _7 |a informe de reunión |2 toit
- 655 _7 |a pub OIT |2 toit
- 710 2_ |a International Labour Office.
- 710 2_ |a *China Employment Forum* |d (2004 : |c Beijing, *China*)
- 710 2_ |a Ministry of Labour and Social Security, People's Republic of *China*.
- 900 __ |a conference report
- 900 __ |a ILO pub
- 901 __ |a rapport de réunion
- 901 __ |a pub OIT
- 902 __ |a informe de reunión
- 902 __ |a pub OIT
- 905 1_ |a promotion of *employment*
- 905 1_ |a *employment* policy
- 905 1_ |a globalization
- 905 1_ |a *China*
- 905 1_ |a developed countries
- 905 1_ |a developing countries
- 906 1_ |a promotion de l'emploi
- 906 1_ |a politique de l'emploi
- 906 1_ |a mondialisation
- 906 1_ |a Chine
- 906 1_ |a pays développés
- 906 1_ |a pays en développement
- 907 1_ |a fomento del empleo
- 907 1_ |a política de empleo
- 907 1_ |a globalización
- 907 1_ |a *China*
- 907 1_ |a países desarrollados
- 907 1_ |a países en desarrollo
- 910 2_ |a poverty alleviation
- 910 2_ |a labour flexibility
- 910 2_ |a vocational training
- 910 2_ |a employability
- 910 2_ |a *employment* service
- 910 2_ |a social pact
- 910 2_ |a social security
- 910 2_ |a woman worker
- 910 2_ |a youth *employment*
- 910 2_ |a rural *employment*

911 2_ |a lutte contre la pauvreté
911 2_ |a flexibilité du travail
911 2_ |a formation professionnelle
911 2_ |a aptitude à l'emploi
911 2_ |a service de l'emploi
911 2_ |a pacte social
911 2_ |a sécurité sociale
911 2_ |a travailleuse
911 2_ |a emploi des jeunes
911 2_ |a emploi rural
912 2_ |a lucha contra la pobreza
912 2_ |a flexibilidad del trabajo
912 2_ |a formación profesional
912 2_ |a empleabilidad
912 2_ |a servicio de empleo
912 2_ |a concertación social
912 2_ |a seguridad social
912 2_ |a trabajadora
912 2_ |a empleo de jóvenes
912 2_ |a empleo rural
915 1_ |a APEC countries
915 1_ |a Transition economies
915 1_ |a Asia
915 1_ |a Developing countries
920 __ |a biblio |d 2005-04-08
925 __ |a gp
946 __ |a aga |d 2005-03-15