

BOOK NOTICE

Nick Moore. *Guidelines for conducting information manpower surveys; Vol. I. The manual. Vol. II. Questionnaires and accompanying documents.* Paris: UNESCO, 1986. (General Information Programme and UNISIST).

These two volumes together aim to provide the information and guidance needed for the establishment and operation of a manpower planning system for libraries, archives and information services, such that information workers may ensure that the development of manpower within their country parallels the demands of the overall information system. The guidelines are not intended for specialists in manpower planning and are especially appropriate for developing countries where the need for manpower planning is particularly strong.

Volume I, *The manual*, gives the background of manpower planning, explains the model used to carry out the surveys and gives an account of the case studies which were used to test the model, while Volume II contains all the documents to be used when conducting a survey. *The manual* shows how to collect, analyze and understand information about the current state of the workforce, about its development, and about the likely future balance between the demand for, and supply of, staff. It includes seven sections: the overall context, the elements of the workforce, collecting the information, analyzing the information, presenting and interpreting the results, developing the workforce planning system, and the case studies.

The work originated in an attempt to produce forecasts of library, archive, and information workforce needs in the Caribbean in response to the decision of the 20th session of the UNESCO General Conference to launch a pilot project for the "coordinated development of national information systems in the Caribbean region, comprising libraries, archives, and scientific and technological components".