A document source plan provides a systematic procedure for acquisition of documents in a library. A plan giving a basic objective and the steps to be taken for achieving these objectives is presented. The continuous nature of this particular job is also highlighted. A short sample list of sources for document/information is given.

0 INTRODUCTION
01 Collection of Documents

A library and documentation system can mark efficiently only if it has a good collection of documents on the subject-field in which the system is to provide documentation service. Therefore, a substantial part of the successful documentation service depends on the efficiency with which a library collection is built up.

02 Kinds of Documents

A specialist library and Documentation Centre will have to collect a variety of documents such as Books, Periodicals, Technical reports, patents, Standards, Specifications, Theses, Trade publications, Government publications, Reviews and Trend
03 Sources for Documents

In order to build a collection of documents on the subject-field of interest of a specialist library, it is necessary that we keep an up-to-date record of the various sources of information. Some of these sources are Specialist publishers, industries, research organisations, learned bodies and documentation centres specialising in the subject area of interest, Directors of publishers, teachers, students and experts in the subject-field. Thus, a systematic tapping of all these sources of information would require a well thought out plan for locating sources of document procurement. This will ensure a continuous flow of current information. As common with any planning exercise, Document Source Plan avoids delay and saves time in document procurement. Hence the need for consciously locating, compiling and updating document supply sources. A Document Source Plan essentially involves formulating a clear-cut objective for building up document collection and taking the necessary logical steps to achieve such an objective. In the succeeding sections of this paper, I shall be discussing some of the experiences gained while developing the Document Source Plan (=DSP) for Indian Detonators Library, Hyderabad.

I DEFINING THE OBJECTIVE OF THE DSP.

11 Specific Subject

The first step in defining the objective of DSP
is to define the scope and extent of the specific subject of the library where specialisation of the collection is necessary. This can he done by discussing with research personnel, top management, policy makers, and end-users. We decided to collect all pertinent literature on "Commercial Explosives and blasting accessories — Their manufacture, specification, testing, storage, transportation, sales, safety, governmental regulations, innovations and improvements, newer applications, etc'.

12 Type of Documents
The second step is to decide about the type of documents that would be added, as this would have a bearing on the sources of procurement. Books, periodicals, research reports, patents, standards and specifications, Correspondence, proceedings of seminars and symposia — each one of these has a unique source of supply.

13 Time Factor
The third step is to decide upon the time aspect that is — from what period onwards one would like to collect information. For instance, in the explosives industry, concepts and theories are changing so fast that information earlier to, say, 1950 is virtually not worthwhile collecting — except for a handful of oft-quoted classics.

14 languages
The fourth step is to decide about the
languages in which documents will be gathered. This would essentially depend upon the translation facilities locally available and on the ability of the clientele of the library to digest information direct from foreign languages. We decided to procure literature in English, French and German languages.

15 Funds

The fifth step is to decide about financial resources that are available. This would definitely have a say on the choosing of the sources. For example, although Computer readable data bases are available on specific requirements from certain documentation centres abroad, we cannot utilize their services for want of funds.

16 Final Formulation of the Objective

Having taken into account all the above factors, we should then formulate a clear statement showing the basic objectives of the Document Source Plan. In our case, the objective could be stated as "To locate sources of supply and then to procure all pertinent information on the specific subject stated in Sec 11, published after 1950 in English, French and German Languages".

2 STEPS FOR ACHIEVING THE OBJECTIVE

Steps to be undertaken in achieving the objective stated in the earlier section are discussed below.
21 Acquisition of Background Knowledge

Read as many basic articles as possible on the subject of Explosives, with a view to get a background knowledge of the subject. References mentioned in these basic articles would lead us to standard reference books in the field.

22 Acquisition of Knowledge in Regard to the Sources

Acquisition of knowledge about the sources of documents on a particular subject will need going through a variety of documents and compiling data. These are discussed in the succeeding sections.

23 Preparation of an Exhaustive Bibliography

Make out a fairly exhaustive bibliography of oft-repeated titles. This would throw some light on authors, publishers, periodicals and agencies disseminating information in your field.

24 Scanning of Chemical Abstracts and Current Contents

Scan about an year's issues of Chemical Abstracts (Section 50 — on Explosives) and Current Contents with a view to find out

1. Individual authors, their affiliations, and area of interest;

2. Periodicals devoted to explosives; and

3. Agencies sponsoring research in explosives.

25 Reading of Review Articles

Read if possible, a couple of review articles, trend reports, state of the art reports etc. These
would again give us a set of names and addresses for further contact. For example Report on the progress in Applied Chemistry gives a survey of explosives literature every alternate year.

26 Scanning of Directories
Scan directories of research organisations, for possible organisations to whom we can write.

27 Correspondance for Acquisition of Publications
Then-write to all the known parties for help and supply of publications. Once a small nucleus of a collection is acquired, it would aid in revealing many more sources.

3 OOKFILATION OF SOURCE - DATA
Compile the information thus collected on cards under various groups mentioned below:

1 Experts in the field
2 Manufacturers of Explosives
3 Research Establishments
4 Governmental (regulating) agencies
5 Professional organisations
6 Other corporate bodies
7 Publishers/Publisher's agents
8 Libraries, documentation and information centres,

Apart from the name and address, relevant additional information should also be provided in each entry.

Institutional affiliation and subject specialisation may be mentioned for Explosives Experts;
Facilities and area work may be mentioned in the case of research organisation. Against Industrial concerns, their specialities and products could be mentioned, Serial Publications and periodical activities may be mentioned against learned Bodies of Professional associations,

4 CONTINUOUS WORK

Locating sources of supply of documents is a continuous work. As far as possible, only such sources from which a continuous inflow of Current Information can be maintained, should be chosen for inclusion in the master list. For example — some organisations keep their clientele informed on a continuous basis by means of a supply of abstract cards. 'BISON INFORMATION', France and 'SAFETY IN MINES RESEARCH ESTABLISHMENT', UK are examples of organisations which supply such cards, We may subscribe to these services in addition to subscribing to specialist periodicals.

5 REVISION AND UPDATING WORK

We should look for possible changes and incorporate the corrections in the master file and make it up to date. Changes in address, scope of work, policy regarding publications distribution etc may be specially noted.

6 RESULTS

Results of such a conscious effort to locate sources of document supply for an Explosives Industry are given in Table 1. What is presented here is
only a sample from what has been collected for the purpose of document procurement in our library.

61 Table of Sources for Document Procurement of a Explosives Library

<table>
<thead>
<tr>
<th>SN</th>
<th>Address</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPERTS IN THE FIELD (FOR AUTHORITATIVE SEARCHES)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>BLUITT (R M) University of Denver (Mechanics Division) Denver, Colo 80210 U S A</td>
<td>Pyro seminars</td>
</tr>
<tr>
<td>2</td>
<td>DICK (Richard A) Twin Cities Mining Research Centre, Number of papers Bureau of Mines, P O Box 1660, on blasting Twin Cities, Minnesota 55111, U S A.</td>
<td></td>
</tr>
<tr>
<td><strong>EXPLOSIVES MANUFACTURES (TRAPE INFORMATION)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AEROPROJECTS INC, 310 East Rosedale Avenue West Chester, Pennsylvania, P B 689, U S A.</td>
<td>Ultrasonic welding of containers of Explosives</td>
<td></td>
</tr>
<tr>
<td>NITRO NOBEL AB International Division, P O Box 7 S 12721 Stockholm-Skarholmen, Sweden</td>
<td>Explo. Manf.</td>
<td></td>
</tr>
<tr>
<td><strong>RESEARCH ESTABLISHMENTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CENTRAL MINING RESEARCH STATION, Barwa Road , P B No 50, Dhanbad, Bihar</td>
<td>Research on blasting and Explosives safety</td>
</tr>
<tr>
<td>SN</td>
<td>Address</td>
<td>Additional Information</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>LAWRENCE RADIATION LABORATORY</td>
<td>Explosives and radiation safety</td>
</tr>
<tr>
<td></td>
<td>Berkeley, California, USA</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>INDUSTRIAL EXPLOSIVES SOCIETY</td>
<td>Publishers of J Ind Explos Soc of japan, Quarterly</td>
</tr>
<tr>
<td></td>
<td>Japan, C/o Faculty of Engineering, University of Tokyo, Bunkyo-ku, Tokyo, Japan</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>MANUFACTURING CHEMISTS ASSOCIATION, 1825 Connecticut Avenue, NW Washington 20009, USA</td>
<td>Accident Reports involving chemicals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>WIRTSCHAETSFORPERUNGSINGSIITUT der kammer der gewerblichen Wirtschaft u oberosterreich. Wiener Strasse 150 A 4024 LINZ, Austria</td>
<td>Conducts annual conventions on blasting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>DERWENT PUBLISHERS LTD, Rochdale House, 128 Theobalds Road, London WC 1X 8 RF, England</td>
<td>For Patents</td>
</tr>
<tr>
<td>12</td>
<td>DUTTA &amp; SONS, TP P O Box 303, Calcutta 700001</td>
<td>Procures patent specifications quickly from abroad</td>
</tr>
</tbody>
</table>

7 ACKNOWLEDGEMENT

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