

How to use the A.T. Microfiche Library

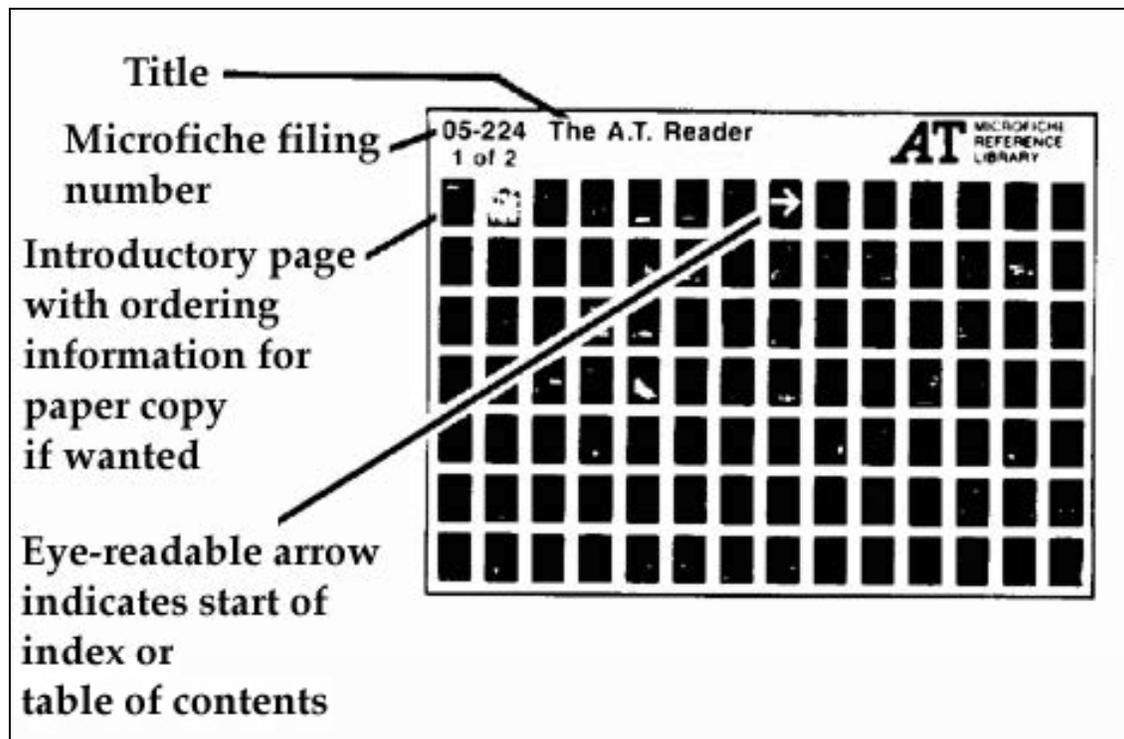
Using the Appropriate Technology Microfiche Library

This Sourcebook serves as an index to a low-cost library on appropriate technology. More than 90% of the books reviewed in the Sourcebook appear in the Appropriate Technology Microfiche Library.

Books in the A.T. Microfiche Library are reproduced on 11 cm x 15 cm (4"x6") cards of durable plastic film, called microfiche. Each microfiche card contains up to 133 pages of text. The pages on microfiche are read using a microfiche reader, a device similar to a slide projector. The microfiche library offers several advantages over paper libraries. Most importantly, it costs 1/20th of the paper library price. This allows small development groups to have an excellent library in their offices. The microfiche library comes organized and indexed, and is fully portable. A full list of the books in the microfiche library appears at the back of this appendix. (*Further information on the microfiche library can be obtained by writing to the Appropriate Technology Project, Microfiche Library Division, PO Box 4543, Stanford, California 94309 USA.*)

How to Find Information in the Microfiche Library

There are several different ways to find information in the microfiche library. The three most common ways are to a) start with the book reviews in the Sourcebook, looking through the appropriate chapter, b) start with the index to the Sourcebook and look up the topic, and c) start with the title of the book.



A. Starting with the book reviews in the Sourcebook:

1. Find the right chapter by looking in the table of contents of the Sourcebook. (The table of contents is in the front of the Sourcebook. It lists the chapter names.)
2. Read the book reviews in the chapter you have selected. Select a book you want to look at.
3. Find the microfiche number for that book. The microfiche number begins with the letters MF. It is listed directly after the book title at the top of the review.
4. Use the microfiche number to find the card or cards you want to see. On the microfiche cards, the microfiche numbers appear in the upper left corner. The microfiche cards are arranged within the microfiche library in numerical order. (Users of microfiche libraries produced before September 1986 should see the special note which appears at the end of this section.)
5. Each microfiche card contains up to 98 or 133 pages of text. Books longer than 98 pages usually are produced on two or more microfiche cards. You can find out how many cards a book uses by looking at the numbers listed below the microfiche number. There will be 2 numbers separated by the word "of" (e.g. "2 of 3") or by a

slash (e.g. "2/3"). The second of these numbers tells how many microfiche cards the book is reproduced on. The first number tells which of those cards you are looking at. For example, the first book in the microfiche library is *Appropriate Technology for African Women*. It is about 110 pages long and uses two microfiche cards. The first microfiche card shows the numbers "1 of 2" (which can be read "one of two"). This indicates that it is the first of two cards which cover this title. The second card for this title shows the numbers "2 of 2", indicating that it is the second in a set of two cards. On some sets this is marked "1/2" and "2/2".

6. Use the colored index card labeled "Out" to mark the spot in the microfiche library where you found the microfiche card or cards which you want to look at. Then remove the microfiche cards you have selected from the library. The "Out" card will allow you to easily return the microfiche cards to their proper place when you are finished with them.

7. To read the microfiche, you will need to use a "microfiche reader". The exact procedure for using the microfiche reader depends upon what kind of reader you have. As you look at the microfiche card, notice that most of it is covered with small boxes. Each of these is a page of a book. The pages are organized in rows, from left to right. The first page is in the upper left hand corner. When you reach the right edge of the microfiche, you go down to the next row and return to the left side of the microfiche to find the next page. Some of the boxes on the microfiche contain arrows which you can see without the microfiche reader. (One such arrow appears in the fifth box of *Appropriate Technology for African Women*.) These arrows indicate the start of the book's index or table of contents. You can use them to quickly find the index materials for that book.

8. When you have finished reading the book on microfiche, put the microfiche back in its proper place. Use the number in the upper left hand corner (for example, 02-21) to file the microfiche if you did not mark the place with the 'Out' card. Be careful—an incorrectly filed microfiche book is very difficult to find!

B. Starting with the index of the Sourcebook:

1. Look up the topic you want to research in the index at the back of the Sourcebook. Two kinds of numbers are listed in the index. The numbers that begin with **MF**, in **bold face type**, are microfiche numbers for the books that cover this topic. The numbers in regular type are the page numbers of reviews of these books.

2. Use the page numbers from the index listing to locate the reviews of books on your topic.

3. Read the book reviews and select a book that you want to look at.

4. Locate and read the book on microfiche by following the instructions in part A above, beginning with step 3.

C. Starting with the titles of a book:

1. If you already know the title of a book you are looking for, look up the title in the index at the back of the Sourcebook. The microfiche number will be in **boldface**, and

will begin with the letters 'MF'. Or, for faster access, check the alphabetical listing of titles at the end of this appendix.

2. Locate and read the book on microfiche by following the instructions in part A above, beginning with step 3.

Can't find what you want in the Index?

In any library, the subject index (or card catalog) is always incomplete. This is because there is an endless number of different ways to index materials, and at some point the index gets too big to use, and is too expensive to produce. In this microfiche library, as in any library, you may have to search for a while before you find what you need. If you cannot find what you want through the index, try reading the reviews, as outlined in section B above. If this doesn't yield results, check the table of contents or index of any books on microfiche that seem likely to cover the topic you are looking for.

Maintenance of the microfiche library

If the microfiche library gets heavy use, you will need to occasionally scan the microfiche numbers to see that they are in the proper sequence. Unless this is done, microfiche that have been filed in the wrong place will be effectively "lost". Start at the front of the microfiche library, beginning with the number 01-1, and work your way back through all the microfiche until you reach the last one. When you find a microfiche card that is out of order, pull it out and file it in the correct place. (This same procedure is used in a regular paper library, where books are also filed incorrectly at times.)

There are some gaps in the microfiche numbers. If you want to check whether a book is missing, refer to the list of titles organized by microfiche number, at the back of this appendix.

Special note for microfiche libraries produced before 1993

Microfiche libraries produced before September 1986 use a slightly different numbering format on the microfiche cards than that outlined above. These earlier editions of the library list the microfiche number as two separate numbers. For example, the first book in the set is *Appropriate Technology for African Women*. The microfiche number for this book is 01-1. In the pre-September 1986 sets, this number appears on the microfiche cards as "01" on the top, with "1" just below it. This change does not affect the sequence of the microfiche. The microfiche numbers given in this **Sourcebook** correspond with the numbers in the pre-1986 microfiche library when the top two numbers on the microfiche card are treated as a single hyphenated number.

A second change is that in the earlier edition the numbering system of the different microfiche cards for one book uses a slash in place of the word "of" (for example "1/ 2", "2/2" instead of "1 of 2", "2 of 2").

Finally, the 1993 edition of the microfiche library includes 125 books which did not appear in previous editions of the library. Those holding editions of the library produced after September 1986 can purchase an "expansion kit" containing the new titles. The September 1986 edition of the microfiche library included over 200 books which were not in the earlier edition of the library; an expansion set for these materials is also available, for holders of libraries produced before 1986. For more information on this, write to us at the address listed at the beginning of this set of instructions. A small number of books in the earlier editions of the library are dropped each time the library is updated, and are therefore not listed in the corresponding edition of the Sourcebook. The dropped books have been replaced by better, more recent references.