



# Information Management

## Library & Registry

The PIFS Information Management Team aims to:

Proactively provide and innovatively disseminate quality information for use by staff and stakeholders through accountable, transparent, best practice information structures, standards and systems.

## Brief Information on Registry / Archives



The Registry/Archives is located on the mezzanine level at the library. It is Restricted to Staff only. The Registry provides a centralised filing system & mail service (postal/hand delivery). An electronic Registry file index (of all the files kept in registry/archives) can be found in the registry folder on the m share data drive - The PIFS filing system contains three main file indexes which are found in the registry folder on the M shared data drive.

These are:

\*[Sustainable Development Index](#) - a specialised index of all files used by the Sustainable Development section. Files are located in the registry in the mezzanine level of the library.

\*[Pacific Plan File Index](#) - a specialised index of all files used by the Pacific Plan section. Files are kept with the Pacific Plan section.

\*[Registry File Index](#) - this is the main index of all files kept in the registry/archives located on the mezzanine level of the library.



**Files in this index are classified under the following headings:**

AD - Administration (correspondence files to do with the administration of the secretariat - from vacancy files to building maintenance). Used extensively by the Corporate Services section.

CP - Constitutional Policy - used by the Political & Security section. Contains files relating to the main Forum meetings, political developments in the region, law enforcement, Forum Officials Committee Meetings, Forum Agreements, Council of Regional Organisations etc.

EP - Economic Policy - used mostly by the Economic Governance, Sustainability & Good Governance and Enabling Mechanisms sections. Contains files relating to economic policy including Forum Economic Ministers Meetings, gender, economic infrastructure (IT, transport - maritime, civil aviation & land), private sector development, social policy, environment etc.

IB - International Bodies - used by all programmes. Contains files relating to all international/regional organizations including United Nations and its affiliates, World Trade Organisation, World Intellectual Property Organisation, Pacific Regional Regional Economic Integration Programme (PACREIP) etc.

F - Finance - used by the Finance team - contains Finance files correspondence.

TD - Trade - used extensively by the Economic Governance programme. Contains all Trade files including files on Marketing Support Funds, PIFS Trade Missions, APEC, Forum Trade Officials & Ministers Meetings, PICTA/PACER, SPARTECA etc.

IND - Industry Development - used extensively by Economic Governance.

WP - Work Programme files - used by all programmes. Correspondence files relating to the different work programmes including Aid files, nuclear shipment, education, climate change & the environment, fisheries etc.

MS - Miscellaneous files - those that do not fit under the other classifications. Includes files on VIP visits to PIFs, SG's visits, consultancies.

RD - Regional Development - used by all sections.

TR - Tourism. Used by Economic Governance.

## What's in the Collection for you?

The Information Management office holds approximately 30-40, 000 volumes . It includes Books (Reference & General), Serials, Newspapers, Forum Documents, Maps, CD-ROM , Videos and Photographs.

### The collection:

Classification system: Dewey Decimal

LOOKING FOR?	LOCATION
General / Reference / Serial Collection / Newspapers	Main Floor
Photographs	Staff work room
Newspapers (kept in the Library for 3 months then discarded)	Main Floor
CDROM Databases	Staff work room
Videos	Staff Work room

### Restricted Collection consist of:

- FSCol Documents—"Forum Eyes Only" includes summary records of Forum ;
- NN Documents— Restricted Forum Documents
- MP Documents—Folders of meeting Papers.  
*Restricted Access to Secretariat Staff only*

## Knowledge Management Corner

This is a space allocated for knowledge sharing amongst staff.

**A note to Visitors:** Access to Forum Documents can be gained by obtaining clearance as an Accredited Researcher from the Secretary General.

### Access to Collection:

The Library is fully automated. Access to collection is through OPAC or the Library Online Public Access Catalogue. This is available via the PIFS network.

### What we offer:

Information Services: IM Staff can assist you with obtaining information on specific work.

◇ CD-ROM Database Searches

◇ Internet Access

◇ Cataloguing in Publication

◇ International Standard Book Number

◇ Inter Library Loans

◇ Photocopying

◇ Satellite TV News

◇ E-News: The Library subscribes to PACNEWS which 3 editions daily excluding weekends. This is distributed to staff via email ; Pacific Islands Report is a daily bulletin of Pacific Development Program (PIDP) and is distributed via email to staff.

◇ New Acquisitions: All new books to the collection can be viewed via the 'quick clicks' on OPAC

◇ Exchange System: The IM office maintains a list of addresses for receipt of PIFS publication with overseas institution and vice versa.

## **Loans**

Borrowing is Restricted to PIFS staff only. Each staff member is allowed to 5 items at any one Time.

### Loan Period

Books - 1 Month ; Newspaper / Serials— 3 days

### Library Hours

Mondays -Thursdays: - 8:30 am—5:00 pm  
Fridays: - 8:30 am—4:30 pm.  
Weekends & Public Holidays: - Closed

## **Contact Us:**

IM coordinators: (679)3220352/(679)3320353  
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Email: info@forumsec.org.fj

## **Postal Address:**

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Private Mail Bag  
Suva, Fiji