Dr. Mervin Smith, the Secretary of the Central Treaty Organization (CENTO) originated the idea of an Iranian National Documentation Centre. At his request Dr. John Harvey, a Fulbright scholar at Tehran University submitted proposals for the establishment of Irandoc and Tebroc to the Ministry of Science and Higher Education. The two centers were established in 1967. They came under the administrative control of the Institute for Research and Planning in Science and Education which was established in 1968.

WHAT IT DOES

Irandoc's main objective is to collect, organize and service scientific documents required for researchers at the national level. It locates documents and saves the time of researchers. It has established a national research library covering science, technology, and social sciences which is open to researchers in Iran. It is the first modern research library in Iran. Irandoc has realized that it is not possible to exploit the available knowledge without the use of reference tools such as indexes, abstracts, bibliographies directories etc. Hence it spends a considerable part of its resources in preparing and publishing such tools. It does research in information and documentation work. It encourages the establishment of new documentation centers by providing advice and practical help. It acts as a co-ordinating body for documentation work in Iran. It participates in regional, national and international information networks. It serves as a link in the World Scientific Information Network System (UNISIST). It co-operates with Pakistan National Scientific Documentation Centre (PANSDOC) and Turkey Documentation Centre (TURDOC) and works with International Federation of Documentation (FID) and is an active member of FID Committee for Developing Countries. It works with the International Federation of Library Associations (IFLA), American Society for Information Science, ASLIB, LA, ALA, SLA and All Union Institute for Scientific and Technical Information. USSR (VINITI) and several other organizations. It acts as a link between research institutions and researchers throughout Iran. It promotes mutual contacts among researchers through its publications. It has been the pioneer in interlibrary loan activity in Iran since its inception.

Organization

Irandoc is organized into four departments: Library; Processing; Nonbook Material Indexing; Publications; and the Documentation Research Group (See Figure 1). It has a staff of 71 persons. Ten of them have a Master's in Library Science nine a Master's in a subject field, two a Doctoral Degree, and 15 have a bachelor's degree. Many of its employees have completed short term courses in library science.

Resources

Irandoc's library has a collection of over 20,000 books and 4,000 periodical titles covering science, technology and social sciences. It has over 13,000 government documents. It collects university theses and currently has over 3,000 theses. The materials in the library are organized according to Library of Congress classification system. It has over 3,000 members. A prospective member should have at least a bachelor's degree.

Services

The library provides interlibrary loan service. It prepares bibliographies for researchers on request. A much appreciated service of Irandoc is its photocopy service. It maintains contact with The British Library's Lending Division Boston Spa, and the Centre de Documentation de Recherche Scientifique, Paris. During 1974 it provided 8104 pages of photocopy material. (2) The Library provides reference service in person, by phone or by mail. An average of 20 questions per day are
answered. The processing department selects books and periodicals. Tebroc catalogs books for Irandoc. The processing Department is also in charge of Irandoc’s exchange program which began in 1971. Materials were exchanged with 110 Iranian and foreign institutions during 1975. (3) Nonbook material Indexing Department is in charge of indexing programs. Irandoc’s publications Department has published several useful reference tools such as IRANIAN NATIONAL LIST OF SERIALS IN SCIENCE AND SOCIAL SCIENCE, bibliographies covering Farsi materials in agriculture, dentistry, education economics; EIGHTH LITERATURE OF THESES IN MEDICINE AND PHARMACOLOGY; DIRECTORY OF IRANIAN LIBRARIES; A GLOSSARY OF LIBRARY TERMS; SCIENCE ABSTRACT BULLETIN, Subject Guide to Iranian Librarianship literature in English 19th-20th Century; IranDOC’s SOCIAL SCIENCE ABSTRACT BULLETIN, DIRECTORY OF IRANIAN NEWSPAPERS AND CONTENTS PAGES - IRANIAN SCIENCE AND SOCIAL SCIENCE JOURNALS. Irandoc’s Documentation Group is preparing the first Farsi Thesaurus. It provides consultancy services and researches in information storage and retrieval problems. Rahmani recommends the provision of translation service and publication of a periodical listing research projects completed as well as those in progress and in planning stage. (4)

THE TEHRAN BOOK PROCESSING CENTRE (TEBROC)

Most Iranian libraries do not have professional catalogers and adequate bibliographic tools. Only academic and some special libraries use the Library of Congress Classification system or the Dewey Decimal Classification system. A large number of libraries still classify their collection according to broad subject categories, author or title, accession number or even by size. The 1973 survey of the Legal Committee of the Iranian Library Association found this to be true. (5) These shortcomings, coupled with the awareness of new service ideas developed in advanced countries and the influence of Fulbright American scholars in Iran such as Dr. Harvey precipitated significant developments in Iranian librarianship.

Organization

The Tehran Book Processing Centre - the first central library book processing centre in Asia - was established in September 1968. It is a major force behind the development and professionalization of Iranian libraries. It is now functioning as an unit of the Institute for Research and Planning in Science and Education (See Figure 1). Tebroc is organized into five departments: Cataloging and Classification; Planning; Selection and Acquisition; Bibliography; and a library research group. (6)

Services

Tebroc offers technical processing services such as book selection, acquisition, cataloging and classification of library materials in all subjects and languages. It catalogs books on contract for libraries. It uses the Anglo-American Cataloging Rules and the LIBRARY OF CONGRESS SUBJECT HEADINGS, for all books it classifies and catalogs with the exception of those in Persian and Arabic. It provides both LC and DDC numbers on its printed cards offering a choice between the two. It prepares catalog cards for sale for all Farsi and Latin books it catalogs. Further, it provides book pockets, jackets, charge cards, due date slips, labels and delivers books to the customers ready to circulate; and catalog, shelflist cards ready to file.

Tebroc has 79 contract and card customers using its cataloging services. 56 of them are located in Tehran and others are in various provincial cities. (7) The University of Michigan Library, USA subscribes to all Farsi cards produced by Tebroc. During the first year of its operation Tebroc cataloged books free of charge in order to advertise its services. Presently, a fee of 50 Rials (8) per book is charged. Its card customers include Government, academic, school, public, children and special libraries in Iran. All libraries buy a complete set of cards for each title. Forty four libraries buy only Farsi cards. Its publication, BOOKS CATALOGED BY TEBROC is used for ordering cards. Some libraries use it as a book selection and a bibliographic verification tool.

TEBROC’S ELLI GIOGRAPHIC CENTRE

Tebroc has a bibliographic centre housing national bibliographies, book reviews, who’s who’s, and books and periodicals covering library and information sciences in Iran and abroad. The materials are in Farsi, Arabic, French and English languages. The centre is available for use free of charge to all librarians, students of library science and researchers. Currently, it has over 3200 titles and is perhaps the best collection of its kind in Iran.

STAFF

Tebroc is a major library organization in Iran. Currently it has 67 persons on its staff. Seventeen of its employees hold a Master’s Degree in library science or in a
subject field while one person holds a doctoral degree. It makes an effort to recruit outstanding library science graduates. It encourages the continuing education of its professional staff and helps them in participating in national and international conferences in the field.

**TEBROC'S UNIQUE FUNCTION**

The standard cataloging and classification tools created basically for the Latin alphabet, do not help in cataloging and classifying works in Arabic script which includes Farsi. Hence TEBROC, since its inception is attempting to provide basic tools for the organization of materials in Farsi. Cataloging Farsi materials and creating tools necessary for it is a major undertaking of TEBROC. It has translated, adapted, and created required tools. It has published special expansions of Dewey Decimal classification for Iranian languages, literature and Islam; and an expansion in Library of Congress classification covering Islam. It has plans for publishing expansions in both systems covering geography, history, philosophy, fine arts, and handicrafts of Iran. (9)

It has prepared two systems of author marks based on Cutter-Sanborn and Library of Congress system. It is working on a special Iranian adaptation of the subject headings based on the subject content of books it has cataloged. TEBROC library research group is in charge of these projects. TEBROC is compiling the Iranian National Union Catalog in three sections: Latin, Farsi and Arabic, and Iranology. This will promote exchange of knowledge and inter library loans.

IRANDOC and TEBROC are leading library information institutions heralding the dawn of modern Iranian librarianship.

**Reference**

1. Information was gathered during the author's visit to IRANDOC on January 21, 1976
6. Information was gathered during the author's visit to TEBROC on January 21, 1976.
8. 812 Iranian Rials = 100 Indian Rupees as on January 29th 1977.