

CHAPTER III

AUTOMATION AND BOT'S ARCHIVES



This chapter deals with the application of computer to indexing BOT's archives. The processes are presented step by step, from the designing of input and output requirements to the evaluation of the outputs. (See Fig. 8) The detail are as follows:

A. Designing Input and Output Requirements

After the discussion with BOT's archivist, important archive data are selected for designing of input and output requirements. These data include name of office; accession number; title; year range (inclusive date); quantity; abstract; language; location of archives; and index. These data are presented in the familiar format to the one appears in the National Archives Inventory (Records of the United States Marine Corps 1970: 7-53).

The outputs required are both in batchment and on-line retrieval. For batchment, the print-out of list of titles, list of keywords, abstracts, and index, all to be included in a published index, are needed. Meanwhile, it is also needed for the wide range of retrieval strategies through the on-line system. Both requirements are obtained with the assistance of UNESCO's Computerized Documentation System/Integrated Set of Information System (CDS/ISIS), currently employed at the Regional Computer Center of the Asian Institute of Technology (AIT/RCC).

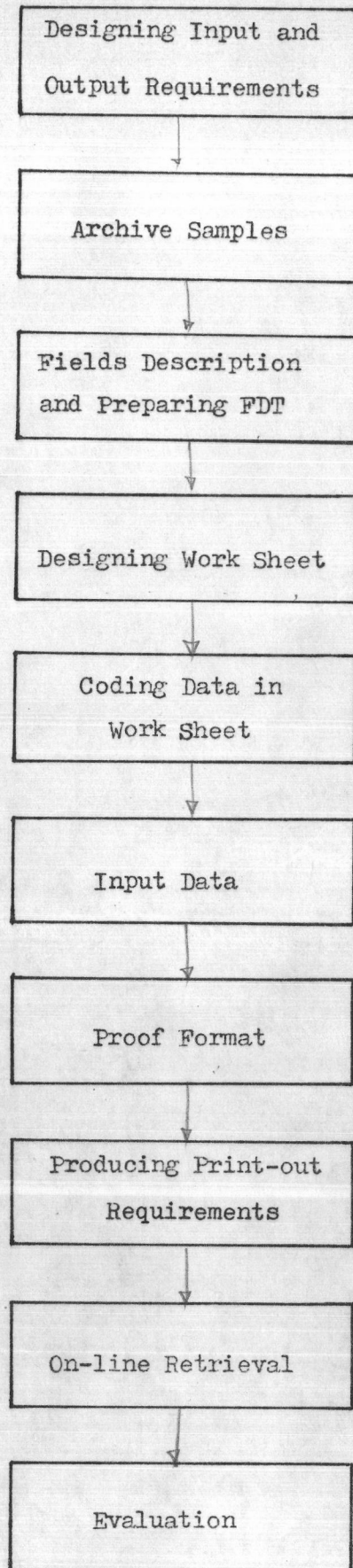


Fig. 8 The Processes Work Flow

ISIS was originally implemented by the International Labor Organization (ILO) and was later adopted by CDS in 1975. It is an integrated, generalized, and computer-based system for information storage, processing and retrieval. It can handle any alphanumeric data of both fixed and variable fields. The key to the system is the file structure that permits the users a wide range of activities, namely, 1) to add, modify, and entirely or partially delete the record in both batch and on-line mode; 2) to update the master and other files; 3) to search and retrieve information in either mode through the use of Boolean expressions and search terms; 4) to gain access to the master file via any components that correspond with the data base; 5) to set up index from keywords, thesaurus terms, or from a free text; 6) to specify sorting and printing instruction; and 7) to create a variety of print formats for specific type of output, e.g. indexes, catalogs (Pobukovsky 1980: 195-203).

The formats of each output requirements are as follows:

1. List of Titles

All archives titles selected for the project are listed alphabetically and followed by archives accession number. (See Fig 9)

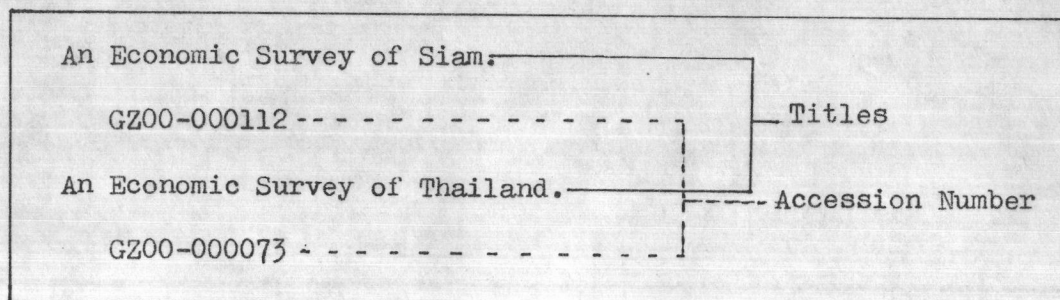


Fig. 9 List of Titles

2. List of Keywords

All keywords are selected from titles and abstracts and are listed alphabetically. They are preceded by a number automatically assigned by computer; the number serves as use count and indicates the number of times that keyword appears. The aim of this list is to limit the users' scope of searching as only these keywords are reprinted in the index section. (See Fig. 10)

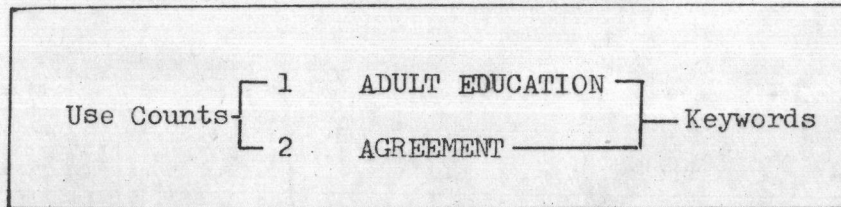


Fig. 10 List of Keywords

3. Abstracts

Abstract consists of bibliographic data which provide the users with brief information before searching through the original archives. From the abstracts, other outputs can be obtained, i.e. list of titles, list of keywords and index. All abstracts are numerically arranged according to accession numbers. (See Fig. 11 - 12)

<u>accession number</u>	
	<u>title</u> _____ . (<u>other title</u>) _____ .
<u>year range.</u> <u>quantity.</u>	
	<u>abstract</u> _____

	<u>language</u> <u>location</u>
	<u>keywords</u> _____

Fig. 11 Print-out Format of Abstract

GZ00-000

Phya Suriyanuwat's Economic Policy. 1934. 1 folder.

Correspondence between Phya Suriyanuwat and the Minister of Finance, relating to economic policy and central bank. Also included is Prince Viwat's opinion. Arranged chronologically.

THA-ENG HB-PA-001A

PHYA SURIYANUWAT, PRINCE VIWAT, ECONOMIC
POLICY, CENTRAL BANK

Fig. 12 Sample Print-out of Abstract

4. Index

The index is arranged alphabetically and followed by accession number(s) which is(are) the access point(s) to the abstract(s). The index entries(keywords) are selected from titles or abstracts; some are assigned by BOT's economists. These keywords cover the main topics in a certain archives. (See Fig. 13)

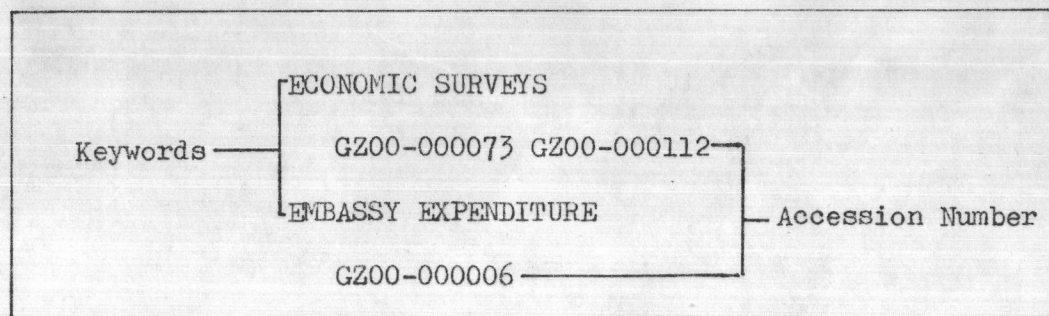


Fig. 13 Sample Print-out of Index

B. Archive Samples

Two hundred archive samples are randomly selected for this project. It must be noted that confidential archives are not among the samples selected. Since BOT's archives have not been processed, selection is then done through preliminary archive description slips. There are 912 slips altogether, each represents one title. The archive slips are arranged alphabetically under subject headings, which are assigned by BOT's record officers. These description slips are roughly prepared by the clerks. They scan all items of each title and enter data on type of record, contents included, major activities of the original office, and arrangement, in the description slip. (See Fig. 14, 15 and 16)

The archive samples selected are under the topics presented in Table 1.

After two hundred archive description slips have been selected, all of the data in each slip are translated into English, modified, rearranged, added some necessary bibliographic data to suit the input and output requirements designed. They are then rewritten in another slip ready for coding in the work sheets. (See Fig. 17)

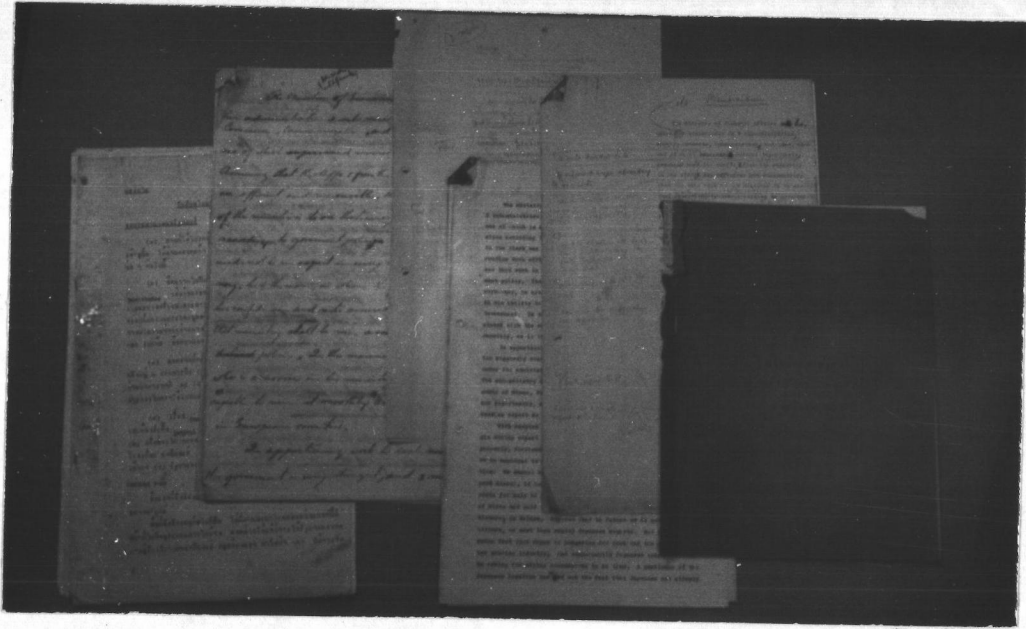


Fig. 14 Original Archive Sample



*The Ministry of Economic Affairs has under
 her administration 3 sub-ministries, namely,
 Commerce, Communication and Land, each
 one of which supervised several Departments.
 Assuming that the staffs (from the secretary to the clerks)
 are efficient and responsible, then the only task
 of the minister is to see that everything is done
 according to government policies. The minister
 need not be an expert in every line of work —
 nay, he is the man, on whom the government places
 his confidence and who is assured that under his
 that ministry shall be run according to her
 declared policies. In this manner, a minister
 who is a novice in his ministry is quite
 capable to run it smoothly as are the cases
 in European countries.*

In apportioning work to each ministry

Fig. 15 Original Archive Sample (close up)

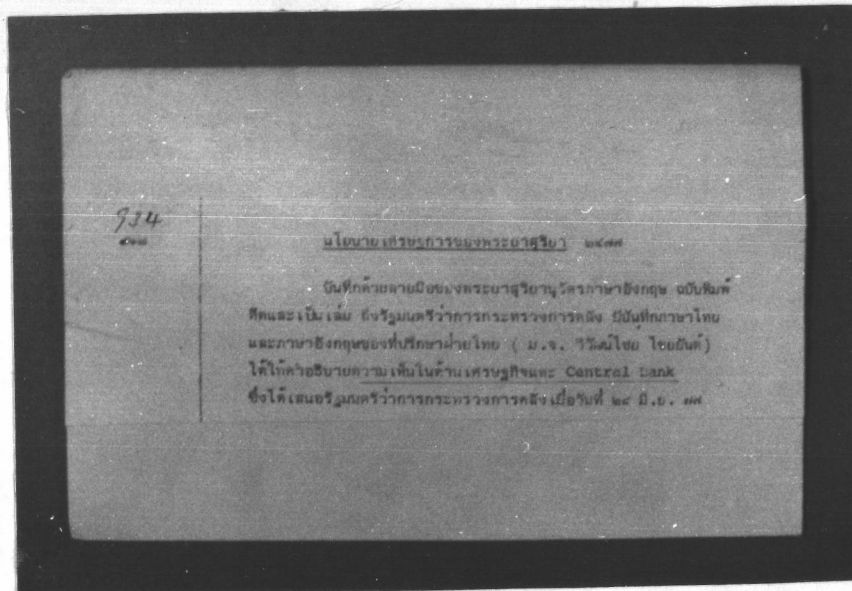


Fig. 16 Description Slip

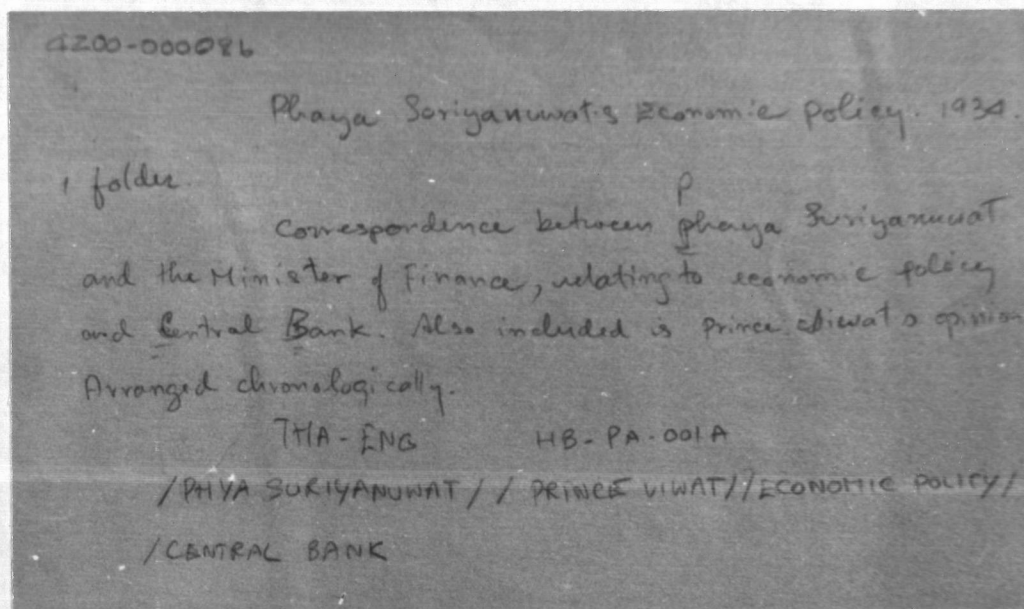


Fig. 17 A Translated Slip

Topics	No. of Titles	Per Cent
BOT in General	14	7.0
BOT's History	20	10.0
Bank Notes	25	12.5
Economic Condition	30	15.0
Exchange Control	39	19.5
Gold	16	8.0
World War II	13	6.5
Other	43	21.5
Total	200	100.0

Table 1. Topics and Numbers of Titles of Archives Selected
for the Project

C. Field Description and Preparing for Field Definition Table

There are four fixed fields and eleven variable fields for each record to be stored in the data base. Some parts of these fields follow the description format of SPINDEX II (Hickerson 1976: 40-61).

They are:

1. Fixed Fields

Field 00/A 1 alphabetic character representing BOT's
'DEPARTMENT'.

Field 00/B 1 alphabetic character representing BOT's
'SUB-DEPARTMENT' (Division).

Field 00/C 2 numeric characters representing BOT's
'SUB-SUB-DEPARTMENT' (Section).

These three fields refer to the owners of the archives.

Field 00/D 6 numeric characters assigned for 'ACCESSION
NUMBER'.

2. Variable Fields

Field 05 250 alphanumeric characters for 'TITLE'.

Field 06 250 alphanumeric characters for 'OTHER TITLE'.

Field 07 9 numeric characters for 'YEAR RANGE' (Inclusive Date).

Field 08 15 alphanumeric characters for 'QUANTITY'.

Field 09 Omitted for addition if any.

Field 10 700 alphanumeric characters for 'ABSTRACT'.

Field 11 7 alphabetic characters for 'LANGUAGE'.

Field 12 2 alphabetic characters for BOT's 'BUILDING'.
Field 13 2 alphabetic characters for 'TYPE OF MATERIALS'.
Field 14 4 alphanumeric characters for 'ROW (AND SHELF)

NUMBER'.

The first 2 numeric characters in this field represent the row number. The third numeric character represents the shelf number, and the fourth alphabetic character represents the side of the shelf.

Field 15 50 alphabetic characters for each 'KEYWORD'.
Field 16 50 alphabetic characters for each 'ENRICHED
KEYWORD'.

For more detail on Field Description and Field Definition Table, see Table 2.

D. Designing Work Sheet

The work sheet is designed with the help of the Library System Analyst from AIT. It is a modification of the one that appeared on the terminal screen when the new data are added into the data base. The modification is made by expanding the space to cover the maximum data space which has been fixed in the Field Definition Table (FDT). (See Fig. 18-19)

E. Coding in Work Sheets

Data of each title from the translated slips (Fig. 17) prepared according to the Field Description, are coded in the work sheets before keying into the data base. One work sheet is for one record.

FILE: SOMSAK PDTON 01

VM/SP CONVERSATIONAL MONITOR SYSTEM

SOMSAK SOMS

```

**          0001
**          0001
**          0001
**          0001
05 TITLE           0250           1 0
06 OTHER TITLE    0250           1 0
07 YEAR RANGE     0009           1 2
08 QUANTITY       0015           1 2
**          0001
10 ABSTRACT       0700           1 2
11 LANGUAGE       0007           1 2
12 BUILDING       0002           1 2
13 TYPE OF MATERIALS 0002           1 2
14 ROW NUMBER     0004           1 2
15 KEYWORD        0050           3 0
16 ENRICHED       0050           3 0
00 DEPARTMENT     0001           010 0AL0
00 SUB-DEPARTMENT 0001           011 0BLO
00 SUB-SUB-DEPARTMENT 0002           012 0CLO
00 ACCESSION NUMBER 0006           014 0DLO
00 CALL NUMBER    0004           010 0ELO
@ 020 DPA          04000          REST REST

```

IF 15A AND 16A THEN 'MISSING KEYWORD' FI

```

0008# .....
'DEPARTMENT 00/A 'A10.1,' SUB-DEPARTMENT 00/B 'A11.1%' .....
'SUB-SUB-DEPARTMENT 00/C 'A12.2,' ACCESSION NUMBER 00/D 'A14.6,%# .....
'CALL NUMBER 00/E 'A10.4%### .....
'TITLE'D05,C24,T05(23,30)%## .....
'OTHER TITLE'D06,C24,T06(23,30)%## .....
'YEAR RANGE'D07,C24,T07(23,30)%## .....
'QUANTITY'D08,C24,T08(23,30)%## .....
'ABSTRACT'D10,C24,T10(23,30)%## .....
'LANGUAGE'D11,C24,T11(23,30)%## .....
'BUILDING'D12,C24,T12(23,30)%## .....
'TYPE OF MATERIAL'D13,C24,T13(23,30)%## .....
'ROW NUMBER'D14,C24,T14(23,30)%## .....
'KEYWORD 'D15,C24,T15(23,30)%## .....
'ENRICHED 'D16,C24,T16(23,30)

```

```

*****
WS=SOMS          00*10(1),00*11(1),00*12(2),00*14(6),
                  05(200),06(200),07(9),08(15),10(220),
                  11(7),12(2),13(2),14(4),15(50,*2),16(50,*2)

```

```

*****
D 000 010
A10.4"-",A14.6"%###C20,V05" ",V06" ",V07" ",V08" " PFSOMSAK
###C20,V10,###C25,V11###,X5,V12"-",V13"-",V14###
###C25,|,|+V15(*0)###,###C25,"ENRICHED :"|,|+V16(*0)###
*****

```

```

*****
D 000 005
*****
PF999999

```

Table 2. Field Definition Table

DEPARTMENT:	* SUB-DEPARTMENT:	* SUB-SUB-DEPARTMENT:	*
ROW NUMBER:	*		
TITLE:			
OTHER TITLE:		*	
YEAR RANGE:			*
ABSTRACT:	* QUANTITY:	*	
LANGUAGE:	* BUILDING:	* TYPE OF MATERIALS:	* ROW NUMBER:
KEYWORD:			*
ENRICHED:	*		*
	*		

Fig. 18 Work Sheet Format Appeared on the Screen

WORK SHEET

DEPARTMENT: + SUB-DEPARTMENT: + SUB-SUB-DEPARTMENT: +

ACCESSION NUMBER: +

TITLE:

+

OTHER TITLE:

+

YEAR RANGE: + QUANTITY: +

ABSTRACT:

+

LANGUAGE: + BUILDING: + TYPE OF MATERIALS: +

ROW AND SHELF NUMBER: +

KEYWORD: +

+

+

+

+

Fig. 19 A Modified Work Sheet

The coding has been done carefully, because any errors in coding will also cause errors in keying the data into the data base. (See Fig. 20)

F. Input Data

Data coded in the work sheets are keyed into the data base through the computer terminal at the Library and Regional Documentation Center at AIT.

G. Proof Format

After the data of each title has been keyed into the data base, a proof sheet format display is called on the terminal screen for correction, modification, addition, and deletion. These processes can be done straight away while the data is being displayed on the screen or after the editors have checked the proof print-outs. Any fields that need changes are called on the terminal screen for the purposes mentioned. (See Fig. 21)

H. Producing of Print-out Requirements

Four types of print-out, according to the off-line output requirements, are produced. They are: list of titles, list of keywords, abstracts, and index. (See Fig. 22-25)

I. On-line Retrieval

The on-line retrieval can be operated easily by using CDS/ISIS retrieval language, relying mainly on Boolean logicals and text facilities. Samples of the retrieval strategies and the on-line retrieval print-outs are presented in Appendix A, page 185-210.

WORK SHEET

DEPARTMENT: G + SUB-DEPARTMENT: Z + SUB-SUB-DEPARTMENT: 00 +

ACCESSION NUMBER: 000086 +

TITLE: Phya Suriyanuwat's Economic Policy.

OTHER TITLE: -

YEAR RANGE: 1934. + QUANTITY: 1 folder. +

ABSTRACT: Correspondence between Phya Suriyanuwat and the Minister of Finance, relating to economic policy and central bank. Also included is Prince viwat's opinion. Arranged chronologically.

LANGUAGE: THA-ENG + BUILDING: HB + TYPE OF MATERIALS: PA +

ROW & SHELF NUMBER: 001A +

KEYWORD: /PHYA SURIYANUWAT/ + /PRINCE VIWAT/
+ /ECONOMIC POLICY/ + /CENTRAL BANK/

Fig. 20 A Coded Work Sheet

DATA BASE: SOMSAK

DATE: 83/12/09

PAGE 1

000086 PRT

REC. NO. 000086(16) STATUS ON 09/12/83: MASTER RL=0433 NF=012

DEPARTMENT 00/A G SUB-DEPARTMENT 00/B Z

SUB-SUB-DEPARTMENT 00/C 00 ACCESSION NUMBER 00/D 000086

CALL NUMBER 00/E GZ00

TITLE	05	Phya Suriyanuwat's Economic Policy.
YEAR RANGE	07	1934
QUANTITY	08	1 folder.
ABSTRACT	10	Correspondence between Phya Suriyanuwat and the Minister of Finance, relating to economic policy and central bank. Also included is Prince Viwat's opinion. Arranged chronologically.
LANGUAGE	11	THA-ENG
BUILDING	12	HB
TYPE OF MATERIALS	13	PA
ROW NUMBER	14	001A
KEYWORD	15	/PHYA SURIYANUWAT/ 15/02 /PRINCE VIWAT/ 15/03 /ECONOMIC POLICY/ 15/04 /CENTRAL BANK/

Fig. 21 A Proof Sheet Taken from the Proof
Print-outs

Bank of England's Notice.
GZ00-000001

Bank of England's Procedures on Sterling Account of Non-residents.
GZ00-000013

Bank of Thailand.
GZ00-000068

Bank of Thailand, Suriwongse Branch.
GZ00-000053

Bank of Thailand's Orders.
GZ00-000079

Bank of Thailand's Profit and Loss Account.
GZ00-000015

Banking Bureau's Capital.
GZ00-000098

Bill Acceptance Business.
GZ00-000104

BOT on Suspected Case of Selling Foreign Currencies.
GZ00-000115

BOT's 20th Anniversary.
GZ00-000069

BOT's Regulations.
GZ00-000031 GZ00-000072

British System of Exchange Control and other Papers Referring to
Questions of Currencies.
GZ00-000024

Cancellation of Bank Notes.
GZ00-000137

Cancellation of War Condition between Thailand and Great Britain.
GZ00-000033

Central Bank.
GZ00-000088

Central Banking.
GZ00-000087

Chase Manhattan Bank.
GZ00-000057

Fig. 22 List of Titles

<u>USE COUNT</u>	<u>TERM</u>
4	CENTRAL BANK
1	CENTRAL BANKING -ACT
1	CHALERM YONGBOONKPERD
1	CHANKOLS
1	CHAOPHYA RANRAKOES MANSION
1	CHASE MANHATTAN BANK
1	CLEARING HOUSE
1	CLIPPINGS
1	CLOTHINGS REGULATIONS
1	COMBINED SIAM RICE COMMISSION
3	COMMERCIAL BANKS
1	COMMITTEE
1	COMMODITY
1	COMMODITY CREDIT CORPORATION
1	COMMUNICATION
1	COMPULSORY DEPOSIT
1	COMPUTER
1	CONFERENCE
2	CONSTRUCTION
1	CONTROL BANKING
1	COST OF GOODS
1	COST OF LIVING
1	CREDIT CONTROL
2	CRISIS EVENTS
1	CURRENCIES
1	CURRENCY RESERVES
1	DAMAGES
3	DEBT
1	DOLLARS CREDIT
1	DOLLS PROJECT
1	DUTY STAMP
1	ECAFE
1	ECONOMIC COMMISSION
4	ECONOMIC CONDITIONS
1	ECONOMIC POLICY
2	ECONOMIC SURVEYS
1	EMBASSY EXPENDITURE
1	ENEMIES PROPERTY
1	ENGLISH ARMED FORCES
3	EXCHANGE CONTROL
3	EXCHANGE CONTROL ACT
1	EXCHANGE CONTROL DEPARTMENT
1	EXCHANGE CONTROL POLICY
1	EXCHANGE CONTROL PROCEDURES
3	EXCHANGE CONTROL REGULATIONS
1	EXCHANGE CONTROL SYSTEM
2	EXCHANGE RATE
5	EXPENDITURE
1	EXPORT IMPORT BANK
1	EXPORT IMPORT LAWS
1	EXPORT POLICY
1	EXPORT REGULATIONS
4	FALSE BANK NOTES
1	FALSE CHEQUES
1	FINANCE
1	FINANCIAL ADVISOR REPORT

Fig. 23 List of Keywords

1 folder.

Bank of England's Notice. 1939-1941

Statutory rules and orders, explanatory leaflets to public, and lists of banks and dealers authorized to deal in matters subject to the exchange control regulations. Unarranged.

ENG HB-PA-001A

REGULATIONS

BOE NOTICE, EXCHANGE CONTROL

GZ00-000002

Agreement on Monetary Problems between Thailand and Indochina. 1947. 1 folder

Thai version of agreement between Thailand and France on Indochina monetary problems and a summary of some topics discussed in the meeting on this agreement held at the Ministry of Finance. Arranged chronologically.

THA HB-PA-001A

PROBLEM

MONETARY AGREEMENT, MONETARY

GZ00-000003

Transferable Accounts System. 1947-1955 1 folder.

Record relating to transferable accounts, applying and withdrawal for membership in sterling convertible group, procedures in transferable account, and regulations of involved institutions. Inclusions are correspondence, memorandum, radiograms, and telegraphs among involved authorities e.g., the Minister of Finance, the Minister of Foreign Affairs, the Cabinet Secretary Department, the British Embassy, the Governor of BOT, the Governor of BOE, Mr W.A.M. Doll, and some commercial banks. Also included are articles excerpts and requests from the commercial banks. Arranged chronologically.

ENG-THA HB-PA-001A

TRANSFERABLE ACCOUNTS,

ADULT EDUCATION
GZ00-000018

AGREEMENT
GZ00-000169 GZ00-000170

AIDE MEMOIRE
GZ00-000192

AIR-ATTACKED
GZ00-000175

ALIENS
GZ00-000187

AMERICAN BANKERS ASSOCIATION
GZ00-000177

ASSETS TRANSFERING
GZ00-000067

BAHT COIN
GZ00-000085

BAHT VALUE
GZ00-000157

BAHTS FUND
GZ00-000171

BANG KHUNPHROM PALACE
GZ00-000039 GZ00-000048 GZ00-000127 GZ00-000148 GZ00-000154

BANGKOK CENTRAL PRISON
GZ00-000076

BANK NOTES
GZ00-000027 GZ00-000046 GZ00-000047 GZ00-000054 GZ00-000061
GZ00-000090 GZ00-000091 GZ00-000110 GZ00-000136 GZ00-000138
GZ00-000142

BANK NOTES CANCELLING
GZ00-000092 GZ00-000137

BANK NOTES DESTRUCTION
GZ00-000092

BANK NOTES ISSUING
GZ00-000156

BANK NOTES LAWS
GZ00-000027

J. Evaluation

Evaluation of the output requirements gained is considered as the evaluation of the results of the project itself, so it is presented in detail in the next chapter.