

TABLE OF CONTENTS

Foreword	VII
Author's remarks and acknowledgements	IX
0 Improvements in methods and techniques of intellectual work	1
01 Need for personal documentation	1
02 Technique of intellectual work	3
03 Technical means help to improve methods of intellectual work	6
04 The disparities of our time	7
1 Information needs, channels and sources	11
11 Information explosion	11
12 Information needs and habits	16
13 Information sources and channels	20
14 Components of personal documentation	30
15 Principles of personal documentation	35
2 Document description	39
21 The record structure in personal documentation	40
22 Bibliographic data	42
23 Abstracts and abstracting	50
24 Subject description: outline of the basic methods	53
25 Free keywords; subject headings	59
26 Classification	62
27 Controlled indexing languages and thesauri	69
28 Automatic indexing	75
29 Combination of indexing languages	86
3 Technical means	89
31 Devices for storage of original documents	91
32 Microfilm	92
33 Terse documentation	100
34 Card index	100
35 Optical coincidence cards	105
36 Computerized indexes	109
37 Retrieval by means of the computer	116

4	Case one: Card index technique	127
41	The user	127
42	The documents	127
43	The card index	131
44	Classification	132
45	Practical use of the system	133
5	Case two: Documentation of a team, based on computerized indexes	137
51	The users	137
52	Types of documents	137
53	Input	138
54	Indexing	140
55	The indexes	140
56	Practical use of the system	144
6	Case three: Personal documentation by means of a personal computer	145
61	The user	145
62	The documents	146
63	Record structure	146
64	Indexing	150
65	Input procedure	155
66	Search	155
7	Case four: On-line retrieval by means of a shared remote computer	159
71	The user	159
72	Types of documents	159
73	Input procedure	159
74	Indexing and classification	160
75	The inquiry	161
8	Future prospects	169
81	New hardware is coming	169
82	Traditional information services will expand, new types of service will be available	176
83	Changes in methods of communication and personal style of work	181
84	The work station of the future	185
9	Literature	195
	Index	207

