

4. DIRECTORY OF COMMONWEALTH OPPORTUNITIES FOR THE TRAINING OF BOOK PERSONNEL

This list has been compiled from information supplied to the Commonwealth Secretariat by Governments, under following headings -

Publishing
Book Production and Printing
Book Design and Illustration
Librarianship
Bookselling

Where bursaries or scholarships are available, this information is included. It should also be noted that fellowships can also be awarded by Unesco, the Commonwealth Secretariat and other bodies, and that the terms of reference of the Commonwealth Fund for Technical Co-operation cover the training of personnel of a developing country in any of the fields listed above.

AUSTRALIA

Through the Department of Foreign Affairs, scholarships and fellowships for study at educational institutions, for special courses and for practical training are available under the Colombo Plan, the Special Commonwealth African Assistance Plan and the South Pacific Aid Program, to persons nominated for such awards by the Governments of Member Countries of these schemes.

Persons from Papua and New Guinea are catered for by the Commonwealth Practical Training Scheme.

Publishing: Book Production and Printing: Book Design and Illustration: Bookselling

The Department of Foreign Affairs responds to specific requests and can arrange practical attachments with suitable government and private firms for on-job training. These facilities are available to those nominated for awards as indicated above, and to those nominated to undertake such training at the cost of their home governments.

Librarianship

The Department of Foreign Affairs regularly runs an International Training Course in the Administration of Library and Information Services of about 2½ months duration.

Formal Diploma and Degree courses in Librarianship are offered by nine Institutes of Technology and Technical Colleges.

BANGLADESH

Book Production and Printing: Book Design and Illustration

The Institute of Graphic Arts, Dacca, offers a three-year Diploma Course in Printing Technology, incorporating: letterpress; graphic design;

composition; offset lithography; graphic reproduction; book binding and warehouse practices; and related subjects.

Further courses planned include -

- a) Two year full-time course leading to Certificates in Photo-engraving, Offset Lithography, Mechanical Composition and Letterpress Printing.
- b) Two year full-time course for women leading to a Certificate in Book binding, Offset Camera Work, Mechanical Composition, Electronic Engraving, Screen Printing and Graphic Design.

Diploma students are qualified to enter the industry as potential technical supervisors and eventually managers. Those at Certificate level would be qualified as skilled technicians and operators.

The Institute is under the administrative control of the Director of Technical Education under the Ministry of Education and Cultural Affairs. Its academic standards are controlled by the Bangladesh Technical Education Board in accordance with the standards set out by the Education Commissions Implementation Unit under the Ministry of Education. Further details may be obtained from the Principal, Institute of Graphic Arts, Dacca.

BRITAIN

Training in Britain in many occupations and professions, at various levels, and the services of specialists to undertake overseas advisory or training assignments can be provided both under the Overseas Development Administration's regional technical assistance programmes and by the British Council. Enquiries about the facilities available under the various schemes should be directed to the local British Council office or (in those countries where it is not represented) to the British High Commission. Brief details of some of the courses and services that can be provided are given below.

Textbook Production

Through the Commonwealth Education Fellowship Scheme a number of places are provided each year by the Overseas Development Administration for the one-year course in Textbook Production for Persons from Overseas at the University of London Institute of Education. Further details can be obtained from the Registrar, Institute of Education, University of London, Malet Street, London, WC1E 7HS. Technical assistance trainees and private students can also be accepted, if vacancies are available on the course.

Book Production, Printing, Book Design, Illustration

Numerous courses related to design, printing and book manufacture are run by various colleges of technology, polytechnics and colleges of further education. A few of the addresses are listed below:

The City and Guilds of London Institute,
76, Portland Place,
London, W1N 4AA.

Printing Design Department,
Oxford Polytechnic,
Headington,
Oxford.

Napier College of Technology,
Colinton Road,
Edinburgh, EH11 4DE.

Head of Printing Department,
Watford College of Technology,
Hempstead Road,
Watford,
Herts.

Head of Composing Department,
London College of Printing,
Elephant and Castle,
London, S.E.1.

Librarianship

Degree and diploma courses are offered at 15 British universities and Colleges of Technology. For details see:

Directory of Short Courses in Librarianship and Information Work. March 1972.
(Department of Education & Science, Elizabeth House,
York Road, London, SE1 7PH.)

Students Handbook.
(Library Association, 7 Ridgmount Street, London, W.C.1.)

Directory of UK Library School Teachers.
(Association of British Library Schools, Clive Bingley Ltd,
16, Pembridge Road, London, W.1.)

Bookselling

The Bookseller Officer, financed jointly by the Overseas Development Administration and the Book Development Council, 19 Bedford Square, London, WC1B 3HJ, undertakes overseas advisory and training assignments at University and Polytechnic bookshops and, wherever possible, on behalf of the private sector also. The British Council organises a course on Bookselling in London every two years.

The Diploma in Bookselling of the Booksellers' Association can be taken by correspondence. Applications to the Registrar, Wolsey Hall, Oxford OX2 6PR, or to the Secretary, Booksellers' Association of Great Britain and Northern Ireland, 154 Buckingham Palace Road, London, SW1W 9TZ.

CANADA

The Commonwealth Scholarship and Fellowship Plan provides scholarships for men and women under 35 who have graduated from a recognised university or who hold equivalent qualifications. Candidates must be nominated by the

education authority of their own country and an application made to the Commonwealth scholarship agency of that country.

Technical assistance in the form of scholarships or fellowships for personnel from developing countries is available from the Canadian International Development Agency acting on requests from eligible recipient governments.

Courses in Graphic Arts are offered by some Community Colleges, and Universities offer degree courses in Library Science.

GHANA

Although no formal training facilities exist in Ghana for the training of book personnel, the Ghana Publishing Corporation will welcome personnel connected with the book trade who would wish to have a period of practical study/attachment with its publishing and printing establishment. Its publishing division has trained and qualified publishers and production designers who are ready to share useful knowledge with publishing personnel, and the printing division has a school for training its staff up to the level of the City and Guilds of London Institute Certificate in printing.

INDIA

Publishing

1. Under their scheme of introducing vocational courses as part of the B.A. Degree Course, the University of Delhi includes Book Publishing as one of the five subjects of studies that can be offered for a B.A. Pass Degree. The total course is of three years' duration of which one fourth is devoted to Book Publishing, including publishing and distribution of magazines and periodicals. The course consists of one paper each in (i) Publishing Management, (ii) Editing and Production, (iii) Sales, Promotion and Distribution.

40% of the marks in each paper are earmarked for practical work/apprenticeship. For details and application forms please write to: Principal, College of Vocational Studies (University of Delhi), 7, Doctor's Lane, New Delhi. See also Appendix 4.

2. The Ministry of Education, in conjunction with the Federation of Publishers & Booksellers Associations in India, and other professional organisations sponsors short term training courses/workshops for authors/translators/editors/publishers from time to time. Details can be obtained from Book Promotion Division, Ministry of Education & Social Welfare, Shastri Bhawan, New Delhi - 1.

3. The Indian Institute of Mass Communication organises Courses/workshops/Seminars in Mass Communication including Book Publishing. For details, write to the Director, Indian Institute of Mass Communication (Ministry of Information & Broadcasting), D-13, NDSE Pt.II, New Delhi-49

4. Attachments can, under special circumstances, be arranged for publishing personnel to publishers in both the public and private sectors for informal training. For the public sector, write to the Book Promotion Division, Ministry of Education & Social Welfare, Shastri Bhawan,

New Delhi - 1: for the private sector to the Executive Secretary, Federation of Publishers & Booksellers Associations in India, A-84/A, NDSE Pt.II, New Delhi - 49.

Book Production and Printing

1. There are four regional schools of Printing Technology which offer courses leading to a Diploma in Printing Technology set up at four centres. The specific fields in which Diplomas are awarded are Letterpress printing and Lithography. The curriculum includes book binding, designing, litho machine work, letterpress machine work, composition, etc. Each of the four printing schools offers facilities for about 80 students per year both for full-time and part-time courses. For details, write to the following addresses:

- (1) Northern Regional School of Printing Technology, Allahabad.
- (2) School of Printing Technology, Raja Subodh Mullick Road, Jadavpur, Calcutta - 32.
- (3) Government Institute of Printing Technology, Bombay.
- (4) Regional School of Printing, Madras.

2. In addition, there are a number of other institutions in the States of Madhya Pradesh, Kerala and Mysore which offer diploma courses in Printing Technology. For details, write to Technical Education Division, Ministry of Education & Social Welfare, Shastri Bhawan, New Delhi - 1.

3. The printing industry in India also organises short term in-service training/refresher courses for the benefit of its personnel. For further information, write to the General Secretary, All India Federation of Master Printers, E - 14, New Delhi South Extension Market, Part II, New Delhi - 49.

4. Attachments/admissions can be arranged under special circumstances for the training of printing personnel both in the public and private sectors. For further information, write to the organisation concerned as indicated above.

Book Design and Illustration

1. The National Institute of Design, Ahmedabad, provides courses in designing, including graphic art. For details, write to the Executive Director, The National Institute of Design, India, Paldi, Ahmedabad - 7.

2. Ad hoc courses/seminars for Illustrators of Children's Books are also organised in India from time to time. For details, write to Executive Trustee, Children's Book Trust, 4, Bahadur Shah Zafar Marg, New Delhi - 1 or to Director, National Book Trust, A-5, Green Park, New Delhi - 16.

3. The National Council of Educational Research & Training also proposes to organise short term training courses for the Illustrators of Textbooks. For details, write to Secretary, National Council of Educational Research & Training, Sri Avrobindo Marg, New Delhi - 16.

Librarianship

1. Thirty universities in India offer courses in Library Science.
2. Seminar/Workshops are also organised for in-service Librarians by the All-India Libraries Association. For details, write to Secretary, All-India Libraries Association c/o Delhi Public Library, Shyama Prasad Mukerjee Road, Delhi - 6.

Bookselling

1. One of the papers in the Delhi University Course on Publishing is devoted to Sale, Promotion and Distribution of Books.
2. Ad hoc Training Courses on Bookselling are also organised from time to time by the Federation of Publishers and Booksellers Associations in India in collaboration with the Ministry of Education and foreign organisations. For details, write to the Secretary, Federation of Publishers & Booksellers Association in India, A-84A, NDSE Pt.II, New Delhi - 49.

MALAYSIA

Publishing and Bookselling

On-job training can be arranged through the Publishers' Association and the Booksellers' Association of Malaysia.

Librarianship

The MARA Institute of Technology provides training for students to sit for the ALA Diploma of London. The Director has indicated his willingness to consider candidates from Commonwealth countries if the applications are made at an official level.

NEW ZEALAND

School Publications

The School Publications Branch of the New Zealand Department of Education is willing to provide training in the production of school publications. Programmes will be arranged on an individual basis (training can be provided for only one person at a time). In general, persons with appropriate qualifications will be accepted for an initial period of four months with the possibility of an extension of this time. Scholarships are available under New Zealand's regular bilateral aid programme and applications with full details should be addressed to New Zealand overseas representatives or to the Ministry of Foreign Affairs, Wellington.

Applicants should have a good command of English and a strong interest in publishing. They must also be assured of work in publishing

upon return to their country. Preference will be given to applicants with a university degree and experience in teaching or editing. Those planning to be art editors should have qualifications in graphic design.

Trainees will be given experience in all the phases of production of a school publication (planning, commissioning, editing, production). Where possible, a trainee will himself have responsibility for the production of a small publication under the guidance of the staff of the School Publications Branch. At the same time arrangements will be made for trainees to gain experience in various aspects of publishing and printing in the Government Printing Office. This could include periods in the Reading Room, the Planning Section, the Publications Branch, the Art Section, Copy Supervision and Typography Section, as well as the Letterpress and Offset Printing areas and the Bindery. Should a trainee have the requisite basic qualifications in graphic design it may be possible to include tuition in Graphic Design Diploma classes at the Wellington Polytechnic.

SINGAPORE

Under the Colombo Plan the Government of Singapore currently offers the following awards -

Book Production and Printing

Two Junior Fellowships - Photolithography and Offset Machine Printing Course

The training will consist of (i) Process Camera Works including colour separation work and colour correction methods, (ii) Offset Plate making, film assembly and layout, and (iii) Offset Machine Proving and Machine Minding, ink mixing and colour matching; and closed register 4 colour process printing.

Minimum educational qualification: A good command of the English Language is preferable equivalent to Secondary II in an English School. At least 5 years' practical experience in a Litho printing establishment.

Duration: 1 year.

Librarianship

1. Four Senior Fellowships - Training in Librarianship

Minimum educational qualifications: Higher School Certificate or equivalent and an adequate command of the English Language. Candidates with a University Degree would be preferred.

2. Four Junior Fellowships - Training in Librarianship

Minimum educational qualifications: Higher School Certificate or equivalent and an adequate command of the English Language.

Duration: For (1) and (2) 3 months.



