CHAPTER VI

GREY LITERATURE: GENERATION, AVAILABILITY AND ACCESS
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During visits to different institutions and their respective libraries, as the present study progressed, the heads of the institutions and the librarians made some institutional publications available to the researcher. They also permitted an access to the library's collection. It provided a good insight into the 'generation' aspect of grey literature within the institutions, 'availability' of GL documents which are generated by other institutions and its extended use if 'accessibility' is possible.

In organisations, where grey literature is produced, it is produced by the publications' division of the respective organisation, by training divisions, or by education resources centers. It is normally prepared by a team of researchers, by individual departments or by a single researcher. This material is usually maintained by the libraries for internal circulation within the organisation. It is circulated to different departments, given to the students or to the participants of different courses (in case of training organisations). However, access to this material for reading, reference, borrowing, photocopying by external users - is determined by the policy formulated by the individual organisation. Publicity to such internally generated publications is given through display, through annual reports, in some cases through institution's profile, through a general list of additions or by publishing a separate list of institutional publications. A select list of such internally generated publications in few institutions is given in this
chapter. Items which, in the researcher’s opinion could qualify as grey literature are included for the purpose. They reflect typical and representative examples which highlight how grey literature is generated within organisations. However, it is not the purpose of this chapter to give a detailed profile of the institutions or to produce an exhaustive list of their publications. It will indicate how it is difficult to categorise some publications that surely come under ‘grey’ literature area. Though the researcher visited more institutions than those reported in this chapter and has examined more material, some select institutions and representative material which is of distinctive nature has found place in this chapter.

1. Institutions visited

1.1. Ali Yavar Jung National Institute for the Hearing Handicapped

[AYJNIHH]

This institute was established in 1983 by the Ministry of Welfare - Government of India. It is one of the four apex institutes in the country dealing with the problems of hearing and speech disability. The AYJNIHH provides facilities for education, training, research, clinical and therapeutical services to hearing handicapped people.

In this institute, there is a separate Materials Development Department which develops different kinds of material for the hearing impaired. The development of material is based on number of surveys conducted by the researchers, clinical trials and correspondence with experts. Some of the material is of the nature of teaching aids. They are
handouts, cards, stickers, posters, a/v materials and hoardings. Some are of the nature of printed booklets, pamphlets. They are simultaneously published in different languages. They deal with the topics like –

- Hearing impairment - Early identification at home. [English, Hindi, Marathi]
- Look for and observe [English, Hindi, Marathi]
- Let us talk [English, Hindi, Marathi]
- Hearing impairment : causes and prevention [Hindi, English]
- Prepare your child for a hearing test [English, Hindi, Marathi]
- Hearing aids [English]
- Auditory training [English]

The AYJNIHH, the National Institute for the Mentally Handicapped [NIMH], the National Institute for the Visually Handicapped [NIVH] and the National Institute for the Orthopedically Handicapped [NIOH] – together, under the Ministry of Welfare - Government of India have prepared a booklet called “Identification aids” specially for the field staff of National Sample Survey Organisation [NSSO] with a view to provide simple and useful tips for identifying all the disabilities observed at the early age of children. These booklets are also offered for dissemination at a nominal price to speech and hearing centers, hospitals, health centers, professionals, practitioners and individuals – especially social workers.

In addition to this, a house journal called ‘Ninad’ is published by AYJNIHH. The institute imparts training through its bachelor’s, master’s, Ph.D. degree programmes, diploma courses, and short term training programmes, to develop a cadre of highly specialised professionals as
well as grass root level personnel to participate in community based rehabilitation of the hearing handicapped. The students' project reports, dissertations and theses are kept in the library.

1.2 All India Institute of Local Self Government. [AllLSG]

The AllLSG is established to promote and support activities in the area of Research & Training in Municipal administration. The main emphasis of the institute's work is to strengthen and improve local government institutions so that they can contribute more effectively to the development process. This is done by conducting various certificate, diploma courses, training courses for senior and middle level executives of municipal corporations, induction training courses for chief officers of municipal authorities, workshops, seminars and consultancy work. For this, the AllLSG regularly brings out publications, reports, a bi-monthly newsletter called "Sthanik Swarajya" [which is for private circulation only] and a quarterly "Local Government Journal".

Some of the internally generated publications and project reports of AllLSG are –

- Low cost sanitation in Maharashtra.
- Report of the specialised course on Management of Municipal Accounts and Audit.
- Problems of migrants in small and medium towns.
- Role of private sector in town development - a case study of Pimpri, Chinchwad towns.
• Staffing pattern - a study of ‘A’ class municipal councils in Maharashtra.

• Urban population growth and resultant problem areas: an analytical study of selected three cities in Maharashtra state.

• Municipal libraries: organisation and procedures.

• Challenges of urban local government [Barfiwala memorial lecture]

• Mauritius and local government management.

• Solid waste management - a manual.

These publications are available to the concerned staff of Municipal Corporation and participants of the courses.

1.3 Bhabha Atomic Research Centre [BARC]

The Atomic Energy Commission in 1954, set up the Atomic Energy Establishment, Trombay [AEET] as the national centre for research and development work, in various disciplines of Nuclear Science and Technology for peaceful applications of atomic energy. AEET was renamed as Bhabha Atomic Research Centre [BARC] in 1967 in memory of its founder Dr. Homi Jehangir Bhabha. There is an excellent Library and Information Services Division [LISD] attached to BARC at Trombay. The primary objective of LISD is to cater to the information needs of the scientists, engineers who are working in the different departments of atomic energy. Towards fulfilment of its objectives, the LISD offers services such as current awareness service, literature search service, resource sharing service, translation, document delivery, micrographic
and audio-visual service, reference service, printing and binding. One
important activity of the Library and Information services Division is
publication and dissemination of various BARC publications, under the
same roof.
Some of the regular and one time publications of the publication division
are as under-

- Proceedings of symposia / conference / seminars
  
  The Department of Atomic Energy [DAE] sponsors and organises
many symposia, seminars, conferences in various subjects at different
places in India, The proceedings of which are published by LISD and
distributed either at the venues of the symposia, or at a later date, to all
the participants. These proceedings are also mailed to all atomic energy
commissions abroad and some research organizations in the country.

- BARC Annual Report
  
  The annual report published by LISD gives details of the R and D
work done in various divisions of the BARC in the fields of nuclear
physics, plasma and fusion physics, condensed matter physics,
spectroscopy, reactor engineering, nuclear fuel, radio chemistry,
radioisotopes etc. It also incorporates the list of publications by BARC
scientists.

- BARC Research Highlights
  
  Published once in two years, this publication gives details of
important studies and experiments in the frontier areas of nuclear science
and technology as well as some of the instrumentation systems developed
in BARC.
• Technical Information Brochures / Manuals

Different technical brochures, manuals pertaining to specific developmental work, new inventions, projects of DAE, R and D work in departments, are published occasionally through such publications.

• Reprints of articles and reports.

The Library has copies of reprints of articles authored by BARC scientists and published in national and international journals. These reprints are bound together like bound volumes of journals and they bear a continuous serial number. Also, there are bound volumes of reports submitted by BARC scientists whenever they are sent to some institution on deputation or for training. They are called as “Deputation Reports”.

• BARC Newsletter

This monthly newsletter highlights the current developments in the nuclear energy programme in the country and abroad. It is widely distributed in India and abroad.

In addition to the publications mentioned above, small booklets, guides, educational material, annual lectures are published. Some of them are –

• Research Reactors at Trombay.

This is a general purpose popular booklet brought out by LISD and prepared on demand from high school and college students seeking information on the Indian Research Reactors.

• Flora of Trombay.

A publication highlighting the ecosystem, and diversity of flora at BARC - Trombay campus.
• Biodiversity at BARC – Trombay
• Food irradiation
• A guide for the consumer
• Anuchi Shakti [ In Marathi ]

This is a small pictorial series book published by Directorate of Environment and Public Awareness, - Nuclear Power Corporation of India.

• R and D challenges in Nuclear Technology

A booklet containing sixth annual lecture delivered by Dr.R.Chidambaram - Chairman, A.E.C. at the Indian National Academy of Engineering on 6th December 1996.

1.4 Foundation for Research in Community Health [ FRCH ]

Foundation for Research in Community Health was established in 1975. It is a non-profit, voluntary organisation engaged in carrying out research in health and health care services and conducting field studies primarily in rural areas, to gain an understanding of the socio-economic and cultural factors which affect health and health care services. FRCH's larger aim is to intensify health movement, especially in the rural population. The research teams of FRCH consist of doctors, social scientists, economists, documentalists and management specialists. The teams conduct grass root field studies as well as conceptual studies under different projects. The summaries and the final results of the studies are reported and when they are approved by the funding agency, the publications division of FRCH publishes them as priced publications. Occasionally experts from outside FRCH are invited to write on topics
related to health care, rural development panchayati raj consumer awareness, self employment etc.

Apart from results of field studies, research reports, books pamphlets and booklets written in simple style and in regional languages are brought out by the publications division. A list of publications is brought out from time to time. FRCH Newsletter is published separately. Some of the publications of FRCH are as under –

- A study of supply and use of pharmaceuticals in Satara District - by Dr. Anant Phadke, Audrey Fernandes, L.Sharda, Pratibha Mane and Dr.Amar Jessan. 1995.
- Some issues in community participation in health care services - by Dr.Amar Jesani, Shilpi Ganguly. 1993.
- The private medical sector in India - by Dr.Anant Phadke, 1994.
• Social aspects of leprosy - by Ravi Duggal, Dr. Amar Jesani, Manisha Gupte. 1988.

• Health research studies in India : A review and annotated bibliography 2nd edn. 1996.

• Health for all : Concept and reality - by Sonya Gill [Ed.] 1986.

Some informative booklets of 8 -10 pages are brought out in Marathi for rural population such as –

• Bamboochi Lagwad [ Cultivation of bamboo ]

• Padik Jaminicha Vikas [ Development of bare land ]

• Nisargasheti [ Nature farming]

• Gao tethe Granthalaya [ A library for every village ]

• Kshayarog Poorna Bara Hou Shakato

[ TB can be completely cured ]

These publications are available to the research teams of FRCH and on special request to outsiders.

1.5 Indian Institute of Bankers [ IIB ]

The Indian Institute of Bankers is a professional body of banks and financial institutions in India, working under the Reserve Bank of India. It was established in 1928 with a view to develop professionally qualified, competent bankers through a process of training, examinations and continuing professional development programmes. Its objective is to assist and encourage the staff to achieve professional excellency in the field of banking, for which, the institute conducts examinations, and
awards certificates, scholarships and prizes. The necessary support is provided by the Educational Services Department, under which The IIB library functions. The department is responsible for preparing study material for the various examinations conducted and for framing the syllabus. The study material is prepared by experts in the field of banking and is available at IIB library. For the grant of different scholarships and awards to banking professionals, study reports are prepared and are submitted to IIB. Some examples are—

- Finance of foreign trade and foreign exchange study material for Associate Examination. Part II, correspondence course. (for private circulation only)

- Indian Economic problems with emphasis on rural economy and its problems. Study material for Associate Examination. Part II

- Evolving a minimum framework for Assets and Liabilities Management. A study report prepared for the award of the Lord Arlington Banking Research Fellowship. (granted by IIB)

Papers of conferences conducted by IIB, inaugural address lectures, copies of memorial lectures in the form of booklets are maintained by the library. For example—

- Inaugural address lecture by K. Kannan — Chairman and Managing Director, Bank of Baroda, at the 3rd Bank Educationists conference organised by IIB, 23 September 1998, Mumbai.

Every year, Sir Pursottamdas Thakordas (the founder member of IIB) Memorial lecture is arranged by IIB. The lectures are delivered by
eminent professionals in the banking field and they are brought out in the form of pamphlets. Such as –


In addition to these, there are other IIB publications like –

- Commercial Banking – Vol. I, II and III.
- Legal decisions affecting bankers
- Management accounting
- Rural economics
- Financial options market in the U.S.A.

Self study kits and guidelines for answering questions from syllabus (under preparation) are also brought out by IIB as part of educational support services. Copies of the reading material are made available in the library for consultation to the staff of the banking sector.

1.6 Indian Institute of Workers’ Education [IIWE]

The Indian Institute of Worker’s Education functions under the parental body - Central Board of Workers Education [CBWE] which is a tripartite organisation having representation from the Government - Central and State, employees from private and public sector, and central organisations of trade unions. The CBWE operates through 48 regional centres and 14 sub centres with an objective to impart training and education to working class. Its broad objectives are –
- To develop greater understanding of social and economic environment
- To strengthen sense of duty towards one's industry, family, nation
- To develop responsible trade unions
- To develop leadership amongst workers
- To enable trade unions to take over workers education

Different programmes, training courses and impact studies are carried out for this purpose. The library of IIWE is having following types of grey literature varieties produced by the IIWE and its parent body CBWE.

Research papers
Reports
Seminar and conference papers
Monographs
Impact studies
Diagnostic studies
Booklets, pamphlets, leaflets, folders, handouts

Wide range of topics are covered under these reading and reference material for the audience mainly belonging to workers from organised and unorganised sectors, offices of trade unions, voluntary organisations and officers engaged in imparting training. The topics include - industrial relations, collective bargaining, adult education, industrial sickness, wage fixing, social customs, dowry, human rights and such other related ones.
The booklets are published in regional language of the region from where they are intended to be disseminated. The Marathi titles of few of them are -

- Arthik Vikasat Shramachi Bhoomika
  (Role of labour in economic development)

- Audyogik Swasthya ani Suraksha
  (Industrial peace and safety)

- Kamgarancha Vyavasthapanat Sahabhag
  (Workers participation in management)

- ISO 9000, Gunvatta karyapaddhati
  (Skilled labour practices and ISO 9000)

- Kamgar Sanghatanechi Rachana
  (Formation of labour union)

  Takrar Nivaran Paddhati
  (Ways of handling complaints)

- Karkhana Samiti
  (Factory committee)

- Kamgar Chalavalichi Watchal and Pudhil Avhane
  (Labour movement and challenges ahead)

- Asa Apla Desh
  (Our nation)

Newspaper files are produced on subjects like

- Labour legislation

- Organisational behaviour
• Women and child labour
• Human rights
• Labour economics
• Rural and unorganised sectors

Often questionnaire and interview method is used by the staff of IIWE for collecting data. On the basis of this data, problem solving is suggested. Diagnostic studies and study reports are of such nature which are available in the library.

Pamphlets and booklets are also produced on themes like
• Training programme by CBWE
• Dynamics of leadership
• Industrial relations
• Communication skills
• Grievances procedures
• Trade union structure

Besides these publications, course material and handouts are prepared from time to time. Experts are invited to prepare reading material on themes of contemporary importance. Publicity to all the activities, research publications is given through the annual report of CBWE and a quarterly journal “Workers Education”. The publications are available for reference to the staff of IIWE, research students and occasionally to those involved in workers' education related activities.
1.7 Indira Gandhi Institute of Development Research [IGIDR]

The IGIDR is an institution of advanced academic research and higher learning. It was established by Reserve Bank of India in 1987 for the study of national and global issues relating to economic development. The primary objectives of the institute are -

To promote and conduct research in interdisciplinary areas.

To promote collaborative research projects among research scholars and institutions in India and abroad.

To conduct courses leading to post graduate diploma, M.Phil and Ph.D. degrees

The research areas covered for the various activities and programmes are macro and microeconomic theories, trade, monetary and fiscal policies, energy systems, optimisation, poverty, employment and redistribution, agricultural and rural development, comparative studies, natural resource accounting, greenhouse effects and global negotiations, technology assessment and such related ones to facilitate policy oriented work.

IGIDR is actively involved in publications of books / monographs, discussion papers, proceedings, project reports, reprints and preprints authored by IGIDR faculty. There is a separate grey literature section in the library. An independent publications catalogue covering a period from 1987 to 1995 provides a list of books, monographs, project reports, discussion papers, reprints and preprints. Some of the IGIDR publications under grey literature are –

- Indicators of unsustainability of agriculture in Indian Himalayas : A survey - by Mahendra Dev. Discussion paper - 94–103, 1994
- Socio- economic survey of a slum in Bombay : A first report - by Geetha S. and Madhura Swaminathan. PP-003. (a preprint)
- Rural energy agricultural interactions : a case study of West Bengal State. Rural energy project paper - by D. Lahiri, R.N. Chattopadhyaya, J.P. Painaly and Jyoti Parikh. PP – 008 (a preprint)


The India Development Report - 1997. This is an independent publication of IGIDR which is prepared to disseminate comprehensively, the results of IGIDR researches.

1.8 Institute of Rural Management [ IRMA ]

Institute of Rural Management was established in 1979, primarily with a view to offer systematic training and research in Rural Management. The rural sector is different from its urban counter part in terms of human resources, infrastructure, credit facilities, economy etc. IRMA offers two year full time post graduate programme in Rural Management ( PRM ), a certificate course in Rural Management ( CRM ), an integrated PRM and CRM and a post graduate diploma in Rural Management. In addition to this, IRMA offers specialised short duration programmes – Management Development Programmes ( MDPS ), and workshops to help the managers enhance professional competencies. It undertakes extensive need based research programmes for different
organisations with a focus on rural scenario and the rural consumer. Sponsored programmes are conducted in the areas of marketing, Human Resources Development, Information Technology, Project Management and Gender issues. Besides; there are open programmes, which are designed by the faculty, based on field research and interaction with rural organisations. All these programmes, workshops, and research are directed to cater to the rural managerial needs. IRMA undertakes consultancy projects with a view for augmenting the existing work on rural management and influencing public policy so as to create a conductive environment for rural organisations. An independent Committee on Research, Publications and Seminars (CORPAS) co-ordinates the research activities of IRMA and the work is disseminated by series of publications brought out under different categories such as –

*Research papers (RP)* – They are prepared by the faculty, students and the visiting fellows for the research work done at IRMA on different aspects of rural development. They are concerned with wider issues of public policy at a sectoral, regional or national level.

*Workshop Reports (WR)* – They are analytical summaries of the proceedings of various workshops, seminar, colloquia arranged at IRMA. Practical issues and problems in a given organisation or in a policy context are discussed in these reports by collaborative efforts of practitioners and academicians.

*Case studies (CS)* – They include detailed description of organisations or programmes or processes for specific goals.
These case studies are prepared with a view to analyse and explore better ways for improving the processes in the rural sector.

Cases in Rural Management series (CRM) – The cases provide concrete situations and descriptions in a particular context and the decisions and actions taken in that context or situation. The decisions have to be justified on the basis of data presented in the case/s.

Working papers (WP) – They are prepared by the faculty members, visiting faculties or students to disseminate to a wider audience, the results of research work. They are subjected to discussions, comments & feedback from the peer reviewers.

Occasional papers (OP) – They are academic publications prepared by the staff of IRMA on topical issues.

Except some publications, all other IRMA publications are priced ones. An IRMA publications catalogue is published annually.

Some of the IRMA publications are as under –


• Management of a village dairy co-operative: Field notes from Laxmipura (Sabarkantha district) — by Tushaar Shah CS # 7 April 1991.


• Village health services — by Ved Mitra Arya and D. Nagabrahman. CRM # 3, March 1990.

• Common property resources management — by Vikash Pandey, Tushaar Shah and Katar Singh CRM # 1, March 1990.

• Efficiency and equity in ground water use and management - by Vishwa Ballabh and Tushaar Shah, WP # 3, March 1989.

• Decision styles of chief executives and organisational performance in dairy co-operative unions — by K. Prathap Reddy and Subhash Sharma, WP # 4, August 1989.


1.9 Mumbai Metropolitan Regional Development Authority

[ MMRDA ]

The MMRDA was established in 1975 with a view to develop policies and perspective plans for industry, trade, commerce, housing, transport and environmental management for the Mumbai Metropolitan Region. It acts as a Special Planning Authority for City's growth centres such as Backbay reclamation, Bandra - Kurla Complex and Oshiwara. It has played a key role in the Mumbai Urban Development Project (MUDP) financed by the World Bank. The project has enabled municipal corporations to improve waste management, emergency services and water supply. The MMRDA provides financial assistance for infrastructure development and co-ordinates investment programmes of international agencies like the World Bank. MMRDA is also involved in tackling the transport system of the city and has taken up the responsibility for environmental planning. In collaboration with the NGO's, public and private sector organizations and voluntary bodies, MMRDA is making attempts to provide a better quality of life to the citizens of Mumbai Metropolitan Region. The Authority is chaired by the Minister of Urban Development, Government of Maharashtra and the Executive Committee is chaired by the Chief Secretary of Government of Maharashtra.
During the course of its activities, the MMRDA generates large number of project reports, feasibility studies and consultancy reports. It is also hiring consultancy services from other organizations for preparing the project reports. Generation of reports and studies of this nature are quite specific to MMRDA. They are very rarely or never found elsewhere. Examples of few such documents are given below-


- Report of the study group on fisheries in Bombay Metropolitan Region, By BMRDA 1984.

- Basic Transport and Communications Statistics for Bombay Metropolitan Region – by Transport and Communications Board, BMRDA. 1994. ( series since 1979 )

• Project appraisal of completion of Sion - Mahim link road traffic study and cost benefit analysis. Transport and Communications Board, BMRDA. 1979.

• Population and job profile of the region by BMRDA, 1978.

The reading material is available to the staff of MMRDA and to the students, architects, researchers, consultants on special request.

1.10 Reserve Bank of India [RBI]

Reserve Bank of India is India’s principle central bank. It is the apex financial body of the country entrusted with the responsibility for controlling and monitoring the financial policy and currency transactions of the country. It plays a vital role in mobilising the economic sources for central and state governments. It monitors the business of all commercial and scheduled banks and non-banking finance companies. It is instrumental in regulating infrastructure for agricultural and industrial banking sector in the country. It plays pivotal role in maintaining foreign exchange reserves and in getting long term foreign assistance from other countries. The Bankers Training College (Mumbai), College of Agricultural Banking (Pune), Reserve Bank Staff College (Chennai) and the IGIDR (Mumbai) are under the direct control of Reserve Bank of India. It is one of the largest producers of grey literature in finance and
banking with wide range of publications. Several specialists' committees and national committees on the matters of country's financial policies are appointed by the government from time to time. There is a representative of RBI on these committees or they are chaired by personnel from RBI. Many policy decisions are based on the reports submitted by these committees. Some of them are mimeographed publications. Besides, there are press releases, notifications, circulars, trend reports on currency and finance, statistical tables, occasional papers, weekly statistical supplements, development research group studies, brochures and host of such other publications issued by different departments of RBI, such as Department of Economic Analysis and Policy, (DEAP) or Department of Statistical Analysis and Computer Services (DSACS). Some priced publications are available against subscription while some of them are for restricted circulation. A list of few select publications is given below -


- Report on Trend and Progress of Banking in India, an annual publication Department of Economic Analysis and Policy, (DEAP) Reserve Bank of India.


- Report of the committee on external debt. 1998. DEAP, Reserve Bank of India.

- Report of Dr G. Sundaram Committee on Export Credit. Reserve Bank of India.


- List of Borrowal Accounts against which banks and financial institutions have filed suits for recovery of funds-position as on 31st March 1998. Dept. of Banking operations and Development, Reserve Bank of India.


- Selected Banking Indicators 1947-1997.DEAP, Reserve Bank of India.


- Banking Statistics-quarterly handout. Dept. of Statistical Analysis and computer services, (DSACS) Reserve Bank of India.
- 50 years of Central Banking - Governors speak. 1997.DEAP, Reserve Bank of India.
- C.D.Deshmukh memorial lecture series. Centenary commemorative volume, (contains nine lectures delivered by eminent bankers and nobel laureates as a tribute to Dr. C.D. Deshmukh at his birth centenary celebrations)
- The weekly statistical supplements to RBI monthly bulletin provides regular update on important statistics under major areas like:
  - RBI's assets & liabilities
  - Foreign exchange reserve position
  - Money Stock : Components and sources
  - Index numbers of wholesale prices
  - Secondary market transactions of government securities and such other areas.

These are some examples of RBI publications. A complete list of RBI publications is available from the Division of Reports, Reviews and Publications.

1.11 Tata Institute of Social Sciences [ TISS ]

The TISS was established as a graduate school of social work in 1936 and was conferred upon the status of deemed university in 1964. It offers Master degree, M. Phil. and Ph.D. programmes in all areas of Social Sciences, and conducts research in Sociology, Psychology, Anthropology, Medical and Psychiatric Social Work, Family and Child Welfare, Urban and Rural community Development, Criminology,
Correctional Administration, Social Welfare Administration, Health Service Studies and Research Methodology, through its various teaching departments. There are research units set up for the purpose. The faculty members, students and research units produce project reports, dissertations, theses, working papers, course material, syllabus oriented study material and compendiums which are heavily in demand by the users. Some of the peculiar GL varieties internally generated at T.I.S.S. and maintained by the library are –

- Presentations of discussion forums
- Presentations at different seminars
- Xerox copies of articles recommended by the faculty members to students during the course of their study
- Reading material on specific topics like “Social Policy and Planning”
- A bound collection of papers on topics like -
  - Social Planning
  - Social Justice
  - National Health Policy
  - Institution Building
- Different files containing study material which covers topics like:
  - Schizophrenia
  - Training of Social Work Education
  - Social issues in India
  - Qualitative research methods
Besides, there are copies of term papers submitted to the academic council of T.I.S.S. as a partial fulfillment for the post graduate certificate courses, M.Phil. and Ph.D.

All this material is kept either in files under different headings, in which case, file numbers are given or spiral bound individual works or as a bound collection of papers and articles. A list of this reading material is maintained at the library counter. It is available for reading, reference and occasionally for borrowing, to the TISS faculty members, researchers and students. The material is updated from time to time by the respective faculty members and departments. The research -cum- academic nature of the institute is reflected in the library's collection and the services.

1.12 Vaikuntha Mehta National Institute of Co-operative Management [VAMNICOM]

VAMNICOM was established in 1967 under Ministry of Agriculture, Department of co-operative movement, Government of India. It is one of the premier institutes in the country in the field of Co-operative Management. Its primary objective is to build up cadre of professional expertise to take up positions in co-operative, public and private enterprises through management development, training, research and consultancy. VAMNICOM is also a recognised centre for carrying out research, leading to Ph.D. degree in the fields of Economics, Rural Development and Co-operation. It offers post graduate diploma courses, short term courses, conducts training programs including in-service training, seminars and workshops. The institute takes up research studies
and projects and offers consultancy. It closely interacts with international organisations like ILO, FAO and offers training programmes to senior executives in co-operatives in developing countries. The research studies serve as background material for policy level decisions and the consultancy services are availed by different departments of State and Central Government.

During the course of its activities, VAMNICOM produces grey literature of various kinds in the form of background material, program documents, study reports, project reports, theses, dissertations, compendiums of courses, photocopied articles as study material for the students, summer reports and results of case studies. They are all available in the library. Some examples are –

- **Background material of program on consumer protection law, procedure and case laws for senior/middle level executives from co-operatives. 13 – 16 Feb. 1995.**

- **Customers in Co-operative department stores and proforma annual report for consumer’s co-operative societies – by Prof. S.B.Rao [ Studies in consumer co-operation series ]**

- **Case studies in consumer co-operation – by M.B.Patil [ a feasibility case study ]**

- **Programme document for Orientation Programme in co-operation for NCDC officers, 23-28 April 1990.**

This programme document gives details of the full programme and full text articles written by faculty members for the conduct of the programme.
This is given as training/course material to the participants. Likewise there are many program documents.

2. Grey literature — wider use

The earlier part has attempted to highlight how GL is generated in different organisations. In this part, the GL documents available in different libraries are listed by their types and are presented by their titles. Their availability status is mentioned in brackets. These documents may not necessarily be generated by the institutes possessing them (they might have been acquired). They remain unexplored if not brought to the notice of the audience outside the organisation (where they are available).

In some cases, it is difficult to draw an exact line of demarcation for categorising the GL documents. Their nomenclature varies with the issuing organisation. Different practices are adapted in naming them and there is no uniformity in their presentation format. In some instances, conference proceedings receive a report number and a report number is accompanied by an ISBN or ISSN. The purpose of listing select titles is to bring out the spectrum and novelty of GL documents with their peculiar features, so as to reflect their non-conventional identity. It is observed that a very wide range of topics are covered by GL documents, which retain their GL status and the information content cannot be substituted by other literature. Many of them would be useful to users of other libraries if their existence is known and access is provided.

However, making an exhaustive list of several GL documents is not the objective of this exercise. Annual reports and other reports from
government departments, preprints or reprints, titles of theses and
dissertations submitted to universities, regularly published newsletters
are excluded from the list because they are large in number and their
presence in libraries is generally known to the users through catalogue or
display. Some of the examples mentioned herein, may not exactly fall
within the known categories of GL, but they are not conventional either, in
true sense. Their utility has immense value to the users.

2.1 Working papers / occasional papers / discussion papers

Large number of institutions and university departments in India
and abroad regularly bring out working papers, discussion papers,
occasional papers – as a part of their on-going activity. By design and
intent, they are for interim dissemination. They are sent to other
institutions of similar interest under gift or exchange programmes or even
on payment basis. Organisations of United Nations, World Bank,
International Monetary Fund – distribute their publications worldwide,
many of them, on payment basis. In India, institutions like TISS, IIPS,
IGIDR, IRMA, Gokhale Institute of Politics and Economics, IIMS (and
many others) regularly exchange and collect working papers from national
and international organisations. The topics covered by these papers are
at micro-level of a subject. Issuing of working papers is a phenomena
predominantly observed in Economics and much less in pure sciences.
Some of the titles in this category are as under – (institutions in brackets
indicate availability)

- Joint forest management – the dilemma of empowerment – by G.

Institute of Rural Management – (TISS)


Gujrat Institute of Development Research – Ahmedabad. (TISS)


Institute of Rural Management. (TISS)


National Bureau of Economic Research Inc.

Cambridge. MA 02138, U.S.A. (IGIDR)


Department of Economics, University of Essex (IGIDR)

• A Perspective on India's African Policy – by Dr. Aparajita Biswas
  Occasional paper published by Dept. of African Studies, 1997,
  University of Mumbai (Departmental collection)

• South Africa: A study of India's trade and investment potential
  (RBI)

• Commercial banks in the securities business: A review By Joao
  Santos. Basle, Bank for International Settlement, BIS Working
  paper no. 56, 1998. (RBI)

• Fiscal policy rules – by George Kopits, Washington D.C.,
  (RBI)

• Multilateral funded projects overseas: A trend analysis
  EXIM bank occasional paper no.37, 1995. (IIT)

• Transcending Disciplinary Boundaries: Creative experiments and
  the critiques of modernity – by Anantakumar Giri, working paper no.
  150, 1997.

  Madras Institute of Development Studies. (Gokhale Institute)

2.2 Conference proceedings / seminar papers / unpublished papers.

Conference proceedings are peculiar varieties of GL because they
sometimes get transformed into journal articles or become part of an
edited book. The word 'Proceedings' is normally attached to conferences
and 'Papers' to seminars – though there is no such rigid rule. If the papers that are read and presented at conferences or seminars do not get published, their availability largely remains restricted to participating organisations, or with individuals who attend the same or with the sponsoring body. If the proceedings get regularly published, they receive a serial number, ISSN or even ISBN. Unpublished papers remain in paper back or spiral bound if they are presented by the participants to the parent institution. Whatever the case may be, they are important form the point of view that they reflect the original expressions and views of the presenter, results of experiments, analysis of surveys and current trends and practices on contemporary issues. Therefore they are looked upon as primary information sources, which play an important role in the thought or idea generation process. The following examples enumerate their peculiarities –

- Monetary policy and the inflation process. Basle, Bank for International settlements, 1997 ( BIS conference papers vol. 4 )

- The allocation of special drawing rights linked to the reserve needs of the countries – by Arjun Sengupta. An unpublished paper.

- Issues in international monetary reform – by Yılmaz Akyüz and Sidney Dell. An unpublished paper

- Seminar on export perspective for 2000 AD: priorities and
competitive advantages. Seminar papers of the seminar sponsored by Associated Chambers of Commerce and Industry in India, 10 January, 1995, Bombay.


- Seminar on rural development and financing for senior executives of commercial co-operative and regional and rural banks. 8 – 10 August, 1994, Pune, organised by CAB

2.3 Research reports / policy papers / studies / other reports

Research reports are supposed to be deliberation of intensive studies carried out by a group of researchers or by a department / division. They are expected to have an important role in policy making decisions. Well known organisations like World Bank, International Monetary Fund, Research Bank of India, publish quite a large number of such reports. Such studies are named differently by different organisations. For example; at IMF, they are known as IMF’s papers on Policy Analysis and Assessment, or the IMF Policy Discussion Papers. The Reserve Bank of India has constituted the Development Research Group (DRG’S) in it’s Department of Economic Analysis and Policy. The DRG’s objective is to undertake quick and effective policy oriented research backed by strong analytical and empirical basis on subjects of current interests. The DRG studies are the outcome of collaborative efforts between experts from outside the Reserve Bank and the pool of research talents within the bank. They are published by the Reserve Bank as DRG study, with a serial number. The International Food Policy Research Institute publishes Research Reports. The Organisation for Economic CO-operation and Development (OECD) brings out studies' papers as part of their research programme. The Policy Research Working Papers Series published by the World Bank is intended to disseminate the findings of work in progress on development issues. They are issued as a part of some background work by the Policy Research Dissemination Centre of the World Bank. The objective here is
to present the varieties and nomenclature under which the publications are brought out. Some examples of such varieties are –

- **Emerging energy and chemical applications of methanol:**
  Opportunities for developing countries, Research Report, The World Bank, 1982. (IGIDR)


- **Sequencing capital account liberalisations and financial sector reform:** – by R.Barry Johnston. IMF paper on Policy Analysis and Assessment, 1998. (ICICI)


- History and Society. Third series no. XXVIII. Baluchistan and partition of India: A forgotten story by Baren Ray. Research – In - Progress papers series. Published by Centre for Contemporary Studies. New Delhi. (This paper gives a bibliographical list of occasional papers on History and Society in first, second and third series.) (Gokhale Institute)

- Our changing planet: The FY 1995 (U.S. Global Change Research Programme) A Report by the Committee on Environment and Natural Resources Research (ENR) of the National Science and Technology Council, a supplement to the President’s fiscal year 1995 budget. (IIT)

- Groundwater table and hydrochemistry of Kakinada coastal aquifer,


This has a report number and two ISBN'S

STI / PUB / 1056  Report number
ISBN 1020 – 6450; No. 5
ISBN 92 – 0 – 103 898 – 4 ( BARC )

- Interim storage of radioactive waste packages. 1998 – by
This has a report number, ISSN and ISBN

STI / DOC / 010 / 390  Report No.
• Influence of low dose irradiation on the design criteria of fixed internals in fast reactors. Proceedings of a specialists meeting held in Gif – Sur – Yvette, France, 1 – 3 December, 1993. By IAEA Vienna, Austria, Sept 1995
IAFA–TECDOC – 817 (Report number)
Conference Proceedings as report (BARC)

• Indian Ocean Fishery Commission.
FAO Fisheries Report no. 392
This is the report of the fifth session of the Committee for the Development and Management of Fisheries in the Bay of Bengal, held at Bangkok, 23 - 25 March 1987. (FSI)

• Report of the Expert Consultation on Utilization and Conservation of Aquatic Genetic Resources.
FIRI / R49, FAO 1993, ISSN 0429 – 9337. (FSI)
(* This has a report no. and ISSN no.)

2.4 Project reports

Wide ranging areas of knowledge are covered by project reports. They are prepared by students, as mandatory exercise for completing a course, by a research team which undertakes a project on behalf of the parent institution, as a pre-requisite for grant of a scholarship, as a departmental activity or as a presentation of a study undertaken for specific purpose. Project reports invite attention of the users through
annual reports of the institutions, through list of additions, through library
catalogues (if catalogued) or they do not receive any publicity at all.
They provide, in a nutshell, information on specific topics and hence
consulted for specialised information.

Some such examples are –

- Productivity of manpower in the banking industry- 1988-89 - Project
  report submitted at Indian Banks Association – IBA (IBA)

- Technology up-gradation and globalisation in banking – how
  should Indian Banks respond to these challenges. A project report.
  (IBA)

- Interest spread – determination of an optional level in the light of
deregulation of interest rates, 1992-93. A project report. (IBA)

- Customer satisfaction index – methodology and construction, 1993
  - 94. A project report. (IBA)

- Planning for capital adequacy in public sector banks, 1995-96 (IBA)

- Asset – Liability management in banks, 1996-97. (IBA)

- Selected Agricultural projects reports. 1978. (CAB)

- Special programme on financing brackish water agriculture and
  rubber plantation projects. 3-8 Oct. 1994. (CAB)

- Special study on renewable sources of energy – Potential and
  Prospects. 1995. (CAB)

- A study of loss making branches – Project report by Y.S.
  Ramamurthy, NIBM, 1994. (NIBM)
• Impact of transfer of technology in Directorate of Extension Education in programme and non-programme area – by Dr. Bharati Gogi. Study no. 96. This is a study – cum – project report of a field investigation team. Dec. 1996.
Agro Economic Research Centre for North-East India. (Gokhale Institute)

• Studies on self help groups of the rural poor from Maharashtra and Gujrat by Salil Mehta and K. Dinkar Rao. 1990. (NIBM)

2.5 Pamphlets / booklets / training manuals.

The usual range of materials found in pamphlet collection includes everything from single sheet broadsides to scholarly material unavailable in any other format, Pamphlets and booklets are the two terms very often used interchangeably to convey that they are smaller than books and their physical format is weak. They may have long or short term value and their retention policy varies from organisation to organisation. The kind of materials to be found in pamphlet collection often include city and road maps, local history, travel information or even addresses which undergo updations. However, there are pamphlet collections having permanent value. Many training manuals, “Do it yourself” series, educative material for farmers, community health information – are released in the form of pamphlets.

Following examples illustrate the nature of their information content.

• Euro on horizon: Impact and implications by Dr. Yashwant
Raravikar. 1998. Published by Think Line, Guru Gaurav Nyas publication. (Gokhale Institute)

- Foreign exchange reserves crisis in India by Prof. N.B. Kulkarni. 1998. Published by Think Line, Guru Gaurav Nyas publication. (Gokhale Institute)

- Parkinson's disease – progress, promise and hope Published by Parkinson's Disease Foundation. (HELP library)

- Asthma and hayfever. Published by National Asthma campaign (HELP library)

- Hypothalamus – patient information booklet by Pudenz – Schulte Medical Corporation. (HELP library)


DTTI is an organisation from South Africa and has offices in 147 countries. For each country, it publishes International Tax and Business Guide in the form of a booklet / pamphlet or a book. It also publishes a Reporting and Accounting Manual. (C.C. Chokshi & co.)

- Providing specialised management consulting services in India – Statement of qualifications. A pamphlet by DTTI. (C.C. Chokshi & co.)

- General information on R & D funding schemes of Central Governments. A booklet giving details of the various R & D funding schemes of Central Government. New Delhi, Ministry of science & Technology, 1991. (IIT)
• MATCOM Trainer’s Manual: Staff training in consumer co-operatives. Trainers’ notes on MATCOM Learning element. MATCOM stands for Material and techniques for co-operative Management Training. They have designed and produced training manuals and notes in co-operative management on topics like –

• Weighing and pre-packing
• Cash control using a cash register
• The display of goods in self-service shops
• Salesmanship

(VAMNICOM)

• There are small pamphlets prepared by Directorate General of Employment & Training, Ministry of Labour Employment and Rehabilitation, Govt. of India. They are guide to career series on topics like.

• The Turner
• The Welder
• The General fitter

(IIT)


(Gokhale Institute)

• ‘Engineering Training Guide Series’ by Engineering Industry Training Board, prepared to assist instructors and trainees for developing engineering skills. They are issued on topics, like –

• Grinding practices
• Sheet metal work
2.6 Statistical documents, technical papers and some miscellaneous publications

Statistical information is published in the form of statistical reports, compendiums, census data, summary tables and even survey reports. It is issued by government departments, banks, international organisations and has high reference value. The statistical documents may be one time publications, ad hoc documents or are compiled on a continuing basis. They provide useful primary background information for further work in a given area. Miscellaneous publications here, are taken to mean that they can not be exactly categorised under a particular variety but they are much sought after documents. Some examples of both these varieties are as under –

- All India debt and investment survey: Assets and Liabilities of rural households as on 30th June 1971, Statistical tables. Reserve Bank of India. 1974. (CAB)
- Banking Statistics – summary tables. Basic statistical returns. Reserve Bank of India. (IIT)
- Motor Transport Statistics of India. 1995. (This is issued annually
by Transport Research Wing of Ministry of Surface Transport, Government of India. )

- Sample surveys of Current Interests in India. 41st annual report by Central Statistical Organisation. Ministry of Planning Government of India. 1990. ( IIT )


- The logical eye and the Mathematical Eye – their outlook on Euclid’s theory of proportion. This is a xerox copy of the Presidential address to the Mathematical Association by Prof. M.J.M. Hill. 1928. ( A miscellaneous publication ) ( IIT )

- Rational Points on Curves over Finite Fields – by J. P. Serre. Lectures given at Harvard University during September – December 1985. ( hand written notes prepared by Fernando Q. Gouvea. ) Xeroxed copies of these notes are widely distributed and heavily used by mathematicians. ( Department of Mathematics, University of Mumbai )

- Supervision of Financial Conglomerates. Paper prepared by the Joint Forum on Financial Conglomerates. This is a consultation document released by the Basle Committee on banking supervision, Bank for International Settlements, Switzerland. 1998. ( NIBM )

- The FAO Fisheries Department of FAO at Rome publishes documents such as –
- Fisheries Reports
- Fisheries Circulars
- Fisheries Synopsis
- Technical papers
- Training series, computerised Information Series

Some of them are –

- Case studies of seven commercial sea-wood resources
  FAO Fisheries Technical Paper No. 281 (FSI)

- Adjustments to changes in fisheries law and economics
  FAO Fisheries Technical Paper No. 269 (FSI)

- Tropical Tuna – surface fisheries in the Indian ocean.
  FAO Fisheries Technical Paper No. 282 (FSI)

- Distribution and important biological features of coastal fish
  resources in southeast Asia.
  FAO Fisheries Technical Paper no. 278 (FSI)

- Review of the state of world Fishery Resources.
  FAO Fisheries circular no. 710, revision 4. FIRM / C 710 (REV. 4),
  1985. (FSI)

There are series of publications from Indo-Pacific Tuna
Development and Management Programme (IPTP) a Division of FAO,
which brings out IPTP publications. They are serially numbered. For example –

- Atlas of Industrial Tuna Fisheries in the Indian ocean.
  IPTP / 95 / AT / 3 (FSI)
There are Data summaries such as – Indian ocean Tuna Fisheries Data summary for 1985 – 1995. IPTP Data summary no. 17, 1997.

3. Grey literature - extended use

A careful examination of these titles, will quickly reveal that these documents possess a potential for wider utility. They can capture larger audience outside the organisation ,from where they are being published. The information content can be put to wider use, if the existence of the documents is made known and access to them is made available. It is possible here to identify the prospective users of such documents. A small exercise has been presented below, to illustrate this point.

- The seminar paper on " Changing military equations in Asia : the relevance of nuclear weapons " by General K.S.Sundarji, surely has an important place in all types of libraries – public, academic or newspaper libraries, especially in the post Pokharan II or Kargil era. It would be useful in DRDO library to military officers, for those who study war strategies, for journalists or for columnn writers in newspaper libraries.

- The case study on " Role of Swadhyaya Parivar in socio-economic changes among the tribals of Khedasan " can be a useful guiding tool for voluntary organisations spread all over the country or even for those agencies abroad which provide finance to NGO's, working on parallel lines.

- The Occasional paper of EXIM Bank on " South Africa : a study of India's trade and investment potential " or a pamphlet on "

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Investment in South Africa " by Deloitte and Touche Toshmatsu ",
would be of importance to a researcher in the Department of
African Studies in various universities, as also in University of
Mumbai.

- A prospective researcher in economics is most likely to find a clue
  or some direction in his/her research work from the RBI'S DRG
  study on " The impact of the Uruguay round on growth and
  structure of Indian Economy. "

- Booklets on " Euro on Horizon " or " Foreign exchange reserves
  crisis in India " published by Think Line can serve as ready
  reference tools, for someone preparing for an elocution
  competition, for writing an essay, for writing a project or even for
  preparing a lecture. They are intended for educated laypersons.

- " Studies on self help groups " made in NIBM would be useful to
  someone in Social Sciences working on Panchayati Raj.

- The proceedings of the conference on " Satellite data and GIS for
  drought monitoring" available at IGIDR will be of great value to
  those involved in land development, town planning, for operations
  research specialists or researchers in Geography.

- A project report at IGIDR on " Economic valuation of air quality
  degradation in Chembur " -- if publicised widely among environ-
  mentalists as well as laypersons, can perhaps bring in some clarity
  on the issues like pollution level, ecological balance, hygiene.

- A booklet on " Higher education at the cross roads of the 20th and
  21st centuries " published by Forum of Free Enterprises and written
by a senior and experienced educationist should serve as a valuable reference work (though it may not fit into the conventional form of a reference source) in every higher learning institution.

- All the FAO Fisheries technical papers, synopsis, circulars available at the library of Fishery Survey of India are important sources for those who wish to pursue higher studies and specialisation in fisheries, marine biology, oceanography aquatic animals.

In addition to this, there are many research reports, pamphlets on health and hygiene, working papers which touch upon several contemporary issues and their entry into mainstream publications takes place at much later stage or it does not take place at all. Such a list can be expanded to include several examples.

4. Multidimensional nature of grey literature

The point here is, there are several documents which are very much 'non-conventional', but are not brought under the definition of 'Grey Literature.' Their usefulness and demand outside the organisations, which generated or procured them, is unquestionable and need not be undermined. This is also endorsed by the responses received through the questionnaire. These documents play important role in information transfer process in all the fields. In fact, they are de facto GL documents by their nature and many of them would retain this status permanently. Their use by wider readership can enhance and add value to the quality of output of any research and application oriented work. By ensuring
universal access to information which is available through GL documents, users can be given the necessary choice of documents to achieve the desired level of output.

The very purpose and process of generation of these documents greatly contributes to their not being published through commercial channels, which leads to their poor bibliographic control. The complexity of grey literature is due to diversified and interactive factors in terms of forms of presentation, target audience, disciplines, knowledge about availability and its management.

The multifarious nature of grey literaure, the complexities and dimensions attached to it, can be represented as shown in figure 3.

Grey literature has form, discipline, usefulness, source and management as principle dimensions as shown in the figure. Elements expressing each of these dimensions are written. For example, grey literature in Physical Sciences, useful to researchers may be brought out as study report or a preprint by an institution and is managed by a library. The elements can be further added, if necessary, varying with the situation. It is possible to express the concept of grey literature through such a representation.
### Figure 3. MULTIDIMENSIONAL REPRESENTATION OF GREY LITERATURE

<table>
<thead>
<tr>
<th>FORMS</th>
<th>DISCIPLINES</th>
<th>USEFULNESS TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Preprints</td>
<td>- Physical Sciences</td>
<td>- Researchers</td>
</tr>
<tr>
<td>- Working Papers</td>
<td>- Technology</td>
<td>- Industrialists</td>
</tr>
<tr>
<td>- Study reports</td>
<td>- Social Sciences</td>
<td>- Businessmen</td>
</tr>
<tr>
<td>- Course Material</td>
<td>- Humanities</td>
<td>- Journalists</td>
</tr>
<tr>
<td>- Theses</td>
<td>- Inter-disciplinary areas</td>
<td>- Politicians</td>
</tr>
<tr>
<td>- In-house Publications</td>
<td></td>
<td>- Educationists</td>
</tr>
<tr>
<td>- Newsletters</td>
<td></td>
<td>- Policy Makers</td>
</tr>
<tr>
<td>- Background Material</td>
<td></td>
<td>- Consultants</td>
</tr>
<tr>
<td>- Miscellaneous Publications</td>
<td></td>
<td>- Government Officials</td>
</tr>
</tbody>
</table>

Through such an approach, it is possible to capture different aspects of the situation under consideration.
At this juncture, it becomes crucial to take a fresh look at the definition of Grey Literature. It is necessary to decide their 'Grey' scale, how 'Grey' are the 'Grey' documents, what is the tone of Grey and what is the categorisation of those 'Grey' documents which are undefined. By nature, grey literature is an open, transparent, yet elusive form of literature. It supports theories, provides application notes and assists policy makers to view the situations. GL documents can identify new projects, technological developments and scientific research – which are critical to enhance capabilities of nations. They can support objectivity in research because they provide the facts. GL can communicate results, can market the products, expose new R&D activities, can inform about company mergers, expansions, strategic alliances, and can promote discussions among professionals. This literature addresses practical and contemporary issues. It often cuts across a variety of disciplines to provide an overview of any given situation. It is not controlled by commercial publishers and, therefore, is hard to identify and difficult to access.

Considering the multiplicity involved in GL, instead of struggling to define the term, it is essential to recognise the fact that large output of literature is in semi published or non formal form, which is not available through traditional means. It is usually uncensored and not subjected to peer reviewing. One may take a generalist's approach to the common characteristics of GL such as – small print runs, poor bibliographic control, non conventional in nature and so on. But then this approach may run the risk of concentrating on the nature and forms of publications, ignoring its
intrinsic value. Such documents may have current relevance only, they may or may not get published anywhere, the issuing bodies may name them differently and what is 'Grey' to someone is 'White' literature to the issuing body. For the institution, from where it is generated, the variety is not 'grey' or 'inaccessible'. More often than not, it is also observed that the institutions producing grey literature, do bring it to the notice of the readers through their publications regularly. For example, RBI Bulletin informs about occasional papers, committee reports. NIBM in its journal —Prajanan, gives a list of working papers. There are serial publications like IMF Staff Papers (quarterly) and RBI Occasional Papers (quarterly). Here, the choice of material needed at a given time; goes hand in hand with a clear identification of purpose for which, the documents exist and are utilised. What is more important is to have knowledge about their availability, accessibility and document delivery for wider audience. The vital information content at times cannot be substituted by any other source as some GL documents are indispensable in specific situations.

It thus emerges that—

- Grey literature refers to the purpose and the purpose decides its nature.
- The category of GL is assigned by the body which generates it.
- It is specific to location and situation.
- It has amorphous categorisation which need not be permanent and it may undergo transformation. Its dynamism is imperative.
Its usefulness in serious study, research work or in developmental work is imperative.

It may therefore be stated that even though the 'grey' ness of documents depends upon certain factors; grey literature as such, must be identified and separated from white literature. This stand is necessary for the purpose of acquisition of GL documents, for organising them in libraries, for improving their visibility in libraries- thereby increasing their usage and also for devising ways to disseminate the grey literature. In an effort to achieve this, the elements inherent in the production, processing and distribution of grey literature have to be incorporated. The channels involved in its authorship, production, documentation, form in which it is presented and medium used to transfer the contents – should also be considered. It is essential to understand and to document these sources of information to meet the challenges of the new information society.

The criteria for deciding the nature of documents to fit into the paradigms of grey literature, about which there can be an agreement are-

1. Grey literature is generated at all levels of government, semi-government, non-government institutions, academic institutions, research organisations, private organisations and even by individuals.

2. It is not published and controlled by commercial publishers.

3. The commercial exploitation is not its primary objective.

4. It is to be identified and acquired through deliberate and serious efforts.
Leaving aside the fact, which makes any otherwise known `grey' literature as `non-grey'; viz. The purpose for which it is to be used and its availability, the following varieties can be considered to fall definitely under the category of grey literature -

- Preprints
- Working papers / occasional papers / discussion papers
- Theses / dissertations / project reports in academic institutions
- Conference proceedings which are not published as books
- Hand outs at seminars, lecture notes, course material at workshops, application notes
- In- house ad-hoc publications of parent organisation and of other institutions, trade literature.
- Reports – which are specific problem oriented, issued by government, by NGO's or by institutions- either in-house or commissioned through consultants, and not available commercially
- Newsletters – not listed in catalogues
- Background / supplementary reading material – useful in decision making, pamphlets
- Convocation addresses, souvenirs, circulars, manifestoes and other useful miscellaneous publications

The investigator has already provided the features of these categories with examples, to enable the libraries to distinguish them. It is not important, what the issuing body calls it or whether it is 'non-grey' for it, but it is important for the libraries to categorise and organise it under these heads and improve its visibility. This somewhat firm view is advised
to be taken, not to override the freedom of issuing bodies, but to help the users in using them for serious purpose. After having examined all the categories carefully, having studied the users' problems and after considering the discussion that has taken place in the library literature so far, the researcher wishes to make a concrete suggestion, by way of giving guidelines in this direction, for organising grey literature in libraries.

5. Organisation of grey literature in individual libraries

Presented below, are some guidelines for organising grey literature in libraries –

- Identify the type
- Prefix it as Pr for preprints or Th for theses and likewise-
- Give accession no./ serial no. to each prefixed category such as Pr 1, Pr 2, Th 1, Th 2, MIS 1
- Catalogue each document fully with issuing body as author mark
- Provide subject key words, descriptors, annotations
- Create authority file for key words
- Arrange the documents category wise first and then as per the corporate body and then accession number-wise
- If necessary, give an identification mark or a general index number
- Arrange the documents in pamphlet boxes, vertical files
- The boxes / vertical files / racks may bear appropriate numbers like P 1-50, MIS – 51-100 and so on.

Cataloguing be done, compatible to the international standard
format. Each catalogue entry be accompanied by a brief description of
the document or annotations, along with descriptors. The resulting
documentation will provide multiple approaches to GL documents which
will facilitate retrieval of information. It is reasonable to assume that
libraries in future will function in computerised environment. It will reduce
the task of preparing multiple catalogue entries. A suitable software will be
capable of providing multiple access points for retrieval purpose.

New arrivals of GL documents may be displayed from time to
time and a separate list of additions be prepared. An area in the library be
reserved as GL section. The search for identifying and organising GL
documents, need not be rigorously subjected with retrospective effect. It
should not become a major barrier in initiating the task of organising GL
documents. To begin with, GL documents acquired or generated in the
past five years may be taken into consideration. Later on it will be an on-
going activity. Such an arrangement and organisation of grey literature will
surely improve awareness about existence of GL documents in libraries
and also their accessibility. By doing such an exercise, it is possible to
make an input to the ISGL (model presented in chapter VIII), which will
improve its visibility at national level also.

A brief overview of the efforts done at national and international
level to capture and disseminate the GL is discussed in the next chapter.