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REPORT OF THE HEADQUARTERS LIBRARY, THE GENEVA LIBRARY AND
THE LIBRARIES OF THE ECONOMIC COMMISSIONS, 1965

CONTENTS

A. Report of the Headquarters Library

<u>Chapter</u>	<u>Paras.</u>
I. Administration.....	1-7
II. Acquisition and organization of materials.....	8-17
III. Reference services.....	18-24
IV. Loan services.....	25-32
V. Bibliographical services.....	33-38
VI. External relations.....	39-47

Annex I: Statistics for the year 1965

Annex II: Bibliography for the year 1965

B. Report of the Geneva Library

<u>Chapter</u>	<u>Paras.</u>
I. Administration.....	48-53
II. Acquisition.....	54-58
III. Organization of material and reference services.....	59-67
IV. External relations.....	68-77

Annex: Statistics for the year 1965

C. Report of the Economic Commission for Africa Library

<u>Chapter</u>	<u>Paras.</u>
I. Administration.....	78-86
II. Acquisition and organization of material.....	87-91
III. Reference and loan services.....	92-95
IV. External relations.....	96-98

Annex: Statistics for the year 1965

D. Report of the Economic Commission for Asia and the Far East Library

<u>Chapter</u>	<u>Paras.</u>
I. Administration.....	99-106
II. Acquisition and processing.....	107-110
III. Organization and servicing of material.....	111-114
IV. External relations.....	115-118

Annex: Statistics for the year 1965

E. Report of the Economic Commission for Latin America Library (Santiago)

<u>Chapter</u>	<u>Paras.</u>
I. Administration.....	119-126
II. Acquisition.....	127-133
III. Reference and loan services.....	134-142
IV. External relations.....	143-147

Annex: Statistics for the year 1965

F. Report of the Economic Commission for Latin America Library (Mexico)

<u>Chapter</u>	<u>Paras.</u>
I. Administration.....	148-151
II. Acquisition and organization of material.....	152-154
III. Reference and loan services.....	155-158

Annex: Statistics for the year 1965

A. Report of the Headquarters Library, 1965

I. Administration

1. Budgetary restrictions required the Library to maintain its manning table at the 1963 and 1964 levels of ninety-two established posts -- thirty-nine professional and fifty-three general service -- plus seven manual workers (twelve professional and thirteen general service posts fewer than the projected requirement estimated for the year 1965 by the General Assembly in 1959). Thus, the Library had no increase in staff during the period under review and all changes of staff and appointments were carried out within the limits of the established manning table.

2. Miss Peeler, Chief of the Catalogue Section resigned and left the Organization; Mr. Surjit Singh was assigned as Acting Chief of this Section. Several vacated junior professional posts were filled by promotion, by assignment of young specialists with some experience of work in an international or research library, or by transfer from other United Nations libraries.

3. As in previous years the Library performed some work in training young librarians from several countries. Short-time trainees from Canada, Chile, Sierra Leone, Thailand, Trinidad and USSR have completed their training programme in various sections of the Library. With the founding of the United Nations Institute for Training and Research new opportunities opened to expand the Library's work in the field of training of cadres.

4. Despite the strained budget situation the staff of the Library coped with the problems of steadily expanding activities and workload. If compared with the statistical data of the previous year, most of the figures of 1965 display a clear increase. The drop in such operations as cataloguing and binding shows that the growing disparity between the low rate of increase in the Library's book fund and manning table, and the much faster rate of increase in the Library's workload has resulted inevitably in certain difficulties and irregularities.

5. Because of Organizational budgetary limitations the Library's funds for books, bindings and serials were again considerably reduced (a reduction of five per cent compared with the adjusted expenditures for 1964, and about eleven per cent compared with those for 1962). Actually, considering that in the past few years there has been a substantial increase in prices for books as well as serials and serials services, the Library's purchasing power has decreased even more than the above figures indicate. These facts were brought to the attention of the Office of Conference Services and the Office of the Controller in connexion with the 1967 budget estimates, and it was pointed out that a continuing downtrend in the Library's purchasing power will result in gradual deterioration of the Library's collection and services.

6. Further results have been obtained in rationalizing and simplifying procedures and services. New or revised directives and instructions on the maintenance of the bibliographical collection, exchange of publications with other institutions, subject cataloguing, loan services, and on other aspects of library service have been issued. Procedures to ensure close co-ordination between the Acquisition and Catalogue Sections in selection of material for cataloguing and in the handling of serial transfers and withdrawals were reviewed and appropriate instructions were issued. French and Spanish versions of the Bibliographical style manual were published; ten chapters of the Manual of the Catalogue Section were revised and reproduced; a new, updated edition of the List of subject headings used in indexing United Nations documents and publications was prepared.

7. The Library has been exploring possibilities of mechanizing some of its operations by using the computers and related machines of the recently established United Nations International Computing Centre. In particular, thought has been given to the application of these techniques to the indexing, storage and retrieval of United Nations documents. Necessary background papers were prepared by the Chief of the Readers' Services Division and the Chief of the Index Section, and an expert consultant was assigned by the Management Service to carry out a feasibility study of this project.

II. Acquisition and organization of material

8. Reduction in the budget necessitated a certain re-distribution of allotments for books, binding, etc. Thus, compared with the previous year, the allotments for books from overseas and for serials (United States and overseas) were kept at the same level, while the allotments for books from the United States and, particularly, for binding, were reduced considerably (about twenty per cent).

9. The re-distribution of budgetary allotments has altered the whole acquisition policy of the Library. The following comparative figures reflect acquisitions in the year under review:

	<u>1962</u>	<u>1964</u>	<u>1965</u>
Books received total	11,507	9,927	10,746
By purchase	7,318	3,991	5,105
By gift and exchange	4,117	5,936	5,641
Serial pieces (non-documents)	109,434	114,890	111,066
Serial pieces (documents)	97,395	72,135	79,975

It is gratifying to note that despite the budget reductions the Library has managed to increase the total number of books and serial pieces recorded.

10. The above figures show also that the number of books received through exchange or as gift has as in previous years ~~exceeded the number of books received by~~

purchase. The Library continued, of course, every effort to expand and improve its gift and exchange operations, but as was pointed out last year, this programme has reached the point of diminishing returns. Although the exchange programme will continue to be pursued, it is more a matter of improving the quality and the speed and regularity of receipts by exchange, than of expecting to acquire a higher percentage of material from exchange sources.

11. It is also obvious that the rate of increase of the Library's collections is abnormally low for an international research library of significance: the net increase in the collections amounts to about 6,500 volumes a year (annual average of 10,000 volumes received minus annual average of 3,500 volumes withdrawn as no longer useful for the Organization). It follows that at this rate the objective of a total collection of about 400,000 volumes (this goal was set by the Secretary-General in the Fourteenth Session of the General Assembly) will be accomplished at best in twenty years.

12. A matter of great concern during the year was the increasing backlog in binding due to the reduction of allotments.

13. To permit better servicing of the Organization's needs during the year every effort was made to improve and hasten the acquisition and processing of the Library material.

14. The Serial Committee, comprised of the Chiefs of the Preparations and Readers' Services Divisions and the Acquisition Section, in addition to its regular tasks such as deciding on the acquisitions of all new serial titles, establishing retention schedules, and deciding on transfers or withdrawal of serial titles already in the Library, has reviewed holdings of serials from newly independent states. The address file for government agencies to which requests for official publications are sent was completely reviewed. This is an essential record for the solicitation of gifts which had not been revised for a number of years. The claiming of official gazettes was re-organized and a special file was set up for this purpose.

15. The Library's acquisition efforts for non-library accounts, particularly for Technical Assistance projects financed by the Special Fund or the Regular Expanded Programmes, have continued to increase, reaching a level where, in terms of titles searched, orders placed and invoices processed, the figures amount to over one third of the Library's total acquisition work. It must be realized that further increases of these programmes are expected and the strained staff situation in the Acquisition Section will lead to serious stoppages in the work of this Section unless provisions for at least some clerical assistance are made.

16. The number of titles catalogued was somewhat lower than in 1964, owing mainly to the many staff changes during the year. The number of volumes shelved,

transferred and withdrawn is about the same as in the previous year. The number of cards reproduced and filed is much higher as now the subject heading and added entry cards are reproduced and filed within a few days instead of waiting for weeks. There was no backlog of cards waiting for reproduction at the end of 1965 as it was in the previous year.

17. The Public Catalogue was expanded from 515 drawers to 747 drawers, and 2,500 new subject guide cards were inserted in the subject catalogue section.

III. Reference services

18. The number of inquiries received at the Reference Desk of the General Reference Section showed a decline from the figure for the previous year, but their sources were as varied (e.g., members of the Missions and Delegations, research workers from the academic world, the business community, the press and other mass media, besides the Organization's staff) as in previous years, and their content reflected, as usual, the problems which engaged the attention of the Organization at specific times.

19. The Reference Desk spent a good deal of time in checking names of Conferences, and in searching for the texts of specific provisions and articles of different constitutions, treaties and other diplomatic documents during the Session of the General Assembly and its Committees, and for the meetings of the Special Committees and of the Councils whenever they met during the year. The question of British Guiana's independence required the location of the texts of very old treaties, going back in time to 1648. The question of representation of the People's Republic of China in the United Nations brought inquiries as to which governments extended diplomatic recognition to the People's Republic and which did not. A list was therefore prepared, strictly for internal use, showing governments (Members as well as non-members of the United Nations) which extended recognition to the Republic of China, or to the People's Republic of China, or to neither. The Cyprus question brought requests for the texts of the Cyprus constitution and the electoral laws of that country. When the Committee of Twenty-four was considering the question of Southern Rhodesia, one of the Missions requested a document which is referred to as the "Devonshire Declaration". Even the historic visit of His Holiness Pope Paul VI was not without its impact on the reference services, as the Editorial Section asked to know the name of the category of Papal documents to which the document brought by the Holy Father for the Secretary-General could be said to belong. That document is the Papal "brief" entitled "Nuntius Evangelii pacis", which is reproduced in the brochure commemorating the Pope's visit.

20. The number of inquiries received in the Legal Reference Branch in the Abraham Feller Reading Room and in the Statistical branch library also showed a slight decline.

21. The Map Collection was used with increasing frequency by the staff of the

Bureau of Technical Assistance Operations, the Special Fund, and the Resources and Transport Division, for their field missions. The volume of queries from the Language and Editorial Sections for location and spellings of place names was large, as usual. The two crises, however, which were most demanding of the service of the Map Collection were the Dominican crisis and the Indo-Pakistan conflict over Kashmir. During the time of the Dominican crisis, maps of the Santo Domingo area were supplied to the Field Service and to the Office of the Military Adviser to the Secretary-General, and planning maps of the Dominican Republic were set up on the 38th floor. From August onwards until the end of the year, the Kashmir dispute overshadowed all other problems with which the Map Collection had to deal. The reference assistance rendered ranged from supplying an orientation map for the Secretary-General's trip to the sub-continent, to plotting the changing situation on the operations maps, to informal cartographic briefing of the Chief Military Observer and the Secretary-General's Representative in that area. Finally, the United Nations flag chart was revised and kept up to date by adding the flags of the newly admitted Member States.

22. The reference and loans services of the Document Reference Section increased as usual in the first months of the year, but probably due to the peculiar nature of the Nineteenth Session of the General Assembly the increase did not exceed the level of the previous years. However, there was a steady increase of reference and loan inquiries from the month of May, which reached its culmination during the Twentieth Session of the General Assembly making the workload of the Section heavier than in 1964. During the course of 1964 the reference staff dealt with 16,346 queries (in 1964 - 13,684) and made 4,062 loans (in 1964 - 3,432). The heavier workload in the readers' services led to a certain falling off in the filing of catalogue/index cards and loose-leaf services carried on when other reference duties permitted. Arrears of card filing were carried over from 1964 and accumulated further during 1965 because of staff shortage and turnover, so that by the beginning of 1966 filing arrears had reached 20,000 cards. The mass of documentation for the United Nations Conference on Trade and Development presented special problems to the reference staff.

23. The intake of documents in 1965 increased by eight per cent over 1964. Additional staff helped to keep nearly abreast of this intake. An important action in filling gaps in the collection of documents was the issuance by the Publications Board of a directive along lines drafted by the Chief of the Section in Board paper G5/2/3, Corr.1, and Add.1, "Deposit in the United Nations libraries of summary, training centre and special study material not issued in authorized symbol series".

24. Classification of many United Nations and League of Nations volumes and a reduction of surplus bound and unbound material accomplished in the year 1964 resulted in the gift in 1965 of this surplus material to libraries in Iraq, Israel, Lebanon, Mexico, Syria, Tanzania and the U.S.A.

IV. Loan services

25. Book and periodical circulation increased only about five per cent over 1964, but that was quite sufficient to keep the staff busy, especially as the personnel situation in the Stack and Loan Section was strained throughout the year. Due to various reasons (two maternity leaves, etc.) the Section had to work at an average per cent of effectiveness as low as 68.5 which dropped sometimes to the minimum of 51 per cent.

26. At the same time interlibrary loans increased 51.2 per cent in 1965 as compared to the previous year, which also had shown gains. This can be explained by broadening of the United Nations interests in subject fields not normally covered by the Library. A substantial number of interlibrary loans was also connected with the research on Portuguese Territories conducted by the Department of Trusteeship and NSGT.

27. Assistance was rendered to 624 outside researchers who were admitted to the Library for periods ranging from one hour to several months to study material not available elsewhere.

28. Current issues of UNDI and other Dag Hammarskjold Library publications have been added to the Loan Desk display starting 1965.

29. Pursuing the recommendations of the ad hoc Periodical Committee, the periodical collection was combed, and considerable efforts were undertaken for internal arrangement of the periodical stacks. Meanwhile, thirteen new display units were installed in the Periodicals Reading Room, allowing for the display of many additional periodicals.

30. The collection of official gazettes has been growing steadily and has become one of the most comprehensive of its kind. However, in 1965 it outgrew the stackroom allocated to it, and more space is required for keeping the collection.

31. Most of the language tapes were re-recorded and put into new storage units. Old and broken language records were discarded, and the remainder were combined into usable sets. New language training booths were ordered for the Language Laboratory but not installed, since it was decided that the Examination and Training Unit of the Office of Personnel would take over the management of the laboratory as soon as they got room for the equipment in the Secretariat Building.

32. The rented Xerox 914 copier was used very extensively during the year. More copies were made in the Library for the Secretariat readers than in the Reproduction Shop.

V. Bibliographical services

33. Efforts were made to expand the programme of issuing subject bibliographies, but some of the bibliographical projects which were in progress could not be completed or issued before the year-end.

34. The first bibliography to be put out in the year was on disarmament; this was undertaken at the request of the Disarmament Affairs Group in the Department of Political and Security Council Affairs. It covers the period 1962-1964. Originally, it was intended to compile and publish ~~it at yearly intervals, but that plan was~~ dropped in view of the Library of Congress's new quarterly bibliography entitled Arms control and disarmament, which began to be published from winter 1964-65. However, current periodical literature and new monographs on disarmament are still being indexed for inclusion in Current issues; a selected bibliography on subjects of concern to the United Nations. That is the new title under which, with other substantial changes, the List of selected articles, which was published from 1949 to 1963, was revived in the year. The first number of Current issues came out in December 1965, and contained references to periodical articles and monographs on the United Nations, its Charter, its Members and their attitudes, non-members and questions of representation, the principal organs, the peace-keeping operations and their financing, the specialized agencies, the NGO's, and the various economic (e.g., Land reform, population, etc.), legal (e.g., International Law Commission, legal aspects of outer space, etc.), political (e.g., Apartheid, Cyprus situation, granting of independence to colonial countries, etc.), scientific (e.g., effects of atomic radiation, etc.), and social and humanitarian (e.g., human rights, status of women, etc.) questions which were on the agenda of the Twentieth Session of the General Assembly. The procedure for routing the periodicals which are scanned regularly for articles to be listed in Current issues was streamlined to ensure a more effective control over the source material, and the preparation of the copy for off-set printing was modelled on the techniques used in preparing UNDI.

35. As in the year before, a legal bibliography consisting of 570 entries was prepared for the 1963 issue of the United Nations juridical yearbook.

36. Work was in progress at the year-end on a bibliography of economic development plans in the centrally-planned economics and developed countries, on a guide to sources of law in various countries, and on a bibliography of official documents on the Vietnam question.

37. Since the expected increase in staff, particularly in typing personnel, did not materialize, the Index Section was hard put to keep up with the expanded programme of indexing activities partially effected in 1964. Since it was felt that the preparation and publication of indexes was an essential library service and cuts should not be made in the publishing programme, a minimum of staff was provided by curtailing

other activities in the Library: one typist, a part-time senior clerk and the part-time service of ditto-machine operators were made available to the Index Section. With this assistance it was possible to publish for the first time an index to the proceedings of the Security Council and to start the work on an index to the resolutions of the General Assembly, 1946-1965 (1st through 20th session) scheduled for submission in 1966. However, part of the programme for 1965 could not be completed and by the end of the year Part 1 (Cumulative subject index) of the UNDI Cumulative Index for 1964 was still in preparation. Much of the material received from the specialized agencies remained to be indexed or, if indexed, to be revised and processed.

38. Among the highlights in the Index Section for 1965 are the following: (a) the publication for the first time of an index to the proceedings of the Security Council. The series (ST/LIB/SER.B/S.-) was started with the publication of the index to the documentation of the 19th year (1964) of the Council; (b) the beginning of the work on an index to the resolutions of the General Assembly. By the end of the year the work on this project had progressed through the half-way mark; (c) the good progress made in the preparation of cumulative indexes to the Treaty series (by the year's end the preliminary indexing had almost caught up with the publication of volumes in the series); (d) the decision to consider the possibility and feasibility of applying computerized techniques to the indexing and control of United Nations documentation; (e) the introduction in the Section of one set of "Justowriters" (one recorder unit and one reproducer unit) used for the preparation of indexes to the proceedings; (f) the introduction of the "Headliner", which provides the Section with more flexibility and independence in the preparation of titles for the checklist part of UNDI.

VI. External relations

39. The network of the United Nations depository libraries was further expanded. Fifteen new depositories were named in 1965, bringing the total to 267 (including 35 parliamentary libraries) in ninety-one countries and territories; the depositories are distributed regionally as follows: Africa, 22; Asia, 43; Europe, 99; Latin America, 35; Middle East, 11; North America, 47; Oceania, 10.

40. The year 1965 was marked by further steps in consolidating the links of collaboration and co-ordination of activities among the Headquarters Library, the Library of the European Office and other libraries in the United Nations family.

41. The Director of the Headquarters Library visited the Library of the European Office and the Libraries of the World Health Organization and UNESCO, making a first-hand acquaintance with their collections and procedures, and discussing with the staff of these libraries some problems of common concern. On the other hand, Mr. Kepple, Librarian of the International Atomic Energy Agency (Vienna), Mr. Petersen, Librarian

of Unesco Library (Paris), Mr. Thompson, Librarian of International Labour Organisation (Geneva) and Mr. Harada, Chief of Reference and Loan Section of the Library of Food and Agriculture Organization (Rome) visited the Headquarters Library and discussed some questions of mutual interest and importance including the problem of indexing of documents and the application of computer techniques in our work.

42. On the initiative of the Headquarters Library the Administrative Committee on Co-ordination approved the constitution of a working group consisting of representatives of the United Nations, the specialized agencies and the IAEA to consider and to make recommendations concerning indexing problems common to these organizations. Necessary preparatory work was done by the Headquarters Library for a meeting of this working group to be held in Geneva in February, 1966.

43. In order to make known widely the functions and activities of libraries in the United Nations family, their contribution to the work of the organizations they serve and to the world at large a descriptive guide, The Libraries of United Nations, was compiled by the Headquarters Library with active co-operation of most of the libraries of the United Nations. It is to be published in 1966.

44. Members of the staff represented the Library at several professional meetings: the conference of the International Federation of Libraries in Helsinki; Congress of the International Federation for Documentation in Washington; conference of the American Library Association in Detroit. However, budgetary restrictions on travel funds prevented the Library from being represented at a number of important meetings such as the conference of the UNESCO Committee on Bibliography in Moscow.

45. Members of the staff were active in the Association of International Libraries, the International Association of Law Libraries, the Special Library Association, and read papers at several professional seminars at Columbia University, Drexel Institute of Technology, and Massachusetts Institute of Technology.

46. Many groups of librarians and students visited the Library, among them twenty-five librarians from the IBM Corporation, twenty-eight American librarians training for duty at the New York World's Fair, a group of librarians from the Publishing Division of the Special Libraries Association, a group of New York librarians of religious institutions, the library squad of the Plainedge High School (Plainedge, New York), a group of Scandinavian participants of the FID Conference in Washington D.C., a group of twenty-one participants in the United Nations Training Programme for Foreign Service Officers from newly independent countries, and a group of forty new United Nations guides. The meeting of the Law Library Association of Greater New York, attended by 100 members of the Association, took place in the premises of the Library.

47. Among many distinguished visitors, representing more than thirty countries of the world, were the following: Miss Acerenza, Director, Library of Economic Sciences,

Montevideo, Uruguay; H. E. Mr. Astrom, Ambassador of Sweden to the United Nations; Mr. Andersen, Librarian, Denmark's Tekniski Bibliotek, Copenhagen; Dr. Baer, President of the Special Libraries Section of IFLA; Mr. Balnaves, Director of Training, National Library of Australia; Mrs. Bohman, Librarian, Rigsdagsbiblioteket, Stockholm; Dr. Borngässer, General Director, Stiftung Preussischer Kulturbesitz Staatsbibliothek, Marburg/Lahn, with several members of his staff and of the architectural firm in charge of designing the new German National Library Building in West Berlin; Mr. Bradshaw, Secretary of the Association of Secretaries General of Parliaments and Editor of the English edition of its quarterly Constitutional and Parliamentary information, London; Mr. Bryant, Librarian, University of Sydney, Australia; Mr. Chaplin, Keeper, Department of Printed Books, British Museum, London; H.R.H.H.Princess Christina of Sweden; Mr. Crittenden, Librarian, University of New England, New South Wales, Australia; Miss Dickman, Librarian of the Amerika Haus, Cologne, German Federal Republic; Prof. Dr. Fomin, Deputy Director, Institute of Scientific and Technical Information, Moscow; Dr. Gladstein, Director, Central Library, Institute of Technology, Haifa, Israel; Lt. Gen. Gorensson, Chief of Staff of the Swedish Army; Mr. Graneck, Librarian, Australian National University; Mrs. Hannays, Librarian, Industrial Development Corporation, Port-of-Spain, Trinidad and Tobago; Mr. Heron, Director of Libraries, University of Nevada, Reno, Nevada; Mr. Ibrani, Librarian of the Central Bank of Iran, Teheran; Dr. Izmerov, Assistant Director General of the World Health Organization, Geneva; Mrs. Johnson de Vodanovich, Librarian, National Information and Documentation Centre adjoint to the Council of Rectors of the Chilean Universities, Santiago, Chile; Miss Keddy, Librarian, Law Society of British Columbia, Vancouver, Canada; Mr. Keren, National Council for Research and Development, Israel; Dr. Se Ick Kim, Professor of Library Science, University of Korea, Seoul; Dr. Komandinić, Director of the Yugoslav Bibliographical Institute, Belgrade; Prof. Dr. Kubilius, Rector, State University, Vilnius, Lithuanian SSR, USSR; Mr. Munthe, President of the Norwegian Library Association; Mr. Nitecki, Institute of Librarianship, University of Ibadan, Nigeria; Mr. Nwöje, Librarian, University of Nigeria, Nsukka, Nigeria; Mr. Rohen y Gálvey, Deputy Director, Library, El Colegio de Mexico; Mrs. Russo, Director, Biblioteca Minicipal, Sao Paulo, Brazil; Mr. Sandall, Librarian, Auckland University, New Zealand; Dr. Soják, Director of the Institute for International Politics and Economics, Belgrade, Yugoslavia; Mr. Schauman, Librarian, Parliament of Finland, Helsinki; Mr. Thrupp, Librarian, Tropical Products Institute, London; Mr. Tell, Chief Librarian, Library of the Royal Institute of Technology, Stockholm; Dr. Těšitel, Director, Library of the University of Chemical Technology, Pardubice, Czechoslovak Socialist Republic; Mr. Vinárek, State Library of the Czechoslovak Socialist Republic, Prague, CSSR; Dr. Wormann, Librarian, National Library of Israel; Dr. Yamada, Professor of Architecture at Tokai University, Tokyo, Japan; Mr. Zahran, Director, Library of the

Ministry of Planning, Cairo, United Arab Republic; Mr. Zala, documentalist, National Science Development Board, Philippines.

ANNEX ISTATISTICS OF THE HEADQUARTERS LIBRARY, 1965A. Acquisitions

1. Books and pamphlets received (volumes)		
a. By purchase	5,105	
b. By gift	3,953	
c. By exchange	<u>1,688</u>	
	Total	10,746
2. Documents and serials received (pieces)		
a. Government documents	79,975	
b. United Nations documents	97,166	
c. Specialized agencies documents	31,200	
d. Newspapers, periodicals, etc.	<u>111,066</u>	
	Total	319,407
3. Maps added		3,101
4. Non-library acquisition services		
a. Titles processed		5,195
b. Invoices processed		1,660

B. Preparations

1. Titles catalogued		
a. Books and pamphlets	3,984	
b. Serials	<u>1,370</u>	
	Total	5,354
2. Volumes shelflisted		
a. Books and pamphlets	5,967	
b. Serials	<u>13,280</u>	
	Total	19,247
3. Volumes bound		
a. Books and pamphlets	175	
b. Serials	<u>4,096</u>	
	Total	4,271
4. Volumes withdrawn		4,048

C. Services

1. Reference queries		
a. Main Library	67,502	
b. Departmental libraries	<u>18,275</u>	
	Total	85,777

2. Loans		
a. Main Library	39,053	
b. Departmental branches	<u>61,139</u>	
	Total	100,192

3. Copying services 31,870 pages

D. Bibliographical activities

1. Bibliographies compiled (including issues in series)	130	
2. Periodical articles indexed	1,970	
3. Documents indexed		
a. United Nations documents	8,719	
b. Specialized agencies documents	1,522	
c. <u>Treaty series</u> volumes	<u>35</u>	
	Total	10,276

ANNEX II

BIBLIOGRAPHY FOR THE YEAR 1965

1. Publications relating to documents of the United Nations and specialized agencies

Indexes to proceedings:

Economic and Social Council, 37th session. 1965. vi, 60 p.
(ST/LIB/SER.B/E.28)
Sales no.: 65.I.21.

Economic and Social Council, 38th session. 1965. vi, 15 p.
(ST/LIB/SER.B/E.29)
Sales no.: 65.I.28.

General Assembly, 19th session. 1965. vi, 82 p. (ST/LIB/SER.B/A.15)
Sales no.: 66.I.4.

Security Council, 19th year, 1964. 1965. vi, 39 p. (ST/LIB/SER.B/S.1)
Sales no.: 65.I.17.

Trusteeship Council, 12th special session and 32nd session. 1965.
vi, 14 p. (ST/LIB/SER.B/T.26)
Sales no.: 65.I.7.

List of United Nations document series symbols. 1965. iv, 139 p.
(ST/LIB/SER.B/5/Rev.1)
Sales no.: 65.I.6.

Treaty series. Cumulative index no. 4 (v. 301-400). 1963. viii, 444 p.
Published 1965.

United Nations documents index. V. 16, no. 1-12, January-December 1965.
(ST/LIB/SER.E/199-210)

United Nations documents index. Cumulative checklist. V. 15, 1964.
viii, 233 p. (ST/LIB/SER.E/CUM.3)

United Nations documents index. Cumulative index. V. 15, pt. 1, 1964.
v, 242 p. (ST/LIB/SER.E/CUM.4, Pt.1)

United Nations documents index. Cumulative index. V. 15, pt. 2, 1964.
v, 109 p. (ST/LIB/SER.E/CUM.4, Pt.2)

Winton, Harry N.M. United Nations documents. Drexel Library quarterly
(Philadelphia) 1:32-41, October 1965.

Paper presented at the Conference on Government Publications
at the Drexel Institute of Technology School of Library Science,
Philadelphia, 13 May 1965.

2. Other publications (titles marked x are for internal distribution only)

Current issues; a selected bibliography on subjects of concern to the
United Nations. No. 1, December 1965. v, 66 p. (ST/LIB/SER.G/1)
Sales no.: 66.I.5.

- x Dated list of publications received; ESA Statistical Collection.
No. 1-102, 1965.
Unpublished; hectographed.

Disarmament; a select bibliography, 1962-1964. 25 January 1965. 95 p.
(ST/LIB/15)

Legal bibliography of the United Nations and related inter-governmental organizations. United Nations juridical yearbook, 1963 (New York): 238-263, 1965. (ST/LEG/SER.C/1)
Sales no.: 65.V.3.
Also published in French and Spanish editions.

List of libraries and information centres receiving United Nations material.
28 June 1965. [70] p. including annexes. (ST/LIB/12/Rev.1)
Title and text in English, French and Spanish.

- x List of newspapers currently received in the Dag Hammarskjöld Library.
September 1965. 16 p.
Unpublished; hectographed.

Manual de estilo bibliográfico. 1963. vii, 70 p. (ST/LIB/SER.B/8)
Sales no.: 63.I.5.
Published 1965.

Manuel de rédaction des bibliographies. 1963. vi, 66 p. (ST/LIB/SER.B/8)
Sales no.: 63.I.5.
Published 1965.

New publications in the Dag Hammarskjöld Library. V. 16, no. 1-12,
January-December 1965. (ST/LIB/SER.A/185-195)

Report of the Headquarters Library and the Geneva Library, 1964.
1 June 1965. 20 p. (ST/LIB/16)

B. Report of the United Nations Geneva Library, 1965

I. Administration

48. The Deputy Librarian, Mr. Field, continued as Acting Director throughout the year.

49. The Library's 1965 budget request again had stressed the need for an additional clerk to aid in the processing of the United Nations and specialized agencies' documents; it was again not taken into consideration but temporary assistance totaling nine months was allowed. This collection continues to be entirely dependent on one G-4 clerk (see Section 2 for figures of this collection).

50. In common with all services of the United Nations, and as a direct result of a General Assembly resolution, (2004 (XIX)), the Library suffered a further reduction in its budget and the United Nations budgetary allotment of \$20,800 for books, periodicals, binding and equipment was the lowest in the Library's history. This reduction greatly handicapped the purchase of indispensable material for secretariat services, and despite a close scrutiny of all purchases it was not always possible to meet users' requirements. It cannot be too strongly stressed that such regular decreases in budgetary allotments over the years result in a deterioration of the usefulness of the Library's collections. It is indeed fortunate that the Library's gift and exchange programme -- vigorously pursued since 1946 -- continues at the same high level as in previous years; such a heavy gift and exchange programme, however, is costly in terms of time and staff but indispensable with a budget allotment which is totally disproportionate to the requirements of delegations and the Secretariat.

51. The authorization from the Library Endowment Fund was \$17,500 for books, periodicals, binding and equipment. An additional appropriation of \$25,000 from the accumulated income of the Fund was, however, granted for the construction and furnishing of a Reading Gallery and for the provision of additional open shelving on the west side of the Legal and Political Reading Room (see organization of material and reference services). The unspent portion of this credit was employed for the installation of new lighting in all reading rooms.

52. A supplementary \$2,500 was also allotted in the latter half of the year to meet the many demands of the UNCTAD Secretariat.

53. In response to a request of the Contracts Committee, a study of the policy and real insurance needs of the Palais des Nations was undertaken; this resulted in an increase in insurance and the Library's book collection (excluding rare books) is now insured for a total of 5,000,000 Swiss francs.

II. Acquisition

54. In 1965 acquisitions numbered 9,247 books (1,459 by purchase and 7,788 by gift and exchange), 73,494 issues of periodicals and newspapers, 16,048 government

documents and approximately 97,510 United Nations and specialized agencies' documents, totalling 275,848 pieces. The Library bought 1,459 books in 1965 compared with 1,913 in 1963.

55. In the past the Chief of the Acquisition Unit has worked with some latitude for independent judgment within closely defined fields, but in view of the reduction in the budgetary allotment and the need to restrict purchases to quite specific requests the greater part of all suggestions for purchase made during this period were submitted to the Acting Chief Librarian.

56. Particular attention was also paid to periodical subscriptions and a review made by the Library and interested services of the secretariat resulted in the elimination of 205 non-governmental periodical titles. In view of the increase in periodical subscriptions, the acquisition programme for all series was kept under constant and close scrutiny throughout the period under review and gifts and exchanges were solicited wherever possible.

57. Requests for payment by Member States for their official publications were not infrequent and it is to be regretted that no clearly-defined workable policy has yet been established which would eliminate frequent correspondence with Member States and time-consuming bibliographical research.

58. The establishment in Geneva of the vanguard of the UNCTAD secretariat in the latter half of the year had a heavy impact on the Acquisition Unit; hundreds of periodical titles and monographs were searched for the UNCTAD secretariat and the \$2,500 supplementary budget allocation for this Division was quickly obligated or spent.

III. Organization of material and reference services

59. Library holdings at the end of 1965 totalled 627,014 volumes, an increase of 12,415 over 1964. Bound volumes of the United Nations and specialized agencies documents contributed appreciably to this figure, and this collection now numbers 21,112 volumes.

60. It may be seen from the under-mentioned figures that the number of volumes shelved has decreased considerably since 1963:

<u>1965</u>	<u>1964</u>	<u>1963</u>
12,415	14,277	16,490

61. This may be attributed directly to the decrease in budgetary allotments inasmuch as fewer books were purchased and fewer volumes bound; care was taken to prepare volumes for binding as thick as was practicably possible, and many annual reports which had in the past been bound separately are now bound every two years.

62. The need for improving shelf and desk space in the Legal and Political reading room has long been recognized, and the situation has become progressively more acute over the past years. The problem has been accentuated during the summer months

when the Foreign Service Officers group make extensive use of the Library's specialized reading rooms, necessitating the allocation of one reading desk to four or five readers. The authorization to spend \$25,000 from the accumulated income of the Library Endowment Fund made possible the construction and furnishing of a reading gallery and the provision of additional open shelves. Desk space for ten additional readers has been made available and open shelving for some 3,000 volumes. In view of the limited size of the Library staff and the growing complexity of international problems and, consequently, reference work, the provision of additional reference material on open shelves has been greatly appreciated by the specialist researcher.

63. At its 482nd meeting the Publications Board again raised doubts as to the necessity for continuing to print the Geneva Library's Monthly list of books catalogued and Monthly list of selected articles. Discussions concerning alternative methods of reproduction took place between the Chief of the Documents Division, the Head Cataloguer and the Acting Chief Librarian; it was decided that the production by photo offset of the Monthly list of books catalogued was practicable providing the Library prepared the copy. This new process will commence with the January 1966 issue. The Documents Division Chief, however, pointed out that the full-time services of a G.4 IBM operator (\$4,500 per year) and the purchase of an additional machine would be required to produce the Monthly list of selected articles by methods other than at present, resulting inevitably in a more costly and less satisfactory system.

64. Requests both written and verbal for League of Nations unpublished material were more frequent than at any time in the Library's United Nations history; inquiries came mainly from European and American Universities and ranged from the nature of wounds received by a combattant in the Spanish Civil War to details of secret meetings between Heads of States. Such research generally is complex and the time involved in answering any one question may range from hours' to days' research.

65. Inventories in both the Economic and Social reading rooms resulted in the withdrawal of much material now superseded by more recent editions and in the removal from the main catalogue of cards of lost books. Such cards are not however discarded as experience has shown that many lost books have only been anonymously removed for an indefinite period and mysteriously re-appear at a later date; at this time the original sets of catalogue cards are re-filed.

66. An expansion of the main catalogue was begun in the latter half of the year and a catalogue which in 1946 numbered 360 drawers now totals 950 drawers.

67. Revision of the Library's "List of Periodicals" first published in 1938 continued slowly for the greater part of the period under review, temporary assistance for this project being borne by the Twentieth Century Fund's grant of \$5,000. It will not be possible to complete this project with the remaining funds at our disposal and requests for additional credits will be submitted on the United Nations budget at a

later date.

IV. External relations

68. Mr. Vladimirov, Director of the Dag Hammarskjold Library, spent three days in Geneva familiarizing himself with the administrative and technical procedure and the future requirements of the Library.

69. Close co-operation continued between the Headquarters and the Geneva Libraries; many thousands of pages of official gazettes were microfilmed by Geneva and despatched to New York. The very ready co-operation afforded by Headquarters to the Geneva Library and help by the former on matters either technical or administrative is greatly appreciated.

70. A grant of \$75,000 from the Carnegie Endowment for International Peace was made to the United Nations to be used for the preparation of the archives of the former League of Nations, in an effort to reduce existing limitations and to promote the maximum practicable freedom of access to this material. The archives, which are in the custody of the Library, cover the entire period of the League's history from 1919 to 1946 and consist of central registry files and records of secretariat offices, special missions, commissions and tribunals. They are a rich source of information on the history of the League and of the various matters with which it was concerned.

71. Although the records have been freely consulted by the United Nations for official purposes, use of them by outside researchers has, in view of the nature of the material, been partially restricted. It is hoped that the consultant panel established to advise the professional archivist will remove some restrictions and facilitate access to this material.

72. This grant, the most notable in the Library's United Nations history, was negotiated by Mr. Spinelli, Director-General of the United Nations in Geneva, Mr. Vaughan, Under-Secretary, Director of General Services at United Nations Headquarters in New York and Mr. J. Johnson, President of the Carnegie Endowment for International Peace. Particular mention must also be made of the very active interest and support so willingly given by Mr. Goormaghtigh, Director of the European Centre of the Carnegie Endowment and Mr. Siotis, Special Consultant to this body.

73. Large collections of duplicates were given to the libraries of the Bureau Internationale d'Education and the International Labour Organisation; in the latter instance most of this material was despatched to the newly opened Institute of Advanced Training in Turin.

74. On the occasion of the fortieth anniversary of the signing of the Locarno Pact, the original document, normally on permanent display in the Historical Collection of the League of Nations was sent to Locarno for exhibition. In view of the many wax seals on this document and the probability of their crumbling in the mail it was judged prudent not to send it through the normal postal service and a special

messenger fetched and returned the document.

75. The Acting Chief Librarian and the Law Librarian attended a luncheon to celebrate the establishment in Geneva of the International Secretariat of the World Peace Through Law Centre. Mr. Charles Rhyne, President of the Centre discussed the new world legal information and reference service of his Centre and the close co-operation which he felt would result between the Library and his Organization.

76. Lectures were given by the Acting Chief Librarian to many groups including: study course for teachers from Industrial College of Armed Forces, Western Europe (20 participants); International Law Seminar (20); Mr. David Dacko, President, Central African Republic and entourage (15); group of librarians from Philadelphia (12); United Nations Association of Austria (21); Training Programme in developing financing (20); United Nations Association of Great Britain (25); Boursiers de Formation Diplomatique de la Dotation Carnegie (16); group from Centre Universitaire des Hautes Etudes Européennes, University of Strasbourg (12).

77. Amongst individual visitors to the Library mention must be made of the following: Prof. Bož o Težak, O.E.C.D. Boursier; Mr. M. Campora, Embassy Secretary, Argentina Delegation; Rabbi Dr. D. Coleman, Sydney, Australia; Mr. J. Fischer, Head, Economic Division, Institute of Technical and Economic Information, Prague; Dr. V. Galbraith, Mount Holyoaks College, U.S.A.; Madame Garcia, Pan American Union; Prof. Elmer Grieder, Associate Director of Libraries, Stamford University, U.S.A.; Mr. Seymour James, Librarian, Economic Commission for Africa; Prof. J. Karcz, Département d'Économie, University of California; Mr. Youri Khiltchevski, Counsellor, USSR Delegation; Prof. Le Blanc-Doyen, Faculté des Sciences Sociales, Université Laval, Québec, Canada; Prof. V. Muljevic, O.E.C.D. Boursiers; Dr. Reti, Director, National Archives, Hungary; Mrs. L. M. Roberts, Law Librarian, University of Michigan; Prof. P. H. Rohn, University of Washington; Mr. F. A. Sandall, Librarian, University of Auckland, New Zealand; Prof. J. Tyrwhitt, Professor, City Planning, Harvard University; Mme. N. Vasovic, O.E.C.D. Boursier; Miss Anne Winslow, Editor-in-Chief, Carnegie Endowment.

ANNEX

GENEVA STATISTICS, 1965

A. Acquisition

1. Books and pamphlets (volumes and titles) (exclusive of documents and other publications in series)		
a. By purchase	1,459	
b. By gift and exchange	<u>7,788</u>	
Total		9,247
2. Serial issues received (pieces)		
a. Other than documents	73,494	
b. Government documents	104,844	
c. UN and SA documents	<u>97,510</u>	
Total		275,848

B. Processing

1. Cataloguing		
a. New titles catalogued		
i. monographs	3,613	
ii. serials ^{1/}	<u>622</u>	
Total		4,235
b. Volumes shelved		
i. monographs	7,106	
ii. serials	<u>5,309</u>	
Total		12,415
2. Binding		
a. Volumes bound	5,147	5,147
b. Pieces added to provisional bindings		8,068
3. Volumes discarded		574

^{1/} Serial titles received in library:
Non-governmental and governmental
periodicals, annuals, continuations,
parliamentary documents, official
gazettes and newspapers

C. Service

1. Circulation

- | | |
|--|---------------|
| a. Pieces fetched for use within the Library (estimated) | 6,000 |
| b. Pieces issued for use outside the Library: | |
| i. to United Nations | 36,112 |
| a. WHO | 719 |
| b. ILO and other specialized agencies | 7,644 |
| ii. other interlibrary loans | 1,411 |
| iii. to public (unofficial borrowers) | <u>11,748</u> |

Total	63,634
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2. Reference queries

- | | | |
|-----------------|-------------|--------|
| a. In person | } Estimates | 40,000 |
| b. By telephone | | 48,000 |

3. Photostat and microcopying (number of pages)	3,680
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4. Attendance in reading rooms	31,186
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5. New outside (unofficial) readers' cards issued	859
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D. Bibliographic work

Monthly list of books catalogued	
Cards printed	3,058

Monthly list of selected articles	6,631
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C. Report of the Economic Commission for Africa Library, 1965

I. Administration

78. In August 1964 Mr. Seymour W. James was appointed Librarian, succeeding Mr. Surjit Singh who returned to Headquarters Library.

79. During the course of the year the Library's responsibilities steadily increased. This was mainly due to the following reorganization: (a) The Reference Units formerly attached to the Substantive Divisions were consolidated and placed under the supervision of the Library. There are now two units: Reference Unit I (Statistics-Development Plans) - 5th floor, Reference Unit II (Agriculture and Natural Resources) - 6th floor. (b) The United Nations Documents Reference Unit formerly under the Documents Section, was placed directly under the Library.

80. As a result of this reorganization and promotion and transfers the Library staff now totals eighteen (3 professional and 15 general service) as against eleven (2 professional and 9 general service) in 1964.

81. Library expenditure dropped from \$17,643 in 1963 to an average of \$12,500 for the years 1964 and 1965. This reduction resulted in a drastic curtailment of the purchase of essential books and periodicals which made it difficult for the Library to satisfy the requirements of the research staff.

82. It should be pointed out that although the gift and exchange programme was increased to offset the reduction in the book budget, this is not the ultimate answer as there are numerous commercially published books and journals required by the Library which can only be obtained by purchase. In addition a continuous decrease in book accessions year after year will lead to a deterioration in the quality of the collection.

83. A lack of sufficient space to house the growing collections is a most serious problem. Since no additional space was available, a concentrated effort was made to weed out duplicates and unessential material. This is only a "stop-gap" solution and accordingly efforts are under way to secure substantial library quarters either in a separate library building to be erected on the grounds of Africa Hall or in the proposed additional wing to Africa Hall.

84. Efforts to build up small basic collections in the four sub-regional offices of the Commission (Tangiers, Niamey, Congo-Leopoldville and Lusaka) have been hampered by the small budget. Tangiers has made a promising start and it is planned to provide them with a trained library clerk shortly. A library manual for use by these four offices is in preparation.

85. To improve the efficiency of the Library, an in-service course for the library clerical personnel was conducted by the Librarian in early 1965. This proved quite successful and additional courses are being planned for 1966.

86. A team of German documentation experts visited ECA for six weeks in October-November 1965 to investigate the feasibility of setting up a Documentation Centre to

serve ECA and the entire African continent. The Library Committee is studying their report and appropriate recommendations will be made to the Executive Secretary.

II. Acquisition and organization of material

87. Insufficient funds has led to increased activities in the area of gifts and exchanges. The great majority of the publications of the various African Governments are received free of charge. The specialized agencies as well as numerous organizations (such as O.E.C.D., E.E.C.) continue to send us their publications gratis. In addition the Belgian, British, French and U.S. Governments have been extremely helpful in providing a variety of publications free of cost. The French Government should be singled out for their co-operation and generosity.

88. The periodicals holdings were closely examined and subscriptions for unessential titles were cancelled; at the same time periodicals of little value to the work of the Commission, although received free of charge, were also weeded out. A determined effort was made with regard to the exchange of ECA publications for periodicals needed by the research staff. Although this involved a great deal of staff time, it has proved to be quite successful and will be continued in 1966.

89. Substantial time and effort was spent on the reorganization of the Pamphlet File (Vertical File); this has added some strength to the collection.

90. A large body of miscellaneous publications which had been kept in the various divisions, the existence of which was imperfectly known to the ECA staff, has been collected and brought to the Library for proper cataloguing and listing. This has resulted in better organization and control of valuable material.

91. A major effort was made to reorganize the UN Documents Reference Unit which was transferred to the Library during the year. Duplicates and unessential material have been weeded out and this unit now operates as an effective "departmental library".

III. Reference and loan services

92. Although hampered by the lack of a Reference Librarian a serious attempt was made to improve the reference service to the staff. This was done in many ways.

(a) A shelf for display of new titles was placed at a central spot in the reading room. This was accompanied by the posting of book jackets at the two entrances to the Library.

(b) Requests from professional staff were encouraged and priority given to handling these reference questions.

93. A list of selected documents received in the United Nations Documents Reference Unit is circulated to the professional staff on a regular basis. This has been extremely useful and has given a new emphasis to the value of United Nations documents in research.

94. Reference and loan services were provided to delegates and participants attending various meetings and seminars sponsored by ECA and held at Africa Hall

during the year. In one or two instances (e.g., Seminar on Public Administration) material was collected and put aside for the use of the participants.

95. The format of New acquisitions in the UNECA Library was changed to show a subject coverage of the publications received. A number of bibliographies were prepared at the request of the Substantive Divisions -- one such bibliography was used for the World Assembly of Youth Regional Development Conference. In co-operation with the Substantive Divisions a new bibliographic series is being planned. The first number in the series, Water resources of the Nile basin, is in preparation and will be issued as an official ECA document in 1966.

IV. External relations

96. Contacts with the Headquarters and Geneva Libraries have been maintained and strengthened. The ECA Librarian while attending a conference in Geneva in May visited the Geneva Library and observed its organization and operation. A closer working relationship with the ECLA and ECAFE Libraries has been instituted and will be strengthened during the coming year.

97. Three professional staff members as well as the ECA Library itself became members of the Association of International Libraries; active participation in the work of this new Association is the ultimate goal. A number of the library staff are members of the Library Club of Ethiopia. The ECA Librarian gave a talk to this Club on "The ECA Library and its activities". Regular contacts are maintained with the Haile Selassie I University Library, British Council Library, U.S.I.S. Library and the National Library. A substantial gift of old newspapers and periodicals was made during the course of the year to the National Library.

98. Among the many visitors to the ECA Library during the year were: Dr. Loster Asheim, American Library Association; Professor Albert Blaustein, Law Librarian, Rutgers University; Mr. Kenneth Glazier, Curator, Africa Collection, Hoover Institution, Stanford University; Professor William Hance, Columbia University; Mr. Anthony Loveday, Deputy Librarian, Makerere University College, Kampala, Uganda; Professor Ethyl Markley, School of Librarianship, University of California, Berkeley; Professor Patricia Sexton, New York University; Miss Shirley B. Smith, Assistant Director for Africa, Franklin Book Programs, New York; Mr. D. R. Spiby, Librarian, British Council, Khartoum, Sudan; Professor Immanuel Wallerstein, Columbia University.

ANNEX

STATISTICS OF THE ECONOMIC COMMISSION FOR AFRICA LIBRARY, 1965

A. Acquisition

1. Books and pamphlets
 - a. By purchase
 - b. By gift and exchange

144
1,867

Total

2,011

2. Documents and Serials received

Figures not available

B. Preparation

1. New titles catalogued
 - a. Monographs
 - b. Serials

1,255
970

Total

2,225

2. Volumes shelved

Figures not available

C. Service

1. Circulation
 - a. Main Library
 - b. Reference Units

4,920
6,720

Total

11,640

2. Reference queries
 - a. Main Library
 - b. Reference Units

4,440
3,348

Total

7,788

3. Attendance in reading rooms

10,824

D. Report of the Economic Commission for Asia and the Far East Library, 1965I. Administration

99. Since this is the first report on the ECAFE Library, it may be useful to mention some of the salient features of its development to date.

100. Since 1964, the Library has been housed in part of the ground floor of the new Annex to the main building. The new premises made possible the addition of about thirty-eight shelves and one more reading table.

101. Today the Library staff consists of six -- a Librarian and an Assistant Librarian (both professionally qualified), a Library Assistant in charge of periodicals, a circulation-clerk, a clerk-typist and a messenger-clerk.

102. Beginning with a few official publications, the Library has amassed a collection of about 33,000 volumes. Today, it receives some 1,040 periodicals and newspapers -- 260 of which through subscription.

103. In 1955, the Library received a Ford Foundation Grant of \$25,000. The Grant enabled the Library to build sections on new subjects, to fill in the gaps existing in the collection, and to acquire useful equipment including a microfilm reader.

104. In January 1965, a Mekong Documentation Centre was established to function within the Library and under the supervision of the Librarian. The aim of the Centre is to acquire material for the use of the Mekong Project personnel. It also envisages to issue periodically bibliographies and reading lists on the four riparian countries.

105. There have been no additions to the Library's manning table since 1957. On the other hand, the number of users of the Library facilities has increased threefold and the working collection has more than doubled. In addition, the staff has now to share the work of the Mekong Documentation Centre. All this has exerted a tremendous pressure of work, causing discontinuance or complete suspension of such activities as servicing of documents, regular recovery of books and periodicals on loan for long periods, and serious bibliographical and reference service.

106. The book budget for the year stood at \$8,000. It was utilized as follows:

Books and pamphlets	\$2,650
Periodicals and newspapers subscriptions	4,250
Binding and stationery	<u>1,100</u>
	\$8,000

With the annual additions of new periodicals and the increasing cost of periodicals in general, the share of books in the budget is getting smaller and smaller.

II. Acquisition and processing

107. The major portion of the total acquisitions comes as gift and exchange; only about a tenth through purchases. Publications from the regional governments and those of the United Nations and its specialized agencies are received automatically

and free of charge. Long-term exchange agreements have been established with educational and research institutions, and international non-governmental organizations.

108. The total acquisition of books and pamphlets during the year amounted to 3,500. The periodical and newspapers issues received and registered were about 16,428. More than 750 sheets of maps were acquired from the U.S. Army.

109. The number of books classified and catalogued during the last three years are as follows:

	<u>1963</u>	<u>1964</u>	<u>1965</u>
By purchase	190	320	400
By gift and exchange	<u>1,168</u>	<u>1,591</u>	<u>1,883</u>
	1,358	1,911	2,283

About fifty-eight new periodicals were received and processed during the year. Documents of the various specialized agencies of the United Nations were received and arranged in boxes according to their symbol numbers.

110. Some of the important material acquired consisted of the Encyclopaedia Britannica (1965 edn.), Proceedings of the annual meetings of the World Power Conference, American Power Conference, British Electric Power Convention, and the publications of the Union Internationale des Transport Publics. A set of 1960-64 edition of Grand Larousse Encyclopédique was received as a gift from the French Embassy.

III. Organization and servicing of materials

111. The operational units of the library material comprise Main Section, Reference Section, Language Section, Archives Section, and Periodicals - current and bound.

112. There was a sudden growth in the loans made during the year. Apart from the normal annual increase in the ECAFE staff, the number of short-term staff recruited specially for the preparatory work of the Asian Conference on Industrialization and the Asian Development Bank was largely responsible for the increase. Total loans to the staff amounted to 10,974 and to the outsiders about 503.

113. At present the circulation clerk has to divide his attention between issuing and receiving books at his desk and finding books from the shelves for the readers. This leaves him little time for undertaking regular recall of books and periodical issues, and the servicing of documents which also is a part of his duties. Similarly, the clerk-typist is entrusted, in addition to his secretarial duties, with the filing of the material acquired or returned. Books and periodicals get piled up for days before he can find time to shelve them. The need for additional staff is urgent.

114. The Asian bibliography issues were put out as usual. With the inclusion of Australia, New Zealand and Western Samoa within the ECAFE region the size of the Bibliography increased significantly. In response to individual requests short reading lists were prepared on various subjects such as social change in Southeast Asia, joint enterprise and business venture and economic co-operation and foreign aid. Weekly

lists of additions were issued regularly. These included from time to time articles of current interest. A List of accessions of the Mekong Documentation Centre covering the period January-September 1965 was issued. Preparation of a reading list on Vietnam was undertaken. A revised edition of the Check-list of periodicals currently received in the ECAFE Library was issued.

IV. External relations

115. Advisory assistance was rendered to the Asian Institute for Economic Development and Planning Library. Co-operation was maintained with local libraries, especially those of UNESCO, Chulalongkorn University, United States Information Service, and with the libraries of various United Nations offices abroad.

116. The Librarian visited Laos and Vietnam in December 1965 in connexion with the establishment of country chapters of the Mekong Documentation Centre. A number of contacts were made in these countries. The Assistant Librarian gave a lecture on the UDC classification system at the Faculty of Library Science, Thammasart University.

117. About 240 visitors came to consult the Library during the year. These included university students, research workers, government officials, diplomatic personnel of the Embassies and officials of the various United Nations agencies here. Groups of library science students from the universities and of the Library Association of Thailand visited the Library to study its technical facilities.

118. Among those who visited the Library for research work or consultation mention must be made of: Mr. A. Datta, UN Accounting Adviser, the Burma Railways; Dr. C. D. Deshmukh, Vice-Chancellor, University of Delhi and Mrs. Durgasai Deshmukh; Mr. Thanat Khoman, Minister of Foreign Affairs, Thailand; Mr. Lee Shiu of Joint Commission on Rural Reconstruction, Taiwan; Mr. Brian V. Martin of Littauer Centre, Harvard University; Professor Kenichi Odawara, Department of Economics, Sophia University, Tokyo; Dr. Douglas S. Paauw, Director, NPA Centre for Development Planning, Washington, D.C.; Dr. D. Ramanujam, ICFTU-ARO Representative, Singapore; Mr. G. V. Subba Rao, Senior Planning Officer, UNICEF (New Delhi); Mr. D. Usher of Bank of Thailand; Miss Wilson, Librarian, Asia Foundation; and Mrs. Edith Wise, General University Library, New York University.

ANNEXSTATISTICS OF THE ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST LIBRARY, 1965A. Acquisition

1. Books and pamphlets received

a. By purchase

432

b. By gift and exchange

3,068

Total

3,500

2. Periodicals and newspapers

a. Periodicals issues

9,276

b. Newspapers issues

7,152

Total

16,428

3. Maps added (number of sheets)

753

B. Processing

1. Titles catalogued

a. By purchase

172

b. By gift and exchange

1,882

Total

2,054

C. Service

1. Loans

a. To the staff (books and periodicals)

10,974

b. To outsiders (books only)

503

Total

11,477

2. Outside visitors

240

D. Bibliographical activities

1. Bibliographies and reading lists

compiled, and accessions lists

58

58

2. Periodical articles indexed

347

E. Report of the Economic Commission for Latin
America Library (Santiago), 1965

I. Administration

119. The manning table of the Library has remained unchanged since 1962, although the workload has become considerably heavier with the establishment of the Latin American Institute for Economic and Social Planning, the installation by the specialized agencies of additional offices in the vicinity of ECLA and the normal growth of the Commission's activities. In 1965 the Institute made a financial contribution by assuming responsibility for the salaries of two Library staff -- one in the Professional and the other in the General Service category -- but there was no increase in the number of staff. A staff member in the General Service category resigned early in the year and the post was immediately filled by a qualified librarian. As a result the quality of the work improved appreciably.

120. The book funds allotted to the Library totalled \$8,500, this amount to cover purchases by the Santiago and Mexico City Libraries and the Washington and Rio de Janeiro offices. In view of ECLA's increasing activities, additional subscriptions had to be taken out to fill a few gaps, particularly in the following fields: sociology, integration, industrial development, natural resources (especially mining) and mathematics.

121. A considerable effort was made, with some success, to obtain the greatest possible number of publications on a gift or exchange basis. Out of a total of 2,720 books acquired in 1965, 2,487 were received on this basis, and out of 1,585 serials only 279 represented subscriptions.

122. Three twin-shelf bookcases were acquired for the new material and a complete review of the old material was made, whatever was no longer useful being discarded. Much of the duplicate and obsolete material was donated to the libraries of the Universidad Técnica del Estado, the Universidad Técnica "Federico Santa María" of Valparaiso, the Escuela de Economía de la Universidad de Concepción, and a few small public libraries.

123. During the year Library operations were again hampered by conferences held on its premises which required the staff to be moved out. On one occasion eight twin-shelf bookcases (full of books), desks and card-files had to be moved. Suitable space elsewhere was not always made available to the Library staff, which had to work under difficult conditions during conference periods. This unfortunate situation will not be remedied until ECLA moves into its new building.

124. During the year the ECLA Librarian helped a number of government and international institutions organize their libraries. A further request for such advisory services was made by the FAO Regional Office, and similar requests were received from the Instituto de Capacitación e Investigación en Reforma Agraria (ICIRA), the Instituto

Nacional de Vivienda, and the Ministry of Foreign Affairs, whose United Nations section has a collection of United Nations documents. After arranging the material of the Foreign Ministry, a member of the Ministry staff was instructed in the control of United Nations and specialized agencies documents.

125. Particular attention was paid to Library equipment and furnishings to be installed in the new building. In this connexion, conversations were held with the staff member responsible for selecting equipment, and catalogues of furnishings were requested from a number of foreign firms.

126. The Librarian also co-operated for a number of months with the Central Registry in preparing the inventory of ECLA's correspondence files from 1948, when the Commission was first set up, to 1962. Inventory lists were prepared and the correspondence arranged in special boxes to facilitate the removal of inactive files. This was a full-time job and forced a delay in some of the Library's own activities.

III. Acquisition

127. The Library continued to acquire books and to take subscriptions directly. In addition to meeting the needs of the Commission and the Institute, it continued to handle acquisitions and subscriptions for the Library of the Latin American Demographic Centre.

128. The selection of books was undertaken by the Librarian in consultation with the chiefs of Division and a few research workers. The following is a break-down of the requests for books made by each ECLA division:

Economic Development and Research Division	- -	52
Trade Policy Division	- - - - -	16
Industrial Development Division	- - - - -	32
Social Affairs Division	- - - - -	20
Division of Administration	- - - - -	3
Joint ECLA/FAO Agriculture Division	- - - - -	6
Energy and Natural Resources Division	- - - - -	25
Transport Programme	- - - - -	25
Economic Projections Centre	- - - - -	38
Editorial and Library	- - - - -	11
Maps	- - - - -	9

129. The collection of bibliographies and catalogues was completely reviewed, superseded material being removed and the shelves re-arranged.

130. Working in co-operation with the Documents Distribution Section, the Library started exchange programmes with a number of new Latin American and European institutions.

131. The list of periodicals regularly received was completely revised. Titles no longer received as gifts were requested and missing subscription issues were claimed.

with a view to completing the collections.

132. Two collections, each consisting of some 400 titles, and forming an economic development library, were donated by the Inter-American Development Bank to ECLA and the Institute respectively. These collections were processed and placed on special shelves in accordance with the wishes of the Bank.

133. The Library received and classified 253 titles of periodicals, raising to 1,585 the number of publications regularly received.

III. Reference and loan services

134. Because of the increase in the number of persons who called on the Library's services, the entire staff had to service requests and do reference work at some time or another, in addition to their normal work. The Library has only one reference clerk, and the workload is too heavy for a single person. Thus, the rest of the staff have constantly to interrupt their work in order to help out, a situation which is not conducive to good results.

135. Public use of the Library's facilities increased by 12.2 per cent compared with the previous year. The Library met 8,090 requests for services from the staff of the Commission and the Institute, and 3,159 from the public, for a total of 11,249. In 1962 the respective figures were 3,496 and 1,621 for a total of 5,117.

136. The queries were virtually all related to the economic and social sciences and related subjects, although there was an increase in the number of queries on the United Nations and its operations.

137. The loan cards were thoroughly reviewed in order to ensure that the books on loan were really in the hands of the borrowers. Some errors were corrected and cards related to old works discarded from the collection were eliminated.

138. The system of recovering books by daily calls on staff was continued. Other procedures were tested, but this proved to be the only one leading to the recovery of books on time. The clearance system was also placed on a regular basis. Under it, and in agreement with the Bureau of Personnel and the Finance Office, staff members who resign or are transferred must return borrowed books to the Library before they leave ECLA.

139. In 1965 there was an appreciable increase in the number of requests from other libraries, and twice as many books were sent out on interlibrary loan as in the preceding year.

140. Bibliographical work of various kinds was undertaken during the year at the request of research workers in the Commission. Thus, bibliographies were prepared on the following subjects: (a) demography; (b) planning and development; (c) housing; (d) reference works; (e) marginal populations in Latin America.

141. Work proceeded on the supplement to the Index of the Commission's documents, covering the period between July 1963 and December 1965. The supplement is expected

to be published in 1966.

142. Eleven monthly bulletins listing the Library's new acquisitions were published, and the weekly bulletins giving the contents of some of the main periodicals received by the Library was continued. The two bulletins have been requested on an increasing scale by institutions and individuals, both Chilean and foreign. At present sixty-four names are on the distribution list, not including the normal internal distribution.

IV. External relations

143. The Library maintained close communication with other Santiago libraries specializing in economic and social affairs, particularly the Instituto de Economía de la Universidad de Chile, the Banco Central, the Instituto de Sociología, etc. It also kept in close touch with the Centro Nacional de Información y Documentación, attached to the Consejo de Rectores, a Council of the Chilean Universities, to whose meetings the Librarian has been invited as adviser on economic documentation matters.

144. The Librarian attended the Sixth Meeting of the Latin American Commission of the International Federation of Documentation (IFD/LAC) which was held in Santiago from 10 to 12 June. One of the items discussed was the possibility of co-operating in the Spanish translation of the tables of the Universal Decimal Classification (UDC) and of recommending the use of the UDC in Latin American libraries. Another item was the need to set up in Latin America national and international institutions for the exchange of publications, which would help to mitigate the worsening conditions in Latin American libraries due to the foreign exchange shortage in the area and the difficulty of importing books and periodicals.

145. The Escuela de Biblioteconomía attached to the Universidad de Chile has asked the ECLA Library for permission to send graduate students there in order that they may gain practical experience in library work. In 1965 a trainee was accepted for a three months training period under the supervision of the Library staff. The experiment proved successful.

146. During 1965 the ECLA Library was visited by a number of graduates of the Escuela de Biblioteconomía, and also by several distinguished visitors from abroad. These included Dr. Arnulfo D. Trejo, Director of the Library of the Escuela de Administración para Graduados of Lima, Peru; Miss Suzanne Chaney, Director, Documents Section, Washington State Library, Pullman, Washington; Miss Nancy Atkinson, Head Catalogue Librarian, University of Idaho, Moscow, Idaho; Dr. Antonio de Veciana, Acting Director Centro de Cooperación Científica de la Unesco para América Latina, Montevideo; Miss Eva Kelemen, Manager, Prentice-Hall; Sr. Roberto Conture de Troismonts, Director de Bibliotecología, Fundación Interamericana de Bibliotecología Franklin, Buenos Aires.

147. The Library recently became a member of the recently formed Association of International Libraries (AIL) and continued its membership of the Association of Special Libraries (ASLIB).

ANNEXSTATISTICS OF THE ECONOMIC COMMISSION FOR LATIN AMERICA LIBRARY (SANTIAGO), 1965

A. <u>Acquisition</u>	<u>ECLA</u>	<u>Institute</u>	<u>Public</u>
1. Books and pamphlets received			
a. By purchase	233	32	
b. By gift and exchange	<u>2,487</u>	<u>506</u>	
Total			3,258
2. Documents and serials received			
a. Government documents	1,020		
b. United Nations documents	2,340		
c. Newspapers and periodicals	<u>8,749</u>		
Total			12,109
3. Maps added			9
B. <u>Preparation</u>			
1. Titles catalogued			
a. Books and pamphlets	1,613	267	
b. Serials	<u>253</u>	<u>41</u>	
Total			2,174
2. Volumes shelflisted			
a. Books and pamphlets	1,825	342	
b. Serials	<u>294</u>		
Total			2,461
3. Volumes bound			26
C. <u>Service</u>			
1. Reference queries			
a. Main Library	3,458	2,189	2,988
b. Library annex	<u>2,344</u>	<u>99</u>	<u>171</u>
Total			11,249
2. Loans			
a. Main Library	20,097	15,099	
b. Library annex	<u>5,583</u>		
Total			40,779
D. Bibliographical activities (all for ECLA only)			
1. Bibliographies compiled			61
2. Periodical articles indexed			298
3. Documents indexed			85

F. Report of the Economic Commission for Latin
America Library (Mexico), 1965

I. Administration

148. With the resignation of Miss Trow, in May 1964, the post of Cataloguer remained vacant for almost the entire year. In January, 1965 Mrs. Marta Aguirre de Romero was transferred from the Loan (Staff) Section to the Catalogue Section and Miss Josefina García, who was assistant to the Reference Librarian, became an assistant in the Catalogue Section. Consequently, the Reference and Loan (Public) Section was staffed by a single person since the two previous assistants were not replaced. Mr. Perez was transferred also in 1965 from the Reproduction Section to the post of assistant to Mr. Carrillo in the ECLA Documents Section. Miss Araneda, of the ECLA Library in Santiago replaced Mrs. Aguirre de Romero in the Loan Section.

149. A request was made for additional staff to deal with reference queries and loans to the public but so far this request has not been granted. In the circumstances, it became necessary to curtail preparation of United Nations documents and to stop receiving cards sent by the Index Section of the Headquarters Library in New York.

150. Since 1963 the Library's budget had suffered a reduction of \$500, i.e. from \$2,500 to \$2,000, but in 1965 it was increased by \$200. Consequently, purchases of books have been reduced to a minimum and the Library depends almost exclusively on gifts with the result that the collection is not being kept up to date and many publications which would be of use to the staff for constant reference are no longer acquired. This is particularly true of the reference collection which lacks a good number of essential reference dictionaries, yearbooks and directories.

151. Owing to unfilled vacancies, it has been necessary to redistribute the work among the rest of the staff available and this has been detrimental to the normal working of the Library. The present position is that there are only seven persons to man the technical services, including administration and the United Nations and ECLA documents sections, and to serve the public.

II. Acquisition and organization of material

152. Owing to the reduction in the budget provision for purchases and staff and because of the limited space available at present, it has not been possible to order many of the yearbooks needed to complete the collections. Such orders were periodically made by the Loan Section but, as special working hours were authorized for the assistance concerned, there is no time available for this particular task. The comparative figures for acquisitions in 1964 and 1965 are as follows:

	<u>1964</u>	<u>1965</u>
Books received	2,155	2,573
Yearbooks	1,123	1,046

	<u>1964</u>	<u>1965</u>
Periodicals	22,539	36,696
United Nations documents	75,012	40,582
ECLA documents	52,294	161,826

153. It will be observed that the number of yearbooks received has dropped for the reason stated above. All the official yearbooks were received as gifts from the Governments of Central America and the Antilles and only five publications were acquired for the Reference Section.

154. In the Catalogue Section the number of titles catalogued has been kept up to date and at present we can say that there is no backlog in the cataloguing of publications received. This includes the cataloguing of ECLA documents and those of other international bodies such as OAS. The figures for cataloguing in 1965 are as follows:

Books	1,756
Yearbooks	603
ECLA, OAS documents	<u>759</u>
Total	3,118

III. Reference and loan services

155. In 1965 staff queries dealt with totalled 3,944 of a general nature and 1,478 concerning ECLA. Inquiries from the public totalled 10,369 of a general nature and 2,755 concerning ECLA.

	<u>Reference queries</u>	<u>1964</u>	<u>1965</u>
<u>General</u>	United Nations staff	5,481	3,944
	Public	6,224	10,369
<u>ECLA</u>	United Nations staff	1,353	1,478
	Public	1,515	2,755

These figures show a greater increase in the number of inquiries received from the public both by telephone and personally. The term "public" includes Mexican Government officials, university students working on their theses, and specialists employed by private companies. The number of readers was 14,261, as compared with 12,496 in 1964.

156. The ECLA Documents Section received a larger number of inquiries both from the staff and from the public. It sold 523 ECLA publications to the public and 97 to the staff, amounting to \$1,369.60. Sales in 1964 amounted to \$566.80.

157. Loans to staff during 1965 show the following figures: 9,315 books, 4,345 periodicals, 2,782 ECLA documents, 276 United Nations documents and 535 documents of other bodies such as the OAS. Loans to the public in the reading room were as follows: 4,921 books, 1,721 periodicals, 2,884 ECLA documents, 471 United Nations documents

and 141 documents of other international bodies.

158. During the year fourteen lists of acquisitions were drawn up. These are really small bibliographies since they include all material received on a particular subject and they have proved most useful from the point of view of the staff and the public.

ANNEXSTATISTICS OF THE ECONOMIC COMMISSION FOR LATIN AMERICA LIBRARY (MEXICO), 1965A. Acquisition

1. Books and pamphlets received by purchase, gift and exchange		2,626
2. Yearbooks and documents received		
a. Yearbooks	1,021	
b. United Nations documents	40,582	
c. ECLA documents	161,826	
d. Other international bodies	1,749	
e. Periodicals	36,696	
f. Newspapers	<u>1,893</u>	
Total		243,767

B. Processing

1. Cataloguing		
a. Books	2,653	
b. Yearbooks	651	
c. United Nations documents	3,101	
d. ECLA documents	169	
e. Other documents	<u>567</u>	
Total		7,141
2. Binding		
a. Volumes bound	113	
b. Provisional bindings	<u>210</u>	
Total		323
3. Discarded		
a. Books	941	
b. United Nations documents	19,727	
c. ECLA documents	15,541	
d. Periodicals	<u>11,294</u>	
Total		47,503

C. Service

1. Reference queries

General

a. United Nations staff	3,944
b. Public	10,369

ECLA

a. United Nations staff	1,478
b. Public	2,755

Total	18,546
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2. Loans

Books

a. United Nations staff	9,315
b. Public	4,921

Periodicals

a. United Nations staff	4,345
b. Public	1,721

Documents

i. <u>ECLA</u>	
a. United Nations staff	2,782
b. Public	2,884
ii. <u>United Nations</u>	
a. United Nations staff	276
b. Public	471
iii. <u>Other documents</u>	
a. United Nations staff	535
b. Public	141

Total	27,391
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D. Bibliographies

1. Lists of acquisitions	14
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