



ANNUAL REPORT
OF
THE HEADQUARTERS LIBRARY,
THE GENEVA LIBRARY,
AND THE LIBRARIES OF
THE ECONOMIC COMMISSIONS
1966

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A. Report of the Headquarters Library, 1966

I. Administration

1. The Director of the Library acted as Officer-in-Charge for the Office of Conference Services during the period of 6 May to 4 July 1966, while Mr. Jiří Nosek, Under-Secretary for Conference Services, was away from Headquarters on leave of absence.

2. The Deputy Director, Mr. Joseph Groesbeck, served as Chairman of the Appointment and Promotion Committee.

3. As of 1 June Mrs. Maria Toerien, Chief of the Readers' Services Division, and Mr. G. S. Martini, Chief of the Index Section, were assigned to a special project exploring the possibilities of mechanizing certain aspects of the Library's indexing and reference services. For the duration of this assignment, Mr. J. K. Nielsen, Chief of the Preparations Division, took over the supervision and administration of the Readers' Services Division.

4. Mr. Vladimir Orlov, Chief of the Stack and Loan Section, left the Organization in December upon the expiration of his contract.

5. The vacant and the newly established junior professional posts were filled by assignment of young specialists from Finland, the Soviet Union and the U.S.A., and by the promotion of qualified staff members.

6. As the result of the general growth in the membership and activities of the Organization, there is an increasing volume of documentation related to the annual conference programme; this has a direct impact on the demands made upon the library services. In view of this, the General Assembly agreed to a modest strengthening of the Library staff resources. Accordingly, two professional posts, two general service posts and two manual worker posts were added to the 1966 Library manning table, bringing the total to one hundred and five posts, which is twenty posts fewer than were recommended for the year 1965 in the Secretary-General's report to the fifteenth session of the General Assembly.

7. The Library's budget memorandum of 25 February 1966 drew attention to the growing disparity between the comparatively low rate of increase in the Library's book budget and its manning table and the much higher rate of increase in the Library's work load.

8. The Library's effectiveness over the year (79.1 per cent) was comparatively low, because there were more sick leaves than in an average year, and because of the

lack of suitable candidates for the vacant posts. It is estimated that 1,311 man-days were lost by reason of unfilled vacancies alone.

9. New efforts have been undertaken to rationalize and simplify procedures and services of the Library. In order to determine the needs of the clientèle of the Library, a questionnaire on documentation needs and library services was sent in April, over the name of the Under-Secretary for Conference Services to all Missions and Delegations to the United Nations and to all Departments and Offices in the Secretariat. Responses to the questionnaire (from 72 Missions and 149 professional officers in the Secretariat) overwhelmingly called for increased indexing and other bibliographical services. This points to the urgent need to improve all aspects of the Library's operation related to the United Nations documentation, and it should receive foremost attention in the budget.

10. With the increase in staff, although slight, and further rationalization of the operations, the Library has managed to some degree to cope with the steadily expanding activities and work load. If compared with the statistical data of the previous years, most of the figures in 1966 display further increase, e.g., titles catalogued showed an increase of twelve per cent; volumes shelved, five per cent; reference queries answered, seventeen per cent; volumes loaned, eight per cent; periodicals indexed, fifty-five per cent; documents indexed, nine per cent.

11. Despite a slight increase in the 1966 budget for books, periodicals, supplies and services (an increase of three per cent as compared with the adjusted expenditures for 1965) the Library's purchasing power again suffered considerably because of the continuing increase in the prices for hard-cover books, serials, serials services, and binding. (The price index for hard-cover books published in the United States, taking 1957/59 as a base at 100 per cent, has increased from 131.0 in 1964 to 157.2 in 1966, for serials, 136.0 to 155.1 and for serials services, 127.8 to 159.9.)

12. The overall quality of the Library's collections and services is deteriorating because the Library's decreasing purchasing power and book accessions are not keeping up with growing demands for more service from the Secretariat for its expanding research and publishing activities and from the Missions. This situation has been called to the attention of the Office of Conference Services and the Office of the Controller in connexion with the 1967 and 1968 budget estimates.

13. To provide better working conditions for the Library staff and the readers

some improvements in the Library premises were carried out by the Building Management Service at the Library's request: the lighting in the reference area of the Main Reading Room was intensified, the heating system on the south side of the building was improved, new telephones in the Documents Reference Section were installed, the furniture was re-arranged in the Woodrow Wilson Reading Room and the Periodical Reading Room, new display shelves were added in the Periodical Reading Room, and a coin-operated Xerox 914 copier was installed in the Periodical Reading Room for the use of the readers.

14. At the request of the Office of the External Auditors, sample physical inventories were taken in the main stacks and the General Reference Collection. Considering that the last inventory was taken approximately eighteen years ago, the External Auditor agreed that the loss of books disclosed by the sample inventories appeared not to be significant.

15. In commemoration of the fifth anniversary of the dedication of the Dag Hammarskjöld Library building, a celebration was held on 16 November. The programme consisted of addresses by the Director of the Library, the Chiefs of Acquisition Section, General Reference Section, and the Index Section on several important topics: the role of the Library as a centre of study and research, the Library's acquisition policies, its reference and loan services, and its functions and objectives in the bibliographic control of the Organization's documentation. The second part of the programme was a panel discussion on "Librarianship and international organizations - challenge and opportunities", chaired by the Deputy Director. The meeting was followed by a reception. This celebration was attended by the Library staff, Secretariat executives and distinguished librarians from many institutions.

II. Acquisition and organization of material

16. Inadequate budgetary appropriations have led to a decrease in the purchase of books by about thirty per cent below last year's figures, and have handicapped greatly the efforts of the Library to satisfy demands for new publications.

17. The following comparative figures reflect acquisitions over the past three years:

	<u>1964</u>	<u>1965</u>	<u>1966</u>
Books received total	9,927	10,746	9,877
By purchase	3,991	5,105	3,623
By gift and exchange	5,936	5,641	6,254
Serials pieces (mainly purchased)	114,890	111,066	110,804
Government documents (mainly free)	112,595	79,975	82,150
UN and SA documents (entirely free)	136,991	128,366	139,213

18. Continued effort was made to maintain, expand and improve exchange arrangements. Particular attention was paid not only to the establishment of new exchanges, but also to the improvement of the quality (in terms of monetary value and usefulness), regularity and promptness of exchanges. New exchange agreements were concluded with the Centre d'Etudes et de Documentation Economique et Financières, Damascus; Centre d'Etude de la Population et de la Famille, Brussels; Centre Scientifique et Technique du Bâtiment, Paris; Centro Italiano di Ricerche d'Informazione sull' Economia, Milan; Indian National Scientific Documentation Centre, New Delhi; Institute for Palestine Studies, Beirut, inter alia.

19. Despite the strained financial situation, efforts to improve the collections continued, particularly in the field of serial holdings. In the year under review the Library added 385 non-official and 540 official serial titles. Of these, only 121 non-official and nine official titles were purchased. Starting with March 1966, statistics of the number of serials pieces routed by the Acquisition Section to the readers were being kept. The total figure - 59,888 for ten months, or an estimated 72,500 for the year - represented a substantial work load. A revised List of newspapers received in the Library was issued by the Acquisition Section in September, before the meeting of the General Assembly. New publications in the Dag Hammarskjöld Library, a monthly list of recent books, periodicals and newspapers added to the collections, was prepared regularly by the Catalogue Section.

20. In the solicitation of gifts, work concentrated on the acquisition of government publications. Better co-operation of the Governments of Member States was sought through letters, telephone calls, and visits, whenever possible. On suggestion of the Library, the Secretary-General sent a note verbale to the Permanent Representatives of all the Member States in March, requesting their assistance in supplying free of charge publications of their Governments. The response was fair. Better co-operation was also sought and received from the

Development Programme Resident Representatives and Information Centres.

21. Non-library acquisition services, i.e., ordering by the Library of books, newspapers and periodicals for a number of accounts outside the Library, especially for the Development Programme projects, continued to grow at such a high rate (an increase of fifteen per cent for titles processed and sixty-four per cent for invoices processed during the year under review) that they now exceed the Library's purchases for its own account. Since the Library's manning table is based on Library operations proper, non-library acquisition has been done often to the damage of the Library's own operations. In view of this, steps have been taken by the Library to obtain additional staff for non-library acquisition services from the Special Fund's budget.

22. Although there was only a modest increase in the number of titles catalogued in the Catalogue Section, it should be noted that more serial titles have been analysed than in previous years. Furthermore, it was decided at the beginning of the year that reference tools such as bibliographies, directories, dictionaries and collections of legal texts published by the specialized agencies should be catalogued for the Documents Reference Section rather than indexed. The catalogue cards for such items are filed in the catalogue in the Documents Reference Section, and in the public catalogue in the General Reference Section when deemed desirable.

23. New efforts were made to rearrange and improve the public catalogue and rationalize the operations of the Catalogue Section: (a) approximately 3,000 new guide cards were filed in the name catalogue section of the public catalogue; this completed the project begun last year of expanding the public catalogue and improving its guide cards; (b) eight more chapters of the Manual of the Catalogue Section were revised and produced in final form; so far nineteen chapters have been completed and only eight chapters remain to be revised; (c) a major change in the Library's method of reproducing catalogue cards was introduced in May: previously all cards were reproduced on the Flexowriters, now only the main cards, the shelflist cards and the slip used in compiling New publications in the Dag Hammarskjöld Library are produced on the Flexowriters while all other cards are reproduced on the Xerox 914 copier; this method is much faster and has resulted not only in a saving of approximately fifteen man-days per month but also has made it possible to have all cards filed in the public catalogue much sooner than previously.

III. Reference services

24. During the period under review new efforts were made by the General Reference and the Documents Reference Sections to improve and expand the reference services and to cope with the growing demands of readers. The total number of queries answered at the reference desk of the General Reference Section, the branch libraries, and the Map Collection was 37,077, a slight increase over the figure for 1965 (35,781).

25. However, it is felt that the complexity of readers' demands is growing year after year. It was therefore decided to differentiate queries into three categories: (a) call number queries which require consulting only the card catalogue to provide the answer; (b) ready-reference queries which require consulting standard ready-reference works and not more than a few minutes to locate the answer; and (c) long-range reference queries which require consulting several sources and correspondingly longer time to gather the necessary information.

26. The nature of a majority of the queries conformed to the pattern which has become established over the years. Verification of the names and dates of conferences, titles of treaties, specific articles and clauses of constitutions and other legal instruments, and the location of the relevant texts in the official languages occupied a large part of the ready-reference service. In March, the application for membership by the German Democratic Republic brought many inquiries for the original text (and its translations in other official languages) of the Soviet statement of 1949 recognizing the sovereignty of the German Democratic Republic. The Vietnam conflict brought requests throughout the year for the texts of the Geneva Agreements. In July, there was a burst of requests, some of them by long-distance telephone, for the text of the judgment of the International Court of Justice in the South West Africa case. During the General Assembly session queries centered on matters which the several Committees were considering. To cite but a few of them, requests were received for data on the expenditure on nuclear weapons in the U.S.A. and the U.S.S.R.; for defense expenditures of the countries of the worlds; for literature on the right of asylum; for terms of reference of the Panel of Nine of the Organization of American States; for information on new Member States, viz. Guyana, Botswana, Lesotho. The Map Librarian's assistance was in frequent demand to help plot positions whenever "incidents" occurred in the troubled parts of the world.

27. In 1966, the reference staff of the Documents Reference Section answered more inquiries than in 1965 (17,286 in 1966 as against 16,346 in 1965). Loans increased (5,871 over 4,062) and recalls likewise (1,882 over 741). Photocopying service also increased. The increase in demands for service reflects the growth in the number of Member States admitted since 1960, the accumulation of official material over twenty years, and the increase in official United Nations activities (including new Secretariat staff) which entail additional research.

28. As in past years, the Section continued to advise staff of the Permanent Missions on the maintenance of official materials and the use of reference tools. Throughout the year the study carrels in the Section have been occupied by scholars doing long-term research. Over five hundred other non-official readers made use of the collections during the year.

29. To facilitate reference services and the research proper, consideration was given by the Section to the maintenance and improvement of the index catalogue of its collection. The reference staff filed more index-catalogue cards in 1966 (41,827) than in 1965 (21,887). Filing arrears on 1 February 1967 were about 5,500 cards in happy contrast to 20,000 cards on that day in 1965. Considerable progress was made in providing new guide cards in the catalogue, eliminating obsolete cards, and revising the subject heading list; a new revision of the stack location guide was also prepared. Newspapers on microfilm for the period ending in 1945 and the volumes through the year 1945 of certain long-runs of periodicals dealing with international affairs were transferred into the Section, to facilitate research on the period of the League of Nations.

30. The output of official documentation continued to increase despite resolutions on its limitation; accordingly, the Section's intake of documents has increased. The Section received for filing and shelving approximately 151,213 items in 1966 as contrasted with 138,362 in 1965. The reference staff filed more loose-leaf services in 1966 (5,110 pages) than in 1965 (4,899 pages).

IV. Loan services

31. The steady upward trend in the number of passes issued to outside users (709 passes issued as against 624 in 1965 and 547 in 1964) reflects the unique nature of materials in the Library and the growing requests of scholars, students, law firms, and business concerns to consult them. It should be noted, however, that the principles governing admission have not been relaxed.

32. The increase in circulation of books and periodicals by 6.45 per cent, although not very impressive in quantitative terms, placed the available staff under heavier pressure than in 1965. That the service did not suffer any serious stoppage was due solely to the diligence and flexibility of the staff on hand. Part-time details between the main stacks, the loan desk and the Periodical Reading Room have become daily routines rather than emergency arrangements. Nevertheless, a brave effort was made and some improvements were accomplished. Early in the year, part of the main collection was shelf read to discover mis-shelved books, which to some degree facilitated the stack service. The loan desk continued, though not systematically, to recall overdue books (some 6,000 items). The inter-library loan service, handicapped by intermittent short-term vacancies and staff changes, operated as well as possible under the circumstances.

33. The rearrangement and extension of the periodical display was completed in the end of February 1966. Altogether 200 periodical titles were put on display in three broad categories: (1) general (news magazines, general reviews, and international affairs journals); (2) Afro-Asian journals; (3) governmental public information magazines and press releases. The new display has greatly pleased the readers.

34. By an arrangement with the Office of Personnel the Language Laboratory was removed from the Library premises and its operation was taken over by the Examination and Training Section. Thus, the staff of the Periodical Reading Room was able to devote more time to the maintenance of the newspaper and periodical collections, and to the weeding of periodicals of limited retention. The room vacated by the Laboratory was loaned to the Bibliothèque de langue française, a collection of French books controlled and operated by the French-speaking staff of the Secretariat.

V. Bibliographical services

35. The demands from the Secretariat and Missions for an expansion of the Library's bibliographic services, especially for the preparation of bibliographies and reading lists on topics of current interest, could not be met on account of insufficient staff in the General Reference Section.

36. The General Reference Section has managed, nevertheless, to prepare and issue some bibliographies of significant interest: The Bibliography of economic and

social development plans of the centrally-planned economies and the developed market economies was published in March. Together with the Bibliography of the economic and social development plans of the developing countries (published in 1964), a fairly complete and comprehensive listing of the official documentation on economic and social development planning is now available. Numbers 2 and 3 of Current issues were published in June and September respectively. It was decided that the June issue should be devoted to economic subjects, and the September issue to legal, political and other subjects which are of principal concern to the General Assembly. A legal bibliography of the United Nations and related international organizations, consisting of about 800 entries, was prepared for inclusion in the 1965 issue of the United Nations juridical yearbook. A list of the latest censuses and inquiries of population available in the Library was prepared in the Economic and Social Affairs Branch Library for internal distribution. A list of periodicals dealing with race relations, including also periodicals which frequently contain articles on race relations, was prepared and supplied to the Danish Mission at its request. Similarly, during the General Assembly session, a bibliography on the relationship between international and municipal law was prepared at short notice on the request of a member of the Sixth Committee. Work begun in 1965 on the compilation of a list of sources of legislative texts continued throughout the year, as time permitted, and has been completed for all but the material in Oriental languages.

37. The upward trend in production of United Nations and specialized agencies documents received continued during 1966. More documents and publications were received and checked in than in any other previous year. Consequently, the number of documents indexed and the number of unit cards prepared for their processing and control increased proportionately. This increase in production was achieved in spite of shortage of staff due to delays in filling existing vacancies and in spite of several cases of extended sick leave. Particularly acute was the shortage of editorial staff which affected the production of publications and caused delays in their submission for printing. Thus, the Index to resolutions of the General Assembly, 1946-1965 could not be submitted and the United Nations documents index cumulative subject index for 1965 was still in an early stage of preparation by the end of the year. The compilation and publication of all other established series of indexes (United Nations documents indexes, Indexes to proceedings of the General

Assembly, the Economic and Social Council, the Security Council and the Trusteeship Council, the Treaty series, etc.) continued and were kept current.

38. Since the present methods of storage and indexing of United Nations documents appeared more and more inadequate to cope with the ever increasing number of documents produced and the rising demand for services, it was realized that new and more appropriate means had to be considered and developed. Thus, a preliminary study on the feasibility of applying computer techniques to the indexing and control of United Nations documentation was undertaken with the assistance of a specialist in computer techniques assigned by the Administrative Management Service to work on the project in association with Library staff. The study concentrated on the mechanization of the production of indexes and associated retrieval aspects, which appeared to require most urgent attention. The "storing" aspects, i.e., the possibility of preserving and disseminating texts of documents in microform (possibly microfiche), was left for later investigation. A report on the results of the study was issued in June 1966. The objectives of the Library with regard to the use of computers to improve documentation services are: to index a wider range of documentation, to increase the frequency of certain indexes, and to expand the coverage in contents and languages of issue.

VI. External relations

39. The network of the United Nations depository libraries was further expanded. At the close of 1966 there were 278 depository libraries in ninety-four States and territories throughout the world. Eight depositories were designated in 1966: one each in Cambodia, Guyana, India, Iraq, Malta, the Philippines, the United Kingdom, and Zambia.

40. A questionnaire was sent in 1966 to 268 depositories to which 244 replies were eventually received. A report on the questionnaire will be issued in 1967.

41. A revised trilingual List of libraries and information centres receiving United Nations material (document ST/LIB/12/Rev.2, 11 November 1966, 37 pages) has been issued; it also appears in United Nations documents index, volume 16 (1965), Cumulative index, Part 2 (document ST/LIB/SER.E/CUM.6, Part 2).

42. During 1966 the Library disposed of 1,630 surplus volumes of official material, mostly bound, the majority of which were sent to seven depository libraries in developing countries and to two other libraries.

43. The year 1966 was also 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.

44. On the initiative of the Headquarters Library, the Administrative Committee on Co-ordination had approved in 1965 the establishment of an Inter-Agency Working Party on Indexing, which convened in Geneva on 24-25 February with active participation of nearly all the specialized agencies. The Working Party reviewed the indexing activities of the United Nations and of the specialized agencies, considered the evident trend towards the use of computer techniques in indexing, the codification and distribution of documents and publications and the use of microfiches. A number of recommendations, all bearing on the co-ordination of indexing activities and on the adoption of common standards, were adopted. It is hoped that their implementation will lead to a better bibliographical control of the documentation issued by the specialized agencies related to the United Nations. Recommendation was also made to have another meeting of the Working Party in 1967 to review progress made on the various recommendations and to study future orientation to be given to the agencies' indexing and documentation activities.

45. The Director of the Headquarters Library visited the libraries of the International Atomic Energy Agency (Vienna) and of the Food and Agriculture Organization (Rome) and the Deputy Director visited the libraries of the United Nations family in Geneva, both making first-hand acquaintance with those libraries' collections and procedures and discussing with their staff some problems of common concerns. On the other hand, Mr. Norman Field, Acting Chief Librarian of the United Nations Library in Geneva, Mr. Seymour James, Librarian of the Economic Commission for Africa, and Dr. B. Landheer, the Librarian of the Peace Palace, visited the Headquarters Library and discussed some questions of mutual interest.

46. Libraries of the United Nations; a descriptive guide compiled by the Headquarters Library was published in 3,500 copies; the French edition of this publication is under preparation.

47. As in previous years, the Library performed some work in training young librarians from other countries. Short-time trainees from Iraq and U.S.S.R. completed their training programme in various sections. Young librarians from Ethiopia, Kenya, Somalia, Thailand and other countries received brief instructions in dealing with United Nations documents and in the use of reference tools.

48. The Library took part in conducting the Sixth United Nations Triangular Fellowship Programme, providing the group of eighteen participants from Latin America and Spain with study premises, guidance and reference literature.

49. Members of the staff represented the Library at several professional meetings: the conference of the International Federation of Library Associations in the Netherlands, the Association of American Libraries, American Library Association in New York, American Standards Association, American Arbitration Association and elsewhere.

50. Members of the staff were active in the Association of International Libraries, the International Association of Law Libraries, the Special Libraries Association, and read papers at several professional seminars at Columbia University, Drexel Institute of Technology, Florida State University and elsewhere. Mr. P. K. Gardé delivered the second series of the Sarada Ranganathan Endowment Lectures at the Documentation Research and Training Centre, Bangalore, India; the subject of the lectures was the United Nations family of libraries, and the lectures will be published by Asia Publishing House in 1967. The Deputy Director taught a course in documents of international organizations at Columbia University.

51. The Association of International Libraries held one of its first meetings (the other was held simultaneously in Geneva) on May 19 at the Headquarters Library, chaired by Mrs. E. N. Nebehay, Vice-President of the Association. It was attended by about thirty-five members from the libraries of the United Nations in New York and Geneva, the Centre for Industrial Development, the International Labour Organisation, and the International Monetary Fund, etc.

52. On the occasion of the 85th annual conference of the American Library Association (held in New York) the meeting of the Association's Slavic and East-European Sub-section was held in the auditorium of the Headquarters Library. Several hundred participants in the American Library Association's conference visited the Library in groups or individually.

53. Among many distinguished overseas visitors representing nearly thirty countries of the world were the following: Dr. N. B. Arutiunov, Director of the Department for Scientific and Technical Information and Propaganda of the State Committee for Science and Technology, USSR; MM. Andrés Avila and Gastón Ayora, of the Pan American Union; Miss Susan Bach, antiquarian book dealer from Rio de Janeiro; Miss Helen Bertrand, Head of the Serials and Documents Department, York

University Libraries, Downsview, Ontario, Canada; Mr. A. I. Chernyi, Chief of Section, All-Union Institute for Scientific and Technical Information (VINITI), Moscow; Mr. Michael Cheng, Librarian of the University of Singapore and Commissioner for surveying of the United Republic of Tanzania; the Reverend Ignatius H. T. Chou, Acting Dean, College of Law, Fu Jen University, Hsinchung, Taipei Hsien; Mr. E. W. Dadzie, Secretary-General of the International Association for Library Development in Africa; Miss Ambra Daouk of the Lebanon Civil Service Board Library, Beirut; Mr. Zbigniew Dószkowski, Deputy Director, National Library, Poland; Mr. José Ferrer, Chief of the Extension Services Division, Philippine National Library, Manila; Mr. Edson Nery de Fonseca, Coordinator, Library Science Faculty, University of Brasilia, Brasilia, D.F.; Mr. Harold Holdsworth, Librarian, Makerere College, Kampala, Uganda; Miss Ligia Mercedes Jaén, librarian from Panama, presently professor at the Overseas Education Fund Leadership Institute, Pembroke College, Brown University, Rhode Island; Mr. Slobodan Jovanović, Head, Department of Acquisition and Exchange, National Library, Belgrade (U.S. Department of State grantee); Mrs. Ninel Kledal, Librarian in charge of the United Nations documents collection at the Kongelige Bibliotek in Copenhagen; Mrs. Antigone Loukou-Dourdoune, librarian at the National Library of Greece, Athens; Mr. Kenneth Lowry, President of the International Federation for Documentation; M. Jean-François Maurel, Director of the National Archives of Senegal; Mr. Kebede Habte Michael, Librarian of the Royal Ethiopian Navy; Dr. Prof. A. I. Mikhailov, Director, All-Union Institute for Scientific and Technical Information and the Lomonosov University Library, Moscow; Mr. Y. M. Mulay, Librarian, National Library, Calcutta, India; Miss Marta Nováková, Library School, Komenius University, Bratislava, Czechoslovakia; Mr. Kalu Okorie, Director, Eastern Region Library System in Nigeria; Mrs. R. Pankhurst, Librarian of Haile Selassie I University Library, Addis Ababa; Mlle Pillet, UNESCO Expert, National Polytechnic School in Ecuador; Mr. Halil Salama, Editor of the Egyptian periodical "Library World"; Mr. Luis Silveira, General Inspector of Libraries of Portugal; Miss Katalee Sombatscoi of the Library of the Bank of Thailand, Bangkok; Dr. G. H. Spinney, Superintendent of the State Paper Room, British Museum; Dr. O. Steiner, Director of Library, Max-Planck Institut für Ausländisches Öffentliches Recht und Völkerrecht, Heidelberg, Germany; Miss Eve Streatfield, Librarian of the Institute for Strategic Studies, London; Miss Lidija Subotin, Chief of Reference Section, University Library, Belgrade; Miss Ruperta R. Teyes, a librarian from the

Philippines (U.S. Department of State grantee); Professor Abner L. C. Vicentini, Director of Libraries, University of Brasilia, Brasilia, D.F..

54. Many groups of American librarians and student study tours visited the Library, among them eight staff members of the Library of Congress concerned with documents and documents reference, groups of experts for the United Nations Conference on the Standardization of Geographical Names, fifteen students from the Syracuse University Library School, thirty Library School students from the State University of New York at Albany. Many American librarians visited the Library on various occasions, among them Mr. Verner W. Clapp, President of the Council on Library Resources; Mr. David H. Clift, Executive Director of the American Library Association; Dr. Jack Dalton, Dean of the School of Library Service, Columbia University; Dr. William S. Dix, Librarian of the Princeton University; Dr. Frank Schick, Assistant Director, Library Services, Department of Health, Education and Welfare; Mr. Frederick Wagman, Director of the University of Michigan Libraries.

VII. Bibliography for the year 1966

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

Groesbeck, Joseph. United Nations documents and their accessibility.
Library resources and technical services (Richmond, Va.) 10:313-318,
Summer 1966.

Paper presented at a programme on documents, 5 July 1965,
at ALA Conference, Detroit.

Indexes to proceedings:

Economic and Social Council, 39th session. 1966. vi, 54 p.
(ST/LIB/SER.B/E.30)
Sales no.: 66.I.11.

Economic and Social Council, 40th session. 1966. vi, 21 p.
(ST/LIB/SER.B/E.31)
Sales no.: 66.I.18.

General Assembly, 20th session. 1966. vi, 184 p. (ST/LIB/SER.B/A.6)
Sales no.: 66.I.28.

Security Council, 20th year, 1965. 1966. vi, 46 p. (ST/LIB/SER.B/S.2)
Sales no.: 66.I.15.

Trusteeship Council, 33rd session. 1966. vi, 10 p. (ST/LIB/SER.B/T.27)
Sales no.: 66.I.29.

- Recueil des traités. Index cumulatif no. 4 (v. 301-400). 1965.
viii, 459 p.
- Recueil des traités. Index cumulatif no. 5 (v. 401-450). 1966.
viii, 286 p.
- Treaty series. Cumulative index no. 5 (v. 401-450). 1966. viii, 280 p.
- United Nations documents index. V. 17, no. 1-12, January-December 1966.
(ST/LIB/SER.E/211-222)
- United Nations documents index. Cumulative checklist. V. 16, 1965.
ix, 296 p. (ST/LIB/SER.E/CUM.5)
- United Nations documents index. Cumulative index. V. 16, pt. 2, 1965.
v, 110 p. (ST/LIB/SER.E/CUM.6, Pt.2)
56. Other publications (titles marked x are for internal distribution only):
- Current issues; a selected bibliography on subjects of concern to the
United Nations. No. 2, June 1966. xii, 48 p. (ST/LIB/SER.G/2)
Sales no.: 66.I.17.
- Current issues; a selected bibliography on subjects of concern to the
United Nations. No. 3, September 1966. xi, 28 p. (ST/LIB/SER.G/3)
Sales no.: 66.I.26.
- x Dated list of publications received; ESA Statistical Collection.
No. 1-99, 1966.
Unpublished; hectographed.
- Economic and social development plans; centrally-planned economies,
developed market economies. 1966. v, 59 p. (ST/LIB/SER.B/11)
Sales no.: 66.I.10.
- Legal bibliography of the United Nations and related inter-governmental
organizations. United Nations juridical yearbook 1964 (New York):
310-337, 1966. (ST/LEG/SER.C/2)
Sales no.: 66.V.4.
Also published in French and Spanish editions.
- Libraries of the United Nations; a descriptive guide. vii, 126 p.
illus. (ST/LIB/17)
Sales no.: 66.I.6.
- List of libraries and information centres receiving United Nations
material. 11 November 1966. [37] p. including annexes.
(ST/LIB/12/Rev.2)
Title and text in English, French and Spanish.

x List of newspapers currently received in the Dag Hammarskjold Library.
September 1966. 12 p.
Unpublished; hectographed.

x List of publications on the results of the last censuses and inquiries
of population received in the Library. March 1966. 19 p.
Unpublished; hectographed.

New publications in the Dag Hammarskjold Library. V. 17, no. 1-12,
January-December 1966. (ST/LIB/SER.A/196-207)

Report of the Headquarters Library, the Geneva Library and the libraries
of the Economic Commissions, 1965. 8 June 1966. 43 p. (ST/LIB/18)

Vladimirov, Lev I. The libraries of the United Nations: their goals,
activities and problems. Journal of library history (Tallahassee,
Fla.) 1:209-219, October 1966.

ANNEX

STATISTICS OF THE HEADQUARTERS LIBRARY, 1966

A. Acquisitions

1. Books and pamphlets received (volumes)		
a. By purchase	3,623	
b. By gift	4,231	
c. By exchange	<u>2,023</u>	
Total		9,877
2. Documents and serials received (pieces)		
a. Government documents	82,150	
b. United Nations documents	113,159	
c. Specialized agencies documents	26,054	
d. Newspapers, periodicals, etc.	<u>110,804</u>	
Total		332,167
3. Maps added		3,269
4. Non-library acquisition services		
a. Titles processed		5,902
b. Invoices processed		2,727

B. Preparations

1. Titles catalogued		
a. Books and pamphlets	4,475	
b. Serials	<u>1,522</u>	
Total		5,997
2. Volumes shelved		
a. Books and pamphlets	5,081	
b. Serials	<u>13,183</u>	
Total		18,264
3. Volumes bound		
a. Books and pamphlets	97	
b. Serials	<u>4,080</u>	
Total		4,177
4. Volumes withdrawn		2,889

C. Services

1. Reference queries		
a. Main Library	83,980	
b. Departmental branches	<u>17,250</u>	
	Total	101,230
2. Loans		
a. Main Library	45,606	
b. Departmental branches	<u>62,597</u>	
	Total	108,203
c. Serials pieces routed		59,888 ^{1/}
3. Copying services (number of pages)		37,571

D. Bibliographical activities

1. Bibliographies compiled (including issues in series)		138
2. Periodical articles indexed		3,065
3. Documents indexed		
a. United Nations documents	9,709	
b. Specialized agencies documents	1,471	
c. <u>Treaty series</u> volumes	<u>48</u>	
	Total	11,228

^{1/}Count begun March 1966. Estimated total for year 72,500 pieces.

B. Report of the United Nations Geneva Library, 1966

I. Administration

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

58. Although a request for \$30,000 on the United Nations budget was submitted for 1966, \$23,600 only was allotted and both the United Nations budget and the Rockefeller Endowment Fund Income (\$17,500) were totally exhausted in October of this year.

59. The Library's 1966 budget submission once again stressed the need for an additional established post in the United Nations and specialized agencies documents unit. This was not allowed but the administration in Geneva, recognizing the handicap occasioned by the permanent backlog of unfiled United Nations and specialized agencies documents in the Library's Reference Unit, granted ten months' temporary assistance. The preface to "A Guide to the use of United Nations Documents"^{1/} states that in order to process 40,000 documents in the United Nations collection in New York University it has been found necessary to engage two full-time clerks with some assistance from a senior member of the Faculty; the normal yearly intake in the Geneva Library is however approximately 100,000 items and this collection, probably the largest and most complete in its field in Europe, is dependent on one general service staff member and occasional temporary assistance.

60. Due to the rapidly expanding activities and heavy work load brought about by the establishment of UNCTAD in Geneva, four additional posts - one professional and three general service - were allowed on the UNCTAD budget. This increase proved, however, insufficient to meet the very heavy and always urgent demands of this organization, and additional posts will be requested on the 1968 budget. Promotions both in the professional and general service categories were also made within the Library staff.

^{1/} Brenda Brimmer and others, A guide to the use of United Nations Documents. (New York, Oceana Publications, 1962).

II. Acquisition

61. In 1966 acquisitions totalled 9,535 books (2,044 by purchase, and 7,491 by gift and exchange), 76,166 issues of periodicals, 102,837 Government documents and approximately 112,376 United Nations and specialized agencies documents, total-ling 291,379 pieces, bringing the total volume holdings of the Library to 640,378.

62. The \$2,800 increase in the regular 1966 budget over 1965 was completely absorbed by the substantial increases in book prices, periodical subscriptions and binding and the Library's purchasing power was in no way increased.

63. Although book purchases in 1966 (2,044) show a substantial increase over 1965 (1,459) it must be noted that this increase is due to purchases made for UNCTAD on the UNCTAD budget, but subsequently processed by the Library. The Library's own allotment both United Nations and Rockefeller Endowment Fund income were exhausted in October of this year, and it was not possible to place further orders for books requiring payment at this end-of-year period in either November or December. Such restrictions are particularly regrettable in a large inter-national library, one of whose principal roles is the servicing of missions of Member States of the United Nations. Many newly independent countries do not have reference and research facilities at their disposal and rely entirely on the Geneva Library's collections.

64. The impact made on the Acquisition unit by the UNCTAD secretariat is difficult to assess in terms of statistics: all too often the bibliographical data submitted for the acquisition of material was incomplete or inaccurate necessitating many hours of involved research. The under mentioned figures, do, however, show the pattern of purchases over the past five years, and the extent to which actual purchases for UNCTAD have affected the acquisition figure in 1966.

<u>1962</u>	<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>
1,733	1,913	1,558	1,459	2,044

Indeed work for UNCTAD in terms of bibliographical research, claim letters, purchases and invoices processed may be said to account for some forty per cent of the total output of the acquisition unit.

65. Requests for technical and other dictionaries from the Languages and other divisions of the Secretariat increased sharply in 1966 when some \$2,000 - a too-large proportion of a very limited book-buying budget - were expended on this single item. It is proposed that a special "dictionary item" be submitted in all future budgetary requests.

III. Organization of material and reference services

66. A grant of \$75,000 from the Carnegie Endowment for International Peace was made to the United Nations in 1965 to be used for the preparation of the Archives of the League of Nations which are in the custody of the Library. This project, which is carried out under the general direction of Mr. Spinelli, Director-General of the United Nations in Geneva, and Mr. Vaughan, Under-Secretary and Director of General Services in New York, began in August of this year with the appointment of an archivist, assistant archivist, bilingual secretary and clerk. The Acting Director of the Library is very much concerned with the implementation of the project and supervises all financial commitments under the Carnegie Grant.

67. Office space was allotted within the Library wing and adjacent to the bookstack where the archives are shelved.

68. A Panel of Consultants under the Chairmanship of Mr. T. Aghnides and composed of ex-League Officials, representatives of the Carnegie Endowment, historians and lawyers was also set up to give advice, particularly with regard to the establishment of rules and procedures governing access to the League records. This Panel was the first organ of the project to function and held its first two meetings in June. These meetings were devoted firstly to an exchange of views on the spirit of the project, how it should be carried out, the problem of accessibility in general and to the study of recommendations on the treatment to be extended, within the framework of the provisional rules at present in force, to researchers who have already been authorized to consult League archives. With regard to the general implementation of the project, the panel favoured the temporary closing of these records and ruled that no further authorization for consultation be granted for a specified period.

69. A detailed report was submitted to the consultant panel in November of this year. This envisaged the way in which the project would be conducted over a three-year period; the study in theory of questions of accessibility, a detailed review of the Archives and the establishment of finding aids. It is hoped that the first of these aids will be available in the latter half of 1967 at the same time as a section of the records themselves, based on the assumption that the records for the years 1919 to 1927 will then be available to researchers.

70. The physical disintegration of many of these documents was also a cause for concern to members of the consultant panel and it is hoped that the United

Nations will make funds available for expert consultation on this matter.

71. A review of dossiers from 1919-1927 was carried out involving the handling of some 1,032 boxes and 28,866 documents.

72. Despite the suppression of many serial titles both governmental and non-governmental in the course of the year, the figure of 7,664 titles now received is a record; this figure includes governmental and non-governmental periodicals, annuals, official gazettes and newspapers.

73. The number of titles received is reflected in the undermentioned figures which show the steep upward trend over the past five years of articles listed in the Monthly list of selected articles:-

<u>1962</u>	<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>
6,588	6,507	7,439	6,631	7,938

and in 1966, 1,405 periodicals were indexed compared with 1,145 in 1965.

74. The Geneva Library's Monthly list of books catalogued was produced throughout the year by photo-offset; this followed the doubts expressed at the 482 meeting of the Publications Board as to the necessity for printing by letter press. The Library's printed catalogue cards are mounted in preparation for photocopying by a clerical member of the catalogue unit and reproduced internally by the Documents Division. The very excellent result has been the subject of much favourable comment.

75. The expansion to the main catalogue continued and throughout the year efforts were made to replace or physically rehabilitate guide cards many of which are showing signs of wear. It is hoped to complete this work in 1967.

76. Although catalogue statistics show a marked increase over 1965, it is a matter of some concern that there is a considerable backlog of printed cards awaiting the typing of headings, loose-leaf pages to be added and claims to be made. An additional clerical post will be requested for this unit on the 1968 budget submission.

77. Verbal reference questions followed the pattern of previous years; especially noticeable, however, was the increase in requests from the Languages Division, members of the International Law Commission and delegates, particularly those from the developing countries attending meetings of the United Nations Conference on Trade and Development.

78. Written requests from outside institutions and university professors

invariably involving detailed and time-consuming research were more numerous than in any previous year: it is regretted that the present Library staff is too limited to accede to all such requests, but it was possible in most instances to indicate sources and bibliographies of use to the enquirer.

79. There would appear to be a growing tendency amongst the world's scholars to assume that the writing of a letter is sufficient in itself to justify involved researches on their behalf. In all such cases, serious students are encouraged to visit the Library and carry out their own researches; such studies are, in the long run, infinitely more rewarding when carried out by the person who is primarily interested in the subject rather than by a harrassed Librarian who attends to the writer's needs to the exclusion of his normal Secretariat duties.

80. A relocation of the documents of the United Nations and specialized agencies collection was carried out. As far as space permits a complete collection of all United Nations documents in English and French is available on open shelves in the reading rooms; other languages which are less frequently consulted have been transferred, together with documents of the specialized agencies, to the bookstack where one complete floor, able to house 100,000 volumes, has now been reserved for this collection. This relocation involved the moving of some 25,000 volumes and corresponding re-labelling of bookstack shelves.

81. The Property Survey Board approved the disposal, by a buyer outside the Organization, of the Library's collection of "duplicates"; this collection which has been amassed over the past forty years, was composed of material which did not fall within the fields of interest of the United Nations and duplicate and triplicate copies of books and periodicals.

82. The lighting on all ten floors of the bookstack has now been changed, revealing a long overdue need for a thorough spring-cleaning of both books and shelves alike. This work, which was spread over a period of four months, was carried out with little inconvenience to the book-fetching staff and the need for hand torches was reduced to a strict minimum.

IV. External relations

83. On the occasion of the Inter-Agency meeting on Indexing which was held in the Palais des Nations, Mr. Groesbeck, Deputy Director of the Headquarters Library spent two days in the Geneva Library discussing problems of mutual interest

and familiarising himself with the administrative and technical procedures of the Library. Mr. Groesbeck also spoke briefly at an informal luncheon of the Association of International Libraries. He was accompanied by Mr. Martini, Chief of the Index Section of the Headquarters Library.

84. Mr. Stopar-Babsek, Chief of the Archives and Records Retirement Unit also spent two weeks in the Geneva Library examining the League of Nations archives and discussing the appointment of an archivist provided for under the terms of the Carnegie Grant.

85. Co-operation with the libraries of the Economic Commission for Asia and the Far East, and the Economic Commission for Africa was closer than at any previous period in the Library's history and the Library is particularly grateful for the very ready help received in completing collections of these Commissions.

86. Close co-operation continued between the Geneva Library and those specialized agencies established in Geneva; the undermentioned figures illustrate the loans to those agencies, mainly the International Labour Office, over the past four years.

<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>
6,483	6,908	7,644	10,426

87. The first seminar of the Association of International Libraries was held in the Palais des Nations from May 12-14. The meeting was presided by Mr. Landheer, Librarian of the Peace Palace in the Hague; Mr. Liebaers, Librarian of the Royal Library in Brussels gave the opening address with the distinctive aspects of libraries of international organizations as his main theme. A useful exchange of views took place between the forty members representing thirty different organizations on the proposed index of publications and documents of inter-governmental organizations other than the United Nations. The very excellent organization of this seminar was in the hands of Mr. J. Haden, International Labour Office.

88. A very generous offer from the Council of Library Resources made it possible for the Acting Director to attend the Extraordinary Congress of Archivists which was held in Washington in May, 1966. The principle object of the meeting was the promotion of maximum practicable freedom of access to archival and manuscript sources of history. The Congress was of particular interest to Mr. Field in view of his close association with the League of Nations project. Following the

Washington meeting and, at the suggestion of the Director-General of the Geneva Office, Mr. Field spent one week at Headquarters.

89. Two recordings were made by the Acting Director in the course of the year. The first, given in French, concerned the Library and was broadcast by the short-wave service of the Société Suisse de Radiodiffusion; the second, in English, concerning the Carnegie grant and the League of Nations archives was broadcast to many English-speaking countries.

90. A ceremony took place in the Library on the occasion of the 25th anniversary of the death of Nicolae Titulesco, President of the League of Nations Assembly 1930. This ceremony, which was held in the room containing the Historical Collection of the League of Nations where there hangs a portrait of Nicolae Titulesco, was presided over by Mr. Spinelli, Director-General of the United Nations Office in Geneva. In the speeches which followed both Mr. Aghnides, Under Secretary-General of the League of Nations, and Mr. Dumitresco, Romanian Ambassador to Switzerland evoked the statesman-like qualities and brilliant career of the Romanian diplomat and of his leading role in international politics. An exhibition of letters of Titulesco was assembled and exhibited for this occasion.

91. At the request of the High Commissioner for Refugees the Nobel Peace Medal awarded to Nanssen in 1938, which is normally on permanent exhibition in the Library wing, was lent for display at Headquarters.

92. Many files concerning the financial reconstruction of Hungary belonging to Mr. Royall Tyler, the representative in Hungary of the Financial Committee of the League, were generously donated to the Library by the United States Ambassador to the Hague, Mr. William Tyler. Also included in the gift were dictionaries and books in the Library's fields of interest.

93. Lectures were given by the Acting Director and the Law Librarian to many groups including: Nigerian diplomats (10 participants); International Law Seminar (20); Beloit College Group (15); Ecole des Hautes Etudes Commerciales, Lausanne (25); Foreign Service Group (20); Centre Universitaire des Hautes Etudes Européennes, Université de Strasbourg (14); His Beatitude Justinian, Patriarch of the Orthodox Church of Romania and entourage (16); United Nations Association of Great Britain (32); United Nations Training Programme in Development and Financing (20); Universal Postal Union, Berne (12); Group of Medical Librarians (12); Boursiers de Formation Diplomatique de la Dotation Carnegie (14); Permanent Delegation of the USSR (3).

94. Amongst individual visitors to the Library mention must be made of the followings: Shri S. Ansari, Documentation Librarian, Indian School of International Studies, New Delhi; Dr. Barr, Deputy Director, National Lending Library for Science and Technology, Walton, England; Mr. Benjamin, Architect, New Parliament Library, New Delhi; Mrs. Benson, Librarian, ECLA, Santiago, Chile; Mr. L. Danse, Conservateur-Adjoint, Bibliothèque Royale, Bruxelles; Mr. G. Dethan, Conservateur des Archives, Ministère des Affaires Etrangères, France; Mr. K. H. Drake, Librarian, Institute of Advanced Legal Studies, University of London; Dr. B. Egorov, Cosmonaute, USSR; Mr. Raymond Fosdick, Under Secretary-General, League of Nations; the Reverend Father Virgil Gheorghiu; Dr. Glynker, Institute for Foreign Trade, Prague; Mr. T. Gozdecki, Chief Librarian, Polish National Library; Dr. Grundmann, Librarian, Ministry of Foreign Affairs, Bonn; Dr. Hanzekovic, Economic Faculty, Zagreb; Dr. B. Kempf, Ministry of Information, Vienna; Mr. Monnier, O.E.C.D.; Dr. P. Sambrailo, Yugoslave Académie des Sciences; His Imperial Majesty Hailie Selassie; Mr. Shaud, Loyola University, Chicago; Dr. and Mrs. Stein, Columbia University Library; Mr. G. Szanto, Librarian, Institut Européen d'administration des affaires, France; Mr. M. Tokarev, Director, International Relations Publishing House, Moscow, USSR.

V. Bibliography for the year 1966

95. Monthly list of books catalogued in the Library of the United Nations.
V. 39, no. 1-12, January-December 1966.
- Monthly list of selected articles. V. 38, no. 1-12, January-December 1966.
- Switzerland and the United Nations. January 1966.
Unpublished; mimeographed.

ANNEX

STATISTICS OF THE GENEVA LIBRARY, 1966

A. Acquisitions

1. Books and pamphlets (volumes and titles) (exclusive of documents and other publications in series)		
a. By purchase	2,044	
b. By gift and exchange	<u>7,491</u>	
Total		9,535
2. Serial issues received (pieces)		
a. Other than documents	76,166	
b. Government documents	102,837	
c. UN and SA documents	<u>112,376</u>	
Total		291,379

B. Processing

1. Cataloguing		
a. New titles catalogued		
i. Monographs	3,936	
ii. Serials ^{1/}	<u>625</u>	
Total		4,561
b. Volumes shelved		
i. Monographs	7,937	
ii. Serials	<u>5,427</u>	
Total		13,364
2. Binding		
a. Volumes bound		5,191
b. Pieces added to provisional bindings		10,385
3. Volumes discarded		415

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

7,664

C. Services

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	45,313
a. WHO	665
b. ILO and other specialized agencies	10,426
ii. other interlibrary loans	1,488
iii. to public (unofficial borrowers)	<u>9,334</u>

Total	73,226
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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)	3,806
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4. Attendance in reading rooms	32,693
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5. New outside (unofficial) readers' cards issued	799
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D. Bibliographic work

Monthly list of books catalogued cards printed	3,516
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Monthly list of selected articles	7,938
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C. Report of the Economic Commission for Africa Library, 1966

I. Administration

96. There were no provisions in the 1966 budget for additional professional staff but two general service posts were added to meet the increasing volume of activities and work load. The statistical data for 1966 (Annex) shows a clear increase over the previous year. By effective recruitment, transfers and careful filling of vacancies the quality of the library staff has risen appreciably during the year, thus enabling an expansion of essential library services.

97. The initial 1966 budget allocation of \$9,500 was increased by a supplementary allotment of \$2,000 to meet the growing demand for materials required by the Secretariat. This amount however is still insufficient to meet the overall needs of the Commission including the four Sub-regional offices.

98. The three Reference Units (Agricultural/Natural Resources, Statistical and United Nations Documents) taken over by the Library in 1965 were thoroughly reorganized and strengthened by high quality personnel. They are now in a position to give better reference services to the research staff.

99. Temporary assistance for a period of three and a half months during the year helped to "weed out" duplicates and seldom used titles from the United Nations Documents Collection. A substantial number of these documents were sent to the Sub-regional offices, another batch was offered to the Haile Selassie I University Library and the largest portion were returned to the Distribution Section, Publishing Service at Headquarters.

100. Additional space to house the expanding collection continues to be one of the Library's most serious handicaps. Efforts to find additional room have not met with any success and the "stop-gap" solution of withdrawing duplicates and unessential material, started in 1965, has just about reached its limit. If this situation continues it can only lead to a break down in the handling and storing of materials and a consequent diminishing services to the professional staff.

101. The Library in conjunction with the Haile Selassie I University Library has participated in "in-service" training for library assistants from various libraries in Ethiopia. In addition, advisory services were given to junior librarians as well as visiting United Nations Information Officers from various African countries on the techniques of organizing and handling library collections.

102. Efforts to establish small basic reference collections in the four Sub-regional Offices were handicapped by the lack of an adequate budget. Administrative staff transferred from Addis to these offices have been briefed on library methods and organization.

103. Four members of the Library staff were enrolled in the Library Science Diploma Programme instituted at the Haile Selassie I University in February 1966 under the direction of a UNESCO Library Specialist. This training programme should in time build up a cadre of trained library clerks and help to alleviate the shortage of qualified personnel.

II. Acquisition and organization of material

104. The transfer to the Library of a senior general service clerk helped to improve the work in the Acquisition Section. As a result of some minor changes in procedures the flow of materials to the Cataloguing Unit has been speeded up and bottlenecks were eliminated.

105. The effort to expand and improve the exchange programme started in 1965 was continued in 1966 and has resulted in the receipt of a substantial number of "quality" publications which could not have been acquired otherwise on account of the limited library budget. This programme will be developed further in 1967.

106. The programme of collecting and cataloguing miscellaneous publications from the various Division and offices of the Secretariat was continued throughout the year and not only brought about better service but has prevented the purchasing of materials already in the Secretariat.

107. The increasing backlog of binding due to budgetary restrictions is causing a slow deterioration of the periodical collection and the consequent decrease in the level of service to the Secretariat staff.

108. Lack of space has prevented the Library from taking charge of the technical reports produced by the United Nations Development Programme personnel and bilateral experts. The various divisions would welcome the transfer to the Library of these reports now in their possession.

109. The Cataloguing Section has kept pace with the increasing volume of material and the mechanical reproduction of cataloguing cards by offset process now undergoing a trial period, should improve the work flow in this Section.

110. In conjunction with the substantive Divisions and Sections, a thorough

review of the periodical subscriptions was undertaken in an effort to operate within the prescribed budgetary allotment. This resulted in the cancellation of a number of titles long held by the Library. It should be pointed that it is not a good policy for a library to discontinue receiving publications to which it already subscribes (unless they are obviously unessential) since it may later wish to resubscribe to them and quite often it is extremely difficult if not impossible to fill in the gaps in the collection.

111. The United Nations Documents Reference Unit now coordinated numerous requests from staff members for United Nations documents from New York, Geneva and other Regional Commissions.

III. Reference and loan services

112. The number of reference queries handled by the Library remained at approximately the same level but it should be noted that there was an increasing number of requests from non-ECA staff, namely, United Nations Development Programme experts, Organization for African Unity personnel, members of the diplomatic missions, Ethiopian Government officials, Haile Selassie I University faculty and students, as well as visiting scholars and delegates to conferences and seminars, etc. On several occasions there was insufficient space in the reading area to seat these visitors as well as the Secretariat staff.

113. A serious effort was made to increase the level of the reference services to the professional staff by establishing a closer working relationship with the various Division and Sections with respect to their specific portions of the work programme.

114. The reference and loan services of the United Nations Documents Reference Unit were developed to a satisfactory level and the "List of Selected Documents" which is regularly circulated to the staff has been most welcomed. A significantly large number of non-ECA staff members were also given reference assistance by this unit.

115. The circulation of the List of table of contents of approximately fifty periodicals containing articles of interest to the research staff has been supplemented by a closer control of the circulation of a selected number of "key" periodicals.

IV. Bibliographical services

116. The first two numbers in the new Subject Bibliography Series were issued: Bibliography of the hydrology and hydraulic development of the Nile Basin, and Bibliography of African statistical publications 1950-1965. This series dealing with selected subjects in ECA's field of interest will be continued in 1967.

117. A number of selected bibliographies were prepared on request; e.g., Bibliography on "Energy, Industry and Transport" from four selected magazines covering developments in twenty-one African countries from 1959-1965 was prepared and circulated to the research staff.

118. The original library bibliographical series - Periodicals received in the UNECA Library, Annals received in the UNECA Library and Books on Africa in the UNECA Library (E/CN.14/LIB/SER.A/1-3) are kept up to date by the monthly New acquisitions in the UNECA Library.

V. External relations

119. Members of the staff are cooperating in the newly formed Association of International Libraries. The Librarian has been selected as the future regional representative for Africa and is a member of the Working Group (African region) and which hopes to publish a Guide to acquisition of publications and documents of international organizations.

120. While on home leave, the Librarian attended the American Library Association's Annual Convention in New York City in July. He also visited the Library of Congress in Washington D.C. and the Development Centre of the Organization for Economic Cooperation and Development, Paris, in September, to further the existing exchange programme with these two institutions.

121. The ECA Library continues to co-operate in the closer working relationship that has been established among the Headquarters, Geneva, ECLA and ECAFE Libraries. The Librarian visited the Headquarters Library in July and discussed with the Director and other members of his staff, on questions of mutual interest such as the proposal to establish an ECA Library Documentation Centre for Africa in Addis Ababa.

122. The co-operation and working relationship that has been established with the major libraries in Addis has been strengthened and improved. The Inter-Library loan programme is being extended. A substantial number of old newspapers

and periodicals were presented to the National Library.

123. The Library is developing a closer bond with many libraries in Africa. Advice on a variety of library techniques, such as compilation of buying lists, binding of documents, has been given to various organizations and libraries in African countries.

124. Among the many visitors to the Library during the year were Dr. D. Carney, Director of Studies, African Institute for Development and Economic Planning, Dakar, Senegal; Professor E. De Benko, Divisional Librarian and Associated Professor of Social Sciences, Michigan State University, USA; Mr. Richard L. Evans, President, Rotary International, Salt Lake City, Utah, USA; Mr. Frank Hogg, Principal, College of Librarianship, Aberystwyth, Wales; Mr. Harold Holdsworth, Librarian, University College of Dar-es-Salaam, Tanzania; Mr. Jerry James, Director, Library of Congress Regional Office, Nairobi, Kenya; Dr. Doris Linder, Professor of History, Stanford University, USA; Miss L. Price, United Nations Development Programme, Zomba, Malawi; Mr. Kenneth Roberts, Chief of Library Development Section, UNESCO, Paris; Mr. D. Rogers, Sub-Librarian, University of Sussex, England; Miss Marion Smith, Librarian, Galillo High School Library, San Francisco, California; Mr. Glenn L. Stitzman, Assistant Librarian, Makerere College, Kampala, Uganda; Mr. M. Wise, Assistant Librarian, University College of Dar-es-Salaam, Tanzania; H. E. Ali Hassan Abdella, Under-Secretary, Ministry of Local Government, Khartoum, Sudan; Dr. F. Uhlig, Head, Policy Planning Section, Welt Wirtschaft Institut, Hamburg, Germany.

VI. Map Documentation and Reference Centre for Africa

125. The recently established Map and Documentation Reference Centre continues to maintain very close working relationship with the Library. This Centre which is part of the Natural Resources and Transport Division, has some 5,000 maps and charts as well as atlases, gazetteers, map catalogues and national cartographic activities reports, and related publications on Africa. The Centre receives, on an exchange basis only, from most of the African countries and many Governments and Institutions outside the continent, any map or cartographic documentation published on Africa. The Centre extends its services mainly to ECA staff members and to the briefing of visiting experts. Moreover, it maintains close collaboration with the Geography Department of the Haile Sellassie I University and also answers inquiries from all over the world.

126. Apart from technical studies for use by the Cartographic Unit of ECA, a selected bibliography of recent technical publications on surveying and mapping published during 1961-1965 was prepared for the Second United Nations Regional Cartographic Conference for Africa (E/CN.14/CART/145) and a Catalogue of maps and charts received by the Centre was also published in September and distributed to Governments.

VII. Bibliography for the year 1966

127. Economic Commission for Africa Library:

Articles on energy, industry, transport published in Bulletin de l'Afrique noire, Europe-France outremer, Industries et travaux d'Outremer, Marchés tropicaux covering selected African countries 1959-1965. 1966. 67 p.

Unpublished; mimeographed.

Bibliography of African statistical publications 1950-1965.

30 December 1966. 4, vii, 256 p. (E/CN.14/LIB/SER.C/2)

Bibliography of the hydrology and hydraulic development of the Nile Basin. May 1966. 25 p. (E/CN.14/LIB/SER.C/1)

_____. Corrigendum. October 1966. 1 p. (E/CN.14/LIB/SER.C/1/Corr.1)

Lists of tables of contents. UNECA Library. No. 54-65, January-December 1966.

Unpublished; mimeographed.

New acquisitions in the UNECA Library. V. 4, no. 1-10, January-December 1966. (E/CN.14/LIB/SER.B/27-36)

Publications received in Reference Unit I (Statistics). V. 7, no. 1-12, January-December 1966.

Unpublished; hectographed.

Selected documents received in the U.N. Documents Reference Unit.

V. 1, no. 1-22, December 1965-December 1966.

Unpublished; hectographed.

Subject index to articles from the OECD observer, November 1962-December 1965. February 1966. 8 p.

Unpublished; hectographed.

128. Map Documentation and Reference Centre for Africa:

Catalogue of maps and charts received by the Centre. September 1966.
ix, 201 p. (No symbol)

Preliminary list of technical publications on surveying and mapping,
1961-1965; information paper prepared by the Secretariat.
24 August 1966. 14 p. (E/CN.14/CART/145)

ANNEX

STATISTICS OF THE ECONOMIC COMMISSION FOR AFRICA LIBRARY, 1966

A. Acquisitions

1. Books and pamphlets		
a. By purchase	98	
b. By gift and exchange	<u>1,684</u>	
	Total	1,782
2. Documents and serials received (pieces)		
a. Government documents	9,933	
b. Newspapers, periodicals <u>etc.</u>	18,763	
c. United Nations documents	51,856	
d. UN and SA documents	<u>5,603</u>	
	Total	86,155

B. Processing

1. Cataloguing		
a. Books and pamphlets	1,782	
b. Serials	<u>836</u>	
	Total	2,618
2. Volumes shelflisted		
a. Books and pamphlets	972	
b. Serials	<u>1,105</u>	
	Total	2,077
3. Volumes withdrawn (UN documents)		4,100

C. Services

1. Circulation		
a. Main Library	7,369	
b. Documents Unit	2,560	
c. Reference Units	<u>5,438</u>	
	Total	15,367
2. Reference queries		
a. Main Library	4,866	
b. Documents Unit	1,099	
c. Reference Units	<u>1,681</u>	
	Total	7,646
3. Attendance in reading rooms		15,360

D. Map Documentation and Reference Centre for Africa
Maps added

1,050

D. Report of the Economic Commission for Asia and the Far East Library, 1966I. Administration

129. During the year, the Library had eight staff members - the Librarian, Assistant Librarian, three library-assistants (one of them for a short period only), a circulation-clerk, a typist and a junior clerk. The short-term library assistant and the typist were provided by the Mekong Office for the Mekong Documentation Centre work. For efficient development of the limited staff resources, the division between the Library's work and the Centre's activities was kept to the minimum, and duties were assigned to the staff according to the functions involved. For various reasons, the reorganized functional distribution could not be put into practice effectively.

130. The Librarian was away for about a month to attend the annual session of ECAFE at New Delhi in March and the Unesco Meeting of Experts on Book Production and Distribution in Asia held at Tokyo in May. The Assistant Librarian was on leave for five months on maternity and annual leave. The Library-Assistant in charge of periodicals was on leave for about two months on annual and sick leave. These absences resulted in a generally tight work schedule throughout the year.

131. The library shelving capacity reached its limit. In spite of the arrangement of serials and bound volumes of periodicals in double-rows - one in front of the other - in each plank, one of the regular rooms had to be used as a dumping ground for material awaiting processing or wanting space in the shelves. Although, the proposed addition in 1967 of a new row of shelves is expected to ease to some extent the shelving problem, additional office space for the Library itself will have to be found by the end of 1967.

132. The 1966 budget of \$9,000 was utilized in the following manner:

Books and pamphlets	\$4,171.00
Periodicals and news- papers subscriptions	\$4,300.00
Binding and stationery	\$ 529.00
Total	<u>\$9,000.00</u>

The pressure on book purchases and periodical subscriptions was so much that less than a third of the proposed expenditure could be spared for binding work.

133. The Librarian was entrusted by the Chief of the Division of Administration with the compilation of the history of the Division's activities during 1947-1967. The document was being prepared for inclusion as a chapter in the ECAFE's Twentieth Anniversary Commemoration Volume to be published in March 1967.

II. Acquisition and processing

134. Books and pamphlets received during the year were about 3,090. Among them, 390 books were received on order for the ECAFE Library and 161 for the Mekong Documentation Centre. A few maps were obtained for the Transport Division.

135. The number of books classified and catalogued during the last three years is as follows. The fall in the 1966 figures can be ascribed to the long leave of the staff member in charge of the processing of books and to generally increasing demands on other library services.

	<u>1964</u>	<u>1965</u>	<u>1966</u>
By purchase	320	400	372
By gift and exchange	<u>1,591</u>	<u>1,883</u>	<u>1,296</u>
Total	1,911	2,283	1,668

136. Some of the important publications acquired during the year consisted of the back volumes of the annual Planning, dictionaries on various subjects such as metallurgy, wood, textiles and banking. The back numbers of the International bibliography on social sciences including economics, sociology and political science were also acquired.

137. The periodicals and newspaper issues received and registered were about 16,275. The number of new periodicals received, catalogued and registered was 96 of which 23 were received on subscription and 73 by gratis or on exchange.

138. Some of the periodical literature acquired consisted of the back numbers of Quarterly journal of economics, Social research, Review of economics studies and Review of economics and statistics. The newly subscribed periodicals included, among others, Datamation, Journal of economic studies, Journal of Asian and African studies, Review of income and wealth and the annual Demography.

139. The French Government had earmarked \$400 for purchase of books for the ECAFE Library. A list of selection of books published in France was prepared in consultation with Chiefs of various Divisions, and sent to the French Embassy. The Netherlands Embassy was contacted informally to persuade its Government to

consider ECAFE Library eligible for receiving a gift of books and periodicals under that Government's technical assistance programme for improving library services in the developing areas.

III. Organization and servicing of material

140. In addition to catering to the Secretariat's need for research material, the Library continued to acquire and process publications for the Mekong Documentation Centre, Technical Assistance Unit and the various Training Centres.

141. Selection of books and periodicals for acquisition was handled, as usual, by the Librarian in consultation with the Chiefs of Divisions. The breakdown of the suggestions for acquisition of titles received from the Divisions is as follows:

Executive Secretary's Office	22
Agriculture Division	8
Industries Division	29
Research and Planning Division	27
Social Affairs Division	27
Statistics Division	17
Transport and Communications Division	39
Water Resources Development Division	10
Mekong Office	75
Technical Assistance Unit	16
Total	<u>270</u>

142. Installation of an issue counter offered for the first time both the convenience and countenance for the circulation work. The Library facilities were used by the research staff of ECAFE (123), Mekong Office (44), Asian Institute for Economic Development and Planning (14), Asian Highway Technical Bureau (2) and the Regional Advisers (22).

143. In response to individual requests short reading lists were prepared on, among other topics, Education in Thailand and Sources of official publications in Asia. Issues of the Asian bibliography and the Weekly list came out on schedule. The compilation of the Vietnam - a reading list undertaken at the end of 1965 was completed and the work on a Bibliography on Cambodia was commenced. To help the research staff in their work, publication of a Monthly list of selected articles was begun from January 1966. The List was received by the staff with enthusiasm.

IV. External relations

144. The Librarian wrote a paper entitled Books in the promotion of economic development in Asia for the Unesco Meeting of Experts on Book Production and Distribution in Asia and presented it at that meeting in Tokyo in May. Subsequently in June, he attended meetings with other ECAFE staff to discuss with Mr. Julien Behrstock of UNESCO, the Director of the Meeting, follow-up action on the report of the meeting.

145. The Librarian assisted the Chief of the Division of Administration in giving advisory help to the Project-Manager of the Asian Development Bank in establishing a library. For this purpose, he compiled tabulated data on staff, budget, equipment, library techniques and other basic requirements.

146. The Librarian agreed to be on the Working Group on the Preparation of a Guide to the Acquisition of Publications of International Organizations set up by the Association of International Libraries.

147. In July-August, a Ford Foundation Mission visited Bangkok to make a feasibility survey for establishing a Documentation Centre at the Asian Institute for Economic Development and Planning. The Librarian and some other ECAFE staff met with this team. The Librarian had several informal discussions with the team and its individual members. As a basis for the talks, he had prepared a special brief in which he made a strong case for the ECAFE Library as the appropriate venue for the Centre.

148. In her private trip abroad, the Assistant Librarian visited a number of specialized libraries in United States including the University of Hawaii, East West Centre Library, System Development Corporation, Santa Monica Library, MIT Library and the Headquarters Library. Her visits were arranged by the U.S. Department of State.

149. About 181 visitors came to consult the Library. Among them were the following who visited the Library for serious research work or consultations with the Librarian: Mr. Julien Behrstock, Unesco, Paris; Mr. J. P. Gittinger, Fakultas Pertanian, Universitas Indonesia; Mr. Laurence G. French and Mr. M. K. Gopikumar, of the Far East Trade and Development (London); Mr. John O. Griesbach, Geographer-Mineralogist, Engineer Agency for Resources Inventories, U.S. Department of the Army; Mr. J. R. Herrenschmidt, Organisation for Economic Cooperation and Development; Dr. Khalil-ur-Rahman, Pakistan Administrative Staff College, Lahore; Mr. K. C.

Madappa, Chairman, Inter-State Transport Commission, India; Mr. D. N. Malhotra, Hind Pocket Books Private Ltd.; Mr. Louis Marciniak, Service Cooperation INSEE, France; Mr. L. A. Peter Gosling, Chairman, Department of Geography, University of Michigan, U.S.A.; Dr. S. K. Rau, Deputy Secretary-General, Asian Productivity Organization; and Messrs. Derek Davies and L. F. Goodstadt of the Far Eastern Economic Review, Hong Kong.

V. Bibliography for the year 1966

150. Titles marked x are for internal distribution only:

Books in the promotion of economic development in Asia. 1966. 19 p.
(UNESCO/Bookdev/17)

Paper prepared by the Librarian for the Secretariat of the Economic Commission for Asia and the Far East and presented at the Unesco Meeting of Experts on Book Production and Distribution in Asia, Tokyo, 25-31 May 1966.

x Monthly list of selected articles. No. 1-12, 1966.

Vietnam; a reading list. October 1966. iv, 119 p.
(WRD/MKG/INF/L.193)

x Weekly list of additions to the Library. 52 issues. 1966.

ANNEX

STATISTICS OF THE ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST LIBRARY, 1966

A. Acquisitions

1. Books and pamphlets received		
a. Government publications	511	
b. UN and SA publications	605	
c. Others	<u>1,966</u>	
	Total	3,082
2. Periodicals and newspapers		
a. Periodicals issues	9,278	
b. Newspapers issues	<u>6,997</u>	
	Total	16,275
3. Maps added (number of sheets)		10

B. Processing

1. Titles catalogued		
a. By purchase	372	
b. By gift and exchange	<u>1,256</u>	
	Total	1,628

C. Services

1. Loans		
a. To the staff (books and periodicals)	8,550	
b. To outsiders (books only)	<u>864</u>	
	Total	9,414
2. Outside visitors		181

D. Bibliographical activities

1. Bibliographies and reading lists compiled and accessions lists	10	
2. Periodical articles indexed	<u>2,235</u>	
	Total	2,245

E. Report of the Economic Commission for Latin
America Library (Santiago), 1966

I. Administration

151. Apart from the addition of a library clerk in April, and of a secretary in May, no other change in the manning table of the Library can be reported in 1966.

152. Although the need for an increase in the number of professional staff has been imperative for some time now, this has not been possible to obtain owing to budgetary restrictions. Many plans have had to be postponed because of the shortage of trained personnel. The Library has begun a list of Latin American governmental institutions; a list of subject headings for libraries specializing in economics, and also an index to abbreviations. Each scheme has yet to be completed for the reason mentioned above.

153. The ECLA Librarian was absent in the month of April when she participated in the meeting of correspondents of the Development Enquiry Service of the Development Centre, O.E.C.D. The meeting took place in Paris, from 5 through 7 April, 1966. Several libraries and institutions from developing areas were represented at the meeting, all of which became "correspondents", as did ECLA Library, of the Development Enquiry Service. It was agreed to provide the Development Centre with information and documentation on the economic and social development of the respective areas. The ECLA Library commenced collaboration with the Development Centre soon after the meeting by providing it with information on recent publications, documents, research works, projects, etc., dealing with the economic development of Latin America.

154. From 15 to 29 April, the ECLA Librarian was on official mission to Mexico, to assist the ECLA Mexico Office reorganize its Library.

155. The activities of the Library were hampered once again the greater part of 1966 by several conferences and meetings held on its premises.

156. Preparations for the move to the new United Nations building caused delays in the normal working routine. Some ECLA Divisions and Sections, also in preparation for the move, cleared their offices and sent the Library their collections of old documents. Much time was spent weeding out this material which was either incorporated in the Library or discarded.

157. To assist the librarian solve problems met within the Library, the Executive Secretary of ECLA and the Director of the Institute appointed a new

Library Committee, to consist of six members representing both ECLA and the Latin American Institute for Economic and Social Planning. The Committee began its activities on 28 February 1966. Several meetings were held during the first half of the year and work began on a report on the growth of the Library since its beginning. It was also planned to report on the Library's most urgent needs. Unfortunately, regular attendance by members of the Library Committee proved almost impossible and on March 7 the Chairman resigned. A new Committee was formed by the Executive Secretary and the Secretary of the Commission appointed Chairman. Although the new Committee was very active, two of its members resigned owing to their change of duty station and two were absent on official mission during most of the second half of the year. The Committee therefore decided to report to the Executive Secretary of the difficulty of meeting regularly. At the same time, a report was prepared on the financial problems of the Library and a recommendation made that outside financial assistance be sought to provide the Library with additional professional staff and the purchase of extra equipment.

II. Acquisition and organization of material

158. A lack of increase in the budget which has remained at \$8,000 per annum during the past three years, accounted for a decrease in the number of acquisitions during the year under review. Book prices have risen and some new and expensive periodical subscriptions had to be opened. The budget allotted to the Library was insufficient to cope with the increasing demand for books on the part of the economists of the Commission and of the Latin American Institute for Economic and Planning. While the subjects of interest of the Commission and of the Institute have enlarged and consequently the Library needs have grown, no provisions have been made in order to give the Library the proper means to better comply with its task. In spite of efforts made during the last three years to obtain a greater number of publications free of charge, or through exchange, the Library cannot expect to grow solely on the basis of the generosity of some institutions. The situation is serious, and unless consideration is given to it, deterioration of the Library's usefulness may be expected.

159. The Library collection was completely revised, weeded, reorganized where necessary and put in order previous to the move to the new building, which took place from the 27 of September to the 14 of October. During that period the Library

only attended to internal requests for publications and reference questions, and did not attend to the public.

160. The Library premises in the new building were not fully completed at the time of the move. Part of the collection had therefore to be stored in a provisional space until the construction was finished. The basement had to be arranged and equipped with shelves, telephones, lighting and the heating system installed. The Library functioned normally one month after the move.

161. A collection of bibliographical material dealing with housing, building and planning was organized for the use of participants of the first course on the subject held in May. The course was jointly sponsored by ECLA, the Latin American Institute of Economic and Social Planning, and the Organization of American States. Three library trainees helped for two months with the job of cataloguing the collection working under the direction of the professional staff of the Library. This collection has been housed in a separate unit within the Library as a documentation centre on housing, building and planning. Exchange agreements have been established with several institutions interested in the subject. The facilities of the centre have been very much used by Chilean and foreign government officials.

162. The statistical collection of the Library, hitherto housed in the Statistical Division, was incorporated once more in the Main Library, and kept as a separate unit in the basement.

III. Reference and loan services

163. Figures for reference queries are slightly higher than in the previous year, which indicate that, in spite of the continuous interruption in the service during the year, demand from researchers continues to grow.

164. Loans, on the contrary, decreased, as the Library was closed during several weeks in the year for the reasons already explained.

165. The Library received several reference inquiries from abroad including letters from university students of the U.S.A. and Europe. Most inquiries dealt with Latin America.

166. There was also an increase in the number of inter-library loans, especially to libraries in the Santiago area. As United Nations documents are not easily available elsewhere in Santiago, there is a great demand in the Library for them. The depository libraries of United Nations documents existing in Santiago, for the

main part, have their collections poorly organized, making use of the material difficult.

167. The staff was active in the preparation of several bibliographical lists for the research workers of the Commission and the Institute. The Index of ECLA Documents was brought up-to-date, covering the period from July 1963 to December 1965. The Library also prepared an index of ECLA resolutions by subject, and this was published as a supplement to the ECLA publication "Basic guide to the Commission and its Secretariat" which was prepared by the Press Office. Both publications have had a great demand, and both have had to be reprinted.

168. Efforts have been made to improve the presentation of the monthly list of library acquisitions, which is widely distributed, not only internally, but also abroad. It is expected that in 1967 this will be published with an attractive cover, and will be issued as a publication of the Joint Library of ECLA and the Latin American Institute for Economic and Social Planning.

IV. External relations

169. Close contacts have been maintained with the Headquarters Library as well as with the United Nations libraries in Geneva, Addis Ababa and in Mexico. In 1966 the ECLA Library prepared for the first time an annual report to be included in the general report of the Headquarters and Geneva Libraries, published as document ST/LIB/18 of 8 June 1966. The ECLA Library also cooperated with the Headquarters Library in the preparation of the booklet The libraries of the United Nations.

170. During her trip to Europe, the ECLA Librarian established contacts with the librarians who attended the meeting of the Development Centre of the O.E.C.D. Close cooperation was established with the librarian of the O.E.C.D. Development Centre as well as with the librarian of the United Kingdom Ministry of Overseas Development, the Head of the Documentation Service of the Organization of American States, and the United Nations Centre of Industrial Development.

171. Taking advantage of her trip to Paris, the ECLA Librarian travelled to Geneva where she visited the United Nations Library and the International Labour Office Library. Both visits have served to establish better relations with these two libraries.

172. Cooperation with the Chilean National Information and Documentation Centre (CENID) has continued. The ECLA Librarian is collaborating with the Centre

in the preparation of the meeting of the Latin American Commission of the International Federation of Documentation (IFD/LAC) to take place in Mexico in July 1967.

173. To assist the Chilean National Information and Documentation Centre in the preparation of a plan for library development, contacts were made in Paris with the Director of the Libraries Division of UNESCO, Mr. Carlos Victor Penna. As a result of this, Mr. Penna was invited by the Chilean Centre to visit Chile and help in the preparation of a national plan. Mr. Penna arrived in Santiago on 15 August and held several meetings with Chilean librarians.

174. During 1966, the ECLA Library was unable to receive many visitors due to the interruption explained above. Nevertheless, special mention should be made of the visits of Mr. Carlos Victor Penna of UNESCO and of Dr. van Ettinger of Bouwcentrum, Holland.

V. Bibliography for the year 1966

175. Artículos sobre comercio internacional publicados en revistas latinoamericanas.

Bibliografía sobre Colombia.

Bibliografía sobre construcción, diseño y prefabricación de viviendas.

Bibliografía sobre petróleo.

Catálogo sistemático de las obras de sociología existentes en diez bibliotecas chilenas (comprende las obras publicadas hasta abril de 1963). Compilado por Lilian Pesoa con la colaboración de Clara Subelman. Febrero de 1966. 244 p.

Dr. Raúl Prebisch; una bibliografía seleccionada.

Estadísticas de comercio exterior.

Indice de trabajos preparados por la CEPAL; suplemento, julio 1963 a diciembre de 1965. (E/CN.12/LIB/1/Add.1)

Indices de resoluciones de la CEPAL, 1948-66; suplemento a la Guía básica de la Comisión y de su Secretaría. Agosto 1966. 76 p.

Also issued in English.

Indices de revistas académicas recibidas. 1966.
Weekly.

Lista mensual de adquisiciones y de artículos seleccionados. 1966.
Monthly.

Política exterior de los Estados Unidos de Norteamérica.

Publicaciones existentes en la Biblioteca de la CEPAL
sobre vivienda, construcción y planificación física.

Publicaciones recibidas durante la semana. 1966.
Issued by the Statistical Annex.

ANNEX

STATISTICS OF THE ECONOMIC COMMISSION FOR LATIN AMERICA LIBRARY (SANTIAGO), 1966

A. Acquisitions

1. Books and pamphlets received		
a. By purchase	149	
b. By gift and exchange	<u>2,553</u>	
Total		2,702
2. Documents and serials received		
a. Government documents	705	
b. United Nations documents	2,209	
c. Newspapers and periodicals	<u>9,257</u>	
Total		12,171

B. Preparations

1. Titles catalogued		
a. Books and pamphlets	1,172	
b. Serials	<u>161</u>	
Total		1,333
2. Volumes shelved		
a. Books and pamphlets	1,517	
b. Serials	<u>345</u>	
Total		1,862
3. Volumes bound		139

C. Services

1. Reference queries		
a. Main Library	10,240	
b. Library annex	<u>1,889</u>	
Total		12,129
2. Loans		
a. Main Library	19,488	
b. Library annex	<u>4,665</u>	
Total		24,153

D. Bibliographical activities

1. Bibliographies compiled	80
2. Periodical articles indexed	448
3. Documents indexed	316

F. Report of the Economic Commission for Latin
America Library (Mexico), 1966

I. Administration

176. The two basic problems of the Library, namely, space and staff were not solved in 1966.

177. There were some staff changes during the year which interfered with the normal functioning of the Library: (a) Miss Araneda was transferred to the Languages and Editorial Section to take charge of Documents Distribution and was not replaced, with the result that the Library lost another post; (b) at the suggestion of the ECLA Headquarters Librarian at Santiago, Mr. Carrillo was put in charge of the ECLA Documents Section, and Miss Méndez took charge of the United Nations documents except those of ECLA, and she now deals only with queries regarding those documents and with loans. This means that since April the Library has had only four people on its staff (the Librarian and three assistants); (c) Miss Garcia took over responsibility for answering reference queries from the staff and the public and for preparing cards for the catalogue (reproduction and filing); Mr. Pérez continued to be responsible for loans of ECLA books, documents and periodicals, for returning loaned publications to the shelves, and for maintaining the collection of ECLA documents; (d) Mrs. Aguirre de Romero is still responsible for the cataloguing of books and documents, and also for secretarial work.

178. In spite of the reallocation of duties, the staff situation remains critical; readers come in increasing numbers and one person is not enough to service the section, particularly if he has other duties to perform. The situation is even worse when anyone dealing with the readers' services (reference queries and loans) asks to go on leave. The only way to solve this problem is to establish a new post for an assistant to take care of these services.

179. Miss Josefina García has finished her course at the Escuela Nacional de Bibliotecarios and since May has been dealing with reference queries from the staff and the public. Mr. Netzahualcoyotl Pérez has finished his secondary education and is now responsible for loans to the staff and reference queries regarding ECLA documents.

180. There was a small increase in the Library budget in 1966; it was given \$3,000 for books, binding, and library equipment.

181. As noted above, the problem of space was not solved in 1966. During August a complete review was made of the periodicals collection and it was decided to discard all incomplete series dated earlier than 1963, and all periodicals published before that date for which there was little demand. This helped to alleviate the acute space problem, which by this time had become critical, since the new materials that were arriving could not be put out on the shelves. Two city libraries agreed to take over these materials and to make them available to us upon request. The Instituto Tecnológico Autónomo de México selected from our lists the titles it wished to receive, and the Hemeroteca Nacional, which is part of the Universidad Nacional Autónoma de México, received the remainder of the discarded periodicals.

182. At the request of the Administration, a Library Committee was established in March to examine the Library's problems and find solutions for them. The Committee confined itself to making recommendations concerning staff requests for acquisitions and to recommending some changes in the duties performed by the staff.

II. Acquisition and organization of material

183. During 1966, 2,301 books and pamphlets were received (43 by purchase and 2,258 by gift and exchange).

184. In November it was decided to make some acquisitions with the surplus on the 1966 budget.

185. The Committee, which was established at the beginning of the year, sent a circular to the staff asking them to recommend books to be acquired before the end of the year. As was to be expected, there were many requests for acquisitions and in view of the small amount of money available, a very careful selection had to be made. Forty-three books on economics and some much-needed reference books were acquired, and a large number of the most used volumes of ECLA documents, year-books and periodicals were sent to the binders.

186. As in the previous year, there was no backlog on cataloguing and 1,687 books and pamphlets, 430 yearbooks and 1,372 documents were catalogued. In addition, 13,619 cards were filed in the catalogues.

III. Reference and loan services

187. In 1966, 3,230 books, 2,657 periodicals and 965 ECLA documents and documents of other international organizations were loaned to the staff.

188. Inter-library loans totalled 999 books, 758 periodicals and 532 documents. In all, 9,141 publications were loaned.

189. There were 3,061 general reference queries from the staff and 13,761 from the public. There were 2,059 reference queries relating to ECLA from the staff and 3,309 from the public. In all, 15,296 members of the public used the Library and in the Reading Room 35,385 publications were loaned: 15,680 books, 12,365 periodicals and 7,340 documents.

IV. Sales

190. Sales of ECLA publications to the staff and the public totalled \$1,686.65. Compared with \$1,369.60 in 1965, and \$566.80 in 1964, this shows a substantial increase in the demand for ECLA publications.

V. Bibliography for the years 1965 and 1966

191. Eighteen lists of acquisitions were compiled in different areas; they were really small bibliographies on the topics and were circulated to the staff and sent to 105 institutions and individuals that had requested them:

Industrias - México. 25 p. (Lista quincenal de adquisiciones, no. 50, 31 julio 1965)

Mercados comunes e integración económica. 12 p. (Lista quincenal de adquisiciones, no. 51, 15 agosto 1965)

Mercado de valores. 6 p. (Lista quincenal de adquisiciones, no. 52, 31 agosto 1965)

Minería. 8 p. (Lista quincenal de adquisiciones, no. 53, 15 septiembre 1965)

Moneda. 7 p. (Lista quincenal de adquisiciones, no. 54, 30 septiembre 1965)

Población. 5 p. (Lista quincenal de adquisiciones, no. 55, 15 octubre 1965)

- Reforma agraria. 6 p. (Lista quincenal de adquisiciones, no. 56, 31 octubre 1965)
- Trabajo. 8 p. (Lista quincenal de adquisiciones, no. 57, 15 noviembre 1965)
- Comisión Económica para América Latina. llo. Período de Sesiones, México, D.F., 6-18 mayo 1965. 5 p. (Lista quincenal de adquisiciones, no. 58, 30 noviembre 1965)
- Comisión Económica para América Latina. Comité de Comercio. 4o. Período de Sesiones, Santiago, Chile, 9-13 noviembre 1964. 2 p. (Lista quincenal de adquisiciones, no. 59, 15 diciembre 1965)
- Seminario sobre el Desarrollo de las Industrias Químicas en América Latina, Caracas, Venezuela, 7-12 diciembre 1964. 4 p. (Lista quincenal de adquisiciones, no. 60, 31 diciembre 1965)
- Administración de empresas. 5 p. (Lista quincenal de adquisiciones, no. 61, 15 enero 1966)
- Administración pública. 6 p. (Lista quincenal de adquisiciones, no. 62, 31 enero 1966)
- Agricultura. 25 p. (Lista quincenal de adquisiciones, no. 63, 15 febrero 1966)
- Alimentación y nutrición. 2 p. (Lista quincenal de adquisiciones, no. 64, 28 febrero 1966)
- Comercio exterior. 17 p. (Lista quincenal de adquisiciones, no. 65, 15 marzo 1966)
- Desarrollo económico; libros y documentos. 15 p. (Lista quincenal de adquisiciones, no. 66, 31 marzo 1966)
- Desarrollo económico; revistas. 11 p. (Lista quincenal de adquisiciones, no. 67, 15 abril 1966)

ANNEX

STATISTICS OF THE ECONOMIC COMMISSION FOR LATIN AMERICA LIBRARY (MEXICO), 1966

A. Acquisitions

1. Books and pamphlets received		
a. By purchase	43	
b. By gift and exchange	<u>2,258</u>	
	Total	2,301
2. Periodical publications received		
a. Yearbooks	651	
b. Periodicals	<u>7,592</u>	
	Total	8,243

B. Processing

1. Cataloguing		
a. Books and pamphlets	1,687	
b. Yearbooks	430	
c. ECLA documents	833	
d. Other documents	<u>539</u>	
	Total	3,489
2. Binding		
a. Volumes bound	188	
b. Temporary binding	<u>521</u>	
	Total	709
3. Discarded		
a. Books	952	
b. Yearbooks	221	
c. Periodicals	<u>3,146</u>	
	Total	4,319
4. Index cards filed in catalogue		13,619

C. Services

1. Reference queries		
a. General		
i. United Nations staff	3,061	
ii. Public	13,761	
b. ECLA		
i. United Nations staff	2,059	
ii. Public	<u>3,309</u>	
	Total	22,190

2. Loans

a. United Nations staff

i. Books	3,230
ii. Periodicals	2,657
iii. Documents	965

b. Interlibrary loans

i. Books	999
ii. Periodicals	758
iii. Documents	<u>532</u>

Total 9,141

3. Readers (public) 15,296

4. Publications consulted in the Reading Room

a. Books	15,680
b. Periodicals	12,365
c. Documents	<u>7,340</u>

Total 35,385

D. Bibliographies

Lists of acquisitions 18

E. Sales of ECLA publications \$1,686.65

