

## SECRETARIAT



REPORT OF THE HEADQUARTERS LIBRARY AND OF  
THE GENEVA LIBRARY, 1955

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Annex I: Statistics

A. Report of the Headquarters Library, 1955I. Administration

1. The year ending December 1955 was characterized by the necessity of maintaining essential library services with a sorely depleted staff, a situation which called for the utmost flexibility and improvisation and which permitted very little in the way of initiation of new or the improvement of existing services.

2. The manning table provided for eighty-five established posts, thirty-five in the professional category and fifty in the clerical, plus five temporary assistants, a total staff of ninety, as in 1954. However, eleven resignations, four transfers, two retirements and three expired fixed-term contracts meant that the Library lost about one quarter of its staff in the course of the year. Numerically, these losses were compensated by recruitment and transfer, but the inevitable delays in filling vacant posts and the necessity of training so many new staff members resulted in a serious decline in overall staff effectiveness.

3. Miss Marie Carroll, long in charge of the Woodrow Wilson Memorial Library, retired as of 7 September, and Mrs. V. A. Cabeen, Chief of the Acquisition Section, retired at the end of the year. Permanent contracts were granted to eleven of the staff (bringing the percentage of staff holding permanent contracts to 81 per cent as of the close of the year), and eleven of the staff were promoted. Geographical distribution of the staff encompassed the nationals of twenty countries with working ability in thirty-four languages.

4. The library budget for 1955 was approved at \$536,400 including funds for the purchase of books, periodicals and library equipment. The total appropriation was \$48,350 more than that for 1954. Most of the increase was in the appropriation for established posts as a result of incorporation of the Archives staff, salary increments, and increases in non-residence and language allowances. There was also an increase of \$2,250 for the purchase of books and maps, and a reduction of \$525 in the periodicals account.

II. Acquisition and Organization of Materials

5. Accessions during 1955 amounted to about 9,000 books, 70,000 issues of newspapers and periodicals, 90,000 government documents, 80,000 United Nations and specialized agency documents, 1,800 maps, 3,300 sound recordings and sixty cubic

feet of archival material, a total of something over a quarter of a million pie of material of all kinds, of which more than 75 per cent were received by gift or exchange.

6. Partially offsetting this large intake of material, the Library withdrew about 1,800 books from the catalogued collections and discarded about 120,000 newspapers, periodicals and documents and about 900 cubic feet of archival material. This material, all either superseded or no longer of interest to the Organization, was disposed of by sale, by deposit in other libraries or by pulping.

7. On balance, therefore, the collections grew by the equivalent of perhaps 15,000 to 20,000 volumes, and may now be said to total approximately 220,000 volumes, 46,000 maps, 5,700 microfilm reels, and 6,500 cubic feet of archival materials (including sound recordings).

8. Special acquisition projects of interest included the assembling of a linguistic reference collection for the newly established Arabic translation unit, and the pursuit of background material for the use of translators and others working in the vast new area of nuclear science.

9. Continuing attention to the collection of national legal codes and official gazettes of governments resulted in the acquisition of the laws of Albania, Cambodia, Papua-New Guinea and Uzbekistan, and the official gazettes of Cambodia, El Salvador, Portugal, Tunisia and Turkey.

10. Important atlases and gazetteers added during the year included the second edition of the great Russian Atlas Mira, and gazetteers of Arabia, Caucasia, Czechoslovakia and Tunisia.

11. Noteworthy additions were made to the reference collection in international law, for example, J. Internoscia, Nouveau code de droit international (New York, 1910); K. Salabu, Handbuch des internationalen Rechts (Berlin, 1928); H. Wheaton, Elements of international law (London, 1916).

12. The outstanding gift of the year was certainly the publisher's gift of the Readex Microprint Corporation's edition of United Nations documents, 1946-1953, and a Microprint reader. Reproduced one hundred pages to the 6" x 9" microprint sheet, this edition is contained in forty-one boxes about the size of a large octavo book and occupies only about twelve feet of shelving, in contrast to the great bulk of the original documents.

Page 3. The rarest acquisition of the year, and one of the most interesting, was United States Department of State's The Conference at Malta and Yalta, 1945 (Washington, 1955), of which the Library received one of the 150 sets of the uncorrected galley proofs released on 17 March for the near-exclusive use of senior officers of the United States Government. So great was the interest in this edition that it is said to have been exhausted within one hour of its release, and it became at once a much sought after bibliographical curiosity.

14. Acquisition on non-Library funds for the Technical Assistance Administration, regional Commissions and other services again required a great deal of attention. In December sixty-three such requisitions were handled, two of them covering subscriptions against TAA funds for 200 periodicals, and six for books for the ECAFE Library. A typical large TAA requisition processed in March called for 215 items, including many periodical articles which were obtainable only by photostatting and books to be ordered from twenty-two different sources in ten countries. Another TAA request, in July, involved the procurement of 114 items in eleven different countries, and their speedy delivery by twenty-three different booksellers to Djakarta for use in a seminar on population.

15. The Catalogue Section operated under conditions comparable to those of the previous year. The new material forwarded for cataloguing was processed without any notable delay and the number of titles handled came very close to that reached in 1954.

16. Excellent progress was made on the much-needed organization of materials transferred from the branch libraries to the main stacks (2,709 as compared to 1,839 in 1954). Similarly, the number of volumes withdrawn from the Library's various collections exceeded by nearly one-third the figure for last year. The Section was able also to undertake the organization and partial absorption of the material accumulated over the years in the Fiscal Division. The work on all these special projects, however, was made possible only by the assignment of one additional professional to the Section.

17. The increased activities described above, recurring temporary vacancies, training of new staff members and technical difficulties in reproduction processes unavoidably reduced the output in certain clerical operations such as the typing of duplimats and the preparation of cards for the Library's various catalogues. The resultant backlog in this area can be absorbed only when the clerical staff is brought to full strength and the personnel have acquired adequate experience.

### III. Reference and Loan Services

18. The amount of work accomplished by these services was approximately the same in 1955 as it had been in 1954. The statistics of inquiries and books issued do show declines in the departmental libraries and in the Woodrow Wilson Memorial Library. Part of this decline can, however, be attributed to the fact that certain of these services were not under the immediate supervision of a professional librarian for some months of the year. Resignations and retirement accounted for the loss of three experienced professional staff members whom it was not possible to replace immediately.

19. In fact, it may very well have been the case that for most of the year there was a slight increase in the amount of work done. This, however, was offset during the General Assembly. The Tenth Assembly did not bring quite so many inquiries from delegates as had its predecessor in 1954. The Library was, as always is the case, busier during the General Assembly than in other months, but the seasonal increase was less marked than in former years. Some of the contentious items on the proposed agenda of the General Assembly did not result in the long debates that might have been expected and consequently the amount of reference service demanded on these topics was less. Questions about colonial territories were particularly numerous this session, and the admission of the sixteen new Member States brought many questions about these countries.

20. Much of the work in the main reference room continued to be concerned with national and international legislation, with many inquiries calling for translations of books, documents and terms from various languages into an official language of the United Nations (the Library does not actually make such translations; it does, however, search for existing translations among previously published texts). Prior to, and following the International Conference on the Peaceful Uses of Atomic Energy much work was done to assist the preparation of a glossary of the subject and the editing of the papers. Another conference held in Europe, this one on fisheries, brought many inquiries; most of these called for literature not in the United Nations Library. Throughout the year such sections of the Secretariat as the Fiscal and Financial Branch of the Division of Human Rights made steady demands on this service, as did the persons compiling volumes for inclusion in the United Nations Legislative Series.

21. During the first six months of the year the work of the United Nations

and Specialized Agencies Collection showed an increase over 1954; however, during the General Assembly, pressure was less heavy here, also, than in the previous year. The collection is expanding so rapidly that it has proved necessary to reduce the number of duplicates retained in it and to move some of the second copies of certain material to a basement. Additional shelving was also installed on this floor, but much of it is already full and it will not be possible to add any more because the floor now has its maximum load. Eventually it will probably be necessary for the Library to use the microprint edition for older documents, because all available shelving will be needed for more recent material. One clerical staff member was transferred to this collection; she brought with her the duty of caring for claims received from depository libraries.

22. The issue of newspapers and periodicals from the main periodical room increased during the year. A census was made of all the records of the loans of periodicals that were current on one day in April. This showed that, throughout the Library, there were 1,520 charges for periodicals; these probably represented well over 2,000 pieces. Of these 903 were on loan from the main periodical room. Approximately two thirds of these were periodicals in English and one fifth were periodicals in French. Twelve other languages made up the remainder. These figures take no account of the direct routing of periodicals to staff members upon receipt. When these too are considered it is probable that a total of something like 4,000 periodical issues are in the hands of Secretariat members at any given time.

23. Some progress was made in arranging and binding documents of the League of Nations which had not previously been incorporated in the Woodrow Wilson Memorial Library. Progress on this floor was delayed by the retirement of the experienced person who had been in charge of the collection. There is a small but steady demand for the books in it and on most days some of its books are needed by the Secretariat.

24. In the map collection there were, as usual, many questions concerning place names in disturbed areas of the world. Throughout the year inquiries were received about places in Palestine. Similarly, other disputed areas, such as Cyprus and the boundary between Ethiopia and Somaliland under Italian trusteeship were the subjects of inquiries. Various economic and technical assistance projects were also assisted. For example, the non-ferrous mines and smelters of

the world were located, and assistance was given with a study of transport in the Middle East. This collection also answered enquiries about flags.

25. An attractive display board for housing the current issues of periodicals was installed in the library that serves the Department of Political and Security Council Affairs. The catalogue of this departmental library was overhauled and the two sequences, a result of the amalgamation of two libraries in 1954, were interfiled. The circulation records were also revised. Work on the volumes of the United Nations Legislative Series continued to make heavy demands on the staff; many of the problems had to be transmitted to the main library and involved the borrowing of material from other libraries.

26. The Economic and Social Affairs Library continued to expand rapidly. The older statistical publications have been removed to the main library building where they now occupy almost as much space as do the statistical publications in the Economic and Social Affairs Library itself. The order on the shelves, in both the departmental library and its annex, was considerably improved during the year. Permit holders continued to make use of this library for information not normally available elsewhere in New York, and the Statistical Office continued to make great use of the collection. A record number of over 2,100 pieces were specially charged in one month.

27. In the Trusteeship Library, studies concerned such topics as medical education and race relations in non-self-governing territories. Persons interested in Africa from other sections of the Secretariat made much use of the collection. Despite the return of much older material to the main library, this library became badly overcrowded. Towards the end of the year an additional room adjacent to the departmental library was obtained in which the official gazettes and volumes of laws are now housed. The librarian in charge of this collection resigned during the year and no replacement was available for some months; consequently considerable arrears of work will have to be eliminated in the new year.

28. At the loan desk in the main library books on economic development continued to be among the most popular titles. N.S. Buchanan and H.S. Ellis, Approaches to economic development and C. Wold and S.C. Sufrin, Capital formation and foreign investment in underdeveloped areas were particularly in demand. Similarly political books such as H. Luthy, A l'heure de son clocher: essai sur la

France, and books on China were much read. The charge records were revised during the year and many overdue books were successfully recalled.

29. Towards the end of the year this service assumed charge of the collection of linguistic gramophone records previously controlled by the Training Section. Over 110 records were issued during the first month and steps were taken to improve the collection.

30. A decline in the number of volumes borrowed from other libraries during the early months of 1955 was reversed during the second half of the year. Indeed, this service was one that showed no falling off during the summer months. It seems that the interests of the Secretariat are so wide that the United Nations Library never will be able to contain them with its own holdings. A total of 3,804 books were borrowed from other libraries, the majority of them coming from the New York Public Library and Columbia University Library, though many other libraries made occasional loans.

31. The number of pages copied photographically increased to over 52,000; this represented 541 separate requests. The library does not actually do this work, but all requests are processed by an office of the library. The photography itself is done in the Secretariat building by a different service.

#### IV. Archival Services

32. The year 1955 was the first full year of operation of the Archives Section of the Library, which had been created by the transfer, in June 1954, of a part of the former Archives Section of the Communications and Records Division. The functions of the Section, broadly defined as the "custody and maintenance of archival material", did not change significantly.

33. Since there were no staff changes in the Section and few unforeseen changes in the character or volume of work, there were no major problems of personnel management during the year. Temporary assistance to meet the extra demands of the General Assembly was denied, but this was compensated for by a reduction in service provided and by the transfer of sound recording "dubbing" work to the Radio Division. One staff member was detailed to the World Health Organization for six weeks in May and June to serve at the Mexico City Conference. In general, the experienced staff of six -- two professionals and four general service staff -- were able to handle the workload without difficulty.



34. The major office and stack facilities on the 19th floor remained unchanged in 1955, and they proved to be adequate in the main. The disposal of a large quantity of UNRRA records at the end of the year released enough storage space to take care of anticipated requirements for 1956. The search room, previously shared with Records Retirement, was turned over exclusively to Archives in the middle of the year. Improvements were made in the security stacks in Room 1964, and four new units of shelving were installed.

35. Additional storage space for sound recording discs, long needed and frequently requested, was finally obtained when two vaults in the first basement, adjacent to those already in use, were turned over to Archives in August. One of the vaults was equipped with shelving and occupied immediately; some shelving will be purchased for the other in 1956, which should provide adequate space for the year, and the remainder of the shelving will be requested in the 1957 budget.

36. The office maintained for sound recording service in the General Assembly Building (GA-27) is still physically inadequate. Proposals for a change in location were discussed with other interested offices, but no satisfactory solution was found. It is hoped that the promised development of the "hangar" area will provide the answer in the next year or two.

37. During the year about sixty cubic feet of records were accessioned, consisting principally of routine transfers of sound recordings of United Nations meetings, received from the Radio Division's Record Library. Apart from the discs, the accessioned materials were of relatively little significance except for Technical Assistance Board registry files and League of Nations Princeton and Washington Office files. From the first of June, when statistics on the microfilm reels of United Nations documents first were kept, 104 reels were received, raising the total held to 2,680 reels.

38. The original arrangements made when the old Archives Section was broken up in 1954 contemplated that the Records Retirement Unit of the Registry would regularly transfer to the Archives those permanently valuable United Nations records which had become inactive. However, during 1955 no such transfers were made, a fact the implications of which are important for the Archives: if United Nations archival materials are to be held indefinitely by Records Retirement, then the Archives Section will become merely a repository for the files of a few predecessor agencies, and its value to the United Nations as well as its staff and space requirements will gradually decrease as those files become less active

and as work on them nears completion; on the other hand, if Records Retirement should, at some future date, transfer to Archives a considerable bulk of United Nations records, staff and space requirements might suddenly increase greatly. Under these circumstances, planning for the future of the Archives Section is very difficult. It is intended, therefore, to arrive at an understanding on the matter with the Registry early in 1956.

39. In the course of the year about 891 cubic feet of records were destroyed or otherwise disposed of. Appreciable quantities were transferred to other offices -- Records Retirement, the Library, the Geneva Office -- but about two thirds of the total were destroyed after careful appraisal had indicated that they appeared to have insufficient value to the United Nations to warrant further preservation. Nine disposal inventories were prepared and approved, some of them involving the concurrence of other interested offices in the Secretariat.

40. As a result of the accessions and disposals mentioned above, the total quantity of records in custody was reduced from 7,331 cubic feet to 6,500 cubic feet, and enough storage space was made available to take care of anticipated accessions for at least one more year.

41. One of the more important responsibilities of the Archives Section is the examination of all recommendations for the disposal of United Nations records. Lists and schedules of records proposed for disposal are normally prepared by Records Retirement and concurred in by the office creating the records; they must then be cleared by the Archivist before disposal. During 1955 thirty disposal lists were received and cleared, providing for the destruction of approximately 600 cubic feet of records. One list was returned to Records Retirement after appraisal had indicated that the records appeared to have continuing value to the United Nations.

42. The amount of reference work done is of course one of the most direct indexes of the administrative usefulness of a library or records service. In the case of the Archives Section which worked in 1955 with a decreasing volume of records consisting primarily of older materials, the number of reference inquiries would perhaps be expected to decrease. Statistically, such a decrease was noted -- from 280 to 228 per month -- but for two reasons this decrease somewhat exaggerates the real lessening of activity. In the first place, the higher 1954 monthly average was computed only on the second half of the year, when the General

Assembly brings increased demands. More important was the elimination of staff termination clearances from the reference statistics after September 1955. There were 300 such clearances in the last three months of the year, but it is felt that, while these represent a part of the reference workload, they do not properly constitute part of the service statistics.

43. The actual slight decrease in reference demands can be attributed partly to the fact that the UNRRA claims work neared completion and required less consultation of files, and partly to the fact that, during the General Assembly session, the primary responsibility for providing "dubbings" of sound recordings was exercised by the Record Library of the Radio Division. The decision to transfer this function from the Archives was arrived at (with the enthusiastic concurrence of Archives) in March 1955. It relieved the Archives of most of the administrative burden involved, although the Section still is required to provide information and to locate and lend discs in connection with these transactions. Before the Archives Section abandoned this work, it arranged for the preparation of twenty-seven dubbing orders, involving ninety-six discs, at a cost of \$264.46.

44. In January 1955 a new procedure for the handling of reimbursable orders for copies of archival materials was put into effect, and it proved to be most successful, achieving a much better control of the finances involved as well as of the reproduction process.

45. One of the more significant reference activities was the handling of eleven orders for copies of microfilm reels of United Nations documents, amounting to 717 reels at a cost of more than \$2,000. Reproduction of the reels is of course done by the Publishing Division, but the selection, labelling and shipping of the film requires much careful work by the Archives.

46. Other reference activities during the year were mostly of a routine nature, although some requests involved searches extending over several days. The most numerous types of services were requests for loans of UNRRA personnel files, letters asking for information on UNRRA employees, and requests for loans or consultation of sound recordings.

47. Assistance was given during the year to many Secretariat offices, more than thirty different delegations, various government agencies in the United States and other countries, a number of libraries and research institutions, and several scholars working on various aspects of the history of UNRRA, the United Nations,

and other agencies.

#### V. Bibliographical Services

48. A Bibliography of the Charter of the United Nations was published in May. Throughout the year additional references on this subject were collected in a card file with an eventual supplement or new edition in view.

49. During the summer work was begun on a supplement to the previously published Bibliography on the Processes and Problems of Industrialization in Under-Developed Countries (document E/2538) and this continued throughout the rest of the year. It was necessary to analyse the replies received from governments to a questionnaire on the subject. At the end of the year a bibliography of a considerable size had been collected.

50. Two issues of the List of selected articles were published. The second of these, number 11, appeared in a new and improved format. The good coverage of the literature of the United Nations given in this publication was maintained. New Publications in the United Nations Headquarters Library appeared monthly, in a new format commencing with the first issue of volume VII. The Economic and Social Affairs branch library issued eighty-four numbers of its Dated list of Publications Received. Two additional numbers were prepared in the series, List of Legal Texts Translated in the United Nations, and the list of Reference Books Recommended to United Nations Information Centres was revised.

51. Additionally, a number of short bibliographies and reading lists were prepared in response to requests for information on such subjects as "Colonial Administration before the League of Nations" and "the United Nations Trusteeship System".

52. The United Nations Documents Index was published monthly, together with the annual cumulated index for 1954. For the first time the full introductory material included in the January issue was presented in French as well as in English. Some changes in the method of listing and indexing of documents were introduced with the January issue, the most noteworthy being the inclusion in the checklist portion of all revisions, addenda and corrigenda in English, some of which information had hitherto been carried in a separate table. Thus, the checklist portion now furnishes a complete list of documents in English, and the table includes other language versions only.

53. A useful key to the documentation pattern of the Organization was

published in December under the title, United Nations Documents Series Symbols.

54. Six numbers in the Index to Proceedings series were issued in a style somewhat more economical than earlier numbers, the chief reduction being the omission of personal names of speakers in the speech index.

55. Work continued on the English version of the Cumulative Index to the United Nations Treaty Series and the manuscript was submitted for printing late in October. The Publications Board, however, considered the index needlessly elaborate and directed a complete revision of the alphabetical portion. Accordingly, only the chronological index went forward for printing in November; the alphabetical index, reshaped along the lines set forth in Publications Board Paper 55/6/6 will follow in 1956.

56. The centralization in the Library of all legislative indexing was recommended by the Secretary-General's Survey Group in its report of September 1954. Accordingly, a trial service was established in the Indexing Section to screen official gazettes, slip laws, etc., of all sovereign states (Members of the United Nations as well as non-Members); to index law texts of topical interest to the Organization; to index treaties and other international agreements in all subject fields; to produce index cards to be distributed to interested departments; to compile, on the basis of the index cards produced, a semi-annual publication. Owing to staffing difficulties the service did not begin to operate until April. During the spring and early summer an outline of the proposed subject coverage, a subject heading list and a manual of indexing procedures were compiled. In May sample cards were distributed to the various departments for comments, together with the tentative outline of subject coverage. As soon as replies were received, regular distribution of index cards was instituted. By the end of the year the service was well established. Experience proved, however, that the manpower provided during 1955, which was less than originally estimated, was insufficient to accomplish this considerable task, the main difficulty being that, even if occasional help can be provided from other sections of the Library and from the Secretariat at large in the indexing of lesser known languages, it is nevertheless essential that the permanent staff be large enough to cope with the major part of the material, which is in English, French, Spanish, German and the Scandinavian and Slavic languages.

57. Indexes to the Report of the Economic and Social Council 1954/1955, to the new edition of the Correspondence Manual and to Ten Years of United Nations

Publications, 1945-1955, were prepared by the Index Section and advice was given on other indexing projects, most particularly on the index to the Repertory of Practice of United Nations Organs, which is being prepared by outside contract.

58. The Archives Section revised and brought up to date two of its "Registration Sheets", the basic control guides which are kept for each record group.

59. The Section also published in September an Index to Microfilm of United Nations Documents in English, 1946-1950 (ST/LIB/SER.B/4). This index, published by photo-offset from copy typed in Archives was very favourably received. Similar indexes were also published in hectograph form covering film of documents in English, 1951-1952, and film of documents in Spanish, 1946-1952.

60. Other hectographed "Special Guides" were a List of Studies of Migration and Settlement, 1943-1945 in the UNRRA archives, and a Preliminary List of Publications of the United Nations Relief and Rehabilitation Administration, 1943-1948. Nine hectographed "Stacklists" containing descriptions of the records of individual UNRRA offices were prepared or revised, and twelve lists of some of the more significant groups of records were completed in typed form for internal use.

#### VI. External Relations

61. The Headquarters Library and that of the European Office worked together rather closely on a number of problems during the year. Thus, technical books and dictionaries were lent by Headquarters to the Geneva Library for use during the International Conference on the Peaceful Uses of Atomic Energy; the Geneva Library supplied Headquarters with all available documentation of the "Big Four" and the Foreign Ministers' Conferences; most of the material on narcotics and related subjects in the Headquarters Library was transferred to Geneva when the Division of Narcotic Drugs removed there; and photostats and microfilms of material difficult to obtain were regularly exchanged. (See also Annex B, Section V, below).

62. The Library maintained similar contact of mutual value with the Regional Economic Commissions and the Information Centres, procuring library materials for them, and calling upon them for help with special regional problems. Procurement for ECAFE was particularly heavy, as the Commission embarked on a considerable expansion of its library resources.

63. Co-ordination of effort with the specialized agencies, never notable, seemed if anything to have become more tenuous in 1955. Thus, the contribution

of the agencies to the joint effort of preparing the United Nations Documents Index was not wholly satisfactory, and lack of interest in the List of legal texts translated led to the decision to discontinue the list in 1956.

64. Late in the year the Publications Board approved a new statement of policy governing depository libraries (issued as ST/PB/4 dated 20 December 1955), and a number of proposed changes in the pattern of distribution of documents to depositories. In general these proposals aim at improving the coverage of the depository library network while at the same time reducing the number of mimeographed documents distributed.

65. Similarly, the Publications Board enunciated a statement of principles governing the exchange of United Nations documents and publications (ST/PB/5 dated 20 December 1955) which may be said to codify existing practices.

66. Among the distinguished visitors to the Library from overseas were the following: Mr. J.M. Akita, Archivist of the Gold Coast; Professor Ludwig Borinski, Hamburg University; Dr. G. Chandler, City Librarian of Liverpool; Mr. Ernest Clark, Librarian of the University of Malaya; Professor Sergia Gutierrez of the University of Chile; U Hla Maung, Deputy Librarian, Institute for Advanced Buddhistic Studies, Rangoon; Mr. S.B. Hockey, British Council Librarian, Jamaica; U Hpe Aung, Librarian, Institute for Advanced Buddhistic Studies, Rangoon; Miss Alcira Ruiz Lorre, Director of the Biblioteca de la Universidad Central, Caracas, Venezuela; Dr. A. Luytjes of the Royal Tropical Institute, Amsterdam; Dr. José Moncado Moreno, Director of the Biblioteca Nacional, Venezuela; Abd El-Monem Mousa of the National Library of Egypt; Mr. Hideo Nakane, Deputy Chief Librarian, National Diet Library, Tokyo; Dr. Gebhard Rath, Director of the National Archives of Austria; Dr. Bruno Sauer and Mr. Fritz Skurnia, Berliner Zentralbibliothek; U Thein, Chief of Political Affairs Section, United Nations Division, Burma Foreign Office; Dr. Kurt G. Wernicke, Bundeshaus, Bonn.

67. In addition to these, the Library received many professional colleagues from American libraries and several groups of student librarians and archivists.

ANNEX ISTATISTICS FOR THE YEAR 1955A. Acquisition

## 1. Books and pamphlets added (titles)

a. By purchase	2,963
b. By gift	4,205
c. By exchange	1,858

Total 9,026

## 2. Documents and serials added (pieces)

a. Government documents	88,903
b. United Nations documents	56,852
c. Specialized Agencies documents	25,971
d. League of Nations documents	1,513
e. Newspapers, periodicals, etc.	69,246

Total 242,485

## 3. Maps added

1,832

## 4. Archival material (cubic feet)

60

## 5. Sound recordings (discs)

3,296

B. Processing

## 1. Titles catalogued

a. Books and pamphlets	4,893
b. Serials	1,342

Total 6,235

## 2. Volumes shelflisted

a. Books and pamphlets	7,507
b. Serials	11,833
c. Microfilms	204

Total 19,544

## 3. Catalogue and index cards prepared and filed

a. In main catalogues	21,974
b. In United Nations and Specialized Agencies documents collection	34,831
c. In Reference room files	3,817
d. In special collections	8,655

Total 69,277



## 4. Binding

a. Books	325	
b. Periodicals	430	
c. Government monographs	12	
d. Government serials	1,011	
e. Official gazettes	573	
f. United Nations documents	1,928	
g. Specialized Agencies documents	936	
h. League of Nations documents	438	
Total		5,653

## 5. Withdrawals

a. Volumes withdrawn from catalogued collections	1,790	
b. Maps withdrawn	334	

## 6. Discards, estimated

a. Books and periodicals (pieces)	117,160*	
b. Maps	1,000	
c. Archival materials (cubic feet)	891	

## C. Service

## 1. Reference queries

a. Main Library	48,206	
b. Departmental branches	10,531	
c. Archives	2,738	
Total		61,475

## 2. Loans

a. Main Library	31,178	
b. Departmental branches	29,877	
c. Archives	3,088	
Total		64,143

## D. Bibliographical activities

## 1. Bibliographies compiled (including issues in series)

138

## 2. Periodical articles indexed

1,600

## 3. Documents indexed

a. Current United Nations documents	5,862	
b. Other United Nations documents	570	
c. Current specialized agencies documents	1,914	
d. Official Gazettes	4,620	
Total		12,966

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\*Not included are about 4,000 unsolicited books, pamphlets and periodicals rejected upon receipt

ANNEX IIBIBLIOGRAPHY FOR THE YEAR 19551. Publications relating to documents of the United Nations and Specialized Agencies

- Index to microfilm of United Nations documents in English, 1946-1950.  
1955. vi, 53 p. (Bibliographical series, no. 4. Document ST/LIB/SER.B/4. Sales no. 1955.I.24)
- Index to microfilm of United Nations documents in English, 1951-1952.  
1955. 17 p. (United Nations Archives special guide no. 9)  
Hectographed
- Index to proceedings:
- Economic and Social Council, 18th session. 1955. viii, 45 p.  
(Bibliographical series, no. E.9. Document ST/LIB/SER.B/E.9. Sales no. 1955.I.9)
- Economic and Social Council, 19th session. 1955. vii, 22 p.  
(Bibliographical series, no. E.10. Document ST/LIB/SER.B/E.10. Sales no. 1955.I.20)
- General Assembly, 9th session. 1955. vi, 130 p. (Bibliographical series, no. A.5. Document ST/LIB/SER.B/A.5. Sales no. 1955.I.15)
- Trusteeship Council, 14th session. 1955. v, 15 p. (Bibliographical series, no. T.9. Document ST/LIB/SER.B/T.9. Sales no. 1955.I.18)
- Trusteeship Council, 15th session. 1955. v, 19 p. (Bibliographical series, no. T.10. Document ST/LIB/SER.B/T.10. Sales no. 1955.I.21)
- Trusteeship Council, 16th session. 1955. v, 17 p. (Bibliographical series, no. T.11. Document ST/LIB/SER.B/T.11. Sales no. 1955.I.31)
- Indice de documentos de las Naciones Unidas publicados en Español que han sido reproducidos en micropelícula, 1946-1952. 1955. 13 p. (United Nations Archives special guide no. 11)  
Hectographed
- Subject index. In Correspondence manual. 1955. 6 p.
- Subject index. In Report of the Economic and Social Council, 1954-1955. (GAOR, 10th session, supplement no. 3. Document A/2943) p. 113-118
- Subject index. In Ten years of United Nations publications, 1945 to 1955. (Document ST/DPI/SER.F/7) p. 244-267
- United Nations documents index. Vol. 6, nos. 1-12, January-December 1955. pagination varies. (Document ST/LIB/SER.E/70-74, 76-82)
- United Nations documents index. Cumulative index. Vol. 5, 1954. 14 July 1955. 222 p. (Document ST/LIB/SER.E/75)
- United Nations document series symbols. 1955. 38 p. (Bibliographical series, no. 5. Document ST/LIB/SER.B/5. Sales no. 1956.I.4)

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

Bibliography of the Charter of the United Nations. 128 p.  
(Bibliographical series, no. 3. Document ST/LIB/SER.B/3.  
Sales no. 1955.I.7)

- x Colonial administration before the League of Nations. 6 p.
- x Dated list of publications received. Nos. 1275-1359. 84 issues.  
Economic and Social Affairs Library.  
Hectographed

- x International law: a selected list of the more recent books on the  
subject, including case books. 4 p.

- x List of countries and territories of the world. 12 p.

List of selected articles. (Document ST/LIB/SER.C/10-11)  
No. 10, 10 March 1955. 60 p.  
No. 11, September 1955. 34 p.

- x List of legal texts translated in the United Nations Department of  
Conference Services and in some specialized agencies.  
No. 12, March 1955. 11 p.  
No. 13, September 1955. 18 p.

List of studies of migration and settlement, 1943-1945. 28 p.  
(United Nations Archives special guide no. 8)  
Hectographed

New publications in the United Nations Headquarters Library.  
12 issues. Vol. 6, no. 5, January 1955 - Vol. 7, no. 4, December 1955.  
(Document ST/LIB/SER.A/65-76)

Preliminary list of publications of the United Nations Relief and  
Rehabilitation Administration, 1943-1948. 41 p. (United Nations  
Archives special guide no. 10)  
Hectographed

- x Progress report on the Woodrow Wilson Memorial Library for the year  
1954. 4 p.  
Hectographed

- x Reference books recommended to United Nations Information Centres.  
List no. 7, January 1955.  
Hectographed

Report of the Headquarters Library and of the Geneva Library, 1954.  
1955 (Document ST/LIB/1)

- x The United Nations trusteeship system: a selected reading list. 10 p.

B. Report of the Geneva Library, 1955Introduction

1. In 1955 the Library fulfilled not only its normal duties of serving the United Nations, Specialized Agencies and outside research workers, but also met the many demands arising from the Summit Conference (Big Four), the International Conference on the Peaceful Uses of Atomic Energy and the Conference of Foreign Ministers. It can undoubtedly be described as the most active year in the Library's United Nations history.

I. Administration

2. The sum of \$21,350 was allotted on the United Nations budget and \$13,000 was made available from the Rockefeller Endowment Fund. This total of \$34,350 covered purchases, subscriptions, binding and equipment.

3. The year was characterized by several staff changes. The post of Chief of the Acquisition Unit which fell vacant in the early part of the year was filled by interim assignment of a member of the documents service; the gap created by this transfer was bridged by a succession of temporary assistants until the end of the year. A definite appointment has however now been made by promotion from within the Library staff. The post of Chief of the Loan and Reference Unit also fell vacant in July and will be filled by a transfer from Headquarters.

4. A request to the Survey Group for additional G.6 and G.4 posts resulted in a recommendation to "release for regular Library duties the G.7 post at present detailed to the Information Centre". This post has been released but has been down-graded to G.6. It was suggested by the Survey Group that the request for a G.5 post for a fixed-term period of one year to complete the revision of the List of Periodicals should be met by temporary assistance funds for a limited period. An unforeseen \$4,000 income from the Rockefeller Endowment Fund will be used to meet this requirement. No further change was suggested by the Survey Group as "evidence presented pointed to the conclusion that the Library is run economically". This is owing almost entirely to the unflagging efforts and fine co-operation of a hard working staff. The manning table provides for ten Professional and thirteen General Service posts.

## II. Acquisition

5. It is fitting that mention should first be made of the most generous gift of the year, which was handed over by Dr. Willard F. Libby, Vice-Chairman of the United States delegation to the International Conference on the Peaceful Uses of Atomic Energy. This valuable addition to the Library's collections includes some 6,000 laboratory reports and 11,000 microcards which will be continually brought up to date, representing the total declassified contribution of the United States to scientific literature on atomic energy. A microcard reader was also included in the gift. In making this presentation, Dr. Libby stated that it was an appropriate way to express the gratitude of the United States delegation for the dedication and the efficiency of the United Nations staff and officers in the management of the first International Conference on the Peaceful Uses of Atomic Energy. The gift was accepted on behalf of the United Nations by the Chief Librarian. Amongst smaller donations must be included the gift from the "Union Mondiale de la Femme" of an interesting collection on the history of women's movements and international women's organizations.

6. The acquisition of publications on a gift and exchange basis once again made the greatest contribution to the Library's collections, and it will be seen from the under-mentioned figures that approximately 82 per cent of the Library's total acquisitions are received on a gift and exchange basis, and that gift and exchange figures, compared with those for 1954, show an increase of 699.

	<u>Purchases</u>	<u>Gifts and Exchanges</u>
1954	1,564	6,110
1955	1,525	6,809

Suggestions for purchases were received from all sections of staff members, from directors to messengers, showing the wide interest taken by the Secretariat as a whole in the Library. Frequent consultations between the United Nations Geneva Library and the Library of the Specialized Agencies and the Geneva University Library took place in order to avoid duplication of purchases.

## III. Organization of Materials

7. The count of the Library's holdings at the end of 1955 was 465,510 volumes. This represents an increase of 12,834 volumes shelved over 1954. Lack

of space cannot yet be considered an immediate problem for the Library, although two major shifts have taken place in the course of the year, resulting in a more equal distribution of holdings over the ten bookstack floors.

8. A weeding of the material replaced by newer editions was carried out in the Economic reading room, and the superseded volumes were transferred to the bookstack. Additional mobile shelving was acquired for the United Nations Archives collection and many series which were rarely consulted were moved to the stack. Approximately 62,093 documents of the United Nations and Specialized Agencies were added in 1955 compared with 47,068 in 1954. The problem of making all this documentation available on open shelves is an acute one and may ultimately have to be solved by the transfer of whole sections to the stack.

9. The intake of government documents resulted in the acquisition of 79,255 pieces; some 11,000 microcards (gift of the United States Atomic Energy Commission) must be included in this figure.

10. As in previous years, the catalogue department was largely dependent on unpaid trainees to carry out the more routine work such as filing, adding loose leaf sheets, etc. This is a situation which, with the reshuffle of duties it is hoped to remedy in the latter half of 1956. The main backlog in this department had for many years past been the collection of the International Penal and Penitentiary Commission which was transferred to the Library under ECOSOC Resolution No. 262 B (August 1949); this has now been nearly completed with the aid of temporary assistance and the catalogue department may be said to have no more backlog than is normal in any recognized library. (See attached statistics for titles catalogued etc.).

11. Every effort was made to reduce binding costs and despite the fact that the 6,380 volumes which were bound in 1955 represent an increase of 676 over 1954, the actual expenditure remained the same. This economy of over 10 per cent has been largely effected by the wide use of glue binding for publications which are rarely consulted.

#### IV. Servicing of materials

12. Whereas in previous years the greater part of reference questions originated in the Secretariat, 1955 was notable for the number of inquiries received from delegations and from the many delegates who consulted collections

on the spot and indeed made daily use of the Library throughout their conference. This reflects the nature and the number of conferences held in the period under review in the European Office of the United Nations. Requests for texts of treaties, laws and bibliographical information figured largely amongst the thousands of queries received and varied from learned delegates' most earnest and exhaustive study of national legislation on the control of atomic energy and prolonged consultation of hundreds of maps and treaties by a distinguished historian of international law engaged in a study of certain boundary disputes, to the apparently quite personal interest of one young lady in the attitude of Saudi Arabian women towards birth control.

13. For photographic reproduction, see statistics in Annex I, below.

14. Throughout the months of July, August and September service to the public on the first floor in general and reference room work in particular was greatly hampered by the preparation for, and dismantling of, the exhibitions of the International Conference on the Peaceful Uses of Atomic Energy. The greater part of the first floor was annexed for exhibition purposes and for many weeks before and after the Conference the hammering, tapping and whistling normally associated with the builders' yard intruded upon the quietly busy environment of study and research which is the normal goal of all libraries. With the completion of these preparations countless visitors invaded the reading rooms. Those visitors with a scientific bent found their way to one of the library rooms which housed the documentation of the United States Atomic Energy Commission and thousands of readers -- as many as 100 at a time -- were readily attended to by the five specialized United States librarians who serviced this very fine collection. This documentation which includes a gift from the USSR Government has now been transferred to a small reading room and shows every sign of expanding rapidly. Gifts of documentation in the field of nuclear fission have since been received from the Canadian and British Governments. If the maximum benefit is to be derived from such a collection a specialized librarian should be appointed not only to cope with the incoming material but also to furnish a reference service for which our present staff is not qualified.

15. A total of 622 outside (unofficial) readers' cards were issued in 1955 (728 in 1954), and 30,597 (29,418 in 1954) attendances were recorded. This decrease in the issue of readers' cards reflects the stringent security measures

taken by the administration throughout the Big Four and Foreign Ministers' Conferences. The cards were issued mainly to visiting professors and specialists from many universities; to graduate students of the Graduate Institute of International Studies and the University of Geneva; three United States professors spent many months of their sabbatical year on advanced research work.

#### V. External Relations

16. Lists of acquisitions continued to be exchanged regularly with the Headquarters Library and advance carbon copies of articles indexed in the Geneva "Monthly List of Selected Articles" were dispatched weekly; catalogue cards were also exchanged and both libraries assisted each other in arranging with their respective distribution divisions for the dispatch of documents of the United Nations in exchange for publications of other institutions.

17. The invaluable help received from the Headquarters Acquisition Section in arranging for the dispatch of United States Government publications cannot be overestimated; it is perhaps the most tangible and most appreciated form of continuous co-ordination between the two libraries. Technical books, dictionaries and source books on atomic energy were borrowed from the Headquarters Library and other sources in Geneva in order to meet the many demands from the translation and terminology unit. The transfer of the Division of Narcotic Drugs from Headquarters to Geneva resulted in the transfer from the Headquarters Library of those books on narcotics and related subjects which were not already in our collections. Mention must also be made of the occasional dispatch of photostat or microfilm copies of material difficult to obtain. Eighty-seven packets only of League of Nations documents were sent in 1955; the distribution service is unable to prepare greater quantities with its present limited clerical staff.

18. Regular interlibrary consultations on bibliographical problems took place between the librarians of the International Labour Organisation, World Health Organization and other Specialized Agencies in Geneva and interlibrary loans continued on the same scale as in previous years. The librarian of the United Nations being unable to attend the meeting of the United Nations Educational, Scientific and Cultural Organization International Advisory Committee on Bibliography, the United Nations Library was represented by the librarian of the World Health Organization. Mention must be made of the excellent list of annual



governmental reports on public health to be found in the libraries of the World Health Organization, the International Labour Organisation and the United Nations prepared by the staff of the World Health Organization library with occasional help from the United Nations library staff and published as supplement No. 2 to the World Health Organization "Library News". Supplement No. 1 is a "List of Periodicals in the WHO library" and contains also years and volumes of the holdings of the United Nations library.

19. The Librarian of the United Nations library was elected to the board of the Swiss Library Association section of University and Learned Libraries -- a move which will greatly facilitate discussions concerning the purchase of costly sets of periodicals and interlibrary loans.

#### VI. Visitors to the Library

20. The under-mentioned groups were given introductory lectures on the library: A group of Swedish journalists, some thirty students of the summer school of the Paris Institut Diplomatique, a group of forty teachers participating in a course at the Y.M.C.A., fifty students and professors of the Scandinavian Summer High School course, the Board of the International Council of Archives, a group of six British Members of Parliament led by Lord Burton, fifty-six trainees of the courses arranged by the United Nations Technical Assistance Administration, a group of Malay officials sponsored by the British Government, and the Seminar of the Deutsche Gewerkschaftsbund (fifty students). A most welcome practice was reintroduced into the Library's curriculum by the lecture which was given to fifty students of the Geneva Post-Graduate Institute of International Studies on the facilities of the Library.

21. Many librarians from all over the world passed through the United Nations Geneva library on their way back to their home countries from the International Congress of Libraries and Documentation Centres (Brussels 1955) where the Librarian acted as Secretary-General of the Congress and at the same time represented the United Nations Geneva library. These new contacts opened up fresh avenues of bibliographical information and exchanges.

22. At the invitation of the UNESCO Seminar organized by the World Federation of United Nations Associations in Heidelberg, the Librarian gave an inaugural lecture on "The United Nations; Theory and Practice".

23. Eighteen official guides of the Town of Geneva were also given an introductory lecture on the library, its history and facilities including the international museum of diplomatic history which falls under the care of the Library. The Swiss television authorities also prepared material in this museum for a transmission on Nansen.

24. Members of the Geneva library staff took the initiative to strengthen professional ties with the ever increasing number of international, general and specialized libraries in Geneva by occasional extra-mural meetings and a conducted tour of the library and the exhibitions of the International Conference on the Peaceful Uses of Atomic Energy was given to about sixty librarians of this group.

ANNEX IGENEVA STATISTICS, 1955A. Acquisitiona. Books and pamphlets (volumes and titles)  
(exclusive of documents and other publications in series)

i. By purchase	1,525	
ii. By gift and exchange	<u>6,809</u>	
Total		8,334

## b. Serial issues received (pieces)

i. Other than documents <sup>1/</sup>	69,369	
ii. Government documents <sup>1/</sup>	79,255	
iii. UN and SA documents	<u>62,093</u>	
Total		210,717

B. Processing

## a. Cataloguing

i. New titles catalogued		
a. Monographs	4,006	
b. Serials <sup>2/</sup>	<u>829</u>	
Total		4,835

## ii. Volumes shelved

a. Monographs	6,380	
b. Serials	<u>6,454</u>	
Total		12,834

## b. Binding

i. Volumes bound	6,380	
ii. Pieces added to provisional bindings	12,581	
c. Volumes discarded		190

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<sup>1/</sup> This figure includes approximately 11,000 microcards presented by the United States Atomic Energy Commission.

<sup>2/</sup> Serial titles received in library number 5,056, including non-governmental and governmental periodicals, annuals continuations, parliamentary documents, official gazettes and newspapers.

C. Service

## a. Circulation

i. Pieces fetched for use within  
the Library (estimates) 6,000

ii. Pieces issued for use outside  
the Library

a. To United Nations 38,806

(i) WHO 2,002

(ii) ILO and other  
specialized agencies 3,249

b. Other interlibrary loans 873

c. To public (unofficial  
borrowers) 8,934

Total

59,864

b. Reference queries

i. In person ) Estimates 40,000

ii. By telephone ) Estimates 48,000

c. Photostat and microcopying  
(number of pages) 6,263

d. Attendance in reading rooms 30,597

e. New outside (unofficial)  
readers' cards issued 622

D. Bibliographic work

a. Monthly list of books

catalogued (cards printed) 3,723

b. Monthly list of selected

articles (cards) 7,752