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ANNUAL REPORT OF THE HEADQUARTERS LIBRARY, THE GENEVA LIBRARY AND THE  
LIBRARIES OF THE ECONOMIC COMMISSIONS, 1970

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A. Report of the Headquarters Library, 1970

I. Administration

1. During the year, several changes occurred in the Library's top administrative and supervisory level. In June the Director, Mr. Lev I. Vladimirov, left the Organization and was succeeded, by the middle of July, by Mrs. Natalia I. Tyulina. His departure was preceded by the retirement, in April, of the Deputy Director, Mr. Joseph Grcesbeck. The Deputy Director's post was filled by the promotion of Mrs. M. Toerien, formerly Chief of the Readers' Services Division, whose post, in turn, was filled by the promotion of the Chief of the General Reference Section, Mr. P. K. Gardé. The Acting Chief of the Documents Processing Section, Mrs. G. Faridi, was confirmed in the post and promoted to the proper level. Several promotions in the Professional, General Service and Manual Worker categories were also effected.
2. The staffing required for the projected expansion of the Computer-assisted Indexing Programme was completed by the addition to the Library manning table of seven Professional and two General Service posts. The incumbent of one of these posts was assigned to the preparation of the index to resolutions of the General Assembly - a long-standing commitment which could not be met until now for lack of staff.
3. One Professional and one General Service post were also added in order to enable the Library to expand the indexing of legal texts prepared by the Office of Legal Affairs which has been repeatedly requested by that Office for many years.
4. The four extra-budgetary posts provided by the United Nations Development Programme for non-Library acquisitions were approved again this year. Thus the Library manning table totals 141 posts, 62 of which are professional.
5. As in the preceding year, the planned expansion of the computer-assisted operations was severely affected by delays in recruitment. Half of the newly established posts was filled only in the second part of the year, the last one as late as in December 1970. The operations of other sections of the Library too suffered serious setbacks due to turnover in personnel and delays in filling posts vacated through resignations, transfers and retirement both in Professional and

General Service categories. With the annual and sick leave absences added, the 35,673 man-days available were reduced by 8,388 1/2 with the result that the overall effectiveness was 0.6 per cent lower than last year in spite of the increase in manpower.

6. The budget appropriation of \$220,000 for books, serials, supplies and services was sufficient to enable the Library to satisfy most of the needs of its clientèle and provide materials and services requested. The contracts with the State University of New York, Stony Brook, for computer services, the National Cash Register for microficheing, the IEM for rental of keypunch machines and the New York Public Library for interlibrary loans were approved and the services were rendered as required. The cost of the New York Public Library and the IEM contracts was adjusted downward toward the end of the year. The request for equipment was not approved fully. Nevertheless, it was possible to obtain some of the most urgently needed items such as a microfiche duplicator, a few portable readers and other minor items.

7. The Library's holdings having reached some 335,000 volumes and the upper floors of the Library being increasingly used to accommodate new staff and expanding operations, the problem of space was rapidly becoming acute. It was solved at last toward the very end of the year when the Archives Section vacated the third basement of the building after nearly 10 years of occupancy.

8. Twenty meetings of division and section chiefs with the Director were held at which administrative and professional matters were discussed. The division and section chiefs also held regular or ad hoc meetings with their staff to consider and resolve problems and difficulties encountered in the performance of their duties. Such meetings are of great practical value to all participants inasmuch as they provide on the job training for new recruits and broaden the experience of older staff as well.

9. In order to improve their linguistic proficiency, 54 staff members followed the language courses organized by the Training Service of the Office of Personnel: 13 in English, 26 in French, 9 in Spanish, 5 in Russian and 1 in Chinese. Twelve participants passed the proficiency examination.

II. Acquisition

10. The efforts of the Organization towards the limitation of documentation are clearly reflected in the number of documents received. The receipts of the United Nations documents dropped sharply by 23,250 (104,411 in 1970 as against 127,661 in 1969). Documents received from the specialized agencies, on the other hand, increased by some 1,600. This is due to the active claiming with a view to completing broken sets ensuring that materials needed by the Library are received and made available promptly. Nevertheless, the total of documents received (119,556) decreased by 21,564 as compared to 1969 (141,120).

11. On the non-UN side, the Library has not received more books than in the previous year. It has, however, checked in more serial publications, as shown below:

	<u>1968</u>	<u>1969</u>	<u>1970</u>
Books received	9,979	11,146	11,148
by purchase	3,651	3,999	4,228
by gift and exchange	6,328	7,147	6,920
Serial pieces received	227,438	241,545	258,534

Following the trend of the past years, about 65 per cent of the Library's allotment for publications were spent on the acquisition of serials.

12. The Library continued its extensive exchange programme in order to obtain publications either not available at all, or not promptly enough, from commercial sources. During the year, 49 new exchange agreements were concluded. Under this programme a review of non-governmental and inter-governmental organizations receiving United Nations publications free of charge was initiated. The review which will continue next year has so far resulted in 24 new exchanges. The other 25 were arranged with various organizations and learned institutions throughout the world. Several among these were concluded under the provisions of the Principles governing United Nations depository libraries (ST/PB/Rev.2). By the end of 1970, the Library's partial or total exchange agreements reached a total of 643.

13. Records were also set up for 10 major gift agreements, whereby the Library receives regularly publications without having to reciprocate.
14. A great deal of effort was devoted to the acquisition of the official publications of Member States which are the core of the collections and the basis for much of the work of the Organization. At present the Library receives some 7,200 government serials. Because of the quantity and complexity of production and distribution, this material often presents problems in checking, claiming and maintenance of orderly records. For instance, much time was devoted to reviewing all official Canadian publications prior to claiming and setting up records for the French language versions. Similarly, all holdings were completed and records closed for the 1960/61 population censuses in anticipation of the forthcoming publications resulting from the 1970/71 censuses, etc.
15. In April, H. E. Mr. Yakov A. Malik, Ambassador Extraordinary and Plenipotentiary, Permanent Representative of the USSR presented the Library on behalf of his Government with a collection of works of V. I. Lenin on the occasion of the latter's one hundredth anniversary. The books were put on exhibit in the Periodical Reading Room and the titles not yet in the Library will be incorporated in the collection at a later date.

### III. Processing of materials

16. The preparation of machine readable annotations relating to United Nations documents and publications, which had started late in 1969, continued at an increased rate. By the end of the year, 9,700 indexing annotations and 4,750 quadrilingual indexing expressions had been prepared. The information stored related to documents issued currently in the series of the Economic and Social Council and its functional commissions and to a selected portion of documents issued in connexion with the twenty-fifth session of the General Assembly in the Plenary series. The addition of two IBM 029 Key punch machines to the two already on rental made possible the preparation of a much larger number of cards, 65,600 as against 13,500 in 1969. By the end of 1970, the information stored in the Indexing Data File had increased by 5,315 records, for a total of 6,502 records. The information stored in the Quadrilingual Terminology File increased in 1970 by 3,570 records, for a total of 4,612 records.

17. Concurrently with the computer-assisted indexing of selected United Nations documents the conventional indexing continued at the same rate and coverage as last year. The indexing of specialized agencies material was much slowed down and a backlog developed because of the prolonged absence on sick leave of the staff member assigned to this work. On the other hand, the filing of some 86,000 cards in the UNSA index/catalogue has cancelled a backlog which persisted for several years. The assigning of symbols and call numbers to new documents series continued as the need arose. A total of 134 call numbers and 19 new series symbols were assigned.
18. The cataloguing of incoming books and serials was brought on a current basis and the minor backlog of materials in less known languages, outstanding from 1969, was eliminated altogether. With the staff gaining progressively more experience, the speed of cataloguing increased and it was possible to reduce the priority system from three levels to two. The number of titles catalogued in 1970 was five per cent higher than in the two previous years (1968: 6,078; 1969: 6,068; 1970: 6,367). It was also possible to make changes and adjustments in records for certain older materials pertaining to some 50 present and former non-self-governing territories.
19. The consolidated list of subject headings used in the catalogue of the general collection was kept up to date. The Bibliographical Terminology Committee continued to work on the co-ordination of subject headings used in the card catalogues and indexes produced by the Library. Some of the decisions taken were implemented and the relevant catalogue cards were changed. The progress is necessarily slow on account of lack of manpower both on the professional as well as the clerical side.
20. Housekeeping chores, such as combining the holdings of government gazettes in hard copy and on film in one shelflist, weeding, consolidation or reorganization of various files and other unglamorous but necessary and time-consuming tasks were undertaken and completed according to urgency and time available.

#### IV. Organization of the collections

21. Toward the very end of 1970, the Archives Section vacated the third basement of the building and the Library moved immediately to relieve some of the most crowded areas of the stacks and to provide space for additional offices and work areas needed for expanding operations. Although a large part of that basement is occupied by airconditioning and other machinery, enough space was gained to accommodate materials which are less frequently called for, such as non-English versions of specialized agencies documents, back runs of bound periodicals, gift and sale material, etc. As a corollary, the relocation of the collection of government documents to wider range areas in the second basement was also initiated. The move, executed mostly by the Library staff, will be completed early next year.

22. The Serials Committee, in addition to its normal functions, continued and completed by the end of June the review of the periodical collection which was begun in 1968. As a result, out of a total of 2,500 titles examined, 205 titles were withdrawn, 286 were moved from the permanent to the limited retention group, 33 were moved in the converse direction and 54 were transferred to other sectors of the collections. Former retention schedules were changed on 445 titles and binding decisions were taken and recorded for 665 classified periodicals. The subsequent changes in relevant records were carried out by the sections concerned.

23. In connexion with the transfer of registration of United Nations and specialized agencies periodicals from the Acquisition Section to the Documents Processing Section, the Committee examined the constitutional status of those bodies whose relationship with the United Nations or the agencies was not clear and established a loose-leaf "List of specialized agencies and bodies affiliated with the United Nations and the specialized agencies". The list will be used as authority for placement of periodicals in the proper parts of the collections and will be amended as necessary.

24. The programme of selective conversion to microform of portions of the documentary collections, which got underway in 1969, continued in 1970 at a slightly reduced pace due to changes in the procedures for the preparation of material for filming brought about by the adoption of a revised inter-agency standard. The revised standard, prepared in December 1969 by an ACC ad hoc Meeting

on Microfiche Matters and later endorsed by the Preparatory Committee of the Administrative Committee on Co-ordination, was issued in March 1970 with the document symbol ST/PB/30. During the year, 306,500 pages of documents and publications were prepared for filming. Some 6,000 microfiche masters and the required number of duplicates were produced under contract. The microfiches produced contain the texts of the English, French and Spanish versions of documents issued currently in the series of the Economic and Social Council and its functional commissions, as well as selected portions of the Official records of the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council from 1946 on. Also converted to microfiche were the resolutions of the four afore-mentioned organs from 1946 to 1969. Due to shortage of qualified staff only a very limited number of microfiches containing Russian versions of documents could be prepared. Several requests for the supply of microfiches were received during the year from missions of Member States, libraries and research institutions. Since no decision has been taken yet as to the extension of the microfiche service to such users or as to the offering of microfiches on sale, these requests could not be satisfied.

25. The programme of conversion of the gazette collection to microfilms also continued, the deteriorating hard copies being thus gradually substituted by film and holdings completed where necessary. The progress of the programme is largely dependent on the availability of films produced commercially.

26. In line with the policy of encouraging commercial publishers in undertaking initiatives which are in the interest of the Organization, the Publications Board has approved in 1969 the microfilming of the League of Nations documents and publications preserved in the collections of the Headquarters Library. The filming was completed during the summer 1970.

#### V. Services to readers

##### (a) Loans and related services

27. Compared to last year, there were some slight variations in the number of books borrowed at various service points. The total count, however, remained almost the same (60,326 in 1970; 60,129 in 1969). The inter-library loan service was more

in demand than in 1969, showing an increase of nearly 25 per cent and, analyzed by the type of material, reflecting the Organization's growing involvement in science and technology. The loans from the general collections, on the other hand, show a slight decrease, while those from the Statistical Collection increased.

28. As to the circulation of serials, an effort was made to consolidate the routing by directing the material to substantive units rather than to individuals wherever such arrangement was possible. The merit of the system is that the unit members are assured of prompt receipt in spite of absences, changes in assignments or room numbers of individual recipients. Out of the total of 112,240 issues circulated, some 80,000 are routed directly from the Acquisition Section and the rest from the Periodical Reading Room and the departmental branches.

29. There was a steep increase in demand for copying services. The number of requests rose from 435 in 1969 to 753 in 1970, and the number of pages copied increased from 10,713 in 1969 to 22,385 in 1970. One of the reasons for this increase is the fact that, as the Organization grows older, more and more documents are out of stock and the users from all over the world turn increasingly to the Library for copies. It was therefore most timely that an additional manual post was added to the Library's manning table in 1970 to meet this increase in clerical work load, and that the Xerox 914 copier was replaced by the new and faster 720 model. Additional equipment bought in 1970 also enabled the Library to offer complete, albeit limited, microfiche viewing, enlarging and copying facilities.

30. The Library was again heavily used by outside readers and the number of passes issued was higher than last year (674 in 1970, 612 in 1969). The majority of readers were scholars, researchers, doctoral students, representatives of business firms and publishing houses mostly from other states of the USA and from abroad, who came to consult United Nations and specialized agencies documents not available elsewhere. Many law firms in the City were also given assistance in locating texts of laws, treaties and agreements of various countries. That the wealth of the statistical data contained in the Library continued to attract researchers of various business firms and organizations is evident from the fact that nearly 25 per cent of admission passes were directed to the Statistical Collection. All study carrels, reserved for long-term researchers, were occupied throughout the year.

(b) Information tools

31. The computer-assisted indexing having become operative, the Library began to issue a new series of indexes to the documents of United Nations under the name UNDEX. Two issues of a Subject index and two issues of a Country index, in four languages, were compiled by computer from the records stored during the year. Two more issues were in preparation by the year's end. It is expected that the frequency of publication of these indexes will increase gradually in the future.

32. In response to requests of permanent Missions and substantive departments of the Secretariat several reading lists and selective bibliographies were prepared. Examples of these are a bibliography on the definition of aggression prepared for the Bulgarian Mission and a bibliography on planning-programming-budgeting system for the Office of the Controller. The Library also introduced, tentatively, a current awareness service whereby the latest articles and publications relevant to the various work programmes are immediately brought to the attention of the staff concerned with the subject. So far, this service is extended to the Department of Political and Security Council Affairs, to the Division of Public Administration and to the Social Affairs Division. It will be continued and expanded in the coming year and then evaluated as to its effectiveness. All other established publications (United Nations documents index and its cumulations, indexes to proceedings, Current issues, New publications in the Dag Hammarskjöld Library, etc.) continued to be issued as scheduled. (Cf. section VIII.)

(c) Reference services

33. The number of queries directed orally or in writing to the various service points reached nearly 102,000. They conformed to the usual pattern, ranging from simple call number or fact-finding type to those requiring extensive research, the latter category having risen considerably over the last year. The thinking of the international community on the contamination of outer space, the significance of the North Pole in the emblem of the United Nations, apportionment of expenses of the League of Nations, United States legislation dealing with environmental pollution are a few examples of the variety of topics dealt with by the Documents and General Reference Sections. The Map Collection had its usual fare of questions relating to measurement of road mileages, spelling of place names, in addition to queries

requiring locating targets of air raids near Cairo, highjacking of airplanes in the Middle East, tidal waves in the Gulf of Bengal, etc. The Legal Branch continued to give customary service within its field of specialization and, in addition, prepared several selective lists of references on such subjects as cmbudsman, collective security, South West Africa cases before the International Court of Justice and others.

VI. Services and assistance rendered to other parts of the Secretariat and other libraries

34. The Acquisition Section continued to provide acquisition services to various units having their own funds (UNCTAD, UNITAR, etc.) and took over all subscriptions for UNICEF. It also continued to maintain exchange records and to acquire and forward United States government publications for the Geneva Library. The service to UNDP continued to increase as follows:

	<u>1968</u>	<u>1969</u>	<u>1970</u>
UNDP items processed	6,978	7,668	8,073
Invoices processed	3,448	3,809	4,848

To improve the service to UNDP projects in the field, arrangements have been made for consultations with project managers to discuss, when necessary, the problems connected with requests for publications. Several such meetings were held and proved mutually most useful.

35. The repeated requests by the Office of Legal Affairs, that the Library undertake page indexing of the most important legal texts published by that Office were finally met this year when additional manpower was provided for that purpose. The preparation of the Spanish version of the Index to the repertory of practice of United Nations organs were begun immediately after the professional post was filled in May. The other two standing commitments to the Office of Legal Affairs, namely the indexing of the United Nations Treaty series and the preparation of the legal bibliography for inclusion in the United Nations juridical yearbook were met on target.

36. The participation of the Library in the inter-office activities directed to the application of modern techniques to the storage, retrieval and dissemination

of information, with particular reference to the needs of the development assistance cycle, continued. The Chief of the Documentation Division chaired an Inter-Office Technical Group which submitted in May 1970 a report on the feasibility of the establishment of an information sub-system covering technical co-operation reports. He also supervised the technical aspects of the preparation of materials for a demonstration project on modern methods of information retrieval applied to the technical documentation output of United Nations field projects.

37. The meetings of the Publications Board, in which the Library participates in an advisory capacity, were attended regularly throughout the year by the Chief of the Documentation Division.

38. In line with its responsibility, the Library continued to submit to the Publications Board the requests for depository status with appropriate recommendations. Ten new depository libraries were designated in 1970: one each in Australia, India, Japan, Jordan, Kuwait, Nigeria, Pakistan, Rwanda, and two in France. At the end of the year, there were 310 depositories in 108 countries. Nevertheless, there were still the following Member States without a depository library at the end of December 1970: Albania, Botswana, Burundi, Cameroon, Central African Republic, Chad, Congo (People's Republic), Congo (Democratic Republic), Dahomey, Equatorial Guinea, Gabon, Gambia, Guinea, Ivory Coast, Malawi, Maldives Islands, Mali, Mauritania, Mauritius, Niger, Sierra Leone, Southern Yemen, Swaziland, Tunisia, Upper Volta and Yemen.

## VII. External relations

### (a) Staff activities

39. The Library staff participated in various meetings and conferences of professional interest. The Deputy Director attended the 35th Conference of the IFLA and the International Congress on Documentation, held in Buenos Aires, 14-24 September 1970. From there she proceeded to the Meeting of Experts on Documentation in Santiago, Chile, convened by the Economic Commission for Latin America in connexion with the proposed establishment in ECLA of a regional documentation centre.

40. The Chief of the Documentation Division attended two OECD meetings held in Geneva, 7 to 11 December 1970: the Expert Group Meeting on the Aligned List of Descriptors and the Annual Meeting of the Correspondents of the Development Enquiry Service, where matters of exchange of information, and of co-ordination and standardization of methods and services between international, intergovernmental and governmental agencies were discussed.

41. The Chief of the Acquisition Section served as President of the New York Technical Services Librarians and in this capacity organized the first seminar in systems analysis for librarians held in New York. She also attended the annual Conference of the American Library Association and chaired the meeting of the International Relations Committee of the Resources and Technical Services Division. During the Conference she met with representatives of the Library's suppliers in Europe, Middle East and Latin America - all important sources of acquisition, some of which had caused problems in the past. She further attended several special conferences on problems of government publications, reprints, library/bookdealer relations, and the annual General Assembly and the Symposium on Bibliographical Problems of International Organizations, convened in Vienna by the Association of International Libraries.

(b) Visitors

42. As every year, the Library received many distinguished visitors and scholars who came to inquire about the Library's activities in general or in specific fields. Thus, several directors of United Nations information centres were briefed on the Library's relations and co-operation with the centres. Assistance was provided to the permanent missions of Barbados, Cuba, Japan and Sierra Leone in the organization and maintenance of their documentary collections. The scope, functions, procedures and techniques of the computer-assisted indexing programme and of the microfiche programme were described to numerous visitors who, individually or in groups, came to the Library seeking such information. Among others, particular mention should be made of a study team from the British Foreign Office, a group of experts from the Swedish Ministry of Justice, two teams of experts from the International Bank for Reconstruction and Development and the Inter-American Development Bank, and the two experts provided by the Government of the Netherlands to make a feasibility study for the establishment of an ECLA documentation centre at Santiago, Chile.

43. Among the many visitors who came to discuss their problems and interests with the Director or the respective chiefs of divisions and sections were Mr. E. W. Dawy, bibliographer for economic development, Princeton University; Mr. A. E. Grundy, British Embassy, Washington; Mr. M. H. Khan, Central Board for Development of Bengal, Dacca, Pakistan; Mr. H. Liebaers, President of IFLA, Director of the Bibliothèque Royale, Brussels, Belgium; Mr. B. C. Malla, Chairman, Department of Political Science, Tribhuvan University, Kathmandu, Nepal; Mr. McDowel, Department of Lands and Surveys, New Zealand; Mrs. O. Orimalde, Librarian, National Library of Nigeria, Lagos; Mrs. A. Popescu-Bradacini, Director of the National Library of Rmania, Bucarest; Mrs. G. Soriano-Llave, Chief, Library Service of the House of Representatives, Congress of the Philippines, Manila.

44. Talks to various groups of visiting colleagues, students of the profession and new staff members undergoing the orientation courses and subsequent tours of the premises have become an accepted part of the Library's normal activities. Several such talks were given and tours conducted during the year.

#### VIII. Bibliography for the year 1970

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

Development bibliographies; a listing of United Nations and specialized agencies material. March 1970. 7 p.  
Unpublished; typewritten

Index to proceedings of the Economic and Social Council, 46th session, 1969. 1970. vi, 45 p. (ST/LIB/SER.B/E.37)  
Sales No.: E.70.I.8

Index to proceedings of the Economic and Social Council, 47th session, 1969. 1970. vi, 46 p. (ST/LIB/SER.B/E.38)  
Sales No.: E.70.I.16

Index to proceedings of the General Assembly, 24th session, 1969. 1970. vi, 248 p. (ST/LIB/SER.B/A.20)  
Sales No.: E.70.I.25

Index to proceedings of the Security Council, 24th year, 1969. 1970. vi, 56 p. (ST/LIB/SER.B/S.6)  
Sales No.: E.70.I.18

Index to proceedings of the Trusteeship Council, 37th session,  
1970. 1970. vi, 10 p. (ST/LIB/SER.B/T.31)  
Sales No.: E.71.I.2

List of depository libraries receiving United Nations material,  
1970. 28 p. (ST/LIB/12/Rev.4)

List of United Nations document series symbols,  
1970. iv, 171 p. (ST/LIB/SER.B/5/Rev.2)  
Sales No.: E.70.I.21

UNDEX; index des documents de l'Organisation des Nations Unies,  
série A: Index par matière, V. 1:1-2, janvier-août 1970  
(ST/LIB/SER.I/A.1-2)

UNDEX; index des documents de l'Organisation des Nations Unies,  
série B: Index par pays, V. 1:1-2, janvier-août 1970  
(ST/LIB/SER.I/B.1-2)

UNDEX; indice de documentos de las Naciones Unidas,  
serie A: Indice de materias, T. 1:1-2, enero-agosto 1970  
(ST/LIB/SER.I/A.1-2)

UNDEX; indice de documentos de las Naciones Unidas,  
serie B: Indice de paises, T. 1:1-2, enero-agosto 1970  
(ST/LIB/SER.I/B.1-2)

UNDEX; Указатель документов Организации Объединенных Наций.  
Серия А: Предметный указатель. Т. 1:1, январь 1970  
(ST/LIB/SER.I/A.1)

UNDEX; Указатель документов Организации Объединенных Наций  
Серия В: Указатель по странам. Т. 1:1, январь 1970  
(ST/LIB/SER.I/B.1)

UNDEX; United Nations documents index. Series A: Subject index,  
V. 1:1-2, January-August 1970 (ST/LIB/SER.I/A.1-2)

UNDEX; United Nations documents index. Series B: Country index,  
V. 1:1-2, January-August 1970 (ST/LIB/SER.I/B.1-2)

United Nations documents index, V. 21, No. 1-9, January-September 1970  
(ST/LIB/SER.E/259-267)

----- Cumulative index, V. 19, pt. 1, 1968. 1970. vi, 407 p. in 2 v.  
(ST/LIB/SER.E/CUM.12, pt. 1, v. 1-2)

----- Cumulative index, V. 19, pt. 2, 1968. 1970. v, 141 p.  
(ST/LIB/SER.E/CUM.12, pt. 2)

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

Annual report of the Headquarters Library, the Geneva Library, and the  
libraries of the economic commissions, 1969. 1970. 48 p. (ST/LIB/25)

Apartheid; a selective bibliography on the racial policies of the Government of the Republic of South Africa, February 1970, 57 p.  
(ST/LIB/22/Rev.1)

x Bibliography on planning-programming-budgeting system (PPBS),  
December 1970, 5 p.  
Unpublished; typewritten

x Bibliography on the definition of aggression, May 1970, 8 p.  
Unpublished; typewritten

Current issues; a selected bibliography on subjects of concern to the United Nations, No. 10, spring 1970, xxi, 94 p. (ST/LIB/SER.G/10)  
Sales No.: E.70.I.13

Current issues; a selected bibliography on subjects of concern to the United Nations, No. 11, autumn 1970, xviii, 68 p. (ST/LIB/SER.G/11)  
Sales No.: E/71.I.3

x Dated list of publications received; ESA Statistical Collection,  
No. 1-92, 1970  
Unpublished; hectographed

x The diplomatic recognition of the People's Republic of China,  
November 1970, 5 p.  
Unpublished; hectographed

Legal bibliography of the United Nations and related inter-governmental organizations. In United Nations juridical yearbook, 1968. 1970.  
p. 264-299 (ST/LEG/SER.C/6)  
Sales No.: E.70.V.2

x List of newspapers currently received in the Dag Hammarskjold Library,  
September 1970, 12 p.  
Unpublished; hectographed

New publications in the Dag Hammarskjold Library, V. 21, No. 1-12,  
January-December 1970 (ST/LIB/SER.A/244-255)

x Publications related to the Persian Gulf States, May 1970, 24 p.  
Unpublished; typewritten

Short bibliography (on treaties concluded between states and international organizations or between two or more international organizations)  
In A/CN.4/L.161. 28 December 1970, p. 3-8

47. Publications on the Headquarters Library, or by staff members:

Dale, Doris Cruger. The United Nations Library; its origin and development.  
Chicago, American Library Association, 1970. xvi, 236 p. illus.

Gardé, P. K. The United Nations family of libraries. New York, Asia  
Publishing House (1970), 252 p. (Ranganathan series in library science, 22)

Groesbeck, Joseph. Introducing UNDEX. Special libraries 61:265-270,  
1970, No. 6

ANNEX

Statistics of the Headquarters Library, 1970

A. Acquisitions

1. Documents and serials received (pieces)			
a. United Nations documents	104,411		
b. Specialized agencies documents	15,145		
c. Government documents	107,767		
d. Periodicals, newspapers, etc.	<u>150,767</u>		
Total		378,090	
2. Books and pamphlets received (volumes)			
a. By purchase	4,228		
b. By gift	4,475		
c. By exchange	<u>2,444</u>		
Total		11,147	
Total (1, 2)			389,237

B. Processing of materials

1. Titles catalogued			
a. Books and pamphlets	5,497		
b. Serials	<u>870</u>		
Total			6,367
2. Volumes shelved			
a. Books and pamphlets	5,970		
b. Serials	<u>10,546</u>		
Total			16,516
3. Volumes bound			
a. Books and pamphlets	78		
b. Serials	<u>4,959</u>		
Total			5,037
4. Volumes withdrawn			4,001
5. Special materials			
a. Maps added			1,454
b. Microfilm			
(i) Gazettes and newspapers	111		
(ii) UNDP projects	<u>49</u>		
Total			160
c. Microfiche masters			6,000
			reduced from 306,000 pages

C. Services

1. Loans			
a. Main Library			
Documents reference and			
Indexing Section	7,806		
Stack and Loan Section	<u>29,480</u>		
Total		37,286	

b. Departmental branches			
Statistical collection		19,388	
LSA		<u>3,652</u>	
	Total		23,040
	Total (a, b)		60,326
2. Serials routed			
a. Main Library		99,284	
b. Departmental branches		<u>12,956</u>	
	Total		112,240
3. Copying services			
a. Requests received			
Documentation Division		458	
Readers' Services Division		<u>295</u>	
	Total		753
b. Pages copied			
Documentation Division		16,655	
Readers' Services Division		<u>5,730</u>	
	Total		22,385

4. Queries received					
		<u>Call No.</u>	<u>Ready Ref.</u>	<u>Long Range</u>	<u>Totals</u>
a. Main Library					
Documents reference and					
Indexing Section	767	20,648	172	21,587	
General Reference	7,449	3,479	677	11,605	
Map Collection	-	3,447	279	3,726	
Loan Desk	22,005	-	-	22,005	
Interlibrary loan	2,688	-	-	2,688	
Periodical R. R.	20,570	-	-	20,570	
Gazette Collection	873	-	-	873	
Serials Checklist	<u>4,711</u>	<u>-</u>	<u>-</u>	<u>4,711</u>	
	Totals	59,063	27,574	1,128	87,765
b. Departmental branches					
Statistical Collection	3,812	2,867	162	6,841	
LSA	<u>1,598</u>	<u>4,736</u>	<u>780</u>	<u>7,114</u>	
	Totals	5,410	7,603	942	13,955
	Totals (a, b)				101,720

D. <u>Bibliographical activities</u>			
1. Documents indexed (conventional method)			
a. United Nations documents		9,902	
b. Specialized agencies documents		<u>112</u>	
	Total		10,014
2. Periodical articles indexed			
a. Documents Processing Section		19	
b. General Reference Section		<u>3,814</u>	
	Total		3,833
3. Bibliographies prepared			148
			/...

B. Report of the United Nations Geneva Library, 1970

I. Administration

48. The Library's long-term (1969-1975) development programme, established in 1969 and approved by the Director-General, made limited, but concrete progress. Lack of clerical staff contributed to the many difficulties in the realization of the target set for this year, and indeed the small increases in staff over the past few years bear little relation to the increasing volume of work. In view of the Secretary-General's decision to maintain the manning table at the 1969 level, it was not possible to add further permanent posts to the Library. The Geneva administration however, realizing the very great need for assistance, allowed a replacement for the Chief Librarian's secretary, a bilingual clerk to assist in the Acquisitions Unit and a binder on a provisional credit basis; these posts were carried throughout 1970.

49. The requests for a clerk in the United Nations and Specialized Agencies Document Unit and for secretarial assistance in the Historical Collections Unit could, however, not be met; this led to delays and backlogs in filing of the United Nations and specialized agencies documents and to occasional expressions of dissatisfaction from readers: such dissatisfaction was justified but was in no way due to irrational organization or inefficient personnel.

50. The Library's United Nations allotment for the purchase of books, periodical subscriptions and supplies was \$26,000; \$19,000 was allotted on the Rockefeller Endowment Fund for similar purposes and \$7,000 for the printing of the Monthly list of selected articles and for a new edition of the small brochure on the Library, which is distributed to new readers and visitors. Although the United Nations allotment fell short of the budgetary request submitted by the Library, the book purchasing and periodical subscription programme met most needs of the Secretariat and the delegations; this improvement, as in the previous year, was made possible inasmuch as binding is now done internally, thus permitting a re-allocation of credits resulting in a considerably strengthened purchasing power (see chapter II).

51. A further sum of \$1,275 was allotted for travel on official business (see chapter IV).

52. Meetings of chiefs of sections with the Chief Librarian and the Associate Chief Librarian were held monthly and problems of a technical and professional nature were discussed. The Preparations and Catalogue Section held two general meetings and several smaller meetings of cataloguers and members of the Periodicals Unit. Staff changes and subsequent reassignments of duties led to a reorganization of the whole Section. Temporary assistance was allowed for the recruitment of two additional clerks for a period of three months and two weeks respectively.
53. The Chief and Associate Chief Librarians discussed the problems of common interest and the form of co-operation which would be most beneficial to both Organizations with the chief administrators of UNCTAD, the ECE and the Librarian of the combined Reference Unit. Close co-operation both in matters of acquisition policy and information retrieval continued throughout the year with most services of the Secretariat. Further consultations took place with the representative of UNITAR concerning the introduction in the use and organization of United Nations documents to be given to members of permanent missions.
54. Promotions in both the professional and general service staff categories were, in the main, encouraging and it is hoped that those few cases where promotion is justified but has not yet been allowed will be resolved in 1971.

## II. Acquisition

55. In 1970 acquisitions totalled 12,884 books (3,441 by purchase and 9,443 by gift and exchange), 82,172 issues of periodicals, 92,804 government documents and approximately 142,000 United Nations and specialized agencies documents totalling 316,977 pieces and bringing the total holdings of the Library to 698,183 volumes.
56. The figure of 12,884 books acquired is the highest yet recorded in the history of the Geneva Library and is due mainly to three factors: the considerably strengthened purchasing power referred to in chapter I, the transferring of all orders for publications of the United States to a centralized ordering procedure, and the transfer of the claiming of periodicals to the Preparations and Catalogue Section.
57. The change in the ordering procedure of publications of the United States resulted in a considerable reduction in delivery delay, and publications which hitherto reached the Library some six to eight weeks after ordering are now

received in two to three weeks. This procedure also eliminated time-consuming claims correspondence. At the request of the Chief Librarian many heads of Secretariat services attended a meeting at which the Head of the Acquisition Unit explained the new system. The improved service has been commented on favourably by many users.

58. The Acquisition Unit also acquires material for the UNDP, UNRISD, UNRWA, UNITAR, UNHCR (including regional offices). Particular mention must be made of the purchasing and processing of material for UNCTAD; the sum of \$12,365 was spent by the Acquisitions Unit for this Organization in 1970. A further sum of \$5,464, allocated to the Purchase and Transport Services, was administered by the Unit for the purchase of "working tools" i.e. dictionaries, maps, year books, etc., for members of the Secretariat. The trends of research of the various organizations of the United Nations were reflected in the many requests from the Languages Division for dictionaries and encyclopaedias in fields which were previously regarded as foreign to the needs of the Organization. The acquisition of publications in the field of science and technology is presenting problems of bibliographical control hitherto unknown.

59. Gifts and exchanges, of necessity, have always played a major role in the Library's acquisition programme, and the 1970 figure of 9,443 again represents some 73 per cent of the total incoming material for this year. In view of the substantial annual price increases of periodicals, subscriptions, this policy has been systematically and in the main fruitfully pursued. Our experience shows, and figures from the Library journal confirm, that the average cost of United States periodicals for 1970 increased by \$1.10 over the average price for 1969 and that in the 12 years since the base year of 1959, the index for United States periodicals has risen to 211.6; that is to say the price of subscriptions has more than doubled. Recent years show even greater increases.

60. In consultation with the central ordering agency a subscription programme for United States and Canadian periodicals has been established and will be renewed annually and automatically, thus reducing the many weeks once spent on this annual chore to an indispensable minimum.

61. Owing to insufficient clerical assistance it has not been possible to control the hundreds of exchanges established by the Library over the past 25 years; a small beginning has, however, been made, and, when additional staff is available, this control will be developed.

62. In view of the very limited interest in the collection and in agreement with the Dag Hammarskjold Library, the Commission de l'inventaire authorized the transfer of the Library's collection of atomic energy reports, both printed and on microfiche, to the Library of the International Atomic Energy Agency in Vienna. This transfer has released some 300 metres of badly needed shelving in the bookstack.

### III. Organization of materials

63. Owing to lack of staff, one of the most urgent problems in the Documentation and Specialized Reading Rooms Section is the inability to cope with the quantities of documents of the United Nations and the specialized agencies. The situation became critical in the course of the year and it was decided, reluctantly, to suppress the Library's second, though incomplete, set of United Nations documents. It is expected that the Headquarters Library's microfiching programme will make good this reserve. To date, microfiche copies of the United Nations Treaty series (volumes 1 to 600) have been received. A promise was also made by the UNCTAD administration to supply microfiche copies of the documents of that Organization.

64. The following bibliographies were compiled by the staff member responsible for the collections of the United Nations and specialized agencies documents:

International Law Commission. A guide to documents 1949-1969. 1970. 55 p.  
(ST/GENEVA/LIB/SER.B/Ref.2)

List of seminars, study groups, symposia and workshops held under the  
United Nations auspices 1946-1969. 1970. 210 p.  
(ST/GENEVA/LIB/SER.B/Ref.3)

65. The reading lists in the field of education prepared for the Eighth Geneva Interne Programme proved very helpful to the Special Projects Section of the Information Services and were appreciated both by the Section and the enthusiastic group of internes.

Preparation and Catalogue Section

66. Discussions held with the administration in 1969 concerning a less costly and more rapid production of catalogue cards and, consequently, of the Monthly list of books catalogued, resulted in the purchase of an IBM Multipoint composer. In January 1970 the new method was introduced: the cards are set up by the Multipoint composer and reproduced by offset in the Reproduction Section of the Documents Division. This method obviates the establishment of temporary catalogue slips inasmuch as the final card is filed within two or three days. The cards serve as the basis for the Monthly list of books catalogued; they are mounted by the Catalogue Section and reproduced by offset by the Reproduction Section. The system attracted the attention of many libraries, and staff members from the University Library of Lausanne, the National Library in Berne and the World Health Organization spent considerable time in the Library discussing the possibilities of adapting this system to their particular needs.
67. The Monthly list which has been issued every two months for many years past has reverted to its original monthly issuing and the 1970 edition contains the record number of 1,208 pages. The annual index, suppressed for budgetary reasons in 1961, has been re-established.
68. An experiment was begun in November of this year, by which the Library furnishes copies of catalogue cards of publications and major documents of the United Nations and specialized agencies to the national libraries of Denmark, Finland, Iceland, Norway and Sweden. The cards are despatched monthly.
69. The re-cataloguing of periodicals, official and non-official, was also launched; this however, involves a title by title check of the holdings (12,853 titles in 1970) and will only be fully developed in 1971.
70. A new system of claims for missing periodicals was also established and several thousand requests, based on circular letters, were despatched; results were encouraging but a hard core of unanswered claims, mainly in the field of official publications of Member States, remains.
71. The Section contributed to the preparation of the East-West trade bibliography and also established short reading lists at the request of the delegations and the Secretariat. The stock of the former is now exhausted and in view of the many demands from governments and other institutions it is proposed to issue a revised edition in 1971.

72. Two trainees were admitted in the course of the year and a diploma work entitled "Guide to the United Nations documentation on evaluation of technical co-operation" was prepared under the direction of the Chief of Section.

League of Nations Archives

73. The archives of the League of Nations, accessible to the public since October 1967, continued to attract readers from many countries: some 31 readers availed themselves of these records and the Director-General granted 12 exceptions to the 40 year time limit. Subjects included the free city of Danzig, Canada and the League of Nations, aspects of Ethiopian history and German pacifism in between the world wars. Routine enquiries from many countries in Europe and America were also answered.

74. The following archive groups were classified and listed:

The archives of the League of Nations:

Section files of the Information Section;  
Elvira K. Fradkin's collection

The archives of the International Peace Bureau:

Personal files of Henri Golay

Miscellaneous groups:

Shepardson's private papers;  
Moderow's private papers

75. The Guide des archives de la Société des Nations was distributed to all national archives or equivalent institutions and to researchers. The English edition is in preparation and will be issued in 1971. Also prepared and issued were:

XXVème anniversaire des Nations Unies. Exposition: la coopération internationale par le document. Geneva, 1970. 24 p.

Commemoración del 25 aniversario de las Naciones Unidas. Exposición: la cooperación internacional por el documento. Geneva, 1970. 28 p.

Commemoration of the 25th anniversary of the United Nations. Exhibition illustrating international co-operation through documents and treaties. Geneva, 1970. 26 p.

Service to Readers and Loan Desk

76. Figures for loans have, for many years past, varied between 60,000 and 70,000 items; the period under review conformed to this general average and 61,816 books and periodicals were lent to the Secretariat, the World Health Organization, the International Labour Office, outside libraries and readers in public reading rooms (see annex 1). Outside loans were made to such libraries as the Département politique fédérale in Berne, pharmaceutical concerns such as Sandoz, Geigy and CIBA in Basle, the Technical Library in Zurich, the Univerzitet'ska Biblioteka in Belgrade, the Free University in Berlin, etc. All specialized reading rooms were again comfortably full throughout the year and 32,217 admittances were registered. Students writing doctoral dissertations together with visiting professors on sabbatical leave account for a large percentage of the readers; the latter group is, on the whole, interested mainly in the legal and economic fields. Most frequently consulted collections were undeniably those in the field of international law (including official gazettes) and politics.

77. Frequent use was also made of the Library's reference services by delegates and members of permanent missions, particularly the newly established ones. Reference questions were by no means confined to the areas in which the Library normally operates and such questions as the testimony of Professor Levi before the 1919 Paris Peace Conference concerning the future of Palestine, drugs in contemporary literature involving research into the works of Conan Doyle, Huxley, Kerouac, Ferlinghetti were handled; the last mentioned involved staff members at the Loan Desk in long discussions with outside libraries from whom we wished to borrow materials as to why the United Nations Library was effecting researches seemingly foreign to its normal activities.

78. Among the 795 readers cards issued mention must be made of groups of students and fellows from the Carnegie Endowment for International Peace, the International Students Union for United Nations and the Commercial Policy Training Course (GATT), all of whom spent weeks with the Library's collections.

79. Photocopies or microfilms of 11,894 pages were reproduced; some of these were despatched to various ministries in many of the world's capitals and others to United Nations or specialized agencies administrations. The bindery which was set

up in 1968 bound 6,179 volumes and added 35,250 pieces to provisional bindings; production has thus increased by 789 volumes over the last year and exceeded the target of 6,000 volumes per year which was set initially.

#### IV. External relations

80. On Headquarter's initiative the Chief Librarian, Mr. Rózsa, attended in February a meeting held under the auspices of the International Atomic Energy Agency. The main subjects of discussion were systems of information retrieval, the International Nuclear Information System (INIS), and the possibilities of a World-wide network of scientific information; the latter was projected by the International Council of Scientific Unions. Another visit was made to the Library of the Academy of Sciences in Budapest where the possibility of co-operation in the field of science policy was examined. Further missions were effected by the Chief Librarian to Groningen, The Hague and Rome. The former, a meeting sponsored by the Fédération internationale de documentation, covered the field of information storage and retrieval and the revision of the Universal Decimal Classification System (C/3) in modern library techniques. The latter to the Food and Agricultural Organization, covered problems of information retrieval and computer-assisted indexing of the documents of the United Nations family were discussed.

81. At the request of the President of Oceana Publications, the Associate Chief Librarian, Mr. Field, spent one week in New York discussing ways and means of the publication of the Geneva Library's Catalogue of Selected Articles. Among other things, it was also agreed that Oceana Publications would, after the completion of the catalogue of legal and political articles, reproduce the economic questions catalogue. Whilst in New York, Mr. Field took the opportunity of discussing problems of mutual interest with the Headquarters librarians. A meeting of division and section chiefs was held at which both personnel recruitment and technical problems, including the possibility of the Geneva Library sharing in a co-operative project of indexing, were discussed. The need for the inclusion in UNDEX of the documentation of all regional economic commissions of the United Nations was stressed, and it was agreed that Mr. Field should contact the Economic Commission for Europe on his return. It was also agreed that the Geneva Library would receive

complete sets of all United Nations documents reproduced on microfiche. The Associate Chief Librarian also examined Headquarters' archives and made a selection of documents for possible inclusion in the Exhibition of Diplomatic Documents held in Geneva to commemorate the 25th anniversary of the United Nations. At the request of the President of Research Publications Inc., a meeting was held with Mr. Vladimirov and Mr. Groesbeck, Director and Deputy Director respectively of the Dag Hammarskjöld Library, and the Executive Editor of Research Publications, to discuss the possibility of Mr. Field's acting as special consultant for the Research Publications project to microfilm all documents of the League of Nations, 1919-1947. Mr. Vladimirov encouraged this idea and it was so agreed.

82. The Associate Chief Librarian and the Archivist also attended many meetings of a Committee set up to organize the celebrations in Geneva of the 25th anniversary of the United Nations. Of the three exhibitions which were organized one alone concerned the Library; this was arranged under the auspices of the Swiss Association of the United Nations and based on the theme of "The history of international co-operation through the document". Documents, mainly international agreements, were submitted by most specialized agencies and some governments and the exhibition was opened by the Secretary-General on 7 July. Mr. Welander, the Library's Archivist, was responsible for the exhibition of "international" documents and issued an explanatory guide in English, French and Spanish (see chapter III).

83. The Chief of the Preparations and Catalogue Section, Mr. Dimitrov, organized a two day symposium in Vienna for the Association of International Libraries. The main theme of the meeting was "Bibliographical systems used in international libraries with a view towards mutual assistance and collaboration between libraries and documentation centres of international organizations". A paper was also submitted by Mr. Rózsa on "Specialization and integration, some aspects of information work of international libraries". At the invitation of the Association of Nordic Research Libraries, Mr. Dimitrov also attended a meeting in Oslo and presented a paper entitled "Some aspects of cataloguing and indexing of United Nations and specialized agencies publications and documents".

84. Whilst on home leave, Mr. Ross, Law Librarian, visited the Library of the Bar Association of the City of New York, the East-West Centre of the University of Hawaii, the School of Law of the University of California, Berkeley, Stanford

University and the University of California, Davis. Useful contacts were made and possible exchanges of publications discussed. Mr. Ross lectured on the functions of the European Office of the United Nations and the International Law Commission to the students at the University of California, Davis.

85. Many members of the Library staff availed themselves of the offer of the Librarian of the International Labour Office to demonstrate that Office's Integrated Scientific Information Service (ISIS). Most staff members expressed an interest in the system and the visit was followed by a general discussion on the possibilities, merits and demerits of the system.

86. At the request of the United Nations High Commissioner for Refugees, the Nobel Peace Prize Medal and Scroll which is normally on exhibition in the League of Nations Historical Collections Room, were lent for exhibition at the World Fair at Osaka, Japan.

87. Introductory lectures on the Library's collections were given to many groups by the Associate Chief Librarian and the Law Librarian.

88. Amongst individual visitors to the Library mention must be made of the following: Vernon Bartlett; Mrs. Cristiani, National Library, Guyana; Mr. S. A. Chedid, Director, OPI, Bucharest; Monseigneur Collin, Bishop of Digne; Miss Zora Vukčević, Librarian, Academy of Sciences, Belgrade; Judge A. Gross, International Court of Justice; Mrs. Mannheimer, Ministry of Foreign Affairs, Sweden; Dr. F. Sviridov, Secretary-General, FID The Hague; Homer Angelo, Editor, World Trade Law Journal; Dr. A. Grahl-Madsen, Professor, Norwegian School of Economics; Dr. R. Kugler, Librarian, California State College, Los Angeles; Mr. Martin Loftus, Librarian, International Monetary Fund; Mr. A. Sprudz, Law Librarian, University of Chicago; Professor Kosciuskhine, Deputy Director, Institut de conjoncture et des marchés, Moscow; Mr. Kato, Director, Acquisitions Division, National Diet Library, Tokyo; Andrew Boyd, The Economist, London; Victor Popov, Rector, Foreign Trade Academy, Moscow; H. Hannam, Librarian, Overseas Development Administration, London; Professor A. L. Abdine, Faculty of Law, University of Damascus; Ernesto C. Hermida, Professor of International Law, University of Buenos Aires; Mr. J. Wesseling, Head, Documents Division, Ministry of Foreign Affairs, Netherlands; Mrs. K. Balázs, European Translation Centre, Delft, Netherlands; Professor G. Eörsi, Institute for Law and Politics, Academy of Sciences, Budapest.

V. Bibliography for the year 1970

89. Monthly list of selected articles. V. 42, No. 1-12, January to December, 1970.  
Monthly list of books catalogued in the Library of the United Nations.  
V. 43, No. 1-12, January-to December, 1970.
90. Reference lists (ST/GENEVA/LIB/SER.B.Ref.1-):
- No. 1: East west trade bibliography. 80 p.
  - No. 2: International Law Commission; a guide to the documents, 1949-69.  
55 p.
  - No. 3: List of seminars, study groups, expert groups, symposia and workshops held under UN auspices, 1946-1969. 209 p.

ANNEX

Statistics of the United Nations Library, Geneva, 1970

<u>A. Acquisition</u>	<u>Total</u>	
(a) Books and pamphlets (volumes and titles) (exclusive of documents and other publications in series)		
(i) By purchase	3,441	
(ii) By gift and exchange	<u>9,443</u>	12,884
(b) Serial issues received (pieces)		
(i) Other than documents	82,173	
(ii) Government documents	92,804	
(iii) UN and SA documents	<u>142,000</u>	316,977
<u>B. Processing</u>		
(a) <u>Cataloguing</u>		
(i) <u>New titles catalogues</u>		
(a) Monographs	5,654	
(b) Serials <u>1/</u>	<u>553</u>	6,207
(ii) <u>Volumes shelved</u>		
(a) Monographs	9,904	
(b) Serials	<u>5,436</u>	15,340
(b) <u>Binding</u>		
(i) Volumes bound	6,179	
(ii) Pieces added to provisional bindings	35,250	
(c) Vols. discarded	40	

1/ Serial titles received in Library

Non-governmental and governmental periodicals, annuals, continuations, parliamentary documents, official gazettes and newspapers	12,853
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<u>C. Service</u>	<u>Total</u>
(a) <u>Circulation</u>	
(i) Pieces fetched for use within the Library (estimated)	6,000
(ii) Pieces issued for use outside the Library	
(a) To United Nations	41,566
1. WHO	952
2. ILO and other specialized agencies	4,102
(b) Other interlibrary loans	1,473
(c) To public (unofficial borrowers)	<u>7,723</u>
	61,816
(b) <u>Reference queries</u>	
(i) In person )	
(ii) By telephone )	14,300
(c) Photostat and )	
Microcopying )	11,894
Number of pages	
(d) Attendance in reading rooms	32,217
(e) New outside (unofficial) readers' cards issued	720
<u>D. Bibliographic work</u>	
Monthly list of books catalogued cards printed	6,068
Monthly list of selected articles	8,439

C. Report of the Economic Commission for Africa Library, 1970

I. Administration

91. In 1970 the ECA Library was able to purchase more books than in the previous years due to the increased budget of US\$18,000 and to the allocation of funds by the ECA Population Programme Centre for the purchase of books in the field of demography. It was again possible to save money which would have been spent on airmail charges by continuing the arrangements whereby the Office of the Regional Commissions at Headquarters and the Geneva Library send by pouch materials ordered from the dealers in the USA, Canada and Europe. The ECA Library continued to handle the acquisition of library materials for the four sub-regional offices. Early in 1970, the Acting Librarian visited the Lusaka Sub-Regional Office in order to supervise the arranging of its library collection. It is hoped that in future similar assistance will be rendered to the other sub-regional offices.

92. The United Nations Documents Reference Unit which has been suffering from lack of space has now been accommodated on the ground floor in much more spacious quarters.

93. On completion of her assignment in ECA, the Senior Administrative Assistant returned to Headquarters and was replaced by a local recruit. The recruitment of two library assistants who hold library science diplomas enhanced the quality of the staff, many of whom are following French courses under the language training programme of the Commission.

94. The project of the ECA Documentation Centre, described in last year's report, to secure the "grey literature" from African countries was not very successful. Nevertheless, the material obtained did help to fill some gaps in the collection. Instead, the Centre undertook to index articles selected from periodicals received by the Library in the field of African economic and social development.

II. Acquisition

95. With a more adequate budget, it was possible to purchase a fair number of newly published works in the fields of economic and social development and to fill in certain gaps in the collection. The Library acquired the latest edition (1971)

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of the Encyclopaedia Britannica, the Grand Larousse encyclopédique (1968) and, with financial assistance of the ECA Population Programme Centre, the International encyclopedia of the social sciences. Various technical dictionaries, directories, glossaries, yearbooks etc. filled other gaps in the reference collection.

96. The exchange and gifts programme also continued to expand. A considerable number of publications was acquired through this means and saved funds which then could be used for purchase of other items. The policy of claiming quarterly missing issues of serial titles received by purchase, on exchange or gratis, proved very satisfactory.

### III. Processing of material

97. The Cataloguing Unit has continued to perform excellently in keeping pace with the constant flow of material. It was able to catalogue also a sizable number of United Nations sales publications. The acquisition of the Weber Mim Graph Catalogue Card Machine has saved a great deal of time which was spent formerly on typing and proofreading each catalogue card separately. It also helped to keep the public catalogue up to date. The Se-Lim Labeling Machine which arrived at the end of the year will enable the Library to keep the marking of call numbers on books current.

### IV. Reference and loan services

98. In addition to the Secretariat staff, the Library continues to render service to the experts of the United Nations Development Programme, and of the specialized agencies, to research personnel of the Organization of African Unity, members of various diplomatic missions, Ethiopian Government officials, Haile Selassie I University Faculty and students, conference delegates and participants in seminars as well as visiting scholars. A considerable number of written requests were received for assistance from scholars and students in various parts of the world who are carrying out studies on problems of African economic and social development. The Library responded by sending relevant ECA documents, drawing up bibliographies as well as by referring them to other research institutions.

99. The periodically published List of tables of contents of selected journals and the List of selected UN documents received in the ECA Library continue to be appreciated by the staff and all other library clientèle.

#### V. External relations

100. The Ministry of Economic Co-operation of the Federal Republic of Germany extended an invitation to the Acting Librarian in the summer of 1970 to visit a number of German libraries and research institutions as well as the Brussels International Center for African Social and Economic Documentation. The visit proved very useful.

101. At the request of the Organization of African Unity the ECA Library provided on the job training for Mrs. Meselech Beyene of the OAU Library. The following officials were briefed on library techniques: Mr. Makombo of the United Nations Information Centre, Kinshasa, Mr. Rakontondrainibe of the United Nations Information Centre, Tananarive, and Mr. Kamoun of the United Nations Information Centre, Tunis.

102. The inter-library loan agreements between the ECA Library and prominent Addis Ababa libraries, particularly the Haile Selassie I University Library, have proved to be of mutual satisfaction to both parties. Also, some libraries in Ethiopia were furnished with extra copies of UN documents.

103. Among the many visitors who visited the Library were: Miss Esther J. Walls, Director, Book and Library Services, Franklin Book Programs, Inc., New York; Dr. H. Voss, Director, German Institute for African Studies, Hamburg; Sayed Hassan El Saddik, of the USIS Library Jeddah; Mr. Hyde G. Buller, Agency for International Development, Department of State, Washington, D.C.; Dr. W. Krumholz of the Friedrich Nauman Foundation, Berlin; Mr. Alvin Moore, Jr., Director, Library of Congress Office, American Embassy, Nairobi, and Miss Laurence Porgès of the OECD Development Enquiry Service, Paris.

VI. Bibliography for the year 1970

104. Directory of government printers and prominent bookshops in the African region. December 1970. 48 p. (E/CN.14/LIB/SER.D/1)
- List of selected UN documents received in the ECA Library. V. 5, No. 1-24, January-December 1970.  
Unpublished; hectographed.
- Lists of tables of contents of selected journals. UNECA Library. No. 87-95, January-December 1970.  
Unpublished; hectographed.
- New acquisitions in the UNECA Library. V. 8, No. 1-6, January-December 1970.  
(E/CN.14/LIB/SER.B-)
- UN, UN specialized operating agencies serials currently received in the ECA Library. June 1970. ix, 168 p. (E/CN.14/LIB/SER.A/5)

ANNEX

Statistics of the Economic Commission for Africa Library, 1970

A. Acquisition

1. Books, serials and pamphlets

a. By purchase	594
b. By gift and exchange	<u>3,282</u>

Total 3,876

2. Documents and serials received by (copies)

a. Government serials	10,356
b. Newspapers, periodicals etc.	12,810
c. United Nations documents	41,763
d. UN and UN specialized agencies serials	<u>6,572</u>

Total 71,501

B. Processing

1. Cataloguing

a. Books and pamphlets	2,379
b. Serials	<u>692</u>

Total 3,071

2. Volumes shelved

4,366

3. Binding

Volumes bound 523

C. Services

1. Circulation

a. Main Library	10,845
b. Government Publications Reference Unit	6,672
c. UN Documents Reference Unit	<u>7,140</u>

Total 24,657

2. Reference Queries

a. Main Library	8,949
b. Government Publications Reference Unit	5,724
c. UN Documents Reference Unit	<u>2,952</u>

Total 17,625

3. Attendance in Reading Rooms

a. Main Library	15,270
b. Government Publications Reference Unit	7,890
c. UN Documents Reference Unit	<u>3,984</u>

Total 27,144

D. Report of the Economic Commission for Asia and the Far East  
Library, 1970

105. The staff situation and the duties assigned to each post remained substantially the same as at the end of 1969. In April, the Librarian was once again on loan to the Editorial Services to work as a précis-writer during the annual session of ECAFE. Among the subjects considered, that of the permanent headquarters of ECAFE was of special interest to the Library. The agreement to declare Bangkok the permanent headquarters rather than just the working site, followed later by the General Assembly's approval of the building extension programme, have brought hope that the problems of inadequate accommodation, furnishings and equipment, too well-known from previous reports to need further description, would be solved by 1974. In the meantime, the Administration is investigating the possibility of renting suitable space in the neighbourhood of Sala Santitham for the temporary storage of back volumes of periodicals.

106. Besides adding to its own collections, the ECAFE Library continued to acquire and process materials for the Mekong Documentation Centre, the Asian Highway Transport Technical Bureau, and the Asian Industrial Development Council. Duplicate copies of some reference books were purchased, from the Library's allotment, for the Clearing House and Information Section of the Population Division, at present located in the R.S. Hotel. It is anticipated that when its programme is fully under way the Library will be called upon to assist the Clearing House in the acquisition of an increasing number of publications, to be charged to the account of the Clearing House itself. Naturally, this will increase still further the amount of time spent by the Library staff in processing non-library material.

II. Acquisition and processing

107. As usual, titles chosen for purchase were those requested by the chiefs of division and other staff members, plus some selected by the Librarian from reviews in periodicals and the accession lists of other research libraries. The addition of a number of books on air and water pollution, conservation, and related subjects reflected the new interest in the human environment. The more costly acquisitions

included the 1970 edition of the Encyclopaedia Britannica, The world atlas (the English edition of the Soviet Atlas mira), and Phillip's The international atlas. 108. The Government of the USSR was once again a generous donor and on 17 June 1970 a collection of over one hundred books on economic, politico-economic, social and scientific topics, including a 25 volume set of the works of V. I. Lenin, was formally presented by the USSR Ambassador at a ceremony at Sala Santitham. Subscriptions to about 40 periodicals published in the Netherlands were again donated by the Government of that country and, at our request, the Government of the Federal Republic of Germany continued to send as a gift the periodical Shipping statistics. The Library is also deeply indebted to the many governments which supplied freely their own official publications. A particularly welcome gift from a private source was the copy of his doctoral dissertation, Structure et évolution du commerce extérieur des économies de l'Asie du Sud et du Sud-Est, 1953-1964, presented by Mr. Paijit Habanananda, who had visited the ECAFE Library in the course of his researches.

109. During 1970, further progress was made in the examination and sorting of the large collection of uncatalogued material. Some titles were chosen for cataloguing and permanent retention, while the rest, including unwanted duplicates, were given to various research libraries in Bangkok or otherwise disposed of. This weeding operation will need to be stepped up during the next few years because it is obviously undesirable to move once again, to what will be the Library's sixth location in Bangkok alone, material which has not been found sufficiently useful to warrant processing.

110. Over 60 periodical titles new to the Library, many of them received on a gift or exchange basis, were registered in 1970. Included among these were Aussenpolitik, Current publications in population family planning, Direct current, Industrial India, Investor, Journal of data management, New Cambodge, Nepalese perspective, Selections from China Mainland magazines, Survey of China Mainland press, Transactions of the Society of Mining Engineer of AIME, and Underwater science and technology information bulletin, and Journal.

### III. Organization and servicing of material

111. The dispersal of the Library's regular readers - not only over the various buildings of the Sala Santitham compound but also in offices located some distance away - has created new problems in servicing. Those whose offices are in the R.S. Hotel or the National Energy Authority Building (the Mekong Annex) find it difficult to visit the Library to consult reference books, to read periodicals and newspapers, to examine the new books on display, or to obtain without delay books requested on loan. Additional copies of some materials will need to be purchased, though even this solution cannot satisfy all concerned. In some cases also, books have had to be sent for the use of consultants preparing their studies outside Thailand and unable to obtain the necessary materials in their own countries.

112. Another result of the dispersal of the staff is that it is becoming more difficult to combat the trend towards the decentralization of library materials. Divisions tend to build up separate collections for their own use, consisting in part of materials on loan from the Library and in part of publications acquired during field-trips, at meetings, and from other sources. The fact that the Library's present quarters are packed to capacity makes it difficult to counter this trend.

113. To draw the attention of readers to new materials in their fields of interest and to facilitate retrieval of information, the List of selected articles and Asian bibliography continued to be prepared and distributed. The lack of typing assistance over a long period made it impossible to issue, as had been planned, a revised Check-list of periodicals received. The 1965 edition is now in need of so many amendments that a supplementary list would be of little use.

### IV. External relations

114. A positive step towards closer and more fruitful association among the librarians of the various United Nations agencies in Bangkok was taken in 1970 when it was agreed at a preliminary informal gathering to set up a programme of regular formal meetings to discuss problems of common interest and the possibilities of co-ordination in some areas of activity. Two such meetings were held in 1970

and it is planned to hold such meetings twice a year in future, in January and July, or more frequently should need arise.

115. Inter-library loans are arranged on a theoretically reciprocal basis, but ECAFE is still able to contribute a good deal more than it receives from the other United Nations Libraries. It is recognized, however, that the relationships of each UN library with other Bangkok libraries in its own special fields of interest are at least equally as important as their relationships with each other. For example, the ECAFE Library has received very helpful co-operation from the libraries of the Asian Institute of Technology and the Bank of Thailand. The ECAFE Library also once again owes a special debt of thanks to the United Nations Headquarters Library for assistance on a number of occasions in acquiring copies of documents or other materials difficult to obtain through the usual channels.

116. Professional contact was maintained with other Bangkok libraries during the year. The Librarian paid visits to, among other libraries, the Siriraj Medical Library, the Thailand Information Center, and the Asian Institute of Technology Library to see the facilities available for research in some of the scientific fields and fields of interest to ECAFE. The Assistant Librarian spent part of her annual leave in attendance at the annual meeting of the Thai Library Association.

117. Officials of a number of Thai Government departments and students of the various universities in Bangkok were among the outside visitors who made use of the Library for research. At the request of the Dean of the Faculty of Economics, Thammasat University, special arrangements were made for students of the new English-language Master of Economics graduate course to use the collection in the preparation of their theses.

118. Visitors from overseas who came to consult the Librarian on professional matters included the following: Miss Bates Buckner, Director of Library and Documentation Service, Carolina Population Center, Chapel Hill, North Carolina; Mr. Lee Dutton, Library, South-East Asia Collection, Illinois University; M. Walter Garbalinski, Adviser to the Government of Singapore on air cargo handling; Mr. Kenkichi Masui, Associate Director, Central Research Institute of Electric Power Industry and Managing Director, Special Library Association of Japan; Tokyo; and Dr. J. A. Niels Mulder, Center for Southeast Asian Studies, Northern Illinois University, Dekalb, Illinois.

V. Bibliography for the year 1970

119. Titles marked x are for internal distribution only:

Asian Bibliography. V. 18, No. 2, July-December 1969. ix, 97 p.  
V. 19, No. 1, January-June 1970. vii, 79 p.

Books and reports on development banks in the ECAFE region.  
1 February 1970.

Unpublished; typewritten.

x List of selected articles. V. 5, No. 6, November/December 1969.  
V. 6, No. 1-5, January/February - September/October 1970.

ANNEX

Statistics of the Economic Commission for Asia and the Far East  
Library, 1970

A. Acquisitions

1. Books and pamphlets received		
a. Government publications	656	
b. Others	<u>2,516</u>	
	Total	3,172
2. UN and SA publications and documents received		55,101
3. Periodicals and newspapers received (pieces)		
a. Periodicals	13,322	
b. Newspapers	<u>11,597</u>	
	Total	24,919
4. Maps added		2

B. Processing

1. Titles catalogues or accessioned		
a. Purchases	390	
b. UN and SA publications	516	
c. Gifts and exchanges	<u>2,005</u>	
	Total	2,911
2. Volumes bound		1,803

C. Services

1. Loans		
a. Books and periodicals (to ECAFE staff)	15,192	
b. Books and periodicals (interlibrary and other outside loans)	627	
c. UN and SA documents	<u>506</u>	
	Total	16,325
2. Serials routed		
a. Periodicals and newspapers	6,094	
b. UN and SA documents	<u>1,270</u>	
	Total	7,364

3. Publications and documents distributed (pieces)		
a. To ECAFE staff	1,369	
b. To others	<u>1,685</u>	
	Total	3,054
4. Outside visitors		401
D. <u>Bibliographical activities</u>		
1. Bibliographies and reading lists issued		9
2. Periodicals articles indexed		2,583

E. Report of the Joint Library of the Economic Commission for Latin America and the Latin American Institute for Economic and Social Planning (Santiago), 1970

I. Administration

120. Several changes in the personnel of the Library can be reported for 1970; the Chief Librarian resigned early in the year and her post was filled by the Assistant Librarian. The staff member who, because of her seniority and qualifications, moved into the position of second on the staff, became the Library's cataloguer, and a recommendation has been made for her promotion to the professional category. From May through the end of October the Library was granted extra help; details of the work performed by this additional librarian are given in Section (iv) below. In August the Latin American Institute for Economic and Social Planning agreed to transfer to the Library a staff member who was not only a trained librarian, but also a bilingual secretary, a combination of talent which proved most useful.

121. The 1969 report of this Library referred to the policy of permitting library trainees to work in the Library during summer months. The Chief Librarian held discussions on the subject with the Library staff and the Chief of the ECLA Division of Administration. She then advised the Director of the Library School of the University of Chile that the practice would be discontinued. It was proposed instead to have one of the Library staff give a lecture about the Library which was to be followed up with an "open day" type of visit by the students to the Library itself. The offer was acknowledged by the Director of the Library School but no conclusion has been reached so far.

122. Informal round-table staff discussions were initiated during the latter part of the year. Common problems, ways of improving the Library's service, and distribution of work during the absences of members of the staff on holidays, were discussed.

## II. Acquisition

123. No change took place in 1970 as regards the Library budget. It remained at the 1969 level of \$8,000 and was spent well before the end of the year.

Señor Rubén D. Utria, ECLA staff member, generously named the Library to be recipient of the royalties of his book, "El problema de la vivienda y el desarrollo de América Latina" (Caracas, Fondo Editorial Ccmún, 1969). These have been used for purchase of books.

124. As the statistical section of this report shows, the main source of the Library's acquisitions is the gift and exchange programme. Greater use than formerly was made in 1970 of the Institute's publications and, using these as a base for exchange, arrangements were made with some 24 institutions. Similar arrangements, using ECLA publications, were made with 89 institutions in various parts of the world. These two figures show a satisfactory increase over those of previous years.

125. The Library's statistical collection was revised completely, and in an effort to complete files of monthly statistical publications and yearbooks, requests for 171 such publications were sent out. By the end of 1970, only 41 had been received. The disadvantages of living on the periphery of the book world and at a great distance from book centres of Europe and the United States are obvious; added are the difficulties of trying to procure publications - especially official ones - in Latin America itself, as both the Seminars on the Acquisition of Latin American Library Materials (SALAIM) and the Latin American Co-operative Acquisitions Program (LACAP) of Stechert-Hafner, Inc., make clear. In August the Library compiled, for the information of Dr. Verhceven, Documentation Consultant to ECLA, a list of the sources from which it obtains official publications in Latin and Central America. This "Lista de editoriales oficiales de países latinoamericanos" gives the names of printers of government publications.

126. In April, to mark the centenary of the birth of Lenin, a collection of his works and pictures illustrating episodes in his life were displayed in the Library by a Russian staff member of ECLA. Both exhibits - the books were English and Spanish translations - were afterwards donated to the Library by the Ambassador of the USSR to Chile.

### III. Processing of material

127. The number of books and pamphlets catalogued in 1970 (1,431) shows a slight drop compared with 1969 (1,455), owing mainly to the change of staff. A cataloguing unit as such does not exist in this Library; the cataloguer has always to devote some of her time to other duties, such as reference work, indexing of periodicals, documents of international organizations and their selection and registration.

128. The arrival of a new card catalogue in November occasioned a welcome revision of the cards to be re-filed into it and this opportunity was taken to add new subject heading guides and re-type old ones.

129. In August a complete count of the number of periodicals regularly received was taken; these totalled 1,152. Articles of interest continued to be indexed as in previous years, the subject headings being taken from the OECD List of descriptors, translated into Spanish. The indexing is now being performed by a junior librarian under the supervision of the Assistant Librarian.

### IV. Organization of the collection

130. The housing of United Nations documents, especially those mimeographed, continued to be a problem of space. The additional staff member, paid by the Institute, made a beginning on checking and discarding mimeographed United Nations documents against the annexes of the Economic and Social Council, the General Assembly and the United Nations Conference on Trade and Development.

131. Reference was made in section (I) to the five months of extra help given to the Library by an outside librarian. Her assignment was to set in order and revise, for the first time since the move to the new building in 1966, the whole general collection. With the books in their correct places she then checked the loan cards of over 300 books which had been missing for some 19 years. As a result, 123 books were recovered. Her final task was to type an author list of the books and pamphlets which were declared lost, and remove the cards from the main catalogue. The recovery of the 123 books represented not only a long overdue revision of the shelves but also a direct saving of the cost of replacing many of the presumably lost books.

132. A review was made of the special collection assembled and catalogued in 1966 for the ECLA Documentation Centre on Housing, Building and Urbanization which no longer exists. Material of ephemeral nature or not worth incorporating in the Library's collection was weeded out and sent to appropriate libraries in Santiago. A similar, if more complicated task confronted the Library when a collection on public administration was returned by the ECLA Public Administration Unit, because of lack of space.

133. A survey of all private collections in the offices of ECLA was made in July by the English Editor of the ECLA Editorial and Language Services at the request of the Documentation Consultant to ECLA. The survey revealed that large amounts of source material are kept by the substantive divisions, untapped by and often unknown to the Library.

134. Although a complete revision with a view to weeding the main collection had to be postponed for another year, an effort was made to create extra space wherever possible. The reference collection was revised and outdated and little-used volumes of the International who's who, The world of learning, United States Government organization manual, etc. were distributed to the ECLA Editorial and Language Services and to interested divisions within the building. The practical result of the donations of duplicates referred to in section (VI) was to liberate an entire bookshelf in the basement. This was moved upstairs, where it was used for expansion of the cramped collection of United Nations publications.

135. Over 70 metres of new shelving were built in the side reading room where all the Library's encyclopaedias are now shelved together; this particular reading room, owing to the perpetual lack of space in the building, continued to be used as a classroom for language classes throughout the year.

#### V. Services to readers

136. While the number of reference queries originating from ECLA and the Institute shows a drop compared to those of 1969, the number of loans rose considerably; loans from the statistical collection rose by almost 50 per cent. The slight drop in the number of inter-library loans may be attributed, in the main, to the closing down in the months prior to the presidential election of various university facilities, including their libraries.

137. A change was made to the Library rule regarding the loans of new academic journals, and staff members were permitted to borrow them for week-end reading. New books were displayed in a special part of the Library's main reading room to inform readers of recent acquisitions.

138. An important part of the Library's reference work consisted in answering enquiries forwarded by the OECD's Development Enquiry Service and 24 special bibliographical references were prepared in answer to enquiries received from Paris. Over 70 queries were handled on behalf of the Service during the year.

IV. Services and assistance rendered to other parts of the Secretariat and other libraries

139. The Library shared fully in activities connected with the proposed establishment in ECLA of a regional centre for information, documentation and research. Early in the year Mr. M. R. Mantz, Computer Consultant to ECLA, and Mr. G. A. Berggren, Inter-regional Adviser on Computer Methods, arrived at ECLA headquarters and had several meetings with the Chief Librarian. In May, Dr. F. R. J. Verhoeven, Documentation Consultant, arrived for six months. The Library worked closely with him, supplying him with information and documentation needed for his study, and thanks to his visit, gained many fresh points of view regarding its role and work. After he left, the Library continued to co-operate with his ECLA counterpart, Mr. Rafael Rodríguez-Delgado.

140. An effort was made to distribute unwanted duplicates to other libraries in the region. A collection of duplicates of GATT and UNCTAD publications was sent to the export promotion library of the Chilean Development Corporation. Great numbers of unwanted publishers' lists, bibliographies and back numbers of library science journals were sent to the University of Chile's library schools in Santiago and the provinces. In answer to requests, packages of duplicates were sent to the Instituto Comercial Vespertino, Temuco, and to the Centro Panamericano de Ingeniería Sanitaria y Ciencias del Ambiente, Lima.

VII. External relations

141. Immediately following the conference organized by the International Federation for Documentation (FID) in Buenos Aires in September, a meeting of experts on documentation was held on the Library premises on 25 and 26 September. Advantage was taken by the Chief Librarian and other Library staff members to discuss matters of common interest with delegates attending this meeting. Particularly helpful were conversations held by the Chief Librarian with Mrs. Marie Toerien, Deputy Director, Headquarters Library; Sr. Víctor Penna, Director, Division for the Development of Documentation, Libraries and Archives Services, UNESCO; M. R. Donn, Director, Information Division, OECD; Srta. R. G. Caravia, Chief Documents Officer, Latin American Free Trade Association, Montevideo; Srta. María D. Malugani, Director, Library and Documentation Service, Inter-American Institute for Agricultural Sciences, Costa Rica, and the librarians of the regional offices of the Food and Agriculture Organization of the United Nations and the International Labour Organisation. Shortly after this meeting, the Librarian of the Adela Investment Company, Lima, and the Librarian of the Escuela de Administración de Negocios para Graduados, Lima, visited the Library and an exchange of publications was worked out.

142. The Librarian of the Trinidad and Tobago Industrial Development Corporation, Mrs. I. Hannays, visited ECLA in June and gave advice regarding book dealers in the Caribbean region. Other Library visitors included Mr. Dudley Seers, former ECLA staff member and at present Director of the Institute of Development Studies, University of Sussex, and Mr. Dudley Jackson and Mr. R. Turner, both of the University of Cambridge, England. A group of librarians from North American cultural institutes in Latin America, and the librarians of the Santiago private school Saint George, of the regional office of the International Labour Organisation and of the Faculty of Economics of the University of Chile were among other visitors received during the year.

143. In August the representative of the British Council in Santiago organized a display in the Library of British books on economics; although these books were unfortunately not for sale, the exhibition was well attended by economists from both ECLA and the Institute.

144. Apart from attending both sessions of the documentation experts, the Chief Librarian attended a lecture given at the Centro Nacional de Información y Documentación (CENID) by Dr. D. N. Wood, Director of the National Lending Library for Science and Technology, Boston Spa, Yorkshire, England, on the organization of the NLL.

VIII. Bibliography for the year 1970

145. Bibliografía para el exportador latinoamericano. Enero de 1970. 36 p.  
Unpublished; hectographed.
- Bibliografía sobre planificación regional. Abril de 1970. 12 p.  
Unpublished; hectographed.
- Lista de editoriales oficiales de países latinoamericanos. Agosto de 1970.  
9 p.  
Unpublished; typewritten.
- Lista de siglas latinoamericanas. Julio de 1970. 146 p.  
(E/CN.12/LIB.3)
- Lista mensual de adquisiciones y artículos seleccionados, enero-diciembre 1970.
- Pequeña industria. Diciembre de 1970. 2 p.  
Unpublished; typewritten.
- Planes de desarrollo que no están incluidos en la bibliografía del IBRD.  
Abril de 1970. 10 p.  
Unpublished; typewritten.
- Planning of water resources. September 1970. 2 p.  
Unpublished; typewritten.
- Trabajos publicados por Jorge Ahumada que se encuentran en la Biblioteca de CEPAL. Octubre de 1970. 3 p.  
Unpublished; typewritten.

## ANNEX

Statistics for the Joint Library of the Economic Commission for Latin America  
and the Latin American Institute for Economic and Social Planning (Santiago),  
1970

A. Acquisitions

1. Books and pamphlets received			
a. By purchase		319	
b. By gift and exchange		<u>2,382</u>	
	Total		2,701
2. Documents and serials registered			
a. United Nations documents		3,710	
b. Other international organizations		163	
c. Newspapers and periodicals		<u>23,145</u>	
	Total		27,018

B. Preparations

1. Titles catalogues			
a. Books and pamphlets		1,431	
b. Serials		2,437	
c. Periodical articles indexed		<u>582</u>	
	Total		4,450
2. Volumes bound			159

C. Services

1. Reference queries			
a. ECLA staff		12,899	
b. Institute staff		7,189	
c. General public		<u>9,930</u>	
	Total		30,018
2. Loans			
a. Main Library		46,575	
b. Statistical Collection		12,160	
c. Inter-library loans		<u>1,282</u>	
	Total		60,017
3. Bibliographies prepared			19