



UNITED NATIONS

SECRETARIAT



05

Distr.
GENERAL

ST/LIB/9
4 December 1962

ORIGINAL: ENGLISH

REPORT OF THE HEADQUARTERS LIBRARY AND THE GENEVA LIBRARY, 1961

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A. Report of the Headquarters Library, 1961

I. Administration

1. The Director of the Library was on leave from 9 January to 9 October 1961. In his absence the Deputy Director served as Acting Director.

2. The Office of the Director was concerned almost exclusively throughout the year with details of the construction, equipping and furnishing of the rapidly rising library building, and with plans for its dedication and occupancy. The Acting Director met almost daily with architects, contractors, engineers, consultants, suppliers and purchasing officers, and with members of the Library staff to take decisions concerning the selection of equipment and furniture. Consultations were also held during the summer months with the Secretary-General, his Executive Assistant, the Library Consultants and others at which plans for the Library's formal dedication in November were worked out.

3. By dint of extraordinary effort on the part of the architects and contractors the building was completed and was substantially furnished and equipped just one year, almost to the day, after construction began, and just two years after the General Assembly accepted the Ford Foundation gift and approved the architects' first building plans.

4. The death of the Secretary-General while the building to which he had given so much personal attention was in its final construction stage prompted the General Assembly, in accord with the expressed wish of the Ford Foundation, to name the building in his memory. Accordingly, on 16 November 1961 The Dag Hammarskjöld Library was dedicated to the service of the cause of peace. The formal ceremony in the General Assembly Hall was attended by the delegates and guests, among them the National Librarians and other leaders of the library profession from thirty-one countries and several international organizations, the Trustees of the Ford Foundation, former Directors of the Library, and hundreds of other friends of the Library and of the late Secretary-General.

5. Acting Secretary-General U Thant made the opening dedicatory address. He was followed by H.E. M. Mongi Slim, President of the General Assembly, Dr. Henry T. Heald, President of the Ford Foundation, and the Honourable Ernest A. Gross, President of the Woodrow Wilson Foundation. The delegates and guests then toured the Library and attended a reception given by the Acting Secretary General.

6. On the following days, 17-18 November, a library symposium was held in Conference Room 2. It consisted of three sessions under the chairmanship,

respectively, of Mr. Andrew W. Cordier, Under-Secretary for General Assembly and Related Affairs, Sir Frank Francis, Director and Principal Librarian of the British Museum, and Dr. Abdel Moneim M. Omar, Director-General of the Egyptian Library. Dr. Uno Willers, Director of the Royal Library of Sweden and a personal friend of Dag Hammarskjöld, opened the symposium with a tribute on behalf of the library world to the late Secretary-General. He was followed, that day and the next, by twelve distinguished speakers who presented papers on various aspects of international librarianship in general and on the rôle of the United Nations Library in particular. Other equally notable librarians participated in panel discussions of the formal papers, and there were questions and comments as well from the other guest librarians who included, in addition to those from abroad, seventy-five librarians from the United States. The proceedings and papers of the symposium were collected for private publication in a commemorative volume to be distributed in 1962 to the participants (see Annex II).

7. The working sessions of the symposium were punctuated by luncheons and receptions.

8. In the weeks following the dedication ceremonies the Library staff was engaged in preparing for the removal of the collections and services from the temporary quarters in the Secretariat building which they had occupied for two years. The actual move, however, was deferred until January 1962 in order not to disrupt services during the closing weeks of the General Assembly session.

II. Acquisition and organization of materials

9. Operating throughout the year in cramped temporary quarters and with the prospect of moving into the new Library building early in 1962, the acquisition programme was limited in 1961 to essential publications, with ~~the emphasis~~ emphasis on serials, official and non-official, particularly those which provide current reliable information about the newly independent and emerging countries. Among the new titles acquired were a large number of plans for the economic and social development of, for example, Barbados, Cambodia, Ceylon, Chad, the Federation of Rhodesia and Nyasaland, the Federation of Malaya, Morocco, Niger, Tanganyika and Trinidad and Tobago. Similarly, the official gazettes of several new Member States were acquired (e.g. the Journal officiel of Mali, the Bollettino ufficiale of Somalia) and newspapers were added from a number of countries insufficiently represented in the newspaper collection (e.g. Ashanti Pioneer from Accra, Cameroons Champion, Daily Express from Lagos, Rhodesia Herald, Morning News from Khartoum, Fraternité from Algiers).

10. Routine activities of the Acquisition Section were nevertheless extremely heavy. A total of 278,255 serial issues were checked in (10 per cent more than in 1960); 12,704 titles were searched; 1,821 invoices were passed for payment; and other branches of the acquisition work exhibited similar increases. Unquestionably the expanded acquisition programme which is to get under way in 1962, with its goal of doubling the basic collections within the next few years, will demand staff increases both at the professional and the general service levels.

11. A similar situation obtains in the Catalogue Section. Here the workload in 1961 was at about the level of 1960, despite the fact that the acquisition of new publications was deliberately held to a reasonable minimum. The prospect of heavier demands on the Catalogue Section in 1962 is enhanced by the anticipated volume of transfers of material from the Trusteeship branch library, as that special service is dissolved, and by the record changing involved in the programme of systematic withdrawal of superseded materials to which the Library is committed under the long-range plans for development of the collections, an activity which was at low ebb during 1960-1961 while large portions of the collections were in temporary storage. Here again some staff increase will be necessary in 1962.

III. Reference services

12. Both the general reference services and the documents reference services were heavily used throughout the year. Situated as they both were in the South Lobby of the Secretariat building, it was possible to co-ordinate these two services to a desirable degree, although much remains to be done in that direction. Indeed, one of the major projects to be undertaken is to incorporate into the main catalogue some of the records of holdings in the Documents Reference Section (notably the catalogue of books, other than League of Nations publications, in the Woodrow Wilson Memorial Library, which is part of the Documents Reference Section) and conversely to ensure that the latter Section works closely with and in full knowledge of the resources of the General Reference Section and the main collections.

13. The Map Collection worked under the double handicap of inadequate physical accommodations and staff shortage throughout the year. It was possible, therefore, only to keep pace with current inquiries (higher in volume than in any previous year). Large numbers of newly received maps are awaiting classification and filing and an equal or greater bulk of less useful material should be sorted out and withdrawn. Both actions must await installation of the collection in the Map Room of the new building and some clerical or manual assistance to the librarian in charge.

IV. Loan services

14. At the loan desk a concentrated effort was made to clear overdue loans and to introduce a prompt and dependable system of recording and recalling books in circulation. A number of more or less mechanical devices used in some libraries for these purposes were considered and rejected. Instead, a relatively simple double control of cards manually filed will be introduced.

15. The volume of loans from all points was at approximately the level of recent years, with the departmental branch libraries, particularly the Economic and Social Affairs branch, accounting for the largest single portion of the total. Interlibrary loans were heavier than ever, partly because thousands of the Library's books were in storage.

16. Plans for deployment of the collections in the new building and actual preparations for the physical move occupied the staff of the loan and stack services during the final quarter of the year. Detailed placement charts and time schedules were worked out in order that the actual move, to be made early in the new year, would disrupt regular services as little as possible.

V. Archival services

17. The Archivist has repeatedly drawn attention to the need for space to accommodate the Archives' inevitable growth, and in 1961 it became apparent that if suitable permanent premises for the Archives could not be found, within or without the Secretariat building, some temporary arrangement would have to be made. Accordingly, it was agreed that one basement stack level of the new Library building would be assigned to the Archives Section for use until such time, not later than 1966, as the growth of the book collections required expansion into that area.

18. For the Organization as a whole this decision represents an economical use of good working space, which is presently in such desperately short supply; however, it is not an arrangement which can be permanent, both because it isolates the Archives from the Registry and the Records Retirement Section; and because it thwarts the plans for development of the Library's collections upon which the Ford Foundation gift was predicated and the Library Building was designed.

19. In May the Archivist attended the Sixth Round Table Conference on Archives, in Warsaw, at which meeting he presented a paper on "The Establishment and Organization of the United Nations Archives."

VI. Bibliographical services

20. All established bibliographical series and indexing services were

continued (see Annex II, Bibliography) but with increasing difficulty as the volume of documentation continued to grow (nearly 90,000 documents were received in 1961 from the United Nations itself and the specialized agencies). Plainly, this activity must have first call on the additional staff anticipated in 1962 and subsequent years, if only to continue present indexing services.

21. Beyond that, however, the Library is committed to enlarging its indexing services, particularly by providing some indexes in French as well as in English. It is not expected that any positive steps in this direction can be taken before 1963, but planning towards that end went on in 1961 and will continue.

VII. External relations

22. The dedication of the Dag Hammarskjöld Library on 16 November and the Library Symposium which followed on 17 and 18 November brought together one of the most distinguished international groups of librarians ever assembled. Their names are recorded in The Dag Hammarskjöld Library, gift of the Ford Foundation, the volume issued to commemorate the occasion.

23. Other distinguished visitors included Mr. H. al-Shauwaf, Central Library of the University of Baghdad, Iraq; Dr. Paul Alsberg, State Archivist of Israel; Vice Admiral USN (Ret.) George F. Hussey, Jr.; Mr. D. Maedy, Library, Department of Social Affairs, Indonesia; Dr. Edson Nery da Fonseca, Librarian of the Chamber of Deputies, Brazil; Mr. A. Shebata, Ministry of Foreign Affairs, United Arab Republic; Professor B. Verhaegen, Université Lovanium, Congo (Leopoldville); Dr. Jorge B. Vivas, Chief of Reference Services, National Library of Argentina; and Mr. R. Wirasamita, Parliamentary Library, Indonesia.

24. The Archivist attended the Sixth Round Table on Archives held in Warsaw in May and presented a paper, "The Establishment and Organization of the United Nations Archives"; the Chief of the Cataloguing Section represented the Library at the International Conference on Cataloguing Principles in Paris in October; in June the Deputy Director attended the meetings of the International Association of Law Libraries in Boston where he read a paper, "International Organizations since 1815"; the Deputy Director also conducted a three-week seminar on the documents of international organizations at the University of Michigan in June-July; in September he described the Library and its new building on the radio programme, "People at UN", and in October he read a paper on "The Use of United Nations Documents in Libraries" before a meeting of the New York State Library Association. The Chief of the United Nations and Specialized Agencies Documents Collection addressed a New York University seminar on "United Nations Documents and Research Problems"; the

Chief of the Reference Section represented the Library at the dedication of the John Foster Dulles Library of International Affairs; the Chief of the Index Section spoke about the Library to a group of Connecticut librarians.

ANNEX ISTATISTICS FOR THE YEARS 1959, 1960 and 1961

<u>A. Acquisition</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>
1. Books and pamphlets added (titles)			
a. By purchase	1,949	2,083	2,917
b. By gift	5,017	4,444	3,437
c. By exchange	1,293	1,166	1,148
Totals	8,259	7,693	7,502
2. Documents and serials added (pieces)			
a. Government documents	85,394	92,205	86,490
b. United Nations documents	69,729	53,317	64,762
c. Specialized agencies documents	27,198	28,900	23,344
d. Newspapers, periodicals, etc.	83,124	86,022	103,659
Totals	265,445	259,444	278,255
3. Maps added	2,018	1,000(est.)	1,000(est)
4. Archival material (cubic feet)	157	92	127
5. Sound recordings (discs)	3,762	4,072	5,055
6. Microfilm of U.N. documents (reels)	710	742	184
<u>B. Processing</u>			
1. Titles catalogued			
a. Books and pamphlets	2,874	3,893	3,903
b. Serials	667	1,315	798
Totals	3,541	5,208	4,701
2. Volumes shelved			
a. Books and pamphlets	4,274	5,465	4,859
b. Serials	11,971	10,377	8,762
c. Microfilms	106	66	170
Totals	16,349	15,908	13,791
3. Catalogue and index cards prepared and filed			
a. In main catalogues	21,950	21,980	18,225
b. In United Nations and specialized agencies collection	55,072	47,520	66,289
c. In Reference Room files	25,345	13,789	14,002
d. In special collections	16,225	11,300	7,124
Totals	118,592	94,589	105,640
4. Binding (volumes)	5,685	3,746	3,664
5. Withdrawals (volumes)	5,426	10,493	1,560
6. Discards - estimated			
a. Books and periodicals (pieces)	75,000	75,000	75,000
b. Archival materials (cubic feet)	30	49	15

<u>C. Service</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>
1. Reference queries			
a. Main Library	69,746	70,130	73,364
b. Departmental branches	34,793	30,764	23,674
c. Archives	<u>3,322</u>	<u>3,509</u>	<u>3,725</u>
Totals	107,861	104,403	100,763
2. Loans			
a. Main Library	36,707	33,868	32,409
b. Departmental branches	63,454	76,433	74,572
c. Archives	<u>4,133</u>	<u>4,971</u>	<u>5,008</u>
Totals	104,294	115,272	111,989
<u>D. Bibliographical activities</u>			
1. Bibliographies compiled (including issues in series)	168	156	158
2. Periodical articles indexed	1,898	2,757	2,927
3. Documents indexed			
a. United Nations documents	7,092	6,427	8,407
b. Specialized agencies documents	1,777	1,054	2,471
c. <u>Treaty series</u> volumes indexed	<u>82</u>	<u>18</u>	<u>50</u>
Totals	11,017	10,402	10,928

ANNEX II

BIBLIOGRAPHY FOR THE YEAR 1961

1. Publications relating to documents of the United Nations and specialized agencies (titles marked x are for internal use only)

x Archives workload statistics, 1960.

January 1961. 1 p. Hectographed.

x Basic information on microfilm of United Nations documents.

English. January 1961. 2 p. Hectographed.

x Establishment and organization of United Nations Archives.

English. April 1961. 27 p. Mimeographed.

Index to proceedings:

Economic and Social Council, 30th session. 1961. vi, 35 p.

(ST/LIB/SER.B/E/21). 31st session. 1961 vi, 16 p.

(ST/LIB/SER.B/E/22)

General Assembly, 4th emergency special session and 15th session
(parts I and II). 1961. vi, 154 p. (ST/LIB/SER.B/A.11)

Trusteeship Council, 11th special session and 27th session.
1961. vi, 20 p. (ST/LIB/SER.B/T.22)

x Proposed disposition of sound recording discs. English.

January 1961. 6 p. Hectographed.

x Records of the Office of General Services. March 1961. 3 p.

(United Nations archives registration sheet, revision 2,
Record Group 22) Hectographed.

x Records of the Office (Department) of Conference Services.

March 1961. 2 p. (United Nations archives registration
sheet, revision 1, Record Group 21) Hectographed.

x Records of the Office (Department) of Public Information.

March 1961. 4 p. (United Nations archives registration
sheet, revision 2, Record Group 18) Hectographed.

x Technical Assistance Administration, Industrial Production Section,
working files, October 1950 - August 1959. English.

September 1961. 8 p. Typewritten.

Treaty series. Cumulative Index. No. 3 (volumes 201 to 300).

1960. viii, 463 p.

United Nations documents index. Vol. 12, nos. 1-12, January - December
1961. (ST/LIB/SER.E/148-155, 157-160)

United Nations documents index. Cumulative index. Vol. 11, 1960.
vi, 205 p. (ST/LIB/SER.E/156)

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

x Booksellers outside the United States; a list of dealers used for the purchase of monographs and serials. March 1961. 15 p.

The Dag Hammarskjold Library, gift of the Ford Foundation. 1962.
167 p. illus., plans. a/
Privately printed.

The Dag Hammarskjold Library; notes on its construction and furnishing. 1961. 15 p. plans.

x Dated list of publications received; ESA Library. Nos. 1-102, 1961. Hectographed. TRI Library. Nos. 1-9, 1961. Hectographed.

Dedication of the Dag Hammarskjold Library. 14 November 1961.
1 p. (Press release HQC/196)

Dedication of the Dag Hammarskjold Library, United Nations, 16-18 November 1961. Programme. 1961. 20 p. illus.

The Library building. 14 November 1961. 5 p.
(Press release HQC/198)

The Library Symposium. 14 November 1961. 2 p.
(Press release HQC/197)

x List of newspapers acquired by the United Nations Library and classified by country of publication. May 1961. 12 p.
Hectographed.

List of selected articles. No. 22. March 1961. vi, 72 p.
(ST/LIB/SER.C/22). No. 23. August 1961. vi, 68 p.
(ST/LIB/SER.C/23)

New publications in the United Nations Headquarters Library.
Vol. 12, no. 5, January 1961 - Vol. 13, no. 4, December 1961.
(ST/LIB/SER.A/137-148)

United Nations. General Assembly. Fifth Committee. United Nations Library. Proposal for a memorial to the late Dag Hammarskjold. Proposal submitted by Argentina, Ceylon, Denmark, Ireland, Liberia, Mexico, Norway, Tunisia and the United Arab Republic. 6 October 1961. 1 p. (A/C.5/885: G.A. Official Records, 16th sess. Annexes: agenda item 68)

a/ Numerous notices of the dedication ceremony and the symposium were published in professional library periodicals and in newspapers in the United States and abroad.

Memorial to the late Dag Hammarskjold. Resolution 1625 (xvi).
16 October 1961. (A/5100: G.A. Official records, 16th sess.
Supplement no. 17)

Official records, 16th session, 1961/1962. Fifth Committee.
852nd meeting, 11 October 1961, para. 1-10. p.25.

Official records, 16th session, 1961/1962. Plenary meetings.
1037th meeting, 16 October 1961.
Listed from provisional document.

United Nations Library. Letter dated 26 September 1961 from the
President of the Ford Foundation addressed to the President of
the General Assembly. 3 October 1961. 1 p. (A/4908: G.A.
Official records, 16th sess. Annexes: agenda item 68)

United Nations Library. Proposal for a memorial to the late
Dag Hammarskjold. Report of the Fifth Committee. 13 October
1961. 1 p. (A/4922: G.A. Official records, 16th sess.
Annexes: agenda item 68)

United Nations Library. Report of the Fifth Committee. 2 November
1961. 1 p. (A/4952: G.A. Official records, 16th sess.
Annexes: agenda item 68)

United Nations Library. Report of the Secretary-General.
26 October 1961. 1 p. (A/4938: G.A. Official records, 16th
sess. Annexes: agenda item 68)

United Nations. General Assembly. United Nations Library.
Resolution 1641 (xvi). 6 November 1961. (A/5100: G.A.
Official records, 16th sess. Supplement no. 17)

B. Report of the United Nations Geneva Library, 1961Introduction

25. The basic policy underlying the organization of the United Nations Geneva Library in no way changed in 1961 and the library continued to maintain, develop and consolidate its position as a central library for the United Nations and specialized agencies, representatives, consultants and journalists. Amongst the more tangible evidence of appreciation from grateful readers was a gift of \$ 5,000 from the 20th Century Fund "made as a grant to the United Nations Library in Geneva in recognition of the help and hospitality offered to Dr. J. F. Dewhurst and his staff while they were working on the 20th Century Fund's study of Europe's Needs and Resources. The facilities of the United Nations Library, the convenient office space and the many courtesies of the staff extended during the years 1957, 1958 and 1959 have been remembered with gratitude."

I. Administration

26. In 1961 the sum of \$ 25,000 was allotted from the United Nations budget and \$ 17,500 from the Rockefeller Endowment Fund for the purchase of books, periodicals, maps, binding and library equipment. The United Nations budget allocation was exhausted early in the year and a request for an increase on the 1963 United Nations budget has been submitted.

27. The Government documents cataloguer left the service and one additional G.2 book stack attendant post and one upgrading from G.2 to G.3 were allowed.

II. Acquisition

28. In 1961 acquisitions numbered 9,752 books (1,473 by purchase and 8,279 by gift and exchange); 73,667 issues of periodicals and newspapers, 95,219 government documents and approximately 84,370 United Nations and specialized agencies documents, making a total of 253,256 pieces.

29. Systematic claims for official publications mainly with ministries of States Members of the United Nations, controlling these claims and the dispatch of constant reminders for publications not received or letters which remained unanswered burdened an already overworked unit; this mechanical, time and energy-consuming procedure might be avoided if the Governments of Member States could be induced to supply the United Nations libraries in New York and Geneva, promptly, regularly and free of charge, with all official documentation pertinent to the needs of the United Nations.

30. The most significant acquisition in 1961 was a gift from the Swiss Federal Council of the Library and Archives of the Bureau Internationale de la Paix,

the oldest and largest semi-official international peace organization. This collection numbering approximately 5,000 volumes of books and periodicals and many thousands of pamphlets deals mainly with the history of peace movements and as such is a most valuable addition to our collection; by reason of an agreement between the Director of the European Office of the United Nations and the Swiss Federal Council the collection will remain an integral whole and may be consulted by the public.

31. Mention must be made of a gift from the International Telecommunications Union of 60 volumes of the early years of the Feuille Fédérale Suisse, which completed our existing collection; many volumes of texts of, or commentaries to, Romanian laws from a private donor and some 1,700 atomic energy reports containing translations into French from Russian, Italian and German, a gift of the CERN Library.

III. Organization and servicing of materials

32. Library holdings at the end of 1961 numbered 569,951 volumes, an increase of 16,405 over 1960.

33. With the exception of the Economic Commission for Europe where the mass of material on loan makes detailed checking difficult, all permanent loans to all divisions were checked; missing books were re-purchased or catalogue cards removed in instances where the missing material had been superseded by more up-to-date editions or was no longer of particular value. The temporary disappearance however of books which are carried off by readers without a record being made of the loan presents a constant problem; this is however inevitable in a library committed to a partial open-shelf system.

34. The re-cataloguing of the series of bank reports referred to in the 1959-1960 report has been completed and such reports are now catalogued in the normal way; all bank kardex cards have now been interfiled in the main alphabet. It will be noted that 3,780 new titles only were catalogued in 1961 compared with 4,107 in 1960. This decrease is due in some measure to a restriction in the printing budget which necessitated the curtailment of many entries in the Monthly List of Books Catalogued, a corresponding decrease in printed cards and an increase in typed cards, the establishment of which is necessarily time-consuming. The two final issues of this list were bi-monthly rather than the normal monthly edition.

35. More than one thousand titles of government periodicals were submitted to the Swiss National Library in Berne for inclusion in a special supplement of the Répertoire des Périodiques étrangers reçues par les Bibliothèques Suisses; a most valued bibliographical tool. This figure included 1,094 new titles for the new

supplement and 76 corrections for entries which have already been listed in this repertory. Title cards have also been made for these government periodicals and have been interfiled in the periodicals catalogue in the main reference room.

36. One of the understandings of the 20th Century Fund gift (see introduction) was that "this money should be spent at the librarian's discretion whether for staff or book purchases within the framework of the United Nations financial organizations". Since our annually repeated requests for temporary staff to revise the List of Periodicals have not been met, it was decided to employ this gift to engage one full-time assistant on a fixed-term basis to carry out this revision. Such a staff member was engaged but unfortunately had to leave the service after a most satisfactory two-month trial period. Two-thirds of this project still remains to be completed and as this list was last published in 1938 a revised and up-to-date edition of our non-governmental holdings of periodicals is more than overdue.

37. Staff changes in this department were more than usually disturbing and the time spent in acquainting new arrivals with our particular system was necessarily disruptive of the normal work rhythm. Nevertheless a complete revision of the holdings of this unit was undertaken and many titles which were no longer pertinent to the needs of the service were eliminated. A most valuable exchange of periodicals was also instituted with the firm of Buschke in New York, allowing us to complete some collections of periodicals in Russian. The unit also received microfilms from the Academy of Sciences of the USSR, which completed the collection of the "Referativnyi Zhurnal".

38. Serial titles received in the library now total 6,727; these include government and non-government periodicals, annuals, continuations, parliamentary documents, official gazettes and newspapers. The following figures show the size and steady increase of these serial collections over the past six years:

<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>
5,390	6,129	6,483	6,491	6,698	6,727

39. The International Conference on Input-Output Techniques, although of very short duration (11-15 September), entailed more preparatory work than any other conference during the period under review. The conference, with approximately 250 participants from 40 countries, was organized by the Economic Research Project of Harvard University in association with the United Nations Secretariat. A special collection of material pertaining to input-output techniques was organized in the Economic Reading Room and was greatly appreciated and consulted by many of the participants.

40. A collection of specialized material was also assembled and placed at the disposal of delegations for the International Conference on the Settlement of

the Laotian Question.

41. Statistics for book loans and circulation fell from 67,255 in 1960 to 64,512 in 1961; the main decrease was in the "loans to public" figure, which fell to 10,485 in 1961 from 14,555 in 1960. This decrease reflects our policy over the past year, dictated by lack of desk space, of admitting doctoral students on a yearly basis and students at lower study levels to very restricted and quite defined periods.

42. As in previous years most of the reference questions raised were concerned with national and international legislation, with the various European economic bodies, Common Market, OECD etc., production statistics and place names in various disturbed areas of the world. 784 outside readers cards were issued.

IV. External relations

43. Close co-operation continued as in previous years between the United Nations Geneva and Headquarters libraries; library purchase orders were exchanged regularly, carbon copies of the Geneva Library's Monthly List of Selected Articles were dispatched regularly to Headquarters and the Headquarters library continued to render most valuable assistance to Geneva in transmitting official publications of the United States received from the Government Documents Expeditors in Washington.

44. At the invitation of the late Secretary-General, the Chief Librarian of the Geneva Library was present at the inaugural ceremony of the Dag Hammarskjöld Library and spoke on "The Role of the United Nations Libraries in the World of Librarianship".

45. Close contact was made with the newly established secretariat of the European Free Trade Association.

46. The Chief Librarian also gave a seminar on International Relations and Library Facilities at the Graduate Institute of International Studies in Geneva. Increased use was made of League of Nations Archives in the course of this year and problems relating to accessibility of such material were discussed with the Archivists of the ILO and UNESCO.

47. Amongst those who visited or spent some time in the Library, mention must be made of the following: Mrs. Aranne, Deputy Secretary, The Knesset, Israel; Mr. Toe Aung, Director, The Library of Public Administration, Prime Minister's Office, Rangoon; Professor Bishop, Ann Arbor, Michigan; Mme. Chamberlin, Chief Cataloguer, American University, Beirut; Dr. Grundman, Librarian, The Ministry of Foreign Affairs, Bonn; Professor Hofer, Professor of History, University of Berne; Mr. Johnson, Director, International Conferences (Quaker Centre), Geneva; Mr. Ortis-Martin, Permanent Delegate at Headquarters, Costa Rica; Mr. Saleno,

Director, Biblioteca de Mayo, The Argentine Senate; Mr. Schmidt-Phiseldeck, ex-Director, The Institute of International Exchanges, Copenhagen; and Professor Schwerin, International Association of Law Libraries, Chicago.

48. Introductory lectures by the Chief and Deputy Librarians were given to the following organizations and groups: Argentine Radio and Television group; group of diplomats from new African countries (12 participants); ECE trainees (7 participants); Ecole d'Architecture de l'Université de Genève (40 participants); Geneva Post Graduate Institute of International Studies (40 participants); group of Educators from Leopoldville (10 participants); International Committee of Press Agencies (6 participants); International Students Movement of the United Nations (50 participants); Quaker group (25 participants); State University Teachers Colleges, United States (50 participants); Stiftung Mitbestimmung, Düsseldorf (30 participants); Study Course of United Nations Association, Vienna (26 participants); United Nations Association, United Kingdom (50 participants); and World University Service, Bonn (50 participants).

ANNEX

GENEVA STATISTICS, 1961A. Acquisition

a. Books and pamphlets (volumes and titles) (Exclusive of documents and other publications in series)

i. By purchase	1,473
ii. By gift and exchange	8,279
Total	9,752

b. Serial issues received (pieces)

i. Other than documents	73,667
ii. Government documents	95,219
iii. U.N. and S.A. documents	84,370
Total	253,256

B. Processing

a. Cataloguing

i. New titles catalogued

(a) Monographs	3,780
(b) Serials <u>1/</u>	662

Total 4,442

b. Binding

i. Volumes bound	6,888
ii. Pieces added to provisional bindings	13,269

c. Volumes discarded 247

C. Service

a. Circulation

i. Pieces fetched for use within the Library (estimated)	6,000
ii. Pieces issued for use outside the Library	
(a) To United Nations	38,787
(i) WHO	1,070
(ii) ILO and other specialized agencies	6,848
(b) Other interlibrary loans	1,322
(c) To public (unofficial borrowers)	10,485

Total 64,512

1/ Serial titles received in library:

Non-governmental and governmental periodicals, annuals, continuations, parliamentary documents, official gazettes and newspapers.

6,727

b. Reference queries

i. In person	} estimates	40,000
ii. By telephone		48,000

c. Photostat and microcopying (number of pages)	6,643
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d. Attendance in reading rooms	30,132
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e. New outside (unofficial) readers' cards issued	784
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D. Bibliographic work

Monthly list of books catalogued

Cards printed	3,230
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Monthly list of selected articles	6,926
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