

Annual report of the Dag Hammarskjöld Library
at the United Nations Headquarters, 1975

I. Administration and management

1. With the assistance of the Administrative Management Service, a productivity improvement programme was introduced, beginning in July 1975, in the Computer Operations Section. Work standards were developed for activities which lend themselves to work measurement techniques and procedures were established for the introduction and implementation of a group performance reporting system. The system provides improved methods for the recurrent and systematic monitoring and evaluation of group performance and for an overall alerting system of changes occurring in the level of productivity of work centres. It is planned to introduce the system in all work centres of the Documentation Services Division during 1976.

2. Following the general recommendations of the Administrative Management Service, it was decided that the Library, with the help of an outside consulting firm, should prepare a comprehensive plan for library automation. Consequently, a statement of work was prepared jointly by the Library and the Electronic Data Processing and Information Systems Service during July-August 1975. It was sent to a number of consulting firms asking for their proposals. The statement outlined the following three tasks to be accomplished by the proposed study:

- (a) Provide a clear statement of the functions and purposes of the Library with respect to its place in the United Nations Organization, as well as its relationship with the Library at Geneva, the libraries of the regional economic commissions, and the various departmental collections within the Secretariat; and further articulate the role of the Library in relation to the other libraries of organizations in the United Nations system;
- (b) Examine the costs and benefits of automated procedures that might reasonably be considered for introduction in the Library's operations. The following areas were indicated as primary candidates for automation: cataloguing of monographs and serials, indexing of periodical articles, preparation of bibliographies and serials control. Other areas may be identified during the course of the study. The next step is to identify potentially applicable automated systems and to analyze candidate systems from the standpoint of the particular requirements of the Library;
- (c) Develop a detailed coherent plan for the introduction of automation in successive areas of the Library's operations.

The bids for a contract were received and the Contract Committee selected a well-known consulting firm. The study is expected to begin in January 1976.

3. Sixteen meetings of division and section chiefs with the Director were held. In addition to administrative matters and recurrent topics such as the Library's annual work programme and the budget, the following were among the subjects discussed on the basis of working papers prepared: training programme for

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Library staff; seminars on the services of the Library; reorganization of selection and collection development procedures; a user study pertaining to analysis of documents reference queries; survey of the timelag between submission of texts of indexes for reproduction and availability for distribution; policy governing the UN/SA Catalogue; policy guidelines governing indexing of UN/SA documents and publications; and principles governing United Nations depository libraries.

II. Acquisition

4. The collection of United Nations and specialized agencies documents increased by 131,994 items, of which 108,232 were issued by the United Nations and 23,762 by the specialized agencies. This is an increase of 18,600 over the 1974 total. The increase in 1974 over 1973 had been 17,650. The higher amount is mainly due to an increase in documentation issued in Arabic and Chinese, as well as to an unusually high number of documents issued for the General Assembly sessions. The microfiche collection increased by approximately the same amount as in 1974, that is by about 16,000.

5. The allotment for books and serials subscription for the biennium was adequate and expenditures were within the projected limits. The increase in the expenditures for books reflects increased purchases for the various translation services, paid from Library funds; the increase in expenditures for serials is almost completely due to price increases. The receipts for monographs shown below indicate some increase in both purchased material and publications obtained through gift and exchange. The receipt of serial issues, however, remained at about the same level as in 1974. Nevertheless, the same number of serial subscriptions did cost more and this trend is expected to continue.

Expenditures

	<u>1972/1973</u>	<u>1974/1975</u>
Books	\$ 49,018	\$ 62,393
Microfilm	\$ 2,063	\$ 4,012
Serial subscription	\$ 213,433	\$ 266,965
<u>Totals</u>	\$ 264,514	\$ 333,370 ^{1/}

Receipts

	<u>1974</u>	<u>1975</u>
(a) Books and pamphlets (volumes)		
By purchase	2,840	3,651
By gift and exchange	9,399	9,989
<u>Totals</u>	12,239	13,640
(b) Serials	<u>1974</u>	<u>1975</u>
Non-official serials (including newspapers)	106,869	107,193
Official documents (including gazettes)	112,178	109,489
<u>Totals</u>	219,047	216,682

6. Efforts were made to improve the receipt of material in terms of quality and promptness. Thus, a systematic study of dealer performance for the major dealers was initiated. The collection of data was begun in June 1975 and will be carried through June 1976, a full year being the minimum time period needed to obtain meaningful figures. The results will then be studied with the view of improving receipts, although the timelag between ordering and receipt of the publications depends on many factors over which the Library has no control. The world-wide deterioration of postal services, including reduction of mail deliveries, is one factor. The high cost of warehousing, which results in the maintenance of publishers' stock at considerable distance from their main offices, is another.

7. A first step was also taken to improve the receipt of official publications. The plan is to approach the receipt of official publications not by individual titles but by issuing agency and to establish firm relations with government bodies which have a regular and extensive publishing programme. Accordingly, a circular was sent to national statistical offices in 144 countries requesting lists of their publications in order to follow up systematically on receipts as well as on such bibliographic problems as title changes, cessation of series, etc. Statistical offices were chosen because of the need to obtain updated information for the preparation of a bibliography of currently received periodicals in the field of statistics. The response to the circular was excellent: the majority of countries replied, and the necessary changes, claims, etc., are being processed. A similar approach will be applied in the future to other types of official publications.

8. A paper outlining the Arabic language acquisition programme was prepared and discussed with all Arabic staff members of the Library and procedures were drafted for incorporation in the work manual. Contacts with dealers and other sources of acquisition were established; records were set up and the bibliographic tools reviewed. By the end of the year about 1,000 titles in Arabic were ordered, more than half of which were received. A total of \$8,100 was expended and \$3,900 committed so that the expected expenditures to the end of 1975 amount to about \$12,000.

III. Processing of materials

9. The activities of the Panel on Acquisition, Indexing and Maintenance of UN/SA Material continued and were centered mainly on the selection for indexing of materials issued by the specialized agencies in the United Nations system and on the formulation of criteria to guide the selection.

10. Early in 1975, new policy guidelines were formulated and issued with regard to the maintenance of the UN/SA Catalogue. In accordance with the new guidelines, the maintenance of the Catalogue and of the shelflist, which formerly was the responsibility of the Documents Reference and Collections Section, was transferred to the Conventional Indexing Section. A backlog of 40,000 index cards to be filed was completely eliminated by the end of the year. Consolidated cards for recurrent publications were introduced, thus speeding up considerably the posting of information relating to new issues. A draft list of subject headings used in the Catalogue was also compiled, so that a subject authority list can be prepared in 1976.

11. Good progress was made in the indexing and processing of a backlog of UNDP country project reports and by the end of 1975, 95 per cent of the volumes had been indexed. It is expected that the backlog will be eliminated during the first quarter of 1976 and thereafter the indexing will be kept current.

12. Under the programme of selective conversion of United Nations documents and publications to microfiche, performed under contract, 15,000 fiches and 75,000 duplicates were produced. A total of 657,319 pages (as against 611,701 in 1974) was prepared for filming.

13. Nineteen microfilm reels (153,647 pages of text) were produced, of which 14 reels (113,549 pages) were of Chinese and 5 reels (40,098 pages) were of Arabic documents. An index, in a language appropriate to the reel's contents, was included in each reel and each image was numbered in a consecutive sequence.

14. The functions of the Subject Headings Committee were redefined as follows:

- (a) To establish compatibility of subject headings used in the Library (i.e. in catalogues, bibliographies and indexes) with the descriptors included in the OECD Macrothesaurus;
- (b) To establish guidelines for the preparation of a thesaurus for computerized bibliographic control.

15. A rotated list of main subject headings used in the cataloguing and indexing operations in the Library was produced by the New York Computing Centre. The input was prepared by the Subject Headings Committee and the Catalogue Section.

16. During 1975 the number of monographs and serials catalogued was slightly higher than in the previous two years: 5,242 as against 4,844 in 1974 and 5,227 in 1973. The number of volumes shelved was also higher: 832 more than in 1974 and 1,349 more than in 1973. The volumes transferred between collections were 38 per cent higher than in 1974 and 6 per cent higher than in 1973. Only the number of volumes received for withdrawal was lower than in the previous years.

17. All technical operations, such as cataloguing, shelving, transfers, withdrawals, marking, binding and card work, were kept on a current basis. However, some backlog developed in cataloguing of new Arabic material as the Arabic Cataloguer had to process the acquisition of material for which funds were allotted in 1975.

18. A total of 20,302 machine readable records for United Nations documents and publications was prepared and stored in computer-based files in 1975 (as against 19,640 in 1974).

19. The indexing by conventional methods of documents of organizations in the United Nations system showed an increase over 1974; a total of 20,738 having been processed in 1975 as against 15,136 in 1974. A total of 44,697 cards was filed in the UN/SA Catalogue as against 24,451 in 1974.

IV. Organization of the collections

20. Work continued on the written formulation and codification of policy guidelines for the development and maintenance of materials in the UN/SA Collection. Three sub-annexes to the basic Directive (Directive/A/24, Annex I, Sub-annexes 13, 14 and 15) were issued during the year. The sub-annexes cover documents and publications of FAO, WIPO and the affiliated bodies of the United Nations. A final sub-annex, on the League of Nations and related materials, is in preparation and will be completed in 1976.

21. Some areas of the Main Stack Collection were rearranged due to the growth of the collection in certain subject fields. A total of 172 shelves was added and 4,000 volumes were relocated.

22. The amount of material bound was smaller than in 1974 (2,031 volumes against 2,417).

V. Services to readers

A. User studies

23. Three user studies were initiated during the year:

(a) Questionnaire survey of the use of recurrent indexes

Questionnaires were included in all language versions of the first five issues of the three UNDEX series published in 1975, as well as in the issues of the indexes to proceedings of the General Assembly and the three Councils. By the end of the year, 480 questionnaires had been returned by 219 individuals and institutions (Government agencies; United Nations depository libraries; permanent missions of Member States; organizations and offices in the United Nations system; college and university libraries subscribing to United Nations publications; non-governmental and inter-governmental organizations; research libraries and institutions; and individual staff members). An evaluation of the returns and of the results obtained will be carried out during 1976;

(b) Survey of the timelag between submission of texts of indexes for reproduction and availability for distribution

In an attempt to obtain background information for a study of timeliness of indexes, an aspect of it was surveyed by using data recorded currently. The aspect studied was that of the timelag between the date of submission of texts of indexes for reproduction and the date of their availability for distribution. The review covered 111 issues of recurrent indexes (UNDEX series and indexes to proceedings) submitted for reproduction between 1 September 1974 and 31 August 1975.

The study, concluded in late October 1975, indicated that the average time elapsed between submission for reproduction and availability for distribution was 63.5 days.

During the last part of November 1975, consultations were held on the matter in which staff of Documents Control, the Reproduction

Section and the Documentation Services Division participated. Improved arrangements and procedures were worked out and agreed upon; the aim of the new arrangements is to contain the time required for reproduction within 30 days from the date of submission;

(c) Sample survey of the use made of the documents reference service

In order to obtain a better insight into the nature, type and volume of the demand placed on the reference services provided by the Documents Reference and Collections Section, a survey of the use made of the service was initiated in March 1975. The survey will run through February 1976 and will be followed by an evaluation of the results obtained.

B. Loans and related services

24. The total number of loans, 71,038, was somewhat lower than the 1974 total of 75,330. As usual, there were variations at the different service points. The main loan desk experienced an increase from 20,865 in 1974 to 24,515 in 1975, the loan desk of the Documents Reference and Collections Section registered a slight increase from 3,771 to 3,919, the Periodicals Reading Room a decrease from 22,183 to 15,986, the Statistical Branch Library a slight increase from 17,099 to 17,155, and the Legal Branch Library a decrease from 4,934 to 4,586.

25. There was a drop in the total number of interlibrary loan requests received as compared with the previous year (1974: 2,168, 1975: 1,813). Of the 1,813 requests received, 737 were met.

26. A total of 2,959 serials titles were routed to 1,322 individual users and units of the Secretariat.

27. In 1975 Library passes were granted to 1,091 outside readers (1,076 in 1974).

C. Information tools

28. Compilation of indexes by computer methods on a ten-issues-a-year basis continued. A total of 77 issues in English, French, Russian and Spanish of UNDEX series A: Subject index and series B: Country index was produced.

29. Ten issues of the English edition of UNDEX series C: List of documents issued were published as planned. The preparation of the French edition, however, as a result of delays in the recruitment of qualified staff and lack of clerical assistance, was lagging behind schedule.

30. Starting with the January 1975 issue the following elements were added to the UNDEX Subject index: (a) author of document (personal or corporate body); (b) numeric date of issuance of document; (c) sales number, or official records notation and secondary document symbols.

31. Starting with the September 1975 issue cross references were added to all language versions of the UNDEX Subject index. The references are not identical in all languages and only those required in each language are made. Cross references were inserted from subjects to organizational names, from broad subjects to specific subjects, and between related terms.

32. A new series of indexes in Arabic was initiated during the year. The first issue was published in May and provided an index to the documentation and proceedings of the 29th session of the General Assembly (ST/LIB/SER.L/1).
33. The preparation of indexes in Chinese, initiated in mid-1974, continued according to schedule. During the year, three issues of indexes to the proceedings of the General Assembly, the Economic and Social Council, and the Security Council were published. They proved quite successful and received favourable comments from users.
34. The indexes to the proceedings of the major United Nations organs in English were prepared and issued as scheduled. A total of 3,607 draft pages of indexes (as against 3,104 pages in 1974) was prepared.
35. The indexing of the resolutions of the Economic and Social Council, 1945-1970, continued and it is expected that the index will be ready for publication by the end of 1976.
36. The last cumulative volumes of the 1973 edition of the United Nations documents index (UNDI) were issued during the year.
37. The indexing of legal texts performed by the Library for the Office of Legal Affairs continued. The preparation of the cumulative index number 11 to the Treaty series, volumes 701-750, in English and French, was continued on schedule, and a total of 49 volumes (as against 24 volumes in 1974) was indexed. Also, the indexing of the English version of the supplements to the Repertory of practice to the United Nations organs continued.
38. The work on the updating of the List of United Nations document series symbols was initiated. An inventory of the series issued from 1946 to June 1975 and numbering approximately 3,500 entries was completed. Lists of series published away from Headquarters were compiled and sent to the issuing organizations, including ECA, ECLA, UNIDO and UNCTAD, for verification. The subject indexing of certain portions of the A/- and E/- series was undertaken.
39. Current bibliographical information continued to be well received by both the Secretariat and staff of the permanent missions. For most of the year, the issues were submitted for reproduction on time; however, the timelag between submission for reproduction and final printing and distribution continues to be substantial. In order to improve the situation, consultations were held with the Publishing Division and it is expected that the timelag in publication will be reduced during 1976.
40. Five major subject bibliographies were issued in the Library's Bibliographical series during the year. Two were prepared at the request of substantive departments for major United Nations international conferences. The first, The sea; a select bibliography on the legal, political, economic and technological aspects, 1974-1975, was prepared for the Law of the Sea Conference in Geneva, March-May 1975, while the second, Status of women; a select bibliography, was prepared for the International Women's Year Conference in Mexico City, July/August 1975. The three remaining titles, Transnational corporations, Non-alignment and Commodities, were all on major subjects within the purview of the United Nations.

41. A new feature of the bibliographies on commodities and the status of women was the inclusion of selected documents and publications of the United Nations and the specialized agencies. All future topical bibliographies prepared by the Library will reflect in their contents the holdings of the Library, both United Nations and non-United Nations material.

42. Several other reading lists and bibliographies were prepared in response to requests from various units of the Secretariat. Among them were a bibliography on the question of Kashmir, a select bibliography on noise pollution, and references on Moroccan political affairs 1951-1974.

D. Reference services

43. The total number of reference queries was 55,275. This total is not comparable with the total of 106,614 for 1974 since a new method of counting queries was introduced from the beginning of 1975. However, the figures for several service points are comparable. Thus, the number of reference queries in the Documents Reference and Collections Section was about the same as in 1974 (20,182 in 1975; 20,168 in 1974) but the distribution in type varied significantly:

<u>Type</u>	<u>1974</u>	<u>1975</u>
Call number	579	1,301
Ready reference	19,470	16,894
Long range	119	1,987

44. The total number of queries in the General Reference Section showed an increase of 8.3 per cent from the 1974 total (32,505 as compared to 29,823). At the General Reference Desk there was an increase of 16.7 per cent (14,466 up from 12,387) while in the Legal Branch Library the increase was 28.5 per cent (7,360 in 1975 from 5,726 in 1974). Both the Map Collection and the Statistical Branch Library had decreases of 9.4 per cent and 7.3 per cent respectively.

45. The traditional type of questions such as quotations, addresses, biographies, language versions of legal texts, constitutions, etc. continued to originate from the Secretariat staff, permanent missions and delegates. In addition, there were requests from the media, law firms in New York City, and a fair number of telephone queries came from cities located across the United States.

46. The Library subscribed on a trial basis to the New York Times Information Bank effective 7 May 1975. The Bank, which is basically an extension of the services of the General Reference Section, added a new dimension to the Library's operations during the year.

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

47. A revised system of depository libraries entered into force on 1 January 1975. Under the new system, one free depository library is allowed per country - normally the national library or another major research library located in the capital city. In addition, free deposit is extended to the national parliamentary library, if open to the public, and to libraries which provide the United Nations libraries in New York and/or in Geneva with publications on exchange, the value of which

is equivalent to the amount of the contribution established by the Publications Board. All other depositories, existing or to be established in the future, are required to pay a contribution towards the cost of operating the system.

48. The Publications Board decided in 1974 that the United Nations information centres personnel and staff of the Headquarters Library and of other libraries in the United Nations system should visit depository libraries while on home leave or official travel, with the view to not only reporting on the conditions observed but also to assisting those depositories in need of finding solutions to pressing difficulties. During 1975, 60 depositories were visited; of the total, 22 were visited by staff of United Nations libraries in New York and in Geneva, 34 by staff of information centres, and four by staff of specialized agencies libraries.

49. The Library continued its efforts towards bringing universality into the system of depository libraries and pursued the question of designation with libraries that had expressed an interest in becoming depositories. As a result, depositories were designated in the following countries: Bahrain, Botswana, Ivory Coast, Mali, Niger, New Zealand, Saudi Arabia and Swaziland. Designation of nine other libraries is pending.

50. At the end of the year there were 322 depositories in 120 countries and territories. Nevertheless, there is no depository yet in the following Member States: Albania, Bahamas, Benin, Bhutan, Burundi, Cape Verde, Chad, Comoros, Congo, Democratic Yemen, Equatorial Guinea, Gabon, Gambia, Grenada, Guinea-Bissau, Malawi, Maldives, Mauritania, Mozambique, Oman, Qatar, Sao Tomé and Príncipe, Senegal, Togo, United Arab Emirates, Upper Volta, Yemen and Zaire.

51. A revised version of the Principles governing United Nations depository libraries was issued in English and French. A Spanish translation was also prepared.

52. The result of the 1973 Questionnaire indicated a need for the staff of depository libraries to be trained in the maintenance and servicing of United Nations documents. Almost 87 per cent of the depositories expressed interest in having their staff attend such seminars and were willing to provide travel and subsistence expenses for their staff participation if the seminars were held in the region. The Publications Board, acting on the recommendation of the Library, decided that regional training seminars should be held at recurrent intervals under the auspices of UNITAR, or United Nations information centres. Preliminary steps towards the organization of two seminars - one for the North American, and one for the Caribbean region - to be held in 1976, were taken.

53. The volume of work for services given to UNDP projects executed by the United Nations through the Office of Technical Co-operation has increased - as noted in previous annual reports - about 90 per cent over the workload in 1968 on which the provision of extra-budgetary posts was based. After numerous requests over the years for additional staff, two posts, one clerical and one professional, were approved in September 1975. The effects of this additional manpower are reflected not only in the increase of items processed - much of this increase is in fact the backlog that had accumulated - but also in the improved quality of service. For instance, it was possible for the first time to initiate systematic claiming of outstanding orders.

	<u>1974</u>	<u>1975</u>
Items processed	11,059	15,472
Orders placed	8,689	12,845

The total number of claims sent out was almost double of the average of previous years (3,135 in 1973, 3,660 in 1974, and 7,072 in 1975), and a large portion of these, about 2,000 claims, was for UNDP project orders.

54. A seminar on the services of the Library was held on 26 March from 9:30 a.m. to 1:00 p.m., followed by a tour of the Library from 3:00-4:00 p.m.; 19 Secretariat staff members participated in it. This is a new seminar in the 1975 Staff Development Programme organized by the Training and Examinations Service.

55. Programmes of observation and study of the Library's operations were arranged for the following trainees:

Mr. Ibrahim Noor, Deputy Librarian of the Sudanese Foreign Ministry Library, who concluded on 7 February a programme which began on 14 December 1974.

Mrs. B. Chavarro de Montañez, Documentalist, the National Information System, Bogotá, Colombia, from 24-27 March.

Mr. A. Castañeda Vazquez from the Ministry of Foreign Relations, Lima, Peru, from 11 January to 11 March.

Mr. S. Lilli, Expert chargé de la Division Documentation au Centre d'Etudes Industrielles du Maghreb in Tangier, from 2-13 June.

VII. Staff training and professional development

56. A training programme for Library staff was established during the first half of the year. The aim of the programme is to further:

- (a) Professional development and acquisition of new skills;
- (b) Increased flexibility in job assignments;
- (c) Better understanding of activities carried out in the various units;
- (d) In-service training of staff newly recruited.

57. The training programme takes the following forms:

- (a) Participation in the Secretariat Staff Development Programme;
- (b) Participation in activities of professional associations;
- (c) Visits to other libraries;
- (d) Lectures;
- (e) Dissemination of periodical articles and books;
- (f) Rotation of staff.

58. In addition to the general training programme outlined above, a specific introductory training programme for new staff members was also established. The aim of the programme is to give thorough guidance and instruction to new staff members during the first months of their employment, not only in the specific tasks to which they are assigned, but also in general knowledge about the Library and the Organization.

59. As part of the training programme for Library staff referred to above, a series of lectures on trends in contemporary librarianship was started. Five lectures were given in the Dag Hammarskjöld Library Auditorium during the year. Four of the speakers were prominent American librarians; the fifth speaker was of the Library staff.

60. To achieve greater flexibility of staff, two staff members of the Computer Operations Section were trained in the Documents Reference and Collections Section so that they can substitute as documents reference librarians if needed.

61. Staff of the Library took part in the following activities:

- (a) The Chief of the Acquisition Section attended the American Library Association's Midwinter Conference in Chicago from 20-24 January. She served first as Vice-Chairman and then as Chairman of the ALA International Relations Round Table;
- (b) A total of 30 staff members attended a demonstration of computer operations at the National Technical Information Service Center at the McGraw-Hill Bookstore on 17 and 18 March;
- (c) On 26 March, the Chief and two staff members of the Catalogue Section participated in a seminar of Metro/Ballots demonstration in New York City;
- (d) The Serials Librarian attended the Seminar on Serials Standards, Automated Systems and Shared Data Bases on 24 and 25 April at the University of Georgia, Athens, under the professional studies programme;
- (e) A staff member of the General Reference Section attended, from 27 to 30 April, the Clinic on Library Applications of Data Processing, University of Illinois, Urbana-Champaign, Ill.;
- (f) A staff member of the Map Collection attended a map workshop sponsored by the American Geographical Society and the Map Group of the Special Libraries Association on 19 May;
- (g) The Chief and one staff member of the General Reference Section attended the all-day Seminar on Standards in Reference Work, held at the Ford Foundation on 19 June;
- (h) The Chief of the Acquisition Section and the Chief of the General Reference Section attended the American Library Association's Annual Conference held in San Francisco from 29 June to 4 July;
- (i) One staff member of the Computer Operations Section attended the Institutional Study Institute on the Design and Evaluation of Printed Subject Indexes, in Aberystwyth, Wales, United Kingdom, 14-18 July;

- (j) Three staff members of the Computer Operations Section attended the Fifth Cranfield International Conference on Mechanized Information Storage and Retrieval Systems, held in Cranfield, Bedford, England, 22-25 July;
- (k) The Chief of the Computer Operations Section participated in the 41st General Council meeting of the International Federation of Library Associations (IFLA) held in Oslo, Norway, 11-16 August;
- (l) The Chief and two staff members of the Catalogue Section attended the Institute on the Catalogue: its Nature and Prospects, held at the New York Sheraton Hotel on 9 and 10 October. The Institute was sponsored by the Information Science and Automation Division of the American Library Association;
- (m) On 24 October, the Chief of the Catalogue Section participated in the Workshop on Automated Serials Control Systems sponsored by the Resources and Technical Services Division of the American Library Association and held at the Graduate School of the City University of New York;
- (n) On 7 November, the Chief and four members of the Catalogue Section attended the fall dinner meeting of the New York Technical Services Librarians. Under the topic "New concepts and directions for LC subject headings," Mr. Edward Blume, Chief, Subject Cataloguing Division, Library of Congress, discussed the eighth edition of the Library of Congress subject headings and the pilot of the use of the microfiche edition;
- (o) A total of 17 staff members participated in the various courses and seminars offered by the Training and Examinations Service through its Staff Development Programme. In co-operation with that Service, a training programme for 16 Library supervisors was arranged on 20 and 21 November and on 1 and 2 December. The language training classes organized by the Service were attended by 43 staff members: 4 in Arabic, 1 in Chinese, 4 in English, 20 in French, 2 in Russian, and 13 in Spanish. Language training classes held under auspices other than the United Nations were attended by one staff member in English.

VIII. External relations

62. The Director of the Library participated as an advisor in the planning of the Pahlavi National Library (The National Library of Iran) during July and August.

63. A staff member of the Acquisition Section visited during home leave several Middle Eastern countries and submitted reports on depository libraries and exchange libraries visited. Three staff members of the Acquisition Section visited exchange libraries in Washington, D.C., on 10 to 12 December.

IX. Bibliography for the year 1975

64. (a) Indexes to United Nations documents

Index to proceedings of the Economic and Social Council,
57th session, 1974. 1975. vi, 53 p. (ST/LIB/SER.B/E.48)
Sales no.: E.74.I.9.

Index to proceedings of the Economic and Social Council,
58th session, 1975. 1975. vi, 57 p. (ST/LIB/SER.B/E.49)
Sales no.: E.75.I.19.

Index to proceedings of the General Assembly, 28th session
(closing meeting) and 29th session, 1974. 1975. vi, 238 p.
(ST/LIB/SER.B/A.25)
Sales no.: E.75.I.17.

Index to proceedings of the Security Council, 29th year, 1974.
1975. vi, 36 p. (ST/LIB/SER.B/S.11)
Sales no.: E.75.I.8.

Index to proceedings of the Trusteeship Council, 41st session,
1974. 1975. vi, 10 p. (ST/LIB/SER.B/T.35)
Sales no.: E.75.I.3.

Index to proceedings of the Trusteeship Council, 42nd session,
1975. 1975. vi, 11 p. (ST/LIB/SER.B/T.36)
Sales no.: E.75.I.20.

UNDEX; United Nations documents index. Series A: Subject index.
V.5, no. 9-10; v.6, no. 1-8. 1975. (ST/LIB/SER.I/A.36-45)
Also issued in French, Russian and Spanish.

-- Series B: Country index. V.5, no. 9-10; v.6, no. 1-8. 1975.
(ST/LIB/SER.I/B.36-45)
Also issued in French, Russian and Spanish.

-- Series C: List of documents issued. V.2, no. 1-10. 1975.
(ST/LIB/SER.I/C.11-20)
Also issued in French.

United Nations documents index. Cumulative index. V.24, 1973, pt. 1.
1975. ix, 248 p. in 2 v. (ST/LIB/SER.E/CUM.22, pt. 1, v. 1-2)

-- V. 24, 1973, pt. 2. 1975. iv, 135 p. (ST/LIB/SER.E/CUM.22, pt. 2)

大会会议记录标题索引, 第二十九届

Index to proceedings of the General Assembly, 29th session, 1974.
1975. iv, 174 p. (ST/LIB/SER.J/2)
In Chinese only.

安全理事会会议记录, 第二十九年

Index to proceedings of the Security Council, 29th year, 1974.
1975. iv, 33 p. (ST/LIB/SER.J/3)
In Chinese only.

经济及社会理事会会议记录, 标题索引, 第五十八届

Index to proceedings of the Economic and Social Council, 58th session,
1974. 1975. iv, 56 p. (ST/LIB/SER.J/4)
In Chinese only.

فهرس أعمال الجمعية العامة

Index to proceedings of the General Assembly, 29th session, 1974.
1975. ii, 152 p. (ST/LIB/SER.L/1)
In Arabic only.

(b) Bibliographies, reading lists, etc.

(Titles marked * are for internal distribution only)

Commodities; a select bibliography, 1965-1975. 69 p. 16 December 1975.
(ST/LIB/SER.B/19)

Current bibliographical information. V. 5, no. 1-22, 1 January-
15 December 1975. (ST/LIB/SER.K/89-110)

* Dated list of publications received - ESA Statistical Collection.
No. 1-53, 1975.
Unpublished; hectographed.

* Dated list of trade publications received - ESA Statistical Collection.
No. 1-34, 1975.
Unpublished; hectographed.

Legal bibliography of the United Nations and related intergovernmental
organizations. In United Nations juridical yearbook, 1973. 1975.
p. 201-243. (ST/LEG/Ser.C/11)
Sales no.: E.75.V.1.

* List of newspapers currently received in the Dag Hammarskjöld Library.
11 p. September 1975.
Hectographed.

Non-alignment; a select bibliography. 39 p. 15 July 1975.
(ST/LIB/Ser.B/18)

The sea; a select bibliography on the legal, political, economic
and technological aspects, 1974-1975. 25 p. February 1975.
(ST/LIB/SER.B/16)
Sales no.: E/F.75.I.12.

- * Selected bibliography on Moroccan political affairs, 1951-1974.
4 p. 23 January 1975.
Unpublished; typewritten.
- * Selected bibliography on noise pollution, 1970-1974. 17 p.
13 January 1975.
Unpublished; typewritten.
- * Selected bibliography on the question of Kashmir. 18 p.
31 October 1975.
Unpublished; typewritten.
- * Selected list of titles on the prognosis of international relations,
1974-1975. 23 October 1975. 1 p.
Unpublished; typewritten.
- * Soviet librarianship; books and articles, 1970-1974. 5 p.
March 1974.
Unpublished; typewritten.

Status of women; a select bibliography. 121 p. 6 June 1975.
(ST/LIB/SER.B/20)

Transnational corporations; a select bibliography. 23 p.
February 1975. (ST/LIB/Ser.B/17)
Sales no.: E/F.75.I.5.

(c) Other publications

Annual report of the Dag Hammarskjöld Library at the United Nations
Headquarters, 1974. 1975. 18 p.

(d) Publications on United Nations documentation and on United Nations
libraries

Fletcher, J. E. Three international organizations in Europe:
a personal view of their libraries. Library association record
(London)77:12-14, May 1975
Personal thoughts on the libraries of the United Nations and
the International Labour Office in Geneva, and the European
Community in Brussels.

Hajnal, P. I. Indexes to resolutions; a reference series issued
by the United Nations Library. Government publications review
(Elmsford, N.Y.)2:31-40, winter 1975

Laing, W. S. Sources: information practices and policies of the
United Nations. Government publications review (Elmsford, N.Y.)
2:237-244, 1975, no. 3

Parke, C. Advanced training course on international documentation,
Geneva, Switzerland, Feb. 18 - Mar. 15, 1974. Government publications
review (Elmsford, N.Y.)2:233-236, 1975, no. 3

Rozsa, G. United Nations Geneva Library for the international research community: its sources and services; a brief outline. Government publications review (Elmsford, N.Y.)2:211-212, 1975, no. 3

Thwaites, Janice. Depository collections; problem or challenge? New Zealand libraries (Wellington)38:24-27, 29-37, February 1975. Concerning United Nations and European Economic Community documents in Auckland Public Library.

X. Statistics of the Dag Hammarskjöld Library, 1975

I. Input

1. <u>Staff resources</u>	<u>Prof.</u>	<u>GS</u>	<u>Manual</u>
(a) Executive direction, administration and management;	6	3	
(b) Acquisition of materials;	6	10	2
(i) Special acquisition services	1	3	
(c) Cataloguing and classification;	6	9	1
(d) Computer-assisted indexing;	12	4	
(e) Conventional manual indexing	15	17	
(f) Reference services;	13	2	
(g) Preparation of bibliographies;	2	2	
(h) Maintenance and servicing of collections;	4	22	6
(i) Preparation of materials in microform;	—	<u>7</u>	—
TOTALS:	65	79	9

2. Annual appropriations	
(a) Staff costs;	2,596,000 ^{1/}
(i) Staff from extra-budgetary sources	176,400
(b) Purchase of books and other library materials;	35,000
(c) Serials subscriptions;	157,200
(d) Purchase of microforms;	2,000
(e) Binding;	10,000
(f) Supplies;	6,000
(g) Contractual services;	120,800
(h) Travel;	4,000
(i) Printing	139,800
TOTAL:	3,247,200

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^{1/} This amount represents half of the appropriation for the biennium 1974-1975.

II. Output

3. Acquisition and processing

(a) United Nations and specialized agencies documents and publications:

(i)	In paper form		
a.	United Nations documents and publications (pieces added)	108,232	
b.	Specialized agencies documents and publications (pieces added)	23,762	
	TOTAL:		131,994
(ii)	In microform:		
a.	Microform production (UN documents and publications)		
i.	Pages prepared for filming	874,906	
ii.	Roll-film masters (reels produced)	19	
iii.	Microfiche masters produced	15,001	
b.	Microforms added to collections		
i.	Microfiches	16,332	
ii.	Microfilm reels	184	

(b) Materials other than United Nations and specialized agencies documents and publications

(i)	Serials issues checked in			
a.	Government periodicals and serials	109,489		
b.	Other periodicals, serials, etc.	55,616		
c.	Newspapers	51,577		
	TOTAL:		216,682	
(ii)	Materials added	In paper form (vols.)	Microfilm reels	Microfiches
a.	Monographs	6,463		183
b.	Serials	6,130	104	
	TOTALS:	12,593	104	183
(iii)	Maps acquired		1,657	
(iv)	Materials withdrawn			
a.	Monographs and serials (volumes)		2,320	
b.	Maps		380	
(c)	Volumes bound (UN/SA and other materials)			
(i)	Monographs		19	
(ii)	Serials		2,012	
	TOTAL:		2,031	

4. Users' services

(a)	Loans				
(i)	Documents and publications of organizations in the UN system		3,919		
(ii)	Other materials		<u>67,119</u>		
	TOTAL:			71,038	
(b)	Interlibrary loans				
(i)	Borrowing		610		
(ii)	Lending		<u>127</u>		
	TOTAL:			737	
(c)	Serials routed				
(i)	Number of titles		2,959		
(ii)	Number of users		1,322		
(d)	Queries received	<u>Call no.</u>	<u>Ready ref.</u>	<u>Long range</u>	<u>Totals</u>
(i)	Relating to documents of organizations in the UN system	1,301	16,894	1,987	20,182
(ii)	Relating to other materials	26,290	6,659	2,144	35,093
	TOTALS:	27,591	23,553	4,131	55,275
(e)	Written replies to queries				
(i)	Relating to documents of organizations in the UN system		113		
(ii)	Relating to other materials		56		
	TOTAL:		169		
(f)	Number of outside users		1,091		
(g)	Copying services				
(i)	Pages copied		28,226		
(ii)	Microfiches duplicated		382		
(h)	Services to UNDP and other units having their own funds (UNICEF, UNCTAD, etc.)				
(i)	Titles processed				
a.	UNDP		14,431		
b.	Other units		<u>1,041</u>		
	TOTAL:		15,472		
(ii)	Orders placed				
a.	UNDP		12,239		
b.	Other units		<u>606</u>		
	TOTAL:		12,845		

5. Bibliographical activities

(a)	Titles catalogued and classified		
(i)	Monographs	3,982	
(ii)	Serials	<u>1,260</u>	
	TOTAL:		5,242
(b)	Computer-assisted indexing		
(i)	UN documents and publications indexed;	3,948	
(ii)	UN periodical articles indexed;	60	
(iii)	Analytical records prepared, keyboarded and stored;	4,284	
(iv)	Basic bibliographical information records prepared, keyboarded and stored;	9,974	
(v)	Indexing terms established, keyboarded and stored:		
	a. English	1,511	
	b. French	1,511	
	c. Russian	1,511	
	d. Spanish	<u>1,511</u>	
	TOTAL:		6,044
(c)	Conventional manual indexing		
(i)	UN and SA documents and publications indexed	20,775	
(ii)	Index cards prepared		
	a. Arabic	1,700	
	b. Chinese	8,867	
	c. English	23,232	
	d. French	<u>10,275</u>	
	TOTAL:		44,074
(d)	Preparation of bibliographies		
(i)	Periodical issues scanned	4,000	
(ii)	Periodical articles selected and indexed	5,565	
(iii)	Bibliographies prepared		
	a. Number of bibliographies	120	
	b. Number of entries included	15,020	

6. Publications

(a) Issues published

(i)	Bibliographies	28
(ii)	Indexes	
	a. Arabic	1
	b. Chinese	3
	c. English	38
	d. French	30
	e. Russian	20
	f. Spanish	<u>20</u>

TOTAL: 112

(iii) Other publications 1

(b) Pages of text submitted for reproduction

(i)	Arabic	156
(ii)	Chinese	256
(iii)	English	2,845
(iv)	French	2,149
(v)	Russian	1,633
(vi)	Spanish	1,634
(vii)	Multilingual	<u>837</u>

TOTAL: 9,510

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