

UNITED NATIONS

SECRETARIAT

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## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION  
OF DOCUMENTATIONAddendumPRINCIPLES GOVERNING THE EXCHANGE OF UNITED NATIONS  
DOCUMENTS AND PUBLICATIONS

## I. GENERAL

1. In order to obtain for the United Nations important publications and bibliographical services of other organizations and institutions, arrangements may be made to exchange them for United Nations documents and publications.

## II. AUTHORITY

2. The establishment and conduct of all exchanges of United Nations documents and publications for publications or services of other organizations or institutions shall be the responsibility of the United Nations Library at Headquarters, which may, however, delegate part of such responsibility to United Nations library services located away from Headquarters. The establishment and conduct of exchange arrangements shall be subject to the conditions set forth below and subject to review by the Publications Board, if necessary.

3. In general, exchanges shall be arranged with due regard to the sales and distribution patterns and policies established for United Nations documents and publications and, in the case of periodicals and revolving fund items, shall be agreed upon in advance in consultation with the Office of Conference Services, Publishing Service, Sales Section, and with the Office of Public Information.

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\* Supersedes document ST/PB/5 of 20 December 1955.

### III. TYPES OF EXCHANGE ARRANGEMENTS

#### A. Complete exchange

4. All generally distributed documents and publications, printed or mimeographed, in the official languages of choice may be exchanged for the publications or library services of other organizations or institutions. Such arrangements shall be concluded only when the return to the United Nations either in publications or in services is commensurate with the value of the United Nations documents and publications offered.

#### B. Limited exchange

5. Exchange arrangements may be concluded between the United Nations and other organizations or institutions whereby part of the generally distributed documents and publications of the United Nations is exchanged for their publications and/or bibliographical services, even though the return for United Nations documents and publications may be disproportionate. Such arrangements shall be concluded only when clearly in the interest of the United Nations.

#### C. Selective exchange

6. The exchange of selected United Nations documents and publications for publications of approximately equivalent monetary value may be arranged with libraries and other institutions whenever such exchange arrangements will prove expedient and economical.