

UNITED NATIONS

SECRETARIAT



UN LIBRARY

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USA COLLECTION

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SECRETARY-GENERAL'S BULLETIN

To: All heads of departments and offices

Subject: PROCEDURE FOR THE ESTABLISHMENT AND MAINTENANCE OF BRANCH LIBRARIES AND REFERENCE CENTRES IN THE UNITED NATIONS SECRETARIAT AT HEADQUARTERS

1. A review of the branch libraries and reference centres in the United Nations Secretariat at Headquarters by the Administrative Management Service (AMS) established the need for improvement, economy and standardization in the maintenance and operation of these facilities. It was felt that some of the problems in this respect stem from the absence of a central authority for co-ordinating and regulating the establishment and maintenance of these facilities. With a view to improving the situation, the Director, Dag Hammarskjold Library (DHL), is hereby assigned the following additional functions:

(a) To review and make recommendations on proposals for the establishment of new collections, keeping in view the capacity of the Library itself to provide the required reference services to the satisfaction of the organizational unit concerned;

(b) To assist in securing a substantial reduction in the size of the collections by setting appropriate retention schedules of documents, keeping in view the capacity of DHL to provide the documents which are to be removed from the collections and the frequency of demand for such documents by the users;

(c) To recommend abolition or amalgamation of certain collections without creating serious problems for the users;

(d) To set standards for services;

(e) To oversee the implementation of the recommendations in the Administrative Management Service report on the subject dated February 1975;

(f) To recommend other measures for achieving greater economy and efficiency in the maintenance of these collections in the light of the improvement in Library services;

(g) To advise the Office of Financial Services, as required, on departmental proposals involving new or expanded resources for the establishment or maintenance of the collections.

2. Henceforth, all proposals regarding creation, expansion of holdings, staffing and location of the collections should be referred to the Director, Dag Hammarskjold Library, for advice.

Kurt WALDHEIM  
Secretary-General

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