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ST/AI/145

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ST/AI/145
7 May 1962

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: USE OF DAG HAMMARSKJOLD MEMORIAL LIBRARY

In accordance with our understanding with the donor, the Ford Foundation, the Library Auditorium is to be used "for seminars, lectures, briefings, showing films and approved dramas". Accordingly, it will be treated as an additional conference facility for the purpose of assignment, and reservations for approved daytime usage should be made through the Meetings Service of the Office of Conference Services, which will be responsible for reviewing in each case the validity of a group's request. While Library functions may normally be expected to receive priority, all proposed usage of the Auditorium, including usage by Library officials, will be co-ordinated through the Meetings Service to avoid any conflict.

2. Seminars, lectures, briefings, film showings and small approved drama presentations may be held in the Auditorium if the attendance expected does not exceed 195. If the group is 50 or less, Meetings Service will, in the interest of economy, assign the function to another location.
3. Approval for use of the Auditorium for after-hours affairs should be cleared through the Office of the Director of General Services. Extra costs which may be incurred, such as charges for Security, utilities, cloakroom, special cleaning, etc., will be notified beforehand to any group or individual authorized to use the Hall for non-official purposes and such costs will be reimbursed by the group or individual concerned.

4. The Penthouse facility will be strictly reserved for functions given by or on behalf of the Secretary-General. Requests for its use, within such limitations, should be made through the Director of General Services.

B.R. TURNER
Acting Chef de Cabinet
