

UNITED NATIONS

SECRETARIAT

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## ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: SUPPLY TO THE UNITED NATIONS LIBRARY OF  
OFFICIAL MATERIAL NOT AVAILABLE THROUGH  
THE REGULAR DISTRIBUTION CHANNELS

1. The primary function of the United Nations Library is to enable the delegations and permanent missions, Secretariat and other official groups of the Organization to obtain, with the greatest possible speed, convenience and economy, the library material and information needed in the execution of their duties. The United Nations Library is also an international centre for study and research in world affairs and its services are, as far as feasible, open also to educational institutions, scholars and writers.<sup>1/</sup>
2. In this paper the term "United Nations Library" comprehends both the Dag Hammarskjöld Library at Headquarters and the United Nations Library at Geneva.
3. By arrangement with the Publishing Service, library material includes documents appearing in authorized symbol series and sales publications available through the regular distribution services of Headquarters, the United Nations Office at Geneva, and the regional economic commissions.
4. The purpose of this instruction, which has been approved by the United Nations Publications Board, is to ensure that the following material, in so far as it has not been circulated in authorized symbol series through the regular distribution services of the Organization, shall be deposited in the

<sup>1/</sup> Official Records of the General Assembly, Fourth Session, Fifth Committee, Annex, vol. 1, agenda item 39, document A/C.5/298, paras. 4-5; and *ibid.*, Fourteenth Session, Annexes, agenda item 72, document A/4231, para. 10.

United Nations Library, to be made available for consultation by official users and, as feasible and appropriate, by educational institutions, scholars and writers:

(a) Papers prepared for conferences, seminars, workshops, training centres and institutes, meetings of experts and non-governmental organizations convoked by the Organization as a full sponsor or co-sponsor, and related meeting records, journals, handbooks, final lists of papers, and reports;

(b) Country studies prepared by the Secretariat, studies prepared by individual experts, and studies prepared on contract by institutions or individuals for the use of the Secretariat, a special rapporteur or an expert committee.

5. Of the material described in paragraphs 4 (a) and 4 (b) above, two complete sets in each language edition shall be reserved for deposit in the United Nations Library (one set for Headquarters, and one for Geneva) by the Secretariat office preparing the material, wherever the material may be reproduced.

6. In the case of any of the material described in paragraphs 4 (a) and 4 (b) above which is prepared by a co-sponsoring or participating specialized agency, non-governmental organization or Government, the Secretariat office concerned shall include in the quota it requests for the use of the Organization two copies in each language edition for the United Nations Library (one copy for Headquarters, and one for Geneva).

7. United Nations bodies, such as the United Nations Children's Fund, the Office of the United Nations High Commissioner for Refugees, and the United Nations Relief and Works Agency for Palestine Refugees in the Near East, which produce and distribute material outside the regular reproduction and distribution services of the Organization, are requested to supply at least one copy of such material in each language edition to the Dag Hammarskjöld Library at Headquarters and one copy to the United Nations Library at Geneva.

Regional training centres, regional research centres etc.

8. As regards reports, studies, bibliographies etc. emanating from regional training centres, research centres or similar institutions established under an agreement with the Organization and with funds wholly or partly supplied by the Organization, the Secretariat office concerned shall include in the quota which it

requests for the use of the Organization, two copies for the United Nations Library (one copy for Headquarters, and one for Geneva).

Authorized translations into unofficial languages

9. When permission is given to translate a document or publication of the Organization into an unofficial language, the publisher of the translation shall be requested to send two free copies for deposit in the United Nations Library (one copy to the Dag Hammarskjold Library at Headquarters, and one to the United Nations Library at Geneva).

Libraries of the regional economic commissions

10. The offices responsible for the material described in paragraphs 4 (a), 4 (b), 7, 8 and 9 above should consider also the utility of placing a set of such material in the libraries of the Economic Commissions for Africa, Asia and the Far East, and Latin America.

Instructions to Secretariat reference services

11. The Secretariat office concerned with this material shall instruct the chief reference services at Headquarters (the Documents Reference Section of the Dag Hammarskjold Library and the Public Inquiries Unit of the Office of Public Information) how to deal with outside requests for the material. The regular distribution services at Headquarters (the Distribution and Sales Section of the Publishing Service) refer such outside inquiries to the two reference services named above. Inquiries for this material from Information Centres and field offices are also referred to these reference services.

12. When this material may be obtained only from the Secretariat office concerned, it may be useful for that office to provide the Index Section of the Dag Hammarskjold Library with the text of a note to that effect for inclusion in the monthly United Nations Documents Index (series ST/LIB/SER.E/-). Press releases containing information on the availability of this material to the public do not circulate to libraries and other institutions interested in United Nations documentation. Prefaces and foot-notes in printed reports and studies containing such information are often overlooked.

Office of Public Information material

13. This instruction confirms and continues the arrangements whereby the Office of Public Information supplies the Dag Hammarskjöld Library at Headquarters with at least one copy of every press release issued at Headquarters or the United Nations Office at Geneva, one copy of every press release and progress report of the Information Centres, and an agreed number of copies of other public information material issued at Headquarters, Geneva and the Information Centres.

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