



REPORT OF THE HEADQUARTERS LIBRARY AND OF
THE GENEVA LIBRARY, 1954

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A. Report of the Headquarters Library, 1954I. Administration

1. The year 1954 was one of change and promise for the Library which after uneasy years of shifting organizational allegiance first to the Department of Conference and General Services, then to the Department of Public Information, then to the Office of the Secretary-General, settled into its appropriate niche in the newly organized Department of Conference Services^{1/}, absorbed the newly designated Archives Unit created out of the former Archives Section of the Communications and Records Division of the Department of Conference and General Services, and after an interval of three and one-half years again was headed by a duly appointed Director.

2. Hearings on the Library's 1955 budget estimates were held on 2 July 1954 before the Advisory Committee on Administrative and Budgetary Questions, and on 5 November before the Fifth Committee of the General Assembly. The budget was approved at \$541,400 including acquisition and equipment funds, an increase of \$29,900 over the total 1954 budget accounted for by the six additional posts comprising the Archives Unit which were added to the Library's manning table.

3. Of the 1954 supplementary appropriation of \$18,830 approved by the Eighth General Assembly for the indexing of the documents of the San Francisco Conference, \$1,165 was expended for preliminary work on the project during February, March and April, and \$11,575 was released for completion of the project under contractual agreement with New York University. Of this latter amount, \$5,000 was expended by the end of the year, the balance being carried over into 1955.

4. The 1954 manning table provided for seventy-nine established posts, increased in June to eighty-five by the transfer of the Archives Unit from the former Department of Conference and General Services. In addition, temporary assistance funds provided for five clerical posts on a continuing basis. The total staff thus numbered ninety, of whom thirty-seven were in the professional category and fifty-three in the clerical. Unlike previous years, no temporary assistance was provided during the General Assembly.

^{1/} ST/SCB/97/Amend.1 dated 7 May 1954

5. The post of Director of the Library was filled by the appointment of Dr. R. Borba de Moraes, formerly Director of the United Nations Information Centre in Paris, effective 1 February 1954. Dr. Moraes relieved Mr. Edouard Reitman, who had served as Acting Director since 1950 and who was named Deputy Director as of 10 May. Mr. Willard A. Heaps, Chief of the Service to Readers Unit, resigned as of 18 November, and his post remained unfilled at the year's end. Colonel Ole W. Danielson, Executive Officer, returned from mission assignment to Korea in April and in June was detailed to the Bureau of Personnel without replacement. Miss Karen Frifelt of the State Library, Aarhus, Denmark, worked in the Library during April and May under the Interne Programme.

6. At the close of the year 77 per cent of the professional staff and 66 per cent of the general service staff held permanent contracts. Nationals from twenty-one countries with working ability in thirty-four languages were represented on the Library staff.

II. Acquisition and Organization of Materials

7. As of 31 December 1954, the collections comprised about 200,000 volumes, 45,000 maps, 5,500 microfilm reels^{1/} and 7,300 cubic feet of archival materials (including sound recordings).

8. The number of books and pamphlets received, 7,274, was at about the normal annual level, considerably below the total of 11,146 reported for 1953 in which year three substantial gift collections swelled the total abnormally. Of the 7,274 titles received in 1954, about 50 per cent were gifts, 25 per cent came by exchange and 25 per cent by purchase.

9. Documents and serials receipts amounted to slightly more than a quarter of a million pieces, about the normal annual intake. Of these, upwards of 90 per cent of the government documents and about 75 per cent of the newspapers and periodicals were received by gift or by exchange.

10. The number of maps added, 2,179, again represents a decline from previous years, an indication that this collection has passed through its organizational phase of rapid growth. Substantially all maps were received

^{1/}including 2,500 reels in Archives

as gifts or by exchange arrangements with Member governments and with other official and non-official mapping agencies.

11. Microfilm holdings were increased by 176 reels representing chiefly copies of unpublished dissertations and additions to the newspaper files maintained on film, and by 2,576 reels of United Nations documents in the Archives, now first counted as part of the Library's holdings.

12. In the latter six months of the year, following establishment of the Archives Unit in the Library, forty-five cubic feet of archival materials were accessioned. Most of the additions consisted of sound recording discs of United Nations meetings which numbered 2,604.

13. Special effort was made during the year to strengthen the Library's holdings of treaty collections, legal codes and government documents. Among many substantial additions in these categories may be noted the following:

Brazil. *Diario oficial*, 1950-1954

_____ [Laws, Statutes, etc.] 50 vol.

Bussachère, A. de (Ed.) *Codé de traités et arrangements internationaux intéressant la Belgique*. Bruxelles, 1896-1897. 2 vol.

Cadena, P. I. (Ed.) *Collección de tratados publicos de los Estados Unidos de Colombia*. Bogotá. 1883-1906. 2 vol.

Ethiopia. *Official gazette*, 1952-1954

Japan. Department of Foreign Affairs. *Recueil des traités et conventions conclus entre l'Empire du Japon et les puissances étrangères*. Tokyo, 1918. 2 vol.

Mexico. Secretaria de Relaciones Exteriores. *Tratados y convenciones vigentes*. Mexico, D.F., 1940

Turkey. *Resmi gazete*, 1947-1954.

14. Acquisition of microfilm copies of unpublished dissertations on the United Nations and problems of its concern was continued in 1954 with the following being typical additions:

Edel, W. *The State Department, the public and the United Nations concept, 1939-1945*. [N.Y., 1952] 414 p.

Thesis. Columbia University. Faculty of Political Science, 1951

Goudarznia Said. *La Commission du Droit International des Nations Unies*. Paris, 1953. 147 p.

Thèse. Université de Paris. Faculté de Droit, 1952

Hilmi, A. *Die Unvollkommenheit der Satzung der Vereinten Nationen*. Bonn, 1952. 74 p.

Diss. Rheinische Friedrich-Wilhelms-Universität, Bonn.
Rechts- und Staatswissenschaftliche Fakultät, 1952

Manell, A. E. Sanctions under the Charter of the United Nations. Berkeley, California University, 1948. 255 p. Diss. University of California. Graduate Division, 1948.

15. The collection of journals in international law and allied subjects was likewise strengthened by the purchase of volumes required to round out such important sets as the American journal of international law, Canadian journal of economic and political science, International law quarterly, Revue générale de droit international public, Revue internationale de droit comparé.

16. To counterbalance in part the strain on the Library's physical facilities imposed by the current additions in all categories of library and archival materials, particular attention was paid to weeding superseded and little-used materials and to the development of economical disposal procedures. In this effort 1,351 volumes were withdrawn from the catalogued collections, and nearly 120,000 newspapers, periodicals and uncatalogued documents were discarded. The large bulk of such discards is made up of material of one-time interest which no longer has any value. A small portion of the discarded material, although no longer of interest to the Organisation, does, however, have some market value. To dispose of the latter profitably and economically a method was worked out with the Property Survey Board whereby it might be offered for sale as it accumulates by an informal bidding procedure.

17. Non-Library book procurement, that is, procurement for overseas offices of the United Nations, for special departmental needs and for technical assistance programmes, involved the processing of a larger number of requisitions and invoices than in the previous year, although the dollar volume of such buying was below 1953, for the reason that few large TAA requisitions involving multiple copies were handled. Instead, the emphasis was on supplying single copies of selected books to experts in the field and to institutes set up within the framework of the TAA programme. Such procurement actions reached a peak when on 13 December five requisitions representing 386 book titles were received with the request that as many as possible of the books be obtained and shipped abroad before the close of the year. It is a matter of satisfaction to be able to report that despite the handicaps of the holiday season, 287 of these titles were located and ordered from France, Mexico, Puerto Rico and the United States and were en route to Thailand, Pakistan, Israel and Costa Rica before 31 December.

18. The Catalogue Unit, handicapped by staff vacancies, nevertheless managed to keep pace with current acquisitions, to record the transfer of large

amounts of material from the branch libraries to the main stacks, to catch up with a backlog of card preparation and filing in the public catalogue and to make some progress on the absorption of the Ralston collection, received in 1953, and of a considerable number of works received by transfer from the London Information Centre.

III. Reference and Loan Services

19. The reference staff sustained the loss of several veteran members in 1954 whose valuable accumulated knowledge can only be replaced as their successors grow in experience.

20. The total number of inquiries answered was off slightly from 1953, as some branch library services were curtailed following the merger of the library for the Department of Political and Security Council Affairs with that of the Legal Department and a reduction of three posts in the departmental branches. The volume of work in the main Reference Room continued at about the 1953 level, and the United Nations and specialized agencies documents collection experienced an increase in reference demands.

21. For the first time a seasonal decline in the use made of the reference services was noted during the summer months, a decline which would seem normal, but which may have been owing in part to the reorganization of the Secretariat just then being effected. In any case, it provided a welcome opportunity for the staff to catch up with some bibliographical arrears and to prepare for the busy season of the General Assembly.

22. The use made of the reference services by delegates to the ninth session of the General Assembly was greater than it had been in previous assemblies. As is usually the case, the delegations made the greatest use of the United Nations and specialized agencies documents collection, where they asked over 1,500 questions. Forty-eight different delegations asked 462 questions in the main Reference Room. These figures probably represent about 75 per cent of the total use made of that room, since not all the persons helped were identified. Some of these questions involved extensive researches through the appropriate literature. In addition, twenty-five delegations used the Woodrow Wilson Memorial Library. The Library remained open for the meetings that were held on Saturdays.

23. On a single typical day in October, the following questions came to the main Reference Room: nine requests for the texts of various national laws; four

requests for the texts of international conventions; nine verifications of addresses, texts of speeches and dates; twenty-seven requests of a bibliographical nature varying from simple inquiries for books to requests for advice on the literature of various subjects; a request from a delegate for material which would assist him in the revision of his country's constitution (along lines indicated by the inquirer), a difficult problem which took several hours of one reference librarian's time; four other questions involving detailed investigations of the literature of particular subjects.

24. Documentation of the important political conferences held in Caracas, Geneva, Bern, Manila, London, Paris and Moscow in 1954, and of the meeting of Ministers of Finance or Economy of the American Republics in Rio de Janeiro was in demand throughout the year. Discussion of the Guatemalan question in the Security Council brought many requests for information on that country; there was a marked and growing demand for literature on unconventional sources of energy; and two studies, on discrimination in education, and on the nationality of ships elicited a number of requests for material.

25. The United Nations and specialized agencies documents collection continued to be the most used of all reference services. A total of 16,906 queries were received, a small (3.6 per cent) increase over the total for 1953. Use by delegations rose proportionately yet again. Of the total number of queries, 75.5 per cent were received from staff members, 16.7 per cent from delegations and 7.8 per cent from outsiders, the last group composed chiefly of readers admitted by pass to consult documents not available elsewhere in New York. Eighty-four per cent, or some 14,200 queries were received by telephone.

26. Most queries, as usual, concerned identification of documents symbols; information as to language editions and republication in the Official Records; and the citation of documents by subjects -- especially in relation to items on the agenda of organs in session. In their work on the Reportory of Practice of United Nations Organs, many staff members consulted or borrowed documents. The reference librarian in charge of the collection assisted in the preparation of the Reportory. The preparation of the Bibliography of Publications of the United Nations and Specialized Agencies in the Social Welfare Field 1946-1952 and other shorter bibliographies resulted in heavy borrowing.

27. The catalogues in this collection now contain over a half-million cards. During the year the work of organizing these cards into a) an alphabetical author file and b) an alphabetical subject file was completed. Previously there had been three separate catalogues, one containing cards produced prior to the publication of the United Nations Documents Index, one produced from the entries for that publication and a third containing the entries provided by the Catalogue Unit. These latter were mostly for unofficial publications on the United Nations. The amalgamation necessitated the harmonizing of many variations in subject headings.

28. By 1953 the growth of the collection had created space problems only partly relieved by the use of a room on the fourth floor to store some second copies of bound volumes.

29. The room housing the periodical and newspaper collection was redecorated during the year and two attractive display boards on which the current issues of over 100 periodicals are displayed were installed. The periodicals are in transparent plastic covers which allow the colours of the periodicals to contribute to the decoration of the room. The bound volumes of recent years of some of the most used journals were placed in an oak bookcase nearby. The collection was thoroughly overhauled during the year and much of the older material was discarded. Over 12,000 readers visited the room; they borrowed over 5,500 pieces and asked 2,610 questions about periodical literature.

30. The Woodrow Wilson Memorial Library increased its collection of bound volumes of League of Nations documents by 221. These volumes contain publications of the Advisory Committee on Opium, the Fiscal Committee and the Permanent Mandates Commission. Only three shipments totalling some 6,360 titles in French and English were sent to us from Geneva during 1954, owing to lack of clerical services for collation of these documents in the European Office. Seventy-one titles were added to the unofficial monographs collection, some by transfer from the main stacks. Considerable work was done on the rearrangement of the collection.

31. The publications of the League of Nations, the International Labour Office and the Permanent Court of International Justice were used as basic reference material for answers to about 2,500 queries from members of the delegations and of the Secretariat. The translation services and the staff of the Department of Political and Security Council Affairs who were working on the Repertoire of Practice of the Security Council, made constant use of the

texts of treaties, conventions, etc., and of rules of procedure of various League of Nations bodies. Extensive research on the subject of disarmament involved repeated examination of the records of the League of Nations Conference on the Limitation and Reduction of Armaments.

32. Most of the political disputes before the United Nations bring queries to the Map Collection. Thus, the questions of evacuating Republic of China soldiers from Burma, the seizure of an Israeli ship in the Gulf of Aqaba, the shooting down of a United States plane, and the status of the islands off the shore of China all brought inquiries. Much work was also done in this collection for economic studies and technical assistance projects. For example, the main geysers of the world were located, and information was assembled on the iron resources of various countries. An average of eleven questions a day was received, most of them coming from the Secretariat.

33. The growth of this collection, which was rapid in the early years of the Library, has now slowed down somewhat. This is because many of the small and medium scale maps available have been obtained and because a policy of weeding has been instituted. Many valuable atlases were obtained during the year and these have greatly strengthened this part of the Map Library.

34. The budget for 1954 no longer provided for separate libraries for the Department of Political and Security Council Affairs and the Legal Department. The two libraries were amalgamated during the year in new premises on the thirty-fourth floor. In the early part of the year some service was maintained in the old Department of Political and Security Council Affairs Library by detailing a staff member of the Legal Library to spend two hours a day there. The new consolidated library has naturally been very busy now that it has two departments to serve. To enable the library staff to devote more time to assisting readers, the circulation of periodicals and newspapers was curtailed.

35. In March a count was made which showed that the Economic and Social Affairs Library was receiving 1,649 official serial publications from 127 territories, a number which has since increased. The inclusion of new statistical tables in the Monthly Bulletin of Statistics has led to additional demands being made on the staff. This library has continued to be well used, not only by members of the Secretariat and the delegations, but also by permit holders seeking information not normally available elsewhere in New York. This library grows very quickly and must continually return its older material to the Main Library to make way for new acquisitions.

36. The Trusteeship Library also expanded to capacity during the year and it returned to the Main Library many older volumes of official gazettes and League of Nations publications. The official publications of Puerto Rico were also transferred, following the General Assembly decision that Puerto Rico is no longer a Non-Self-Governing Territory. Many studies were made during the year of the Cameroons, Togoland and South-West Africa, and the books, government reports and newspapers from these territories were in great demand.

37. At the loan desk in the Main Library, and in the branch libraries which serve as outposts of the loan service, books on economic subjects -- especially those on economic development -- were more in demand than those in any other field. Of such titles, the new book most often requested was Eugene Staley's The Future of Underdeveloped Countries. Jacob Viner's older work International Trade and Economic Development was almost equally popular; political studies such as J. B. Duroselle's La politique étrangère et ses fondements and Philip Williams' Politics in Post War France were often asked for; and a marked interest was shown by readers in the various area studies which were published in 1954, books on the Middle East and India being especially in demand. The most popular new titles of this nature were the Royal Institute of International Affairs' study The Middle East, H. L. Hoskins' The Middle East, Julian Huxley's From an Antique Land, A. Redding's An American in India and C. B. Birdwood's A Continent Decides. Repeated requests for such books as C. de Visscher's Théories et réalités en droit international public and J. Clavez' Droit international et souveraineté en U.R.S.S. reflect the organization's interest in questions of international law and sovereignty. Harold Nicolson's Chichele lectures collected under the title The Evolution of Diplomatic Method were widely read and requests for J. Marchand's Le drama indochinois and for other works on this area of the world were received regularly during and following the crisis in Indochina. The usual interest in books on international affairs and current politics continued to be manifested and two philosophical works of 1954 -- Bertrand Russell's Human Society in Ethics and Politics and the new volumes of A. Toynbee's Study of History were among the year's favourites. The documents of such organizations as the Council of Europe, the Organization of American States and the Organization for European Economic Cooperation were consulted frequently and no day passed without its quota of requests for official gazettes of various Member states and other governments.

38. The problem of overdue books received the daily attention of the staff of the loan desk. The charge file of the Main Circulation Desk was twice completely checked in 1954 and all books which were overdue from this service point were twice recalled or renewed during the year. In 1954 the Library processed 1,852 clearance forms. This served to ensure the return of books on loan to staff members leaving Headquarters.

39. A decrease in the number of books borrowed on interlibrary loan is again to be noted in reviewing the figures for 1954. A total of 3,532 volumes were received on loan from other libraries in this period as compared to 4,071 in 1953. This reduction may be accounted for by the continued application of a revised interlibrary loan policy which was adopted in June 1953. Since the adoption of this policy the number of books borrowed monthly has remained fairly constant, a slight decline in requests being noticeable during the months of July and August. Approximately 80 per cent of the books and documents which were borrowed by the Library in this period were received from the New York Public Library and Columbia University, the remaining 20 per cent from various government offices and specialized collections. In all, ninety-four libraries and offices in New York and nineteen libraries in other American cities lent books to the United Nations in 1954. Books also were borrowed occasionally from the Geneva Library.

40. During the year Secretariat members whose research needs could not be entirely met by the resources of the United Nations Library were encouraged to visit appropriate libraries in the city rather than to request large numbers of volumes on interlibrary loan. The most extensive project handled in this way was that undertaken by the Human Rights Division on the subject of discrimination in education. Several members of this Division worked at Teachers' College Library, Columbia University and the New York Public Library in connection with this study. Staff members from the Statistical Office, the Population Division, the Narcotics Division, the Disarmament Affairs Group of Security Council Affairs and various officers of the Legal Department also visited local libraries to consult materials.

41. Although the number of requests for photographic reproductions declined during the year, the total number of pages copied increased considerably. The Library continued to screen all requests for work of this kind. It had been planned to obtain portable photographic equipment for the Library so that this work could be done expeditiously on the spot. The

Library was persuaded, however, to continue to use the facilities of the Secretariat building and the routines for doing so were simplified considerably. Over 40,000 pages were copied during the year.

IV. Archival Services

42. The office and storage space assigned to the newly designated Archives Unit on the 19th floor of the Secretariat building proved adequate in the main. New offices were constructed in what formerly had been a large search room, and thenceforth a smaller office was shared as a search room with the Records Retirement Unit of the Registry. Stack and work space proved large enough for current needs, although it will undoubtedly have to be increased in the future; physical arrangements for the security of confidential materials, however, are not entirely satisfactory. The major space problem concerned the sound recording collections, stored in two vaults and one work room in the basement areas of the Secretariat and General Assembly buildings. The vaults were full and the work room (GA-27) nearly so at the end of 1953, but efforts to obtain more and better facilities were unsuccessful throughout 1954. Attention must be devoted to this matter early in 1955.

43. Partition of the old Archives Section called for a restatement of responsibilities, and after a series of discussions it was agreed that the new Archives Unit would be responsible for the records of predecessor and other non-United Nations agencies, sound recordings of United Nations meetings, microfilm of United Nations documents, "items of historic interest" pertaining to the United Nations and permanently valuable non-current records of the United Nations. Other functions of the former Archives Section fell to Records Retirement.

44. The division of the holdings of the former Archives Section resulted in the transfer to the Archives Unit of approximately 7,286 cubic feet of materials, consisting primarily of the archives of UNRRA, the League of Nations, the War Crimes Commission and the San Francisco Conference, and the sound recordings of United Nations meetings. After the end of June, the Unit accessioned only forty-five cubic feet, bringing its total holdings to 7,331 cubic feet at the end of the year. Most of the additions consisted of sound recording discs of meetings, which were incorporated in the established collections through the usual routine of numbering, labelling and preparing detailed log cards.

45. One of the most significant features of the understanding arrived at concerning the responsibilities of the Archives Unit was the agreement that the Archivist should approve any disposal of United Nations records. It was contemplated that inventories and schedules of records proposed for destruction should be sent to him by Records Retirement for clearance. It was further agreed that the Archives Unit would accession any records which the Archivist should decline to approve for disposal. Only one disposal inventory was received from Records Retirement and cleared in 1954; no records of the Archives Unit were destroyed, but progress was made on the appraisal and segregation of some UNRRA materials for eventual destruction.

46. The small staff assigned to the Archives Unit -- two professionals and four general service staff -- were all experienced in their work, and only minor changes in duties and responsibilities were necessary as a result of the reorganization. In general the staff was able to meet fully the demands upon it, the only strain occurring during the latter part of the General Assembly session when, a request for temporary assistance to service the sound recordings having been unsuccessful, the emergency load could be carried only by deferring other work.

47. Reference service on the archival collections continued to be one of the major functions of the staff. Although statistics are not easily comparable because of the organizational change in the middle of the year, it appeared that the three trends noted at the end of 1953 continued to be manifest in the second half of 1954. These were a slight decrease in the volume of requests on UNRRA files, a general increase in total reference demands, and a sharp increase, particularly with relation to sound recordings, during the latter part of the General Assembly session. An average of fourteen requests per day was handled, ranging from the simple furnishing of an identified file (which might take five minutes) to the answering of involved questions or the gathering of a quantity of data which might require several days of work.

48. Nearly three-quarters of the requests received were concerned with the sound recording collection, which is particularly active because of the interest of the delegations and because the discs are received only a few days after the meetings are held. Most inquirers wish to borrow or listen to the records of specified speeches or meetings, but 119 placed orders for copies (dubbings) of records -- a total of 287 discs at a reimbursable cost of \$761.81. Services were provided to thirty-five different delegations.

49. The handling of orders for copies of microfilm of United Nations documents also required a great deal of time. A total of 374 reels were provided to seven different agencies or institutions.

50. The financial control of these transactions had never been properly provided for, and efforts to improve it over the course of two years had been unsuccessful. Toward the end of 1954, however, a new procedure was arranged, with the co-operation of the several offices concerned, which promises to regularize the handling of funds as well as to control and to record the work done.

51. Reference to UNRRA files decreased somewhat during 1954, as was expected, since the personnel records will naturally be less often required in connection with new employment as the years go by. Use of the other UNRRA materials for research purposes continued to be far less frequent than one would expect, considering the value of the information they contain with relation to current relief and development programmes. Efforts were made on a small scale to disseminate information concerning the records to United Nations officials who might find them useful, but much more should be done in this direction.

52. One reference service of considerable significance should be mentioned. This was the preparation of documents of the San Francisco Co-ordination Committee for printing. In collaboration with the Publishing Service and the Legal office, complete sets in English and French were carefully collected and checked against the record set in Archives. These were then used for indexing at New York University and for the photo-offset version to be published in accordance with General Assembly resolution.

V. Bibliographical Services

53. The Bibliography on the Processes and Problems of Industrialization in Under-Developed Countries was published in document E/2538 in April. The preparation of part two of this bibliography had occupied a great deal of reference librarians' time in the previous months.

54. Throughout the year work continued on a bibliography of the United Nations Charter, about which the amount of current literature increased considerably during the year. It was decided to close the bibliography at 31 December 1954 and to have it published as soon as possible in the new year. Several delegations have already made much use of the manuscript.

55. Two issues of the Selected List of Periodical Articles in the United Nations Headquarters Library were published. These gave better coverage of the current literature relating to the United Nations and the items on its agenda than we had hitherto been able to achieve. The use made of these lists by the Secretariat and the delegations was gratifying and fully justified the time spent on them. New Publications in the United Nations Headquarters Library appeared monthly; three times during the year it included lists of theses dealing with the United Nations. Three issues of the List of Legal Texts Translated in the United Nations also appeared. These not only recorded texts translated in the United Nations itself but also the translations made by a number of specialized agencies. The Economic and Social Affairs departmental branch produced 121 issues of its List of Publications Received which were circulated to interested staff members. The semi-annual list of Reference Books Recommended to United Nations Information Centres appeared in July and December.

56. In addition, a number of bibliographies were prepared in response to special requests on such subjects as "Irrigation in the Jordan Valley Region" and the "Representation of China in the United Nations". The Library's bibliography on constitutions was kept up to date on cards but editorial work on those cards was not continued after the General Assembly began. Assistance was also given to members of the Secretariat who were themselves compiling bibliographies. The subjects dealt with included part-time work for women and vital statistics.

57. In the Documents Index Unit the post of Editor of the United Nations Documents Index was given up as of January 1954 and the duties of the post were divided between the Chief of the Unit and the Editorial Assistant. In addition, the Unit suffered seriously from the loss of several veteran staff members and replacement delays which kept the manning table below normal during most of the year.

58. The United Nations Documents Index was published monthly, together with the annual cumulated index for 1953 and a revised list of depository libraries and sales agents. A number of stylistic changes were introduced, chiefly in the direction of a more economical presentation, and starting with the July issue the introductions, notes and similar textual matter were carried in French as well as in English.

59. Six additional volumes in the Index to Proceedings series were published, and their pattern of preparation from ozalid sheets and speech index cards made day by day during sessions of the respective organs was well established.

60. The fourth French Index général to the United Nations Treaty series was published and work went forward on the cumulated fifth index to this series which is intended for publication in English in 1955 and in French in 1956.

61. The Cumulative Index to Resolutions of the General Assembly, 5th-7th sessions was published in 1954, and it was decided to investigate the possibility of including future indexes to resolutions in the Official Records of the sessions.

62. The Unit also prepared indexes to the Report of the Economic and Social Council, 1953-1954 and to United Nations Publications, 1953 and gave advice on other indexing projects of the United Nations, most particularly on the index to the documents of the United Nations Conference on International Organization which was prepared by outside contract.

63. The Archives Unit prepared nine accession inventories and published in hectograph form registration sheets -- the over-all descriptions which constitute the primary control and guide for each collection of records -- covering six of the nineteen existing Record Groups. Three lists of significant series of UNRRA files were compiled but not published, while work was done on several others. Special Guide No. 6, an Index to Microfilm of United Nations Documents in English, 1946-1950, was completed in November, and some work was done on two similar indexes of other microfilm groups.

64. Work went forward on the Library's bibliographical style manual which was circulated for comment in a revised preliminary edition in May. The comments received were favourable and sufficiently encouraging that it was decided to finalize it along substantially the lines of the draft edition for eventual publication in English, French and Spanish.

VI. External Relations

65. The Library maintained fairly close contact with the Library of the European Office, to their mutual benefit, chiefly by regular exchange of information concerning acquisitions, by procurement of special materials on each others' behalf and by occasional interlibrary loans.

66. Similarly, the Library kept in touch with the libraries of the Regional Economic Commissions and the United Nations Information Centres, acting as their principal procurement agency and advising as called upon regarding library procedures, equipment and the like, and in turn calling upon them for help with special subject or regional problems.

67. Co-operation with the Specialized Agencies continued, particularly in the production of the United Nations Documents Index and, at the year's end, in assessing the library implications of the announced conference on the peaceful uses of atomic energy.

68. A paper proposing certain changes in the depository library programme following upon a study that has long been under way was finalized in 1954 and submitted to the Publications Board. It had not, however, been taken up by the Board by the end of the year.

69. Among distinguished visitors to the Library from overseas were the following: Dr. Jose Arcé, former Ambassador from Argentina; Dr. Julio C. Arroyave, Director, UNESCO Pilot Library, Medellín, Colombia; President René Cassin, Vice-President of the Conseil d'Etat and Vice-Chairman of the Tenth Session of the Commission on Human Rights; Miss Nora Chown, British Ministry of Information; Mr. Carlton N. Comma, Librarian of the Trinidad Public Library; Mr. David K. Easton, Librarian of the Caribbean Commission; Dr. Ernest E. Hirsch, Rector of the Free University of Berlin; Mr. Johan Evidtfeldt, Chief Archivist of the Provincial Archives of Northern Jutland, Denmark; Mr. Kurt Koster, Deutsche Bibliothek, Frankfurt; Dr. B. Landheer, Director of the Peace Palace Library of The Hague; Mr. Christopher Legge, Librarian of the American University of Beirut; Dr. William Martin Luther, Acting Director, Lower Saxony State and University Library, Göttingen; Dr. Heinrich Middendorf, Bavarian State Library, Munich; Professor Endoro Galindo Quiroga, Universidad Mayor de San Simon of Cochabamba, Bolivia; Mr. I. M. Shreshtha, Assistant Secretary, King's Secretariat, Nepal; Miss Ruth Sierks, Assistant Director, Library School of Hamburg; Dr. Max Spørrsen, Professor of International Law at the University of Aarhus, Denmark and Chairman of the Sub-Commission on Prevention of Discrimination and Protection of Minorities; Dr. C. W. Taam, University of Hawaii; Dr. Knut Thalberg, Oslo University; Dr. Hermann Volle, Deputy Director, Institut für Europäische Politik und Wirtschaft, Frankfurt.

70. In addition, the Library received many professional colleagues from United Nations overseas regional libraries, the specialized agencies, North American governmental and university libraries and archives, and several groups of student librarians and archivists.

ANNEX ISTATISTICS FOR THE YEAR 1954**A. Acquisition**

1. Books and pamphlets added (titles)

a. By purchase	1,926
b. By gift	3,240
c. By exchange	1,964
d. By transfer	144

Total

7,274

2. Documents and serials added (pieces)

a. Government documents	97,024
b. United Nations documents	52,506
c. Specialized Agencies documents	21,481
d. League of Nations documents	1,827
e. Newspapers, periodicals, etc.	61,389

Total

234,227

3. Maps added

2,179

4. Archival material (cubic feet) ^{1/}

45

5. Sound recordings (discs)

2,602

B. Processing

1. Titles catalogued

a. Books and pamphlets	4,918
b. Serials	1,422

Total

6,340

2. Volumes shelved

a. Books and pamphlets	8,389
b. Serials	12,310
c. Microfilms	176

Total

20,875

3. Catalogue and index cards prepared and filed

a. In main catalogues	29,081
b. In United Nations and Specialized Agencies documents collection	47,160
c. In special collections	12,395

Total

88,636

^{1/} Figures for the Archives Unit are for the six months July-December 1954.

4. Binding		Sewn Bound	Pad Bound	Totals
a.	Books	221	114	335
b.	Periodicals	576	244	820
c.	Government monographs	4	0	4
d.	Government serials	374	804	1,178
e.	Official gazettes	0	787	787
f.	United Nations documents	893	1,029	1,922
g.	Specialized agencies documents	543	358	901
h.	League of Nations documents	79	0	79
Totals		2,690	3,336	6,026
5. Withdrawals				
a.	Volumes withdrawn from catalogued collections	1,351		
b.	Maps withdrawn	1,023		
Total				2,374
6. Discards (pieces), estimated ^{1/}				118,056
C. Service				
1. Reference queries				
a.	Main Library	47,331		
b.	Departmental branches	15,003		
c.	Archives ^{2/}	1,704		
Total				64,038
2. Loans				
a.	Main Library	29,040		
b.	Departmental branches	36,475		
c.	Archives ^{2/}	1,704		
Total				67,219
3. Readers				
a.	Attendance in reading rooms			
	Note: Since it is impracticable to count all readers, only those using the following special collections have been recorded:			
	Periodical room	12,093		
	United Nations and Specialized Agencies documents collection	2,625		
	Woodrow Wilson Memorial Library	967		
Total				15,685
b.	Passes issued to outside readers			497

^{1/} Not included are about 3,000 unsolicited books, pamphlets and periodicals rejected upon receipt.

^{2/} Figures for the Archives Unit are for the six months July-December 1954.

D. Bibliographical activities

1. Bibliographies compiled	6
2. Issues in established bibliographical series	141
3. Periodical articles indexed	1,463
4. Documents indexed	
a. Current United Nations documents	5,838
b. Other United Nations documents	1,300
c. Current Specialized Agencies documents	2,341
d. Treaties	<u>502</u>

Total

9,981

ANNEX IIBIBLIOGRAPHY FOR THE YEAR 19541. Publications relating to documents of the United Nations and Specialized Agencies

Cumulative index to resolutions of the General Assembly, 5th-7th sessions. 26 January 1954. 51 p. Mimeographed. (Documents index note, no. 46. Document ST/LIB/SER.D/46)

Index to proceedings:

Economic and Social Council, 16th session. 1954. vi, 46 p.
(United Nations Headquarters Library. Bibliographical series, no. E.7. Document ST/LIB/SER.B/E.7. Sales no. 1954.I.11)

Economic and Social Council, 17th session. 1954. vii, 38 p.
(United Nations Headquarters Library. Bibliographical series, no. E.8. Document ST/LIB/SER.B/E.8. Sales no. 1954.I.16)

General Assembly, 6th session. 1954. v, 164 p. (United Nations Headquarters Library. Bibliographical series, no. A.2.
Document ST/LIB/SER.B/A.2. Sales No. 1954.I.23)

General Assembly, 8th session. 1954. vi, 126 p. (United Nations Headquarters Library. Bibliographical series, no. A.4.
Document ST/LIB/SER.B/A.4. Sales no. 1954.I.13)

Trusteeship Council, 12th session. 1954. v, 20 p. (United Nations Headquarters Library. Bibliographical series, no. T.7.
Document ST/LIB/SER.B/T.7. Sales no. 1954.I.12)

Trusteeship Council, 13th session. 1954. v, 22 p. (United Nations Headquarters Library. Bibliographical series, no. T.8.
Document ST/LIB/SER.B/T.8. Sales no. 1954.I.24)

Subject index. In Report of the Economic and Social Council, 1953-1954. (GAOR, 9th session, supplement no. 3. Document A/2686) p. 133-138

Subject index. In United Nations publications, 1953. (Document ST/DPI/SER.F/6) p. 64-69

United Nations documents index. Vol. 5, nos. 1-12, January-December 1954. Pagination varies. (Document ST/LIB/SER.E/56-57, 59-60, 62-69)

United Nations documents index. Cumulative index. Vol. 4, 1953. 5 April 1954. 235 p. (Document ST/LIB/SER.E/58)

United Nations documents index. Vol. 5, no. 4, part 2: Consolidated lists of depository libraries and sales agents and offices. 4th revision, 1 June 1954. 31 p. (Document ST/LIB/SER.E/61)

United Nations treaty series. Index général no. 4 (volumes 51-75). 1954. vii, 414 p.

2. Other publications (Titles marked x are for internal distribution only)

Bibliography on the processes and problems of industrialization in under-developed countries. United Nations document E/2538, 29 March 1954. 76 p.

Part II, pp. 31-76 was compiled by the Library. Also published in French and Spanish.

La biblioteca, sus colecciones y servicios. 7 p. Offset.

x Dated list of publications received. Nos. 1153-1274. 121 issues. Economic and Social Affairs Library. Dittoed.

x Irrigation in the Jordan Valley Region, with reference to some other areas; a selected bibliography. 11 p. Dittoed.

List of legal texts translated in the United Nations Department of Conference and General Services, Bureau of Documents. Dittoed. From no. 10 the title has added "and in some specialized agencies."

No. 8, October-December 1953. February 1954. 9 p.

No. 9, January-March 1954. April 1954. 8 p.

No. 10, April-June 1954. July 1954. 9 p.

No. 11, July-September 1954. October 1954. 9 p.

New publications in the United Nations Headquarters Library. Monthly. 12 issues. Vol. 5, No. 5, January 1954- Vol. 6, No. 4, December 1954. (Document ST/LIB/SER.A/53-64)

x Progress report on the Woodrow Wilson Memorial Library for the year 1953. 10 February 1954. 6 p., 5 p. Dittoed.

x Reference books recommended to United Nations Information Centres.

List no 5, January 1954. 4 p. Dittoed.

List no. 6, July 1954. 4 p. Dittoed.

x Representation of China in the United Nations: selected references. October 1954. 12 p. Dittoed.

Selected list of periodical articles in the United Nations Headquarters Library (Document ST/LIB/SER.C/8-9).

No. 8, May 1954. 71 p.

No. 9, September 1954. 63 p.

Services et collections de la bibliothèque. 7 p. Offset.

The United Nations Headquarters Library, 1 January-31 December 1953. [Report by the Director]. March 1954. 47 p.

B. Report of the Geneva Library, 1954

Introduction

1. As in past years the Library has developed its two-fold task of serving the needs of the United Nations and specialized agencies and has also rendered great service to the many outside research workers interested in international problems, thus carrying out the obligation underlying the gift of the Rockefeller Endowment that this library should "serve as a centre of international research and an instrument of international understanding".

I. Administration

2. In addition to the \$22,000 normally received on the United Nations budget, a further sum of \$2,500 was requested in the 1955 budget proposals to counteract the general rise in prices. This proposal was not adopted and a sum of \$21,340 was allotted on the United Nations budget in 1954. This reduction resulted in the postponement of certain purchases. The sum of \$13,000 was available from the Rockefeller Endowment Fund, making a total of \$34,340 to cover all purchases, subscriptions, binding and equipment.

3. A request was made in the 1955 budget proposals for an additional G-5 post for the Loan and Information Desk and for a G-6 cataloguer for a fixed period of one year to catalogue the library of the International Penal and Penitentiary Commission. Although these posts were recommended in Inspection Service Report No. 93/3 (8 May 1953) the request was not approved. The manning table provided for twenty-three established posts, ten of which are professional and thirteen are in the general service category. Great inconvenience was caused throughout the year by resignations, and prolonged sickness of staff members. This was to some extent alleviated by temporary assistance funds although with our very limited staff, the disadvantages were by no means offset. The staff is to be congratulated on their fine spirit and excellent co-operation in the face of these difficulties.

II. Acquisition

4. Every effort was again made to acquire publications on a gift or exchange basis, and purchases dropped from 1,635 in 1953 to 1,564 in 1954, whilst material acquired on a gift and exchange basis rose from 5,136 in 1953 to 6,110 in 1954. In all, the Library receives an average of approximately 80 per cent of its acquisitions on a gift and exchange basis. Close co-ordination

continued between the United Nations Geneva Library and the libraries of the specialized agencies situated in Geneva in order to avoid duplication of purchases.

III. Organization of Materials

5. The Library holdings on 31 December 1954 are estimated at more than 452,000 volumes. This figure does not include the special collections referred to in the 1953 annual report (e.g. Mss archives of the Peace Collection, International Museum of Diplomatic History and photographic archives of the League of Nations totalling 22,000 items). Mention must also be made of the 3,000 map sheets, a gift from the Headquarters Library, which have now been sorted and made available to the public. The map collection, which is not included in the above total, now numbers approximately 23,000 sheets. Although lack of space is not yet an immediate problem for the Library, large areas of empty shelving are no longer available owing to the need to extend the rapidly expanding collections which had become especially crowded on two of the floors of the book stack. All nine floors had thus to be occupied. The substantial collections of official gazettes, which were transferred from the Library of the International Labour Organisation, and of the parliamentary debates which now, as a result of a gift from the Bibliothèque Centrale Fédérale in Berne, in all Switzerland exist only in our Library, necessitated a complete revision of one floor of the book stack.

6. The Library has for many years assumed the role of safeguarding the records of international bodies in Geneva who have ceased to function and who by availing themselves of our services can have their material housed in such a manner as to be accessible to the public, thus allowing researchers to benefit from their experience. In the particular period under review, our collections were enriched by the gift of the records of the International Consultative Group for Peace and Disarmament.

7. The main backlog in the Catalogue Department continues to be the collection of the International Penal and Penitentiary Commission which was transferred to the Library under ECOSOC Resolution No. 262B (August 1949) and which represents some 4,000 items. Temporary funds were not available in 1954 for this project and our request for the engagement of a cataloguer for this purpose for a fixed period of one year was rejected. Should temporary assistance not be made available early in 1955, a further request will be submitted in the

1956 budget. The Catalogue Department becomes increasingly dependent on unpaid trainees to carry out the more routine work such as filing, adding loose leaf sheets, etc., and a request for a further permanent post in this department will be made. During the period under review 3,161 new titles were catalogued and 135,767 cards were filed, but a backlog of some 2,000 cards awaiting filing must be recorded. Twelve monthly issues of the "Monthly List of Books Catalogued" appeared in 1954 (497 pages) together with the annual index for 1953 (64 pages).

8. In an effort to further reduce the costs of binding, extensive use was made of a glue binding system. A total of 5,704 volumes were bound and 10,349 pieces added to provisional bindings.

IV. Servicing of Materials

9. The combined Reference and Loan Service, owing to several changes and prolonged sickness, often had recourse to unpaid trainees to carry out the more routine work in this department. Reference questions remained at the same high level (approximately 44,000) in 1954 as in 1953, but the loan and circulation was reduced in 1954 to 57,167 as compared with 63,409 in 1953. This decline may partly be accounted for by the increase of book stack privileges given to readers engaged on long term research.

10. Mr. Garde, Librarian of the Economic Commission for Asia and the Far East, gave invaluable help in this department during his three months' stay in the Library.

11. It may be seen from the undermentioned statistics that figures for micro-film and photostat reproductions have diminished: 1953 - 13,134 pages; 1954 - 6,722 pages. This is due to the reduction in acquisition of theses concerning the United Nations and the specialized agencies. The question of acquisition of this material has been under consideration for some time and it has been decided to acquire only the more indispensable theses unless specific requests are received for others.

12. The large conference room adjacent to the Loan and Information room has now been arranged for public use and in conjunction with the Geneva Information Centre, the Library received and gave lectures to hundreds of students of international affairs, universities, non-governmental organizations, trades union groups, United Nations Social Welfare fellows and Economic Development and Public Administration fellows (the last mentioned included ten groups of approximately 100 fellows). Groups of journalists and librarians were

also given introductory talks on the library, many of whom expressed great interest in the historical collection of the League of Nations. At the request of the Geneva Information Centre, the Librarian gave lectures outside Geneva on United Nations' activities, at the same time publicizing the activities of the Library. The assemblage of members of the International Committee for Social Sciences documentation who held their meeting in the Library in September presented a welcome opportunity for an exchange of views and information concerning the Library between the twenty outstanding specialists and the Library staff.

13. Six librarian trainees spent a period totalling fifteen and one-half months rendering most useful service in exchange for their training. (See Section IV.) A diploma work which took the form of a card index by subject of periodicals in the Library was carried out by a trainee. This has proved to be a most useful reference tool.

14. New readers' cards show a drop from 878 in 1953 to 728 in 1954 and admittances fell from 30,666 in 1953 to 29,418 in 1954. These differences are largely due to the restrictions placed on admittances of readers throughout the Asiatic Conference at a time when the influx is normally at its highest (see Annex I for the impact of the Asiatic Conference on the Library).

15. Temporary closing on Saturday mornings in accordance with regulations also had its effect on readers' attendance figures.

V. External Relations

16. Acquisition lists continued to be exchanged with the United Nations Headquarters Library. Microfilm and photostat copies of material difficult to purchase or unpublished theses were also exchanged and carbon copies of articles indexed were despatched regularly. The Washington expeditor continued to send United States Government documents; this excellent co-operation continues to be greatly appreciated.

17. Relations with the Office of the United Nations High Commissioner for Refugees have been considerably strengthened by the annual submission of their branch offices of all publications purchased by them in the course of the year and which are now taken on charge by the Library.

18. Day-to-day co-ordination continued with specialized agencies having their seat in Geneva and frequent consultations took place with the librarians of the International Labour Organisation and the World Health Organization in order to avoid duplication of purchase of monographs or expensive sets of

periodicals. - Mention must also be made of the very useful help of the Catalogue Collectif in the Swiss National Library in Berne, and our thanks are also due to the National Central Library in London for their readiness in making out-of-print materials available on loan.

19. Close collaboration continues with all governmental and non-governmental organizations having their seat in Geneva. Of those recently established mention must be made amongst the former of the European Organisation for Nuclear Research.

20. "The Monthly List of Books Catalogued" and "The Monthly List of Selected Articles" now in their twenty-seventh and twenty-sixth years respectively are one of the Library's most valuable exchange materials. Approximately 70 per cent of the total distribution of the latter is sent out on an exchange basis.

ANNEX ITHE IMPACT OF THE ASIATIC CONFERENCE ON THE LIBRARY

1. The dearth of news occasioned by the private meetings of the Asiatic Conference brought to the Library many journalists, photographers and broadcasters who might otherwise not have had need to refer to its collections. The Press had to be fed with news of Geneva, and in particular with news of the Palais des Nations. Many were the requests for the background to the Berlin Conference and a chronology of events up to date in Korea, for information concerning well-known League of Nations figures (inter alia Anthony Eden, the Emperor of Ethiopia, Prince Wan), quotations from League speeches, plans and designs of the Palais, the history of the Council Chamber, its use and its decoration by Sert, in fact any and every detail which might be connected, however remotely, with the Conference under way.

2. The nature of these demands, almost hourly for the first few weeks, changed as news of a possible partition of Indo-China became known. From then on requests for maps, precedents for transfers of territory, armistice agreements under the United Nations, etc. grew steadily. Telephone inquiries -- always urgent -- for information about and loan of texts of treaties and speeches occupied the Librarian, the Deputy Librarian and the assistants at the loan and reference desk throughout the Conference.

3. Similar demands to those mentioned above were also received by the reference unit maintained by the Library in the Information Centre. The library assistant there was also called upon to help with the accreditation of journalists (some 1,300) to the Conference.

4. Apart from the research connected directly with the Conference, members of delegations availed themselves of the opportunity to consult material which had a general bearing on problems concerning the south-east Asian countries, also often necessitating long research.

5. Although no member of the Library staff could observe the reaction of Ministers to its Peace Collection in the delegates' lounge attached to the Council Chamber, it is understood that this exhibition was a source of very great interest to many of the Ministers.

6. Contacts with delegations resulted in a number of gifts, especially of up-to-date official documents of their countries. On the other hand, the Library purchased and loaned for the use of the Conference some dictionaries of Asiatic languages. Other loans, chiefly dictionaries and maps, were also

made from the existing holdings.

7. In spite of stringent security measures, the Library functioned almost normally. Outside readers used the special Library entrance and were admitted without the necessity of traversing the whole building. New outside readers' cards were, however, restricted to a minimum, and indeed, no new card was issued without the prior authorization of the security authorities.

8. Before the dispersal of the administrative authorities of the Conference, the Library succeeded in obtaining two complete sets of the documentation, the use of which is severely restricted. One set was forwarded to the Secretary-General personally and the remaining collection is housed in the Library archives.

ANNEX IISTATISTICS FOR THE YEAR 1954A. Acquisitiona. Books and pamphlets (volumes and titles)
(exclusive of documents and other publications in series)

i. By purchase	1,564	
ii. By gift and exchange	<u>6,110</u>	
Total		7,674

b. Serial issues received (pieces)

i. Other than documents	63,977	
ii. Government documents	125,510	
iii. United Nations and Specialized Agencies documents	<u>47,068</u>	
Total		236,555

B. Processing

a. Cataloguing

i. New titles catalogued		
a. Monographs	3,388	
b. Serials ^{1/}	<u>599</u>	
Total		3,987
ii. Volumes shelved		
a. Monographs	4,731	
b. Serials	<u>7,688</u>	
Total		12,419

b. Binding

i. Volumes bound	5,704
ii. Pieces added to provisional bindings	10,349

c. Volumes discarded 142

^{1/} Serial titles received in library number 4,276, including non-governmental and governmental periodicals, annuals, continuations, parliamentary documents, official gazettes and newspapers.

C. Service

a. Circulation

i. Pieces fetched for use within the Library (estimated)	6,000
ii. Pieces issued for use outside the Library	
a. To United Nations	38,710
(i) WHO	1,546
(ii) ILO and other specialized agencies	2,552
b. Other interlibrary loans	462
c. To public (unofficial borrowers)	<u>7,897</u>

Total

57,167

b. Reference queries

i. In person	(estimated)	40,000
ii. By telephone	(estimated)	48,000

c. Photostat and microcopying (number of pages) 6,722

d. Attendance in reading rooms 29,418

e. New outside (unofficial) readers' cards issued 728

D. Bibliographic work

a. Monthly list of books catalogued (cards printed) 3,402

b. Monthly list of selected articles (cards) 7,297