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REPORT OF THE HEADQUARTERS LIBRARY AND OF
THE GENEVA LIBRARY, 1957

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A. Report of the Headquarters Library, 1957I. Administration

1. The most conspicuous feature of the year's work was a very sharp increase in use of the Library and in the documentation services performed. Thus, the number of reference questions answered jumped about 30 per cent from the level of the three preceding years, to a record total of more than 87,000; loans of material for use outside the Library increased 15 per cent over the average of previous years; and the number of United Nations documents received and indexed was up about 25 per cent.

2. Clearly these increases reflected the expanded membership of the Organization. Although no statistics are kept to measure the use made of the Library by delegations, as distinct from Secretariat use, it was remarked at all service desks that delegation use was heavier than ever before, and particularly that delegations of newly admitted Member States used the Library's resources to the full in the course of orienting themselves within the Organization and preparing themselves for the General Assembly debates.

3. Increased use of the Library in 1957 had been anticipated as a result of the expanded membership -- indeed the first impact had been felt in 1956 -- but it was not possible to gauge in advance the additional workload that would result. For this reason no provision was made in the 1957 budget for additional staff or for increased funds for the purchase of books and periodicals. Instead it was decided that the anticipated heavier burden of reference, loan and documentation services should be carried for a full year by the established staff, at the sacrifice of some desirable but not imperative library services, until by experience the volume and the nature of the workload increase could be known beyond question and their budgetary implications expressed in terms of staffing requirements. Accordingly, the budget for 1957 totalled \$556,100, including salaries, overtime, funds for the purchase of books, periodicals and library equipment, supplies and contractual services, an increase of \$29,700 over the 1956 budget, chiefly attributable to increased salary costs.

4. Now that a full year's operation has been concluded since membership in the United Nations increased by about 20 per cent, it is plain that the Library's work has increased roughly proportionately, and that the heavier burden, which it must be expected will be the normal burden of the coming years, will require more

hands. Accordingly, the Library will ask for some temporary assistance during 1958 and for additional established posts in the 1959 budget estimates. At present it seems likely that this necessary enlargement of the staff should be in the order of 5 to 10 per cent, to provide at least three professional assistants and three additional clerks.

5. The manning table in 1957 included eighty-four established posts, plus five manual workers, and the staff was at normal strength throughout the year. Mr. Alvin Thiessen, who had been on loan to the Library from the International Civil Aviation Organization, was appointed Chief of the Reference Section; Mr. Robert Claus, formerly Chief of the Archives Section, was confirmed in his assignment as Chief of the Readers Services Section; Mrs. F.P. Wojewodski, who since January 1956 had served as Acting Chief of the Acquisition Section, was appointed Chief of that Section; and Mr. Marjan Stopar-Babsek continued as Acting Chief of the Archives Section.

6. Geographical distribution of the staff, always good in the Library, was broadened slightly in 1957 to encompass nationals of twenty-three countries with working ability in thirty-six or more languages. Approximately 81 per cent of the staff held permanent contracts as of the end of the year.

7. A number of structural alterations were made in the Library's premises during 1957. In the Library building the area of the fourth floor occupied by the Index Section was altered by the installation of partitions, creating an additional small office and by reassignment of the working space; the area allotted to the Trusteeship Branch Library on the thirty-second floor of the Secretariat Building was increased and some new shelving was installed; and in the Archives Section on the nineteenth floor additional shelving was provided to effect a separation of the Archives and Records Retirement stack areas and to house sound recordings. Security measures to prevent unauthorized entrance to the Library were improved.

8. Although by vigilant screening of the collections, frequent shifts of material, and careful planning the capacity of the Library Building is and will continue for some time to be adequate, the other shortcomings of the building become each year more apparent and more difficult to surmount. The difficulties of accommodating a library in a small building cut up into many rooms on nine levels have always been recognized and have been accepted of necessity. New and serious difficulties are growing, however, as the building deteriorates. The ventilation

and air-conditioning machinery is less efficient with each passing year and now is at the point where no further tinkering is likely to keep it at an acceptable level of performance. Similarly, the windows have had to be bolted shut as a precaution against their being blown out in high winds. These and other functional failures of the building point clearly to the imminent need for major reconstruction at very considerable expense if the building is to continue for many years to serve the normal needs of the Library.

II. Acquisition and organization of materials

9. The year's intake of new material was at about the level of recent previous years, that is, a total of about 250,000 pieces, including roughly 9,000 books, 75,000 issues of periodicals and newspapers, 90,000 government documents and 80,000 United Nations and specialized agency documents, plus about 275 cubic feet of archival materials. A reduction of about 10 per cent in the volume of government documents received, despite the increased number of Member States, reflects the effort that has been made during the past couple of years to exclude subject material outside the concern of the United Nations even though published by Member States, and to eliminate duplication wherever possible. This reduction, however was offset by some increase in the number of periodical and newspaper issues received and by a sharp increase in United Nations documents, both the direct result of expanded membership.

10. No single gift of unusual size or consequence can be reported for the year, but as usual the great bulk of the material received came by gift and by exchange. It should be noted, however, that by reason of the Organization's deep official involvement in political affairs in many areas and the conduct of special studies such as that upon the biological effects of radiation there were heavy demands on the one hand for airmail subscriptions to newspapers and broadcast monitoring services, and on the other to scientific journals and abstract services, all of which are very expensive and not to be had by gift or exchange. The funds allowed for periodical and newspaper subscriptions were inadequate to meet all such demands.

11. Important individual acquisitions of the year included the official gazettes of Bulgaria, the Cape Verde Islands, French Somaliland, Jordan, Laos, Nepal and Portuguese Guinea, and legal codes of Cambodia, Hungary and Jordan, augmenting the collection of current gazettes and codes which has come to be surely one of the

most inclusive such collections in the world and one of the most useful features of the Library.

12. The staffing situation in the Acquisition Section was improved in 1957, but still one professional post remained unmanned throughout the year, with the result that the Chief of the Section had no choice but to give more time to the daily routines of the order work and less to book selection and long range planning of the Library's acquisition programme than is desirable. Nevertheless, substantial improvements were made in the course of the year in the control and recording of incoming serials, and in the conduct of the exchange programme, and a revised List of Periodicals and Newspapers Currently Received was prepared.

13. At least half of the work done in the Acquisition Section during the year was on non-library procurement (i.e. the acquisition of books and periodicals for the Technical Assistance Administration, regional Commissions and other services on funds other than the Library's). Thus, of 2,500 purchase orders placed during the year, more than 1,200 were for books and other materials to be delivered or forwarded to overseas destinations, especially to the Economic Commission for Asia and the Far East and to resident experts stationed around the world under the Technical Assistance programme. Moreover, non-library acquisition of this sort, entailing as it did the identification, pricing and location of much out-of-print and otherwise elusive material, was far more complex than the routine acquisition of new works for the Library collections. Attention is directed to this aspect of the Library's work for the reason that it is not otherwise evident, and also because it is largely outside the Library's control, depending from year to year upon the emphasis placed by the Commissions and, particularly, by the Technical Assistance Administration, on the informational aspects of their respective programmes.

14. The principal accomplishment of the Catalogue Section, over and above the normal processing of new materials, was the reclassification of the collection in the Trusteeship Branch Library. The task occupied most of the time of one cataloguer, working closely with the librarian in charge of the branch, throughout the year. It involved original cataloguing of some material hitherto not recorded in the main catalogues, reclassification into one scheme of material previously dispersed under three different classifications, the transfer of some material to and from the Trusteeship collection and the withdrawal of a mass of duplicated and superseded publications. As a result of the effort like materials now are to be found together in the collection, and all of the holdings are recorded.

15. In its daily work the Catalogue Section felt the impact of the expanded membership of the Organization in that it was called upon to handle more material than before in difficult languages such as Finnish, Hungarian and Japanese, while events in the Middle East emphasized the need for staff with some knowledge of Arabic. Plainly there is no perfectly satisfactory solution to this multilingual challenge, short of providing the Section with a large staff of phenomenal linguists; the practicable compromise is to take care that the complement of professional cataloguers not fall below five, all able to work in English and French, and each familiar with a different language group, as the Scandinavian, the Slavic, etc. Failing that, the Section must, and does, call widely on the rest of the Library staff and on others in the Secretariat in its ceaseless effort to make all of the Library's resources available to its multilingual clientèle.

16. Major shifts of the collections in the Main stacks were carried out in 1957 with the aim of at once bringing a more logical order to the classified arrangement and providing room for expansion of those collections, such as the United Nations documents collection, which grow rapidly and inevitably. At the same time attention was given to eliminating duplicate and superseded works and to reviewing decisions taken several years ago concerning the desirable period of retention of many periodicals.

17. In the course of these movements it was found possible to withdraw many thousands of government publications that had accumulated but had never been called for over the years, and it was discovered that many periodicals which, ten years ago, it was thought would be indefinitely useful were not in fact sufficiently needed to justify their retention beyond a period of one or two years. Accordingly, a broad scale review of policies concerning the retention and binding of periodicals has been initiated.

18. As new decisions are taken on individual periodical titles, back files of many will be withdrawn for sale or gift-transfer to other libraries in the New York area, care being taken always to assure that should an unexpected need for them develop they can be obtained locally. The savings in space and in binding costs that will result should prove considerable.

III. Reference Services

19. Despite the fact that the twelfth General Assembly was placid in comparison with the hectic eleventh, use of the combined reference services of the

Library was strikingly heavier both during the Assembly and throughout 1957 than in any previous year. The number of inquiries handled by the several reference desks in the main Library totalled nearly 58,000 for the year, as against an average of about 48,000 over the previous three years, and the number of questions put to the departmental branch libraries rose to 25,000, from 15,000 in 1956 and about 10,000 in 1955. The Archives Section, too, answered many more questions than in other years. Overall use of the reference services thus was approximately 30 per cent greater during 1957 than in any previous year.

20. Several delegations asked for help in building up small reference libraries of their own at their mission headquarters, as well as requesting orientation guidance among the Library's reference collections. The problem of how to maintain collections of United Nations documents is a first experience confronting all new Member States. The year began with the entry of Ghana. Towards the end of the year the outer space question excited increasing interest, particularly the law of outer space. Every scrap of information about Hungary was valuable while the inquiry on this subject was under way. Later the boundary between Egypt and Sudan raised questions, as did also the European Common Market, and the law of the sea. Consultation, as a principle in international negotiations and demonstrated in the Commonwealth of Nations, the Latin American states, and among the People's Republics, is a subject for research.

21. No effort was made to analyze the statistics of inquiries handled by type of question or by inquirer, but the librarians at all reference points report a generally increased use of their services by delegations, most noticeably by the newer delegations. For the most part these service demands were in the nature of preparation for the Assembly debates and for meetings of the Councils, but a fair volume of questions were more personal and reflected the adjustment of new delegation staff to their duties and to the problems of living in New York.

22. Outside use of the Library also accounted for a sizeable, perhaps an increased, part of the reference workload. Inquiries of this sort reach the Library by correspondence either received directly or forwarded from other Secretariat offices, and by personal visits. In every case the inquiry is weighed to determine whether it might not properly be referred to a public library or other source of information at the inquirer's disposal, but more and more it is apparent that as public knowledge of the United Nations has increased, the number of questions that

properly call for answers by the United Nations Library is going up. Teachers and students who have exhausted their local resources write or call for information about United Nations documents; geographers, cartographers and publishers who cannot get their answers elsewhere ask questions about flags and boundaries and place names; economists and others engaged in private and governmental area studies beg permission to consult statistical materials from all over the world that are nowhere else conveniently available.

23. The Library's basic policy of restricting public access to its collections and services has not been changed. Indeed, it is enforced rather more strictly than in the first years of occupancy of the Manhattan premises. Nevertheless, the volume of clearly legitimate public use of the Library (i.e., use by independent research organizations and by serious scholars) must be reckoned with: while it is gratifying evidence that the Library has attained some stature as a research centre, it represents also a demand upon staff resources already taxed to meet the Library's primary obligations to the Secretariat and the delegations.

IV. Loan Services

24. Following the trend of recent years, the total number of volumes circulated from all services was up substantially (nearly 80,000 loans as against 68,000 in 1956), and again, as in 1956, the total increase took place in the departmental branch libraries, while loans from the Main Library were off slightly.

25. As always the peak period of the year was the month of October in which the index figure representing loans and inquiries handled by the Service to Readers Section rose to a record high of 11.5. The peak, however, was not a sharp one, for the average level for the entire year was a high 9.8. Each succeeding month was busier than the corresponding month of any previous year and all time records for any month were established in January, again in March and yet again in October.

26. The very heavy demands experienced in January were laid to the extended eleventh General Assembly, but as no relief was felt upon the close of the session (March, April and May all were heavier months even than January), it became apparent that the increased load must be caused by a number of continuing pressures, such as the needs of new Member States, an apparent increasing reliance on the Library for assistance in Secretariat research projects (e.g. religious discrimination, law of the sea, atomic energy, tax laws), and possibly by improved effectiveness on the part of the reference and loan services, including interlibrary loans. In any case

it is clearly necessary to recognize that the general level of demands upon the Library was higher than in previous years, that it is to continue at this high level, and that no significant seasonal variation can be anticipated, beyond the slack weeks of July and August.

V. Archival Services

27. The Archives Section was handicapped throughout the year by the absence of the Chief of the Section, assigned to other duties in the Library. Responsibility for the Section was carried single-handed by the second professional staff member of the Section, detailed as Acting Chief, assisted briefly by an archivist on temporary appointment during the summer.

28. The staffing situation was aggravated by the increase of the routine workload in the Section. The service requests numbered 3,645 compared to 1,654 in 1956, the loan receipts 1,363 compared to 531, the microfilm reels supplied 308 compared to sixteen and the accessions 275 cubic feet as against fifty-five cubic feet in the preceding year. An added problem was the need to start a review and reorganization of the microfilm collection of United Nations documents which is at present too complicated to facilitate efficient service in response to the increased demands for supply.

29. Thus, it was nearly impossible to carry out satisfactorily such essential activities as long range projects and planning, appraisal of older holdings with the view of disposal, and adequate preparation of registers and finding aids.

30. Related to the lack of professional assistance was the problem of space, especially if viewed with the perspective for 1958. The Archives Section expects to be requested to provide custody for records materials from one or more United Nations organs and agencies in the field, which will have ceased to exist. Such impending transfers will present a serious difficulty unless staff is available to effect disposal of some older records, a task which calls for thorough examination and screening.

31. The responsibility in connexion with the Records Retirement's disposal programmes resulted in clearance of sixty-five disposal inventories involving some 1,200 cubic feet of records. Co-operation and co-ordination of respective interests of the Archives and Records Retirement were satisfactory on the whole.

VI. Bibliographical Services

32. The bibliographical event of the Library's year was certainly the publication of the Cumulative Index to the United Nations Treaty Series, v. 1-100 and the companion Interim Index to volumes 101-175 of the Treaty Series. The first of these in particular had been so beset with production difficulties and consequent delays that its final publication late in the year evoked feelings of relief rather than of satisfaction. There was comfort, however, in the knowledge that the pattern of the new Cumulative Index, so painfully evolved, would serve to make succeeding indexes in the series both more useful and more prompt.

33. The International Index of Legislation, published in a specimen issue in 1956, was given up as a continuing project. While reception of the specimen issue had been enthusiastic among prospective users outside the Organization, its usefulness to the Secretariat and to the delegations was not believed to be sufficient to justify the high cost of its preparation.

34. In addition to its normal indexing tasks the Library was also called upon to prepare special indexes to the following: Report of the Special Committee on Hungary (A/3592), both in English and French; Report of the Economic and Social Council 1956/1957 (A/3613); United Nations Publications 1957 (ST/DPI/SER.F/10). Indexes of this nature are genuine contributions to the usefulness of long reports and similar publications, and it is desirable that they be prepared by the Library whenever possible. They are, however, assignments over and above the normal workload of the Index Section, and because they must generally be given priority they are likely to upset the Section's established work schedules; therefore, few such assignments can be accepted under present staffing provisions.

35. In the Reference Section the major special bibliographical effort of the year was in the way of a collaboration in the Bibliographical Guide to the Law of the Sea (A/CONF.13/17). Although essentially this is the work of the Office of Legal Affairs, the Library contributed to its content and shaped its form.

36. In continuing series the Library published twelve monthly issues of the United Nations Documents Index, together with the cumulated index for 1956; twelve issues of the monthly New Publications; and two issues of the List of Selected Articles. In the Index to Proceedings series five issues were prepared and submitted for printing but only three were published. The Dated Lists of Publications Received, circulated internally by the Economic and Social Affairs and the

Trusteeship branch libraries, were likewise continued.

VII. External Relations

37. The Library participated with the Publishing Service in a seminar on documentation held for delegation staffs on 12-13 November. This was the second such seminar, designed to acquaint delegation documents officers and others with the many facets of the United Nations publishing programme, the distribution of documents, existing indexes and other guides to their contents, and library services at the disposal of the delegations. The seminar was well attended, and from comments received it appears that it would be useful to repeat it every year or two, preferably at the beginning of the General Assembly sessions (the only previous seminar was that of October 1952).

38. Relations with the Library of the European Office and with the specialized agencies were mutually advantageous. Particularly, the Headquarters Library was of service to the new International Atomic Energy Agency in the selection and acquisition of the first books for its embryo library, and the exchange of materials between Headquarters and Geneva was continuous and harmonious.

39. Much was done during the year for regional commissions and other field offices, particularly in the way of bibliographical assistance and book procurement for the Economic Commission for Asia and the Far East.

40. Demands upon the Library from institutions and individuals outside the official family were fairly heavy and constituted something of a problem (see paragraphs 20 and 21 above), particularly for the Economic and Social Affairs branch library, where the number of visits by non-official readers reached ninety-six in the month of October.

41. Relations with depository libraries were relatively uneventful during the year, the reduction in distribution of mimeographed documents effected in 1956 having proved entirely acceptable to the libraries concerned. New depositories of printed publications were named in Argentina, Byelorussian SSR, Canada, Germany, Ireland, Korea, Pakistan, Portugal, Rumania, Uganda and the United Kingdom, bringing the total number of depositories to 231 in eighty-four countries (see Annex III).

42. The Library received a number of group visits from professional colleagues and student librarians and archivists from the United States and abroad, including groups from the Association of American Geographers, Catholic University, Columbia University, McGill University, the New School for Social Research, the North

Atlantic Treaty Organization, Saint John's University and the University of North Carolina.

43. Distinguished individual visitors to the Library included Professor Hugo Caminos, University of Buenos Aires; Mr. B.B. Chaudhuri, Calcutta; Mr. Ian Chien-Chang, Taiwan University; Mrs. Veronica Chow, Hong Kong Department of Education; Mr. Badr El Dib, Egyptian Ministry of Education; Mr. Rafael Gomez Gonzalez, Bank of the Republic, Colombia; Mr. Bryan Hood, City Librarian of Cape Town; Mr. Keisuke Ishikawa, Kyoto Public Library; Mr. Masao Kamichi, Director of the Tokushima (Japan) Prefectural Library; Mr. Seiichi Kitera, Osaka; Mrs. Fu Lan-ying, Taiwan University; Miss Molly Lukis, Archivist of the State of Western Australia; Sr. José M. Martinez, Librarian of the Argentine Museum of Natural Sciences; Dr. Kosten Schmidt, Hamburg University; Señorita Maria Serrallach, University of Barcelona; Mr. Saleh Mohammed Taynaz, Director of Libraries, Libya; Dr. Manlio Udina, University of Trieste; Dr. Kurt Wormann, National Librarian of Israel.

ANNEX ISTATISTICS FOR THE YEARS 1955, 1956, 1957

<u>A. Acquisition</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>
1. Books and pamphlets added (titles)			
a. By purchase	2,963	3,078	3,004
b. By gift	4,205	5,701	4,746
c. By exchange	1,858	1,971	1,265
Totals	9,026	10,750	9,015
2. Documents and serials added (pieces)			
a. Government documents	88,903	101,599*	89,512
b. United Nations documents	56,852	52,908	63,574
c. Specialized agencies documents	25,971	12,961	18,881
d. League of Nations documents	1,513	1,511	-
e. Newspapers, periodicals, etc.	69,246	70,693	73,739
Totals	242,485	239,672	245,706
3. Maps added	1,832	1,045	1,443
4. Archival material (cubic feet)	60	53	275
5. Sound recordings (discs)	3,296	2,656	5,267
<u>B. Processing</u>			
1. Titles catalogued			
a. Books and pamphlets	4,893	4,606	4,124
b. Serials	1,342	940	987
Totals	6,235	5,546	5,111
2. Volumes shelved			
a. Books and pamphlets	7,507	7,243	6,385
b. Serials	11,833	10,141	10,878
c. Microfilms	204	187	61
Totals	19,544	17,571	17,324
3. Catalogue and index cards prepared and filed			
a. In main catalogues	21,974	28,315	15,770
b. In United Nations and specialized agencies documents collection	34,831	32,935	32,196
c. In Reference room files	3,817	12,735**	5,366
d. In special collections	8,655	13,452**	5,725
Totals	69,277	87,437	59,057

*Including 12,067 United States Atomic Energy Commission documents and microcards

**Including cards filed for an experimental project in indexing national legislation

	<u>1955</u>	<u>1956</u>	<u>1957</u>
4. Binding (volumes)	5,653	5,374	5,786
5. Withdrawals			
a. Volumes withdrawn from catalogued collections	1,790	1,775	1,803
b. Maps withdrawn	334	528	260
6. Discards, estimated			
a. Books and periodicals (pieces)	117,160	125,000	125,000
b. Maps	1,000	528	700
c. Archival materials (cubic feet)	891	881	8.5
<u>C. Service</u>			
1. Reference queries			
a. Main Library	48,206	49,898	57,799
b. Departmental branches	10,531	15,966	25,859
c. Archives	2,738	1,654	3,645
Totals	61,475	67,518	87,303
2. Loans			
a. Main Library	31,178	29,659	25,188
b. Departmental branches	29,877	36,876	49,255
c. Archives	3,088	2,145	5,171
Totals	64,143	68,678	79,514
<u>D. Bibliographical activities</u>			
1. Bibliographies compiled (including issues in series)	138	165	224
2. Periodical articles indexed	1,600	2,200	2,670
3. Documents indexed			
a. United Nations documents	6,432	4,912	8,268
b. Specialized agencies documents	1,914	2,217	2,978
Totals	8,346	7,129	11,246

ANNEX IIBIBLIOGRAPHY FOR THE YEAR 19571. Publications relating to documents of the United Nations and specialized agencies (titles marked x are for internal distribution only)

Basic information on microfilm of United Nations documents. 2 p.

Hectographed

Also in French and Spanish

Index to microfilm of United Nations documents in French, 1946-1952. 1957.

58 p. (United Nations Archives special guide no. 12)

Hectographed

Index to proceedings:

Economic and Social Council, 22nd session. 1957. viii, 32 p. (Bibliographical series, no. E.13. Document ST/LIB/SER.B/E.13. Sales no. 1957.I.8)

Economic and Social Council, 23rd session. 1957. viii, 12 p. (Bibliographical series, no. E.14. Document ST/LIB/SER.B/E.14. Sales no. 1957.I.16)

Trusteeship Council, 19th session. 1957. v, 17 p. (Bibliographical series, no. T.14. Document ST/LIB/SER.B/T.14. Sales no. 1957.I.19)

x Records of the Office of Legal Affairs. 1957. 3 p. (United Nations Archives registration sheet. Record group 32. Revision 2)
Hectographed

Subject index. In Report of the Economic and Social Council, 1956-1957. (GAOR, 12th session, supplement no. 3. Document A/3613) p. 100-105

Subject index. In Report of the Special Committee on Hungary. (GAOR, 12th session, supplement no. 18. Document A/3592) p. 145-148, English; p. 157-160, French

Subject index. In United Nations publications, 1956. (Document ST/DPI/SER.F/9) p. 61-67

x United Nations documents, 1946-1954. 1957. 5 p. (United Nations Archives registration sheet. Record group 4. Revision 2)
Hectographed

United Nations documents index. Vol. 8, nos. 1-12, January-December 1957. Pagination varies. (Document ST/LIB/SER.E/96-101, 103-108)

United Nations documents index. Cumulative index. Vol. 7, 1956. 25 July 1957. vii, 192 p. (Document ST/LIB/SER.E/102)

x United Nations Temporary London Office. 1957. 3 p. (United Nations Archives registration sheet. Record group 13. Revision 1)
Hectographed

United Nations treaty series. Cumulative index no. 1 (Vols. 1-100). September 1957. vii, 496 p.

United Nations treaty series. Interim index (Vols. 101-175). October 1957.
v,168 p.

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

x Dated list of publications received, Economic and Social Affairs branch
library, Nos. 1440-1569.
Hectographed

x Dated list of publications received, Trusteeship branch library, Nos.
1-49.
Hectographed

x Geographical list of newspapers received in the United Nations Library, 15
July 1957. 1957. 8 p.
Hectographed

x Index to literature on archival techniques
On cards

x Jammu and Kashmir; a bibliography. 1957. 35 p.
Hectographed

x List of newspapers received in the United Nations Library, 15 July 1957.
1957. 8 p.
Hectographed

List of periodicals and newspapers currently received, March 1957. 1957.
iv,48 p. (ST/LIB/SER.B/7)

List of selected articles. (Document ST/LIB/SER.C/14-15)
No. 14, June 1957. iv,55 p.
No. 15, November 1957. iv,53 p.

New publications in the United Nations Headquarters Library. Vol. 8, no. 5,
January 1957 - Vol. 9, no. 4, December 1957. (Document ST/LIB/SER.A/89-
100)

x Records of UNRRA, Bureau of Supply, Agricultural Rehabilitation Division.
1957. 6 p. (United Nations Archives stacklist 28/Revision 1. Record
group 17)
Hectographed

x Records of UNRRA, Bureau of Supply, Procurement Coordination Division. 1957
2 p. (United Nations Archives stacklist 32/Revision 2. Record group 17)
Hectographed

x Records of UNRRA, Procurement Coordination Division (part). 1957. 2 p.
(United Nations Archives list of files. Record group 17)
Typewritten

x Records of UNRRA, Procurement Coordination Division, Bureau of Supply,
Expediting (U.S. and Canada) Branch. 1957. 4 p. (United Nations
Archives list of files. Record group 17)

Report of the Headquarters Library and of the Geneva Library, 1956. 1957.
28 p. (Document ST/LIB/3)

ANNEX IIISTATISTICS OF DEPOSITORY LIBRARIES OF THE UNITED NATIONSAS OF 1 FEBRUARY 1958Number and Type of Depositories Established

<u>Location (No. of countries)</u>	<u>National Depositories</u>	<u>Parliamentary Libraries</u>	<u>Centres of International Study</u>	<u>Complete Exchange Libraries</u>	<u>Totals</u>
States Members (68)	128	30	36	11	205
Non-Self-Governing Territories (8)	7	0	0	0	7
Trust Territories (3)	3	0	0	0	3
States not Members (5)	10	0	6	0	16
Totals (84)	148	30	42	11	231

Number of Sets Distributed, by Language and Method of Reproduction

<u>Language</u>	<u>Printed only</u>	<u>Mimeographed only</u>	<u>Printed and Mimeographed</u>	<u>Totals</u>
Arabic	7	0	5	12
Chinese	2	0	4	6
English	72	1	87	160
French	36	0	19	55
Russian	2	0	1	3
Spanish	28	0	5	33
Totals	147	1	121	269

B. Report of the Geneva Library, 1957Introduction

1. The Geneva Library serves the United Nations, specialized agencies, other international organizations, research institutions, graduate students and journalists. The increase in Geneva since 1946 of the international community of delegates and officials connected with these organizations, and of the student body, has necessarily had an impact on the work of the Library and the following comparisons, in assessing this impact, are enlightening. The staff of the League of Nations at its peak numbered 650; today the United Nations staff alone in Geneva numbers about 800. The International Labour Office numbered 425; today 800. The World Health Organization secretariat numbers 490. It may be seen that the staffs of the principal users of the Library have doubled since 1939, and in addition the personnel of the International Telecommunications Union, the World Meteorological Organization and the European Council for Nuclear Research must now be taken into consideration. In 1953 there were 69 NGO's in Geneva; today there are 116. All these increases, combined with an ever-growing conference programme, have resulted in a staff working at full capacity under constant pressure.

2. As a direct result of this situation a Committee was appointed by the Director to survey the working conditions of the Library. The Committee under the Chairmanship of the Deputy Director was formed of senior members of the European Office and after a thorough investigation lasting many months they formed the opinion that "the Library is an efficiently run organization with a competent and hardworking staff, who give an excellent service to the users". Practical suggestions were put forward by this Committee to improve the technical operations of the Library, all of which are necessary and feasible with additional staff.

3. Looking back over the year 1957 it is difficult to pinpoint any single activity which differed greatly from that of 1956, yet the feeling persists that it has been an unusually busy year loaded with hard work and fraught with staff problems and situations which statistics do not and cannot bring out. Owing to the unflagging efforts of a hardworking personnel many schemes which were the vaguest blueprints at the beginning of the year have now been realized, whilst others remained unfinished or temporarily shelved pending the arrival of additional staff. Despite, perhaps even because of, lack of staff, the determination on the part of staff members to realize these temporarily shelved projects has in no way diminished

and it is hoped that the day is not too far ahead when such time-consuming schemes as the completion of the revision of the List of Periodicals and the full cataloguing of all United Nations and specialized agencies documents will be realized.

I. Administration

4. The sum of \$24,000 was allotted from the United Nations budget and \$13,000 was made available from the Rockefeller Endowment Fund. This total of \$37,000 covered purchases, subscriptions, binding and equipment.

5. In the early part of the year the vacancy created by the transfer of the cataloguer of Slavic languages to the post of Chief of Acquisition Unit was filled by the appointment of a staff member from the Library of Congress. The cataloguer of Scandinavian languages was transferred to the Library of the World Health Organization at this time and this vacancy was filled by the appointment of a Norwegian national. Apart from the head cataloguer, therefore, the two remaining professional posts in this department were filled at approximately the same time by new members, and it is due entirely to the courageous effort of the head cataloguer that the backlog in this department did not assume proportions greater than is normal in any Library. Great inconvenience was also experienced at the Loan and Information Desk owing to the prolonged sickness of the assistant in charge. Temporary assistance and other makeshift measures employed coupled with the enthusiasm and hard work of the remaining members at this desk met the situation and staved off any abnormal criticism. Temporary assistance was again made available for the arrangement of the large collection of unclassified material of atomic energy documentation, and it is hoped that the implementation of some of the recommendations of the Survey Committee will allow more time to be spent on this collection in the future by a permanent staff member, in preparation for the atomic conference to be held in Geneva in 1958. A small office has been set aside to house this collection and related materials but space will, in a relatively short time, become a problem for this fast growing documentation.

II. Acquisitions

6. Acquisitions in 1957 amounted to 8,209 books, 73,246 issues of periodicals and newspapers, 82,027 government documents and approximately 62,000 United Nations and specialized agency documents, making an approximate total of 217,000 pieces. The persistent demand for economy throughout the whole organization was again

reflected in the Library's reduced number of book purchases; at the same time a normal acquisition programme was maintained by an increase in gifts and exchanges. It may be seen from the under-mentioned figures that this tendency has become part of the regular pattern of the acquisition programme:

	<u>1953</u>	<u>1954</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>
Purchases	1,635	1,564	1,525	1,342	1,470
Gifts and exchanges	5,136	6,110	6,809	5,518	6,004

7. The most notable gift received in the course of the year was made by the United States Government. This very substantial gift included the proceedings of the twelve (subsequent) War Criminals trials of Nuremberg. The twelve cases required over 1,200 days of court proceedings and the transcript of these proceedings exceeds 330,000 pages, to which must be added thousands of document books, briefs, etc. Publication of this material was therefore quite unfeasible, and although many of the more important portions of the records of the twelve cases and the basic jurisdictional enactments were published much of the material contained in the gift from the United States Government, and which will almost certainly never be published, will be of the greatest possible value to international lawyers.

III. Organization of materials

8. The present organization of the Library reflects the provisions of ECOSOC resolution 205 (VIII) which established that "the Geneva Library should be continued for the service primarily of the United Nations and specialized agencies, and also for other international organizations, research institutions and students".

9. The development of the Library's collections is influenced by the particular needs of the Economic Commission for Europe and the Narcotics and Languages Divisions. Collections are also constantly being developed to meet special needs of conferences and committees working in Geneva, e.g., the International Law Commission.

10. The count of the Library's holdings at the end of 1957 was 505,968 volumes, representing an increase of 20,299 volumes over 1956. Some 6,129 titles, including non-governmental and governmental periodicals, annuals, continuations, parliamentary documents and newspapers are currently received. It has not been possible, owing to lack of clerical assistance, for the professional personnel to weed thoroughly the material on open shelves particularly in the social and

economic field, and every effort will be made in 1958 to revise thoroughly all open shelf documentation.

11. The Catalogue Department has at last begun, although on a very minor scale for the moment, the full classification of FAO and UNESCO monographs and series. This need has long been felt both by users, the department itself and the reference librarians, but, once again, owing to lack of personnel, it has not been realized, and, indeed, the complete classification of the existing collection can only be done with additional staff and a slight increase in budget for the purchase of printed catalogue cards. The small beginning is, however, a step in the right direction. A revision of the public catalogue was also carried out in the course of the year; 120 drawers were added, bringing the total number to 870, and a complete rearrangement of the shelf list was also undertaken. In view of the staff changes, this department is to be congratulated on the way in which it has completed its almost Herculean tasks.

12. The year in the Documents Catalogue Unit proved one of the most active to date. The most important single project of the year was the cataloguing of the Library's collection of official gazettes and the production of the "Analysis of material published regularly in official gazettes", which was issued as Miscellaneous Bibliographies No. 1 (New Series). This bibliography is an analysis of important material published in the official gazettes currently received in the Library and is a revision of an earlier list published by the League of Nations Library in 1935 (Miscellaneous Bibliographies No. 4); it is kept up-to-date by means of punched-card indexing of new material. These cards make the material in 199 official gazettes more readily accessible to the public by a system of indexing on perforated cards. Such information as commercial statistics, population figures, prices, budget and many other subjects may be quickly found by this up-to-date procedure. A card catalogue for consultation in the main reference room was also prepared by this unit and a catalogue on Kardex cards has been made available for quick reference purposes. In completing the revision of the cataloguing of official gazettes it was noticed that almost all Member States of the United Nations are represented.

13. At the request of a representative of the Queen's Printer in Canada, a complete inventory of the Library's collections of Canadian government publications was undertaken; the resulting list of desiderata was supplied by the Queen's Printer

and many hundreds of publications representing over 100 kg. in weight, were added to our collections.

14. Another noteworthy gift from Canada was a complete set, representing several hundred reprints, of unclassified atomic energy material from the Atomic Energy of Canada, Ltd.

15. The collection of atomic energy material grew at an alarming rate and at the end of the period under review some 41,000 catalogue cards and thousands of microcards had not yet been filed. It is hoped that temporary assistance, or the implementation of the recommendations of the Survey Committee referred to under Administration will make it possible to arrange this material in a usable condition in time for the atomic energy conference in the autumn of 1958.

16. Progress on the revision of the List of Periodicals was slower than had been anticipated. Temporary assistance from the Rockefeller Endowment Fund was made available in 1956 and it had been hoped to complete this revision in 1958. The problems which arose have, however, been more complicated and time-consuming than had been anticipated, and with our present lack of funds it is not possible to estimate a probable date for the new edition.

IV. Servicing of materials

17. The favourable opinion expressed by the Director's Committee on the Library's efficiency was doubly appreciated when one considers that although library reference work is rarely spectacular the Library's solid support behind the research work of the Secretariat had not passed unnoticed. As in previous years, reference queries were received from all sections of the Secretariat, ranging from questions which could be answered almost immediately to those more complicated, requiring hours and sometimes days of work. It is to be regretted that a disproportionate amount of the time of the librarians in the specialized reading rooms was taken up by the recording, filing etc. of the mimeographed documents of the United Nations and specialized agencies (61,942 pieces in 1957) and that, in consequence, these strictly routine tasks have been completed at the expense of more rewarding professional work. It is hoped that the suggestion of the Director's Committee that a clerk be added to this unit who would assume responsibility for the sorting etc. of United Nations and specialized agencies documents will be implemented early in 1958.

18. In accordance with the aims of the Rockefeller gift that the Library be a

"centre of international research and an instrument of international understanding", some 30,000 admittances were made during this period to outside readers (high government officials, visiting professors, graduate students from the University of Geneva and the Graduate Institute of International Studies). Amongst the more notable projects under way in the Library, mention must be made of the survey of Europe's Needs and Resources which is being directed by Dr. J.F. Dewhurst who was principal author and Research Director of America's Needs and Resources which was first published by the Twentieth Century Fund in 1947. Dr. Dewhurst was Executive Director of the Twentieth Century Fund and retired to become Research Director of the new European survey. Other United States professors on sabbatical leave have also spent the greater part of their leave in research work in the Library.

19. Especial satisfaction was also felt at the increasing number of delegates who availed themselves of the facilities of the Library during and in between conferences. Many requests are also received from delegations and many letters from private individuals who appear to regard the United Nations Library as the most authoritative source of information on any and all subjects.

20. The total number of volumes circulated to all services was 68,270. Special attention was paid to recalling books long overdue and to a thorough overhaul of books on permanent loan, resulting in the discovery of several lost or temporarily misplaced books. With additional staff efforts will be directed in the future to more frequent checks of material on loan.

21. For photocopy and microfilm figures, see attached statistics.

V. External Relations

22. Headquarters Library continued to procure government publications of the United States for the Geneva Library, and exchanges of information concerning acquisitions, the procurement of microfilm copies of out-of-print texts or unpublished theses was on a scale comparable to previous years.

23. Regular consultations, with a view to avoiding duplication of purchases, have taken place between the Geneva Library and those specialized agencies having their headquarters in Geneva. Particular mention must be made of the gift of approximately 1,000 bound volumes of official gazettes and parliamentary debates received from the Library of the International Labour Organisation. We have thus been able to fill in many gaps, notably the war years, in these collections. A smaller gift of some 220 volumes from the collection of the Institut international

d'hygiène publique was also received from the Library of the World Health Organization.

VI. Visitors

24. The Association of Swiss Librarians meeting in Geneva for the celebration of their sixtieth anniversary held their inaugural meeting in the Library. Some 200 librarians from Switzerland and the neighbouring countries visited the Library, under the guidance of the Librarian and staff members; it was, in view of its very special character, of particular interest to them.

25. Introductory lectures by the Librarian and the Deputy Librarian were given to the following: Frederik Ebert Stiftung Seminar (fifty officials, journalists and students), Ecole Normale Evangelique de Zurich (forty participants), United Nations Association of Great Britain and Ireland (sixty participants), Deutsche Liga für die Vereinten Nationen (two seminars and thirty-five participants), International Institute of Education USA (thirty participants), Group of Ghana Foreign Office officials, Malayan technical assistance fellows, Conseil d'Etat de Genève et du Valais, Seminar of German Trade Unions (fifty participants), Institute of International Relations of Geneva University (150 participants), Interpreters School (forty participants), Directors of libraries and archives from many countries.

26. Particular mention must also be made of the undermentioned visitors: Dr. A. King, Deputy Director, European Productivity Agency; Dr. Bock, Minister of Commerce of Austria; Julien Cain, Directeur des bibliothèques de France; Rectors of the Belgian Universities.

27. In the presence of President Gronchi the Librarian spoke to the Milan Institute of International Studies honouring the memory of Vittorio Scialoja, President of the League of Nations Library planning committee. Other lectures devoted to the role of the Library were given before the University of Administrative Science at Speyer and the Escuela de Funcionarios Internacionales in Madrid. The annual meetings of the International Committee for Social Sciences Documentation held under the auspices of UNESCO and the Council of the International Federation of Library Associations afforded an opportunity for the Librarian to renew useful contacts.

ANNEX IGENEVA STATISTICS, 1957A. Acquisition

a. Books and pamphlets (volumes and titles) (exclusive of documents and other publications in series)		
i. By purchase	1,470	
ii. By gift and exchange	<u>6,004</u>	
	Total	7,474
b. Serial issues received (pieces)		
i. Other than documents	73,246	
ii. Government documents	82,027	
iii. UN and SA documents	<u>61,942</u>	
	Total	217,215

B. Processing

a. Cataloguing		
i. New titles catalogued		
a. Monographs	3,112	
b. Serials	<u>907</u>	
	Total	4,019
ii. Volumes shelved		
a. Monographs	4,785	
b. Serials	<u>9,425</u>	
	Total	14,210
b. Binding		
i. Volumes bound		6,661
ii. Pieces added to provisional bindings		11,796
c. Volumes discarded		387

¹/ Serial titles received in library number 6,129, 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 (estimates)	6,000	
ii. Pieces issued for use outside the Library		
a. To United Nations	42,626	
(i) WHO	1,032	
(ii) ILO and other specialized agencies	5,982	
b. Other interlibrary loans	1,040	
c. To public (unofficial borrowers)	11,590	
Total		68,270

b. Reference queries

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

c. Photostat and microcopying (number of pages)

2,486

d. Attendance in reading rooms

30,214

e. New outside (unofficial) readers' cards issued

942

D. Bibliographic work

a. Monthly list of books catalogued (cards printed)	3,075
b. Monthly list of selected articles (cards)	7,595