

UNITED NATIONS, LAKE SUCCESS, NEW YORK

TO THE LIBRARY ADVISORY COMMITTEE:

THE UNITED NATIONS HEADQUARTERS LIBRARY, JANUARY 1950

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1. Introduction. It may now be said that in 1949 the Library was substantially improved.

The improvement resulted largely from four factors: a large number of temporary assistants made available to the Library through the co-operation of the Department of Public Information, the budget authorities and the Bureau of Personnel; the high calibre of the persons who were recruited for these and other posts; the constructive criticism and support which came from the Departments and the Executive Office of the Secretary-General, largely but not exclusively through the Library Advisory Committee; and, the fine -- extraordinarily fine -- team work of the Library staff.

Some of the year's achievements were:

- (a) the adoption of a statement of Library Policy and Organization by the Fifth Committee;
- (b) a modest growth in the Library's collections;
- (c) the streamlining of acquisition and cataloguing procedures, with emphasis on speed and economy;
- (d) elimination of much of the cataloguing backlog;
- (e) the cataloguing of most of the departmental collections;
- (f) inauguration of a programme of current card indexing of United Nations documents which will make possible the publication, starting about 15 February 1950, of a monthly United Nations Documents Index covering also the documents and publications received from the specialized agencies;
- (g) the organization of a large part of our collection of specialized agencies documents and publications;
- (h) the binding of a few thousand volumes of United Nations and specialized agencies documents and publications, selected government documents and periodicals, and several hundred books;
- (i) some expansion of our collection of League of Nations documents;
- (j) the assimilation into the working collection of some materials formerly stored in the warehouse;
- (k) the preparation of a first draft of several parts of a Library Manual;
- (m) some expansion of space for the Library's working collection.

2. Policy. A firm statement of Library Policy and Organization (A/C.5/298) was approved by the Fifth Committee of the General Assembly in October. It was based largely on the report of the International Advisory Committee of Library Experts (A/C.5/222). To the Members of that Committee, to members of the Secretariat who helped to put the statement in final form, the Library acknowledges its indebtedness and expresses its gratitude.

One important feature of the Library Policy is the stated determination to keep the Library's collections limited in size, to acquire mainly for present and near-future needs, and to depend as much as is reasonably possible on inter-library loans and other services from neighboring libraries. It will not be easy to adhere to this policy. The proliferation of United Nations projects brings new subjects into the fields of United Nations interest every year. The desires and needs of research workers for large library resources and the inclination of librarians to accumulate and to hold on to what they get exist here as elsewhere. The Library is, of course, powerless to control proliferation of projects. But it is required, by adoption of the policy statement and also by budget limitations, to use restraint in the acquisition and retention of materials. It solicits the understanding and co-operation of its users to these ends.

The policy, however, is not negative, but affirmative. Quantitative limitations are not expected to affect the quality of the service. The Library exists to provide all United Nations official groups and personnel with the library materials they need; to assemble books and documents from all countries in many languages; to organize them for convenient use; to service them through suitable reading rooms, departmental libraries and a competent staff. All units in the Organization are asked to report their needs as promptly and as precisely as possible and to make use of the materials and services which are now available.

3. Organization. The Organization part of this statement notes that "The Budget Estimates for 1950 show the Library as attached to the Executive Office of the Secretary-General as an independent service obtaining general policy directives as necessary from that office". This transfer was made effective on 1 January by SGB/32/Rev.5. It states: "The Director of the Library shall be responsible for determination of general policy to the Executive Office of the Secretary-General and shall provide for the personnel and financial administration of the library in accordance with United Nations rules and regulations."

The association of the Library with the Department of Public Information has been both pleasant and fruitful. I am happy to acknowledge the stimulating personal interest which Mr. Cohen has always taken in the development of the Library, and the support and co-operation which I have received from him personally and from his associates. All of us anticipate equally friendly and helpful relations with the Executive Office of the Secretary-General.

The Library now comprises two Sections and five Units: the Processing Section, with Acquisition Unit and Catalogue Unit; the Reference and Documentation Section, with Service to Readers Unit,

Departmental Libraries Unit, and Documents Index Unit. The Opinion Survey Section, formerly a part of the Library Services, has been discontinued as the result of budgetary action. The Research Section, also formerly a part of Library Services, remains with the Department of Public Information.

During the course of the year the task of handling certain miscellaneous inquiries by correspondence was transferred from the Library to the Special Services of the Department of Public Information leaving to the Library only those inquiries which require the use of Library materials.

4. Cataloguing Progress. During the years of Library history which preceded 1949, the Library was receiving more material than it could handle. A large backlog of uncatalogued materials had accumulated. This resulted in poorer service to the readers than they had a right to expect and a wasteful expenditure of staff time in searching for books and pamphlets which were not represented in the catalogue. Several temporary assistants were made available in July. The group included 8 professional librarians and 8 clerical workers. In the fall additional clerical help was provided. On 1 July Dr. Andrew D. Osborn, Assistant Librarian at Harvard, an outstanding cataloguing administrator, joined our staff for three months as Chief of the Processing Section and Acting Chief of the Catalogue Unit (and continues as a consultant). Following a series of conferences with the Library staff members, new cataloguing procedures were established and the cataloguing rules were greatly simplified. Speed in getting material through to the prospective readers, economy in operation, and the avoidance of accumulating backlogs in the future were our objectives.

The accomplishments of the staff in the last six months of the year were noteworthy.

(a) In the first half of the year, January through June, approximately 4,000 titles were fully catalogued. In the second half of the year the number was more than 9,200 not counting several hundred books which were largely but not completely catalogued. The cataloguing of serials is more difficult than the cataloguing of monographs. In the second half of the year, 1,815 serial titles were catalogued against 73 in the first half.

(b) An extensive programme of reclassification was carried on:

a large part of the reference collection was reclassified;

a large proportion of the books previously classified by the Library of Congress system was reclassified according to the Universal Decimal Classification which is now officially in use;

a large collection of documents classified by country was reclassified according to subject.

(c) The publication of a monthly list of recent acquisitions was undertaken with the title "New Publications in the United Nations Headquarters Library".

(d) The shelf list was completely reorganized to show the actual location of materials throughout the Library. This was a necessary preliminary to the taking of an inventory in 1950.

(e) The card catalogue was refiled according to a simple and direct alphabetical arrangement. It was divided into two parts, one for author headings and the other for topical subjects.

(f) Card catalogues were provided in each of the Departmental Libraries and reproduction in mimeographed form is anticipated.

(g) From July on, current material was catalogued within 48 hours after being received in the Catalogue Unit. Rush items were put through on a hand-to-hand basis so they could be used almost immediately.

The cataloguing backlog has not been eliminated but it has been greatly reduced. Much mopping-up work remains to be done in handling the document serials, in completing the cataloguing of the Departmental Libraries, in analyzing some important serial sets, in cataloguing the map collection, etc. The staff of the Catalogue Unit is slightly larger than it was a year ago. Top priority will be given to the cataloguing of current materials. The remaining backlog work will be cleaned up as rapidly as possible.

5. Binding. When the Library entered the year 1949, its arrears in binding were considerable. This is in spite of the fact that the binding policy is conservative, i.e., periodicals, documents and unbound books are not bound if they are likely to be discarded or exchanged within a few years. However, those which are likely to form permanent parts of our collection should be bound as promptly as possible. Both permanence and completeness are our objectives with respect to the documents and publications of the League of Nations, the United Nations and the specialized agencies. Most of them are needed in multiple copies.

A small number of clerks on temporary appointment, under the supervision of professional members of the staff, assembled, collated and prepared for the binders 5,286 volumes during the year. The breakdown is:

Books	1,576
Periodicals	702
Government documents	722
United Nations documents and publications	1,190
Specialized agencies documents and publications	983

Two hundred volumes have been prepared for the binder and will be sent early in 1950. They were not sent in 1949 because binding funds were limited and some of the volumes were not completely prepared until too late to have the binding completed by 31 December. Many other volumes are practically ready for the binder but await missing numbers. The preparation of books or regular periodicals for the binder is a simple process. The preparation of government documents is sometimes easy, sometimes difficult. But the assembling, collating and preparing for the binder of all the pieces that go into a volume of United Nations or specialized agencies documents is an enormous task. We hope to have some 3,300 volumes (in all categories) bound during the current year.

6. Progress with temporary assistance. The largest results are to be found in the cataloguing and binding programmes as reported above. Other important results will be noted in paragraphs below under the following paragraph headings: Sorting and discarding, the Stacks, Special projects in the Acquisition Unit, Government documents, League of Nations documents, Specialized agencies documents, Map collection, Pamphlet collection; the Loan services, Departmental Libraries, General Assembly Branch, Documents indexing. In some work we failed to achieve our established goal, but in other work we succeeded in getting more done than we thought possible.

7. The Collections. The Library's collections are now estimated at around 90,000 volumes and 42,000 maps. More accurate figures will be available after an inventory is taken this year. But because of the many kinds of library materials -- pamphlets, clippings, 1-page documents, microfilms, etc. -- it will not be easy, even after an inventory, to report a neat figure of so many volumes.

Major additions to the collections in 1949 were:

Books purchased	6,885 volumes	
Books received as gift or ex- change	1,893	"
Books selected from UNRRA col- lection in warehouse	157	"
Books selected from Paris col- lection in warehouse	500	"

Maps	6,300		
Government documents (not serials)	200	volumes	
Serials (including government serials)	128,185	pieces	
Newspapers	108	titles	
All other serials	7,356	"	
Number of new serials added	373	"	
United Nations documents and publications	108,474	pieces *	
Specialized agencies documents and publications	19,062	"	*
League of Nations documents and publications	4,000	"	
Pamphlets	2,700		
Microfilms	132		

* Includes all languages and duplicate copies.

8. Sorting and discarding. The several aspects of this over-all programme are described in the following paragraphs. An important by-product of our experiences in directing and supervising the several activities involved, is the formulation of a policy governing the selection and organization of material to be discarded from our collections.

9. The Stacks. Through the use of some of the temporary assistants, the stack area has been largely rearranged with all classified books on the first floor, and documents and special collections on the second floor. An additional Conference Room was acquired to house newspapers, magazines and other materials considered to be a fire risk.

10. Special projects in the Acquisition Unit. Temporary assistants, largely clerks, made available throughout the year, have enabled the Library to undertake special activities which have added materially to the resources and services of the Library.

Books from UNRRA and a large collection on international affairs acquired in Paris were stored in boxes in the Astoria warehouse. The temporary assistants unpacked, sorted and arranged the books so that they could be examined by a reference librarian. About 1/2 of the Paris collection, and 1/3 of the UNRRA collection were found to be needed in the Library, and have been brought to Lake Success. The total number of volumes thus made available is estimated at around 650.

While this work was going on the clerks also filed the daily intake of United Nations General Assembly documents preparatory to binding in 1950.

A huge backlog of unchecked serials had accumulated at the periodical checking desk due to illness of members of the staff, and to the large increase in the intake. The regular staff with two temporary assistants have eliminated the backlog and the checking is on a current basis.

The reorganization, checking and collation of the reports of Central Banks has been completed.

Many other activities of the Acquisition Unit have been facilitated by the use of temporary assistants for short or long periods.

11. Bibliographical information. Most of the United Nations Information Offices were asked in 1949 to send reviews or announcements of publications on subjects of interest to the United Nations; also, if possible, to arrange with some library in the area to send suggested lists from time to time. Some have already responded helpfully.

12. Government documents. The organization of the government documents in the collections of the Library received marked impetus from the sorting, arranging and discarding done by the temporary assistants assigned to the Acquisition Unit for this purpose. The direct results are to be seen in the liquidation of the backlog of unchecked government serials, the arrangement of the collection of official gazettes, the collation of basic series with a view to completing volumes, and finally, the checking of the collection of Latin American documents against a bibliography specially prepared for the United Nations Library by the United States Library of Congress on a contractual service basis. The importance of this last mentioned undertaking is considerable, since for the first time we find ourselves in a position to evaluate this part of our holdings and to strengthen those aspects in which they are weak.

Aside from the help rendered by temporary assistants and the cataloguing accomplished in the accelerated programme, the other single service which has made the greatest contribution toward the improvement of the government documents collection is the employment since October last of a part time document expeditor in Washington who stands ready to supply urgently needed United States documents to us on short notice. The beneficial effects of this service are apparent in the steady flow of publications received daily and in the prompt procurement of individual items which are difficult to locate.

13. League of Nations documents. Two clerical and one professional worker were assigned for three months in 1949 from temporary assistance funds to sort and assemble several shipments of League of Nations documents. By the time the building is ready in Manhattan, the collection should be in reasonably good shape. But it will still be incomplete.

The documents service in Geneva estimates its holdings of all League documents at 250,000 in stocks ranging from 4 to 1,000. No complete sets of these documents exist either in the Geneva or Lake Success Libraries. As the documents are sorted, two sets are assembled and bound for the Headquarters Library and two for the Geneva Library. This sorting has been a spare time job and progress is extremely slow. We are urging that more temporary assistants be used in Geneva so that the job may be completed and the documents made available.

14. Specialized agencies documents. The intention of the Library with respect to this collection is to assemble reference and loan copies of all printed publications and processed documents from all of the agencies, 4 copies in English and 2 in each of the other languages. This collection forms the only all-around reference and loan collection at Headquarters. One professional librarian for the full year, and 3 clerical assistants for part of the year from the temporary assistance funds, have made great progress in organizing the collection, weeding out unneeded copies and preparing material for the binder. Documents have been received not only from the agencies themselves, but from various units of the Secretariat which have assembled collections for special purposes. The sorting, arranging and preparing for binding involved the handling of many thousands of items. The binding in 1949 was mainly of the documents of ILO, ICAO and FAO. Some 50 additional volumes are ready to go to the binder in January.

The backlog of unsorted documents is diminishing rapidly. Documents currently received are handled at once. Want lists of missing numbers of the documents of the thirteen specialized agencies have been compiled and forwarded for supply. Approximately 160 reference inquiries are received and 180 items circulated monthly.

A Selected Bibliography of the Specialized Agencies related to the United Nations has been published as No. 1 of the new United Nations Headquarters Library Bibliographical Series.

15. Map collection. The number of maps in the collection is now estimated at 42,000. Approximately 250 are received monthly. In addition there are in the map room 206 atlases, 1009 gazetteers and guide-books. The handling and organization of this collection which also involves many thousands of pieces were greatly facilitated during the year by a temporary assistant for several months. Special services to commissions and conferences have highlighted the reference work of 1949. Many geographical area studies have been completed in addition to the ordinary reference queries which have reached 250 per month. About 150 maps are circulated monthly.

16. Pamphlet collection. The Library has recognized the importance of this type of largely ephemeral material by assigning one professional librarian and one clerical worker, each on a part-time basis, to assemble, record and organize the collection. Pamphlets are acquired largely as gifts or on exchange, but many are also purchased. About 230 are added monthly. During 1949 the collection was weeded out, subject headings revised to conform with those used in the main card catalogue, and the filing brought up to date, largely as the result of the assignment of a temporary assistant to this task. Cards are now filed in the main catalogue under appropriate subjects referring the user to the pamphlet collection.

17. Periodicals. During 1949 all units of the Secretariat were asked to review the newspaper and periodical subscriptions which are made by the Library on their behalf, with a view toward eliminating those which are no longer needed. The results were very satisfactory. The budget has been drastically cut, first by a reduction from \$20,000 to \$19,000 in the budget figure itself, and second by a further reduction representing the estimated savings because of devaluation. The Library greatly appreciates the co-operation of the Secretariat in proposing the elimination of certain titles. It solicits continued co-operation along these lines. The Library now receives approximately 7,000 serials of all kinds annually. Most of them come as gifts or exchanges, but some 1,200 titles are obtained by subscription.

18. Gift and exchange service. The number of societies and institutions with which we now exchange has increased by 58, making a total of 214, with 50 more proposed but not yet established. Correspondence is carried on with 49 countries, with an average of 100 letters per month. All requests for missing United Nations publications from exchange and depository libraries are answered by the Library and arrangements made for dispatch by Documents Distribution.

19. Depository Libraries. There are now 168 depository libraries, including designated centres for international study, in 51 member nations, 8 non-member nations, and 10 non-self-governing territories. There are also 107 candidates for depository library privileges in 33 countries. The Publications Board will be asked soon to authorize additional depository libraries.

20. Missions, Commissions and Information Offices. Books, maps, government publications, photostats and other materials have been purchased from other than library funds at an average of 35 acquisitions per month. The purchase and dispatch of material requested by the Economic Commissions for Europe, Latin America and the Far East have become a regular activity of the Acquisition Unit. Similar service is rendered to the Information Offices.

21. Microfilms and photostats. A service which has rapidly expanded during the year is the reproduction of printed materials not in the Library collections. Pages from journals, statistical yearbooks, and out of print books, as well as rare items, have been photostated in the Reproduction Unit for permanent retention. Scores of volumes have been transported from New York libraries for such work and the total number of pages reproduced in photostat form during 1949 was well over 3,000. Thirteen newspapers, from 8 countries, are regularly microfilmed so that stack space may be saved.

22. Clipping and biographical files. About twenty newspapers from several countries are being clipped daily by the Security Council Departmental Library for current information on subjects of interest to the United Nations. Approximately 4,600 clippings are added monthly.

Clippings from two New York newspapers concerning the Organization and its activities are currently filed in the main Library to form a continuous record of the work of the United Nations. Approximately 350 clippings are added monthly.

A continuing effort is made to obtain current biographical data concerning personalities associated with the United Nations: members of delegations, prominent Secretariat personnel and others, to supplement sketches included in national and international biographical dictionaries. These are typewritten sketches, press releases, and information received from the delegations. About 40 are added monthly.

23. Book selection. All units of the Organization and all members of the Secretariat are encouraged to suggest books which are needed. Many members of the staff participate continuously in the checking of bibliographies, publishers' lists, sales catalogues and book reviews. A new selection procedure for the staff has resulted in more prompt decisions and earlier acquisitions. Titles listed in current national bibliographies in the various languages are now selected by a Committee made up of specially designated members from the Service to Readers and the Acquisition Units. This action is taken as soon as possible after the bibliography arrives.

24. Reference services. The extent of the demand upon the reference librarians in the Service to Readers Unit is difficult to measure as questions vary from those of a quick reference nature which can be answered in a minute or two to those which require hours of research. It is well to bear in mind that only three members of the professional staff of the Unit devote all or most of their time to responding to such inquiries. Others are primarily engaged in circulation routines, inter-library loans, the handling of specialized agencies

and other documents, the supervision of pamphlet and subject files, the handling of maps and the indexing of periodical articles. The records show an average of 1,120 inquiries of a reference character per month. (For United Nations document reference service, see paragraph 30(b).

25. The Loan services. The number of books and periodicals in circulation has kept pace with the increase in the number and extent of United Nations projects and activities. It is estimated that about 4,000 items are on loan from the central Library at any given time. Some are on loan for from seven days to two or three weeks; others on a long term basis. About 2,000 items are lent monthly. A by-product of the cataloguing of the Departmental Libraries collections was the reduction of long-time loans by almost 2,000 volumes.

With the aid of a temporary assistant the Library operated a project called "Getting Books Back" with the result that several thousand volumes, many of which had been on loan to individuals since 1947, were recovered.

Inter-library loans constitute a major responsibility of this group. Over 400 volumes are borrowed monthly from the libraries in the New York metropolitan area. The availability of books on loan often makes purchase unnecessary.

Special attention has also been paid during 1949 to the development of a circulating collection of current books of interest and importance to international civil servants. Recently acquired books, some times in multiple copies, largely on current political and economic subjects, are displayed on special shelves in the main reading room and are lent for short periods. On any controversial subject every effort is made to get books representing all sides of the question.

26. Periodical abstracting service. About 1,200 periodicals in many languages not indexed in available publications, are examined for articles of current interest to the work of the Organization, and a monthly average of 1,500 reference and abstract cards are prepared and filed. It is from this file that titles are chosen for the Selected List of Periodical Articles in the United Nations Headquarters Library.

27. Bibliographies. Requests for bibliographic compilations from various units of the Secretariat have been numerous. Many are compiled by members of the Service to Readers Unit and the departmental librarians. Some are reproduced for distribution. About 75 selected bibliographies and reading lists were compiled during 1949, on subjects

such as: Right of Asylum, Education in Trust and Non-Self-Governing Territories, Social Welfare, Legal Literature, Plebiscites, Public Finance, International Law, French Possessions in India, U. S. Trust Territories in the Pacific, Kashmir, Korea, Indochina, Ceylon, Guatemala, Nicaragua, Afghanistan, Germany, Genoa Conference. When, because of size, complexity and urgency, a request could not be met locally, the services of the Library of Congress were used on a contractual basis. Some requests were too large or too difficult to be undertaken by any means at our disposal. Some, like the bibliographies in the United Nations Bulletin and the United Nations Yearbook, are regular jobs throughout the year.

In view of the fact that the demand for bibliographic service is increasing while the 1950 allotment of funds for contractual services has been cut, the problem urgently requires reconsideration. It has already been called to the attention of the Library Advisory Committee and will be discussed at an early meeting.

All bibliographies in the Library's possession have been brought under control and a special file systematically assembled. The whole collection of the Library's bibliographical tool has thus been made readily available. A subject list of the bibliographical items will be published soon as an issue of the United Nations Headquarters Library Bibliographical Series.

28. Departmental Libraries. By means of temporary assistance funds each of the five Departmental Libraries during 1949 achieved the uniform staffing of at least one professional and one clerical assistant, as recommended by the International Advisory Committee of Library Experts. The Secretary-General's budget estimates for 1950 made provision for the continuation of this arrangement. This recommendation was rejected by the Fifth Committee on the recommendation of the Advisory Committee on Administrative and Budgetary Questions. That action presents the Library with one of its most serious problems in 1950. Because of the urgent need of the Departments for the staff requested, every effort is being made from the 1950 temporary assistance funds to supply a minimum staff. Staff members will be lent from other Units from time to time to meet critical situations. One Department is itself providing clerical assistance for its Departmental Library.

The collections of three of these libraries have been catalogued and work is approaching completion on the other two. Service requests and circulation have just about doubled over 1948.

The Department of Public Information and the Library agree that a DPI reference centre will be needed when the Secretariat Building is occupied.

29. General Assembly Branch. A branch reference library was operated at Flushing Meadows during the period of the Fourth General Assembly from 20 September to 10 December. It was staffed by a member of the Service to Readers Unit and a temporary assistant.

The Reference Room at Lake Success was open for service during all evenings and Saturdays when plenary and committee meetings were scheduled.

30. DOCUMENTS INDEXING

(a) United Nations Documents Index. A new monthly periodical under this title will be launched in February. It will provide a check list and subject index to unrestricted United Nations documents and publications issued and to specialized agencies documents and publications received. Thus it is hoped to get and keep bibliographical control over most of the documents issued by the Organization. It will receive limited free distribution and will be available for subscription through United Nations sales agents. A by-product will be the daily preparation of index cards for limited distribution within the Secretariat. Such cards have been produced with temporary assistance for several months on an experimental basis and with a view to beginning publication early in 1950.

(b) Document reference service. During 1949 the Documents Index Unit responded to a total of 13,214 requests for information. The peak of the activity was reached during the Fourth Session of the General Assembly. One member of the staff was sent to Geneva for indexing and reference services during the 9th Session of the Economic and Social Council.

(c) United Nations Treaty Series. An additional professional staff member and a bilingual clerk-typist were engaged on temporary assistance funds to index the Treaty Series in English and in French. The English text of the first volume has been completed. The French text is being prepared. It is now planned that an index volume should be published to every 15 volumes of the Treaty Series.

(d) Disposition of agenda items. The staff of the Unit indexes daily the documents of the General Assembly, Security Council, Economic and Social Council, and Trusteeship Council, and publishes the results as Disposition of Agenda Items. The draft sheets of the Disposition of Agenda Items are distributed daily to document sub-stations as a basis for localized distribution of documents and records within the departments, and to the Official Records Division for its use in editing summary records.

(e) Definitive check lists. Under the title Check List of United Nations Documents, the documents of some organs have been brought under control by sessions or years. It is estimated that some 27,000 documents issued prior to 1 January 1950 have not been check listed and indexed. One of the major enterprises of the year will be to make a substantial reduction of this backlog. No such indexes and check lists will be prepared for the current documents during the year 1950. After the monthly United Nations Documents Index has been given a year's trial, decision can be made as to whether these definitive check lists are needed.

(f) Symbols. The Unit continues to advise the Bureau of Documents in the assignment of document series symbols. A plan was worked out during the year for the assignment of symbols to Secretariat publications.

31. The Staff. The manning table now shows 83 posts, 41 professional and 42 clerical. One of the clerical posts is assigned to DPI Special Services. In addition there are 4 professional and 9 clerical posts from temporary assistance funds. One of the two Grade 16 posts, that of Chief of the Processing Section, has unfortunately been vacant since early June except as it was temporarily filled by Dr. Osborn on loan for three months from Harvard University.

The progress of the Library during 1949 was due in no small part to him; to Miss Susan M. Haskins, also from Harvard, who is serving as Acting Chief of the Catalogue Unit; to Mr. Jerome K. Wilcox, of City College, New York, who is consultant on document indexing; to Miss Dorothy Drake, of Scripps College, who reorganized the Social Affairs Departmental Library; to Miss Elsie Bassett, of Columbia University, who assisted again last summer in the Catalogue Unit; to Miss Shirley Pearlove, lent by the U. S. Library of Congress for reference work during the General Assembly.

Full credit must be given also to the permanent staff whose excellent team work has already been mentioned. They have necessarily carried the heavy load.

The Library was fortunate in being able to add to its staff in 1949 librarians or clerical workers (the latter recruited in the New York area) from Belgium, Brazil, China, Cuba, France, India, Lebanon, Norway, Peru, Philippines, Poland, Thailand, Turkey, Union of South Africa, United Kingdom and Venezuela, as well as several from the United States of America. Some of them continue in 1950. Under appointment are a librarian from Uruguay and an indexer from South Africa.

32. Interns. For four months in 1949 the Library had as interns two young graduates of American Library schools, one from Thailand and one from India, under a grant from the Carnegie Endowment for International Peace. Three interns are expected in 1950, from Korea, India and France, under grants from the Rockefeller Foundation and the Carnegie Endowment. Three other interns under the United Nations programme were assigned to the Library from Canada, Haiti and the United States of America.

The United Nations can profit greatly from such arrangements as they give young librarians a knowledge of the United Nations and its documents which can be put to good use when the librarians take up permanent jobs in their own countries.

33. The Manhattan building. Semi-final plans have been made for remodeling the Manhattan building for the Library as reported in previous letters. Arrangements for the departmental libraries in the Secretariat Building will continue to require careful planning in 1950.

34. The Geneva Library. The Headquarters Library and the Geneva Library regularly exchange information about acquisitions. Occasional bibliographies are prepared by the Geneva Library for use at Headquarters. Plans are under way for the exchange of duplicate publications. It should be stated once more that there is no intention to transfer from Geneva any library materials which are needed there.

35. Library Co-ordinating Committee. A meeting of the European members of this Committee was held in Geneva in September to discuss administrative and technical problems of mutual interest, and mainly to evaluate the role of libraries of the United Nations Organizations in the programme of technical assistance for economic development. The final report of this meeting has been published as document CO-ORD/LIBRARY/9.

36. Library leaflet. In early autumn the Library, from DPI printing funds, produced a leaflet inviting delegations and Secretariat to use the Library. It was issued in English, French and Spanish and widely distributed. To our surprise, we discovered that some delegation and Secretariat personnel learned for the first time from You are Invited to Use Your Library that the Library's services are available to all of them.

37. Library publications. A list is appended as Exhibit A.

38. PROBLEMS AHEAD

There are many, of course, but the following appear most urgent as I bring this letter to a close.

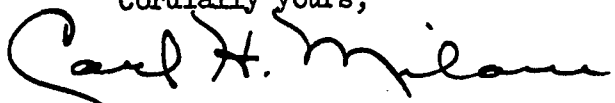
(a) Departmental Libraries. Can we get general recognition of the Departmental Libraries as essential? The budget authorities are apprehensive of their gradual expansion as a result of pressure from the Departments. This is obviously a danger. Our job is (1) to scrutinize our proposals with this danger in mind; (2) to convince the authorities that our requests represent actual minimum requirements for successful and economical operation, and (3) to devise methods of effective and continuous control over these outposts of the Library.

(b) Document indexing. The monthly United Nations Documents Index is intended to bring all current issues under such bibliographical control as will facilitate use of the documents by delegations, Secretariat, scholars, students, writers and libraries all over the world. It must be good and it must come out on time every month.

The staggering backlog of 27,000 documents issued before January 1950 must be check listed and indexed as soon as possible.

(c) Personnel Appointments. The problem of filling vacancies quickly and with persons most suitable for the particular tasks to be performed continues to be the most difficult and time-consuming of all problems which confront the Library's administration. The Library has done its best to select candidates in accordance with the principle of geographical distribution, and its present staff represents 19 nationalities. However, efforts to get highly trained librarians from some of the countries now under-represented in the Secretariat have been and will undoubtedly continue to be disappointing. This and some other recruitment practices and procedures have proved difficult to reconcile with the urgent needs of a highly specialized and increasingly active service. It is hoped that the Bureau of Personnel, whose willingness to help the Library is genuine and gratifying, will be able to gradually overcome these handicaps.

Cordially yours,



Carl H. Milam
Director, Library

Lake Success, N. Y.
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