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TO Mr. Trygve Lie, Secretary-General

FROM: Edouard Reitman, Acting Director, Library

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INTRODUCTION

The year under review has marked further substantial progress in the development of the Headquarters Library. The fruitful effort of the preceding year has been fully maintained, some previous gains have been consolidated and new results obtained.

The following events and attainments on the year's record deserve special mention:

- Move of the Library's collections and services from Lake Success to New York;
- Establishment of a periodical and newspaper room;
- Consolidation of the departmental libraries of the Economic Affairs Department and of the Social Affairs Department;
- Establishment of the departmental libraries on four floors of the Secretariat building;
- Absorption of the Woodrow Wilson Memorial Library;
- Detailed re-examination and subsequent improvement of current acquisition procedures;
- Substantial expansion of exchange and gift arrangements;
- Adoption of a classification scheme for the United Nations and Specialized Agencies collections;
- Considerable progress in the binding of documents and other library materials;
- Completion of 27 volumes of the Check List of United Nations Documents, 1946-1949;
- Publication of the cumulative subject index to the first volume (1950) of the United Nations Documents Index.

I. ADMINISTRATION

Library Building.

During the late months of 1950 and early in 1951 the Library completed its move from Lake Success to the building on the Headquarters site. The decision taken by the Administration late in 1950 to alter this building at a minimum cost has resulted in a drastic reduction of its capacity. Whereas the previous plans anticipated a book capacity of approximately 275,000 volumes, the present capacity is reduced to about 175,000 volumes. The loss is principally due to the elimination of floor reinforcement and the consequent necessity for a wide spacing of stacks. Other features also had to be curtailed. The vertical conveyor system was not installed, the extension of the elevator shaft to the sub-basement was given up, and the number of private studies was reduced from 12 to 3. Approximately half the space on the fifth floor of the Library building was not available until June 1951, when two delegations moved to other quarters. Some space on the main floor, destined to house a part of the reference services, had to be left unused pending completion of the entrance on the plaza level. At a normal rate of growth the collection should reach the ceiling capacity of the building by July 1953.

The possibility of providing a new Library building has been explored, and the Headquarters Planning Office has prepared preliminary sketches. At present, two possibilities are being contemplated: the remodeling and extension of the present building, and the erection of a new building on the southeast corner of the site. Of these two plans the first seems more desirable, since it would serve the double purpose of providing an appropriate Library building and an esthetically adequate frame of the southern part of the United Nations plaza. The possibility is being considered to seek outside funds for the building.

Budget.

Draft budget estimates of the Library for the year of 1952, as submitted to the Bureau of Finance, show a total amount of \$539,430, including the acquisition and equipment funds. The budget approved for 1951 was \$536,350. The close coincidence of these two figures is an indication of the progressive stabilization of the cost of Library operations. It should be borne in mind that in 1951, as well as in 1952, the cost of the Library represents only slightly more than 1 per cent of the entire cost of the Organization and less than 2 per cent of the cost of New York Headquarters. This compares most favorably with the ratio of Library costs to the total costs of other organizations of a comparable nature.

Staff.

The 1951 manning table numbered 80 established posts, 39 in the professional and 41 in the clerical category. Temporary assistance funds provided for 2 professional and 7 clerical posts in the second half of 1950, and for 3 professional and 10 clerical posts in the first half of 1951. A special team of one indexer and three typists employed to continue the checklisting and indexing of the backlog of United Nations documents was disbanded in 1951, as the various phases of the project were completed.

Three key posts of the Library, those of the Director, the Chief of the Processing Section and the Chief of the Catalogue Unit, were vacant during the year, and were either filled temporarily by staff members acting in interim capacity or by personnel on loan from other libraries. The post of the Chief of the Processing Section was held from 1 May until 31 December 1950 by Mr. Andrew D. Osborn, Assistant Librarian of the Harvard University Library, and from 15 April 1951 by Mr. Joseph Groesbeck, Assistant Librarian of the Army Medical Library. Improvements in processing procedures were furthered by their outstanding contribution. The Library is also indebted to Mr. Jerome K. Wilcox, Librarian of the College of the City of New York, who assisted in the solution of problems concerning documents indexing, and to Miss José Meyer, formerly with the United Nations Information Centre in Geneva, who rendered valuable assistance to the reference staff.

Mr. Carl H. Milam, Director of the Library since 1 May 1948, retired on 30 June 1950. The progress achieved by the Library during recent years is largely due to his untiring effort, his long and sound experience, and his administrative energy and wisdom. He has since assisted in a consultative capacity, for short periods of time, in the planning of the Library building.

Two most valuable staff members retired at the compulsory age limit: Mrs. Elsie Wendt, reference librarian, and Mr. Hugo Knoepfmacher, documents indexer.

It can be said that the staff of the Library has carried out its work during this critical period in a particularly praiseworthy way. It has thus given proof not only of its professional skill and its devotion to the United Nations, but also of its excellent cohesion and team spirit. It is, therefore, all the more gratifying to state that the decisions of the Administration in connection with the recent reclassification of the Secretariat did justice to the library profession.

Progressive improvement of the staff, both in competence and geographical distribution (19 nationalities are now represented), has been achieved with the cooperation of the Bureau of Personnel.

Interns.

Four interns were assigned to the Library for short periods of time under the United Nations internship programme. They came from Afghanistan, Indonesia, Pakistan and Thailand. Training given to them involved primarily the handling and servicing of United Nations and Specialized Agencies documents. One intern from Greece served with the Library on a voluntary basis for a period of five months, and was assigned to reference and circulation duties. The mutual benefit of internship arrangements depends on a careful selection of suitable candidates who are professionally interested in the work of the Library, and particularly in the various aspects of its activities concerning documents.

II. ACQUISITION OF MATERIALS

Book Selection.

Intensive study was given to the important function of book selection during the year 1950-51. The present selection procedures were surveyed and a number of recommendations were made. These have been carefully reviewed by the key Library personnel. As an outcome of this review of policy and procedures the following decisions were taken: a fuller and more precise definition of the Library's criteria of selection is to be written to serve as a guide for all concerned in selection activity; the list of subjects of interest to the United Nations will be thoroughly revised and brought up to date; these basic documents are to be supplemented as necessary by the publication of specific directives relating to collecting policy; initial selection from definitely assigned national and trade bibliographies, catalogues and announcements is to be made by the chiefs of the Processing Section and the Acquisition Unit, and from certain language areas by designated staff members; these selections will continue to be reviewed by the Director or the Chief of the Service to Readers Unit or their delegates; certain acquisition sources (such as rare book catalogues) are to be examined by the Director for possible purchases; special bibliographies and journals are to be scanned regularly as acquisition sources by designated staff members with particular language and subject backgrounds. A feature of book selection which will be continued is the consultation with experts in the Secretariat to determine the library implications of research projects and the desirable scope and nature of subject and area coverage.

During the period covered by this report, members of the Library staff carried on the work of book selection by the systematic examination of the current issues of some 115 national and trade bibliographies and subject periodicals. This number does not include occasional bibliographical listings or the catalogues and lists of publishers and book dealers.

Acquisition.

The searching desk of the Acquisition Unit processed 9,456 titles which had been selected from bibliographies and other sources as desirable additions to the collection. In this twelve month period 3,696 book titles, amounting to approximately 9,000 volumes, and 118 new periodicals were received as purchases. The records for exchanges and gifts show receipts of 1,847 book titles, amounting to approximately 2,500 volumes, 288 new periodicals, and 1,097 new serial document titles. Of the total of 221,813 pieces checked in and circulated from the serial checking desk, 60 per cent were documents.

Like all other parts of the Library, the Acquisition Unit spent a considerable portion of its time during the last two months of 1950 in planning the physical move to New York. It was also necessary to send over 2,000 post cards to the publishers of periodicals, newspapers and annuals giving notice of change of address as of 1 January 1951. Early in January the staff and equipment of the serials checking desk were transferred to the Library building in Manhattan. Soon after, the remainder of the Unit followed, with resulting improvements in service.

During the fall and winter months of 1950 the professional staff was occupied in participating in a survey of the operations and procedures of the entire Unit, the purpose of which was to effect improvements through policy decisions where necessary. The contribution of the staff consisted in furnishing information about various aspects of the work either verbally at interviews or in the form of working papers and factual statements. Many of the facts so gathered were later used in a survey of acquisition procedures conducted by the Library staff with the assistance of Mr. Andrew D. Osborn, Assistant Librarian of Harvard College, on loan from this institution to the United Nations Library. The final report was studied carefully and resulted in a number of useful policy decisions. Significant procedural changes are now being implemented.

The papers submitted in the course of the survey were unanimous in stating that the present interpretations of some of the financial rules and regulations of the United Nations hampered the book buying operations of the Library. It was pointed out that each year the Library found itself severely handicapped during the final quarter of the financial year by the inferred necessity to encumber its outstanding obligations before the end of the year. The result was the deferment of orders, particularly for the overseas market, and a consequent failure to perform one of the Library's essential functions, namely the acquisition of library materials, with the greatest possible speed. A notable change in fiscal procedure has been made as a consequence of these arguments. In May 1951 the Library received formal authorization to make commitments against future financial years during the fourth quarter of each immediately preceding year, such commitment not to exceed a total of \$10,000 in any one year.

A further source of confusion and actual hindrance to the work of the Unit was cleared up during June 1951 when the Bureau of Finance changed its procedures regarding payments overseas, to permit charging the budget at the time that instructions are despatched to the overseas paying office rather than waiting about three months until the audit of overseas accounts could be accomplished.

In July of 1950 the Acquisition Unit prepared a paper giving a tabulation of current acquisitions for the period September 1949 through June 1950. The results showed that no books published in 17 member countries had been received during that time. In order to determine, if possible, the reasons for these deficiencies in book acquisition, the staff undertook to make an investigation leading to the discovery of new sources for purchases. Accordingly, a list of bookdealers in 76 countries, not including the United States, was compiled. This was circulated to 100 libraries throughout the world with the request that these libraries offer comment and advice on its contents. Of this number, 36 sent replies. The information received confirmed the faith of the Unit in some dealers, and provided the names of new firms well recommended locally, but it failed to supply information regarding certain areas about which little was known before.

The services of dealers located in the United States were reviewed from the aspects of both speed of delivery and discounts on new books. During the period from April to June 1951 several new and valuable sales contacts have been established in the New York area.

At the same time that the quality of the services of the bookdealers was under consideration, the Acquisition Unit took steps to learn whether the total cost of the Library's subscriptions for periodicals published in the United States was in line. Accordingly three recognized subscription agencies were asked to submit bids, and it was gratifying to learn that the firm which had served the Library well in the past submitted a total figure which varied only slightly from those of the other two.

The scope of the exchange and gift programme of the Library has been enlarged appreciably since August 1950. The first step in strengthening this programme was to ascertain which exchange agreements were active and productive. With this in view, the records of the Acquisition Unit and of the Documents Distribution Section were reviewed and compared. The next phase was to determine how much material for which the Library was then paying could be obtained as gifts or exchanges. The publications involved were chiefly the books of the university presses and the periodicals issued by societies and institutions. The results with the periodicals have been particularly successful. As of 1 October 1950, the Library was receiving a total of 1,800 such titles. Of these 940 were exchanges and gifts and 860 were purchases. As of 30 June 1951, the Library was receiving 1,300 periodical titles as gifts or exchanges and of this number 37 had been converted from purchases to exchanges.

The third area explored was that of the exchange potentialities offered by the depositories for United Nations documents. During the period covered by this report, relations were strengthened between the United Nations Library and the eight libraries in the United States which receive full United Nations document distribution, but which nevertheless are in the category of exchange libraries. Contacts with depositories in other countries were equally fruitful.

The emphasis in the exchange work during this twelve month period has been placed on the exchange of United Nations documents and publications on a title for title basis for material which this Library wished to acquire, as well as on increasing the number of exchange agreements. Now that the material which is found either to be duplicate or not needed by the United Nations Library has been organized by the stack service, it will be possible to develop the aspect of exchange by "lot". However, even in this confused period of the move it was possible to sort and send 6,404 items to the New York Public Library, 200 to the World Health Organization and 37 to the Library of the College of the City of New York. It is estimated that at present the Acquisition Unit has 50,000 pieces at its disposal either for exchange or for outright gift.

During 1950 substantial gains were made in the acquisition of maps through exchange relations established with governments and private cartographic institutions and organizations. The current receipts of maps average 250 monthly. Only a small number of these are purchases, the great majority being received by exchange or gift.

The most important addition to the United Nations Library during the period under review was the Woodrow Wilson Memorial Library obtained as a gift of the Woodrow Wilson Foundation in 1950. The main features of this collection are a most substantial and well organized set of documents of the League of Nations, the International Labour Organisation and the Permanent Court of International Justice, numbering some 12,000 bound volumes, and some 4,500 books and pamphlets dealing with activities of these international organizations and with international relations in general. A most valuable catalogue containing printed Library of Congress cards for all titles in this collection was received as part of the gift and installed in the special reading room.

Other outstanding acquisitions include the constitutions of the member nations as well as those of twelve non-member countries, of which texts were acquired not only in the official language of each country but also in English, French, Spanish, Russian and Chinese whenever available.

Other important reference works acquired were the useful Encyclopédie du Congo Belge; a partial set of Martens' Recueil des traités to augment incomplete sets already in the Library; Sbírka zákonů a nařízení Státu Československého, 1918-1942; the excellent atlas, Atlante Internazionale del Touring Club Italiano; two basic Chinese reference works, the History of the Tsing Dynasty, and The Twenty-four Dynastic Histories of China. A number

of long runs of important journals needed to complete sets already in the Library were acquired, including Bibliographie der Staats-und-Wirtschaftswissenschaften; Journal of Comparative Legislation and International Law; Revista de Derecho Internacional; and Zahranicni politika. Finally, the Library obtained a microfilm copy of Izvestia, 1946-1950.

Since the documents of the member and non-member governments as well as those of the trust territories and non-self-governing territories constitute such an important part of the collections of this Library, their systematic acquisition continues to have a top priority in the work of the Acquisition Unit. During the past year, the part-time document expediter in Washington has continued to be the most reliable source of supply for the publications of the United States Government. Without this service it would be impossible to meet the ever-growing demands of the Secretariat for this material. It has been noted also with interest that two member governments have referred the document requests of the Acquisition Unit to the exchange services of their national libraries which are depositories for United Nations documents.

The location of the Library in New York has been of immeasurable assistance to the document acquisition programme. The Acquisition Unit staff has made a practice of establishing closer contacts with the document officers of delegations, and on several occasions staff members have personally borrowed urgently needed documents of which the only copies in New York City were the office copies of the delegations. Service of this type constitutes one of the most significant improvements in the work of the Unit.

During the past year the Library has continued to benefit from the services of several United Nations Information Centres, owing to great extent to the valuable cooperation of the Department of Public Information External Services. The Buenos Aires Information Centre has supplied bibliographical information obtained from the local press; those in Cairo, Monrovia and Prague have sent much needed books and documents; and New Delhi has given advice on depository libraries for United Nations documents to be designated in India.

The Acquisition Unit spent an increased amount of time during 1950 in acquiring materials for the United Nations missions, commissions and information centres as well as for government agencies which have requested these materials as parts of special programmes carried on by departments of the Secretariat. About 430 such requisitions, representing 6,900 items were processed in 1950-51.

With the gradual development of the activities of the Technical Assistance Administration, the contribution of the Acquisition Unit to its programme has substantially increased. Up to the present time three distinct acquisition operations for these services have been undertaken. The first was the procurement of actual working materials needed by the staff at Headquarters.

These have been bought partly on library funds and partly on those of the Technical Assistance Administration. The second part was the large scale acquisition of photostats of periodical articles selected by the Administration for distribution to field personnel in underdeveloped areas. The third, and most ambitious aspect, was the purchase, sometimes in as many as fifty copies, of books and periodicals intended to become parts of collections destined for areas throughout the world which require specialized technical assistance. The subjects range from vital statistics and flood control to specifications for utilizing low-grade iron ore. The materials to be acquired include dictionaries in special fields, statistical handbooks, photostats of engineering specifications, and the proceedings of scientific and technical congresses.

The marked increase in acquisition work for missions, commissions and the Technical Assistance Administration make it problematical as to how long the present staff of the Unit can carry on this work without additional help. Already it has become necessary to rule that, except in matters of extreme urgency, library orders are to have precedence over all others.

Late in 1950 the searching staff checked the Library's holdings of national, trade and special bibliographies relating to printed material against a list issued by the Library of Congress and found that for present purposes the collection was 80 per cent complete.

III. ORGANIZATION OF MATERIALS

Collections.

As of 30 June 1951, the holdings of the Library are estimated to total some 143,000 items, about 125,000 of which are housed in the main Library and some 18,000 in departmental libraries. In addition, about 40,000 maps are located in the map collection.

The move of the collections from Lake Success and their establishment in the new quarters were preceded by a long and careful planning, the main difficulty of which was to reconcile the essential exigencies of service with the physical limitations of an unsuitable and only partially remodelled building. The resulting layout of services and collections represents the best possible compromise with innumerable obstacles. Its main weakness lies in the unavoidable dispersal of book stacks, with wide aisles and reduced capacities.

With the sub-basement as a secondary stack and storage area, the Library's main collection is housed in the basement and on the ground floor. Special collections and services are established on three upper floors.

Prior to the move to New York two operations were simultaneously conducted. One was a systematic survey of all materials at Lake Success to determine what could be discarded as no longer useful. The other was the recalling of all the outstanding loans to departmental libraries and individual members of the Secretariat in order to move the collection in its entirety.

The main book collection has been set up on the ground floor, with appropriate expansion space calculated according to anticipated future acquisitions in each subject area. Because of the limitations of this portion of the stacks, certain material in less used classes had to be placed in a large overflow stack room on the basement level. This collection now contains over 75,000 items and is being regularly increased by current acquisitions and newly catalogued documents.

The establishment of special collections on other floors has resulted in a transfer of appropriate titles to their new locations. This operation involved books on United Nations, Specialized Agencies, League of Nations, as well as selected titles added to the expanded reference room collection.

The reference collection now numbers about 10,000 volumes of the most used language and subject dictionaries, handbooks, biographical works, encyclopedias, indexes, and basic works in major fields of interest. It also houses the files of bibliographies and periodical abstracts, pamphlets, and other pertinent reference materials.

Books of geographical interest have been located in the immediate vicinity of the map collection which presently totals about 40,000 maps and some 750 cartographic reference books (atlases, gazetteers, guides, etc.) The acquisition of several new map cases has facilitated, before the move to New York, the completion of the long delayed re-arrangement of maps. Duplicate and unwanted items were weeded. The collection is now housed in 11 tiers, each consisting of three five-drawer units, a total of 165 drawers. As received, maps are given preliminary classification and filed in cases by areas, according to the scheme of the United States Office of Strategic Services. A recent arrangement with the Cartographic Unit of the Department of Social Affairs has resulted in the transfer to the map collection of valuable information folders, catalogues, and special cartographic materials received directly by this Unit as a part of its official correspondence with member governments. It is contemplated to conduct in the near future a survey of the map collection to determine the desirable scope of its holdings and practical processing methods.

The collection of United Nations and Specialized Agencies documents and publications now occupies the entire third floor of the New York building, together with books, periodicals, pamphlets, and ephemeral material concerning them. Current documents are now being centrally received and registered by the Documents Index Unit which forwards them to this floor, retaining one copy for checklisting and indexing purposes. A reduction has been made in the

number of copies of documents received in various languages so that two copies only, one for reference and one for loan purposes, will be retained in the collection. The current daily intake of documents in all languages thus totals about 430 pieces, or 115,000 pieces a year, about 80 per cent of which are United Nations documents. These documents are being currently filed by symbol series. About 250 index cards, received from the Documents Index Unit, are also being filed daily. Notable improvements have been achieved in the current receipts of documents of various Specialized Agencies, for which the Library is the sole repository in the Organization.

From the date of the transfer by the Woodrow Wilson Foundation, on 12 June 1950, until 28 January 1951, the Woodrow Wilson Memorial Library was maintained and serviced by the United Nations Library at the headquarters of the Foundation, 45 East 65th Street, New York City. To service it in accordance with the terms of the agreement between the United Nations and the Foundation, a staff of three persons was employed. Particular praise is due to Miss Harriet Van Wyck, librarian, for the excellent preparatory work undertaken prior to the move. During this period the official number file of all League documents bearing series symbols was completed, so that it is now possible to locate any citation of an official number.

Since the removal of the collection to the New York building, the work involved in integrating the volumes of documents, books and pamphlets formerly in the Woodrow Wilson Memorial Library with the League of Nations holdings in the Headquarters Library included several operations. A special bookplate has been inserted in all bound volumes, books and catalogued pamphlets belonging to the gift collection. The two parts of the collection have been shelved on the fourth floor of the Library building. A card file of the missing numbers in some 1,630 bound volumes of League documents received from Geneva in the course of the last four years has been compiled for checking against the holdings in the Woodrow Wilson Memorial collection and the unsorted documents acquired by the Library from many sources. A shelflist of all League documents received from Geneva has been prepared, arranged by official symbol numbers, thus providing a consolidated list of holdings.

Control over the growing inflow of government documents from various countries, exclusive of official gazettes, is one of the major organizational tasks of a continuous nature. At Lake Success, this collection totalled some 50,000 items. Before the move to New York, extensive sorting of this collection had to be initiated, and resulted in the weeding of duplicates and unwanted material amounting to some 10,000 items. This operation involved documents from nine countries whose output is particularly heavy, and from sixty-two trust and non-self-governing territories. Material to be retained was added to the regularly catalogued collection. Discarded items, including titles of no actual usefulness, were offered, according to established policy, to libraries in the New York area, where they will be available when needed.

Intensive screening and sorting of this collection continues, and decisions are being regularly taken as to retention or discard. Advice in such decisions is often sought from subject specialists in the Secretariat. About 45,000 items, serials and monographs, now housed in six basement rooms, remain to be sorted, and titles retained will be progressively catalogued and incorporated in the Library's holdings.

The collection of materials received from national banks has grown to representative proportions. During 1950, this collection was completely sorted and organized for ready reference.

Because of their prime importance in the current research work of the Secretariat, official gazettes have been the object of steady and systematic efforts from the viewpoint of coverage and maintenance. The extent and regularity of receipts were substantially improved. Much progress was achieved, before and after the move, in the sorting of the collection, and lists of missing numbers were compiled. However, the material organization of this collection still represents a substantial task, and its rapid growth is a disturbing factor in a Library which has set a low ceiling for its yearly accessions. Plans for a progressive reduction of the bulk by micro-filming or other photo-reproduction processes were made impractical by prohibitive costs and could materialize only as a cooperative undertaking involving many libraries.

The Library regularly receives hundreds of pamphlets through purchase, gift and exchange. An increasing number, offering serious contributions to subject fields, are processed as books and shelved in the catalogued collection. These include pamphlets on United Nations problems. The reference room maintains a pamphlet collection arranged by subjects in vertical files now numbering about 8,500 uncatalogued items. These files are being added to at the rate of 150 monthly which approximates the rate of weeding. Subject reference cards are inserted in the main catalogue. Pamphlets received as part of the Woodrow Wilson Memorial Library remain to be absorbed.

No periodical room was in operation at Lake Success. The new building provides for a separate reading room for periodicals and newspapers located on the second floor, close to the main reading room and directly accessible from the plaza entrance. This reading room will have on display current issues of about two hundred of the most used periodical titles from many countries and in many languages.

A complete reorganization of the collection, formerly maintained in bin-type stacks, was started before the move and was recently completed. Pamphlet boxes and expanding files are being used to group current issues of periodicals in alphabetical order for ready use.

Substantial progress has been achieved in decisions regarding the disposal of back issues, and about 135 titles for 1949 and previous years

have been discarded. Other titles are being scheduled for discard at established periods of six months, one year or more. The collection of back issues of periodicals, bound and unbound, which are to be permanently retained, is provisionally housed in a special stack area on the fourth floor. About 275 titles are regularly bound and added to this collection as well as 375 additional titles which are retained in unbound form. This collection now numbers about 5,000 volumes.

Because of the lack of storage space in the New York building, a schedule of discard decisions was worked out during 1950 for all titles of newspapers received in the main and departmental libraries. Some 120 titles are now discarded immediately after circulation, some of them being given to Secretariat members for clipping; 147 are retained for periods varying from one month to two years. Eight of the more permanently valuable titles are discarded on receipt of microfilm copies. The main Library retains 65 titles jointly with the departmental libraries under an arrangement whereby the current issues are held in the departmental libraries and older issues are kept in the main Library stacks, for a period mutually agreed upon.

The filing and servicing of clippings of newspaper articles has been recently centralized in the branch library of the Department of Security Council Affairs, where eleven newspapers in several languages and from six countries are regularly clipped, and an additional seven, including broadcasting services, receive brief indexing. Pertinent clippings are sent to other departmental libraries and services. The list of subjects covered is regularly revised. The file of biographical clippings is maintained in the reference room.

The microfilm file numbers 2,355 reels, and is added to regularly. Its main items are complete runs of eight newspapers (2,241 reels), three English, two Russian, two Spanish, and one Swiss title. The cabinets, with two microfilm readers, have been placed on the third floor and are serviced by the personnel of the United Nations documents collection.

Cataloguing.

The Catalogue Unit has continued to function within the organizational structure established in 1949 which divides the work of the Unit into (1) descriptive cataloguing, (2) subject cataloguing and classification, (3) serials cataloguing, and (4) clerical processes. Routine cataloguing of current receipts and of uncatalogued materials already in the Library proceeded in orderly fashion and at a good pace throughout the year 1950-51: 8,730 titles were catalogued and 15,706 volumes were shelved; 671 volumes were discarded and 195 volumes were transferred to different locations; 33,195 cards were filed in the central catalogue.

However, a number of special problems were encountered and some changes in procedure were instituted during the year. Thus, increased experience with the Library of Congress List of Subject Headings demonstrates that in many instances terms other than those used as subject headings by the Library of Congress are to be preferred in this Library because they are more familiar to the personnel of the Secretariat. Accordingly, whenever such a choice occurs, the terminology used by the United Nations Documents Index is followed. The Catalogue Unit is thus accumulating a new list of subject headings in use in the Library. This list is presently on cards but as time can be found for necessary revision and editing, it will be prepared for publication.

Similarly, the Universal Decimal Classification in use in the Library has required more and more modification as the collections have grown and as the peculiar needs of the Library have come to be seen more clearly. Special classification schemes have had to be developed for United Nations documents, for dictionaries, for publications of the Pan-American Union, and for certain other groups of materials. The Catalogue Unit has given attention to a supplement to the Universal Decimal Classification which will incorporate these special modifications.

A related problem arose from a decision taken during 1950 to house all United Nations and Specialized Agencies materials, official and non-official, together on one floor of the New York building. This meant re-classification and re-marking of a considerable number of books and documents formerly part of the general collection, work which was completed in April 1951. As a guide to future treatment of such materials, a classification scheme was devised by the staff and incorporated into the Catalogue Unit Manual as a special chapter.

Likewise, procedures for the incorporation of the Woodrow Wilson Memorial Library into the United Nations Headquarters Library were worked out and put into effect during the early months of 1951, and changes in the official records necessitated by the merger of two departmental libraries in 1950 were accomplished along with the current work.

The preliminary edition of the Catalogue Unit Manual was completed in April 1950 and has been under continual study. Some modifications have been introduced, particularly the chapter dealing with United Nations materials, and a final revision is planned for the near future. The Unit also published throughout 1950-51 a monthly list, New Publications in the United Nations Headquarters Library, which has been found to be of considerable interest to the Secretariat.

The most pressing unfinished piece of work on the operational level is to reconcile the author entries in the serial checking record with those in the catalogue, and in so doing to weed the file of records which are no longer active. At the time of the writing of this report a two-month programme to accomplish this task has been undertaken.

The most important problems anticipated in the forthcoming year concern the collections in the departmental libraries. The library of the Department of Trusteeship and Information from Non-Self-Governing Territories receives many serials directly which must be recorded in the Headquarters Library as time can be found for the task. Publications concerning the territories Aden through Dominica have been catalogued, as well as the administering powers' reports on non-self-governing territories and trust territories, but this represents only 20 per cent of the total task. The serials in the libraries of the Legal and the Security Council Affairs Departments need also to be reviewed and holdings incorporated in the Library's records. Two other collections in the Secretariat await consideration, namely the financial publications held in the Fiscal Division, and the dictionaries and reference books in the Language Services.

Binding.

An important phase of the work involved in the move to New York and the organization of the collections is the increased binding programme. During the period under review, one person was assigned full-time in the Catalogue Unit to maintain binding records and despatch material to the binders. The volume of work will increase during 1951-1952.

Quotas for various categories of material to be bound are established by the Service to Readers Unit; these quotas are estimated on the basis of decisions taken regarding retention and permanent value of titles. About 3,000 volumes were sewn-bound in 1950, and 900 pamphlets and publications were pad-bound. In 1951 quotas have been substantially increased due to two factors, the accelerated effort to organize the collections on a permanent basis, and the strict fire and safety regulations in the New York building. For the latter reason, the major part of the loose and paper-covered material in the stacks must be padbound. During 1951 it is planned to process about 2,800 volumes for sewn binding, and some 3,000 for padbinding. About 525 volumes of periodicals (for the main and the departmental libraries) are bound annually. Many numbered monographic series of government documents are also being bound.

Emphasis in 1951 continues to be placed on the binding of United Nations documents. Arrangements have been made to absorb master sets of 1946-1949 United Nations documents from the Archives. This project will continue into 1952. As in the past, progress is often retarded by the necessity to requisition or photostat missing numbers. About twenty volumes are being collated daily and sent to binders, and it is anticipated that 1,200 volumes will be completed by the end of 1951. It is proposed that this accelerated binding programme be continued in 1952 until the entire backlog is eliminated. In order to centralize the collation and receipt of current documents, a pooling of personnel with the Publishing Division has resulted in the full-time detail of a clerk to file and collate the current document intake as received, all sets needed by the Secretariat to be collated simultaneously. When the

Library's volumes of these documents are bound in 1952, the reference copies, currently housed in vertical files, will be automatically discarded. Binding of Specialized Agencies documents and publications is continuing with an annual quota of 400 volumes.

League of Nations documents are being bound as volumes are completed from the holdings of the Woodrow Wilson and the Headquarters Libraries. A total of 300 volumes has been already despatched in 1951. This work will continue until the collection is complete in two sets, one for reference and one for loan purposes.

IV. SERVICING OF MATERIALS

Reference Services.

No service of the United Nations witnesses more constantly and directly than the Library the growth, variety and complexity of research projects undertaken by the Organization. No service plays a more active role in assisting in their execution. As seen from the angle of the Library, research projects assigned to the Secretariat fall largely into the following categories: (a) continuous compilation of data on current developments for the regularly scheduled United Nations periodicals and publications; (b) regular day-to-day research performed by various services of the Secretariat and related to the action of councils, commissions, committees, missions, etc. which they serve; (c) special long-term or short-term research projects undertaken as a consequence of resolutions or recommendations of policy-making bodies. In all these categories of research, the Library is called upon to produce pertinent materials for consultation or loan; help research workers in the use and interpretation of these materials; disclose additional sources of information; furnish relevant data; check statements, speeches and texts; ascertain the existence of translations in other languages and furnish these translations whenever possible; and assemble or prepare bibliographies or reading lists.

Owing to the nature of the Organization, the characteristic factors involved in current reference work are: the wide range of problems covering all fields of political, economic, and social activities; speed required by urgency of action, meeting dates and publication deadlines; emphasis on the latest and most complete data; need for the use of the original and authentic source and for checking of two or more sources in controversial issues; and linguistic implications necessitating the availability of translations in various languages.

The main reference room, located immediately adjacent to the entrance from the plaza level, continues to be the key point of the Library's reference services. Accommodations for 40 readers will eventually be provided. A staff of 5 professional librarians is on constant duty to satisfy enquiries by telephone or in person. These reference librarians are equipped to meet the service requirements in language and subject knowledge. Three of them have

other part-time duties, such as periodical abstracting, care of the pamphlet, bibliography and biography files, and supervision of the periodical room. One devotes part time to the supervision of departmental libraries.

The location of the central card catalogue makes the reference room the receiving point of enquiries from all Library users. The increased distances separating the departmental libraries from the main Library have resulted in a much heavier volume of telephone requests for the consultation of the catalogue and the locating of materials to be despatched to them.

The most numerous queries continue to involve texts of constitutions, treaties, acts, and laws, and the checking of citations in studies in preparation. The Language Services and the Technical Assistance Administration have increased their reference requests substantially during the year covered by this report. Continuous assessment of Library implications of current research projects is a permanent duty of the reference staff. New projects and subject fields often require complete surveys of holdings in special areas of interest.

No statistical approach to reference work has yet been devised which can adequately and realistically express the work load, and distinguish between the simple query requiring a minute or two to answer and the complex reference task which involves a time-consuming search occupying one person's time for several days. Statistics of service, however carefully compiled, fail to express adequately the actual work done. However, a purely numerical count shows that an average of 185 queries are answered daily in person or by telephone by the staff on duty in the reference room. This represents an average of some 35 per cent over last year's services.

Due to the vertical layout of the Library building, the reference services now involve eight additional service points: the United Nations and Specialized Agencies collection; League of Nations collection (Woodrow Wilson Memorial Library); map collection; periodical room; and four departmental libraries.

The responsibility for reference work on United Nations and Specialized Agencies documents, formerly a function of the Documents Index Unit, was transferred in September 1950 to the Service to Readers Unit, with a staff of three persons. During the year under review a daily average of 88 requests for information were answered and 15 readers assisted. Queries involved all activities of the United Nations and Specialized Agencies and their documentation. The assignment of series symbols to official United Nations documents and publications continues to be a responsibility of this service.

The Woodrow Wilson Memorial Library, since its merger with the relevant collections of the Headquarters Library, has handled an average of 20 queries and aided 10 readers daily. Current political action of the United Nations often requires the use of League of Nations documents to establish precedents.

A typical example of such research was a study connected with a recent survey of peace enforcement measures which involved extensive use of League of Nations publications.

Reference demands upon the map collection continue to be heavy, varying from simple requests for spelling of place names and identification of localities to extensive area studies. The map librarian supplies all cartographic information and maps for inclusion in official publications and films, briefs staff detailed to missions, and prepares displays and exhibits for conferences held at Headquarters. An average of 18 queries are answered daily which represents an increase of 33 per cent over the preceding year. An additional duty is the current information on flags of member nations.

All issues of current periodicals (about 2,000 titles), not sent to departmental libraries, are housed and serviced in the periodical room together with current issues and back files of some 75 newspapers. About 20 readers visit this room daily.

Departmental libraries.

The experience during the past year has borne out the wisdom of the policy governing the operation of the departmental library branches. The main provisions of this policy were faithfully adhered to. Their collections contain only the most used reference books and portions of highly-specialized materials detached from the collection of the main Library to be housed where they are constantly needed. The personnel of these branches are members of the Library staff, and their activities are fully coordinated with those of the main Library. All processing functions are performed by the main Library. As outposts of the reference services, the departmental libraries represent the necessary amount of decentralization but remain under a firm central administrative control.

The distances separating the main Library from the Secretariat building, as well as the fact that substantive departments are housed on the top floors, have added to the justification for this decentralization. By maintaining small collections of highly specialized materials in the centre of these departments, it is possible to provide quick service to officials, and to insure the skillful help of a librarian intimately acquainted with the work of the department, and of the councils, committees and commissions served by it.

These branches now number four. The former separate libraries of the Departments of Social Affairs and Economic Affairs were consolidated at the time of their move from Lake Success in September 1950. The combined departmental library is located on the 30th floor, that of the Department of Trusteeship and Information from Non-Self-Governing Territories on the 32nd, that of the Legal Department on the 34th, and that of the Department of Security Council Affairs on the 35th.

Apprehension concerning possible duplication of purchases to which departmental libraries might lead has been dispelled. Experience shows that, except in a small area of heavy and simultaneous demands which do not exceed 7 per cent of the total acquisition budget, very little duplication has occurred. The ceiling of the holdings of each of these libraries is being held more and more constant, current additions being balanced by returns to the main Library. The manning table of these libraries now totaling eleven posts (5 professional, 6 clerical) also remains constant.

Advice from departmental libraries in matters concerning research projects, book acquisitions, and bibliographical compilations continue to prove a helpful liaison function between the Library and the substantive departments.

Combined performance figures for the four libraries since their establishment in the Secretariat building show a daily average of 435 items received from the main Library, 703 items circulated, and 210 queries answered. These figures represent a 25 per cent increase in loans and about 40 per cent in queries over 1950.

Loans.

Service of materials to various offices and individuals of the Secretariat for use outside the premises of the Library is performed in two ways: through loans and through automatic circulation of serial publications, upon their arrival, to established lists of recipients.

In the New York building, because of the dispersal of collections, loans are made from six service points: the main loan desk adjoining the reference room, covers the catalogued collection, official gazettes, government documents, and bound periodicals, and issues about 130 items daily; the periodical room, some 35 items; the United Nations and Specialized Agencies collection, about 12 items; the Woodrow Wilson Memorial Library, approximately 10 items; the map collection, 8 items; and the reference room (short term loans of reference volumes) about 10 items. The four departmental libraries conduct their own loan activities.

An average of 3,500 items is on loan from the main Library at any given time. These are recalled regularly, the balance of volumes returned remaining about equal to those issued. Comparative statistics indicate that the 1951 loans thus far represent an increase of about 40 per cent over 1950. The average daily loans involve at present 130 items, but the volume is rapidly increasing due to the distances between the Library and the Secretariat building.

The automatic circulation of serial publications is a duty of the checking desk of the Acquisition Unit. A daily average of 700 items is routed directly to individual members and offices of the Secretariat, thus giving them immediate access to newly arrived materials. An additional number of 475 items is routed daily by departmental librarians to special circulation lists including members of one or more departments.

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Interlibrary loans.

At Lake Success the demand for volumes on interlibrary loan from libraries in the New York area was extensive, and 1950 figures represented an increase of 35 per cent over 1949. Recent figures confirm the upward trend. The major burden of requests continues to be received from relatively few divisions of the Secretariat. An analysis of interlibrary loan activities, made early in 1951, in connection with an enquiry instigated by Mr. Cordier, revealed that five units of three departments make particularly heavy demands upon this service. The requests arise from extensive publication programmes or technical research studies. The work involved in checking citations and locating material to be borrowed for these units is complicated and time-consuming. The volume of requests from about seven other units may be classed as "heavy". The interlibrary loan desk therefore serves a comparatively small number of Secretariat units whose studies require material not contained in the Library's collections by reason of their early dates of publication or their highly specialized character.

After the move to New York, it was anticipated that the number of requests received would be substantially reduced due to the proximity of the Headquarters to local libraries, particularly the New York Public Library. However, the experience of the first four months in the new building has been contrary to this expectation. Secretariat members are making about 20 per cent more requests for material than before. From the standpoint of personnel and service, the problem has become acute, and plans are now being formulated to obtain in the New York Public Library a special reading room for the use of Secretariat members, the servicing of which would be covered by the Library's contractual funds. The availability of such facilities on a regular schedule of hours should reduce the present excessive burden. Some reduction has already been achieved by referring Secretariat members who need access to long runs of statistical publications to the New York Public Library, and additional use is being made of photostating facilities there.

On the basis of current experience, about 6,700 requests will be handled during 1951, resulting in the borrowing of some 7,200 volumes. Approximately 60 per cent are borrowed from the New York Public Library, 20 per cent from the Columbia University Libraries, and 20 per cent from other institutions.

Photographic reproductions.

The Library is the procurement agency for microfilms and photostats of printed materials needed by members of the Secretariat in their work. Pages or sections of publications not available on loan from other libraries are secured by the Acquisition Unit in microfilm form, and enlarged into photostats for reference or research purposes. Volumes of older issues of annual or monthly publications containing statistical charts are borrowed from other libraries, and processed for reproduction in photostat form by the Service to Readers Unit. Reproductions of hundreds of pages of legislative texts contained

in gazettes and documents from various countries and needed for official United Nations publications are thus obtained. About 1,700 pages were processed monthly from library materials or microfilms secured from outside sources. The processing of requests originating in various services of the Secretariat, the arrangement with the Reproduction Unit of the Publishing Division, and the collation of photostats were performed by the Service to Readers Unit.

General Assembly Library.

During the 5th Session of the General Assembly at Flushing Meadows, a small branch library was maintained there with a full-time professional assistant and a clerk on duty whenever meetings were held. A selection of basic reference books, United Nations documents, and material related to topics on the agenda were included in the collection. Constant communication was maintained with the Lake Success Library and books forwarded to Flushing as needed. Some 135 queries were received by the service during the Assembly, the majority from delegations, and the workload in the main Library's reference services was about 10 per cent above ordinary periods.

Preparatory work is now in progress in organizing a library for the 6th Session of the General Assembly scheduled to open in Paris on 6 November 1951. Based on the experience gained during the 3rd Session of the General Assembly there in 1948, selected material will be sent from the Headquarters Library, and as many volumes as possible borrowed from Paris libraries and the United Nations Library in Geneva. Seven staff members from the Headquarters Library, including four indexers, all scheduled for home leave in Europe during 1951 or 1952, are to service the Assembly, together with one professional and four clerical workers to be recruited locally. Current documents will be indexed in Paris and forwarded by pouch to New York for listing in the United Nations Documents Index.

Bibliographical activities.

Demands for bibliographic compilations made upon the Library range from simple reading lists or selected bibliographies on topics related to current research programmes or problems under consideration by the Secretariat or other organs, to extensive subject compilations on a world-wide basis.

Members of the reference staff of the main Library and of the departmental libraries compile upon request lists of references on various subjects not adequately covered in existing bibliographies. Thirty-five such compilations have been prepared during the period covered, on such subjects as recognition in international law, economic and social conditions in Thailand, and administrative tribunals in international organizations and civil services.

A major effort was the preparation of the first draft of a bibliography of constitutions listing texts in the languages of the various countries and of their translations into official languages of the United Nations. The first

version was submitted for comments to the libraries of several specialized agencies and to important research libraries in various countries.

Another more substantial project was a list of abstracting and indexing services in scientific and technical subjects, prepared for the Technical Assistance Administration.

Contractual funds with the Library of Congress were used for compilation of inclusive bibliographies, the scope and coverage of which made them too extensive to be undertaken by the Library's own staff and with its limited resources. During the second half of 1950, these compilations included bibliographies on human rights and on slavery, to be issued by the Social Affairs Department in its publications, and the second instalment of the bibliography for the United Nations Statistical Office Demographic Yearbook.

It is gratifying to acknowledge the generous cooperation of several libraries which prepared without charge substantial special bibliographies at the request of the United Nations Library. An extensive list on a global scale of publications containing names of governmental agencies, research organizations, laboratories and industrial concerns, was thus obtained from the Library of Congress for the use of the Technical Assistance Administration. Lists of non-restricted reports prepared by the Legislative Reference Service continued to be received regularly from the Library of Congress, and selected items were obtained in microfilm form. The library of the Tennessee Valley Authority sent helpful bibliographical materials on water pollution and flood control intended for the use of the Technical Assistance Administration, and the Carnegie Library in Pittsburgh provided bibliographies on iron and steel for the same purpose. The Science Museum Library in London prepared a bibliography of lists of scientific institutions, associations and research laboratories, 1939-1949. The libraries of the United Kingdom Commonwealth Relations Office, the Ministère de la France d'Outre-Mer, and the Ministère de l'Éducation Nationale, of France, checked and completed lists of references on colonial matters prepared by the Library.

Regular bibliographical duties included the compilation by the reference staff of periodic lists of important publications on the United Nations for the three language editions of the United Nations Bulletin; the monthly list New Publications in the United Nations Headquarters Library, by the Catalogue Unit; and the List of periodicals and newspapers currently received, by the Acquisition Unit. The Library of the Economic and Social Affairs Departments issues a daily list of statistical receipts; the library of the Security Council Affairs Department prepares a weekly list of newspaper articles in various languages; and the Trusteeship Department library issues a monthly list of documents received from various trust and non-self-governing territories. The reference staff also maintains a current index of multilateral conventions and bilateral treaties, and a card bibliography of constitutions.

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During 1950, current issues of about 700 periodicals in various languages were examined regularly, and an average of 1,500 cards produced monthly. This card file, housed in the reference room, was thoroughly weeded before the move. A selection of these references was used in the compilation of the three 1950 issues of the Selected list of periodical articles in the United Nations Headquarters Library. In recent months the extent of coverage has been considerably reduced. Pertinent articles listed in the regular periodical indexing services are now generally being omitted, and emphasis is being placed on articles not elsewhere indexed. The Library has recently completed arrangements to receive regularly proof sheets of the Public Affairs Information Service, from which valuable extracts are being made.

A systematic survey of the Library's bibliographical holdings was undertaken during 1950-51, and the collection was substantially increased in both geographical and language coverage. An extensive file of uncatalogued bibliographies and reading lists forms a part of the reference room collection; many titles were added to this file, and its weeding was continued. The Library's holdings of trade and national bibliographies have been placed in a separate work room adjoining the reference room, where they are available to staff members and readers.

Service to the public.

Since its installation in New York, the Library has been faced with a growing number of requests from the public for access to its facilities. It has therefore been necessary to work out a more clearly worded interpretation of the established policy concerning the accessibility of the Library. Advice from various parts of the Secretariat has been sought in the preparation of a statement defining the categories of authorized readers and the nature of services which may be extended to them. University and college teachers, graduate students working toward doctoral degrees, accredited correspondents of the press and of other mass media of information, representatives of non-governmental organizations, and serious research workers needing access to United Nations, Specialized Agencies, and League of Nations documents are to be admitted to use the Library if the services required can be rendered to them without sacrificing quality or quantity of service to United Nations personnel. Extensive reference and bibliographical services cannot be undertaken for such readers.

V. INDEXING OF DOCUMENTS

The administrative separation of the processing (indexing) and reference functions of the Unit was effected during the months of August and September 1950. The Documents Index Unit is now a part of the Processing Section of the Library. Its former reference functions on United Nations documents, and the responsibility for the assignment of document series symbols, and for the

collation of documents to be bound are now performed by the Reference and Documentation Section, whose manning table has been increased by the transfer of three posts from the Documents Index Unit.

United Nations Documents Index.

The Unit began publication of the United Nations Documents Index in February 1950, and has published one issue monthly since that date. The total number of entries for the year 1950 was 10,820. The first cumulative annual index covering the year 1950 was published in May 1951. A revised consolidated list of the depository libraries, sales agents and offices of the United Nations and the Specialized Agencies appeared as Part II of the April 1951 issue.

Beginning with January 1951, the Library of the International Labour Office in Geneva assumed responsibility for the listing and indexing of the documents and publications of the International Labour Organisation. A similar arrangement with the Food and Agriculture Organization of the United Nations and with other agencies is under active consideration, and agreements in principle have already been reached. This cooperative effort will greatly improve the quality and comprehensiveness of the United Nations Documents Index. The Documents Index Unit retains a co-ordinating control of all the material included.

As a by-product of this Index, dittoed cards continued to be prepared and used in the daily documents reference service provided by the Service to Readers Unit, and duplicates of the same cards are distributed to the documents sub-stations of the Bureau of Documents.

Check List of United Nations Documents.

One of the major tasks of the Documents Index Unit during the past year has been the elimination of the 1946-1949 indexing backlog. More than 28,000 documents have been indexed on cards by temporarily employed personnel, aided and supervised by regular staff members. In accordance with a programme prepared by the Library with the cooperation of the Publishing Division, seventeen volumes of the Check List of United Nations Documents, 1946-1949, will be submitted for composition and publication between July and December 1951; ten additional volumes will appear after January 1952. The series will then be completed, and all United Nations documents and publications issued prior to the start of the United Nations Documents Index will thus be under complete bibliographical control.

Other indexing tasks.

Another major activity of the Unit was the preparation of the General Index No. 2 of the United Nations Treaty Series covering volumes 16 to 30. Monolingual volumes in English and in French have already been published. General Index No. 3, covering volumes 31 to 50, is in preparation.

The staff of the Unit also indexed daily on sheets the documents of the General Assembly, the Security Council, the Economic and Social Council, and the Trusteeship Council, and published the results of Dispositions of Agenda Items (see Annex). These documents constitute chronological indexes, by topics, of every session of the major organs, with appended indexes to statements and speeches arranged by subject and speaker. The draft sheets of this compilation continued to be distributed daily to document sub-stations, as a guide for local distribution of documents and records within the departments, and to the Documents Control Division for use in editing summary records. The Research Section of the Department of Public Information also uses the Dispositions of Agenda Items in the preparation of parts of the United Nations Yearbook.

In addition, the Documents Index Unit prepared cumulative indexes to the resolutions and decisions of the General Assembly, the Economic and Social Council, and the Trusteeship Council (see Annex), and continued to advise on special indexes required by various departments of the Secretariat, recommending outside indexers for contractual assignments, and assisting such indexers in the solution of problems peculiar to the United Nations. In accordance with established policy, such special indexing tasks are not undertaken by the Unit itself except in the most urgent cases.

The main problems awaiting solution are the improvement in the regularity and completeness of receipts of specialized agencies documents, and the current indexing of restricted and confidential documents to be included in the United Nations Documents Index after they are declassified.

VI. EXTERNAL RELATIONS

Geneva Library.

Relations with the United Nations Library in Geneva are governed by principles of policy set forth in the document on Library Policy and Organization (A/C.5/298, par 19).

The Acquisition Unit carried on almost daily correspondence with the Geneva Library on matters relating to exchanges and document acquisition. Since 1948 all requests for exchanges of United Nations documents for publications to be received by the Geneva Library have been sent to the Headquarters Library and processed by the Unit. Beginning with 1949, the document expediter in Washington, employed on contractual services, has obtained documents to be sent to the Geneva Library by way of Headquarters. Within the last six months the volume of requests has increased appreciably.

The acquisition units of the two libraries continue to exchange copies of their order lists at stated intervals. Other perfunctory exchanges include regular and special publications of both libraries, duplicates of catalogue

cards, acquisition lists, and bibliographical compilations. In the first months of 1951, the work of checking the duplicates in the Geneva collection selected for Headquarters was completed for forwarding to the Geneva Library.

During the past twelve months the Headquarters Library has received from Geneva 176 bound volumes of League of Nations Economic Committee documents, 243 unbound volumes of the documents of the Preparatory Committee of the World Economic Conference 1927, and the Permanent Mandates Commission documents arranged in the order of symbol series.

Cooperation has been obtained for loans of books and documents destined for the use of the General Assembly library in Paris, and as in 1948, the librarian of the Geneva Library will assist in the preparatory work of the establishment of this collection and its services.

Specialized Agencies

Working relations with the libraries of the Specialized Agencies, although still in the initial phase, continued to be gradually fostered by more frequent contacts and exchanges.

Acquisition lists and bibliographical publications were regularly exchanged. Occasional help was given and obtained in answering reference queries and securing documentation. In connection with the recently established discard policy, 200 medical books inherited from UNRRA were transferred to the World Health Organization Library in Geneva.

Staff members from the agencies on detail to Headquarters or on missions have been assisted in their assignments. Librarians of the Specialized Agencies have visited the Library for consultation on technical matters.

The initiation of the United Nations Documents Index in January 1950 was an outstanding achievement in that, for the first time, the documents of the United Nations and those of the Specialized Agencies were listed and indexed in a single publication. Progress in direct cooperation of the agencies in this bibliographical compilation is described in Section V of this report. The second part of the April 1951 issue of this Index offers the first revision of the consolidated lists of depository libraries, sales agents and offices of the United Nations and the Specialized Agencies.

In the recent months plans have been completed for the third meeting of the Library Co-ordinating Committee of the United Nations Organizations to be held in Geneva in September 1951. Problems of document indexing are foremost on the agenda which also includes such topics as exchange of duplicates, bibliographies, translations of legal texts, current library experience with Technical Assistance projects, and preparation of practical manuals concerning the characteristics and use of the documentation of each agency. The permanent Secretariat of this Committee continued to function throughout the year at the Headquarters Library.

Depository libraries.

As of 29 June 1951 there were 180 depository libraries for United Nations documents. These are located in 77 countries, including trusteeship territories and non-self-governing territories. The statistical breakdown according to established categories is as follows:

	DL	PL	INT	Total
Member nations	96	27	30	153
Non-member nations	7	-	8	15
Non-self-governing territories	<u>11</u>	<u>-</u>	<u>1</u>	<u>12</u>
Total	114	27	39	180

DL - depository library
PL - parliamentary library
INT - international study centre

In addition, eight libraries in the United States receive complete sets of United Nations documents in return for publications and bibliographical and other library services. Although not depositories in the strict sense of the term, they are included in the list of depositories published in Part 2 of the April 1951 issue of the United Nations Documents Index.

At the present time the designation of depositories on any but the quasi-exchange basis has come to a halt because of the evident necessity for study of their distribution on a global basis, with particular emphasis on distribution of population and the geographical characteristics of the country.

Correspondence with depository libraries has remained an assignment of the Acquisition Unit. An average of 34 letters are received every month. Of these 13 per cent are applications for depository status; 54 per cent are requests for missing documents or for information about documents; and 33 per cent are requests for technical advice related to the organization and care, binding and servicing of United Nations documents in the depository collections. Work has begun on the compilation of a practical manual which, it is hoped, will give the answer to many of these queries.

As stated earlier in this report, many fruitful exchange arrangements have been established with depository libraries, and more are expected to materialize.

Meetings and Conferences.

The increasing interest in United Nations and its documentation and library activities was reflected in the number of invitations extended to staff members to attend professional meetings and conferences.

During the period under review, staff members presented papers or led discussion panels before national, regional, state and local groups. The more important of these meetings were the American Library Association Annual Conference in Cleveland, and Mid-Winter Conference in Chicago; the Sixth Annual Conference of the Canadian Library Association in Toronto; local chapters of the Special Libraries Association in Newark and Boston; the Institute for Annual Review of United Nations Affairs at New York University; and the Annual Conference of the Catholic Association for International Peace at Villanova College.

The understanding of United Nations activities in general and of their library implications in particular was furthered by the active participation of the Library staff at such meetings, and fruitful professional contacts were thereby initiated or advanced.

July 1951

ANNEX

I. PUBLICATIONS OF THE HEADQUARTERS LIBRARY

1 January 1950 - 30 June 1951

A. Publications relating to documents of the United Nations and the Specialized Agencies

United Nations Documents Index, Volume 1, Nos. 1-12 (January-December 1950). Document numbers ST/LIB/SER.E/1-13). Average 91p. Offset.

United Nations Documents Index. Cumulative Index, Volume 1, 1950. Document number ST/LIB/SER.E/14 190p. (in two parts). Offset.

United Nations Documents Index, Volume 2, Nos. 1 to 5 (January to May 1951). Document numbers ST/LIB/SER.E/15-18;20). Average 73p. Offset.

United Nations Documents Index, Volume 2, No. 4, Part 2. Consolidated List of Depository Libraries and Sales Agents and Offices, First Revision. Document number ST/LIB/SER.E/19. 53p. Offset.

United Nations Treaty Series. General Index No. 1, (Volumes 1-15). 206 p. Printed. (Separate English and French volumes).

— General Index No. 2 (Volumes 16-31). (Separate English and French volumes in press.).

Document A/INF/36. Disposition of Agenda Items, General Assembly, Fourth Session (1949). 408p. Offset

Document E/INF/38. Disposition of Agenda Items, Economic and Social Council, Tenth Session (1950). 144p. Offset.

Document E/INF/38/Add.1. 1p.

Document E/INF/40. Disposition of Agenda Items, Economic and Social Council, Eleventh Session (1950). 236p. Offset.

Document E/INF/40/Add.1. 1p.

Document E/INF/44. Disposition of Agenda Items, Economic and Social Council, Twelfth Session (1951). (In press.)

Disposition of Agenda Items, Trusteeship Council, Sixth Session, 1949. (In press.)

Document T/INF/16. Disposition of Agenda Items, Trusteeship Council, First Special Session and Second Special Session (1949). 20p. Offset.

Document T/INF/20. Disposition of Agenda Items, Trusteeship Council, Seventh Session (1950). 109p. Offset.

Document T/INF/21. Disposition of Agenda Items, Trusteeship Council, Eighth Session (1951). (In press)

Document ST/LIB/SER.D/25. Documents Index Note No. 25. List of Rules of Procedure. 4p. Offset.

Document ST/LIB/SER.D/26. Documents Index Note No. 26. Series Symbols for Publications of the Secretariat. 9p. Offset.

Document ST/LIB/SER.D/26/Add. 1. 1p.

Document ST/LIB/SER.D/27. Documents Index Note No. 27. List of Collected Resolutions of the Principal Organs, as of 1 July 1950. 3p. Offset.

Document ST/LIB/SER.D/28. Documents Index Note No. 28. Check List of Official Records and Journals, as of 15 July 1950. 36p. Offset.

Document ST/LIB/SER.D/29. Documents Index Note No. 29. Series Symbols for Documents of the General Assembly. 20p. Offset.

Document ST/LIB/SER.D/30. Documents Index Note No. 30. Series Symbols for the Documents of the Trusteeship Council. 11p. Offset.

Document ST/LIB/SER.D/31. Documents Index Note No. 31. Subject Index and Lists of AI's, IC's and SGB's in Effect as of 10 August 1950. 48p. Offset.

Document ST/LIB/SER.D/32. Documents Index Note No. 32. Cumulative Index to the Resolutions of the General Assembly, First Session through the Fourth Session, 1946 through 1949. 94p. Offset.

Document ST/LIB/SER.D/33. Documents Index Note No. 33. Series Symbols for Documents of the Security Council. 9p. Offset.

Document ST/LIB/SER.D/34. Documents Index Note No. 34. Series Symbols for Documents of the Atomic Energy Commission. 4p. Offset.

Document ST/LIB/SER.D/35. Documents Index Note No. 35. Cumulative Index to the Resolutions of the Economic and Social Council, First to Eleventh Sessions, 1946-1950. 111p. Offset.

Document ST/LIB/SER.D/35/Add.1. Documents Index Note No. 35/Add.1. Cumulative Index to the Resolutions of the Economic and Social Council, Eleventh Session (Resumed) and Twelfth Session, 1950/1951. 14p. Offset.

Document A/1345. Subject Index. In Annual Report of the Economic and Social Council to the General Assembly, Fifth Session. (Index only). Printed (G.A.O.R., Supplement No. 3).

Atomic Energy Commission Official Records, 6th Year, Special Supplement No. 1. Index to Documents of the Atomic Energy Commission, Consultations of the Six Permanent Members of the Atomic Energy Commission, General Assembly and Security Council on the Subject of the International Control of Atomic Energy and the Prohibition of Atomic Weapons, 1 January 1946 to 30 April 1951. (In press).

Index to the Catalogue of United Nations Publications, 1950. Printed.

B. Other publications

(Titles marked * are for internal distribution only)

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