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TO : Mr. Trygve Lie, Secretary-General

FROM: Edouard Reitman, Acting Director, Library *E. Reitman*

THE UNITED NATIONS HEADQUARTERS LIBRARY

1 JULY 1951 - 31 DECEMBER 1951 *

CONTENTS

| | | | |
|------|------------------------------------|--------|---|
| I. | Administration page 2 | IV. | (Continued) |
| | Library building 2 | | General Assembly |
| | Budget 2 | | Library 19 |
| | Staff 2 | | Bibliographical activities 20 |
| II. | Acquisition of Materials. 3 | | Service to the public.. 21 |
| | Book selection 3 | V. | Indexing of Documents ... 21 |
| | Acquisition 3 | | <u>United Nations Documents Index</u> 22 |
| III. | Organization of Materials 9 | | <u>Check List of United Nations Documents</u> 22 |
| | Collections 9 | | Other indexing tasks .. 22 |
| | Cataloguing12 | VI. | External Relations 23 |
| | Binding13 | | Geneva Library 23 |
| IV. | Servicing of Materials ..14 | | Specialized Agencies .. 24 |
| | Reference services14 | | Depository libraries .. 25 |
| | Departmental libraries.17 | | Meetings and conferences 25 |
| | Loans17 | ANNEX: | Library publications |
| | Interlibrary loans18 | | |
| | Photographic reproductions19 | | |

* This report covers the six months from 1 July to 31 December 1951. This is in line with a recent decision to make the annual report of the Library coincide with the fiscal year of the Organization. The next report will therefore cover the calendar year 1952.

I. ADMINISTRATION

Library Building

The period under review witnessed the gradual adjustment of the Library to its new quarters, following the move completed in April 1951. The internal organization of collections and services had to be adapted to the new working conditions, and a precarious compromise was found between the spatial exigencies of essential operations and the inescapable shortcomings of the physical layout. Even so, the dispersal of collections, the sacrifice of functional relationships, the cost and complexity of vertical inter-floor communication, and the drastic loss in potential capacity could not be avoided. A year's experience in the new building has proved conclusively its inadequacy for permanent library use. Consequently, the preliminary plans for extensive re-modelling have been carefully reexamined, and entirely new plans have been developed with the assistance of the Headquarters Planning Office. These plans take into account the possibility of a new functional structure for which outside funds might be sought.

Budget

The budget of the Library for the year 1952 was approved by the General Assembly at a figure of \$505,400, including acquisition and equipment funds, a reduction of \$30,950 from the 1951 budget. The Advisory Committee on Administrative and Budgetary Questions, in paragraph 92 of its Second Report of 1951 to the General Assembly, (A/1853), suggested that a further review be made of the utilization of staff, both in the main Library and in the departmental branches. This recommendation will be implemented during the first part of 1952.

Staff

The manning table provided for 80 established posts, 38 of which were professional, and 42 in the general service category. Funds were provided for one professional and eight clerical temporary assistance posts during the second half of 1951.

No permanent appointments were made in the vacant posts of the Director of the Library and the Chief of the Catalogue Unit, which were filled during this period by interim assignment of staff members. On 15 October Mr. Joseph Groesbeck, former Assistant Librarian of the Army Medical Library, was confirmed as Chief of the Processing Section. He had served in this post on a temporary basis since 15 April 1951. Mr. Fernando Caballero-Marsal, Chief of the Documents Index Unit, resigned effective 26 October 1951 to become First Secretary of the Delegation of Paraguay.

Mr. Carl H. Milam, former Director of the Library, served for a short period as a consultant in building planning. Mr. Jerome K. Wilcox, Librarian of the College of the City of New York, assisted in the preparation of studies on gift and exchange procedures and on the depository library programmes. Miss Laura C. Colvin, Professor of Library Science at Simmons College, also served in a temporary assignment, involving a complete review of the organization and functions of the serials checking desk.

A small library organized in the Palais de Chaillot to serve the delegations and the Secretariat during the Sixth Session of the General Assembly in Paris was staffed by two reference librarians, four documents indexers and one professional assistant, detailed from Headquarters, and by one reference librarian and four clerical personnel recruited in Europe. Mr. A. D. Roberts, senior reference librarian, was in charge of this service.

Thanks to the cooperation of the Bureau of Personnel, a high level of professional competence and linguistic ability was maintained within a staff representing eighteen nationalities.

II. ACQUISITION OF MATERIALS

Book Selection

Careful selection of books continued to be a main activity of the Library, which chose about eighty per cent of all books acquired during the year, as against some twenty per cent acquired upon recommendation of delegations and the Secretariat staff.

Notable selection projects of the year were inaugurated to improve the Library's holdings of legal codes, constitutions, and official gazettes of member countries, and to acquire published and unpublished dissertations on the United Nations. Particular attention was also given to the discovery and identification of the working papers and proceedings of international conferences.

Acquisition

By the beginning of July 1951 the statistics of production of the Acquisition Unit made it evident that the efficiency of the staff had been increased by improved working conditions as well as by putting into effect much desired procedures recommended in the report on the Unit made in 1950 and early 1951. For these reasons, the Unit was able, in addition to carrying its regular workload of acquisition for

the Library, to undertake other assignments which were the results of two studies made during July and August 1951 concerning serials check-listing and the records of exchanges. Besides these activities, it carried through an accelerated book procurement project made necessary by the work of the Technical Assistance Administration.

The improvement in the fiscal arrangements of the Library made it possible for those in charge of ordering books, newspapers and periodicals to spend the funds allotted for these purposes in a systematic and well spaced manner. There was no hurried end-of-the-year buying as there had been in the past, although the number of book titles purchased during July-December increased by 201 over those similarly acquired in the first half of the year. During this same period the Unit converted all subscriptions for periodicals to a January through December basis, a practice which has led to the simplification of records and procedures.

Contacts with book dealers in the United States and overseas were reinforced. Especially helpful connections with dealers in Paris were made during the autumn and winter of 1951 when members of the staff attached to the library serving the Assembly renewed old associations and had conversations with firms which heretofore had not had dealings with the United Nations Library.

The gift and exchange programme of the Library continued to grow from July through December. Gifts of books and pamphlets during the period numbered 518, while 176 titles were received by exchange; 35 new serial titles were likewise received. The exchange work of the Unit consisted almost entirely of title-for-title and category-for-category arrangements with institutions, societies and non-member governments which send their publications in return for United Nations documents. Pursuing this programme, a considerable number of periodicals hitherto purchased were acquired by exchange.

In December 1951 the records indicated that the Library had received gifts from 368 donors during the year. This number includes 116 individuals and 252 societies and institutions. In addition the Library received publications from 395 societies and institutions with which it has active exchange agreements. This number does not include the 40 international study centres receiving United Nations documents, which are occasional sources of exchange material.

Receipts of the Acquisition Unit for this period are as follows: books and pamphlets, by purchase 3,152 titles; by gift 1,503 titles; by exchange 462 titles; new serials (other than documents) by purchase 9 titles; by gift 87 titles; by exchange 20 titles; new document serials, 135 titles by gift.

The Library was receiving during this time a total of 1,719 unofficial periodical titles (both old and new) amounting to 24,693 pieces. Of these titles 769 were purchased, and 950 were received as exchanges and gifts. This number does not include some 500 additional gift titles of periodicals which were rejected, discarded, or removed from the collections, either because they did not deal with subjects within the immediate fields of interest of the United Nations, or because they had ceased publication.

The acquisition of government documents demonstrates the efforts of the Library to keep the collections relevant and within bounds. Serial documents checked in during July through December amounted to 32,204 pieces, about 5,000 pieces fewer than were checked in during the first half of the year. This reflects a rigorous weeding operation conducted during the summer months as a result of which many serial document titles were dropped as being no longer useful. However, the acquisition of missing issues, individual monographic documents and items considered expendable showed no falling off. The requests for such material are reflected in the number of form acknowledgements and requests sent out in 1951, which for the entire year showed an increase of 2,602 pieces. Over half of this number consisted of requests for documents. The records show that in 1951 the Library received documents from 51 member governments, 20 non-member governments, and 70 trust territories and non-self-governing territories.

The Acquisition Unit continued to fill requests of the United Nations Library in Geneva for United States Government documents. These documents were obtained in Washington by the Library's part-time document expediter there who performed invaluable acquisition services, often most difficult and involved.

A total of 1,943 maps was received during the period under review, primarily through gift and exchange arrangements. Substantial and valuable map coverage was obtained from France, Israel, Italy, Peru, Venezuela and the Gold Coast. New exchange agreements were established with the Governments of Australia and Israel.

The Acquisition Unit has paid particular attention to the procurement of special types of material, hitherto insufficiently represented in our collections. Particularly noteworthy are acquisitions of gazettes, legal codes, constitutions and unpublished dissertations. Some of these were secured on microfilm when the originals were not obtainable.

The procedures of the Unit were improved substantially by two studies relating to the Serial Checklist and the exchange records, respectively. These studies served to implement recommendations made in the 1950 report on the Acquisition Unit.

The first of these studies involved a survey of the records at the Serials Checking Desk and an analysis of the problems involved in their revision. This resulted in a policy paper and a suggested procedure for improvement of the records. A set of detailed directives was worked out for the guidance of the staff detailed to continue work on the project during the months to follow.

The second study was an inquiry into ways and means to effect closer coordination of the work of the Gift and Exchange Desk of the Acquisition Unit with that of the Distribution Section in the Publishing Division. On the basis of a tabulation of the then existing distribution codes made by the Acquisition Unit in 1950, a record was compiled which has clarified responsibilities and simplified procedures. In addition, a revised record was established of categories and titles of United Nations documents and publications which are available for external distribution. Both matters called for careful and painstaking searching over a period of weeks, a task which the regular staff could not have undertaken, except at the expense of their regular duties.

A thorough revision of the Serial Checklist was begun in September 1951, as an outcome of the policy and procedures adopted on the basis of the expert's recommendations. In the final report on the Serial Checklist it is stated: "In scope the Serial Checklist is to be a completely reliable union list of all catalogued serial publications, classified or unclassified, received in the main Library or directly in the Departmental Libraries... In function the Serial Checklist is to serve as a clearing house for specific serial information to be found in its records, which are intended to supplement serial information in the card catalogue, in the shelf list, and in the Departmental Libraries."

As a result of the statement of the definition of scope and function of the Serial Checklist, a complete reorganization of its records has been in process since September 1951. This operation includes not only a change in form of entry but also the making of new checking records which have been designed to furnish the information which the Serial Checklist is responsible for supplying. The new forms have justified fully the time and effort which are being put into their preparation, since the increase in speed and accuracy of recording on these cards is already noticeable. The work of revision, which must be done concurrently with the routine work of recording incoming periodicals, by its very nature is proceeding slowly but steadily, and the improvement is already apparent.

While the prime requisite in a successful gift and exchange programme is a knowledge of potential sources of material which may be acquired by these methods, it is necessary also to keep records which show the productivity of these activities. For this reason the elimination of duplicate coding symbols and the determination of United

Nations publications and documents currently available for exchange purposes have assisted the Gift and Exchange Desk in establishing reliable records and have made possible the elimination of much duplication on United Nations mailing lists. An improved card system was designed to help the Unit to check on the productivity of any exchange at any time. This last factor is important since the Library attempts to keep the monetary value of what is sent and what is received in balance.

The work of acquiring materials for the library serving the Sixth General Assembly in Paris began in June 1951. The plan as carried out consisted of making as many of the necessary purchases as possible in New York prior to 15 August for shipment to Paris by the United Nations Library. After that date dealers were employed who had local storage facilities. Funds were placed at the disposal of the Library staff detailed to Paris for direct purchasing in Europe. Orders to be placed elsewhere continued to be executed in New York. The success of the entire operation was owing to the early selection of the material to be acquired and the equally early placing of the orders, thus giving the dealers sufficient time to search for items out of print or otherwise difficult to obtain. The Acquisition Unit was fortunate in having one of its members on the Assembly Library staff, with the result that the acquisition of books and the settlement of accounts was speedy and effective.

In 1951 a sum of \$1,455 was allotted for the purchase of demographic materials needed for the work of the Population Division. There was also provision for the project to be continued through 1952. Although the Acquisition Unit worked on one substantial list of requests for books and periodicals, the bulk of the requests was for older census publications issued by governments. These latter were usually obtained on loan from other libraries and were microfilmed or photostated. Some were borrowed from the United Nations Library in Geneva, and others were obtained from member governments.

Acquisition of library materials on funds other than those of the Library grew during the last six months of 1951 by reason of the book procurement programme of the Technical Assistance Administration. This programme includes the acquisition of books and periodicals not only for missions, seminars and technical experts, but also for institutions in underdeveloped areas.

While in 1949 and 1950 the Acquisition Unit annually processed requisitions for library materials on funds other than its own at the rate of 6,900 items having a dollar value of approximately \$19,000, in 1951 it ordered 9,365 such items with a dollar value of \$29,000. This sum was equal to 78 per cent of the amount in the Library budget set aside for the purchase of books and periodicals. The peak period of this procurement activity came in November and December 1951

when 75 per cent of the time of the Order and Central Searching Desks was devoted to Technical Assistance Administration business alone, to the detriment of the acquisition programme of the Library itself. It was doubly necessary to render this service inasmuch as unobligated book funds on the Technical Assistance Administration budget would have lapsed had they not been encumbered by orders certain of delivery by 31 December 1951.

It had been the experience of the Acquisition Unit that the acquisition problems presented by requisitions from parts of the Secretariat other than the Library were relatively simple, since for the most part they represented titles in print, and in many cases were duplicates of items already in the United Nations Library. However, the Technical Assistance Administration requests have been bibliographically complex, and furthermore have included many titles known to be out of print and not easily obtainable. There was also the problem of effecting speed of delivery to points far distant from New York where the library materials were required for groups working in the field. Some of these facts of procurement and delivery would furnish good narrative if space and time were available.

Because of the complexities of this expanding programme, in September 1951 the Acquisition Unit asked the Technical Assistance Administration to supply personnel from its own funds to carry out a six months' operation of book procurement under the Library's supervision. These plans were not realized. As a substitute, two members of the Technical Assistance Administration staff have been loaned to the Acquisition Unit for periods varying from two months to five days. The result is that much of the cost of searching and verification of bibliographical data has of necessity been passed on to the book dealers to whom the orders were given.

The internal organization of the Unit was improved by the appointment of a Chief of the Processing Section, which action relieved the Chief of the Acquisition Unit of some of her former responsibilities, and by reassignment of responsibilities and separation of the functions of acquisition through purchase and through gift and exchange.

Continued productivity of the Unit was made possible by assignment of sufficient temporary assistance to cover posts during periods of leave and during the months when the General Assembly met in Paris. The increasing demands made upon the Unit to procure books for such special projects as the Technical Assistance Administration programmes in underdeveloped areas create a serious staffing problem which calls for an early solution should such projects continue.

III. ORGANIZATION OF MATERIALS

Collections

As of 31 December 1951, the holdings of the Library are estimated to total some 150,600 items, about 132,150 of which are housed in the main Library building, and 18,450 in departmental libraries.

After even less than a year in the present building, it has become increasingly evident that, at the normal rate of growth, the collection will soon entirely fill the shelving space available. This is particularly true of the main book collection which is housed on the ground floor. It was here that the potential planned capacity suffered the greatest loss when it was decided not to undertake any reinforcing of floors. As a result, the aisles are seven feet wide, with alternating ranges of eight and three stacks, and the over-all loss in estimated capacity is about 35,000 volumes in this area alone. As holdings have grown by returns from departmental libraries, by absorption of items from the uncatalogued documents collection, and by receipt of many large sets of official material from member countries, the volumes in several subject classes have had to be transferred to the basement stacks in order to absorb the current intake. Material in the Universal Decimal Classification sections 300 through 319, principally long runs of statistical publications, and section 332 (bank publications), as well as sections 400 through 899 (languages, sciences, housing, etc.) have been moved to a basement stack. The necessary transfer of so many volumes to less accessible locations makes servicing more complicated and also presents the obvious inconvenience of having the book collection dispersed and out of numerical sequence.

The huge increase in receipts of continuing publications involving many separate pieces makes the problem of housekeeping a difficult one. About 5,000 new books and about 35,000 pieces in various series (such as slip laws, parliamentary debates, journals, annuals, etc.) were filed. To meet fire and safety standards, binding of materials was accelerated.

The main reference collection now numbers 11,000 volumes. Holdings both in country and subject material have been strengthened, and outdated material replaced by current items. The principal legal codes (administrative, civil and penal) for many member countries have been added to this collection. Substantial additions have been made of language and subject dictionaries and periodical indexes. A concentrated effort has been made to bring up-to-date the various loose-leaf services, about 4,500 sheets having been filed.

The holdings of the map collection have been subjected to preliminary weeding, and upon receipt of two additional map cases the entire collection was shifted to permit future expansion. The major organizational problem in this collection is to preserve the flexibility in arrangement within the map cases to permit easy interfiling of large sets of maps of particular areas. The equipment was improved by the addition of a light-table. Noteworthy progress was achieved in the assembling and organization of information on the flags of various countries.

The largest and most continuous intake of materials is of United Nations and Specialized Agencies documents and publications, a total of 48,390 pieces having been received and interfiled during the period under review. Approximately 85 per cent of the intake comprised United Nations documents, and 15 per cent specialized agencies documents. Receipts of publications of commissions, regional offices and information centres have been improved owing to more direct relations with such offices. During this period 1,562 volumes of documents were collated and bound. Index cards amounting to 24,422, received from the Documents Index Unit, were interfiled in the card index.

The acquisition of non-official material concerning the United Nations and specialized agencies was intensified, and many books, pamphlets, periodicals, theses, syllabi, conference papers, etc., were added to the collection. Appropriate monographs were systematically transferred from the stacks and the Woodrow Wilson Memorial Library to this collection.

An extensive collection of publications of United Nations associations and other non-governmental organizations, amounting to seven vertical files, was received from the Economic and Social Council Secretariat and transferred to this floor. The absorption of pertinent materials was begun. Many of these were periodicals, and the collection was considerably strengthened by their addition.

Considerable progress can be reported in the final organization of the Woodrow Wilson Memorial Library. The main continuing task was the sorting and arranging of League of Nations documents in order that volumes of the second set could be prepared for binding and lists of missing items made. Sorting of 103,000 miscellaneous documents from various sources yielded 1,800 documents needed to complete sets. Cards were made for an additional 850 missing documents. Fifty-three volumes were collated for binding. As additional incomplete sets are received from the United Nations Library in Geneva, they are checked, and missing documents are supplied in photostat so that volumes may be bound.

In order to round out and bring up-to-date the book collection on the League of Nations contained in the Woodrow Wilson Memorial Library, 335 titles in various languages were selected and ordered.

Government documents continued to be received in large numbers, and many new titles were added to the catalogued collection. About 25,000 items were interfiled. Intensive screening of the uncatalogued collection, now numbering about 30,000 items, was continued, and documents from seven countries were sorted and considered for retention. About 250 titles, involving approximately 3,000 items, were added to the main collection. The holdings of uncatalogued United States documents (largely hearings of Senate and House Committees) have been completely sorted and arranged in labelled boxes, to which current receipts are regularly added.

Files of official gazettes, running back to 1948, have been assembled in numerical order, and about 15,000 new pieces were interfiled. In 1952 a project of padbinding them is to be begun and a quota of twenty volumes monthly has been set. Eventually all of this valuable collection will be padbound and catalogued, and will thus constitute one of the best of its kind.

The pamphlet collection, housed in the reference room and organized in vertical files, under subject headings identical with those in the public catalogue, was weeded. Particularly valuable items of more than ephemeral interest and not otherwise available were catalogued.

The periodical collection has extended its services by the equipment of a browsing room immediately adjoining the main entrance where about one hundred selected periodicals and eighteen newspapers from various countries are displayed. Progress has been made in the weeding of some 1,900 titles, now housed in pamphlet boxes and accordion files, and titles to be retained were added to the catalogued periodical collection. A ready reference file now lists the holdings of all titles currently received, and a rotating visible file indicates those catalogued for permanent retention. Hitherto uncatalogued titles are entered in the public catalogue for the first time. About 10,000 issues were interfiled.

About 33,000 issues of newspapers were filed during this period. A review was made of the 197 newspaper titles currently received in 279 copies, and decisions were taken in cooperation with the Departments concerned regarding the periods of their retention, varying from one month to two years. An area in the sub-basement was set aside for the storage of back issues, which are discarded according to established schedule. Microfilm holdings have been strengthened by the addition of several new newspaper titles and by earlier and current years of titles already held.

The file of clippings, maintained in the branch of the Security Council Affairs Department, grew by 2,200 clippings monthly (from 480 issues of 16 newspapers), and the insertion of 700 cards analyzing the contents of a number of government releases and information services. A weeding of the file was undertaken and a revised list of subject headings prepared.

The file of microfilms now numbers 2,542 reels, which have been catalogued. In addition to the two large reading machines which are housed on the third floor, a portable reading machine was purchased and deposited in the departmental branch of the Security Council Affairs Department from which it is loaned to individuals and offices in the Secretariat working intensively with microfilms borrowed from the main Library's collection.

Cataloguing

During the six months under review, 3,545 titles were catalogued; 7,858 volumes were shelved; 162 volumes were discarded; and 179 volumes were transferred to different locations. A total of 12,665 cards were filed in the central catalogue.

About three-quarters of the backlog of the non-official material about the United Nations and the specialized agencies was classified and catalogued according to the classification scheme adopted in the spring of 1951. This collection numbered 728 monographs in 1,165 volumes, and 22 serials in 88 volumes, as of the end of the year. The remaining part to be processed consists mainly of serials and material yet to be transferred from various collections. Current additions are catalogued upon receipt.

Processing of selected United Nations documents to be given full cataloguing treatment was also begun, following a scheme of priorities according to need. The project of marking and shelving bound volumes of United Nations documents which are not to be given regular cataloguing treatment was started in November.

In the branch library of the Department of Trusteeship and Information from Non-Self-Governing Territories, good progress was made in the cataloguing of supplemental information materials received in accordance with Article 73e of the Charter. This task, begun in the early months of 1951, is now about fifty per cent completed.

The Library's collection of microfilms has hitherto been uncatalogued, except for a few titles processed in 1947. A simple classification suitable to this special material was devised, and cataloguing of the collection, consisting mostly of long runs of microfilms of newspapers, was begun. Current microfilm acquisitions now are catalogued upon receipt. Serials in microfilm form are recorded in the same manner as any other serials.

The Catalogue Unit worked closely with Miss Laura C. Colvin during July and August on the new procedures for checklisting serials. Working arrangements between the Catalogue and Acquisition Units were established and formulated into an addendum to the Catalogue Unit Manual. These new procedures resulted in added workload for the cataloguing staff, since all changes in the checklist records in connection with transfers and discards are their responsibility, and because temporary cards for new serial titles now must be prepared for the public catalogue.

A new and serious problem facing the Catalogue Unit is the work involved in transfer and partial discarding of large quantities of materials from departmental libraries. These transfers and discards result from the established policy of keeping the departmental libraries within prescribed limits. About 10,000 pieces were physically transferred from the branch library of the Economic and Social Affairs Departments to the main Library during July-December 1951.

New equipment for marking call numbers on books was acquired and installed. The use of this equipment results in more legible and uniform call numbers, improves the general appearance of the collection, and makes shelving and identifying the books easier.

The Unit published six monthly issues of New Publications in the United Nations Headquarters Library, a guide to current acquisitions for the use of the Secretariat and the Delegations.

Binding

During the period covered by this report 3,343 volumes were bound, of which 1,990 volumes were sewnbound and 1,353 were padbound. Of the above volumes, 483 were books (121 sewnbound, 362 padbound), 333 periodicals (257 sewnbound, 76 padbound), 671 government publications (211 sewnbound, 460 padbound), 1,289 United Nations documents (1,102 sewnbound, 187 padbound), 324 specialized agencies documents (246 sewnbound, 78 padbound), and 56 League of Nations documents (53 sewnbound, 3 padbound). In addition, 187 volumes of official gazettes of Trust and Non-Self-Governing Territories were padbound. These figures more than met the established monthly quotas. About 85 per cent of this binding was for the main Library's collections and 15 per cent for departmental libraries.

Based upon decisions concerning retention and discarding of serials, periodicals and continuations, binding policies have been firmly determined and put into force. Only materials of permanent value are sewnbound; inexpensive padbinding is utilized for items of a more temporary usefulness.

IV. SERVICING OF MATERIALS

Reference Services

The period from July to December 1951 may be said to have been one of progressive stabilization, the move of several of the services from Lake Success not having been completed until the end of March. Services and operations planned before the move were submitted to their first practical tests, and necessary adjustments were made to meet the exigencies of the physical layout. Chief among the factors which necessitated such adjustments were the distance between the Library and the Departments which need it most, with a consequent increased reliance on the departmental branches in the Secretariat building, and dispersal of the main Library collections over seven floor-levels.

The most noticeable result of these conditions was a substantial increase in the number of queries received by telephone. During the period under review, 12,100 such queries were received. Following are the comparative percentages of queries received by the reference services in the main Library:

| | <u>Percentage of Queries Received</u> | |
|--|---------------------------------------|------------------|
| | <u>By Telephone</u> | <u>In Person</u> |
| Reference room | 75% | 25% |
| Periodical room | 75% | 25% |
| Loan desk | 60% | 40% |
| United Nations Documents Collection | 78% | 22% |
| Map collection | 55% | 45% |
| Woodrow Wilson Memorial Library | 50% | 50% |

Correspondingly, the easy accessibility of the departmental branch libraries has in most cases resulted in a greater percentage of personal service, as follows:

| | <u>Percentage of Queries Received</u> | |
|--|---------------------------------------|------------------|
| | <u>By Telephone</u> | <u>In Person</u> |
| Security Council Affairs branch | 10% | 90% |
| Trusteeship and Information from Non-Self-Governing Territories branch | 50% | 50% |
| Legal branch | 30% | 70% |
| Economic-Social Affairs branch | 35% | 65% |

The net result of these conditions is that more and more the main Library answers simple reference queries by telephone and dispatches materials to the user by messenger or pneumatic tube. Reference librarians are thus better able to offer personal guidance and bibliographical assistance to members of the Secretariat engaged in extensive research projects. This condition has also resulted in an increased workload for the departmental libraries, which more than ever act as service outposts of the main Library.

During the period under review, 4,644 questions were answered by the staff of the main reference room. The most recurrent types of queries were requests for constitutions, texts of treaties, and translations of names of international and national bodies, biographical data, and information about learned societies and cultural institutions in all parts of the world.

Requests for information or publications about economic and social conditions in underdeveloped countries were also received regularly. The preparation of the World Social Survey in the Social Affairs Department produced many enquiries. Texts of national laws on specific topics were increasingly called for by members of the Legal, Economic, and Social Affairs Departments, sometimes by exact citation, but more often in general terms. These queries were frequently followed by requests from the Language Services for the texts of these same laws in other official languages. Many of the answers to these latter requests were necessarily negative because no translations exist.

Comparative studies made in the Legal Department on nationality laws and on the laws relating to territorial waters occupied members of the reference staff for several days. Research projects on land reform and forced labour brought about many inquiries in these relatively new fields. The Library is gradually building up an excellent collection of legislative texts, and the use and interpretation of this material is a growing part of reference activities.

Enquiries about medical subjects and publications, in connection with such problems as demography, gerontology and narcotic drugs are further examples of the diversity of the information requested.

The periodical and newspaper room contains the files of about 1,900 periodical titles and 197 newspapers. Most of the titles routed on receipt to individual members of the Secretariat for their immediate use are returned here for filing. The setting up of a browsing area where Secretariat members may read current periodicals and newspapers in quiet and comfort has resulted in an increase of three hundred per cent in the number of readers. As many as fifty persons use these facilities from noon to 2:00 P.M. daily. In addition to casual reading, this room provides a central servicing point for the bound and unbound periodical and newspaper collection. Enquiries amounting to 1,347 were received from readers wishing to locate and borrow items, and 1,684 issues were loaned.

With the gradual curtailment of reference services on official documentation elsewhere in the Secretariat, the Library's collection of United Nations and specialized agencies documents and publications, organized on the third floor of the building, has assumed, during the period under review, increasing responsibility for servicing the Secretariat and delegations. A total of 4,942 queries were answered, some involving mere identification of documents, others requiring many hours of intensive research. Seventy-eight per cent of these queries were received from the Secretariat staff, fourteen per cent from delegations, and ten per cent from outside sources.

The use made of the League of Nations documents assembled in the Woodrow Wilson Memorial Library increased in proportion to the need of the Organization to find League precedents for planned political action. Thus special services have been rendered to the Collective Measures Committee and to members of the Secretariat charged with the preparation of studies and reports for the General Assembly. League documents are also frequently consulted as a source of citations, and as a guide in the translation of texts. Study facilities have been made available to scholars and writers who were preparing theses or books requiring the use of League of Nations documentation. Reference queries totalled 914, and a total of 461 volumes were loaned.

Reference work in the map collection has been considerably stimulated by the growing number of special studies prepared by the Technical Assistance Administration, and area studies concerning transportation, natural resources, power, demography, etc. Work of this type often entails several days of close and intensive work with a single reader, gathering together maps of many types, interpreting symbols, checking the spelling and translation of place names, and minute investigations of closely defined areas. For example, a study of the transportation system of Turkey involved the use of all the topographic and special purpose maps of the country in all scales. Another study involved the editing of a list of customs areas of the world. Assistance was given to the Cartographic Unit of the Social Affairs Department in the preparation of an index map for the International Map of the World.

Queries concerning topographical identification and toponymical research increased substantially and many questions about flags of member nations were answered. A total of 1,561 queries were received during the period under review, and 464 maps and geographical publications were issued on loan. In addition, the map librarian loaned maps to members of the Secretariat for office use, supplied area coverage for meetings, and assembled maps and geographical materials for members of commissions, missions, and Technical Assistance specialists departing for field work.

The purchase and installation of a light-table has made it possible for cartographers and research workers to trace outline maps in preparation for publications.

Departmental libraries

These four collections, located close to the Departments of Trusteeship and Information from Non-Self-Governing Territories, Security Council Affairs, Legal, Economic Affairs and Social Affairs, proved essential elements in the overall service plan. In line with established library policy, their collections are kept small and contain only active reference material, non-current publications being continuously replaced by new. The collections are specialized, their contents corresponding in each case to the needs of the departments which they serve. This specialization requires a type of service which can most effectively be given by the librarian who is accessible at all times to the respective department, and who is thoroughly conversant with its current needs. This results in both efficiency of service and considerable saving of time. The departmental librarians were active in book selection, screened departmental requests for acquisition, and forwarded them to the main Library.

A total of 22,505 queries were answered by the departmental librarians during the six-month period, an average of 180 daily, almost equally distributed among the four branches.

Loans

The distances between the offices of the Secretariat and the various collections in the main Library building have led to the foreseen increase in circulation. The majority of requests for loans were received by telephone, either directly from the borrower or through the departmental librarians, and the books despatched to the Secretariat building by pneumatic tube. Improvement has been made in the operation of the pneumatic tube for delivery of books from the Library to the Secretariat, but the time involved in transferring them at various delivery points is still considerable. To offset delays, new publications of special interest, sent from the main Library, are placed on display in departmental libraries where they may be examined and borrowed by staff members.

A total of 39,350 items were loaned during the six-month period. Of these, 14,144 represent loans made by the main Library, and 25,206 by the four departmental branches. The daily average was thus 315 items.

Of the main Library loans, 5,084 were from the central loan desk, 2,903 on interlibrary loan from other libraries, 1,482 from the reference room collection, 1,684 from the periodical and newspaper room, 1,066 from the United Nations and specialized agencies documents collections, 461 from the Woodrow Wilson Memorial Library, and 464 from the map collection.

Loans from departmental libraries were divided as follows: 7,367 from the library of the Department of Trusteeship and Information from Non-Self-Governing Territories, 5,606 from that of the Security Council Affairs Department, 7,203 from the Legal Department library, and 5,200 from the consolidated Economic and Social Affairs departmental library.

The checking desk of the Acquisition Unit, during the period covered, routed current issues of serials to a daily average of 454 recipients, and the departmental libraries in turn routed their daily serial receipts to another 470 readers.

Interlibrary loans

The necessity for extensive interlibrary loans continues, due to the comparative newness of the Library and the fact that its holdings are almost entirely of recent date. A vast amount of material of earlier date or on subjects in which the Library's collections cannot of necessity offer satisfactory coverage must therefore be borrowed from other libraries.

The major demands for interlibrary loans originate in several research units of the Secretariat which are engaged in extended projects requiring examination of scores of volumes in highly technical fields (housing, public health, flood control, geriatrics, etc.), and in units studying long-range and statistical trends on a comparative basis.

During the period of this report, a total of 2,903 volumes were borrowed from other libraries in response to 2,799 requests. In order to locate these items, a total of 3,157 request letters were written and approximately 4,800 telephone calls were made.

The New York Public Library continued to be the main source for interlibrary loans (about sixty per cent), with the Columbia University Library, the New York Academy of Medicine, and other specialized libraries in the Manhattan area being called upon regularly. An increased number of requests were made of the Library of Congress in Washington.

To reduce the cost and burden of transporting volumes, the Service to Readers Unit arranges whenever possible for books to be assembled in New York libraries for the use of the Secretariat staff. In many cases, however, this is not practicable, because the material needs to be copied and hence must be delivered to the readers in their offices.

Photographic reproductions

In order to control the reproduction of printed materials, the Library has been designated as the official procurement agency for all microfilms and photostats needed by the Secretariat staff. The need for texts of laws, periodical articles, statistical tables, etc. for inclusion in manuscripts being prepared for publication has resulted in the handling of a growing number of requests for reproductions from microfilms, books, periodicals and documents procured from outside sources, as well as for photostats of materials in the Library's collections. The Service to Readers Unit is responsible for determining the necessity of such reproduction, prepares the work orders and forms to be sent to the Reproduction Unit of the Publishing Division, collates the material upon delivery, and forwards it to the proper offices and individuals.

During the period of this report, 3,519 pages of material were reproduced in 6,776 copies in response to 69 requests.

General Assembly Library

To serve the Sixth Session of the General Assembly, a reference library was established in the Palais de Chaillot in Paris. Of the staff of twelve persons, seven were members of the Headquarters Library detailed to duty, and five were recruited locally. Half of this staff provided reference service and maintained the collections, while the other six persons indexed the current output of United Nations documents for inclusion in the United Nations Documents Index, and prepared daily records of the disposition of agenda items. Several members of the staff reported for duty in October in order to undertake preparatory work.

The library contained about 4,000 volumes, and seventy-four periodicals and nineteen newspapers were currently received. Slightly over half of the collection of books were shipped from the Headquarters Library. The remaining volumes were borrowed from the United Nations Library in Geneva, the Library of the International Court of Justice at The Hague, and from libraries in Paris, or were purchased particularly for this collection.

The library was used intensively. An average of seventy-five persons visited it each day to obtain reference assistance or to borrow materials. Of the total of 2,452 queries received, eighty per cent were from Secretariat staff members and other accredited individuals, and twenty per cent were from delegations. Although the collection was primarily for reference use, 647 items were loaned, of which 178 were obtained from other libraries. The libraries in Paris were highly cooperative in lending books and providing information. Particular

acknowledgment is due to the valuable assistance rendered by the Bibliothèque Nationale, the Bibliothèque de la Fondation Nationale des Sciences Politiques, the Bibliothèque de la Faculté de Droit, and the Bibliothèque du Ministère des Affaires Etrangères. Valuable material help was also received from the Bibliothèque du Musée de l'Homme.

The organization and operation of this Assembly library posed challenging problems, the successful solution of which was rewarded by generous commendations from delegates and the Assembly staff.

Bibliographical activities

Members of the reference staff and departmental librarians prepared bibliographies and reading lists of varying size and complexity, both upon request and in anticipation of research needs. Thirteen separate lists were compiled during the period of this report, on such topics as world peace congresses, and the theory and future of trusteeship and non-self-governing territories.

The major bibliographical compilation was a revision of a bibliography of constitutions of the world, completed in November. This seventy-page bibliography lists titles in the official languages of the United Nations and in the languages of the various countries, and was designed principally for acquisition purposes. It will be circulated to member governments in 1952 for further additions and revisions, and when published will form a most valuable reference guide.

The Library of Congress, under contract, compiled a 1,200-card bibliography of legal codes of the principal countries of the world, which is being used for acquisition and reference. Main emphasis was placed on the texts and authoritative annotated editions of civil, criminal, and administrative codes and procedures, as well as fiscal codes, nationality laws, and other aspects of national legislation pertinent to the work of the United Nations. The Library of Congress also prepared under contract the bibliography for the Demographic Yearbook, 1950-1951.

In addition to bibliographies and reading lists on special subjects, the main Library prepared six lists of New Publications in the United Nations Headquarters Library, six lists of selected acquisitions, emphasizing the work of the Organization and the specialized agencies; the branch of the Department of Security Council Affairs prepared twenty-four issues of its weekly list of selected news articles; the Economic and Social Affairs departmental branch compiled sixty-four issues of its dated list of statistical publications received; and the branch of the Trusteeship Department prepared six issues of its monthly list of supplemental information received under Article 73e of the Charter.

1951

The scope and practice of indexing periodical articles was reviewed and a decision made to limit future indexing to articles concerning the United Nations and the specialized agencies, and to rely to a greater extent on existing periodical indexes for coverage of related topics.

Service to the public

Because some of the resources of the Library are unique, a number of individuals outside the Organization were granted access to the various collections, in accordance with the policy on use by the public. The nearly complete collections of United Nations, specialized agencies, and League of Nations documents, and the extensive holdings of official documents, particularly of legislative and statistical interest, were made available to qualified outside users. Applications for reading privileges were carefully reviewed, and 105 passes were granted during the period covered by this report. This service to outside clientele was not allowed to interfere with the Library's primary obligation to United Nations personnel.

V. INDEXING OF DOCUMENTS

The activities of the Documents Index Unit were divided during the latter half of 1951 between the staff assigned to the General Assembly in Paris, and the staff remaining at Headquarters. The former consisted of a team of four indexers, who were detailed to index the documents of the Sixth Assembly. Assisted by two locally recruited typists, they worked in the Palais de Chaillot, where cards for General Assembly documents were prepared and despatched to Headquarters for inclusion in the United Nations Documents Index. The staff at Headquarters concentrated chiefly upon production of the United Nations Documents Index, which appeared monthly on schedule, and on the final preparation for publication of successive parts of the Check List of United Nations Documents, 1946-1949.

The Unit suffered during this period from the delayed replacement of the Chief, who resigned in October, and from the administrative awkwardness resulting from the detachment of half of the senior staff to Paris. Nevertheless, the indexing of current documents did not slacken.

United Nations Documents Index

Coordination of indexing between the United Nations and the specialized agencies was greatly improved during the period under review by the participation of the ILO, FAO, Bank, Fund, UNESCO, WHO, ITU in preparation of copy for the United Nations Documents Index. Revising and consolidating the copy submitted by these agencies for publication remains the responsibility of the Documents Index Unit, but the work of indexing itself is now much more nearly the co-operative effort it was intended to be. It should be noted however that the coverage of specialized agency documents is conspicuously uneven due to the fact that some agencies continue to withhold series of their documents from current indexing. This is particularly true of UNESCO which excludes from the United Nations Documents Index all documents published outside the main series.

Check List of United Nations Documents

The Check List of documents published 1946-1949 moved substantially nearer completion, and ten additional parts were submitted for publication. These will bring the number of published parts to fourteen, with the balance of the total thirty-one parts scheduled for publication in 1952.

Other Indexing Tasks

Daily indexes of the documents of the General Assembly and the main organs were circulated in the form of ozalid sheets and were cumulated into sessional Dispositions of Agenda Items. In addition, several cumulative indexes to resolutions and decisions were prepared.

General Index Number 2 of the United Nations Treaty Series, covering volumes 16-30, was published in separate English and French versions, and copy for the English edition of General Index Number 3 covering volumes 31-50 of the Series was submitted for printing.

An index to documents of the Atomic Energy Commission was prepared in English and French and published as a Special Supplement Number 1 to the Atomic Energy Commission Official Records.

A subject index, in French, to the Annual Summary of Laws and Regulations relating to the Control of Narcotic Drugs, 1949 was prepared by the Unit.

One staff member, detailed to the Paris Assembly, also indexed the documents of the 13th session of the Economic and Social Council and prepared an index to the annual report of the Council, submitted for printing in Geneva.

In accordance with established policy, special indexes required by various departments of the Secretariat are not generally undertaken by the Library; however, advice on such indexing problems was given to several departments.

VI. EXTERNAL RELATIONS

Geneva Library

The Acquisition Unit of the Library continued to process requests from the Geneva Library for United States Government documents. Twenty-six letters containing requests for 289 document titles were received. The total number of pieces involved in these transactions was approximately 1,050. Documents needed urgently were obtained by the documents expediter in Washington who works for the Headquarters Library, and were sent by special delivery to New York for dispatch by air-pouch to Geneva. Other documents requested were shipped in large quantities from Washington to New York and subsequently were sent overseas by surface freight.

The implementation of exchange arrangements between the Geneva Library and societies, institutions and non-member government agencies wishing to receive United Nations documents in return for their publications, is another assignment of the Acquisition Unit of the Headquarters Library. Four such agreements were concluded at the request of the Geneva Library between July and December 1951. In addition, the Unit processed requests for United Nations documents to be sent to organizations with which the Geneva Library had already established exchange relations.

During the period under review, the Headquarters Library received from Geneva 181 unbound volumes containing about 12,500 League of Nations documents, in French and English, including those of the Advisory Committee on Traffic in Opium, the Permanent Mandates Commission, and the Council Committee of Thirteen in the Italo-Ethiopian dispute.

The Geneva Library was of great assistance to the Headquarters Library in the establishment and organization of the collection provided for the Sixth Session of the General Assembly in Paris. More than 700 volumes were sent from Geneva to Paris before the opening of the

Assembly, and other volumes were dispatched in response to urgent requests made during the Assembly. The Librarian of the Geneva Library took an active part in the preliminary work at the Palais de Chaillot, and was instrumental in establishing loan relations with several Paris libraries.

The Acting Director of the Headquarters Library visited the Geneva Library during the periods 28-29 August and 22-29 September 1951, and discussed with the Geneva Librarian problems of mutual interest.

Specialized Agencies

The possibility of strengthening the coordination of the activities of United Nations and specialized agencies libraries was reviewed during the meetings of the second session of the Library Co-ordinating Committee of the United Nations Organizations, held in Geneva from 25 to 27 September 1951. The meetings were attended by representatives of ILO, FAO, UNESCO, ICAO, WHO, IRO, ITU, and of both United Nations Libraries. A series of working papers submitted by member libraries of the Committee dealt with various technical questions and led to a stimulating and productive exchange of views.

The recommendations of the Committee were incorporated in the summary records issued as document CO-ORD/LIBRARY/L.21, 12 November 1951. These recommendations covered technical matters, such as cooperative indexing and cataloguing, exchange of bibliographies, particularly those dealing with subjects of current interest for Technical Assistance programmes, and coordination of translations of legal texts. One of the most important recommendations adopted by the Committee concerned the improvement of the United Nations Documents Index by broadening the coverage of documents listed and by more direct participation of the Agencies in the preparation of monthly lists of their documentation for inclusion in the Index. Active cooperation in this project, which has greatly enhanced the value of the United Nations Documents Index, has been extended to include seven specialized agencies.

A European Working Group was set up with authority to convene meetings whenever necessary between sessions of the full committee. The main objective of this group will be to achieve gradual improvement in coordination of the services of the Geneva Library and the specialized agencies libraries in Europe, particularly those in Geneva, in line with the Secretary-General's plan contained in document E/1358, of 26 May 1949, and in accordance with the Economic and Social Council Resolution 324(XI) of 9 August 1950.

Depository libraries

As of 31 December 1951 there were 185 depository libraries in 76 countries, including trusteeship territories and non-self-governing territories. These were distributed by category as follows:

| | Member | Non-Member | Trust | Non-Self-Governing | Total |
|-----------------------------|--------|------------|-------|--------------------|-------|
| Public Depository Libraries | 98 | 7 | 4 | 7 | 116 |
| Parliamentary Libraries | 27 | | | | 27 |
| International Study Centres | 32 | 10 | | | 42 |
| | 157 | 17 | 4 | 7 | 185 |

During the year 1951 the policy and procedures regarding depository libraries were reviewed in detail. A number of possible modifications of the existing policy were considered during the latter half of the year, but it was decided that any major alterations of policy should be preceded by a thorough study of the problems of receiving and handling United Nations documents which the present depository libraries encounter. Accordingly, a questionnaire was devised which, with the approval of the Publications Board, will be sent to all depository libraries in 1952. On the basis of the answers to this questionnaire the present number and selection of depositories and the categories of material sent to them can be reconsidered, and informed recommendations for changes in the programme can be made.

Correspondence with depository libraries was made a responsibility of the Chief of the Processing Section, with decisions concerning the designation of depositories remaining a duty of the Director. Claims for documents are checked for accuracy and transmitted for action to the Distribution Section of the Publishing Division.

Depository libraries, particularly those in the category of International Study Centres, have proved useful sources of gifts and exchanges, and are sometimes called upon for bibliographical assistance.

Meetings and Conferences

Interest in United Nations problems as reflected in its documentation, as well as in technical questions arising from the handling and servicing of this documentation, was evidenced by the many invitations received by the Library staff to participate in professional meetings and conferences.

Four members of the Library staff attended the annual conference of the American Library Association in Chicago in July 1951, where one entire session of the Committee on Public Documents was given over to United Nations problems. At this meeting the Headquarters Library staff presented papers on the organization and servicing of United Nations documents, and on the relationships between the League of Nations and United Nations documents.

Further evidence of the interest in United Nations Library problems was the increasing number of visits of individuals and professional groups to whom the Library acted as host.

ANNEX

I. PUBLICATIONS OF THE HEADQUARTERS LIBRARY

1 July to 31 December 1951

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

United Nations Documents Index, Volume 2, Nos. 7-12 (July-December 1951). Document numbers ST/LIB/SER.E/22-27. Average 77p. Offset.

United Nations Treaty Series. General Index No. 2 (Volumes 16-30). 255p. Printed. (Separate English and French volumes).

Check List of United Nations Documents, 1946-1949

Part 4:3 Trusteeship Council, 4th and 5th sessions. Document ST/LIB/SER.F/4:3. 115p.

Part 5:2 Economic and Social Council, 6th and 7th sessions. Document number ST/LIB/SER.F/5:2. 256 p.

Part 6B Transport and Communications Commission. Document number ST/LIB/SER.F/6B:1. 43p.

Part 6C Statistical Commission. Document number ST/LIB/SER.F/6C:1. 51p.

Part 6E Social Commission. Document number ST/LIB/SER.F/6E:1. 84p.

Part 6F Commission on the Status of Women. Document number ST/LIB/SER.F/6F:1. 42p.

Part 6H:2 Fiscal Commission, 2nd session. Document number ST/LIB/SER.F/6H:2. 32p.

Part 6J Population Commission. Document number ST/LIB/SER.F/6J:1. 32p.

Part 7B Economic Commission for Asia and the Far East. Document number ST/LIB/SER.F/7B:1. 91p.

Part 7C Economic Commission for Latin America. Document number ST/LIB/SER.F/7C:1. 41p.

Document E/INF/44. Disposition of Agenda Items, Economic and Social Council, Twelfth Session (1951). 126p. Mimeographed.

Document T/INF/23. Disposition of Agenda Items, Trusteeship Council, Sixth Session (1950). 140p. Mimeographed.

Document ST/LIB/SER.D/36. Documents Index Note No. 36. Check List of Reports to the Economic and Social Council and its subsidiary organs. 53p. Mimeographed.

Document ST/LIB/SER.D/37. Documents Index Note No. 37. Series symbols for Documents of the Economic and Social Council. 49p. Mimeographed.

Document ST/LIB/SER.D/38. Documents Index Note No. 38. Series symbols for Publications of the Secretariat. 14p. Offset.

Document ST/LIB/SER.D/39. Documents Index Note No. 39. Cumulative Index to the Resolutions of the General Assembly, First Session through the Fifth Session, 1946 through 1950. 116p. Mimeographed.

Document ST/LIB/SER.D/40. Documents Index Note No. 40. Series symbols for Documents of the General Assembly. 25p. Mimeographed.

Document A/1884. Subject Index. In Annual Report of the Economic and Social Council to the General Assembly, Sixth 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. Document Number AEC/C.1/81/Rev.1. 72p. (Separate English and French volumes)

Document E/NL.1949/Summary. Subject Index in French. In Resumé annuel des lois et règlements relatifs au contrôle des stupéfiants pour l'année 1949

B. Other publications

(Titles marked * are for internal distribution only)

Bibliographie: Nouvelles acquisitions de la Bibliothèque des Nations Unies à New York. In Bulletin des Nations Unies, Vol. 11, No. 6, 15 septembre 1951, p. 291.

Bibliography. In Demographic Yearbook, 1951. 1951. pp. 583-608. (Sales No. 1952. XIII. 1).

Constitutions of the World; a selected bibliography of titles in the official languages of the United Nations and in the languages of the various countries. Second draft. 70p. Dittoed.

* Dated List of Publications Received, Nos. 854-918. 64 issues. Economic and Social Affairs Departmental Library.

* Formosa. 6p. Security Council Affairs Departmental Library.

* Indo-China. 3p. Security Council Affairs Departmental Library.

* Korea. 2p. Security Council Affairs Departmental Library.

* Nepal. 2p. Security Council Affairs Departmental Library.

New Publications in the United Nations Headquarters Library. Monthly. 6 issues. Vol. 2, No. 11, July 1951 - Vol. 3, No. 4, December 1951.

* People's Republic of China. 8p. Security Council Affairs Departmental Library.

Reading List: Selected list of new acquisitions received by the United Nations Headquarters Library. Monthly. 6 issues. Dittoed.

A Select bibliography of directories and lists of international organizations and conferences, issued 1945 to date. 1st supplement, July 1951. 4p. Dittoed.

A Selected bibliography on the theory and future of Trusteeship and Non-Self-Governing Territories. Revised ed. 20 November 1951. 5p. Department of Trusteeship and Information from Non-Self-Governing Territories Library. Dittoed.

* Spain: A Bibliography, 1936-1950. 5p. Security Council Affairs Departmental Library.

- * Supplemental information received. Monthly. 6 issues. Department of Trusteeship and Information from Non-Self-Governing Territories Library.
 - * United Nations work in Italian Colonies. 3p. Security Council Affairs Departmental Library.
 - * Weekly list of selected newspaper articles. Nos. 225-249. 24 issues. Security Council Affairs Departmental Library.
- World Peace Congresses and related movements. 1948 to date. Second supplement to original edition. June 1951. 3p. Typed.

II. PUBLICATIONS ON THE UNITED NATIONS LIBRARY
OR BY STAFF MEMBERS

- Caballero-Marsal, F., Nielsen, J.K., and Winton, H.N.M., United Nations documents in the United Nations Library: organization and servicing. In Journal of Cataloguing and Classification, Vol. 7, No. 3, Summer, 1951, pp. 65-72.
- Childs, James B. Documents Index. In U.S. Library of Congress Information Bulletin, Vol. 10, No. 28, 9 July 1951, p. 3.
- Clapp, Verner W. The United Nations Library. In U.S. Library of Congress Information Bulletin, Vol. 10, No. 39, 24 Sept. 1951, p. 6.
- General Index to Treaty Series. In American Journal of International Law, Vol. 45, No. 3, July 1951, p. 622.
- Roberts, Arthur D. Introduction to reference books. 2nd. ed. London, Library Association, 1951.
- Special Libraries. In The Year's work in librarianship, Vol. 14, 1947, pp. 34-79. London, Library Association, 1951.
- United Nations Documents Index. In International Federation of Library Associations, Record of meetings, September 1951, pp. 46-47.
- United Nations Documents Index. In Nouvelles de l'Association des Bibliothécaires Suisses et de l'Association Suisse de Documentation, Vol. 27, No. 4, juillet-août, 1951, p. 140.