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REPORT OF THE HEADQUARTERS LIBRARY AND
THE GENEVA LIBRARY, 1964

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A. Report of the Headquarters Library, 1964

I. Administration

1. With the appointment of Mr. Lev Vladimirov as Director, effective June 1964, the manning table of the library was at full strength. Two other senior appointments were made during the year: that of Miss Elizabeth Peeler to the post of Chief of the Catalogue Section, succeeding Mr. Wen-yu Yen, retired, and that of Mr. P. K. Gardé to the post of the Chief of the General Reference Section, succeeding Mr. Alvin Thiessen, retired.

2. In accordance with plans for the Library's development set forth in 1959^{1/}, and specifically to support the appreciably heavier workload in the Index and other processing Sections, the Library's 1964 budget estimates had included requests for several additional posts in both the Professional and General Service categories. These increases were, of course, not forthcoming in view of the necessity recognized by the Secretary-General to hold expenditures to a minimum and to maintain the overall Secretariat manning table of 1963 as a temporary ceiling. The Library thus was held to the 1963 level of ninety-two established posts plus seven manual workers (as against the projected requirement of 125 posts by 1965 which was accepted by the General Assembly in 1959).

3. The funds allotted for books, periodicals, binding, supplies and contractual services in 1964 were reduced from \$101,000 and \$96,500 provided respectively in 1962 and 1963 to \$93,200 (plus a supplementary \$1,500). This reduction handicapped the Library in its efforts to satisfy the diverse requirements of its users and to meet its commitments to dealers, but by careful selection in purchasing and close control over expenditures it was possible to meet most needs. Of the total allotment \$80,859 was spent for acquisition of books and of serials and for binding, and the balance for supplies and contractual services.

4. The reduction of book funds and the continuing increase in book prices on the one hand, and the expanding library requirements of the Organization on the other, necessitated some structural changes in the acquisition policy of the Library. The number of books and maps purchased declined as compared with 1963, whereas the number of periodicals and other serials increased by about 5 per cent. It is self-evident that a continuous year after year decrease in book accessions will in the end result in deterioration of the overall quality of the collections.

^{1/}See Official Records of the General Assembly, Fourteenth Session, Annexes, agenda item 72, documents A/4231, A/4252 and resolution 1354 (XIV).

5. It is also increasingly plain that the gift and exchange programme that the Library has pursued vigorously for years has reached the point of diminishing returns. Although gifts and exchanges account numerically for 60 per cent of the books received in 1964, this means of acquisition never can procure even a small fraction of the commercially published books of law, economics, etc. which the Library requires. There is danger, also, that too great dependence on gifts and exchanges will result in serious linguistic and ideological imbalance in the collections. It should also be mentioned that acquisition by gift and exchange requires considerable more work (correspondence, maintenance of records, etc.) and more skilled staff than purchases. It is thus not necessarily less costly in terms of overall expenditures by the Organization.

6. The straitened personnel situation required more attention to the tasks of further rationalization of library operations. Efforts were continued to coordinate and simplify the operating procedures within the Sections. The preparation of an "Organization Chart and Manning Table of the Index Section" is an example. Efforts were also made to improve coordination and cooperation between the Sections (e.g. between the Acquisition and the Catalogue Sections). Thus, the system of codification of administrative and technical instructions initiated in 1963 now comprises fifty-seven directives and instructions with a periodically revised checklist and index.

7. One of the important achievements in rationalizing and increasing the effectiveness of the operating procedures was the installation of a Xerox 914 copier which is used extensively not only in the internal library operations but also for reproduction of documents for its readers.

8. The applications in the Library of a semi-automated system for storage and retrieval of information were also studied. Although it was concluded that installation of the particular system reviewed would be too expensive to consider now, there is no doubt that some such system offers great possibilities for improved bibliographical control and eventual operational economies.

II. Acquisition and organization of material

9. Reduction in the budget had seriously hampered the accomplishment of the tasks of eventual doubling of the collections as stipulated in the Secretary-General's report on the Library in 1959. On the other hand, this reduction required increased activities in the area of gifts and exchanges. As much as time and the personnel situation permitted receipts of government publications were reviewed country by country, and claimed if necessary, with very good results in many instances. Some large, comprehensive exchanges was also reviewed, for instance the exchange with the Fundamental Library of the Academy of Social Sciences in Moscow which is the major

source for acquisition from the USSR. Lists of periodicals were prepared, checked by the Academy against their records, and on the whole exchanges were improved in terms of better subject coverage and prompter receipts. Results achieved in the year under review through the expansion of the gift and exchange programme cogently shows these comparative figures:

Books received:	<u>1963</u>	<u>1964</u>
By purchase	5,269	3,991
By gift and exchange	5,119	5,936

Despite all the efforts of the Library the total number of books acquired in 1964 was 460 volumes below the total of the previous year.

10. Gifts and exchanges were also used increasingly in the acquisition of serials. Out of 509 new government serial titles added, only fifteen were purchased, eleven were acquired by exchange and 483 were obtained free.

11. As a new effort to improve the collections and particularly their linguistic and ideological balance and at the same time as an experiment to rationalize the acquisition procedures can be cited the first and so far the only blanket order by which one dealer supplies automatically up to a specified annual amount all new publications in certain subject fields emanating from the People's Republic of China, the Republic of China, and Hong Kong. This arrangement seems to work out well.

12. For the same purpose, i.e. to improve the collections of the Library, the control of the serials holdings was entrusted to a Serial Committee comprised of the Chiefs of the Preparations and Readers' Services Divisions and the Acquisition Section. This Committee deals with all aspects of the control of serials. It decides on the acquisition of all new serials titles and their location in the Library and establishes retention schedules for all serials. During the year under review, the Committee paid particular attention to the establishment of retention schedules and also to the review of serial holdings of countries which have passed from non-self-governing to independent States. Besides that, the Acquisition Section revised completely its newspaper records and issued a new list of Newspapers currently received. Records were set up to permit regular issuing of this list each year before the opening of the General Assembly.

13. The Biblio Collection of national and trade bibliographies maintained by the Acquisition Section was re-shelved and weeded of superseded editions, and other material not needed. The vertical files containing publishers' catalogues were thoroughly reviewed and re-arranged. The revision of records for so-called unfinished works, i.e. multi-volume sets, begun in 1963, was completed and new records and procedures for the handling of this material established. The results are satisfactory and assure better control of these often expensive publications.

14. In the Catalogue Section the number of titles catalogued has topped the

results of the year of 1963 by almost ten per cent. The backlog of cards built up in the first half of the year caused by casual circumstances (sick leaves, etc.) was later eliminated. Definite steps were taken to rationalize the operating procedures and to revise the Manual of the Catalogue Section. In this connection shall be mentioned the revision of the procedures for handling of transfers between collections and withdrawals from collection issued as Instruction (CAT 24) and the rules worked out for supplying the Documents Reference Section with catalogue cards for subjects and added entries of specific interest for that Section (Instruction/CAT/5).

15. Revision of the geographical and corporate name authority files was undertaken, and in addition to complete sets of cards for the Documents Reference Section, cards for the Map Collection were added, and pockets and cards for some types of materials not previously requiring them.

III. Reference services

16. During the period under review new efforts were made to improve and expand the reference services. To enlarge the reference collections in the Main Reading Room, two ranges of shelving were added along the east and west walls in the public catalogue area. The additional shelf space has been utilized to excellent advantage, and the re-arrangement of the reference collection has improved the appearance of the room.

17. At the Reference Desk, queries were concentrated predominantly on the search for texts of constitutions, codes, laws, treaties, etc. in the original as well as the official languages of the United Nations, and they emanated from the editorial and translation sections. They reflected the special projects that staff members were engaged upon, and the areas of immediate concern to the Organization at a given time, e.g., Apartheid, Cyprus, the Portuguese territories in Africa, foreign investment in developing countries, mining legislation and mineral concessions, transit trade of land-locked countries, the Geneva Agreement on Cambodia, Laos, and Vietnam, etc.

18. Despite the transfer of non-official monographs and periodicals, necessitated by the reduction in space, the Economic and Social Affairs branch library was further compelled to transfer even some official publications which are not strictly in the nature of statistical publications. An important segment in this category were the economic and social development plans, and other documentation relating to the plans of the developing countries in Africa, Asia and Latin America. As the collection in that branch becomes more and more exclusively statistical, the branch is becoming more and more of an outpost of collection rather than an outpost of reference service. The Legal Reference branch in the Abraham Feller Reading Room offers library readers more favourable conditions of work. The staff of this branch

was concerned with many highly specialized research questions ranging by subject from the Hague Convention of Cultural Property and the Antarctica Treaty to Sino-Indian Border dispute and the Belgrade conference of non-aligned nations.

19. The Map Collection was used as heavily as in any previous year. Assistance in ascertaining the locations and spellings of little-known places has become a matter of routine. But special mention should be made of the out-of-the-ordinary occasions when timely information was supplied to the Security Council during its debates, and of the assistance provided in the preparation of armistice maps between Israel and Jordan. The maintenance and revision of the United Nations flag chart continued to engage the map librarian's attention as in previous years. Map room was decorated by an excellent set of plastic relief maps of every area in the world, which provide quick reference for many geographical queries.

20. The Documents Reference Section continued to service requests for League of Nations publications and the rapidly growing collection of publications of the United Nations and related agencies. During the course of 1964 the reference staff dealt with 13,684 queries and made 3,442 loans. A large proportion of the non-official users of the Library had recourse to this Section.

21. At the same time much work has been done in maintaining and ameliorating the index-catalogue of this collection, preparing material for binding etc. Classification of many League of Nations volumes and a reduction of surplus bound and unbound material were accomplished. These actions resulted in the gift of 264 pieces to the University of Colorado Libraries (Boulder, Colorado) and the University of Thessalonica (Greece).

IV. Loan services

22. Due to the unusual nature of the 19th session of the General Assembly 9 per cent fewer books were circulated in 1964 than in the previous year. To bring newly acquired publications to the attention of readers a selective display of new books was started at the Loan Desk early in 1964. About 450 books of general interest were displayed during the year, most of which were borrowed from the display shelf.

23. The Periodical Reading Room was as active as last year. To set in order the periodical collection an ad hoc committee was created which screened all the periodicals titles and passed many suggestions as to withdrawals, transfers and other re-arrangements of material.

24. The interlibrary loan activities continued to grow in connexion with some Secretariat activities outside the field of normal library acquisitions, e.g., Centre of Industrial Development and Outer Space Affairs Group. The library staff assisted the Outer Space Affairs Group to set up their office collection. A considerable number of publications dealing with this special subject was charged out to the group on

semi-permanent loan.

25. In operating the Language-Training Laboratory the ties were strengthened with the Examination and Training Section of the Office of Personnel in search of more effective ways of using it by language students.

26. The staff of the Main Stacks had to handle an increased number of transfers due to the change of nature of the ESA Branch Library.

V. Bibliographical services

27. The year under review was very productive in the bibliographical field. A bibliography of official documentation on economic and social development planning was published in June, and the draft edition (1962) of the Annotated list of official gazettes was further revised and was published in November, both in the Library's Bibliographical Series, as sales publications. At least three major bibliographies were prepared in response to specific requests from substantive Departments in the Secretariat. Thus, at the request of the Department of Political and Security Council Affairs, a bibliography on sanctions in international law was prepared for the use of the Expert Committee established in pursuance of Security Council Resolution S/5773. Secondly, the preparation of a bibliography for inclusion in the United Nations Juridical yearbook was undertaken as a continuing project at the instance of the Office of the Legal Counsel. Thirdly, and again on behalf of the Office of the Legal Counsel, another continuing project was undertaken to prepare a selected bibliography, which would form part of the background documentation for the Special Committee on Principles of International Law Concerning Friendly Relations and Co-operation Among States.

28. Indexing activities were expanded in scope and volume during 1964. New technical devices and routines that made possible the preparation and submission of all publications in the printing programme with a very limited staff, were introduced and developed. Bibliographical assistance was extended to ten Information Centres throughout the world which were supplied on a weekly basis with pages of the draft indexes to proceedings produced and circulated by the Index Section; the preparation for internal use of indexes to proceedings of a selected number of subsidiary organs was initiated, but these indexes were still in draft form at the end of the year since there was no increase in editorial and clerical staff. An additional bibliographical help to users of United Nations documentation was provided by the publication of a revised List of United Nations document series symbols covering the period 1946-1964 and containing an index by subjects and by titles.

29. The question of the chronic time-lag in the preparation of cumulative indexes to the Treaty Series was discussed and it was decided that the preparation of interim indexes would henceforth be discontinued and that beginning with Index

no. 5 the cumulative indexes would cover 50 volumes of the Treaty Series instead of 100.

30. Among the highlights of the Index Section's activities is the publication for the first time of an annual cumulative edition of the United Nations documents index. The annual edition, which supersedes and replaces at the end of each year the monthly issues, consists of the Cumulative checklist and of the Cumulative index, published in two separate parts. Thus, librarians and other users of United Nations documents received a conscientious and complete bibliographical guide to a full year's documentation.

VI. External relations

31. Six new depository libraries were named in 1964, bringing the total to 253, distributed regionally as follows:

Africa	20	Middle East	11
Asia	39	North America	47
Europe	93	Oceania	10
Latin America	33	Total	253

32. Communication was close with the Library of the European Office, the libraries of the specialized agencies and those of the regional economic commissions. Thus, there was an exchange of staff between Geneva and New York; a member of the Dag Hammarskjöld Library served on secondment as Acting Director of the ICAO Library; the librarian designate of the ECA was briefed at Headquarters before taking up his assignment; his predecessor in Addis Ababa returned to Headquarters; there were brief but useful meetings between Headquarters Library staff and librarians from the European Office and from ILO.

33. Three trainees, one each from Iraq, Thailand and Yugoslavia, spent varying periods of time in the Library.

34. Members of the staff represented the Library at professional meetings in Rome and in St. Louis, Missouri, were active in the International Association of Law Libraries, the Association of International Libraries and the Special Libraries Association, and read papers at several professional seminars at Columbia University, Rutgers University and elsewhere.

35. The Deputy Director taught a course in United Nations Documents in the summer session of the School of Library Service, Columbia University, and the Chief of the General Reference Section did likewise at the University of Michigan.

36. Many groups of librarians and students visited the Library, among them about one hundred members of the New York Library Association, about thirty students from Syracuse University, sixty or more newspaper librarians, a group of thirty-five librarians training for duty at the New York World's Fair, and members of the Workshop

for Overseas Librarians, Columbia University.

37. Among many distinguished overseas visitors were the following: Mr. Hans Fløgstad, Director, Oslo Public Libraries, Norway; H. M. Queen Frederika of Greece and H. R. H. The Princess Irene; Mrs. Jusu-Sheriff, Assistant Librarian, University College of Sierra Leone; Mrs. D. Obe, Librarian, University College of Nigeria; Mr. Shiro Okabe, Deputy Director, National Diet Library of Japan; Dr. S. R. Ranganathan, India; Mr. Gordon Richardson, Principal Librarian, Public Library of New South Wales; Dr. Rojnić, Director of the University of Zagreb Library; Mrs. Nada Saban of the United Kingdom Foreign Office Library; Professor Leon M. Shabad, Academician of the USSR Academy of Medical Sciences; Dr. Siegman, Librarian, University of Tübingen; Mr. Mohammed Amin Tamimi, Director-General of the Libraries of Saudi Arabia; Miss Eva Verona, Curator of Printed Books, Zagreb University; Dr. Wasserman, Director, Library of the Knesset, Jerusalem; Mr. Welhelm, Director of Public Libraries, Kristianstad, Sweden.

38. The Library was also visited by some distinguished American librarians, among them: Dr. Robert Vosper, the President-Elect of the American Library Association; Dr. Louis Shores, Dean, School of Library Science, Florida State University; Mr. Raymond C. Swank, Dean, School of Librarianship, University of California.

ANNEX I

STATISTICS FOR THE YEAR 1964

A. Acquisition

1. Books and pamphlets received		
a. By purchase	3,991	
b. By gift	3,805	
c. By exchange	<u>2,131</u>	
	Total	9,927
2. Documents and serials received		
a. Government documents	72,135	
b. United Nations documents	100,399	
c. Specialized agencies documents	20,900	
d. Newspapers, periodicals, etc.	<u>114,890</u>	
	Total	308,324
3. Maps added		1,899

B. Preparation

1. Titles catalogued		
a. Books and pamphlets	4,651	
b. Serials	<u>1,270</u>	
	Total	5,921
2. Volumes shelved		
a. Books and pamphlets	6,870	
b. Serials	<u>6,871</u>	
	Total	13,741
3. Volumes bound		4,928
4. Volumes withdrawn		3,590

C. Service

1. Reference queries		
a. Main Library	71,846	
b. Departmental branches	<u>19,339</u>	
	Total	91,185
2. Loans		
a. Main Library	36,730	
b. Departmental branches	<u>58,403</u>	
	Total	95,133

Bibliographical activities

1. Bibliographies compiled		127
2. Periodical articles indexes		1,573
3. Documents indexed		
a. United Nations documents	8,724	
b. Specialized agencies documents	875	
c. <u>Treaty Series</u> volumes	<u>45</u>	
	Total	9,644

ANNEX II

BIBLIOGRAPHY FOR THE YEAR 1964

1. Publications relating to documents of the United Nations and specialized agencies

Indexes to proceedings:

Economic and Social Council, 36th session. 1964. vi, 54 p.
(ST/LIB/SER.B/E.27)

General Assembly, 18th session. 1964. vi, 154 p. (ST/LIB/SER.B/A.14)

Trusteeship Council, 31st session. 1964. vi, 8 p. (ST/LIB/SER.B/T.25)

United Nations documents index. Vol. 15, no. 1-12, January-December 1964.
(ST/LIB/SER.E/187-198)

United Nations documents index. Cumulative checklist, Vol. 14, 1963.
viii, 245 p. (ST/LIB/SER.E/CUM.1)

United Nations documents index. Cumulative index. Vol. 14, Pt. 1-2, 1963.
v, 377 p. (ST/LIB/SER.E/CUM.2, Pt. 1-2)

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

Annual report of the Headquarters Library and the Geneva Library, 1963.
21 p. (ST/LIB/14)

x Bibliography on sanctions in international law, with special reference to
the experience of the League of Nations. 1964. 12 l.

Expert Committee established in pursuance of Security Council Resolution
S/5773. Conference Room Paper 6.
Hectographed.

x Dated list of publications received; ESA Statistical Collection.
Nos. 1-99, 1964.
Hectographed.

x Documents of the League of Nations and of the International Institute of
Intellectual Co-operation [on international sanctions]. 1964. 15 l.
Expert Committee established in pursuance of Security Council Resolution
S/5773. Conference Room Paper 7.
Hectographed.

Economic and social development plans; Africa, Asia and Latin American.
1964. iii, 25 p. (ST/LIB/SER.B/9) (Sales no. 64.I.16)

Government gazettes; an annotated list of gazettes held in the Dag Hammarskjöld
Library. 1964. iii, 50 p. (ST/LIB/SER.B/10) (Sales no. 64.I.24)

Index to proceedings of the Sub-Commission on Prevention of Discrimination
and Protection of Minorities, 16th session. 1964. 19 p.
(E/CN.4/Sub.2/INDEX (XVI))
Hectographed.

Instructions for depository libraries receiving United Nations material.
1964. [133 p.] (ST/LIB/13)
Issued in English, French and Spanish.

"Legal bibliography of the United Nations and related inter-governmental organizations." United Nations juridical yearbook, 1962 (New York): 358-389, 1964, fascicle 2. (ST/LEG/8)

List of libraries and information centres receiving United Nations material:
Additions and changes. 25 May 1964. 4 p. (ST/LIB/12/Add.1)
Title and text in English, French and Spanish.

List of newspapers currently received in the Dag Hammarskjöld Library.
1964. 16 p.
Hectographed.

New publications in the Dag Hammarskjöld Library. Vol. 15, no. 1-12,
January-December 1964. (ST/LIB/SER.A/173-184)

Selected bibliography. In Consideration of principles of international law concerning friendly relations and co-operation among States in accordance with the Charter of the United Nations. New York, 1964. Pp. 69-84; 157-165; 203-209; 236-240. (A/C.6/L.537/Rev.1)

B. Report of the United Nations Geneva Library, 1964

I. Administration

39. Dr. Breycha-Vauthier, Chief Librarian since 1946 retired from the Organization in January of this year and the Deputy Chief Librarian, Mr. Field, served as Acting Director for the remainder of the year.

40. One additional post in the professional category was allowed and the general service post released was transferred to the Official Gazette and Atomic Energy collections. A request for one additional clerk to assist in servicing the collections of the United Nations and Specialized Agencies documents was not approved, and the operation of this service, now numbering 136,991 pieces, is still entirely dependent on one clerk at GS-4.

41. An exchange of personnel was effected with the Dag Hammarskjöld Library when Mr. Beyerly, assistant at the Loan and Information Desk, took up duties in that library, and Mr. Pommerenck was transferred from Headquarters to Geneva.

42. The prolonged absence on sick leave of the Chief Supervisor of the reading rooms greatly added to the problems of an already over-worked reference service; although temporary assistance was made available for this post throughout the year the disadvantages inherent in engaging staff who are unfamiliar with the procedures of this particular library were evident.

43. In a year when book prices and periodical subscriptions were at their highest and when commercial binding costs increased by 20 per cent the budget allotment was reduced from the already low 1963 figure of \$24,400 to \$21,800; the effect of this reduction is reflected in the following figures for book purchases and binding:

	<u>1963</u>	<u>1964</u>
Book purchases	1913	1558
Binding	6804	5542

The report of the Advisory Committee (A/5507) stated:

"Whilst the Advisory Committee does not propose any curtailment in the book acquisition programme, it may be that the generous co-operation of publishers could be enlisted, with the assistance of Member Governments to secure free copies of their publications which are of interest to the United Nations."

This is an excellent idea but it is not new; it is a policy which, of necessity, the Geneva Library has followed for the past eighteen years and the success of which may be judged from the under-mentioned figures which show that some 75-80 per cent of the total acquisitions of the Geneva Library are received on a gift or exchange basis.

	<u>1964</u>	<u>1963</u>	<u>1962</u>
Purchases	1,558	1,913	1,733
Gift and Exchange	8,527	9,595	8,358

44. A comparative assessment of the duties and levels of responsibility of professional posts in the Geneva office, with special reference to Grades P.1 to P.4 was conducted. The principle object of the study was to determine whether there is a sound basis for the belief that disparities of grading exist between posts of comparable responsibility in Geneva and at Headquarters. Statement of duties forms were completed by each professional staff member; these were studied by a panel and each staff member was interviewed in order to secure possible additional information which would enable the panel to assess the level of responsibility of each grade.

II. Acquisition

45. In 1964 acquisitions numbered 10,085 books (1,558 by purchase and 8,527 by gift and exchange), 73,581 issues of periodicals and newspapers, 112,595 government documents, and approximately 136,991 United Nations and specialized agencies documents, totalling 323,167 pieces; the under-mentioned table shows the increase in the last mentioned service over the past four years.

<u>1964</u>	<u>1963</u>	<u>1962</u>	<u>1961</u>
323,167	299,917	279,045	253,256

With the very limited budget available the purchase of new books was, of necessity, confined to material strictly within the scope of the library and indeed, it was not possible in many instances to meet the requirements of some of the substantive services of the Secretariat, notably those of the Languages and the Opium Divisions.

46. The library's acquisition programme of official publications of Member States, many, though not all, free of charge, was vigorously pursued, and the figure of 112,595 pieces received in 1964 compared with 101,056 in 1963, is an encouraging indication of the growth of an already important collection of government publications. At intervals throughout the year "Soviet Studies" published the holdings in many large libraries, including the Library of Congress and The British Museum, of Soviet statistical abstract; it was gratifying to note that the Geneva library's collections compare more than favourably with these great libraries.

47. Mention must also be made of a large collection of mimeographed documents of the Building Committee of the League of Nations and the "Documents de l'arbitrage entre la Société des Nations et l'entreprise du Palais des Nations", which were transferred from the architects' offices to the library; these documents were not hitherto in the library's collection.

III. Organization of material and reference services

48. Library holdings at the end of 1964 numbered 614,599, an increase of 14,277 over 1963.

49. A total of 4,223 meetings were held in the Palais des Nations in 1964, many of which, in greater or lesser degree, had an impact on the library's loan and reference services. Particular reference must be made to the Legal Sub-Committee on Outer Space, whose agenda consisted of draft international agreements of assistance to and return of astronauts and space vehicles, and draft international agreements on liability for damage caused by objects launched into outer space. A specialized collection of material of interest to delegates was assembled in the Legal Reading Room; it was unfortunately not possible in view of the many requests and the very limited number of copies of these works, to loan to individual delegates, and all material was consulted on the spot; all reference services worked under abnormally heavy pressure throughout this conference.

50. A second conference whose impact was no less striking and was of a three months' duration, was the United Nations Conference on Trade and Development. The Conference, the largest of its kind ever held, was attended by representatives of 120 States (1,500 delegates) and by representatives of the United Nations specialized agencies and inter-governmental organizations. An additional credit of 7,500 Swiss francs was authorized for the purchase of books of direct interest to the Conference Services - dictionaries, textbooks, etc.

51. An extensive collection of documents in the atomic energy field was assembled in that part of the library wing adjacent to the conference area for the Third International Conference on the Peaceful Uses of Atomic Energy; in view of the limited number of copies of books and documents, all material was consulted on the spot. Reference services for this collection were provided by a specialized librarian loaned by the International Atomic Energy Agency in Vienna, assisted by a member of the general service staff of the Geneva library.

52. All applications for admission by outside readers were closely scrutinized, but despite this heavy use by visiting professors and doctoral students made desk space one of the major problems of the period under review. The construction of a gallery in the Legal and Political Room is foreseen in 1965 and this should eventually ease the situation, when an additional twelve reading places become available.

53. In view of the low credits at our disposal a particular effort was made to reduce printed cards and the numbers of pages of print in the Monthly List of Books Catalogued. To reduce binding costs cardboard folders were also widely used for pamphlets and some periodicals.

54. An exhaustive survey of periodicals acquired for the Economic Commission for Europe resulted in a suppression of some 67 titles; in all 1,622 governmental

and non-governmental periodicals titles circulate to this commission representing 30,000 pieces; it is hoped that additional titles may be withdrawn from circulation in 1965.

IV. External relations

55. A collection of 278 volumes of the Official Gazette of the former State of Hyderabad, 1891-1947, was presented to the library on behalf of the Government of India by the Permanent Representative of India to the European Office of the United Nations and the Consul of India in Geneva. Accepting the documents on behalf of the United Nations, the Acting Director of the library said that they were a most welcome addition to the library's already extensive collection of official publications of the former states comprising pre-partition India.

56. Copies of photographs of League of Nations personalities, groups of statesmen, gatherings at Peace conferences and title pages of League of Nations publications dealing with international upheavals were sent to the exhibition held in Antwerp under the auspices of the Instituut Emile Vandervelde and entitled "The World Cries for Peace".

57. At the request of the Director of the United Nations Information Centre in Beirut, Mr. Kasme, legal librarian, conducted, whilst on home leave, a seminar on the problems of handling United Nations documents in the libraries of Syria and the Lebanon. The seminar, which was greatly appreciated, was attended by representatives from the National and University Libraries of Damascus, the National Library of Beirut, the American University Library, the Lebanese Ministry of Foreign Affairs and the United Nations Information Centre in Beirut.

58. Dr. Adrien Pelt, President, World Federation of the United Nations Associations, presented many folders of papers treating with the internal administration of the Information Centre of the League of Nations.

59. As in previous years close contact was maintained with the Dag Hammarskjöld Library and the libraries of the specialized agencies.

60. Lectures were given by the Acting Chief Librarian to many groups, including eighteen UNESCO scholarship students from the Congo, a Committee of the Interparliamentary Union, diplomat trainees from Berne (10 participants), officials from the documentation centre of the Swiss National Exhibition, participants in the London School of Economics study course for diplomats held under auspices of the Carnegie Endowment, twenty-three members of the United Nations Association of Italy, students from the Ecole Supérieure de Commerce, Genève (45 participants), members of the faculty of the Industrial College of the Armed Forces, Western Europe (23 participants), Technical Assistance Fellows, United Nations Internes (70 participants), and members of the United Nations Association of Great Britain.

61. Amongst individual visitors to the library mention must be made of the following: Dr. J. Brewer, Professor International Law, George Washington University; Dr. L. Broom, Professor of Sociology, University of Texas; Mr. Augustus Caine, Director of International Organizations, Department of State, Monrovia, Liberia; Mr. Philip Cohen, President, Oceana Publications; Miss d'Auchamp, Librarian, Ministry of Social Affairs, Copenhagen; Sra. Armonia de Henestresa, Director, "Centre de Documentacion y Divulgacion Pedagogicas del Uruguay; Monseigneur Giuseppe di Meglio, Canon of St. Peters, Rome, Vatican City; Dr. Andrew G. Haley, Vice-Chairman of the American Bar Association Committee on the Law of Outer Space; Dr. Hesse, Librarian Bundesverwaltungsgericht, Berlin; Professor Willard Hogan, University of Nebraska; Dr. A. Gomez Iglesias, Chief Archivist, Madrid; Mr. C. Jones, Editor, "Express & Star", Wolverhampton; Dr. Vladimir Kapor, Professor, Faculty of Law, Novi Sad, Yugoslavia; Professor Charles Kindleberger, Massachusetts Institute of Technology; Professor G. Liska, Johns Hopkins University; Mr. Julius Marke, Law Librarian, New York University; Sister M. Onnis, Rector, Holy Family University, Asmara; Dr. Steini-ger, Director, Institute of State and Law Theories, Humboldt University, Berlin; Dr. P. Szigeti, Director, National Bank of Hungary; H. E. Mr. C. H. Taljaard, Ambassador of the Union of South Africa; Mr. Allan Whatley, Editor, "Library Science Abstracts".

ANNEX

GENEVA STATISTICS, 1964A. Acquisition

a. Books and pamphlets (volumes and titles) (exclusive of documents and other publications in series)		
i. By purchase	1,558	
ii. By gift and exchange	<u>8,527</u>	
Total		10,085
b. Serial issues received (pieces)		
i. Other than documents	73,581	
ii. Government documents	112,595	
iii. UN and SA documents	<u>136,991</u>	
Total		323,167

B. Processing

a. Cataloguing		
i. New titles catalogued		
a. monographs	4,004	
b. serials ^{1/}	<u>618</u>	
Total		4,622
ii. Volumes shelved		
a. monographs	7,755	
b. serials	<u>6,522</u>	
Total		14,277
b. Binding		
i. Volumes bound		5,542
ii. Pieces added to provisional bindings		14,736
c. Volumes discarded		595

^{1/} Serial titles received in library:
Non-governmental and governmental
periodicals, annuals, continuations,
parliamentary documents, official
gazettes and newspapers

C. Service

a. Circulation

i. Pieces fetched for use within the Library (estimated)	6,000
ii. Pieces issued for use outside the Library	
a. to United Nations	38,392
i. WHO	897
ii. ILO and other specialized agencies	6,908
b. other interlibrary loans	1,463
c. to public (unofficial borrowers)	<u>9,786</u>

Total 63,446

b. Reference queries

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

c. Photostat and microcopying (number of pages) 5,211

d. Attendance in reading rooms 32,089

e. New outside (unofficial) readers' cards issued 751

D. Bibliographic work

Monthly list of books catalogued

Cards printed 3,409

Monthly list of selected articles 7,439