



ANNUAL REPORT
OF
THE HEADQUARTERS LIBRARY,
THE GENEVA LIBRARY,
AND THE LIBRARIES OF
THE ECONOMIC COMMISSIONS
1967

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A. Report of the Headquarters Library, 1967

I. Administration

1. Growth in the membership and activities of the Organization has been reflected in increased demands made upon library services. In the year under review the Library received thirteen per cent more books, documents, periodicals, and other printed matter than in 1966; it catalogued nine per cent more books, replied to nine per cent more reference queries, loaned thirteen per cent more volumes, indexed one hundred per cent more periodical articles than in the previous year.

2. The year was characterized by the General Assembly's being in almost continuous session from the latter part of April onwards - first in the Fifth Special Session (21 April-6 June), then in the Fifth Emergency Session (17 June-18 September), and finally in the 22nd regular session (19 September-19 December); this situation exerted additional pressures on the Library.

3. These pressures for increased services were not balanced by any increase in staff. Budgetary restrictions required the Library to maintain its manning table at the 1966 level of ninety-six established posts - forty-one professional and fifty-five general service plus nine manual workers (twelve professional and thirteen general service posts fewer than the projected requirement estimated for the year 1965 by the General Assembly in 1959). Thus the Library had no increase in staff during the period under review and all changes of staff and appointments were carried out within the limits of the established manning table.

4. The Library's effectiveness over the year (80.1 per cent) was somewhat higher than in 1966 (79.1 per cent). Man-days lost were mainly attributable to above-average sick leave of the staff and to delays in recruitment procedures.

5. The vacant professional posts were filled by recruits from the Soviet Union, the United States and Yugoslavia, and by the promotion of qualified staff members. Mrs. Olga K. Krasulina was appointed to the post of Chief of the Stack and Loan Section, succeeding Mr. Vladimir Orlov, retired, and Miss Kathleen Badger was assigned to the post of the Chief of the Documents Reference Section, succeeding Mr. Harry Winton, retired.

6. A report on the Questionnaire on documentation needs of the Secretariat and of the Missions and Delegations to the United Nations was prepared in January

1967 by the Chief of Readers' Services Division. Analysis of the responses to the questionnaire (from seventy-two Missions and one hundred forty-nine professional officers in the Secretariat) disclosed an overwhelming demand among the Missions and the Secretariat for considerably expanded indexing and other bibliographical services.

7. The growing discrepancy between the relatively slow increase in the Library's staff and the far more rapid rise in the volume of its work, particularly in the field of indexing of the United Nations documents, was also emphasized by some delegations to the Fifth Committee of the Twenty-second Session of the General Assembly. These delegations expressed doubt about priority work programmes in the social and economic fields within the limits proposed by the Advisory Committee, and the United Nations Library was mentioned among these programmes (A/C.5/SR.1217, A/C.5/SR.1196, A/C.5/L.922, A/C.5/1145, A/C.5/SR.1197).

8. Since the present conventional means and methods of storage, information retrieval and indexing of United Nations documents appeared inadequate to cope with the rising demand for services and ever-increasing amount of documents produced, new and more appropriate methods had to be considered and developed.

9. In line with this, investigation of the possibility of using computers in the production of indexes continued in 1967. A small amount of temporary assistance funds was obtained from the Office of the Controller in September 1967 for the purpose of conducting a practical experiment in the production of a number of indexes in English, French, Russian and Spanish. The experiment was intended to test the approaches and techniques proposed for a computer-aided indexing system and to lay the groundwork for its operation. It was conducted with the assistance of the Institute for Computer Research in the Humanities, New York University, which developed the programmes and provided computer time for the experiment. The project, which was still in progress at the end of the year, was conducted with voluntary staff working overtime without compensation. Machinable records were prepared for some 900 documents issued in connexion with the proceedings of the 22nd regular session of the General Assembly. An indexing vocabulary of some 275 expressions in English, French, Russian and Spanish was also produced.

10. A pilot project on the microfiching of United Nations documents was conducted in parallel. A draft code for United Nations microfiches and specifications for their production were prepared and tested. Microfiches for some 30,000 pages of text in English, French, Russian, Spanish and Chinese were prepared under contract

by the Microcard Corporation of the National Cash Register Company.

11. Both projects were conducted under the direction of the Chief of the Index Section. The results of these efforts will be ready for demonstration early in 1968.

12. The replies to the 1966 questionnaire to depository libraries were analysed in 1967 and a report on the result was submitted to the Publications Board, together with working papers on the obligations and designation of depository libraries. In November the Publications Board approved the revised Principles governing United Nations depository libraries, and the Report on the 1966 questionnaire to depository libraries was prepared for distribution in English, French, and Spanish. A revised edition of the Instructions for depository libraries receiving United Nations material was also prepared for distribution in English, French, and Spanish.

13. To meet the pressures of the growing workload, further efforts were undertaken to rationalize and simplify procedures and services. The new Se-lin Labeling Machine by Gaylord Bros. was received and put into operation in the Catalogue Section at the end of June. The labeler, a new system for marking books, is attached to a typewriter which automatically places a base strip over a label as the call letters are typed. Increased readability, labels that will not smear, and will not dry up and fall off, and greater speed in processing books were some of the advantages noted. In December a new commercial copier, the Coronastat 55 was installed in the Periodical Room, L-1B-10. Good maintenance service has been provided for the new machine and it functions satisfactorily.

14. An increase of budget appropriations under Section 10, Chapter 6 (Library books, supplies and services) of approximately 11.8 per cent (from \$101,000 in 1966 to \$113,000 in 1967) was allotted. This increase was essential for the Library to cope with the substantial price increases in the book market (from a base of 100 established for the period 1957 to 1959, the price index for hard cover books and serial subscriptions for periodicals published in the United States has risen from a low of 111.5 in 1962 to a high of 157.2 in 1966; figures for other countries with substantial publishing show similar increase) and with such additional factors as the expansion of the research and publication activities of the substantive departments, the increased need for material on subjects of continued interest to the Organization and the substantial reliance on the Library by the Permanent Missions

of Member States (especially the new ones) which do not have their own research and reference facilities.

15. The following comparative figures reflect expenditures under Section 10, Chapter 6 over the past three years:

	<u>1965</u>	<u>1966</u>	<u>1967</u>
Books and serials	\$18,411	\$21,861	\$21,647
Serials	51,463	55,657	58,778
Bindings	10,441	10,239	17,950
Supplies and services	<u>13,500</u>	<u>14,479</u>	<u>17,000</u>
Total	\$93,815	\$102,236	\$115,375

II. Acquisition and organization of material

16. Although the Library's allotment for 1967 was about twelve per cent higher than for 1966, the expenditures for books and serials were only about four per cent over those for 1966. This was due to the increased and pressing need for funds for binding and library supplies. There were unpaid invoices for at least \$2,000 on hand at the end of the fiscal year. Accordingly, the Library's receipts of books show a decrease although the figure includes many volumes received and counted but not paid for at the end of the fiscal year. It is of interest to compare the expenditures for books with the expenditures for serials. While the expenditures for books have decreased by about three per cent, the expenditures for serials have increased, and the total spent on serial subscriptions is more than twice the amount spent on books. This is in keeping with the general trend in special libraries: current information and discussion and reports on recent developments in all fields of knowledge are published first in the periodical literature, later in books. The work of the Secretariat and the needs and interests of the Permanent Missions and delegations require therefore mainly current journals, newspapers, certain annuals, in addition to bibliographic and abstracting services (mostly issued as periodicals) which list and analyze current information. The cost of such services is high; besides, in order to meet the great demand for certain important titles, multiple copies must sometimes be acquired. Certain units require for their work added copies mailed or routed directly to them, to be available immediately upon publication. It is estimated that more than \$10,000 annually are paid from Library funds for material largely duplicated in the Library, and not added to the Library's

collections, but sent directly to various offices.

17. The Library made every effort to use its funds well, to meet general and specific requests from the Secretariat and from the Permanent Missions and the Delegations. However, the preparation and placing of orders represents only a part of acquisition work. Great efforts were made to ensure faster and more regular receipt of material ordered through follow-up on orders and constant review of the sources of supply and their performance. A three-months review of the time required to obtain United States publications from several sources was conducted at the beginning of the year and resulted in a change of the Library's major United States supplier. The blanket order for publications of the People's Republic of China was also reviewed over a three-months period; the results were satisfactory as far as the material received is concerned, but unsatisfactory in terms of delays and of publications not supplied. Similarly, the receipt of urgently needed publications from Portugal and its Overseas Territories remains slow and unsatisfactory, and steps are planned to improve this.

18. The Library continued its effort to improve and expand its acquisitions by gift and exchange. A review of existing exchange agreements was begun and, although it has not progressed very far due to lack of staff time, what has been done confirms the urgent need for such a review. Many old exchange agreements are dormant, or their provisions are vague, or records are inaccurate. Exchanges do not represent a cheap or easy means of acquisition. The contribution in United Nations documents and sales publications can only be justified if material of comparable value is received in return; also, the keeping of exchange records and the correspondence involved are expensive in terms of staff time. Yet, exchanges (or gift arrangements where free distribution through complimentary mailing lists or deposit exists) represent often the only way to obtain promptly publications of international organizations, learned societies, research institutions, etc. The review of existing exchanges has shown that the agreements with many major inter-governmental organizations, for instance, were not clear or formal, and that the Library has serious lacunae in its holdings of publications of such organizations.

19. New exchange agreements were concluded with the Associação Industrial de Moçambique, Lourenço Marques; Gabinete de Estudos e Planeamiento de Transportes, Lisbon; Instituto Nacional del Libro Español, Madrid; Instituto Torcuato di Tella, Buenos Aires; Instituto para la Integración de América Latina, Buenos Aires;

Secretaría Permanente del Tratado General de Integración Económica Centroamericana, Guatemala; Escuela Superior de Bibliotecología, Universidad de Antioquia, Medellin, Colombia; Institute of Economic Growth, New Delhi; Institut für Iberoamerika-Kunde, Hamburg; Afrika-Verein e.V., Hamburg; Deutsches Institut für Afrika-Forschung, Hamburg; Centre Africain de Formation et de Recherche Administrative pour le Développement, Tangier; Institut International des Finances Publiques, Saarbrücken; Centralny Instytut Informacji Naukowej Technicznej i Ekonomicznej, Warsaw; International Planned Parenthood Federation, London; International Information Centre on Peace Keeping Operations, Paris; Institut für Auswärtige Politik, Hamburg, inter alia.

20. The following comparative figures reflect acquisitions over the past three years:

	<u>1965</u>	<u>1966</u>	<u>1967</u>
Books received total	10,746	9,877	9,136
By purchase	5,105	3,623	3,281
By gift and exchange	5,641	6,254	5,855
Serials pieces (mainly purchased)	111,066	110,804	115,304
Government documents (mainly free)	79,975	82,150	108,700
UN and SA documents (entirely free)	128,366	139,213	156,062

21. Valuable gifts of books were received and were exhibited in the Director's Office; one was Oratorio Dominica, the commemorative volumes in honour of the visit of Pope Paul VI to the United Nations, presented by Mr. Franco Ricci of Parma, Italy, and the other was Album do Rio de Janeiro presented by the Directors of the Banco Boavista S.A. On display in the Periodical Reading Room were the gifts from the Consul-General of Mexico in New York, and from the Permanent Mission of the Byelorussian Soviet Socialist Republic to the United Nations.

22. Non-library acquisition services, i.e., ordering by the Library of books, newspapers and periodicals for a number of accounts outside the Library, continued to grow at a high rate. Practically all non-library operations consist in the processing of requisitions for the United Nations Development Programme. Figures for this work are shown as follows:

	<u>1965</u>	<u>1966</u>	<u>1967</u>
Items processed			
Non-library	5,195	5,902	6,831
Library (purchase)	3,504	3,104	3,876
Invoices processed			
Non-library	1,660	2,727	2,697
Library	(not counted)	2,839	3,146

23. With the addition of two clerical posts paid from the Special Fund Overhead it was possible not only to keep this work much better up to date, but also to make some modest improvements in the service in areas which have in the past often given cause for complaints from personnel in the field. Thus, a file of outstanding orders was set up to permit claiming and cancellation of orders not filled at the end of a project or when funds are exhausted; free publications (i.e., those not purchased through the trade) are now also acquired rather than referring the request back to the project manager (who can do little from the field); and Xerox copies of articles requested are made from Library copies of publications where available, rather than ordering original publications.

24. The number of titles catalogued by the Catalogue Section was nine per cent higher than in the previous year, and volumes shelved showed an increase of four per cent. The number of volumes bound was twenty-seven per cent higher than the total for the last year. The highest increase - more than double - was in the transfer of titles from the General Reference Collection and from departmental branch collections to the main stacks.

25. The transfer of titles involves the pulling of five to six cards per title from the Public Catalogue, sometimes erasing superseded information, and always typing new information on each card and re-filing the cards. Changing of cards is required as well when a book received has already been catalogued in other languages. All cards for language versions already catalogued have to be pulled and language notes have to be added to each card. In the case of serials with title changes or changes of issuing body, the cards for older titles have to be pulled and the necessary changes made. These routine changes of cards amount to a considerable number on account of the multilingual requirements of the Library and the great emphasis on serial publications. Thus, 10,200 cards were changed during the year. Although this operation takes much of the time of the shelflisters and

other staff, it is an essential part of keeping the Public Catalogue up to date.

26. The Shelflist was expanded from 185 to 210 drawers. At the same time, the entire Shelflist was re-arranged according to the various classification schemes used in the Library.

27. The Catalogue Section continued to compile New publications in the Dag Hammarskjold Library, a monthly list of books, periodicals and government documents added to the collections. The list is now available on subscription.

28. The remaining chapters of the Manual of the Catalogue Section were revised. The pagination of the Manual, which is dittoed and in loose-leaf form, is arranged in such a way that whenever a chapter or any part of a chapter needs revision, it can be done chapter by chapter or page by page instead of having to revise the entire Manual.

III. Reference services

29. The total number of queries handled at the service points comprising the Library's General Reference Section declined from the level it had attained in 1966. Statistics however reveal that the bulk of queries (74 per cent) were in the ready-reference and long-range reference categories, requiring varying degrees of professional skill and competence to assist the inquirers. This analysis proves the wisdom of introducing qualitative differentiation in compiling reference statistics and should temper the apparent conclusion which a decline in the total count may suggest.

30. The impact on the General Reference Section of the heavy conferences schedule at the Headquarters was most pronounced during the emergency and the regular sessions of the General Assembly. During the period of the Middle East crisis questions relating to limits of territorial waters, rights of free and innocent passage, the legal status of the Gulf of Aquaba, etc. poured in at the Reference Desk and the LSA Branch Library. The texts of the Firman of 8 February 1852 establishing the status quo of the Holy Places, and of the Treaty of Paris, signed on March 30, 1856, which accepted the Firman were located in all working languages for the delegates as well as for editorial and translation services. As may be expected, demand on the services of the Map Collection were heaviest during that period. The queries addressed to that service point concerned the measurement of the former cease-fire line between Israel and the United Arab Republic, the measurement of the patrolled area from Aqaba to Sharm-el-Sheikh,

the length of the Suez Canal, and so on.

31. During the Assembly's regular session, questions reflected the subjects of the agenda items being discussed at any particular time. Much interest was in evidence on the agenda item on the reservations for peaceful purposes of sea-bed and ocean floor. Similarly, a large number of queries on micro (mini) states, the universality of United Nations, the parity of voting right irrespective of the size of nations and similar subjects were received after the Secretary-General's Annual Report was published. Special mention should be made of assistance rendered to the Vice-President of Spanish Equatorial Guinea regarding a model for a constitutional document in Spanish, and to the Chief of the Legal Section of the Ministry of Foreign Affairs, USSR, who was a delegate to the Assembly's Sixth Committee, who required a reading list on the relationship between international law and domestic law.

32. During 1967 the assistance of the Documents Reference Section continued to be in great demand from members of Permanent Missions and delegations, the Secretariat, and visiting scholars. In fact, it is apparent that with the increase in documentation both the Permanent Missions and other sections of the Secretariat have been forced to limit their own collections of documents and to rely more and more heavily on the Library. Assistance to members of Missions included not only the location of documents and information on specific subjects, but also advice on the arrangement of their own document collections and the use of reference aids. Similar advice was given to many visiting librarians and documents officers.

33. As in the General Reference Section, the pressure of work in the Documents Reference Section was unusually heavy during the special and emergency sessions of the General Assembly and the Security Council's seizure with the Middle East question. Research on this question involved the use of League of Nations material and other documentation covering a period of fifty years. Wide interest in the United Nations Conference on Trade and Development was reflected in increased demand for documents and information on commodity trade. Questions requiring a considerable amount of research time are often of a very specialized and technical nature, one of the reasons being that the activities and publications of the specialized agencies include subject fields normally outside the scope of the Library's collections.

34. Revision of the United Nations documents card catalogue was begun, to make it a more efficient bibliographic tool and more consistent with the arrangement of

the Public Catalogue in the general collection.

35. The routine service operations in the Documents Reference Section were suspended for one week in April while, for the first time, two inventories were taken - of material in the heavily-used UNX classification and of the Official records. The latter inventory was combined with the claiming or photocopying of missing parts and with preparations for binding.

36. To ensure better preservation of the United Nations documents, the number of volumes bound was more than double that of 1966 (2,987 as against 1,469 volumes). Arrears of binding going back to the period of 1962-1965 were reduced, and in the case of the Official records were practically overtaken.

IV. Loan services

37. The considerable increase in circulation of books and periodicals by 29.2 per cent with a comparatively low increase of thirteen per cent in staff effectiveness put the available staff under even heavier pressure than in 1966. Part-time details of staff between Stacks, Loan-desk and Periodical Reading Room were frequent throughout the year, and this practice made possible some improvements in organization of basic work.

38. A large number of passes were issued to outside users (956 as against 709 in 1966), who were aware of the uniqueness of some of the Library's collections. This high figure could also be explained by the special interest in emergency session materials not available at any other place. As usual there were numerous visitors in the course of the year.

39. Beginning from the second quarter of the year all overdue books (from 1964 up to date) were recalled by the Loan Desk and a new system for regular recalls was set up. This undertaking resulted not only in increased turnover of books and accordingly more efficient services; it also helped to clean and bring up to date loan files, to withdraw the records of many hopelessly missing books and to replace lost books that still are needed. To carry on this and other work at the Loan Desk in a more organized and effective way, the responsibilities of every staff member were precisely defined.

40. With a new librarian the work at the Inter-library Loan was done well despite the fact that at times it was necessary to supply quantities of material for projects or situations which required immediate action.

41. In the Stacks beside the routine work a large amount of U.S.A. documents and O.A.S. documents were collated, labelled and boxed. Materials were sent regularly to the Serials Committee for transfer and withdrawal.

42. In the Periodical Reading Room there was an increase in the number of periodicals routed to readers (about 9,000), but the work on preparation of volumes for binding, weeding out of periodicals with limited retention and recalls could not be done systematically.

43. A commendable job was done in the Gazette collection. Fifty per cent more gazettes were checked in. Owing to a more efficient system, the space problem for the moment is not as urgent as it appeared at the beginning of the year.

V. Bibliographical and documentation services

44. The continued paucity of staff again prevented the General Reference Section from preparing any but the most essential bibliographies during the year. The Section nevertheless fulfilled its obligation in respect of established bibliographies by preparing two numbers of Current issues which were published in June and September respectively, and the "Legal Bibliography of the United Nations and Related Inter-governmental Organizations" for inclusion in the annual volume for 1966 of the United Nations Juridical Yearbook. There was a substantial increase in the coverage of material for both: the total size of the two numbers of Current issues was xxix plus 95 pages as compared with xxiii plus 76 pages in 1966, and the number of entries for the Juridical Yearbook bibliography was approximately 800. At the instance of the Disarmament Affairs Division, the bibliography on disarmament which was issued in 1965 (ST/LIB/15) was revised and updated for issuance in early 1968. A reading list on genocide was prepared for the United Nations Information Centre in Paris in response to its request. A short list of articles dealing with the legality of the United States position in Vietnam was put together for the use of the reference staff in anticipation of demand for material on that subject. The task of gathering material for the list of collections of legislative texts was over by the end of the year, the collected material was being edited for publication in 1968. Assistance was also given to the Office of Legal Affairs by checking several hundred incomplete entries, and supplying the lacking bibliographical details, for a bibliography on the law of treaties.

45. The expansion in the Organization's activities, the increase in its

membership and in the number of meetings and conferences held during the year, as well as the convening of two special sessions of the General Assembly, brought about a marked increase in the number of documents issued during 1967. As a result, more documents were received and checked in by the Index Section than in any other previous year (156,000 as against 139,000 in 1966 and 127,000 in 1965).

46. The pressure exerted on the indexing services reached onerous proportions and the available resources were strained to the maximum in an effort to respond to the challenge of the situation. However, the available manpower could not cope with an increase of some 17,000 documents over the number processed in 1966. Thus, the number of documents indexed in full decreased by some 2,000 units during the year and serious delays occurred once again in the preparation and publication of indexes. The 1966 cumulative edition of the United Nations documents index could not be prepared and by the end of the year the submission of the monthly issues of the same publication was behind schedule by almost a month.

47. Also, because of shortage of indexing and revising staff it was not possible to produce the Index to resolutions of the General Assembly, the first of a series of indexes to resolutions the preparation of which had been requested in 1963 by resolution 988 (XXXVI) of the Economic and Social Council. Moreover, the justified demands by Missions and Secretariat for more indexes, in more varied formats and in languages other than English, could not be met for lack of adequate manpower. Consequently, even less adequate access to, and control of the complex documentation produced by the United Nations system was provided in 1967 than in 1966. It is to be expected that any progressive deterioration in indexing services will affect seriously the reference services provided by the Library directly, and provided indirectly by the publication of indexes.

VI. External relations

48. In compliance with the "Principles governing United Nations depository libraries" and with the conclusions of the "Report on the Questionnaire to Depository Libraries" the list of depositories was revised and seven parliamentary libraries not open to the public were transferred to the Government mailing list.

49. On the other hand the network of the depository libraries was further expanded. Nine new depositories were designated in 1967: one each in Canada, Finland, Libya, Spain and Trinidad, and two each in India and the United States.

At the close of the year there were 280 depository libraries in ninety-six States and territories throughout the world.

50. Despite this increase there are thirty-four States Members still without depository libraries as of the end of December 1967: Albania, Barbados, Botswana, Burundi, Cameroon, Central African Republic, Chad, Congo (Brazzaville), Congo (Democratic Republic), Cyprus, Dahomey, Gabon, Gambia, Guinea, Ivory Coast, Jordan, Kuwait, Laos, Lesotho, Liberia, Malawi, Malaysia, Maldives Island, Mali, Mauritania, Mongolia, Niger, Rwanda, Sierra Leone, South Yemen, Togo, Tunisia, Upper Volta, and Yemen.

51. During 1967 the Library has assisted the new libraries of the United Nations family and the depository libraries throughout the world in building up their collections or supplementing them with needed material. Thus, about 250 monographs were withdrawn from the Library collection and forwarded to the United Nations Industrial Development Organization Library in Vienna and the United Nations Institute for Training and Research Library in New York. Twenty surplus volumes of League of Nations material were sent to the Library of the University of Papua and New Guinea, Boroko, Territory of Papua and New Guinea; five hundred forty-three volumes, mostly United Nations material, were sent to Haile Selassie I University Library, Addis Ababa, and to thirteen depositories.

52. Further steps in consolidating the links of collaboration and co-ordination of activities among Headquarters Library, the Library of the European Office, and other libraries in the United Nations family were undertaken.

53. The Deputy Director of the Headquarters Library, and the Chief of the Index Section, participated in the second session of the Inter-agency Working Party on Indexing held in Rome on 12 and 13 June 1967, for whose work three background papers were prepared. The Working Party reviewed the progress made since its first session and concentrated its work on the co-ordination of indexing approaches and the development of a common indexing vocabulary; on the storage of documentation for use; and on the implications of wider use of working languages. It also proposed the establishment of a small panel of specialists to study methods of achieving and maintaining compatibility among the indexing systems of the agencies in the United Nations system. The recommendation was later endorsed by the Administrative Committee on Co-ordination and by the Economic and Social Council at its 43rd session. (A report of the meeting is contained in document CO-ORDINATION/R.624 and Corr.1)

54. Professor B. Landheer, Librarian of the Peace Palace, The Hague, and President of the Association of International Libraries, visited the Library to discuss questions connected with the expansion of the Association's activities.

55. Mr. E. N. Petersen, the Head Librarian of the UNESCO Library, visited the Library and discussed indexing and computer techniques with the Director, the Deputy Director and other senior officers of the Library.

56. Members of the staff were active in the Association of International Libraries, the International Association of Law Libraries, the American Library Associations, the Special Library Association.

57. Mr. Hans Jenssens and Mr. R. Donn of the OECD, Paris, visited the Deputy Director and talked with him and the Chief of Index Section about common problems of indexing and evidenced their interest in the Inter-agency Working Party on Indexing.

58. The Director of the Library and the Chief of the Acquisition Section attended the 33rd session of the General Council of the International Federation of Library Associations held on 14-20 August in Toronto, Canada. On this occasion a meeting of the Association of the International Libraries was also held.

59. Eighty members of the International Federation of Library Associations, who visited the Library on 29 August, were addressed by the Director of the Library and were given a conducted tour of the Library.

60. Among many distinguished overseas visitors representing nearly thirty countries of the world were the following: Mr. G. Agahanjan, Chief, Library Inspection of the Ministry of Culture of Armenia, Yerevan, USSR; Dr. Eduardo Zulueta Angel, of Colombia, former Chairman of the United Nations Preparatory Commission and Acting President of the Assembly when the first session was convened in London; Clara Aranne, Director, Parliamentary Library of Israel, Jerusalem; Mr. Bogdan Baltazar, Chief, Technical Assistance Service, Ministry of Foreign Affairs of the Socialist Republic of Romania; Dr. Marc-August Borgeaud, Director, Bibliothèque publique et universitaire, Geneva; Dr. Ludwig Borngasser, General Director, Staatsbibliothek, Berlin, Federal Republic of Germany; Mr. Arthur Hugh Chaplin, Principal Keeper of Printed Books, British Museum, London; Mr. Jean-Pierre Clavel, Director, Bibliothèque cantonal et universitaire, Lausanne; Mr. J. Courtier, expert on housing, building and planning, France; Mr. John Dean, Director, Institute of Librarianship, University of Ibadan, in the United States under Carnegie Corporation sponsorship; H.E. Mrs. L. Y. Dirzhinskaite-Piliushenko, Deputy Chairman of the

Council of Ministers of the Lithuanian SSR and Minister of Foreign Affairs of the Lithuanian SSR; Mrs. Gabrielle Duprat, Conservateur en chef, Bibliothèque du Muséum d'histoire naturelle, Paris; Mr. D. J. T. Englefield, Deputy Assistant Librarian, House of Commons Library, London; Mr. E. Evans, expert on housing, building and planning, United Kingdom; Dr. Rudolf Fiedler, Oberstaatsbibliothekar, Austrian National Library; Mr. Holger Friis, librarian at the Statsbiblioteket, Aarhus, Denmark; Mr. Victor Garcia-Moreno, the new and first law librarian at the Instituto de Derecho Comparado, Universidad Nacional Autónoma de Mexico, Mexico City; Mr. Tor Gjesdal, Assistant Director-General of UNESCO; Dr. O. Golubeva, Deputy Director, State Public Saltykov-Scedvin Library, Leningrad, USSR; Mrs. D. Haddoreck, Toronto University Library; Mr. B. Halsey, Law Librarian, York University Library, Toronto; Mr. A. Halykov, Chief, Library Inspection of the Ministry of Culture of Turkmenia, Ashkhabad, USSR; Mr. Nobory Hasegawa, Director, Tokyo Metropolitan Hibiya Library, Tokyo; Mrs. Suzanne Honore, Conservateur en chef, Bibliothèque Nationale, Paris; Mr. Kou-chuan Hu, Senior Inspector and Division Chief, Ministry of the Interior, and Deputy Director of Division, Bureau of Population Census, Executive Yuan, Taiwan; Professor Dr. J. Jurginis, Director, Research Institute of History of the Lithuanian Academy of Science, Vilnius, USSR; Mr. P. Kizis, Director, Methodological Department of the Republican Library of Lithuanian, Vilnius, USSR; Mr. Y. Kono, Chief Librarian, Diet Library, Japan; Professor Kurt Köster, Director, Deutsche Bibliothek, Frankfurt-am-Main, Federal Republic of Germany; Dr. Clemens Köttelwesch, Chief Librarian, Stadt-u-Universitätsbibliothek, Frankfurt-am-Main, Federal Republic of Germany; Dr. Prof. Ivan Krasnov of the Institute of History of the Academy of Science of the USSR; Mr. Prem Krishen, expert on housing, building and planning, India; Dr. Jules Lambert, President des Bibliothécaires de Belgique, Conservateur à la Bibliothèque Royale de Belgique, Brussels; Mr. Jacques Lethève, Conservateur, Bibliothèque Nationale, Paris; Mr. Herman Liebaers, Director, Bibliothèque royale, Brussels; Mr. A. Loriga, Director, Pedagogical Institute Library, Tbilisi, USSR; Mrs. G. Matvejeva, Librarian, Library of Foreign Literature, Moscow, USSR; Dr. Mikolaš Mičátek, Chief of the Chair for Librarianship and Information of the University of Bratislava, Czechoslovak SSR; Dr. Miyaji, Director of Osaka University Library; Mrs. Irina Morsztynkiewicz, Director, Library of the Central Statistical Office, Warsaw; Mr. Raw Murhu, Librarian from Oulu, Sweden; Dr. Dieter Oertel, Head of the Library Department, German Research Association, Bad Codesberg, Federal

Republic of Germany; Mrs. L. Orson, Librarian from Gottenburgh Public Library, Denmark; Mr. Antonio Papisca, Professor of International Organization, School of Law and Economics of International Organizations, University of Parma, Italy; Mr. E. N. Petersen, Chief, Unesco Library and Archives; Dr. Günther Pflug, Director, Universitätsbibliothek Bochum, Federal Republic of Germany; Mr. M. Polidar, expert on housing, building and planning, Czechoslovakia; Prof. Dr. Požela, Director, Research Institute of Physics of the Lithuanian Academy of Science, Vilnius, USSR; Mr. Jules Marie Priou, Bibliothécaire en chef, Assemblée Nationale, Paris; Mr. O. Prudkov, Editor of the Foreign Division of the editorial staff of the newspaper "Literaturnaya Gazeta", Moscow; Professor Edouard Reitman, former Acting Director of this Library, at present teaching a course in international documentation at the School of Library and Information Science, University of Western Ontario, London, Canada; Dr. Matko Rojnić, Director, National and University Library, Zagreb, Yugoslavia; Miss Elena D. Ruivivar, Assistant Librarian of the Department of Foreign Affairs, Philippines; Mr. K. G. Saur, editor and publisher of Handbuch der technischen Dokumentation und Bibliographie (Verlag Dokumentation, München-Pullach); Miss Margaret Saville, librarian in charge of documents, University of Papua and New Guinea Library, Bomoko, Papua-New Guinea; Mr. V. Serov, Chief, Library Inspection of the Ministry of Culture of the Russian Federation, Moscow, USSR; Dr. K. Sinkevičius, Dean, Chair of Librarianship and Bibliography, State University of Vilnius, Lithuanian, USSR; Mr. Eric Spicer, Head Librarian, Canadian Parliamentary Library; Dr. O. Tchubarjan, Deputy Director, Lenin State Library, Moscow, USSR; Miss J. Tingre, Chief, Library Inspection of the Ministry of Culture of Estonia, Tallin, USSR; Mr. Tobohashi, Chief of the University Section of the Japanese Ministry of Education; Mr. Hans Wellisch, Librarian of the Centre of Scientific and Technological Information, Tel-Aviv, Israel; Mr. Kurt G. Wernicke, Leiter der Wissenschaftlichen Abteilung und Direktor der Bibliothek, Deutscher Bundestag, Bonn, Federal Republic of Germany; Mr. Joachim Wieder, Director, Technological University Library, Munich, Federal Republic of Germany.

61. Many American librarians and academicians visited the Library on various occasions. Among them were: Professor Jack Heller, Director of the Institute for Computer Research in the Humanities, New York University; Miss M. Makulsky, Assistant Dean and Co-ordinator for Design of the new Graduate Center for the City University of New York; Miss Mary Powell Phelps, Assistant Director for Technical Services, State University of New York at Stony Brook, Stony Brook, N.Y.; Professor Peter H.

Rohn, University of Washington, Seattle; Dr. Frank L. Schick, Director, School of Library and Information Science, University of Wisconsin, Milwaukee; Mr. Charles A. Vertanes, Director of the Friends World Institute, East Norwich, N.Y.; and Mr. Russel R. Voisin, Vice-President in charge of cartography at Rand McNally Company.

62. Many groups of American librarians and student study tours visited the Library, among them about two hundred librarians who were attending the annual conference of the Special Library Association; a group of "Carnegie Fellows in Diplomacy"; group of eight librarians from Friends World Institute, East Norwich, N.Y., and from Brentwood Public School Libraries, N.Y.; twenty-five students of the Geneseo State College and twenty students of the Syracuse University Library School; a class of students of the School of Library Service, Columbia University; five recipients of the United Nations International Law Fellowship, attached to the Office of Legal Affairs for practical training; and a group of eleven librarians from different countries, staying in the United States in connexion with the American Library Association's Multi-national Librarian Project.

VII. Bibliography for the year 1967

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

Indexes to proceedings:

Economic and Social Council, 41st session. 1967. vi, 62 p.
(ST/LIB/SER.B/E.32)
Sales no.: 67.I.10.

Economic and Social Council, 42nd session. 1967. vi, 42 p.
(ST/LIB/SER.B/E.33)
Sales no.: 67.I.35.

General Assembly, 21st session. 1967. vi, 214 p. (ST/LIB/SER.B/A.17)
Sales no.: 67.I.27.

Security Council, 21st year, 1966. 1967. vi, 36 p. (ST/LIB/SER.B/S.3)
Sales no.: 67.I.18.

Trusteeship Council, 34th session. 1967. vi, 14 p. (ST/LIB/SER.B/T.28)
Sales no.: E.68.I.6.

Treaty series. Cumulative index no. 6 (v. 451-500). 1967. viii, 305 p.

United Nations documents index. V. 18, no. 1-12, January-December 1967.
(ST/LIB/SER.E/223-234)

United Nations documents index. Cumulative index. V. 16, pt. 1, 1965.
v, 325 p. (ST/LIB/SER.E/CUM.6, pt.1)

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

Annual report of the Headquarters Library, the Geneva Library, and the
libraries of the economic commissions, 1966. 1967. 57 p. (ST/LIB/19)

Current issues; a selected bibliography on subjects of concern to the
United Nations. No. 4, June 1967. xvi, 59 p. (ST/LIB/SER.G/4)
Sales no.: 67.I.19.

Current issues; a selected bibliography on subjects of concern to the
United Nations. No. 5, September 1967. xiii, 36 p. (ST/LIB/SER.G/5)
Sales no.: 67.I.28.

x Dated list of publications received; ESA Statistical Collection.
No. 1-100, 1967.
Unpublished; hectographed.

x Genocide; a bibliography. 7 p.
Unpublished; typewritten.

x International law and the Vietnam War. 2 p.
Unpublished; typewritten.

Legal bibliography of the United Nations and related inter-governmental
organizations. United Nations juridical yearbook 1965 (New York):
288-326, 1967. (ST/LEG/SER.C/3)
Sales no.: 67.V.3.
Also published in French and Spanish editions.

x List of newspapers currently received in the Dag Hammarskjold Library.
September 1967. 12 p.
Unpublished; hectographed.

New publications in the Dag Hammarskjold Library. V. 18, no. 1-12,
January-December 1967. (ST/LIB/SER.A/208-219)

ANNEX

STATISTICS OF THE HEADQUARTERS LIBRARY, 1967

A. Acquisitions

1. Books and pamphlets received (volumes)		
a. By purchase	3,281	
b. By gift	3,382	
c. By exchange	<u>2,473</u>	
	Total	9,136
2. Documents and serials received (pieces)		
a. Government documents	108,700	
b. United Nations documents	124,479	
c. Specialized agencies documents	31,583	
d. Newspapers, periodicals, etc.	<u>115,304</u>	
	Total	380,066
3. Maps added		2,709
4. Non-library acquisition services		
a. Titles processed		7,240
b. Invoices processed		2,697

B. Preparations

1. Titles catalogued		
a. Books and pamphlets	5,178	
b. Serials	<u>1,368</u>	
	Total	6,546
2. Volumes shelved		
a. Books and pamphlets	6,773	
b. Serials	<u>12,196</u>	
	Total	18,969
3. Volumes bound		
a. Books and pamphlets	66	
b. Serials	<u>5,271</u>	
	Total	5,337
4. Volumes withdrawn		4,970

C. Services

1. Queries received

	Call no.	Ready-Ref	Long Range	Total
a. Main Library				
Reference Room	8,318	4,112	135	12,565
Map Collection	0	4,464	422	4,886
Documents Reference Sect.	4,362	10,976	303	15,641
Loan Desk	23,225	0	0	23,225
Periodical Reading Room	33,991	0	0	33,991
Interlibrary Loan	3,204	0	0	3,204
Gazettes	1,396	0	0	1,396
Totals	74,496	19,552	860	94,908
b. Departmental branches				
ESA	4,686*	2,381*	223*	8,070**
LSA	5,809	1,454	602	7,865
Totals	10,495	3,835	825	15,935
Total (a & b)				110,843

2. Loans

a. Main Library			63,381	
b. Departmental branches			58,435	
Total				121,816

3. Serials routed (Acquisition Section) 63,145

4. Copying services

Requests				1,227
Pages				19,763

D. Bibliographical activities

1. Bibliographies compiled (including issues in series)				131
2. Periodical articles indexed				6,547
3. Documents indexed				
a. United Nations documents			9,965	
b. Specialized agencies documents			840	
Total				10,805

*Totals for February-December only (no breakdown available for January)

**January-December total.

B. Report of the United Nations Geneva Library, 1967

I. Administration

65. The Deputy-Chief Librarian, Mr. Field, continued as acting Director throughout the year.

66. The Library's estimated requirements of \$30,000 on the United Nations 1967 budget, representing an increase of \$6,000 over the 1966 allotment, were required to cover the rise in book prices, periodical subscriptions and binding commitments; however, a modest increase of \$1,500 only was allowed, making a total of \$25,000 on the United Nations allotment; the Rockefeller Endowment Fund income remained at a constant of \$17,500.

67. The United Nations allotment was, in itself, clearly insufficient to meet the price increases already referred to, and to the increased demands of the Secretariat. This situation, coupled with an already heavily overspent 1966 budget, led to financial limitations which resulted in a greatly reduced book purchasing programme and to a complete stoppage of all binding from May of this year.

68. As a result of the regular and substantial increases in commercial binding costs, an enquiry was instituted by the Deputy Director-General into the possibility of the establishment of a fully equipped bindery on the Library premises. The findings of the survey pointed out that the Library has bound an average of 5,000 volumes per year (this is insufficient and has resulted in the accumulation of a backlog), at an average over the past five years of 81,000 Swiss francs per annum. The survey indicated that with equipment at an estimated cost of 40,000 Swiss francs and additional staffing at a further 40,000 Swiss francs, plus supplies at an estimated 8,500 Swiss francs, totalling 88,500 Swiss francs in all, it would be possible to bind internally some 6,500 volumes per annum. It was further pointed out that the quality of the binding would be improved inasmuch as there could be a higher ratio of stitched binding and that a more efficient control could be maintained over priorities in binding done on the spot than is presently possible with outside contractual arrangements. Some considerable benefits are foreseen in this move at a cost in the first year only slightly higher than that now being spent annually, and with the prospect of considerable saving in future years.

69. Temporary assistance at a G.2 level was already made available in the bindery throughout the greater part of 1967 and some 22,220 provisional bindings

were made compared with 10,385 in 1966. Normal bindings fell, however, from 5,191 volumes in 1966 to 2,691 in 1967.

70. Promotions in 1967 were particularly encouraging inasmuch as two professional and seven General Service staff members were promoted, and a further General Service staff member's name was included on the P.1 promotion register. One established General Service post requested for the United Nations and Specialized Agencies Documents Unit was not allowed, but temporary assistance was made available throughout the year.

II. Acquisition

71. In 1967 acquisitions totalled 9,939 books (1,792 by purchase and 8,147 by gift and exchange), 75,369 issues of periodicals, 96,990 Government documents and approximately 120,185 United Nations and Specialized Agencies documents, totalling 292,544 pieces, and bringing the total volume holdings of the Library to 654,099.

72. It may be seen that 1,792 volumes only were purchased compared with 2,044 in 1966, and included in this purchase figures are some 307 volumes acquired for UNCTAD on the UNCTAD budget. The gifts and exchange figure rose however from 7,491 in 1966 to 8,147 in 1967 and indeed at no time in the Library's history were gifts and exchanges more anxiously solicited; some 2,830 such letters were despatched by this unit in the course of the year.

73. During the period 1962 to 1967 the increase in prices of books and periodicals was 25 to 30 per cent and the cost of binding rose by approximately 30 per cent. During this same period the budget allotments were:

	<u>United Nations</u>	<u>Rockefeller Endowment Fund</u>
1962	26,000	17,500
1963	24,400	17,500
1964	21,800	17,500
1965	20,800	17,500
1966	23,600	17,500
1967	25,000	17,500

74. The allotment in 1967 therefore provided between 25 and 30 per cent less than the allotment in 1962. Similarly, the allocation from the Rockefeller Endowment Fund provided 17 per cent less. With the expansion of the Organization itself the number of United Nations documents to be bound increased considerably and despite

the binding priority normally given to these collections, a considerable backlog has arisen owing to the depleted sum available for this particular operation.

75. It is particularly regrettable that it is not always possible to meet the needs of the Secretariat and delegations and that the collections of this great research Library, in an area where no other important research library in these specialized fields exists, will deteriorate to the point where no illusions should be nourished about the Library's ability to provide full and adequate facilities to meet the needs of the Organization.

76. The Acquisition Unit despatched 129 letters to all Member States of the United Nations requesting the despatch of the latest editions of their constitutions, civil, commercial and penal codes. To date, some forty-six replies, mostly positive, have been received.

77. It has been the practice in the past for the Library to acquire and to charge against the Library allotment all telephone directories, dictionaries and maps for individual offices and certain categories of reference books, e.g. the Statesman's Year Book, the Yearbook of International Organizations, etc. It has now been agreed that the Headquarters Library system be applied in Geneva and that in future all such items regarded as "office supplies" be charged against the "purchase section allotment".

III. Organization of material and reference services

78. It became clear from the overall assessment of library services that library users, both Secretariat members and visiting professors and students expressed satisfaction with reference services and pressure on reading room desk space was unduly heavy. The most frequently voiced complaint however, and one which the Librarian was powerless to combat, was the inadequate number of copies available for circulation of the more important economic journals. The availability of separate credits from the UNCTAD budget made it possible to meet the needs of this organization but the needs of other divisions, and particularly the Economic Commission for Europe, have not and cannot be met and indeed this regrettable situation will continue until such time as the Library's allotment is commensurate with its responsibilities.

79. Throughout the year emphasis was placed on the suppression of periodicals, both governmental and non-governmental which were no longer of interest to the United Nations or the specialized agencies, or in the general fields of interest of the Library. In all 184 titles were suppressed, and 175 new titles added. This is

reflected in the total number of periodicals titles received at the end of the year and which now numbers 7,745. Although this decrease is slight compared with the 1966 figure of 7,754, yet it is significant to note that such a decrease has never before occurred in the Library's United Nations history.

80. In view of the need to economize both shelf space and binding costs, this policy of the suppression of little consulted periodicals will be pursued in so far as the needs of the United Nations, specialized agencies and outside readers permit.

81. Due to insufficient shelf space on several floors of the library book stack a re-distribution of the greater part of the books and documents on all ten floors was begun. This relocation involves the handling of some 650,000 volumes, the readjustment of thousands of shelves and the re-labelling of all sections. It is hoped to complete this move in August 1968.

82. A survey of the holdings of the constitutions, civil codes, civil procedure codes, penal codes and commercial codes of 140 countries was carried out in the Legal and Political Reading Room in the latter half of the year. Codification in some fields in many countries does not exist but it is estimated that the survey covered some 640 texts in all. It was found that many of the texts were no longer in force and letters were sent to all member states requesting the dispatch of up-to-date codes (see chapter 2).

83. Extensive research was carried out in bibliographies and periodicals with a view to establishing the date of the codes in force and to tracing the texts of the codes themselves (forty such texts were found in periodicals) and to establishing correct bibliographical data for the codes. Already eighty texts have been received in reply to our requests, forty of which had been lacking, thirty of which were of a more recent edition and ten of which were already available in the Library.

84. The project for the preparation of the League of Nations Archives made possible by a grant of 75,000 dollars from the Carnegie Endowment for International Peace in 1965 made good progress. With a view to allowing access to these records, the archivist in charge of the project prepared a study as a basis for discussion by the Panel of Consultants which was set up to advise concerning the establishment of rules governing access to these records (see Annex A). Provisional rules were formulated and submitted to the Secretary General. They were subsequently approved by the Secretary General and the archives covering the period 1919 to 1927 were open to the public from October 1st 1967.

85. The archivist had in mind, parallel with the solution of the legal problem, the execution of certain practical tasks designed to aid researchers and to provide them with a means of studying the documents more profitably. With this in view 25,895 files covering the 1919 to 1927 period and housed in 1,313 boxes were checked and several thousand inaccurate or obsolete references corrected. At the same time, and in accordance with the panel's recommendation, a selection was made of those files which should remain closed and those which might be consulted under certain conditions.

86. A repertory of the archives for the period 1919 to 1927 was prepared and produced in book form. A general introduction to the repertory in the form of a guide was also drawn up in provisional form.

87. During the same period 33,905 files housed in 1,773 boxes and covering the period after 1927 were examined and numerous errors corrected.

88. With the endorsement by the Secretary General of provisional rules, the completion of necessary finding aids and the establishment of special readers cards, the new procedure became effective.

89. It would be premature to draw definite conclusions from an experiment which is still in its initial stage but a factor is emerging which makes it evident that the treatment of exemptions from the forty-year rule is the keystone to the whole system and that a firm policy must be applied.

90. With the present rate of progress the targets of the plan will be met and the project concluded in 1969.

91. The head cataloguer completed the extension of the main public catalogue. This was started in 1966 and apart from the relocation of the cards, included the replacement or rehabilitation of some 12,600 damaged guide cards. The catalogue, which in 1947 numbered 240 drawers, now numbers 1,050. A similar project is under way for all shelf lists.

92. The Property Survey Board approved the transfer to the World Health Organization Library of 3,607 volumes of periodicals in the medical field; this figure represents 187 complete and 35 partial collections. Approximately 118 metres of badly needed shelving in the periodicals bookstack has been released by this transfer.

IV. External relations

93. The Inter-Agency Working Party on the Indexing of Documents held its second meeting at the Food and Agricultural Organization's headquarters in Rome in June of this year. The Acting Director attended.

94. At the invitation of Mr. Spinelli, Director General of the United Nations Office at Geneva, Mr. Claus, Archivist at Headquarters, attended the June meeting of the Consultant Panel of the League of Nations Archives. Mr. Claus' presence contributed greatly to the smooth functioning of the meeting and certainly avoided a frequent exchange of letters.

95. The Director General of the United Nations Office in Geneva presided at a ceremony which was held in the Library wing on the occasion of the presentation of a specially printed and bound edition of Pope Paul VI's address to the United Nations entitled "Oratio Dominica". The gift was made by Mr. Franco Mario Ricci, editor of the Museo Bodoniano in Parma, Italy, which published the work.

96. "Oratio Dominica" consists of two volumes dedicated in the name of peace to the memory of Pope John XXIII, John F. Kennedy and Dag Hammarskjold. The first volume contains in the original early nineteenth century Papal typeface designed by Bodoni, the message of His Holiness Pope Paul VI delivered at the United Nations on 4 October 1965, introduced by a preface by the Secretary-General U Thant. The second volume contains the Lord's Prayer in 155 languages and 34 alphabets, in a type facsimile of the original publication by Bodoni in 1806. Four hundred copies were signed in New York by the Secretary-General and sold for the benefit of the National Library of Florence.

97. Mr. Arthur Sweetser, Director of the Information Section of the League of Nations, presented a flag to the Historical Collection of the League of Nations. In order to avoid confusion in the minds of any reader of this report, it must be stressed that the League, unlike the United Nations, had no official flag and that this particular addition to the League of Nations' Historical Collection was designed by the donor himself on the occasion of the World's Fair which was held in New York in 1939. Mr. Sweetser had received a demand for a League flag to be paraded at the Fair's opening; a demand which was followed by a threat from the Fair's officials to produce one themselves if a League flag were not forthcoming. Reluctantly Mr. Sweetser designed and produced the flag which flew over the League pavilion for two years. Mr. Avenol, the then Secretary General of the League, was, according to Mr. Sweetser,

very intrigued and ended by congratulating him on his initiative.

98. Dr. Stephen Osusky, member of the Czechoslovak Delegation to the League of Nations, 1920-36, also presented his portrait to the Library. It has been hung together with other eminent League personalities in the Historical Collection of the League of Nations.

99. His Holiness Vasken I, Catholicos of all the Armenians accompanied by Armenian archbishops and bishops from Paris, New York and London visited the Library and the League Museum; His Holiness expressed particular interest in the latter.

100. A small collection of duplicates of laws of Austria and the Federal Republic of Germany were given to the Library of the International Labour Office. This gift, in view of the loss by fire of some legal material, was particularly appreciated.

101. A meeting of the International Association of Law Libraries was held in Geneva in July of this year. Dr. Adrien Veillon, Vice President of the Association, spoke with particular reference to the instructions of the Council of Europe regarding the preparation of National guides to law libraries and the Register of Legal Documentation in the World.

102. A luncheon was held in the Palais des Nations followed by an introductory talk on the United Nations' Library and its collections by the Acting Director and a conducted tour by Mr. Kasme, Law Librarian.

103. The three-day colloquium of the Association of International Libraries was also held in Geneva. Talks were given by Dr. Landheer, Director of the Library of the Peace Palace at The Hague and Mr. Dimitrov, cataloguer of Slavic material in the United Nations Geneva Library.

104. Members of the Association also met at informal lunches on several occasions throughout the year.

105. An introductory lecture on the Library's collections was given by the Acting Director to graduate students of the School of International Affairs of Columbia University and desk space and library facilities for this group were made available for the greater part of July. The programme which was organised by Dean Andrew Cordier was devoted primarily to the study of European based international organizations.

106. Lectures were given by the Acting Director and the Law Librarian to many groups including: International Law Seminar (24 participants); Akademie der Diozese, Rottenburg (30 participants); Beloit College: Seminar on International Organizations

(15 participants); Triangular Fellowship Programme (20 participants); Graduates from the School of International Affairs, Columbia University (20 participants); United Nations Association of Great Britain (32 participants); Delegates of the U.S.S.R. to the "Conference on Standardization of Geographical Names" (17 participants).

107. Amongst individual visitors to the Library, mention must be made of the following: Mr. Chlepakov, U.S.S.R. (Unesco Fellow); Mrs. A. Claro, Librarian, Biblioteca del Congreso Nacional, Chile; Professor W. Deakin, Warden, St. Antony's College, Oxford; Mr. Yoshikatsu Kono, Librarian, National Diet Library, Tokyo; Mr. Ondra Liso horsky, Poet, Czechoslovakia; Ambassador Helveg Petersen, former Minister of Education, Denmark; Mr. K. D. Puranik, Curator of Libraries, Maharashtra State of India; Mr. M. Rieger, National Historical Publications Commission, U.S.A.; Mr. Borislav Stancic, Documentation Secretary, Federal Assembly, Belgrade; Mr. W. A. Steiner, Deputy Librarian, Squire Law Library, Cambridge; Mr. Wolfgang Stresemann, Director, Berlin Philharmonic Orchestra; Mr. Zivojin Tuvedzic, Collaborateur à la Bibliothèque de l'Assemblée Fédérale, Belgrade; and Mr. Adrien Veillon, Vice President, International Association of Law Libraries.

V. Bibliography for the year 1967

108. Monthly list of books catalogued in the Library of the United Nations.
V. 40, no. 1-12, January-December 1967.

Monthly list of selected articles. V. 39, no. 1-12, January-December 1967.

ANNEX A

RULES GOVERNING ACCESS
TO THE ARCHIVES OF THE LEAGUE OF NATIONS

Approved by the Secretary-General of the United Nations
on 23 August 1967

General
conditions
of access

1. The Archives of the League of Nations shall, with the exception of the categories of material defined in paragraph 3 below, be open for consultation in situ from the beginning of the calendar year following the date on which the most recent item in the file concerned has become forty years old.

Proposed
exemptions

2. An exemption from the foregoing rule may be granted in favour of researchers proving a legitimate interest in subjects concerning a more recent date, but only in exceptional cases and in so far as the work of classifying the archives permits. The beneficiary may be required to undertake to submit the manuscript of his work before publication.

Continued
general
inaccessi-
bility of:

3. The following items shall remain closed after the time-limit of forty years:

No access
to documents
of States

(a) files which contain internal documents of national administrations unofficially communicated at the time to League of Nations officials or commissioners by Governments whose archives are not open to researchers for the dates in question.

Documents
which might
endanger
individuals

(b) files containing documents which, if divulged, might injure the repute, affect the privacy or endanger the safety of individuals.

Reproduction
and publi-
cation

4. The copying, reproduction and publication of documents to which access is given shall be subject to the following principles:

Copyright

(a) Researchers shall be warned that the United Nations is not in a position to release them from any obligations in respect of copyright held by persons whose works may be found in the archives;

Whole
archive
groups

(b) The reproduction or publication of large bodies of files (whole archive groups or large series therein) shall not be permitted;

(c) The United Nations Services shall not be obliged to carry out the actual work of reproduction, even against payment.

5. The Director-General of the United Nations Office at Geneva shall be responsible for the implementation of this decision, particularly with regard to the determination of reserved files, the practical methods of providing access and the granting of the exemption for which provision is made in paragraph 2.

ANNEX BSTATISTICS OF THE GENEVA LIBRARY, 1967A. Acquisitions

1. Books and pamphlets (volumes and titles) (exclusive of documents and other publications in series)		
a. By purchase	1,792	
b. By gift and exchange	<u>8,147</u>	
	Total	9,939
2. Serial issues received (pieces)		
a. Other than documents	75,369	
b. Government documents	96,990	
c. UN and SA documents	<u>120,185</u>	
	Total	292,544

B. Processing

1. Cataloguing		
a. New titles catalogued		
i. Monographs	4,570	
ii. Serials ^{1/}	<u>666</u>	
	Total	5,236
b. Volumes shelved		
i. Monographs	8,723	
ii. Serials	<u>4,998</u>	
	Total	13,721
2. Binding		
a. Volumes bound		2,691
b. Pieces added to provisional bindings		22,220
3. Volumes discarded		752

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

7,745

C. Services

1. Circulation

a. Pieces fetched for use within the Library (estimated)	6,000
b. Pieces issued for use outside the Library:	
i. to United Nations	46,822
a. WHO	1,037
b. ILO and other specialized agencies	5,075
ii. other interlibrary loans	1,775
iii. to public (unofficial borrowers)	<u>9,467</u>

Total	70,176
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2. Reference queries

a. In person) Estimates	40,000
b. By telephone		48,000

3. Photostat and microcopying (number of pages)	2,269
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4. Attendance in reading rooms	32,797
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5. New outside (unofficial) readers' cards issued	900
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D. Bibliographic work

Monthly list of books catalogued cards printed	3,669
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Monthly list of selected articles	8,134
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C. Report of the Economic Commission for Africa Library, 1967

I. Administration

109. Owing to a prolonged illness, Mr. Seymour James the Librarian, was transferred to New York Headquarters Library in November 1967. Mr. Abdel-Rahman M. Tahir, the Associate Librarian, who was in charge since July 1967, then assumed the responsibilities of Acting Librarian.

110. The 1967 book budget of US\$15,000 was reasonably sufficient to meet the requirements of the Library and the four Sub-Regional Offices.

111. The backlog of binding caused by limited funds since 1964 was considerably reduced in the last quarter of the year. This was possibly due to an increase in the 1967 budget.

112. The space problem which has plagued the Library since its inception is on its way to being partially solved. Under construction is a library annex, the completion of which is expected early in 1968.

113. The ECA Data Bank, a joint project being undertaken by the Commission and Columbia University, will contain quantitative and statistical materials on African economic and social development collected by various research agencies. Compilation of lists of studies available in the form of punch cards and computer tapes has already begun.

114. Arrangements have been made with the United Nations Development Programme for their experts to be cleared by the ECA Library prior to their departure from Addis Ababa.

II. Acquisition and organization of material

115. The exchange and gifts programme was developed considerably in 1967. The considerable number of publications acquired through these efforts last year form a sizable collection.

116. The project of securing material acquired by research staff while on mission has been very successful.

117. The closure of the Suez Canal somewhat disrupted the flow of material requested by surface mail.

118. The United Nations Documents Reference Unit which handles innumerable requests would be able to give better service if it were housed in a larger room apart from the ECA Documents Section. Efforts are being made to solve this chronic lack of space.

119. The Cataloguing Unit has continued to keep pace with the increasing volume of material. However, the Unit was obliged to abandon attempt at reproducing the catalogue cards by offset. Another process of mechanical reproduction is under study.

III. Reference and loan services

120. The close co-operation between the Library and substantive Divisions has enabled the Library to give better reference service.

121. In addition to the Secretariat staff, the Library continues to render service to the experts of the United Nations Development Programme and the United Nations Specialized Agencies, Organization of African Unity research personnel, members of various diplomatic missions, Ethiopian Government officials, Haile Selassie I University Faculty and students, conference delegates and participants in seminars as well as visiting scholars.

122. The periodic lists of Table of Contents of selected professional journals continues to be widely used and appreciated.

123. The effort to control closely the circulation of periodicals by limiting the loan period needs more co-operation from the research staff.

124. In addition to the bibliographical activities cited in Chapter V, a number of selected bibliographies were compiled upon request for organizations, embassies and other institutions, and individuals.

IV. External relations

125. The Library's exchange and gifts programme has widened its contacts with libraries and research institutions all over the globe.

126. The interlibrary loan agreements between the ECA Library and prominent Addis Ababa libraries has proved to be of mutual satisfaction to both parties.

127. The Library has assisted a number of African librarians by briefing and training them. The librarians were: Mr. A. Bagadi of United Nations Information Centre, Khartoum; Mrs. Danielle Noel, in charge of Haile Selassie I University Library's Document Section; Mr. E. K. W. Dadzie, Assistant Librarian, African Institute for Economic Development and Planning, Dakar; Mr. H. El Halab, Librarian, Ministry of Foreign Affairs, Khartoum; Mr. Yewhalashat Lemma, Librarian, Institute of Agriculture Research, Addis Ababa.

128. Among the many visitors who visited the Library during the past year were: Mr. M. Beheiry, President, African Development Bank, Abidjan; Mr. Peter Duignan,

Director, African Programme, Hoover Institution, Stanford University, Stanford, California; Mr. Ahmed Elkherei, General Petroleum and Mineral Organization, Riyadh, Saudi Arabia; Mr. Mohamed Tom El Tejani, Deputy Under-Secretary, Ministry of Education, Khartoum; Mr. John H. Hawes, Second Secretary, U.S. Embassy, Addis Ababa; Mr. M. D. McKee, Library, School of Oriental and African Studies, University of London, London; Mr. Pierre R. Raterron, Charge de Mission, UNESCO, Paris; Dr. Rudolf Ullner, German Institute of African Studies, Hamburg; Professors Wallerstein and Hopkins of Columbia University; Mr. Julian W. Witherall, Chief, African Section, U.S. Library of Congress, Washington.

V. Bibliography for the year 1967

129. IBRD/IDA restricted reports received in the UNECA Library. No. 1-6.
Unpublished; mimeographed.

Lists of tables of contents of selected journals. UNECA Library.
No. 66-72, January-December 1967.
Unpublished; mimeographed.

New acquisitions in the UNECA Library. V. 5, no. 1-11, January-
December 1967. (E/CN.14/LIB/SER.B/37-47)

Publications received in Reference Unit I. V. 7, no. 1-12,
January-December 1967.
Unpublished; hectographed.

Selected documents received in the U.N. Documents Reference Unit.
V. 2, no. 1-17, January-December 1967.
Unpublished; hectographed.

ANNEX

STATISTICS OF THE ECONOMIC COMMISSION FOR AFRICA LIBRARY, 1967

A. Acquisitions

1. Books, serials and pamphlets			
a. By purchase		346	
b. By gift and exchange		<u>1,930</u>	
	Total		2,276
2. Documents and serials received (copies)			
a. Government documents		9,660	
b. Newspapers, periodicals <u>etc.</u>		15,228	
c. United Nations documents		61,032	
d. UN and SA serials		<u>2,388</u>	
	Total		88,308

B. Processing

1. Cataloguing			
a. Books and pamphlets		2,038	
b. Serials		<u>550</u>	
	Total		2,588
2. Binding			
a. Volumes bound			275

C. Services

1. Circulation			
a. Main Library		10,044	
b. Reference Units		6,384	
c. UN Documents Reference Unit		<u>4,152</u>	
	Total		20,580
2. Reference queries			
a. Main Library		6,360	
b. Reference Units		2,532	
c. UN Documents Reference Unit		<u>420</u>	
	Total		9,312
3. Attendance in Reading Rooms			16,752

D. Report of the Economic Commission for Asia and the Far East Library, 1967

I. Administration

130. At the end of 1967, the Librarian was in charge of the following manning table:

Library	- 6	(Librarian, Assistant Librarian, two library assistants, a circulation clerk, and a junior clerk)
Mekong Documentation Centre	- 2	(two typists: one of them taken back temporarily by the Mekong Committee since the middle of the year)
Documents Distribution Unit	- 3	(two assistants, and one messenger recruited in December)

131. On 15th March 1967, a Documents Distribution Unit was established within the Library. The primary objective of this move was to facilitate centralization of all the documents received in and produced by the Secretariat and to ensure effective servicing of them to the research staff. The Unit started functioning in full swing, but soon ran into difficulties on account of inadequate quarters and shortage of shelving space.

132. The 1967 budget of \$10,000 was utilized in the following manner:

Books and pamphlets	\$4,400
Periodicals and newspapers subscriptions	\$4,750
Binding and stationery	\$ 850
Total	<u>\$10,000</u>

133. The compilation of the DIVISION OF ADMINISTRATION - The first twenty years, 1947 to 1967 entrusted to the Librarian by the Chief of the Division of Administration was completed. The booklet came out in February in time for the annual session scheduled to be held in March.

134. The ECAFE Secretariat as a whole experienced shortage of space and no additional accommodation could, therefore, be accorded to the Library. The Administration was quite aware of the growing needs of the Library for additional shelving and it was hoped that some space would be found during the subsequent year.

135. The Library also required additional staff to take care of the increasing day-to-day work-load. Addition of a post of typist was, therefore, agreed upon in principle by the Administration.

II. Acquisition and processing

136. Books and pamphlets received during the year were about 3,272. Among them, 429 books were received on orders for the ECAFE Library and Mekong Documentation Centre.

137. The number of books classified and catalogued during the last three years including 1967 is as follows:

	<u>1965</u>	<u>1966</u>	<u>1967</u>
By purchase	400	372	429
By gift and exchange	1,883	1,296	1,797
Total	<u>2,283</u>	<u>1,668</u>	<u>2,226</u>

138. The periodicals and newspapers issues received and registered were about 15,386. The number of new periodicals received, catalogued and registered was 68 of which 28 were received on subscription and 40 gratis or on exchange. Four new newspapers were subscribed for 1967.

139. The newly subscribed periodicals included, among others, Journal of Regional Science, Data Processing Digest, Eugenics Quarterly, Journal of Transport Economics and Policy, and Hovercraft World. Back numbers of the Public Finance were also acquired.

140. The French Embassy presented to the Library a set of books, which included a ten-volume set of Grand Larousse Encyclopedique. A sum of US\$400 had been earmarked by the French Government for this purpose. In addition, some ten publications on geology and mining were also presented by them. The Australian Embassy donated thirty-five books on economic subjects in October. A number of books were presented by the USSR Embassy during the whole of the year. Among them were valuable reference books including Russian dictionaries in oriental languages. The Netherlands Government complied with the request of the ECAFE Library to be considered eligible to receive books and periodicals from the Netherlands technical assistance programme to help the libraries in the developing countries to build up their reference sources. A list of selections was submitted to its Embassy here.

141. The SEATO Library offered some of their duplicate material to the ECAFE Library. Some twenty-seven books were selected from the list submitted by them. On the other hand, a shipment of duplicates available in the ECAFE Library were shipped to the Asian Development Bank Library at Manila.

III. Organization and servicing of material

142. In addition to catering to the Secretariat's need for research material, the Library continued to acquire and process publications for the Mekong Documentation Centre, Technical Assistance Unit and the Asian Highway Transport Technical Bureau.

143. Selection of books and periodicals for acquisition was handled, as usual, by the Librarian in consultation with the Chiefs of Divisions. The Industry and Natural Resources Division and the Research and Planning Division made many suggestions of titles to be acquired.

144. The Library facilities were used by some 250 research staff of ECAFE, Mekong Office, Asian Institute for Economic Development and Planning, Asian Highway Transport Technical Bureau, and twenty Regional Advisors. In addition, the Research Fellows and the trainees of the Asian Institute for Economic Development and Planning also availed themselves of the Library facilities.

145. In response to individual requests short reading lists were prepared on, among other topics, Technical service and facilities for small industry, and Thailand. The total library work (especially typing) increased so much that one of the regular publications The Weekly List of Additions to the Library had to be discontinued. However, it was replaced on a smaller scale by a Monthly List of Additions to the Library. Issues of the Asian Bibliography came out as scheduled. A bibliography on Cambodia was put out as a document of the Mekong Documentation Centre. The Monthly List of Selected Articles was issued regularly but, owing to pressure of work, sometimes as combined issues for two months. The work of compilation of a bibliography on Regional Economic Co-operation with special reference to Asia and the Far East was commenced in November.

IV. External relations

146. On completion of his servicing the ECAFE annual session in Tokyo, the Librarian paid study-visits to the Institute of Asian Economic Affairs (Japan), and the International Rice Research Institute (Philippines). He also visited the Asian Development Bank (Philippines) to advise its Library on various matters including acquisition of publications from the commercial publishers in the region and those of the United Nations and its specialized agencies.

147. The Librarian represented the United Nations at the UNESCO Experts Meeting

on National Planning of Library Services in Asia held in Colombo, Ceylon, from 11 to 19 December, and submitted a report on the Meeting. The Assistant Librarian attended the 1967 annual convention of the Thai Library Association.

148. About 250 visitors came to consult the Library. Among them were the following who visited the Library for serious research work or consultations with the Librarian: Mr. Paul Borel, Directeur, l'Institut de Formation et de Recherches; Mr. Carroll G. Bowen, Director, The MIT Press; Mr. Victor M. Fic, Executive Secretary, Institute of Southeast Asia, Nanyang University, Singapore; Mr. J. R. Herrenschildt of OECD; Mr. R. F. Kreiss, Development and Resources Corporation, New York; Mr. Russell Marcus, Library Development Adviser, Asia Foundation (Laos); Mr. Burton T. Onate, Statistician, Asian Development Bank; Dr. Heinz Rudolph, Director, Federal Industrial Development Authority, Kuala Lumpur; Mr. Malcolm Subhan, University of Brussels, and Messrs. Richard D. Weirich and Clarence C. Chaffee of Battelle Memorial Institute, Columbus, Ohio.

V. Bibliography for the year 1967

149. Titles marked x are for internal distribution only:

Cambodia; a selected bibliography. March 1967. iv, 101 p.
(WRD/MKG/INF/L.211)

x Monthly list of additions to the Library. No. 1-8, May-December 1967.

x Monthly list of selected articles. No. 1-12, January-December 1967.

ANNEXSTATISTICS OF THE ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST LIBRARY, 1967A. Acquisitions

1. Books and pamphlets received		
a. Government publications	400	
b. UN and SA publications	650	
c. Others	<u>2,222</u>	
	Total	3,272
2. Periodicals and newspapers		
a. Periodicals issues	9,896	
b. Newspapers issues	<u>5,490</u>	
	Total	15,386
3. Map added		1

B. Processing

1. Titles catalogued		
a. By purchase	429	
b. By gift and exchange	<u>1,797</u>	
	Total	2,226

C. Services

1. Loans		
a. To the staff (books and periodicals)	12,879	
b. To outsiders (books only)	<u>247</u>	
	Total	13,126
2. Outside visitors		192

D. Bibliographical activities

1. Bibliographies and reading lists compiled and accessions lists		8
2. Periodical articles indexed		2,707

E. Report of the Joint Library of the Economic Commission for Latin America
and the Latin American Institute for Economic and Social Planning
(Santiago), 1967

I. Administration

150. 1967 marked the first complete year the Library staff were able to enjoy their new library premises, free from the continual interruptions of conferences and the necessity for vacating the library/conference room at frequent intervals which had been their lot previously. This was a very great step forward and was appreciated by all members of the library staff.

151. It was this improvement in the physical conditions which did much to maintain the morale of the staff and their individual outputs at a high level during the year, in spite of the long-standing deficits in personnel pointed out in the 1966 report, and the even greater increase in work in the year under review, detailed in the appropriate sections below. It must be emphasized that the need for at least two additional established posts is now acute. The first of these is for an additional cataloguer, owing to the fact that the work on external relations (see appropriate section below) requires the Chief Librarian to devote a considerable amount of time to libraries and organizations outside the ECLA office. On these occasions, the Chief Librarian's functions are necessarily taken over by the assistant librarian (the Library's cataloguer) and the latter's regular work virtually comes to a standstill and a progressive backlog of uncatalogued books piles up during the course of the year. Equally important is the need for an additional library clerk to help with the registration of incoming periodicals and with the filing of material in the basement stacks as in the short period the Library has occupied its new premises an increasing amount of unfiled publications has accumulated in the basement owing to the year-by-year increases in the material received.

152. The encouragement given and the interest shown in the Library's affairs by the new head of the Administration - of which the Library is a section - has been appreciated by all library staff members. This close co-operation is all the more important as no library committee was formed in 1967.

II. Acquisition and organization of material

153. The addition of more space in the new premises has naturally benefitted many sections of the Library as far as physical layout is concerned. It was possible

for the first time to shelve the extensive collection of United Nations documents in one complete sequence, and this relocation has certainly improved the accessibility of these documents for which there is always a steady demand. United Nations documents registered and filed in 1967 showed a spectacular increase over the previous year. Documents of UNCTAD and of UNIDO accounted for most of this rise in numbers. Future arrangements will have to be made to cope with the quantities that must be filed for reference, despite the amount which is regularly discarded from each mail. A new system of registering documents, using the Kardex rather than the loose-leafed register, was begun early in the year, facilitating a more rapid reference to the documents concerned.

154. Periodicals on economic theory also benefitted from the move, and were shelved, for the first time, in one complete sequence. In March a complete revision of all these periodicals was carried out, lost numbers replaced where possible with duplicate copies or new copies ordered.

155. In February the pamphlet collection, housed in five vertical file cabinets, was completely revised by two staff members; a long overdue weeding out took place and the collection emerged in better shape, complete with improved subject headings.

156. A new system of registering, classifying and annotating periodical articles was begun by one of the Library's four professional librarians. Taking 1964 as the starting point for the material to be so recatalogued, 2,083 articles were handled during the year and the resulting catalogue, housed apart from the general card filing cabinet, has proved to be an excellent help for reference work.

157. A Public Administration Unit was formally established on July 1 as an integral part of the Office of the Executive Secretary, and soon after the Library received a request from this Unit to catalogue a collection of special books, documents and pamphlets on the subject of public administration. It was planned to house this collection in the office of the Unit itself. The collection totalled 1,093 pieces, and unfortunately no additional professional help was made available, as had been the case for the housing collection in 1966. Processing this collection therefore fell to the lot of one of the librarian, in addition to her normal duties.

158. The housing collection or the Centro de documentación sobre vivienda, construcción y planificación física (Documentation Centre on Housing, Building and Planning) continues to be consulted steadily; in 1967, 178 persons consulted it and forty-five inter-library loans were made to other libraries in the Santiago area.

The catalogue of this collection continues to expand. Many new subject headings were added during the year, and 289 new analytical entries were filed. A bibliography "Política y programas de vivienda en América Latina" (Latin American housing policies and programmes) was compiled and a list of periodicals dealing with housing and related subjects was prepared at the request of CENID (the Chilean National Information and Documentation Centre). The Library also co-operated with a request from CENID to provide detailed information about the collection on housing - number and type of reader, etc.

159. In spite of the substantial world wide increases in book prices and periodical subscriptions and a 21 per cent rise in 1967 in the Substantial Staff of ECLA and the Institute over the 1966 figure, the 1967 budget allocation remained at \$8,000 per annum, a figure which has not altered since 1964. Nor was any help received from outside foundations by the Library.

III. Reference and loan services

160. In an effort to gauge its usefulness to staff members, a circular was sent by the Chief Librarian requesting comments on the Library's "Lista mensual de adquisiciones y de artículos seleccionados" (Monthly list of acquisitions and selected articles). The response was most satisfactory to the Library; staff members, with very few exceptions, acknowledge the usefulness of the publication which in many cases was said to be indispensable to their work. Through the year the circulation of this monthly bulletin has increased; the December number, for instance, was sent to 120 staff members of ECLA and the Institute, forty copies went to institutions, libraries, universities and so on in Chile, and eighty-eight were sent abroad.

161. Loans showed a marked increase this year over the previous years. It is interesting to note that the number of public using the Library also increased, despite the difficulties now involved in reaching the new building - farther out of Santiago, and a long driveway to be (usually) walked before arriving at the Library doors. This year inter-library loans to outsiders reached a new level of 541, an indication of the uniqueness and quality of the collections found in the Library, and an indication also of the extra work these outside inquiries make for the reference staff.

IV. External relations

162. As mentioned in paragraph 151 the time spent by the Chief Librarian on external relations has risen so steeply over the past year that serious interference with the normal work of the Library has resulted. Apart from the normal consultative work which requests by students and other professionals make on the Library, a considerable amount of collaboration on outside projects has taken place during the course of the year.

163. At the request of the State Technical University, Santiago, the Chief Librarian attended the University every morning during March to organize a documentation centre and archives.

164. A paper "La documentación al servicio de los países en desarrollo" (Documentation in the service of developing countries) was prepared by the Chief Librarian for the seventh meeting of the Latin American Commission of the International Federation of Documentation (IFD/LAC), held in Mexico from 28 August to 2 September.

165. In September, after some weeks of preparation, the Chief Librarian completed the preparation of a plan for a new library of the State Technical University, Santiago.

166. In October the Library collaborated with the McGraw-Hill Book Company in an exhibition of scientific and technical books published by this Company. The exhibition, which remained open in the Library from the 24th to 26th of October, was inaugurated by a cocktail to which many Santiago librarians as well as ECLA and Institute staff members were invited.

167. The Chief Librarian and the Librarian in charge of the housing collection attended the CENID symposium on the organization of information and documentation for housing, building and urban development in Chile which was held in Santiago from 11 to 13 December. The Chief Librarian took an active part in drafting the final report of the symposium.

168. At a request from the Fisheries Development Institute, the Chief Librarian prepared a report on the organization of the Institute's library. Policies and procedures of this library were reviewed and discussed by the Chief Librarian with the Institute's Library Committee and the Librarian from 26 to 28 December.

169. Early in the year the Fundación Interamericana de Bibliotecología Franklin, in Buenos Aires, made available the sum of \$570 for the preparation of a bibliography

on population, demography and related subjects from material available in the United Nations libraries in Santiago. On the advice of the Chief Librarian, Miss Soledad Ferreiro, a professional librarian from Santiago, was chosen to compile this extensive bibliography. Most items were drawn from the collections found in the ECLA/Institute Library and the Library of the Latin American Demographic Centre. The Chief Librarian supervised the work and revised the finished bibliography.

V. Bibliography for the year 1967

170. Agriculture in Bolivia.

Bibliografía sobre administración pública.

Bibliografía sobre censos, encuestas y estadísticas industriales existentes en la Biblioteca de la CEPAL (comprende América Latina y el Caribe).

Bibliografía sobre Chile (aspectos geográficos e históricos; condiciones agrícolas e industriales).

Bibliografía sobre cooperativas.

Bibliografía sobre educación en América Latina.

Bibliografía sobre industria automotriz.

Bibliografía sobre inversiones, progreso técnico y desarrollo industrial.

Bibliografía sobre tributación en América Latina.

Bibliografía sobre urbanización.

Censos agrícolas de América Latina.

Chile (fuentes de información estadística general existentes en la Biblioteca de la CEPAL).

Estadística de comercio exterior.

Indices de revistas académicas recibidas. 1967.
Weekly.

Lista de revistas sobre vivienda.
Prepared at the request of CENID.

Lista mensual de adquisiciones y de artículos seleccionados. 1967.
Monthly.

Paraguay; bibliographical references.

Política y programas de vivienda en América Latina.

Publicaciones existentes en la Biblioteca de la CEPAL sobre reforma agraria y tenencia de la tierra. Compilada por José Besa.

Trabajos del señor Jorge Ahumada.

ANNEXSTATISTICS OF THE JOINT LIBRARY OF THE ECONOMIC COMMISSION FOR
LATIN AMERICA AND THE LATIN AMERICAN INSTITUTE FOR ECONOMIC AND
SOCIAL PLANNING (Santiago), 1967A. Acquisitions

1. Books and pamphlets received		
a. By purchase	317	
b. By gift and exchange	<u>2,645</u>	
	Total	2,962
2. Documents and serials registered		
a. United Nations documents	5,671	
b. Alliance for Progress and Inter American Economic and Social Council documents	261	
c. Newspapers and periodicals	<u>16,757</u>	
	Total	22,689

B. Preparations

1. Titles catalogued		
a. Books and pamphlets	1,535	
b. Serials	<u>422</u>	
	Total	1,957
2. Volumes bound		137

C. Services

1. Reference queries		
a. ECLA staff	7,731	
b. Institute staff	7,410	
c. Public	<u>4,015</u>	
	Total	19,156
2. Loans		
a. Main Library	35,582	
b. Inter-library loans	<u>541</u>	
	Total	36,123

F. Report of the Economic Commission for Latin
America Library (Mexico), 1967

I. Administration

171. The Librarian, Mrs. Josefina Berroa de Espinoza, resigned in June and was replaced by Mr. Ramón Nadurille in July.

172. Special attention was given to the Library's two main problems: Lack of space, and shortage of personnel, both of which have to meet the increasing demand for services and bibliographical materials.

173. The Library's regular staff consists of seven persons, as in 1962, notwithstanding that the needs of ECLA and its personnel have increased considerably. Furthermore, there was an overwhelming accumulation of work due to the transfer of Miss Ma. Angélica Araneda to the Editorial Section in 1966. In August Miss Guadalupe Beas was given a probationary contract and this partially improved the situation. Also, a person was appointed for two and a half months to revise the periodicals collection and to re-arrange it in the stacks with the purpose of having it more handy and rapidly located, and to facilitate its registry and control in the Kardex.

174. The staff problem persists and it will be necessary to have at least two additional posts filled by qualified persons if the Library is going to perform the minimum requirements to satisfy the needs of its users which are constantly increasing. Also, another person's services will be needed for a minimum period of six months to elaborate an index and a list of existing periodicals and serials as well as their visible registry (Lindex). That person would also help to withdraw duplicates and unused materials of the United Nations documents collection.

175. The following measures were taken in order to solve the lack of space problem: Re-arrangement of stacks, and withdrawal of duplicate, unused bibliographical materials, and some publications edited before 1963.

176. With the new arrangement of the stacks some space was saved which was used to install the vertical files and to enlarge the Library office. A more fluent circulation within the stacks and an easier access to bibliographical materials were also obtained.

177. Weeding-out of publications, mainly in the periodicals collection, allowed a re-accommodation of the United Nations documents collection, its space problem being only temporarily solved as this section increases constantly. However, it is to be noted that space saving through discarding unused materials and duplicates has come to its limit.

178. In September, the Trade Policy Section offices, which were located within the Library's premises, were transferred to the southern part of the floor. Due to this movement, the stacks and the reading room were re-arranged and this allowed the Library to have a more effective control of readers and publications. Services to the general public were suspended during this period, but United Nations personnel continued using the Library without interruption.

179. At the request of the Administrative and Finance Office, an inventory of saleable documents on stock in the corresponding Section was taken. This allowed the Library to plan for their distribution or disposal.

II. Acquisition and organization of material

180. The budgetary appropriations, which continued being the same as in last year, were inadequate for the acquisition of all the bibliographical materials needed for the research work that is being done by ECLA Mexico personnel.

181. The strained financial situation limited the purchase to only sixty-five books and some dictionaries.

182. With the purpose of balancing the reduced budget, an exchange and free-acquisition programme was initiated. Consequently, the Library began receiving more recent and important publications. Special attention was given not only to the quantity but also to the quality and usefulness of chosen materials. Also, the Library made an effort to receive exchange materials more quickly and regularly.

183. To have a more efficient control of periodicals, the respective Kardex was re-organized and a new unit with twenty trays was acquired to fill it with the increasing number of registry cards.

184. The general catalogue, which was overcrowded, was enlarged with two additional sections. The units used were transferred from the United Nations Documents Section where they had been occupied by the index cards for documents dating before 1964.

185. The number of yearbooks received increased considerably as compared to previous year, due to the special effort made to claim all missing issues. At the same time all obsolete and unused yearbooks were discarded and donated to other institutions in the City, which promised to register and place them at the disposal of any reader or other libraries and institutions.

186. Even though the limited budget did not permit all the necessary material

to be bound, an attempt was made to bind the greatest possible number of publications, especially those which are frequently used, and thus are subject to deterioration or loss.

III. Reference and loan services

187. During the year 21,297 reference queries were answered, and 10,016 publications were lent outside the Library. There were 11,844 persons who attended the Library and 19,862 publications were used by them in the Library reading room.

IV. External relations

188. At the seventh meeting of the International Federation of Documentation/ Latin American Commission, the Librarian represented the Economic Commission for Latin America, and he presented a paper about technical and scientific Mexican periodicals.

189. The Librarian also participated in the National Archives Work Assembly which took place in October 1967.

190. Co-operation with the ECLA Santiago Library was widened, with hopes that during 1968 there will be a more active exchange of materials and services. Also, the relations with the Documents Section in Santiago were increased; a copy of their exchange list was received which will be useful in the control of this service within the Library.

191. There was an active participation in the Mexican Library Association whose meetings were regularly attended by staff members.

192. The compilation of an Union Catalogue of Books on Social Sciences was started during the month of October. Co-operation was requested from the most important City libraries. The Library is responsible for the maintenance of this catalogue which will be formed by the cards already being sent by co-operating libraries.

193. The greatest amount of co-operation was given to the preparatory work of the manuscript of the "Union List of Serials in Mexican Libraries" by allowing the corresponding work to be carried out at the ECLA Library's premises under the Librarian's direction. Approximately 18,000 titles of periodicals, which may be found in more than 130 Mexican libraries, have been registered in this catalogue.

194. During this year, membership in the Association of International Libraries was initiated.

195. The sales of printed publications of the Economic Commission for Latin America reached the sum of US\$809.34.

V. Bibliography for the year 1966

196. Economía. (Lista quincenal de adquisiciones, no. 68, 30 abril 1966)
- Educación. 7 p. (Lista quincenal de adquisiciones, no. 69, 15 mayo 1966)
- Estadística. 7 p. (Lista quincenal de adquisiciones, no. 70, 31 mayo 1966)
- Finanzas públicas. 2 p. (Lista quincenal de adquisiciones, no. 71, 15 junio 1966)
- Impuestos. 5 p. (Lista quincenal de adquisiciones, no. 72, 30 junio 1966)
- Industrias. 20 p. (Lista quincenal de adquisiciones, no. 73, 15 julio 1966)
- Integración económica. 5 p. (Lista quincenal de adquisiciones, no. 74, 31 julio 1966)
- Inversiones. 6 p. (Lista quincenal de adquisiciones, no. 75, 15 agosto 1966)
- Moneda. 9 p. (Lista quincenal de adquisiciones, no. 76, 31 agosto 1966)
- Precios y costo de vida. 3 p. (Lista quincenal de adquisiciones, no. 77, 15 septiembre 1966)
- Reforma agraria. 6 p. (Lista quincenal de adquisiciones, no. 78, 30 septiembre 1966)
- Relaciones internacionales. 8 p. (Lista quincenal de adquisiciones, no. 79, 15 octubre 1966)
- Salud pública y seguridad social. 7 p. (Lista quincenal de adquisiciones, no. 80, 31 octubre 1966)
- Sociología y desarrollo de la comunidad. 6 p. (Lista quincenal de adquisiciones, no. 81, 15 noviembre 1966)
- Trabajo y trabajadores. 5 p. (Lista quincenal de adquisiciones, no. 82, 30 noviembre 1966)
- Transporte y comunicaciones. 9 p. (Lista quincenal de adquisiciones, no. 83, 15 diciembre 1966)
- Vivienda. 3 p. (Lista quincenal de adquisiciones, no. 84, 31 diciembre 1966)

ANNEXSTATISTICS OF THE ECONOMIC COMMISSION FOR LATIN AMERICA LIBRARY (MEXICO), 1967A. Acquisitions

1. Books and pamphlets received		
a. By purchase	65	
b. By gift and exchange	<u>1,920</u>	
Total		1,985
2. Documents and serials received		
a. Serials and periodicals	15,973	
b. United Nations documents	46,137	
c. Other documents	<u>302</u>	
Total		62,412

B. Processing

1. Cataloguing		
a. Books and pamphlets	1,190	
b. Serials and documents	<u>-1,056</u>	
Total		2,246
2. Vertical file		
a. Pamphlets filed		4,804
3. Binding		
a. Volumes bound	270	
b. Volumes provisionally bound	<u>313</u>	
Total		583
4. Materials withdrawn		
a. Books and pamphlets	3,392	
b. Serials and periodicals	9,313	
c. Documents	<u>15,704</u>	
Total		28,409

C. Services

1. Reference queries		
a. United Nations staff	6,911	
b. Others	<u>14,386</u>	
Total		21,297

2. Circulation		
a. Pieces fetched for use within the Library	19,862	
b. Pieces loaned for use outside the Library	6,994	
c. Interlibrary loans	<u>3,022</u>	
	Total	29,878
3. Attendance in reading room		11,844
D. <u>Bibliographies</u>		
1. Lists of acquisitions	17	
2. Other bibliographies	<u>3</u>	
	Total	20
E. <u>Sales of ECLA publications</u>		US\$ 809.34

