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Annual report of the United Nations  
Headquarters Library, 1973

I. Administration and management

1. A management and manpower review of the Library was carried out in November and December 1972 by the Administrative Management Service (AMS), assisted by an outside consultant. The report of the survey, entitled Report on the review of management and manpower utilization in the Dag Hammarskjold Library was released in October 1973. Most recommendations of the report were accepted for implementation in 1974 or later; on a few, the Library submitted comments and reservations.
2. One of the recommendations concerned improvement of communications within the Library with special emphasis on holding regular staff meetings at all levels. This recommendation was partly implemented immediately by instituting monthly sectional meetings where the section chiefs will discuss relevant problems with the staff.
3. Seventeen meetings of division and section chiefs with the Director were held during the year. In addition to administrative matters and recurrent topics such as the budget and the Library's annual work programme, the following were among the subjects discussed on the basis of working papers prepared: departmental reference collections; bibliographical control of materials relating to the United Nations; study of indexing coverage and policies; review of the system of United Nations depository libraries; and measurable work processes.
4. At four of these meetings the professional staff of the Users' Services Unit, the General Reference Desk, the Map Collection and the two branch libraries reported on their activities, followed by discussions of their problems.
5. In April, a general staff meeting was held at which the Chief of the Documentation Division spoke on the future activities relating to the storage and retrieval of information contained in official United Nations documents and publications.
6. With effect from 14 May 1973 the Documentation Division was reorganized into three sections: the Computer Operations Section, the Conventional Indexing Section, and the Documents Reference and Collections Section. The functions, main activities and staffing of each section and unit are given in DIRECTIVE/A/27 and Add.1.

II. Acquisition

7. The collection of United Nations and specialized agencies documents and publications increased by 95,931 items, of which 76,886 were issued by the United Nations and 19,045 by the specialized agencies. To achieve completeness of the collection, a vigorous programme of claiming was pursued, and a total of 4,426 pieces were claimed compared to 1,005 pieces during 1972.

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8. For materials purchased, the revaluation of the United States dollar and the sharp price increase for all library materials and especially for serial subscriptions resulted in considerably higher expenditures than estimated. Of the amount of \$15,529 over-expended, the sum of \$12,080 was for serials purchased outside the USA.

Expenditures were as follows:

	<u>1971</u>	<u>1972</u>	<u>1973</u>
Books, U.S.	\$ 12,698	\$ 9,767	\$ 12,378
Books, overseas	13,869	12,161	14,712
Microfilm	6,500	838	1,225
Serials, U.S.	36,522	40,110	46,025
Serials, overseas	50,333	56,109	71,189
<u>Totals</u>	<u>\$119,922</u>	<u>\$118,985</u>	<u>\$145,529</u>

9. The total receipt of books was somewhat higher than in 1972; the increase in books purchased was however lower than the increase in books received by gift or exchange:

	<u>1971</u>	<u>1972</u>	<u>1973</u>
Books received (volume)			
By purchase	3,717	2,305	2,818
By gift or exchange	6,899	5,724	7,264
<u>Totals</u>	<u>10,616</u>	<u>8,029</u>	<u>10,082</u>

10. The bankruptcy of the major subscription agent for United States periodicals caused great concern as it occurred in October, thus jeopardizing the orderly renewal of the subscriptions for 1974. However, a satisfactory new agent was found and 661 orders were transferred, 202 for the Library and 459 for UNDP and other units outside the Library, requiring preparation of new orders and time consuming changes in all records. A revised list of major dealers used was compiled.

11. The Library continued its efforts to improve the effectiveness of its gift and exchange programme both in regard to coverage and in regard to prompt receipt of material. Thus, a letter was sent in August to permanent missions and offices of observers to the United Nations re-emphasizing the importance of official publications of their respective countries in the Library's collections and requesting their assistance in updating records of agencies to which official requests and claims should be directed. A total of 138 letters was sent, and by 31 December, 76 replies had been received. Also, a review of receipt of the documentation of the European Communities was completed, requiring bibliographic work on 154 titles and extensive follow-up correspondence with various offices of the Communities. Twenty-five new exchanges were established; formal exchange agreements were arranged

with three additional depository libraries and five formal gift agreements were set up. Nine exchange agreements were cancelled.

12. Among the gifts received during the year from permanent missions, visiting librarians and publishers, special mention should be made of a collection of Byelorussian books presented by H.E. Mr. Vitaly Stepanovich Smirnov, Ambassador and Permanent Representative of the Byelorussian Soviet Socialist Republic; a collection of Russian books, presented by H.E. Mr. Vasily Stepanovich Safronchuk, Ambassador and Deputy Permanent Representative of the Union of Soviet Socialist Republics; copies of the first two volumes in a series (expected to run to 25 volumes and to be completed in 1975) giving full texts of all resolutions adopted by the principal organs of the United Nations, presented by Oceania Publications; two microfilm sets of League of Nations documents, each comprising 586 reels (35mm) and a three-volume guide to the collection presented by Research Publications, Inc.; and a set of four volumes of the Works of Chairman Mao Tse-tung, and a calligraphically exquisite copy of Poems of Chou Shu-jen (Lu Hsiin, pseud.). All these gifts were exhibited for short periods after their receipt.

### III. Processing of materials

13. During 1973, 18,886 records for United Nations documents and publications (as against 17,857 in 1972) were stored in direct access form in the computer memory. By the end of the year, the total number of records stored since 1969 was 61,211, of which 45,903 resided in the Document Annotations Master File and 15,308 in the Quadrilingual Terminology Master File. The two IBM 029 keypunching machines used to produce machine readable records were replaced by IV Phase Systems Data IV/70 terminals in October 1973.

14. The programme of selective conversion of United Nations documents and publications into microfiche form continued. A total of 313,193 pages of documents and publications (as against 267,062 in 1972) were prepared for filming and 8,000 microfiche masters and 40,000 duplicates in silver halide were produced under contract.

15. In July, the responsibility for the microfilming of United Nations documents and publications was transferred from the Publishing Service to the Library. The moving of documents related to the microfilming operation from the Secretariat building to Library premises was completed in November. Sorting and filing of this material and the new incoming material continued to the end of the year.

16. A time study of the processing of monographs from the point of selection in a bibliography (or other source) or the receipt of a request to the point of forwarding the title for shelving was conducted between 15 October and 14 December. For the use of the study special forms were designed and instructions were written for carrying out the project. After the data had been collected, they were tabulated, and, on the basis of the tabulation, a report was prepared. It was found that the time spent on the various steps, in most cases, did not appear excessive, but, on the other hand, the total processing time seemed rather long. Shortening of the processing time for some steps was the immediate result of the study, for instance by reducing the period allowed for reviewing decisions on location from three days to one.

In the long term, the material collected will be most useful in connexion with the productivity improvement programme which will be conducted by the Administrative Management Service during 1974.

17. The number of serial issues checked in at the Serials Checklist was as follows:

	<u>1971</u>	<u>1972</u>	<u>1973</u>
Serials checked in (pieces)			
Non-official serials	134,672	124,957	119,756
Official documents (excluding gazettes)	64,949	77,302	89,455
<u>Sub-totals</u>	<u>199,621</u>	<u>202,259</u>	<u>209,211</u>
Official gazettes	31,205	29,081	37,307
<u>Totals</u>	<u>230,826</u>	<u>231,340</u>	<u>246,518</u>
Serials routed (pieces)	70,702	111,682	93,109

18. New procedures for better control of serials receipts were introduced. Under the new procedures, all invoices for subscriptions are checked against the records before processing for payment, and checklist records and order records are compared, corrected, or changed where needed. As reported last year, a separate file of standing orders for serials sent directly to units in the Secretariat was set up. Before renewing these subscriptions, 451 titles were reviewed and the need for continuation was ascertained from the receiving units. A new system of reference cards in the Serials Checklist now connects multiple subscriptions for the same title received in the Library and directly in Secretariat units. A total of 143 such references were prepared and filed.

19. As a further step to improve control over material received, a new separate checklist file was set up for the documentation of major international organizations. The file includes both serials and monographs received from the following organizations: European Communities, OECD, OAS and its specialized agencies, and the Council of Europe.

20. A Subject Headings Committee was established in January 1973. Its six members represent the Computer Operations Section, the Conventional Indexing Section, the Documents Reference and Collections Section, the General Reference Section and the Catalogue Section. The Chief of the Catalogue Section was named Chairman. The Committee's terms of reference are to review the subject headings used in the Public Catalogue on the first floor and to make recommendations to ensure that the terms used are in conformity with the terminology of the United Nations and are current in their respective subject fields.

21. The Committee held 27 meetings and compared approximately 5,000 main subject headings used in the Public Catalogue (first floor) with 1,700 headings used in the UN/SA Catalogue/Index (2nd floor), in UNDI and in UNDEX.

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22. Out of the 1,700 headings in the UN/SA Catalogue/Index, 500 terms were accepted. About 500 terms relate to highly technical documentation of the specialized agencies and no action was deemed necessary on them. Another 500 terms pertain exclusively to the United Nations documentation and are not likely to be used in that form in the Public Catalogue. It was decided to co-ordinate these headings by use of cross references in both the catalogues. The rest, about 200 terms, are minor variants of headings currently used in the Public Catalogue.

23. The Catalogue Section continued to process incoming material on a current basis and ended the year without a backlog. Even though the number of new titles catalogued was somewhat lower than in previous years, the output per cataloguer was higher than ever before. The work of the Subject Headings Committee mentioned above resulted in a considerable amount of adjustments in the Public Catalogue. Thus, over 10,000 cards were either rearranged or their subject headings were changed, 700 new cross references were inserted, and over 3,000 new guide cards were filed.

#### IV. Organization of the collections

24. In order to provide easier access to the collections of United Nations, specialized agencies and League of Nations materials, the stack location guide was revised, incorporating the changes brought about by the moving of the specialized agencies and League of Nations materials to new locations.

25. The project of codifying the Library's policies concerning the development of its collections was begun in 1971 and the basic document Directive/A/24 entitled Policy governing development of collections: acquisition, retention and maintenance, as well as several annexes and sub-annexes containing policies for specific collections and for groups of materials within the collections were issued during 1972. This project was continued during 1973 and four more sub-annexes were compiled and issued.

26. The Serials Committee held 45 meetings during the year during which it dealt with a total of 2,389 items relating to all aspects of its work, such as decisions on new titles, on further retention of titles already in the Library, and on analytics etc. Out of a total of 1,017 new titles examined, 571 were accepted and 446 were rejected, and out of a total of 376 titles already in the Library, 133 were kept and 246 were withdrawn.

#### V. Services to readers

27. In order to provide better service, particularly to members of missions and delegations, the Library was kept open from 9 a.m. to 7 p.m. during the 28th session of the General Assembly. The following service points were manned before and after the regular hours (9:30 a.m. - 6:00 p.m.): the Documents Reference Desk, the General Reference Desk, the Loan Desk, the LSA Branch Library and the Map Collection.

A. Loans and related services

28. There was an increase in the total number of loans from 61,541 in 1972 to 76,094 in 1973. At the main loan desk the increase was from 36,413 in 1972 to 48,533 in 1973, at the loan desk of the Documents Reference and Collections Section from 3,631 to 4,040, in the Statistical Branch Library from 18,468 to 20,248, and in the Legal Branch Library from 3,029 to 3,273.
29. The amount of loans expedited by the Interlibrary Loan Service decreased from 2,582 in 1972 to 1,936 in 1973. This decrease is due to the increasing restrictions imposed by the various libraries in the area with which the Library has interlibrary loan relations on the types of materials which can be borrowed.
30. The increase in the routing of issues of periodicals follows the trend of recent years (1971: 103,756; 1972: 125,105; 1973: 155,997).
31. A substantial increase was also experienced in the area of use of the Library by readers from outside the Organization. A total of 1,132 passes were issued in 1973 as against 722 in 1972.

B. Information tools

32. Progress was made towards the compilation of indexes by computer methods on a ten-issues-a-year basis (monthly January to June and September to December). A total of 84 issues in English, French, Russian and Spanish in the UNDEX series were produced and distributed to official recipients.
33. Manually compiled indexes (United Nations documents index and the indexes to proceedings series) were prepared and issued as scheduled. Two new items among them were the Index to resolutions and other decisions of the United Nations Conference on Trade and Development and of the Trade and Development Board, 1964-1972, and the Index to resolutions of the Security Council, 1946-1970. Altogether 25 issues of indexes prepared by conventional methods were produced.
34. A total of 3,333 draft pages of the indexes to proceedings was prepared, most of which were circulated to reference points inside and outside the Library.
35. The indexing of legal texts performed by the Library for the Office of Legal Affairs continued. The preparation of the cumulative index number 10 to the Treaty series, volumes 65-700, started. The index is due for submission in 1974.
36. Current bibliographical information, in its third year of publication, continued to be used extensively by the Secretariat staff, by members of the permanent missions, and by delegates to various conferences.
37. The Occasional reading list and the Reference aid series ceased at the end of 1972. Most of the future bibliographies will be issued in the ST/LIB/

series; this will provide wider dissemination of the bibliographies. Four bibliographies were issued in this series on the following topics: multinational corporations; international terrorism; definition of aggression; and disarmament. The bibliography on multinational corporations was issued to coincide with the meeting of the Secretary-General's Group of Eminent Persons on the subject. There was such an interest in this bibliography that it was out of print at the end of the year. The bibliographies on international terrorism and on disarmament were issued in time for the discussions during the General Assembly.

38. The third and fourth parts of the List of periodicals available in the Dag Hammarskjöld Library, covering economics and statistics, and political affairs were issued in July and December respectively.

39. In addition to the above issues in the established series, bibliographies and reading lists were prepared in response to specific requests. Among them were a selected bibliography on the Indian Ocean, a selected list of publications on nuclear explosions, and a bibliography on public administration in selected countries. The bibliography on the Indian Ocean was eventually included in Report of the Ad Hoc Committee on the Indian Ocean (Official Records of the General Assembly, Twenty-eighth Session, Supplement no. 29).

#### C. Reference services

40. There was a marked increase in the total number of queries handled from 98,387 in 1972 to 107,915 in 1973. However, the individual service points showed varying degrees of fluctuation: the General Reference Desk remained at the same level (1972: 12,850; 1973: 12,820); the Statistical Branch Library experienced a significant increase (1972: 8,244; 1973: 9,087); the Legal Branch Library showed a sizable decrease (1972: 6,953; 1973: 5,872); the Map Collection had a slight increase (1972: 4,429; 1973: 4,524); the Periodical Reading Room experienced a large increase (1972: 13,305; 1973: 18,202); and the Documents Reference and Collections Section had a considerable decrease (1972: 22,124; 1973: 19,863).

41. The following are typical of the reference queries answered by the Documents Reference and Collections Section: Kuwait and United States voting records on all resolutions since 1963; text of treaty between Nepal and India regarding trade and commerce, 1950; ICJ judgment on fishing rights and disagreement between Iceland and the United Kingdom; Convention on Wetlands of International Importance, especially as Water Fowl Habitat, Ramsar, Iran, 1971; the Armenian question and Armenian refugees as dealt with by the League of Nations.

42. Noteworthy among the queries received at the General Reference Desk were the following: material on the 1954 international supervision of the cease-fire in Vietnam; a list of national anthems and their musical scores; language texts of the Constantinople convention of 1888 regarding free navigation of the Suez Canal. In addition to the above, the bulk of the queries during the year consisted of requests for biographical information, texts of constitutions, decrees, laws, conventions, identification of quotations, dates and locations of international conferences, and language texts of bilateral and multilateral treaties. Commercial firms, law firms and various institu-

tions in the New York metropolitan area were assisted with texts of commercial, civil and penal codes of many countries' as well as economic, social and legal information on the developing countries.

43. Among the services rendered by the Map Collection during the year, these are the most notable: providing liaison service between UNEF and the U.S. and U.K. Governments for the supply of some 52,000 map sheets to UNEF; supplying maps to various special missions, often on 24-hour notice, such as the mission to Managua, Nicaragua, after the earthquake in that city, and the special mission to Zambia and Tanganyika to examine border problems; providing assistance in connexion with the drought in the Sahel area of West Africa.

44. The Legal Branch Library, in addition to its regular service, assisted the annual group of legal internes and fellows in their research assignments during their term at Headquarters. Among the various legal queries during the year, the following areas were most prominent: law of the sea and the sea-bed; international trade law; international terrorism; environmental law; law of war; the International Court of Justice; protection of diplomats; peaceful settlement of disputes; and codification and development of international law.

45. Among the queries handled by the Statistical Branch Library, the following subjects were most significant: **world-wide** energy production, distribution and consumption; private investment in developing countries and the effect on their economy; women and the labour force in developing countries; economic indicators of the Third World countries; crime statistics; migration; and employment and unemployment.

#### VI. Services and assistance rendered to other parts of the Secretariat and other libraries

46. As a first step towards closer co-operation between the Library and the various reference centre and office reference collections in the Secretariat, a survey of nine of these collections was conducted from mid-September to the end of November. The method used was visits to the collections and interviews with the reference clerks, after prior clearance with the officers in charge. The result of each interview was entered into a checklist devised for this purpose. Samples of bibliographies, lists etc. compiled by these collections were also collected. The information gathered will be used for a policy review, in co-operation with the Administrative Management Service, of all such branch libraries and office collections in 1974.

47. Service to units having their own funds (UNICEF, UNCTAD, etc.) and to UNDP continued to be provided by the Acquisition Section. The number of items processed was at the 1972 level (11,622 in 1973 as against 11,652 in 1972).

48. The Acquisition Section continued to keep exchange records for the Geneva Library and to supply it with United States official serials and monographs. In accordance with the new procedure established last year, a list of United States serials sent regularly to the Geneva Library was checked



(308 titles), records corrected, mailing lists confirmed etc. While this service does represent a certain workload, the Geneva Library in turn gave assistance on many occasions throughout the year, and this co-operation benefits both libraries.

49. At the request of the United Nations Publications Board, a questionnaire was mailed to the 318 depository libraries in August 1973. A total of 211 replies were received and tabulated, and a paper containing background information, a brief review of the present situation and recommendations for the improvement of the system was presented to the Board. The Board discussed the paper on 12 December and decided that, except for one depository in each country, parliamentary libraries open to the public and libraries which provide the United Nations libraries in New York and/or Geneva with their publications on exchange, depositories will be charged varying amounts of money for the material received on deposit in partial reimbursement of the expenses incurred by the Organization in maintaining the system; depository libraries will be permitted to select the series to be received; United Nations information centre personnel and librarians within the United Nations system will visit depositories and report to the Director on the existing conditions; courses and seminars on United Nations documentation will be organized and partly financed by the Organization. The Board also decided to undertake reviews of the system of depository libraries at regular intervals.

50. Acting on the recommendation of the Library, the Board designated a new depository - the library of the Faculté de droit et des sciences politiques et économiques de Tunis, Tunis, Tunisia. At the end of the year, there were 318 depositories in 114 countries. Nevertheless, there were still the following Member States without a depository at the end of the year: Albania, Bahamas, Bahrain, Bhutan, Botswana, Burundi, Chad, Congo, Dahomey, Democratic Yemen, Equatorial Guinea, Gabon, Gambia, Guinea, Ivory Coast, Malawi, Maldives, Mali, Mauritania, Niger, Oman, Qatar, Swaziland, United Arab Emirates, Upper Volta, Yemen, and Zaire.

51. In May, the Organization took a subscription on a trial basis to the New York Times Information Bank - a computerized information storage and retrieval system - and a video terminal providing access to it was installed in the offices of the Department of Political and Security Council Affairs in the Secretariat building. At the beginning of December, a group consisting of representatives of various departments and offices in the Secretariat was constituted to evaluate the usefulness of the Information Bank to the Organization. The Department of Conference Services nominated the Chief of the Readers' Services Division as its representative on the group which expects to complete its work early next year.

52. The Chief of the Documents Reference and Collections Section represented the Library at the meetings of the Panel on Paper Usage.

53. Mrs. Renée Talala, Librarian of the Ministry of Foreign Affairs of Malaysia, Kuala Lumpur, undertook a two months' training period in the handling of the United Nations documentation.

## VII. External relations

54. The Director attended the annual meeting of the Special Libraries Association in Pittsburgh 11-14 June, and the 39th meeting of the IFLA

General Council in Grenoble, France, 27 August - 1 September. The theme of the IFLA meeting was "Universal bibliographic control." She also attended the Third Annual Open House of the International Library Information Centre (ILIC), Graduate School of Library and Information Sciences, University of Pittsburgh, where she delivered a lecture on the Library.

55. The Chief of the Readers' Services Division prepared a paper entitled The economics collection in the Dag Hammarskjold Library to be read at the Sub-Section on Social Science Libraries during the meeting of the IFLA General Council in Grenoble.

56. The Chief of the Documentation Division participated in the 5th session of the Inter-organization Board for Information Systems and Related Activities at Headquarters, 6-9 February.

57. The Map Librarian attended the Fifth Session of the United Nations Group of Experts on Geographical Names held at Headquarters, 5-16 March.

58. The Chief of the General Reference Section attended two one-day seminars in July and October. The first was "The use of the N.Y. Times Information Bank" sponsored by the New York Times; the second was entitled "Libraries, information and the environment" and sponsored by the Special Libraries Association and the American Society for Information Science. He briefed the N.G.O. delegates to the 28th General Assembly on the Library's services on 12 September, and spoke on 13 November at a meeting in the Dag Hammarskjold Library Auditorium of the Reference Librarians of Metropolitan New York on periodicals in reference and bibliographical work in the Library. At this meeting the Chief of the Acquisition Section spoke on the handling of periodicals and serials in the Library.

59. The Chief of the Acquisition Section visited the Library of Congress in Washington, D.C. (Exchange and Gift Division, the Documents Expediting Project and the International Organizations Unit) in connexion with major changes in the agreements governing the receipt of United States official material by the Library and the receipt of United Nations material by the Library of Congress. On that occasion, she also visited the Columbus Memorial Library of the Organization of American States to discuss the comprehensive documents exchange agreement between the OAS and the United Nations Headquarters.

60. The Serials Librarian in the Acquisition Section attended a computerized serials systems institute in St. Louis, Missouri, and the Order Librarian participated in a seminar on the acquisition of Latin American library materials in Trinidad.

61. The Chief of the Catalogue Section attended two courses in data processing at New York University, thus completing the required six courses for a certificate in data processing and system analysis. During December he visited the MARC Development Office of the Library of Congress in Washington, D.C. for a briefing on MARC operations.

62. Twenty-two Library staff members participated in the workshops or seminars which were offered by the Administrative and Management Training Programme during 1973. Language training classes organized by the Training Service were attended by 33 staff members: 2 in Chinese, 6 in English, 17 in French, 2 in Russian, and 6 in Spanish. Four staff members attended language classes outside the Organization: 1 in Arabic, 1 in English, 1 in French, and 1 in Spanish.

VIII. Bibliography for the year 1973

63. (a) Indexes to United Nations documents

Index to proceedings of the Economic and Social Council,  
52nd session. 1972. vi, 42 p. (ST/LIB/SER.B/E.43)  
Sales no.: E.73.I.2.

Index to proceedings of the Economic and Social Council, 53rd  
session. 1973. vi, 46 p. (ST/LIB/SER.B/E.44)  
Sales no.: E.73.I.6.

Index to proceedings of the Economic and Social Council, 54th  
session. 1973. vi, 51 p. (ST/LIB/SER.B/E.45)  
Sales no.: E.73.I.15.

Index to proceedings of the General Assembly, 27th session, 1972.  
1973. vi, 199 p. (ST/LIB/SER.B/A.23)  
Sales no.: E.73.I.9.

Index to proceedings of the Security Council, 27th year, 1972.  
vi, 36 p. 1973. (ST/LIB/SER.B/S.9)  
Sales no.: E.73.I.4.

Index to proceedings of the Trusteeship Council, 40th session,  
1973. 1973. vi, 10 p. (ST/LIB/SER.B/T.34)  
Sales no.: E.73.I.12.

Index to resolutions and other decisions of the United Nations  
Conference on Trade and Development and of the Trade and  
Development Board, 1964-1972. 1973. iv, 57 p. (ST/LIB/SER.H/2)  
Sales no.: E.73.I.5.

Index to resolutions of the Security Council, 1946-1970. 1973.  
iv, 39 p. (ST/LIB/SER.H/3)  
Sales no.: E.73.I.16

UNDEX; United Nations documents index. Series A: Subject index.  
V.3: 7-10; v. 4: 1-9, January-December 1973. (ST/LIB/SER.I/A.14-26).  
Also issued in French, Russian and Spanish.

UNDEX; United Nations documents index. Series B. Country index.  
V. 3: 7-10; v. 4: 1-9, January-December 1973. (ST/LIB/SER.I/B.14-26).  
Also issued in French, Russian and Spanish.

United Nations documents index. V. 23, no. 11, 12, November and  
December 1972. (ST/LIB/SER.E/293, 294)

-- V. 24, no. 1-9, January-September 1973. (ST/LIB/SER.E/295-303)

-- Cumulative checklist, V. 22, 1971. 1973. vi, 281 p. in 2 v.  
(ST/LIB/SER.E/CUM.17, pt. 1-2).

-- Cumulative index. V. 22, 1971, pt. 1. 1973. ix, 382 p. in 2 v.  
(ST/LIB/SER.E/CUM.18, pt. 1, v. 1-2).

(b) Bibliographies, reading lists, etc.  
(Titles marked \* are for internal distribution only)

- \* Bibliography on the Progressive Conservative Party of Canada, 1971-1972. 27 April 1973. 2 p.  
Unpublished; typewritten.

Current bibliographical information. V. 3, no. 1-22,  
1 January-15 December 1973. (ST/LIB/SER.K/45-66)

- \* Dated list of publications received - ESA Statistical Collection. No. 1-72, 1973.  
Unpublished; hectographed.

- \* Dated list of trade publications received - ESA Statistical Collection. No. 1-46, 1973.  
Unpublished; hectographed.

Definition of aggression; a select bibliography. 24 October 1973.  
13 p. (ST/LIB/32)

Disarmament; a select bibliography, 1967-1972. October 1973.  
63 p. (ST/LIB/SER.B/13)  
Sales no.: E.73.I.14.

International terrorism; a select bibliography. 26 September 1973.  
10 p. (ST/LIB/31)

Legal bibliography of the United Nations and related inter-governmental organizations. In United Nations juridical yearbook, 1971. 1973. p. 289-343. (ST/LEG/SER.C/9)  
Sales no.: E.73.V.I.

List of periodicals available in the Dag Hammarskjold Library. Part III: Economics and statistics. 25 July 1973. 27 p.  
(ST/LIB/28/Add.1)

List of periodicals available in the Dag Hammarskjold Library. Part IV: Political affairs. 28 December 1973. 36 p.  
(ST/LIB/28/Add.2)

Multinational corporations; a select bibliography. 27 August 1973.  
22 p. (ST/LIB/30)

- \* Selected bibliography on the Indian Ocean. 4 June 1973. 8 p.  
Unpublished; typewritten.

Selected bibliography on the Indian Ocean. In Report of the Ad Hoc Committee on the Indian Ocean. General Assembly, Official Records: 28th Session, Supplement no. 29 (A/9029). Annex IV, p. 27-32.

- \* Selected bibliography on manpower in the field of civil engineering, 1962-1972. 2 February 1973. 6 p.  
Unpublished; typewritten.

\* Selected bibliography on public administration in selected countries. 27 December 1973. 22 p.  
Unpublished; typewritten.

\* Selected list of publications on nuclear explosions for peaceful purposes. 21 June 1973. 3 p.  
Unpublished; typewritten.

\* Selected titles on administrative law. 10 January 1973. 1 p.  
Unpublished; typewritten.

(c) Other publications

Annual report of the United Nations Headquarters Library, 1972-1973. 15 p.

Instructions for depository libraries receiving United Nations material. 22 May 1973. [14] p.  
Also issued in French and Spanish.

List of depository libraries and information centres receiving United Nations material. Addendum. 16 July 1973. 2 p.  
(ST/LIB/12/Rev.5/Add.2)

(d) Publications on United Nations documentation and on the Dag Hammarskjöld Library

Faridi, Graciela. Some problems in the maintenance of United Nations depository collections and their possible solutions. Illinois libraries (Springfield, Ill.)55:186-191, March 1973.

Gardé, P. K. The economics collection in the Dag Hammarskjöld Library. INSPEL; international journal of special libraries (Washington, D.C.)8:73-79, July-October 1973.

Martini, Giuseppe S. The computer-assisted indexing program of the United Nations; a brief description. Illinois libraries (Springfield, Ill.)55:160-185, March 1973.

Nebehay, Elisabeth H. and O. T. Foz. United Nations publications outside regular distribution. Illinois libraries (Springfield, Ill.)55:191-199, March 1973.

IX. Statistics of the Headquarters Library, 1973

64. A. Acquisitions

1. Documents and serials received (pieces)

a. United Nations documents	76,886
b. Specialized agencies documents	19,045
c. Government documents	126,762
d. Periodicals, newspapers, etc.	119,756

Total 342,449

2. Books and pamphlets received (volumes)

a. By purchase	2,818
b. By gift	3,892
c. By exchange	3,372

Total 10,082

Total (1, 2) 352,531

B. Processing of materials

1. Titles catalogued

a. Books and pamphlets	4,262
b. Serials	965

Total 5,227

2. Volumes shelved

a. Books and pamphlets	5,113
b. Serials	6,133

Total 11,246

3. Volumes bound

a. Books and pamphlets	80
b. Serials	2,580

Total 2,660

4. Volumes withdrawn 4,580

5. Special materials 3,779

a. Maps added	3,779
b. Microforms	
(i) Microfilms (reels)	1,256
(ii) Microfiches	32,002
c. Microfiche masters	8,000



	<u>Call No.</u>	<u>Ready Ref.</u>	<u>Long Range</u>	<u>Totals</u>	
b. Departmental branches					
Statistical Collection	6,372	2,598	117	9,087	
LSA	922	4,424	526	5,872	
	<hr/>	<hr/>	<hr/>		
Totals	7,294	7,022	643	14,959	
Totals (2, b)					107,919

D. Bibliographical activities

1. Documents indexed (conventional method)					
a. United Nations documents		5,989			
b. Specialized agencies documents		360			
		<hr/>			
Total					6,349
2. Periodical articles indexed					
a. Conventional Indexing Section		0			
b. General Reference Section		7,075			
		<hr/>			
Total					7,075
3. Bibliographies and indexes prepared					
a. Bibliographies		154			
b. Indexes		117			
		<hr/>			
Total					271