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Annual report of the Dag Hammarskjold Library
at the United Nations Headquarters, 1974

I. Administration and management

1. The report on a survey of the Library undertaken by the Administrative Management Service (AMS) in November and December 1972 was released in October 1973. The Library drew up a plan for implementing the recommendations in the report and proceeded according to it. At the end of the year, a progress report was prepared and submitted to the AMS.
2. One of main recommendations of the AMS report concerned the organizational structure of the Library. Consequently, the Library was reorganized as of 1 January 1974 as follows: a new Library Services Division was established, comprising the former Preparations Division and Readers Services Division, headed by a chief of division and assisted by a deputy chief of division. The Library Services Division comprises the Acquisition Section, the Catalogue Section, the Stack and Loan Section and the General Reference Section. Within the General Reference Section, a new Bibliography Unit was established. The Documentation Division was renamed Documentation Services Division. (This Division had already been reorganized in May 1973 into three sections: the Computer Operations Section, the Conventional Indexing Section, and the Documents Reference and Collections Section.) The former post of Deputy Director was replaced by a new post of Assistant to the Director.
3. Another recommendation of the AMS report proposed that the Library's role and function should be expanded to include co-ordination of library activities within the Organization as the first phase, and within the United Nations system as the second phase. As a first step, it was decided to attempt to co-ordinate statistical reporting within the Organization. To this end the Library's annual statistical reporting - as issued in its annual report - was revised and a proposed annual statistics scheme with annotations was sent for comments and approval to the Geneva Library, the ECE/UNCTAD Reference Unit, UNIDO, ESCAP, ECA, ECLA in Santiago, ECLA in Mexico City, ECWA, UNEP, and also to these libraries at Headquarters: UNDP Reference Unit, UNFPA, UNITAR and UNICEF. The response was most encouraging: eight accepted the scheme and were willing to implement it from 1 January 1975. Their comments concerned mostly items in the scheme which were not applicable to some of the libraries.
4. Still another AMS recommendation proposed that a review be undertaken of all library and reference facilities located throughout the Secretariat outside the Dag Hammarskjold Library, and that ways and means be sought to ensure their economic and efficient functioning. Such a review was made during the first half of 1974 by a team of three staff members of AMS and the Assistant to the Director of the Library. At the end of the year, the final report was in preparation.
5. The AMS recommended also the establishment of a productivity improvement programme covering work measurement and performance standards in the Library. This project was undertaken by AMS during 1974 and a report on the project was submitted to the Library on 24 December 1974. However, the proposed standards and the procedures for timerecording need further study and amendment. The Library will continue this work in co-operation with AMS during 1975.

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6. Fifteen meetings of division and section chiefs with the Director were held. 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: review of sources of selection and selection policies for Current bibliographical information; review of statistical reporting; review of circulation of periodicals and newspapers; policy review of branch libraries, reference centres and office collections throughout the Secretariat; policy for reproduction of United Nations materials in microform; computerization of bibliographic work; and policy for indexing UN/SA materials.

II. Acquisition

7. The collection of United Nations and specialized agencies documents and publications increased by 104,499 items, of which 85,605 were issued by the United Nations and 19,190 by the specialized agencies. Efforts to fill gaps in the collections continued and towards this end a professional staff was assigned to search bibliographies, catalogues, lists of conferences, symposia and other types of meetings, and other bibliographical tools with the view to finding new material. A total of 4,892 pieces were claimed, an increase of 466 over the previous year. The marked increase in receipts is illustrated by these figures: 1972: 77,178; 1973: 95,931; 1974: 104,499.

8. With the institution of a biennial budget cycle, the Library's expenditures for books and other materials for the year cannot be reported accurately because many invoices for 1974 sent for processing during the last two months of the year will not be posted until the first months of 1975. Accordingly, the figures shown below are lower than the true expenditures for the calendar year:

	<u>1972</u>	<u>1973</u>	<u>1974*</u>
Books	21,928	27,090	23,723
Microfilm	838	1,225	1,174
Serials subscriptions	96,219	117,214	117,181
<u>Totals</u>	<u>118,985</u>	<u>145,529</u>	<u>142,078</u>

9. The receipt of books was higher than in 1973, the bulk of the increase being publications received by gift or exchange:

	<u>1972</u>	<u>1973</u>	<u>1974</u>
Books received (volumes)			
By purchase	2,305	2,818	2,840
By gift or exchange	5,724	7,264	9,399
<u>Totals</u>	<u>8,029</u>	<u>10,082</u>	<u>12,239</u>

*Includes unliquidated obligations

10. Continuing its effort to obtain more, and more promptly, publications from countries where bibliographical information and sources of supply are not quite adequate, the Library addressed a letter to UNDP resident representatives in 97 countries asking for their help in procuring copies of economic and social development plans and related official publications. So far, the response is encouraging. In connexion with the project reported in 1973 when the permanent missions and offices of observers to the United Nations were requested to assist with the procurement of official publications, follow-up letters were sent to those who had not replied by December 1973, and appropriate action was taken on all replies received, i.e., addresses were checked, records adjusted, claims sent. In connexion with the Library's review of the depository library system, and the questionnaire sent to depository libraries, many of which send publications on exchange, 282 replies from depository libraries were examined, records compared and explanatory or follow-up letters written. Similarly, 142 non-governmental organizations were contacted concerning the publications they send in exchange for documents of the Economic and Social Council which they receive.

11. Among the material received during the year, mention should be made of 146 reels of microfilms of population censuses received free of charge from Research Publications, Inc., in return for the right to film some of the census material in the Library, and for bibliographical assistance during the filming. The value of this material represents one fifth of the total value of the microfilm project. The balance will be supplied over the next few years, also free of charge, as the filming is completed. The censuses microfilms received will permit filling of lacunae and withdrawal of bulky or deteriorating originals.

III. Processing of materials

12. A Panel on Acquisition, Indexing and Maintenance of UN/SA Materials was established in April 1974. Its six members represent the Computer Operations Section, the Conventional Indexing Section and the Documents Reference and Collections Section. The chairmanship rotates every six months between the chiefs of the sections who are members ex officio. The terms of reference of the Panel are: to monitor and review the implementation of the policies concerning the development of the collections, indexing and conversion to microforms; to decide on retention periods and withdrawals of material; to select material for conventional indexing; to decide on indexing depth; and to decide which material should be microfiched or microfilmed. The Panel held 10 meetings during the year.

13. Following the decisions taken on the expansion of the scope of the United Nations Documentation System (UNDIS) and of the contents of UNDEX series A and B, the scope of the UNDIS computer-based files was expanded as of 1 November 1974, to include, in addition to the series of documents already covered, selected mimeographed studies and reports of the regional economic commissions and of UNCTAD, UNDP, UNEP, UNICEF, UNHCR, and UNITAR. It was also agreed that addition of the following elements to the UNDEX subject index would be tested, starting in June 1974: (a) author of document (personal or corporate body); (b) date of issuance of document; (c) sales number, or official records notation, and secondary document symbols; (d) cross references.

Tests were done and the results were reviewed in the fall. It was decided that the elements (a), (b) and (c) would be added to the UNDEX subject index starting with the January 1975 issue. Further testing will be undertaken for element (d).

14. During 1974, 19,640 machine readable records for United Nations documents and publications (as against 18,886 in 1973) were prepared and stored in computer-based files. By the end of the year, the total number of records stored since 1969 was 80,851, of which 61,411 resided in the Document Annotations Master File and 19,440 in the Quadrilingual Terminology Master File.

15. The filing of index cards for United Nations documents and publications in the symbol file was kept current. The backlog of subject and name cards to be filed in the UN/SA Index Card Catalogue continued to grow due to lack of manpower to reduce it.

16. The policy and operating procedures for the conversion into microform of United Nations documents and publications were reviewed and codified in a Library Directive. The programme of selective conversion of documents and publications into microfiche form, performed under contract, was expanded from an annual production of 8,000 microfiches and 40,000 duplicates in silver halide to 15,000 fiches and 75,000 duplicates. A total of 611,701 pages (as against 313,193 in 1973) were prepared for filming. In November, sorting and filing of United Nations documents and publications transferred from the Publishing Service to the Library for microfilming were completed. In December preparation of documents in Chinese for microfilming was started and continued to the end of the year.

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

	<u>1972</u>	<u>1973</u>	<u>1974</u>
Serials checked in (pieces)			
Non-official serials	104,957	119,756	106,869
Official documents (excluding gazettes)	97,302	89,455	73,671
<u>Sub-totals</u>	<u>202,259</u>	<u>209,211</u>	<u>180,540</u>
Official gazettes	29,081	37,307	31,638
Totals	<u>230,340</u>	<u>246,518</u>	<u>212,178</u>

18. The separate checklist record of documents and publications of international organizations outside the United Nations system set up in 1973 on an experimental basis proved very successful. It has now become permanent and will be expanded to include other organizations in continuing effort to improve the receipt of this type of material.

19. To reduce the workload of identifying and sorting incoming material not retained, an extensive review of United States official publications was made

in co-operation with the United States Library of Congress. The publications of certain agencies, as well as certain series not needed, were eliminated from the list of publications supplied regularly by the Library of Congress, thus reducing the amount of unwanted material received and facilitating the control over the material to be retained.

20. The Subject Headings Committee prepared a list of main subject headings used in the various cataloguing and indexing operations in the Library. This list will be a useful tool for standardizing the use of subject headings in the public card catalogues maintained and the printed indexes prepared by the Library. The list will also serve as an input for the "subject authority file" for the projected computer-assisted library services system.

21. The cataloguing of incoming material was maintained on a current basis. Every effort was made to reproduce unit catalogue cards, type subject headings and added entries on them and file them in the Public Catalogue without delay. The implementation of various changes suggested by the Subject Headings Committee was completed.

IV. Organization of the collections

22. Good progress was made toward formulation of the Library's policy concerning the development of the collections of United Nations and specialized agencies documents and publications. During the year, policies concerning 11 agencies were drafted and issued. This work will continue in 1975.

23. Plans were prepared for the relocation of the material in the Woodrow Wilson Reading Room so that the Official Records in Arabic and Chinese would also be easily accessible to readers.

24. The first stage of an inventory of the General Reference Collection (checking publications on the shelves against the shelflist) was completed, and the second stage (searching for missing volumes) will be undertaken during 1975. A review of the General Reference Collection was begun in October and will be continued during 1975.

25. During the year, the Serials Committee held 36 meetings. The total number of items examined for decision regarding acceptance, retention, withdrawal, analysing etc. was 1,828. Out of 925 new titles reviewed, 492 were accepted and 433 rejected; and out of 317 titles already in the collection, 120 were retained and 197 withdrawn.

V. Services to readers

A. Loans and related services

26. The total number of loans stabilized at 76,505, after the steep increase from the 1972 total of 61,541 to the 1973 total of 76,094. At the main loan desk the increase was from 48,533 in 1973 to 49,480 in 1974, at the loan desk of the Documents Reference and Collections Section there was a slight decrease from 4,040 to 3,771, the Statistical Branch Library experienced a decrease from 20,248 to 17,099, and the Legal Branch Library an increase from 3,273 to 4,934.

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27. The downward trend in interlibrary loans continued - 2,168 in 1974 as against 2,752 in 1973. This decrease is due to the fact that most co-operating libraries no longer lend unbound serials and because of other restrictions on loans imposed by the libraries in the New York area.

28. The usual large annual increase in the number of issues of periodicals routed did not occur this year (1971: 103,756; 1972: 125,105; 1973: 155,997; 1974: 152,101).

29. After having experienced a steep increase from 722 in 1972 to 1,132 in 1973 in the number of readers from outside the Organization, the 1974 figure of 1,076 seems to indicate a leveling off in this area.

B. Information tools

30. The computer-assisted indexing of United Nations documents and publications which began in 1969, was further developed and expanded to the point where, at the end of 1973, the hitherto manually-produced United Nations documents index, issued in English only, could be discontinued, and replaced by UNDEX. UNDEX is issued in three series, of which series A - subject index - and series B - country index - are computer-produced and issued in English, French, Russian and Spanish. Series C - list of documents issued - is manually compiled and issued in English and French only. All the series have a frequency of 10 issues a year.

31. The indexes to proceedings were compiled and issued as scheduled. A total of 3,104 draft pages of these indexes was prepared, most of which were circulated to reference points inside and outside the Library.

32. A new series in Chinese entitled Subject index to selected United Nations documents was initiated during the latter part of the year. It provides a subject approach to the documentation issued in Chinese. It is planned to issue it four times a year.

33. The indexing of legal texts performed by the Library for the Office of Legal Affairs continued. The Spanish version of the index to the Repertory of practice of United Nations organs, as well as the cumulative index number 10 to the Treaty series, in English and French, were completed. The preparation of the cumulative index number 11 to the Treaty series, volumes 701-750, and the index to the supplements to the Repertory of practice to the United Nations organs in English was started.

34. The list of periodicals and serials regularly scanned for selection of articles for inclusion in Current bibliographical information was reviewed in an effort to improve the balance in geographical coverage. As a result, a larger number of titles were added from the "third-world" countries not represented before, thus giving CBI a more universal coverage.

35. Three major subject bibliographies were issued in the Library's Bibliographical series. Two were bibliographies on the law of the sea (legal and political/and economic and technical) which were compiled for the Third United Nations Conference on the Law of the Sea, Caracas, Venezuela, 20 June to 29 August 1974. They were prepared in co-operation with the respective departments and published as sales items.

The third bibliography, entitled Nationalization or take-over of foreign enterprises; a select bibliography, was prepared in view of the concern of the United Nations with the question of the permanent sovereignty of States over their natural resources.

36. Two additional parts of the Library's List of periodicals available in the Dag Hammarskjold Library covering social affairs and science and technology were issued in April and July, respectively.

37. In response to requests from various units of the Secretariat, several other reading lists and bibliographies were prepared, and some were issued as part of the regular documentation of substantive departments. Among them were A selected bibliography on the question of the representation of States in their relations with international organizations (A/CONF.67/7); A selected bibliography on the question of treaties concluded between States and international organizations (A/CH.4/277), and A select bibliography on Apartheid issued in the Unit on Apartheid's Notes and documents series.

38. In October 1973, proposals for the development of the Library's collection of materials relating to the United Nations but not published by the Organization were discussed at a meeting of division and section chiefs. It was observed that, while the Library acquires and lists in its bibliographies a considerable amount of literature about United Nations, an attempt should be made to enlarge it as much as possible by enlisting the co-operation of national libraries and bibliographical centres and obtaining periodically from them information about pertinent literature published in their respective countries. The project was approved and included in the Library's work programme for 1974. Accordingly, a list of national libraries/bibliographical centres was compiled and letters soliciting their assistance were sent to them in March-April 1974. Out of 48 national libraries and bibliographical centres, 25 have acknowledged (52 per cent); 15 have supplied material either in the form of lists or slips (36 per cent); 8 have promised co-operation (16 per cent); and 2 have expressed inability to help (4 per cent). In total, 1,400 items were received, most of which were previously unknown to the Library.

C. Reference services

39. The total number of queries handled remained approximately at the same level as during 1973, that is 106,614 in 1973 as against 107,915 in 1974. As usual, the various service points showed varying degrees of fluctuation: the General Reference Desk remained at the same level (1973: 12,820; 1974: 12,387); the Statistical Branch Library reported a considerably lower figure (1973: 9,087; 1974: 7,748); the Legal Branch Library remained at the same level (1973: 5,872; 1974: 5,726); the Map Collection experienced a decrease (1973: 4,524; 1974: 3,962); the Periodical Reading Room continued to show an upward trend (1973: 18,202; 1974: 23,553); and the Documents Reference and Collections Section reported a small increase (1973: 19,125; 1974: 20,168).

40. The Map Collection, in addition to its normal service of providing cartographic coverage to the Secretariat and permanent missions staff, experienced an extremely busy year procuring over 39,500 maps for the United Nations peace-keeping troops in the Middle East and on Cyprus.

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

41. As a follow-up of decisions of the Publications Board on the review of the depository system, two consecutive reminders were mailed to libraries that failed to return the questionnaires on United Nations depository libraries mailed to them in August 1973. A total of 79 depositories responded. In order to obtain the questionnaires from those that ignored the reminders, the assistance of the permanent missions of countries where the depositories are located was sought, and through their intervention on the Library's behalf, by year's end nine questionnaires were returned.

42. After having reviewed the depository system during 1973, the Publications Board decided at the end of the year 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. Toward the end of 1974, some 120 libraries had indicated their willingness to pay. Although the obligation to pay caused a number of libraries to request a change from full to partial deposit, some of the partial depositories decided to become full depositories. Of the 164 depositories required to pay the contribution, only four chose to withdraw from the scheme: the reason given was that the extent of use of the collection did not justify the cost of maintaining the status under the revised system.

43. At the end of the year there were 314 depositories in 114 countries. Nevertheless, by the end of 1974 the following Member States had no depository yet for United Nations material: Albania, Bahamas, Bahrain, Bhutan, Botswana, Burundi, Chad, Congo, Dahomey, Democratic Yemen, Equatorial Guinea, Gabon, Gambia, Grenada, Guinea-Bissau, Ivory Coast, Malawi, Maldives, Mali, Mauritania, Niger, Oman, Qatar, Swaziland, United Arab Emirates, Upper Volta, Yemen and Zaire. Acting on the recommendation of the Publications Board, the Library addressed a communication to heads of permanent missions of the countries which have no depository yet, requesting that the availability of the service be made known to libraries in their countries which are likely to be willing to undertake the responsibilities inherent in depository designation. As a result of their efforts towards this endeavour, libraries in the following countries have expressed interest in becoming depositories: Bahrain, Gabon, Ivory Coast, Maldives, Niger, Peoples' Democratic Republic of Yemen, Swaziland and Yemen Arab Republic.

44. The draft of United Nations documentation; a brief guide for official recipients, prepared during 1973 at the request of the Publications Board, was revised and issued in English, French and Spanish under symbol ST/LIB/34. Revised drafts of the Principle governing United Nations depository libraries (ST/AI/189/Add.11 & Amend.1) and of the Instructions to depository libraries receiving United Nations material (ST/LIB/13/Rev.2) were prepared during the year. Since there will be numerous changes in the depository scheme due to decisions of the Board, the revised versions will be finalized in 1975 when the present review of the system will be completed.

45. The work done for other units having their own funds, mainly UNDP projects, continued to be at the very high level of about 11,000 items processed per year, an increase of 90 per cent over the workload in 1968. In addition to items processed, records are maintained of 1,826 subscriptions for 245 recipients (100 UNDP projects, 90 offices of UNDP resident representatives in the field, and 26 United Nations information centres in addition to units at Headquarters and special missions in the field). To facilitate the procurement of largely out of print and special material for the Centro de Economía, Legislación y Administración del Agua (CELA) in Argentina, a UNDP project, the Office of Technical Co-operation provided the services of a consultant/bibliographer for a period of five months. However, supporting services (space, clerical, secretarial) were provided by the Library. Briefings and consultations were held with project managers and consultants on a regular basis.

46. The Library received an allocation of \$24,000 for 1974-1975 for the purchase of Arabic material against trust funds established for this purpose. Several consultations were held with the Chief of the Arabic Translation Services and with experts from language collections in New York area libraries. Although no additional staff was available for the necessary technical work, it was possible to purchase at least a basic standard collection of dictionaries and similar material in the amount of \$5,753. The rest of the material to be purchased will need the services of staff proficient in the special requirements for bibliographical and acquisitions work in Arabic.

47. In October, the control over the stock of dictionaries and similar reference tools for office use purchased on funds allotted to the Purchase and Standards Section, OGS, was transferred to the Library. The Library is already responsible for the ordering of the material and the keeping of distribution records. The physical location of the stock in the Acquisition Section will considerably simplify the processing of requests.

48. On the basis of the two bibliographies on the law of the sea, which the Library had prepared at its request, the secretariat of the Law of the Sea Conference selected a number of items to be taken to the Conference site at Caracas, Venezuela, as reference material, and a Library staff member was detailed to the Conference secretariat to be in charge of it. Additional material was requested by cable on several occasions and was supplied by pouch.

49. The secretariat of the United Nations Scientific Committee on the Effects of Atomic Radiation moved to Vienna in the beginning of August and with it the collection of library materials maintained in their office. Since the interest in the material needed by the Committee is almost entirely limited to the staff of that Committee, all the monographic material wanted could be withdrawn and transferred, and only for a few periodicals also needed at Headquarters were additional subscriptions placed.

50. Training seminars for mission staff dealing with United Nations documentation were held by UNITAR in co-operation with the Library on 29 January, 5 and 12 February, and on 5, 6, 9-12 September. The Chief of the Documentation Services Division participated as a panelist.

51. Two staff members from permanent missions - Kenya and Yugoslavia - and the Chief Librarian of the Libyan Ministry of Foreign Affairs undertook varying periods of training in the handling of United Nations documents and publications. Three other trainees, a librarian at the Central Bureau of Statistics, Damascus, Syria; the Deputy Librarian, the Ministry for Foreign Affairs, Khartoum, Sudan; and a staff member from the Geneva Library were interested in all aspects of the Library's operations and were therefore assigned to all sections for varying periods of time during their stay.

52. An exhibit/demonstration of microfiches and related equipment was organized by the Library on 21-25 October. The purpose of the exhibit was to direct the attention of representatives of Member States to the possibility of using microfiches as an alternative to paper form. The display was set up on the days on which the Fifth Committee of the General Assembly was considering the agenda item "Publications and documentation of the United Nations." The exhibit consisted of 30 volumes of the Treaty series in the original paper form, and the corresponding set of some 200 microfiches, reading and printing equipment, supplemented with posters and informative handouts. About 600 delegates and staff members visited the exhibit.

53. The Chief of the Documentation Services Division continued to participate, in an advisory capacity, in the work of the Publications Board. Also, at the request of the Under-Secretary-General for Conference Services, he continued to carry the responsibility for co-ordinating all efforts and activities of the Department of Conference Services in the fields of computer-based information systems and microreproduction of documents and publications.

54. The Computer Operations Section undertook the keyboarding operations for the computer-assisted production of a new glossary in four languages, prepared by the Documentation and Terminology Service for the Third United Nations Conference on the Law of the Sea, Caracas, Venezuela, 20 June to 29 August 1974.

VII. External relations

55. The General Council of the International Federation of Library Associations (IFLA) held its annual meeting in Washington, D.C. from 16 to 23 November 1974. The Dag Hammarskjöld Library is an associate member of IFLA and was represented at this meeting by the Director, the Deputy Chief of the Library Services Division and the Chief of the Acquisition Section. The Director and the Chief of the Acquisition Section participated also in the annual meeting of the Association of International Libraries which was held in Washington during the IFLA meeting.

56. The American Library Association held its annual conference this year in New York City during the week of 8-12 July. The Director, the Chief of the Acquisition Section and the Gift and Exchange Librarian attended the conference, and several other professional staff members participated in meetings related to their work. The Chief of the Acquisition Section was elected vice-chairman and chairman-elect of the ALA International Relations Round Table.

57. The Director, the Chief of the Documentation Services Division and a staff member from the Conventional Indexing Section, participated in the Workshop on International Documents and the Depository Library, organized by the International Documents Task Force, Government Documents Round Table, American Library Association, and held in Philadelphia, Pa. 22-24 November.

58. The Director attended the annual conference of the Special Libraries Association in Toronto, from 10-12 June.

59. The Chief of the Documentation Services Division participated in the Meeting on the Feasibility of an International Information System for the Development Sciences (DEVISIS), co-sponsored by the International Development Centre (IDRC), OECD and UNESCO, held in Ottawa, 11-13 June; he also represented the Library at the Inter-agency Meeting on Language Arrangements, Documentation and Publications, held in Vienna, 15-18 July.

60. The Chief of the Acquisition Section participated in a seminar on cost analysis of information systems at the Graduate School and University Center of the City University of New York, 17-19 June.

61. The Chief of the Catalogue Section participated in the Clinic on Library Applications of Data Processing held at the Graduate School of Library Science, University of Illinois, from 28 April to 1 May.

62. Three other Library staff members participated in various courses and seminars held at the Graduate School and University Center of the City University of New York. Six staff members participated in a workshop on the application of electronic data processing to museum cataloguing held at the State University of New York at Stony Brook, L.I.

63. On 8 May, a group of eight Library staff members visited the new Bobst Library at New York University, Washington Square South.

64. On 17 October, the Deputy Chief of the Library Services Division attended the Publication ceremony of the Paul Felix Warburg union catalog of arbitration compiled under the auspices of the American Arbitration Association. The Library contributed to the catalogue by supplying cards for its holdings on arbitration.

65. Sixteen Library staff members availed themselves of the workshops and seminars offered by the Training and Examinations Service through its staff development programme. The language training classes organized by the Service were attended by 37 staff members: 4 in Arabic, 2 in Chinese, 4 in English, 17 in French, 10 in Spanish. Language training classes held under auspices other than the United Nations were attended by 2 staff members: 1 in French, 1 in Spanish.

VIII. Bibliography for the year 1974

66. (a) Indexes to United Nations documents

Index to proceedings of the Economic and Social Council,
55th session and 2nd special session, 1973. 1974. vi, 57 p.
(ST/LIB/SER.B/E.46)
Sales no.: E.74.I.8.

Index to proceedings of the Economic and Social Council,
56th session, 1974. 1974. vi, 38 p. (ST/LIB/SER.E/E.47)
Sales no.: E.74.I.24.

Index to proceedings of the General Assembly, 28th session, 1973,
and 6th special session, 1974. 1974. vi, 247 p. (ST/LIB/SER.B/A.24)
Sales no.: E.74.I.17.

Index to proceedings of the Security Council, 28th year, 1973.
1974. vi, 36 p. (ST/LIB/SER.B/S.10)
Sales no.: E.74.I.11.

UNDEX; United Nations documents index. Series A: Subject index.
V.4: 9-10; v. 5: 1-8, January-December 1974. (ST/LIB/SER.I/A.26-35)
Also issued in French, Russian and Spanish.

UNDEX; United Nations documents index. Series B: Country index.
V.4: 9-10; v. 5: 1-8, January-December 1974. (ST/LIB/SER.I/B.26-35)
Also issued in French, Russian and Spanish.

UNDEX; United Nations documents index. Series C: List of
documents issued. V.1: 1-10, January-December 1974.
(ST/LIB/SER.I/C.1-10)
Also issued in French.

United Nations documents index. V. 24, no. 10-12, October-
December 1973. (ST/LIB/SER.E/304-306)

-- Cumulative checklist. V. 23, 1972. 1973. vi, 269 p. in 2 v.
(ST/LIB/SER.E/CUM.19, pt. 1-2)

-- Cumulative checklist. V. 24, 1973. 1974. vii, 208 p. in 2 v.
(ST/LIB/SER.E/CUM.21, pt. 1-2)

-- Cumulative index. V. 22, 1971, pt. 2. 1973. iv, 133 p.
(ST/LIB/SER.E/CUM.18, pt. 2)

-- Cumulative index. V. 23, 1972, pt. 1, v. 1. ix, 165 p.
(ST/LIB/SER.E/CUM.20, pt. 1, v. 1)

选择性联合国文件中文标题索引 (ST/LIB/SER.J/1)

Subject index to selected United Nations documents. In Chinese only.

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

Current bibliographical information. V. 4, no. 1-22,
1 January - 15 December 1974. (ST/LIB/SER.K/67-88)

* Dated list of publications received - ESA Statistical Collection.
No. 1-55, 1974.
Unpublished; hectographed.

* Dated list of trade publications received - ESA Statistical
Collection. No. 1-33, 1974.
Unpublished; hectographed.

Legal bibliography of the United Nations and related intergovernmental
organizations. In United Nations juridical yearbook, 1972. 1974.
p. 217-265. (ST/LEG/SER.C/10)
Sales no.: E.74.V.1.

* List of newspapers currently received. September 1974. 11 p.
Unpublished; hectographed.

List of periodicals available in the Dag Hammarskjold Library.
Part V: Social affairs. 15 April 1974. 27 p. (ST/LIB/28/Add.3)

List of periodicals available in the Dag Hammarskjold Library.
Part VI: Science and technology. 31 July 1974. 40 p.
(ST/LIB/28/Add.4)

Nationalization or take-over of foreign enterprises; a select
bibliography. October 1974. 17 p. (ST/LIB/35)

* Publications on Angola. 14 November 1974. 6 p.
Unpublished; typewritten.

The sea: economic and technological aspects; a select bibliography.
July 1974. 41 p. (ST/LIB/SER.B/15)
Sales no.: E/F.74.I.16.

The sea: legal and political aspects; a select bibliography.
May 1974. 46 p. (ST/LIB/SER.B/14)
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Selected bibliography on Apartheid. May 1974. 14 p. Unit on
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- * Selected bibliography on the Indian Ocean - supplementary titles.
29 May 1974. 2 p.
Unpublished; typewritten.

A selected bibliography on the question of the representation of States in their relations with international organizations.
2 December 1974. 7 p. (A/CONF.67/7)

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(c) Other publications

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16 p.

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United Nations documentation; a brief guide for official recipients. 1974. 25 p.
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Auburn, F. M. United Nations documentation and international law. Law librarian (London)4:37-39, December 1973-March 1974

Dimitrov, T. D., comp. Documents of international organizations; a bibliographical handbook, covering the United Nations and other intergovernmental organizations. London, International University Publications, 1973. xv, 301 p.

El-Ayouty, Y. United Nations documentation; guidelines to a study on usage. International library review (New York)6:111-120, March 1974.

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International Federation for Documentation. Sources, organization, utilization of international documentation; proceedings of the International Symposium on the Documentation of the United Nations and other Intergovernmental Organizations, Geneva, 21-23 August 1972. The Hague, Netherlands, 1974. 586 p. (FID publication, 506)

Johnson, Edgar A. J. Jr. Acquisition of international documents as seen from both sides; users and producers. Government publications review (Elmsford, New York)1:67-70, fall 1973

- Ross, B. I. Legal section of the United Nations Geneva Library.
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- Shinebourne, J. United Nations documents and mechanization;
an idea for a minimal information service in developing
countries: International library review (New York)6:121-124,
March 1974
- Stevens, Robert D. Reader in documents of international
organizations. Washington, D.C., Microcard Editions, 1973.
410 p.
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IX. Statistics of the Dag Hammarskjold Library, 1974

67. A. Acquisitions

1.	Documents and serials received (pieces)		
	a. United Nations documents	85,605	
	b. Specialized agencies documents	19,190	
	c. Government documents	212,178	
	d. Periodicals, newspapers, etc.	106,869	
	Total		423,842
2.	Books and pamphlets received (volumes)		
	a. By purchase	2,840	
	b. By gift	5,339	
	c. By exchange	4,060	
	Total		12,239
	Total (1, 2)		436,081

B. Processing of materials

1.	Titles catalogued		
	a. Books and pamphlets	3,985	
	b. Serials	859	
	Total		4,844
2.	Volumes shelved		
	a. Books and pamphlets	4,704	
	b. Serials	7,057	
	Total		11,761
3.	Volumes bound		
	a. Books and pamphlets	33	
	b. Serials	2,384	
	Total		2,417
4.	Volumes withdrawn		4,551
5.	Special materials		
	a. Maps added		2,333
	b. Microforms		
	(i) Microfilms (reels)		127
	(ii) Microfiches		61,739
	c. Microfiche masters		15,000

C. Services

1. Loans

a. Main Library

Documents Reference and Collections Section	3,771
Stack and Loan Section	49,380
General Reference and Map collections	1,321

Total 54,472

b. Departmental branches

Statistical Collection	17,099
LSA	4,934

Total 22,033

Total (a, b) 76,505

2. Serials routed

a. Main Library	140,815
b. Departmental branches	11,286

Total 152,101

3. Queries received

	<u>Call No.</u>	<u>Ready Ref.</u>	<u>Long Range</u>	<u>Totals</u>
a. Main Library				
Documents Reference and Collections Section	579	19,470	119	20,168
General Reference	9,215	2,311	861	12,387
Map Collection	76	3,300	586	3,962
Loan Desk	23,039	-	-	23,039
Interlibrary loan	2,168	-	-	2,168
Periodical R. R.	23,553	-	-	23,553
Gazette Collection	5,216	-	-	5,216
Serials Checklist	2,647	-	-	2,647
Totals	66,493	25,081	1,566	93,140
b. Departmental branches				
Statistical collection	6,751	769	228	7,748
LSA	3,559	1,573	594	5,726
Totals	10,310	2,342	822	13,474

Totals (a, b) 106,614

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D. Bibliographical activities

1. Documents indexed (conventional method)		
a. United Nations documents	14,970	
b. Specialized agencies documents	166	
	<hr/>	
Total		15,136
2. Periodical articles indexed		
a. Conventional Indexing Section	0	
b. General Reference Section	6,500	
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Total		6,500
3. Bibliographies and indexes prepared		
a. Bibliographies	121	
b. Indexes	102	
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Total		223