

54 10 107
17 10 78
JN/SA 00-4711

Annual report of the Dag Hammarskjöld Library
at the United Nations Headquarters, 1977

I. Administration and management

1. Significant advances were made in the areas of users services, collection development, preparation of information tools, the development of the comprehensive bibliographic information system and intra-departmental co-operation. The Productivity Improvement Programme which had demonstrated its usefulness in the Computer Operations and Documents Reference and Collections Sections was in process of being extended to the Acquisition, Conventional Indexing and Stack and Loan Sections. In order to provide support for the United Nations Bibliographic Information System (UNBIS) from existing staff resources, it became necessary to re-assign priorities in the regular and special projects programmes.

2. The momentum generated during the November 1976 meeting of the ACC Working Party on Indexing of Documents was maintained and even accelerated in preparation for the next meeting scheduled in early 1978. The report of the meeting (U.N. Document CO-ORDINATION/R.1198) was approved and its recommendations endorsed by the [ACC] Preparatory Committee at its 85th session, 24 March to 1 April 1977. In carrying out the recommendations of the Working Party, the following actions were taken:

- (a) The draft text of the Bibliographic Style Manual for United Nations Documentation was submitted to UNISIST for evaluation and consideration. Consultations were held with UNISIST in October which led to a decision to revise the draft Manual taking into account the UNISIST Reference Manual and the newly published UNIMARC.
- (b) The questionnaire on publication and distribution policies and practices was sent to all organizations and programmes within the United Nations system. The replies received were analyzed and tabulated. The draft of the report was considered at a meeting of directors, as well as at a meeting of the chiefs of divisions and sections and was endorsed for submission as a document at the next meeting of the Working Party.
- (c) Similarly, information was received regarding the types of material to be excluded from the scope of interorganizational indexing arrangements. This information, too, was organized for submission as a document.
- (d) A reply was sent out to the questionnaire circulated by the Economic Reference Service of the United Nations Library at Geneva, concerning the compilation of the Guide to the resources and services of the libraries and documentation centres in the United Nations system.
- (e) In regard to the recommendation on "Indexing vocabularies", Geneva-based organizations met in December 1976 and subsequently, in June 1977, a meeting of the Informal Inter-Agency Task Force on Indexing Vocabularies was convened at UNESCO House in Paris. The recommendations of that meeting were reviewed by the Preparatory Committee of the ACC which requested a further meeting of the Task Force early in 1978 to reconcile the approaches indicated by the ILO and by UNESCO. In addition to the above activities, the OECD Unit engaged in the revision of the Macro-

thesaurus met in Paris in October and proposed, inter alia, the incorporation of contributions from United Nations organizations and the formulation of a broad vocabulary covering the programmes and activities of the United Nations system based on the draft revised version of the Macrothesaurus by the Informal Task Force in concert with the appropriate CCAQ bodies. As its contribution to the revised Macrothesaurus, the Library prepared and submitted lists of subject terms covering the fields of Law and Political Science.

- (f) The quarterly distribution of information materials of interest to members of the Working Party continued on a regular basis and four issues were sent out.

3. The Productivity Improvement Programme which was carried out in 1976 and 1977 in the Documents Reference and Collections Section was brought to a successful conclusion. In consultation with the Chiefs of the Acquisition, Conventional Indexing and Stack and Loan Sections, the Administrative Management Service began a series of surveys with a view to introducing the PIP in the three Sections. However, due to administrative problems, implementation of the programme was delayed to 1978.

4. The development of the United Nations Bibliographic Information System (UNBIS) continued despite a delay in the acquisition of the INQUIRE software package and the loss of staff time due to leaves and illnesses. The UNBIS Task Force which began the UNBIS Pilot Project in October 1976 completed the major portion of its assignment by the middle of the year and was superseded by the UNBIS Working Group. At about the same time, the Information Systems Board reviewed the two Library information systems, UNBIS and UNDIS. The ISB approved the two systems and suggested that the UNDIS system be continued until its functions could be carried out as part of UNBIS.

5. The proposed UNBIS outputs for both the United Nations documentation and the non-UN materials were reviewed with the relevant sections and also with the entire professional staff of the Library in order to receive the widest possible comments and suggestions. As a result of the deliberations, it was decided that one of the outputs would be the United Nations Documentation (UNDOC): Current Index, a comprehensive bibliographical checklist of United Nations documents with subject, author and title indexes. The other output, Current Bibliographical Information (CBI) would continue as a current awareness list and contain bibliographic description of non-UN monographs and serials processed and periodical articles indexed in the Library grouped under broad subject terms. The creation of two task forces for these outputs was contemplated for early 1978.

6. In the latter part of the year, the UNBIS Working Group finalized the draft input forms for UNDOC: Current Index and prepared a data dictionary and a draft reference manual for the use of these forms. Following the usual practice, the forms and explanatory materials were distributed to and discussed with professional staff and, based on their comments, the forms were modified and the reference manual re-edited. In December, Mr. John Frederick Knapp, Vice-President for Systems of the Research Libraries Group, was hired as a consultant to develop a reference manual and the input forms for the non-UN materials.

7. During 1977 the Publications Board approved the designation of six new depository libraries. The Chancellor College Library in Somba, Malawi was approved as the first depository in Malawi. The other libraries are: the University of Basrah, Iraq; Quaid-i-Azam University, Islamabad, Pakistan, Nova University, Ft. Lauderdale, Florida, USA; Indiana University School of Law, Indianapolis, Indiana, USA and the University College in Port Harcourt, Nigeria. In Salvador, Bahia, Brazil, the Publications Board approved a change of depository library, designating the library of the Fundação de Pesquisas-CPE, Secretaria do Planejamento, Ciência e Tecnologia in place of the Banco Brasileiro de Descontos.
8. At the end of 1977 there were 309 depositories in 118 countries and territories. There are still no depository libraries in the following Member States: Albania, Angola, Bahamas, Benin, Bhutan, Burundi, Cape Verde, Central African Empire, Chad, Comoros, Congo, Democratic Yemen, Equatorial Guinea, Gabon, Gambia, Grenada, Guinea, Guinea-Bissau, Maldives, Mali, Mauritania, Nauru, Oman, Qatar, Sao Tome and Principe, Seychelles, United Arab Emirates, United Republic of Cameroon, Upper Volta, Viet Nam, Yemen and Zaire.
9. The programme of visits to depository libraries was continued in 1977. During the year, 50 depository libraries were visited; of the total, 31 were visited by staff of the United Nations Headquarters Library, 16 by staff of United Nations information centres, and 3 by staff of the United Nations Library at Geneva and the library of the Economic Commission for Africa.
10. A revised version of the Instructions for depository libraries receiving United Nations material (ST/LIB/13/Rev.3) was issued on 31 March 1977 in English, French and Spanish. It included, in an annex, the text of the Principles governing United Nations depository libraries (ST/AI/189/Add.11/Rev.1) issued in 1975.
11. The collection development activities and co-ordinative functions in respect to reference collections in the Secretariat at Headquarters increased in scope to the extent that it became necessary to reorganize the Collection Development Committee and its sub-committees into the Standing Committee on Collection Development, the Collection Development Group and the Serials Committee.
12. The Standing Committee concerns itself with the policies and plans proposed by the Collection Development Group and the activities of the Serials Committee.
13. The Collection Development Group proposes plans, policies and procedures covering two major areas: (a) collection development in all its aspects including the training of selectors, and (b) liaison with reference collections including the review of their facilities, recommendations concerning their future status, training of reference collection staff and assistance in the organization of the collections and services. Proposals and policies are submitted to the Standing Committee for approval and are implemented by the relevant sections of the Library. The Serials Committee decides on all aspects of serials, both governmental and non-governmental.
14. The Director held twenty-one meetings with Division and Section Chiefs during the year. In addition to administrative matters and on-going topics such as the Library's annual work programme and the budget, the following were among the subjects discussed orally or on basis of prepared papers: productivity improvement programmes in COS and DRCS, new claiming procedures for United Nations

/...

documents, supply to United Nations libraries of material not available through the regular distribution channels, UNBIS and intersectional activities, security of the collections, statistical reporting on the use of the Library, visits to depository libraries, report on joint meetings with the Translation Division, audit of the Library, compilation of annual statistics in DHL, Geneva Library and the libraries of the United Nations, proposals for statistics to analyze expenditures, prices and use of material acquired in the Library, availability and dissemination of documents, UNBIS programme of work, 1977/78 and reference collections programme of work.

II. Acquisition

15. The collection of United Nations and specialized agencies documents increased by 115,912 items, of which 93,475 were issued by the United Nations and 22,437 by the specialized agencies. This shows a decrease of about 17,000 items compared with the 1976 total and probably reflects the efforts made in the United Nations system to reduce the volume of documentation. In addition, improvements in the processing of new documents received resulted in the elimination of excess copies from the collection. The microfiche collection increased by 14,634 pieces, a decrease of about 4,500 over last year.

16. Aside from improvements in the processing of new documents, efforts were made to eliminate existing gaps in the United Nations documents collection. A review of instructions on claiming procedures was completed and all phases were put into practice. A directory of distribution points for documentation not distributed through regular channels, started the previous year, was updated with additional sources and became a very useful tool. In the second part of the year, a letter was sent to more than 150 distribution points reminding those offices of their obligation to provide copies of all their published materials to the Library. The replies received by the end of the year indicated that this initiative might eventually result in the filling of gaps in our collections. The review of records for serials, which began last year, progressed slowly because of lack of professional time for the task. It is hoped that greater progress will be achieved next year.

17. Acquisition of library materials decreased slightly. The increase in expenditure reflects the higher costs for books and serials subscriptions. Thus, expenditures for books rose from \$33,135 to \$42,854 and serials increased from \$128,000 to \$177,800. The higher cost for serials is partially attributable to the number of additional subscriptions placed in conjunction with the retention of CBI journals in the Periodicals Reading Room.

18. The decline in receipts of books by gift and exchange resulted from the combined effects of increased publishing and postal costs. Fewer organizations could afford to issue and mail materials free of charge, therefore unsolicited materials were fewer than in past years.

19. The systematic review by country, which was begun in 1976 to improve the programme of acquisitions for official publications, was continued and twenty countries were reviewed. A total of 1,696 titles were examined, 144 were withdrawn, leaving a total of 1,552 revised records. In addition, a follow-up of the 1976 review was also completed (eleven countries and 379 titles reviewed).

20. A special effort was made to complete the review of the censuses collections - those preceding 1970 and those taken in the 1970's. 92 countries were reviewed and 107 titles examined.

21. Again in 1977, as in 1976, the political situation in Beirut seriously hampered efforts to obtain Arabic library materials. New sources of supply, in England, the United States and Egypt, were developed and materials were re-ordered from these sources. 839 Arabic monograph titles were received, with 115 remaining on order. 42 serial titles arrived with 22 titles still outstanding.

22. The special Trust Fund for the purchase of these materials was completely expended by the end of the year.. Therefore, as of 1 January 1978 all Arabic materials purchased will have to be paid for from the Library budget.

23. The bulk of the Trust Fund money was spent on specialized dictionaries and reference materials for the Arabic Translation Section. Also, al-Ahram, one of the leading newspapers published in the Arab world, was purchased on microfilm beginning with 1971.

24. By late July, Mr. Paque of the German Translation Service sent a list of 92 items to be purchased quickly to help expend the balance of the \$5,000 received by the Library in May 1976. 22 additional titles were added to the list and the project was completed on schedule. The fund is now depleted.

25. The balance of 202 items for the Centre for Transnational Corporations, carried over from 1976, were verified and ordered. By December 1977 there was still \$3,000 remaining of the original allocation of \$20,000. A selected list of suitable titles was prepared and submitted to the Centre. Upon approval, the titles were ordered and the funds have been totally expended.

26. Requests for cyrillic language publications increased greatly because of the assignment of a permanent cyrillic languages selector. Prior to that, cyrillic selection was practically non-existent since large supplies of materials were received on exchange.

27. During most of 1977, the Collections Development Committee continued the pattern of work begun successfully in 1976. Ten meetings of the Committee were held, with selectors participating in all of them. Six meetings covered various problems of collection development and selection such as publications of vanity presses, translations, reprints, superseded editions, loose-leaf services, etc. Extensive discussions were held on the question of trade imprints (including translations) of publications copyrighted by the United Nations or its specialized agencies, a category of publishing that seems to be increasing and which creates technical problems. The question of weeding of the collection and the mechanics of ensuring that unused and outdated material be systematically removed was also discussed. Five policy statements on specific categories of publications were prepared and issued as annexes to DIRECTIVE/A/24.

28. Particularly successful was the continuation of meetings with substantive officers, a programme begun in 1976. These meetings offered the opportunity for substantive officers to meet with the senior staff of the Library, gain a better understanding of the resources and services available to them, and ensure

/...

for Library staff a better understanding of the work programmes and specific interests of individual units. The meetings held in 1977 covered the work of the Social Integration and Welfare Section, Centre for Social Development and Humanitarian Affairs, Department of Economic and Social Affairs, that of the Centrally Planned Economies Section, Centre for Development Planning, Projections and Policies, Department of Economic and Social Affairs, the information system on aging, and the Rehabilitation Unit, both part of the Social Integration and Welfare Section.

III. Processing of materials

29. During the first three quarters of 1977 the number of documents analyzed increased compared to 1976 and indexes were submitted for reproduction on schedule. In the last quarter the production suffered due to reassignment of staff and an unusually high rate of sick-leave.

30. The preparation and revision of data sheets for the revised List of United Nations Document Series Symbols, discontinued in October 1976, was resumed in March 1977 and completed by the end of the year.

31. During 1977, 18,028 machine readable records of United Nations documents and publications (as against 11,942 in 1976) were prepared and stored in computer-based files. The total number of records stored since 1969 was 131,123 of which 96,661 resided in the Document Annotations Master File and 34,462 in the Quadri-lingual File. The number of records keyboarded increased compared to 1976 due to the revised list of symbols, which added approximately 6,000 records, and due to the fact that all members of the keyboarding group were fully trained with at least one year's experience.

32. Under the programme of selective conversion of United Nations documents and publications to microfiche, performed under contract, 16,706 fiches and 100,524 duplicates (as against 90,000 in 1976) were produced, an additional copy being prepared for the United Nations Office at Geneva. A total of 558,333 pages (as against 588,154 in 1976) was prepared for filming. The increased number of fiches was possible because of the type of material handled and the substitution of spotchecking for proofreading of titles on the fiches. A backlog of 2,000 microfiches of Russian documents was accumulated because of the reassignment of one staff member from the microfiche group to another section and difficulties in recruitment for the vacancy.

33. The preparation of material for microfilming was delayed due to staffing problems. During 1977, 18 reels containing 117,682 pages (as against 23 reels with a total of 152,585 pages in 1976) were produced. The new reels contain documentation in English and French of General Assembly committees and sub-committees.

34. Thirty-one indexes (including two indexes for the Office of the Legal Affairs) were submitted for publication (as against 32 in 1976), and 2,102 pages of text were submitted for reproduction (as against 2,210 in 1976). 16,969 documents were indexed (as against 17,763 in 1976) and 21,480 cards were typed (as against 24,546 in 1976). A total of 14,480 titles was listed in the UNDEX Series C (as against 14,880 in 1976). This slight decrease in the number of documents processed in the Section in 1977 was confirmed by the decrease in the number of documents checked-in in the Documents Reference and Collections Section. However,

/...

indexing of specialized agencies documents increased from 711 in 1976 to 886 in 1977. During the year, indexing of the Treaty Series for the cumulative index (volume 12) started, and 27 volumes were indexed.

35. Efforts to improve the UN/SA documents catalogue continued. All un-indented guide cards in the subject section of the catalogue were replaced by new indented guide cards. The compilation of a name authority file for the author catalogue was begun and good progress was made. All names of United Nations bodies currently in use were compiled for the documents catalogue as well as for the UNBIS programme. 2,498 documents were indexed for the documents catalogue (as against 2,986 in 1976). This decrease was mainly due to the death of one indexer in June and the vacancy of his post for the rest of the year. As a result, a small backlog of United Nations documents for indexing was accumulated.

36. The number of monographs and serials catalogued decreased by about 7 per cent (5,473 in 1977 and 5,909 in 1976). The number of volumes shelved remained at the 1976 level - 11,476 as against 11,517. Backlogs developed during the year in the cataloguing of both serials and monographs. This was due to extensive delays in filling a professional vacancy, the relatively large amount of sick and annual leaves taken and the time lent to other functions. Measures have been taken to rectify the situation.

37. Phase II of the review and updating of serials records in the unclassified and x-classified collection became, with the transfer of the unofficial serials checklist, the responsibility of the Stack and Loan Section. However, due to staff shortages the project was slowed down and is now expected to be completed in the fall of 1978.

39. A systematic reading of the checklist records of the international and non-governmental organizations was undertaken. This was completed in October and 660 titles from 57 organizations were read. Similarly, reading of the un-official serials checklist and systematic claiming procedures were instituted as part of the regular work programme of the Periodicals Group.

IV. Organization of the collections

40. Policy guidelines concerning the development and maintenance of collections continued to be issued during the year as sub-annexes to DIRECTIVE/A/24:

Annex I, sub-annex 16	The Woodrow Wilson Collection and the League of Nations Collection
Annex III, sub-annex 1.5	Policy concerning treaty collections
Annex III, sub-annex 1.7	Policy concerning national legal codes
Annex III, sub-annex 2	Policy concerning the General Reference Collection
Annex III, sub-annex 6.2	Policy concerning retention periods for serials
Annex III, sub-annex 11	Policy governing the acquisition of reprints

/...

41. Regarding the maintenance of the United Nations collections, several improvements were achieved. Recalling of books, which was carried out only occasionally during the first part of the year, was established as a regular routine. Extra efforts were made to reduce gaps in the collections through a strict procedure for claiming of documents and by maintaining a directory of offices and departments responsible for the issuance of various categories of United Nations documentation.

42. A new reference desk with capacity to accommodate four persons, which had been ordered the previous year, was located in the Woodrow Wilson Reading Room and the reference service together with the reference collections was moved there. The re-location improved the service and provided better accommodation for the users.

43. The non-official periodicals and annuals checklists were transferred to the Stacks and Loan Section in April and December respectively. Also in December, the official gazettes checklist was transferred from the Stack and Loan Section to the Acquisition Section.

44. The Stack and Loan Section continued the Special Project on circulation of periodicals. Eighty additional copies of heavily used CBI journals were added to the collection specially for the use in Periodicals Reading Room. Circulation lists for CBI journals received by DHL in more than one copy were rearranged in order to provide a copy for use in the Reading Room.

45. Due to the growth of the collections, 38,842 pieces of material were moved and reshelfed in the Main Stacks. 406 new shelves were installed. 2,971 publications were transferred to the Main Stacks from the other collections of the Library. 7,438 pieces of material were discarded and 23,604 pieces (including periodicals) were sent to the Sales and Gifts area.

46. A sale of items accumulated in the Sales and Gifts area was organized. 1,224 bound volumes, 2,112 unbound pieces and 246 maps were sold for \$897.00.

47. The number of volumes sent to the bindery for the Library and for other units of the Secretariat increased by 24.5 o/o over each of the two previous years (1975 = 2,031; 1976 = 2,020; 1977 = 2,514).

48. An Auditing Team of the Internal Audit Service surveyed several areas in the Library Services Division. Its recommendations in regard to improvement of operations in the Acquisition, Catalogue and Stack and Loan Sections were discussed at a meeting of chiefs of sections and divisions and, to the extent possible, were being implemented.

49. An Ad Hoc Task Force on Statistics was established to review the collection of statistics on materials purchased for the collections. The Task Force also reviewed the statistical reporting scheme in use since 1974 in the libraries of the United Nations. Its report is expected in the spring of 1978. Another Ad Hoc Group was concerned with statistical reporting on the use of the Library. It was agreed that the objective of the activity should be the gathering of an integrated set of statistics that would allow for an overall, recurrent and comparative evaluation of the Library's outputs, not in term of work loads, but in terms of main services delivered to users and of the use made of available resources, particularly of

/...

materials maintained in the collections. Forms were drafted for this purpose and data collection which began in July was expected to continue through the first quarter of 1978. An evaluation and recommendations would be submitted after that date.

V. Services to readers

A. Loans and related services

50. The number of loans, 101,255, was considerably higher than the 1976 total of 81,512. As usual there were variations at the different service points. The main loan desk experienced a slight decline from 23,468 in 1976 to 22,185 in 1977. The documents loan desk registered an increase from 8,354 to 9,411. The Periodicals Reading Room showed the largest gain and almost doubled its loans again, this time from 29,920 to 51,426. Both the Statistical and Legal Branch Libraries declined, the former from 13,310 to 10,956 and the latter from 4,195 to 3,682.

51. The interlibrary loan requests went up slightly from 2,050 to 2,248. Of this number, 1,152 requests were met. 2,924 serials were routed to individual users and units of the Secretariat.

52. The number of passes granted to outside users increased from 1,087 to 1,270. This reflected a much stronger interest in the work of the Organization and the need for source materials.

53. Copying services provided to Secretariat staff, permanent missions, outside users and Library sections reached a total of 285,856 pages, an increase of about 12 o/o over last year.

B. Information tools

54. Compilation of indexes by computer methods on a ten-issues-a-year basis continued. A total of 75 issues in English, French, Russian and Spanish in UNDEX Series A and B were distributed regularly.

55. Cumulative editions of UNDEX Series A and B for 1975 and 1976 were submitted for reproduction. Print-outs of the set of indexes to United Nations publications issued for sale from 1972 to mid-1977 were prepared for the documents reference staff.

56. Document reference librarians completed the preparation of a List of reference sources for United Nations and specialized agencies documentation. A preliminary version of the list was issued during the third quarter of the year. A subject index to the guide will be completed during 1978.

57. In addition, the publication of reading lists entitled List of selected documents on topics of current interest, intended for distribution among Library users, was started. The following titles were issued during the last quarter of the year: International terrorism (DRCS/REF/SER.A/1); South Africa (DRCS/REF/SER.A/2); and Joint Inspection Unit reports (DRCS/REF/SER.A/3).

58. The preparation of indexes in Arabic, which was initiated in 1975, was finally on schedule in 1977 after protracted delays in recruitment. The Index to the Proceedings of the General Assembly (30th session and the 7th special session) was published in March, and the Index to Proceedings of the 31st session in September.

59. The preparation of indexes in Chinese continued on schedule. During the year four issues of indexes to proceedings of the General Assembly, the Economic and Social Council (2 issues) and the Security Council were published.

60. Ten issues each of the English and French editions of the UNDEX Series C: List of documents issued were published as scheduled. 14,480 documents were listed in 1977 (as against 14,880 in 1976).

61. The indexes to proceedings of the four major organs of the United Nations in English were issued as scheduled. 2,279 draft pages of indexes (as against 2,056 pages in 1976) were prepared. The draft pages were circulated to reference centres around the world.

62. The indexing of legal texts for the Office of Legal Affairs continued. The French edition of the cumulative index (volume 11) to volumes 701-750 of the Treaty Series was submitted for printing in May. The Index to the Supplements to the Repertory of Practice of the United Nations Organs in English was submitted to the Office of Legal Affairs for publication in November.

63. Preparation of the index to resolutions of the Economic and Social Council, 1946-1970, continued. Because of the temporary assignment of the indexer in charge to other more urgent tasks, compilation of the index was delayed and its submission is expected in 1978.

64. Current bibliographical information (ST/LIB/SER.X/-) continues to be well-received by Secretariat and Mission staff as a useful source of current information on subject areas pertinent to the work of the United Nations. The time-lag between submission for reproduction and issuance continues to be a problem and a sustained effort will be made in 1978 to correct the situation.

65. The Legal bibliography of the United Nations and related intergovernmental organizations produced each year as part of the United Nations Juridical year-book (ST/LEG/SER.C/-), continues to be one of the Library's major recurring publications.

66. Several subject bibliographies were prepared during the year, two of which were issued in the Library's bibliographical series (ST/LIB/SER.B/-). The first, A select bibliography on succession of states in respect of treaties, was prepared for a United Nations Conference held in Vienna in April 1977. The second, Water resources, planning and management, was prepared as part of the documentation for the United Nations Water Conference held in Mar del Plata, Argentina, in March 1977. Although issued after the Conference, the bibliography was a successful one and received high praise from the Centre on Natural Resources, Energy and Transport.

67. Among the other subject bibliographies were the Selected bibliography on the Cyprus situation prepared for the Permanent Mission of Cyprus to the United Nations,

and the Selected bibliography on international law and organizations and diplomacy prepared for the Government of Mozambique at the request of the Office of Technical Co-operation.

68. Short unpublished reading lists on the right of asylum, smaller States and the United Nations, planning-programming-budgeting systems (PPBS) and the social and economic consequences of disarmament were prepared in response to requests from various Secretariat departments.

69. The policy of including relevant United Nations documentation in major bibliographies is now firmly established as is the inter-sectional co-operation between the two reference services.

C. Reference services

70. The total number of reference queries was 51,278 (including 2,134 queries in the Acquisition Section), a decrease from 54,524 queries in 1976. The breakdown by types is as follows:

	Call no.	Ready ref.	Long range	Total
Documents Reference	647	17,935	2,610	21,192
General Reference	19,785	6,935	1,232	27,952

71. The General Reference Section showed a decrease in queries of approximately 10 per cent from the 1976 total (27,952 in 1977 as compared to 31,020 in 1976). The decrease was experienced in all groups except the Statistical Branch Library which had an increase of 7.6 per cent. The decreases were of the following order: Reference Group, 9.3 per cent; Map Collection, 30.2 per cent; Legal Branch Library, 7.9 per cent. At the Documents Reference Desk the number of reference queries during the year was slightly lower than in 1976 (23,700 in 1976; 21,192 in 1977) but still higher than in all other previous years.

72. The range of questions from Secretariat staff, permanent missions and delegates followed the same pattern as in former years. They concerned quotations, biographies, addresses, definitions, dates of meetings and conferences, language editions and texts of constitutions, identification of monographs and articles, texts of treaties in force, etc.

73. In addition, there were requests from the media, law firms in New York City and a number of queries from learned institutions across the United States. The Map Collection continued to assist the Military Adviser with map coverage of UN peace-keeping operations and of other areas of potential conflict. In addition, the Map Librarian provided specifications to the Security Section on flags of Member States flown in front of United Nations Headquarters as well as checking the new flag booklet. The Legal Branch Library was heavily used in connexion with events in the Middle East and Africa and during the Law of the Sea Conference. The Statistical Branch Library accommodated a series of special requests for staff members of the Statistical Office.

74. The New York Times Information Bank, with the addition of the printer, has now become an extension of the traditional services provided by the General

Reference Desk as shown in a 28 per cent increase in its usage.

75. It is planned to move the data bank to the 1st floor adjacent to the General Reference Desk. This will facilitate its use by the reference librarians, give it more prominence and provide easier access to Secretariat and mission staff.

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

76. There was an increase during 1977 in the training activities carried out by the Library. As in the past, staff of permanent missions and of depository libraries, officials of governments and research institutions, staff of Secretariat units and trainees brought to Headquarters under the Fellowship Programme of the Office of Technical Co-operation were the main beneficiaries of such services.

77. In collaboration with UNITAR, a seminar was held in New York, 6-9 September 1977, for staff of depository libraries in Latin America and the Caribbean region; nine librarians from depositories located in eight countries participated. Under the Staff Development Programme, a seminar was given for staff of the Secretariat on the utilization of the documentary collections of the Library; ten staff members participated. Staff of the Documentation Services Division participated as instructors in a seminar organized in December 1977 by the Office of Public Information for reference assistants from information centres in Latin America; there were eight participants from eight information centres.

78. In order to improve co-operation and co-ordination between their respective terminological, information and reference services, the Translation Division and the Library held a series of three joint meetings in April. The discussions covered description of collections and exchanges of information on terminological resources, extent of reference services, ready reference files and other tools. As a result of the meetings, working groups were established to examine and find solutions to joint problems. The organization and funding of reference collections to be maintained for the various services of the Translation Division were discussed and the Translation Division undertook and completed an inventory of its holdings of dictionaries and other monographs. Further discussions will be held to determine the scope, location and funding of individual reference collections in the Division. A "workshop" of four half-days for the training of Translation Division personnel in the use of Library reference tools was held in November and was conducted by staff members of the General Reference Section. The contacts established with the Translation Division have provided an open channel of communication and joint action for the mutual benefit of both the Division and the Library. A more ambitious plan for the training of reference collections staff at Headquarters is projected for 1978.

79. Selected material from the Legal Branch Library was loaned to the Law of the Sea Conference for the special collection that was assembled for participants to the Conference lasting from May to July 1977.

80. After the hiatus of 1976, the number of items requested by UNDP for ordering increased dramatically (8,736 items as against 6,903 in 1976). The highest number of requests received occurred in March - a total of 3,651 items, of which 2,850 were for the Documentation Centre at the National Institute for Family Planning, New Delhi, IND/74/Pl4. The searching proceeded normally since there were two

professional searchers but a typing backlog accumulated in April and continued to the end of the year.

81. The work performed for UNDP and non-Library units was as follows:

	<u>1977</u>	<u>1976</u>
Items processed	8325	6903
Orders placed	7343	4410
Invoices processed	6759	4327

82. It should be noted that while at the beginning of the year 24 projects had cancelled all their subscriptions with the Library, at the end of the year the number of subscriptions handled for UNDP and other non-Library accounts had increased to 1,591 from 1,221 in 1976.

83. Because of staffing problems, the liaison work with reference collections was limited. Nevertheless, substantial assistance was given to the Centre on Transnational Corporations in the organization of their information unit. The Centre was given a library location symbol, similar to location codes used for branch libraries, and the transfer of certain publications in the field of direct interest to the Centre was arranged. A draft manual of library procedures was prepared for the use of the Centre staff and will serve as a basis of a general manual of library processes for reference collections.

84. Two Seminars on the Utilization of the Dag Hammarskjold Library, organized by the Training and Examinations Service and conducted by the Library, were held in April 1977. Both seminars were devoted to the General Collection, one was for staff of various departments, and the second was organized solely for the staff of the Reports Section, Office of Technical Co-operation.

VII. Staff training and development

85. The orientation and training programmes for UNBIS development were continued. Three presentations were made relating to the use of computers in reference service, terminology and documentation. In addition, several meetings were held with the professional staff of the Library in which the proposed UNBIS outputs were discussed.

86. Arrangements were made for newly arrived professional staff members to visit a number of prominent libraries in the New York area. Other staff members took part in a variety of meetings and seminars with the aim of keeping abreast of developments in library and informations science. Of special interest were the meetings and seminars held in connexion with the annual conferences of the Special Library Association held in New York, 5-9 June, and of the American Library Association held in Detroit, Michigan, 17-23 June 1977.

87. The Chief of the Collection Development Group continued to serve on the Executive Board of the International Relations Round Table as well as on the Collections Development Committee of the Resources and Technical Services Division of the American Library Association. The Chief of the General Reference Section,

a member of the Committee on Standards, Reference and Adult Services Division, ALA, was one of the principal speakers at a meeting of the Committee during the annual conference of ALA.

88. The Legal Branch Librarian attended the annual conference of the American Association of Law Librarians held in Toronto, Canada, from 23 to 30 June. The Order Librarian attended the Seminar on Acquisitions of Latin American Library Materials (SALALM) at the University of Florida, Gainesville, Florida on 12-17 June. The Arabic Bibliographer and the Documents Librarian attended the Middle East Librarians Association's sixth meeting (MELA) in New York on 9 November 1977.

89. A total of nineteen staff members participated in the various courses and seminars offered by the Training and Examinations Service through its Staff Development Programme. The language training classes organized by the Service were also well attended.

VIII. External relations

90. The Chiefs of the Computer Operations and the Documents Reference and Collections Sections attended the meeting of the Association of International Libraries held in White Plains, New York, on 28 May.

91. The Map Librarian served as Assistant Secretary of the Third United Nations Conference on Standardization of Geographic Names held in Athens, Greece, from 15 August to 9 September.

92. The Chief of the Stack and Loan Section participated in the 50th Session of the International Federation of Library Associations (IFLA) held on 3-10 September in Brussels, Belgium.

93. The Assistant to the Director represented the Library at the OECD Macro-thesaurus Review Meeting held in Paris, 5-7 October.

Bibliography for the year 1977

(a) Indexes to United Nations documents

Index to proceedings of the Economic and Social Council, 61st session, 1976. 1977. vi, 51 p. (ST/LIB/SER.B/E.52)
Sales no. E.77.I.7.

Index to proceedings of the Economic and Social Council, Organizational session, 1977, 3rd special session, and 62nd session, 1977. 1977. vii, 64 p. (ST/LIB/SER.B/E.53)
Sales no. E.77.I.19.

Index to proceedings of the General Assembly, 31st session, 1976. 1977. viii, 285 p. (ST/LIB/SER.B/A.27)
Sales no. E.77.I.17.

Index to proceedings of the Security Council, 31st year, 1976. 1977. vi, 48 p. (ST/LIB/SER.B/S.13)
Sales no. E.77.I.8.

Index to proceedings of the Trusteeship Council, 44th session, 1977. 1977. vi, 9 p. (ST/LIB/SER.B/T.38)
Sales no. E.77.I.18.

UNDEX; United Nations documents index. Series A: Subject index. Vol. 7, no. 9-10; v.8, no. 1-8. 1977. (ST/LIB/SER.I/A.56-65)
Also issued in French, Russian and Spanish.

-- Cumulative edition. v. 6, 1975. 1977. v, 247 p. (ST/LIB/SER.I/A.38-47)
Also issued in French, Russian and Spanish.

-- Cumulative edition. v. 7, 1976. 1977. v, 185 p. (ST/LIB/SER.I/A.48-57)
Also issued in French, Russian and Spanish.

UNDEX; United Nations documents index. Series B: Country index. Vol. 7, no. 9-10; vol. 8, no. 1-8. 1977. (ST/LIB/SER.I/A.56-65)
Also issued in French, Russian and Spanish.

-- Cumulative edition. v.6, 1975. 1977. v, 595 p. (ST/LIB/SER.I/B.38-47)
Also issued in French, Russian and Spanish.

UNDEX; United Nations documents index. Series C: List of documents issued. Vol. 4. no. 1-10, 1977. (ST/LIB/SER.I/C.31-40)
Also issued in French.

/...

经社理事会会议记录标题索引：第六十一届会议

Index to proceedings of the Economic and Social Council, 61st session, 1976. 1977. v, 58. (ST/LIB/SER.J/9)
In Chinese only.

经社理事会会议记录标题索引：组织会议，第三届特别会议和第六十二届会议

Index to proceedings of the Economic and Social Council, Organizational session, 1977, 3rd special session, and 62nd session, 1977. 1977. v, 51 p. (ST/LIB/SER.J/12)
In Chinese only.

大会会议记录标题索引：第卅一届会议

Index to proceedings of the General Assembly, 31st session, 1976. 1977. v, 238 p. (ST/LIB/SER.J/11)
In Chinese only.

安全理事会会议记录标题索引：第卅一年（一九七六年）

Index to proceedings of the Security Council, 31st year 1976. 1977. vi, 46 p. (ST/LIB/SER.J/10)
In Chinese only.

فهرس أعمال الجمعية العامة - الدورة الحادية والثلاثون - ١٩٧٦

Index to proceedings of the Genral Assembly, 31st session, 1976. 1977. vi, 252 p. (ST/LIB/SER.L/3)
In Arabic only.

(b) Lists of selected documents on topics of current interest
(For internal distribution only)

International terrorism. October 1977. 5 p. Unpublished. Hectographed.
(DRCS/REF/SER.A/1)

Joint Inspection Unit reports (1968-1977). December 1977. 8 p.
Unpublished. Hectographed. (DRCS/REF/SER.A/3)

South Africa. November 1977. 11 p. Unpublished. Hectographed.
(DRCS/REF/SER.A/2)

/...

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

Current bibliographical information, v. 7, nos. 1-22, 1 January-15 December 1977. (ST/LIB/SER,K/133-154)

*Dated list of publications received - ESA Statistical Collection, nos. 1-50, 1977.

*Dated list of trade publications received - ESA Statistical Collection, nos. 1-36, 1977.

Legal bibliography of the United Nations and related intergovernmental organizations. In United Nations juridical yearbook, 1975. 1977. p. 219-278. (ST/LEG/Ser.C/13
Sales no. E.77.V.3.

*List of bibliographies on Zionism, Palestine and Israel. 11 August 1977. 2 p.
Unpublished; typewritten.

*Right of asylum; a brief selected bibliography. 5 January 1977. 3 p.
Unpublished; typewritten.

A select bibliography on succession of states in respect of treaties. 1 April 1977. 24 p. (ST/LIB/Ser.B/24)

*Selected bibliography on international law and organizations and diplomacy. 13 June 1977. 24 p.
Unpublished; typewritten.

*Selected bibliography on Namibia, Rhodesia and South Africa (1976-1977). October 1977. 56 p.
Unpublished; typewritten.

*Selected bibliography on the Cyprus situation. 11 August 1977. Part A (Non-U.N. materials). 12 p. Part B (U.N. documentation) 70 p.
Unpublished; typewritten.

*Selected bibliography on the economic and social consequences of the arms race and of military expenditures - 1976-1977. 27 June 1977. 7 p.
Unpublished; typewritten.

*Selected list of titles on planning-programming-budgeting system and project evaluation. 4 February 1977. 3 p.
Unpublished; typewritten.

*The United Nations family of libraries; a selected bibliography. June 1977. 9 p.
Unpublished; hectographed.

Water resources, planning and management; a select bibliography. July 1977. 117 p. (ST/LIB/Ser.B/23)
Sales no. E/F.77.I.4.

(d) Other publications

Annual report of the Dag Hammarskjöld Library at the United Nations Headquarters, 1976. 1977. 22 p.

The Dag Hammarskjöld Library - services and collections. 1977. 16 p.

La Bibliothèque Dag Hammarskjöld - services et collections. 1977. 16 p.

(e) Publications on United Nations documentation and on United Nations libraries

Distribution policy for publications of the United Nations Economic Commission for Latin America, Santiago, Chile; working paper no. C-2, part B. In: Seminar on the Acquisition of Latin American Library Materials, 1974. Final report and working papers, vol. 2. SALALM Secretariat, University of Massachusetts Library, Amherst, Massachusetts, 1976. p. 239-242.

Ishikawa, Kôji. Notes on the acquisition and use of the publications of the United Nations and its specialized agencies. Dokumentêsyon kenkyû 26:159-169, May 1976.
In Japanese.

Ishikawa, Kôji. Notes on the acquisition and use of the publications of UNESCO. Dokumentêsyon kenkyû 26:215-225, June 1976.
In Japanese.

Kardec, S. T. International referral system. United Nations Environment Programme. In: Bowker annual of library and book trade information 1976. N.Y., 1976. p. 362-364.

On-line information retrieval facility has been recently introduced in UNESCO. Bibliography, Documentation, Terminology 17:130-1, May 1977.

Rósza, G. United Nations Library at Geneva: an international relations research centre. International library review 8:119-126, April 1976.

Schwoerbel, H. Industrial information: a guide to better understanding and indications of how to use assistance and services offered by UNIDO in introducing information as an instrument of industrialization. In: International Federation for Documentation. Information systems design for socio-economic development: retrospect and prospect. The Hague. The Federation, 1976. p. 52-63.

Unesco's information activities: achievements in the 1975-76 biennium. Unesco Bulletin for Libraries 31:258-276 Sep-Oct 1977.

Wysocki, A. UNISIST programmes: present and future development. In: International Federation for Documentation. Information systems design for socio-economic development: retrospect and prospect. The Hague. The Federation, 1976. p. 77-83.

X. Statistics of the Dag Hammarskjold Library, 1977

I. Input

1. <u>Staff resources</u>	<u>Prof.</u>	<u>CS</u>	<u>Manual</u>
(a) Executive direction, administration and management	6	3	
(b) Acquisition of materials	5	9	
(i) Special acquisition services	2	3	
(c) Cataloguing and classification;	4	10	1
(d) Computer-assisted indexing;	11	5	
(e) Conventional manual indexing;	16	17	
(f) Reference services;	15	2	
(g) Preparation of bibliographies;	3	1	
(h) Maintenance and servicing of collections;	4	24	6
(i) Preparation of materials in microform		7	
TOTALS:	66	81	7

2. Annual expenditures

(a) Staff costs;)	
(i) Staff from extra-budgetary sources)	3,420,648
(b) Purchase of books and other library materials;	42,854
(c) Serials subscriptions;	177,800
(d) Purchase of microforms;	1,600
(e) Binding;	5,500
(f) Supplies;	5,400
(g) Contractual services;	127,400
(h) Travel	3,100
TOTAL:	3,784,302

/...

II. Output

3. Acquisition and processing

(a) United Nations and specialized agencies documents and publications:

(i) In paper form

a. United Nations documents and publications (pieces added)	93,475
b. Specialized agencies documents and publications (pieces added)	<u>22,437</u>

TOTAL:

115,912

(ii) In microform:

a. Microform production (UN documents and publications)	
i. Pages prepared for filming	696,015
ii. Roll-film masters (reels) produced	18
iii. Microfiche masters produced	16,709
b. Microforms added to collections	
i. Microfiches	14,634
ii. Microfilm reels	7
iii. Other microforms (microprint etc.)	1,271

(b) Materials other than United Nations and specialized agencies documents and publications

(i) Serials issues checked in

a. Government periodicals and serials	76,332
b. Other periodicals, serials, etc.	45,642
c. Newspapers	<u>47,660</u>

TOTAL:

169,634

(ii) Materials added	In paper form (vols.)	Microfilm reels	Microfiches	Other microforms (microprint)
a. Monographs				
i. By purchase)	8,591	138	6	
ii. By gift and exchange)				
b. Serials	<u>337</u>	<u> </u>	<u> </u>	<u> </u>
TOTALS:	8,928	138	6	

/...

(iii) Vertical file materials added (pieces)	6
(iv) Maps acquired	1,023
(v) Materials withdrawn	
a. Monographs and serials (volumes)	1,620
b. Maps	95
(c) Volumes bound (UN/SA and other materials)	
(i) Monographs	134
(ii) Serials	<u>2,937</u>
TOTAL:	<u>3,071</u>

4. Users' services

(a) Loans				
(i) Documents and publications of organizations in the UN system			9,411	
(ii) Other materials			<u>75,169</u>	
TOTAL:			<u>84,580</u>	
(b) Interlibrary loans				
(i) Borrowing			294	
(ii) Lending			<u>858</u>	
TOTAL:			<u>1,152</u>	
(c) Serials routed				
(i) Number of titles			2,924	
(ii) Number of users			772	
(d) Queries received	<u>Call no.</u>	<u>Ready ref.</u>	<u>Long range</u>	<u>Totals</u>
(i) Relating to documents of organizations in the UN system	647	17,935	2,610	21,192
(ii) Relating to other materials	<u>21,919</u>	<u>6,935</u>	<u>1,232</u>	<u>30,086</u>
TOTALS:	22,566	24,870	3,842	51,278
(e) Written replies to queries				
(i) Relating to documents of organizations in the UN system	339			
(ii) Relating to other materials	<u>50</u>			
TOTAL:	389			
(f) Number of outside users	1,270			
(g) Copying services				
(i) Pages copied	285,856			
(ii) Microfiches duplicated	27			

(h) Services to UNDP and other units having their own funds (UNICEF, UNCTAD, etc.)

(i) Titles processed

a. UNDP	7,675
b. Other units	<u>650</u>
TOTAL:	8,325

(ii) Orders placed

a. UNDP	6,850
b. Other units	<u>493</u>
TOTAL:	7,343

5. Bibliographical activities

(a) Titles catalogued and classified

(i) Monographs	4,538
(ii) Serials	<u>935</u>
TOTAL:	5,473

(b) Computer-assisted indexing

(i) UN documents and publications indexed	3,014
(ii) UN periodical articles indexed	74
(iii) Analytical records prepared, keyboarded and stored:	14,471 (English only)
(iv) Indexing terms established, keyboarded and stored	
a. English	2,250
b. French	2,250
c. Russian	2,250
d. Spanish	<u>2,250</u>
TOTAL:	9,000

(c) Conventional manual indexing

(i) UN and SA documents and publications indexed	16,969
(ii) UN and SA periodical articles indexed	
(iii) Index cards prepared	
a. Arabic	5,218
b. Chinese	7,116
c. English	26,198
d. French	7,802
e. Russian	-
f. Spanish	-
TOTAL:	46,334

(d) Preparation of bibliographies

(i) Periodical issues scanned 4,400

(ii) Periodical articles selected and indexed 8,061

(iii) Bibliographies prepared

a. Number of bibliographies 119

b. Number of entries included 14,405

6. Publications

(a) Issues published

(i) Bibliographies 24

(ii) Indexes

a. Arabic 1

b. Chinese 4

c. English 40

d. French 31

e. Russian 20

f. Spanish 21

TOTAL: 117

(iii) Other publications

(b) Pages of text submitted for reproduction

(i) Arabic 258

(ii) Chinese 412

(iii) English 3,965

(iv) French 2,537

(v) Russian 1,346

(vi) Spanish 1,555

(vii) Multilingual -

TOTAL: 10,073

.....