

Annual Report of the Dag Hammarskjöld Library  
at United Nations Headquarters, 1978

I. Administration and management

1. On 30 July 1978, Mrs. Natalia I. Tyulina, Director of the Library, returned to Moscow upon completion of her assignment at Headquarters. During the eight years of her tenure she was instrumental in developing new programmes and was the prime mover in involving the Library in interorganizational matters. In the absence of a new Director, first Mr. Giuseppe S. Martini and then Mr. Joseph L. Fuchs served as Officer-in-Charge for the remainder of the year.

2. The Library continued to make notable progress in the areas of user services, collection development, preparation of information tools, development of the computerized bibliographic information system, and inter-departmental co-ordination relating to the establishment and maintenance of reference collections in the Secretariat at Headquarters.

Interorganizational co-operation

3. A very high level of activity was maintained in the field of interorganizational co-operation which began with the Second Meeting of the Informal Task Force on Indexing Vocabularies, held in New York, from 17 to 20 January 1978. The Meeting was called pursuant to a decision taken by the ACC Preparatory Committee at its eighty-seventh session in October/November 1977 which asked the Informal Task Force to meet and to consider recommendations relating to indexing vocabularies and to possible duplication of terminology activities carried out by ACC subsidiary bodies.

4. The Task Force reconfirmed the need for a common thesaurus of broad terms to support co-operative efforts in indexing and for a methodology for linking thesauri in use by the organizations in the United Nations system and recommended that inter alia:

- (a) Collection and compilation of the list of broad terms submitted by the organizations should be undertaken by the IOB Secretariat with the technical assistance of the ILO and UNESCO. In that effort, the IOB Secretariat should take into account the parallel effort to revise the ACC Programme Classification.
- (b) Account should be taken of the revised OECD Macrothesaurus, including the contributions of the organizations and the link with this effort through the ILO should be maintained.

5. Further, the Task Force indicated that there should be the closest liaison between the Ad Hoc Inter-Agency Meeting on Language Arrangements, Documentation and Publications and the Working Party on Indexing of Documents, with each represented at meetings of the other and with the regular exchange of reports of common interest and concern.

6. The report of the Task Force (CO-ORDINATION/R.1261) and the recommendations contained therein were approved by the ACC Preparatory Committee at its eighty-eighth session (part two) in March/April 1978 (CO-ORDINATION/R.1285/Add.1) and were considered at the meeting of the ACC Working Party on Indexing of Documents held at UNIDO, Vienna, from 10 to 14 April 1978.

7. The Working Party agreed on a number of recommendations and was of the view that the attention of the Inter-Agency Meeting on Language Arrangements, Documentation and Publications should be drawn to recommendations 1-5 and 7 and, to that effect, it recommended that its report and relevant documentation should be transmitted to that body.

8. In regard to the above, recommendation one dealt with the Designation of focal points to receive documents for deposit and to maintain permanent collections, to maintain, at least, one reference collection and to act as contact point for information on those materials, to provide centralized reference services, to carry out indexing of documents and to provide copying services. Recommendation two covered improvements in the Exchange of documentary materials among organizations within the United Nations system. Recommendation three urged that Lists of materials issued be harmonized in regard to coverage, format, information contents and frequency of issue. The compilation and distribution of Lists of work in progress was recommended in number four. Recommendation five spoke of the Availability of documentary materials and related services to different categories of users and number seven urged organizations to adopt international standards for the Identification of publications through the use of the International Standard Book Number, the International Standard Serial Number and through Cataloguing-in-Publication.

9. The other recommendations dealt with Indexing priorities, Bibliographic style, Technical review of list of broad terms and Organizational arrangements for the next meeting which is to be held in the fall of 1979.

10. In line with the proposals of the Second Meeting of the Informal Task Force on Indexing Vocabularies and the Vienna meeting, United Nations members of the Working Party attended the Inter-Agency Meeting on Language Arrangements, Documentation and Publications held in New York from 5 to 11 September 1978.

11. Due to the heavy agenda, there was little time to discuss the recommendations of the Working Party. However, the participants agreed that the report and recommendations of the ACC Working Party should be referred to their respective publishing and distribution services for speedy review and for practical implementation of such of the recommendations as could be agreed to within each organization. It was decided that difficulties with any of the recommendations should be communicated to the Working Party on Indexing of Documents by each organization. It was agreed also that the Inter-Agency Meeting should review the over-all implementation of the recommendations at its next full session.

12. The reports of the Vienna Meeting (CO-ORDINATION/R.1288) and of the Inter-Agency Meeting (CO-ORDINATION/R.1306) were considered by the ACC Preparatory Committee during the second part of its ninetieth session, New York, October-November 1978. Under the item: Indexing of documents, the Preparatory Committee reached the following conclusions:

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- (a) It endorsed in principle the recommendations set forth in the report of the Working Party on Indexing of Documents on its meeting held in Vienna on 10-14 April 1978 (CO-ORDINATION/R.1288). It endorsed also the recommendation of the Inter-Agency Meeting on Language Arrangements, Documentation and Publications (CO-ORDINATION/R.1306, para. 26) pertaining to the Working Party. It noted that these decisions might have to be adjusted in the light of arrangements to be made by ACC regarding interagency co-operation in this area.
- (b) The Preparatory Committee further endorsed the recommendation of the Working Party that a technical meeting should be held at Geneva late in January 1979 to review the draft list of broad terms prepared by the IOB secretariat; to determine its applicability in an inter-organization systems, and to consider related questions concerning co-ordination of indexing vocabularies.
- (c) It noted that the World Bank had invited the Working Party to meet in September 1979 in Washington and referred the question to the Organizational Committee.

13. Following a recommendation of the Second Meeting of the Informal Task Force, a list of terms reflecting the activities of the United Nations at the programme and sub-programme level was prepared by the Library in co-operation with the substantive departments of the Secretariat. In May, a preliminary draft list of terms was circulated to all relevant divisions for comments and suggestions. A revised draft list was then sent to the secretariat of the Inter-Organization Board for Information Systems and Related Activities for inclusion in the preliminary list of broad terms. This preliminary list was received in October.

14. An informal meeting to exchange views on the overall implications of the draft list of broad terms for present and future interorganizational indexing activities was held on 12 December 1978 at the Dag Hammarskjold Library. After extensive discussions covering various aspects of the draft list of broad terms the following sense of the meeting emerged:

- (a) It was generally recognized that the first contributions to the IOB draft list varied considerably as far as the levels of specificity of the terms was concerned and that considerable work was needed to produce a more balanced text.
- (b) It was felt that ultimately the list of broad terms should be presented in the form of a thesaurus in which the terms would be grouped under main categories reflecting programmes and sub-programmes (sectoral and subsectoral activities) of the organizations. This would permit clustering of the terms, if needed, as broad terms, and would provide definitions of meaning through extensive use of scope notes.
- (c) It was realized that in order to gain wide acceptance, the list of broad terms would have to be linked upward to the CCAQ/ACC programme classification and downward to the specialized thesauri or subject lists in use in various organizations.

15. It was decided to transmit this summary to the IOB representative from the United Nations with the understanding that it would be made available to the IOB Secretariat for information. An Ad Hoc Interagency Meeting to consider the list of broad terms was scheduled to be held in Geneva from 24 to 26 January 1979.

#### United Nations Bibliographic Information System (UNBIS)

16. The development of the United Nations Bibliographic Information System (UNBIS) received additional impetus from existing resources with the establishment of two task forces, one for UNDOC on 16 January and one for CBI on 1 February 1978. After a short period of training, the UNDOC Task Force was given the responsibility for producing a sample issue of UNDOC: Current Index. Similarly, the CBI Task Force was asked to prepare a sample issue of Current Bibliographical Information (CBI).

17. Approximately 800 United Nations documents of various types were selected for computer input. Data input forms were drafted and keyboarded. Input sheets for about 200 titles of selected monographs, serials and periodical articles were drafted and keyboarded for CBI. The task forces then began work on the compilation of an UNBIS thesaurus, a subject heading authority list, UNDOC and CBI data dictionaries, a name authority list, reference manuals and revision of input forms. Professor Pauline Atherton of Syracuse University School of Information Science joined as a consultant to develop the methodology for the creation of an integrated vocabulary system and thesaurus for the various printed outputs as well as for on-line searching of the projected data bases.

18. In late May 1978, Mr. Frederick Knapp, former Vice-President for Systems of the Research Libraries Group, decided to accept a senior position with Blackwell North-American in California. This made it impossible for him to continue his association with UNBIS. To further support the systems development aspect of UNBIS, Mrs. Heike Kordish, Chief Systems Analyst at Columbia University, was engaged on a consulting basis to:

- (a) Examine and develop compatibility between the UNDOC and CBI data dictionaries with a view to eventually merging the two;
- (b) Examine the immediate needs of subsystems such as those of the Centre on Transnational Corporations and others;
- (c) Examine the manually prepared speech index for computer production and incorporate relevant data elements in the data dictionaries and input forms.

19. During the design phase the elements of bibliographic data to be included in CBI were labelled with mnemonics and those for UNDOC with numeric tags. Mrs. Kordish undertook the task of preparing a single UNBIS data element list labelled numerically. After discussion of a first draft and two revisions during October and December, agreement was reached on the numbering scheme to be adopted. This scheme also provided for the inclusion of additional data elements which might be required in the future by the Library or by other UNBIS subsystems. The alignment of the data elements has led to the input of the revised data dictionary in machine-readable form and its maintenance and upkeep through

the computer. As a result, bibliographic input forms can now be finalized. However, the necessity to introduce changes has led to a delay in the issuance of the samples. With the completion of updating, UNBIS is expected to become operational in respect of UNDOC: Current Index in early 1979.

#### Productivity Improvement Programme

20. The Productivity Improvement Programme was extended to the Acquisition, Conventional Indexing and Stack and Loan Sections. Standards developed by the Administrative Management Service were validated and introduced in the Conventional Indexing Section. Standards for the other two section were only partially validated and requests for new standards have not yet been met. Consequently, implementation of the programme to the Acquisition and Stack and Loan Sections has been postponed.

#### Flexible working hours

21. The question of flexible working hours was discussed at meetings with chiefs of sections based on a presentation by a representative of the Executive Office, Department of Conference Services. Clarification on a number of points was sought and received and after further meetings, the Acquisition Section voted to participate in a departmental pilot project on the use of flexible working hours. Implementation of the project is expected in 1979.

#### Depository libraries

22. During 1978, the Publications Board approved the designation of six new depository libraries. These were the Thimphu Public Library in Thimphu as the first depository in Bhutan, the Enid M. Baa Library in St. Thomas as the first depository in the U.S. Virgin Islands, and the libraries of the School of Law of the Universidad Católica de Puerto Rico in Ponce, Puerto Rico, the University of Juba in Juba, Sudan, the President's Citizenship College in Kabwe, Zambia, and Ruhr Universität Bochum in Bochum, Federal Republic of Germany.

23. At the end of the year there were 315 depositories in 121 countries and territories. There are still no depository libraries in the following Member States: Albania, Angola, Bahamas, Benin, Burundi, Cape Verde, Central African Empire, Chad, Comoros, Congo, Democratic Yemen, Dominica, Equatorial Guinea, Gabon, Gambia, Grenada, Guinea, Guinea-Bissau, Maldives, Mali, Mauritania, Nauru, Oman, Qatar, Sao Tome and Principe, Seychelles, Solomon Islands, United Arab Emirates, United Republic of Cameroon, Upper Volta, Viet Nam, Yemen and Zaire.

24. The programme of visits to depository libraries was continued in 1978. Reports were received on 60 visits carried out during the year. Thirty-two of the visits were to libraries in the first priority (receiving material free or on exchange). Staff of the Dag Hammarskjöld Library made 28 of the visits; 23 were made by the staff of UN Information Centres, five by staff of the Library in Geneva, two by the staff of FAO and two by the staff of ECLA.

#### Statistical activities

25. The Ad Hoc Task Force on Statistics successfully completed the special project on "Standardization of Statistics in United Nations Libraries". The Task Force established a series of major statistical indicators of library

activities such as Resources, Collections, User Services and Publications. Each of these was augmented by supporting statistics which could be collected uniformly insofar as the relevant functions occur in the specific reporting library. The intent of the indicators is to present an overview of library activities and services and as such do not cover work load statistics nor support interpretations derivable from such statistics. The indicators and annotated supporting statistics were circulated to the United Nations libraries and, in light of comments received, were revised and distributed. The new reporting scheme will go into effect in 1979.

26. The Ad Hoc Group on Statistical Reporting on the Use of the Library completed its assignment. The objective of the project was the gathering of an integrated set of statistics that would allow for an overall, recurrent and comparative evaluation of the Library's outputs in terms of main services delivered to users and the use made of available resources, particularly of materials maintained in the collections.

27. Data were collected on the following: (a) reference services, including use of the N.Y. Times Data Bank; (b) loans, including interlibrary loans; (c) preparation of bibliographies on request; (d) circulation of periodicals; (e) photocopying; (f) admission of unofficial users; (g) use of premises; and (h) trainees assisted and briefing of individuals and groups.

28. The Group reached the conclusion that it was important to evaluate the data on unfulfilled requests and to continue collecting such data on a regular basis. It was decided that the Collection Development Group should analyze unfulfilled requests by subject in order to improve collection coverage. Unfulfilled requests at the General Reference Desk, the Loan and Interlibrary Loan desks should be closely analyzed. The Standing Committee on Collection Development should consider this problem and work out forms for reporting unfulfilled requests regularly. For the Documentation Service, the data collected on reference queries may be used to detect shortcomings in the reference tools. It was decided to keep the matter under review in light of the anticipated use of UNBIS for reference services. Future statistical surveys should be undertaken every two or three years and data should be collected only during the months of October-November and March-April. In order to increase the use of the Library by mission personnel, it was agreed to organize two seminars, in March and April, for such personnel each year.

#### Division and Section meetings

29. The Director and subsequently the Officer-in-Charge held thirteen meetings with Division and Section Chiefs during the year. In addition to administrative matters and ongoing topics such as the Library's annual work programme and the budget, the following were the subjects discussed orally or on basis of prepared papers: visits to depository libraries, response to requests to supply United Nations Library with material not available through regular distribution channels, professional recruitment requirements for the Library, statistical reporting on the use of the library, job classification study, flexible working hours, preparation for and report of the seminar on training of staff of reference collections, control of processing flow, proposed statistical indicators for use in the libraries of the United Nations, users statistics, UNBIS programme, and matters arising from interorganization meetings held during the year.

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## II. Acquisition

30. The collection of United Nations and Specialized Agencies documents increased by 127,786 items, of which 104,280 were issued by the United Nations and 23,506 by the Specialized Agencies. This shows an increase of about 12,000 items over the 1977 total and probably reflects the increase in the number of meetings held during the year. In addition, the efforts put forth last year to eliminate gaps existing in the collection are evident in the receipt of new material. The microfiche collection increased by 22,500 pieces, an increase of 8,000 over last year's total.

31. The review of UN/SA serials records continued throughout the year at a very slow pace due to lack of professional time to guide the task. A system of new records, in card form, was established for country reports produced by the World Bank.

32. Acquisitions by purchase of non-UN books and pamphlets decreased from 4,546 to 3,557. Gift and exchange receipts declined from 8,631 to 8,084. Expenditures for books and serials rose from \$42,854 to \$44,326 and from \$177,800 to \$178,568 respectively, the increases being largely due to inflation. The number of official documents received remained almost static at a little over 76,000.

33. In the area of Arabic acquisitions 757 titles were received with 509 on order; 89 serial titles arrived with the same number on order. Of the book orders placed, 171 were for specialized bi-lingual dictionaries needed by the Arabic Translation Services. Delivery problems continued to impede the smooth receipt of Arabic materials.

34. In order to improve the quality of unsolicited Russian language materials sent from the Institute of Scientific Information on Social Sciences (INION), a subject profile of the needs of the Library was submitted to the Institute. As a result, the amount of materials received declined dramatically and the percentage of materials retained out of later shipments rose slightly. This, in turn, made it possible to discontinue placing purchase orders for Russian materials with the U.S. distributors and to rely solely on the ongoing exchanges.

35. Useful contacts were also established in South and South West Africa for the supply of maps of that region. Following a decision by the Serials Committee to ensure that the newspaper collection of the Library reflect the entire membership of the Organization, requests were directed to 54 permanent missions to enlist their help in obtaining such newspapers

36. A review of official publications of 18 countries was completed (391 titles reviewed, 67 withdrawn and 324 updated). Circular letters were sent to all permanent missions requesting information on their economic and social development plans. Only 20 replies had been received at years end. Reviews of international organizations and of United Nations Associations were continued. Of the former, eight organizations were reviewed (among them the OAS, Council of Europe and the European Communities) consisting of 366 titles; twelve new organizations were added. Of the latter, 39 associations were covered.

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37. One hundred and thirty-seven exchange agreements were reviewed in order to establish the value of United Nations materials sent in exchange. Savings for the Organization resulting from deletion of titles and cancellation of some exchanges amounted to \$2,200. Eleven new exchanges were established and 28 were cancelled.

38. During the year, 34,267 official gazettes were handled, of which 16,735 were checked in and 17,532 were sent to NYPL. 38,225 serial issues were discarded.

### III. Processing of materials

39. In spite of a reduction of staff available for indexing, the number of documents analyzed increased by approximately 10 per cent. Two major projects: United Nations Sales Publications 1972-1977 and a revised List of United Nations Document Series Symbols 1946-1977 were submitted for reproduction.

40. During 1978, 11,586 machine readable records of United Nations documents and publications (as against 18,028 in 1977) were prepared and stored in computer-based files. The total number of records stored since 1969 was 141,322 of which 104,557 resided in the Document Annotations Master File and 36,765 in the Quadrilingual File. The number of records stored in computer-based files decreased due to completion of the revised List of United Nations Document Series Symbols.

41. Under the programme of selective conversion of United Nations documents and publications to microfiche, performed under contract, 15,000 fiches and 75,000 duplicates (as against 100,524) were produced. Preparation of an additional copy prepared for the United Nations Office at Geneva was discontinued in 1978. A total of 537,435 pages (as against 558,333 in 1977) was prepared for filming. The decreased number of fiches was due to the loss of one post in the microforms group.

42. The preparation of material for microfilming suffered due to staffing problems. During 1978, eight reels containing 52,156 pages (as against 18 reels with a total of 117,682 pages in 1977) were produced. The new reels contain documentation in Arabic and Chinese of the General Assembly.

43. Thirty indexes were submitted for publication (as against 31 in 1977), and 2,357 pages of text were submitted for reproduction (as against 2,102 pages in 1977). A total of 17,384 documents was indexed (as against 16,969 in 1977), and 14,068 titles were listed in the UNDEX Series C (as against 14,480 in 1977). 734 documents of specialized agencies were indexed (as against 886 in 1977).

44. Efforts to improve the UN/SA documents catalogue lagged because of lack of manpower. With the professional librarian diverted to other activities, only clerical assistance was available to meet the most basic needs of sorting and filing of cards.

45. The number of monographs and serials catalogued decreased from 5,473 to 4,400. The number of volumes shelved declined from 11,476 to 11,073. A considerable backlog developed during the year in the cataloguing of both serials and monographs due to a serious lack of manpower. Decisive measures to rectify the situation are planned for early 1979.



46. Phase II of the review and updating of serials records in the unclassified and x classified collection could not be completed and had to be postponed due to lack of staff. The special project on circulation of tables of contents of periodicals in lieu of the issues themselves is ready for implementation pending a decision from the Legal Office concerning copyright implications. Systematic reading of the Serials Checklist and regular claiming of missing issues continues as part of the regular work programme.

47. The special project aimed at monitoring the processing flow of materials from the time of selection through receipt of ordered items was completed. Data collected showed a reasonably prompt flow of this portion of the processing operations.

#### IV. Organization of the collections

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

Annex I, Sub-Annex 17	Policy concerning documents and publications of the International Fund for Agricultural Development (IFAD)
Annex III, Sub-Annex 1.6(a)	Policy governing law reports
Annex III, Sub-Annex 2.71	Policy concerning telephone directories
Annex III, Sub-Annex 2.9	Policy concerning vertical file
Annex III, Sub-Annex 8.1	Policy concerning parliamentary debates of inter-governmental organizations
Annex III, Sub-Annex 12	Policy concerning out-of-scope gifts of publications

49. In order to ensure the development of the collection in response to the need of the substantive units of the Secretariat, the Collection Development Group continued to organize meetings of the selectors and librarians in charge of substantive collection (e.g., the Legal Branch Library; the United Nations/Specialized Agencies collection) with representatives of substantive departments. The following meetings were held:

- 16 February	Water Resources Branch, Centre for Natural Resources, Energy and Transport
- 2 March	Transport Section, Centre for Natural Resources Energy and Transport
- 16 March	Energy and Mineral Development Branch, Centre for Natural Resources, Energy and Transport
- 30 November	Information and Research Section, Centre for Disarmament
- 14 December	Committee Services, Reports and Research Section, Outer Space Affairs Division

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50. The effects of a more systematic approach to selection and better co-ordinated collection policies should be reflected in the overall improvement of the collections.

51. Due to the growth of the collection, 99,413 pieces of material were moved and reshelfed in the Main Stacks. Three hundred thirty-three new shelves were installed. Six thousand two hundred and eight publications were transferred to the Main Stacks from other collections of the Library. 70,170 items were withdrawn from the collection and sent to the Sales and Gifts area. Surplus materials amounting to 123 issues of journals and 3,139 issues of newspapers were sent to a number of institutions (Columbia University Avery Library, Schomburg Center for Research in Black Culture, United Nations University, etc.) under existing arrangements.

52. A sale of items accumulated in the Sales and Gifts area was organized and 365 bound volumes, 954 unbound pieces and 182 maps were sold for \$332.50.

53. The number of volumes sent to the bindery for the Library and for other units of the Secretariat decreased slightly from 2,514 to 2,374.

#### V. Service to readers

##### A. Loans and related services

54. The number of loans decreased from last year's high of 101,255 to 86,985. As usual there were variations at the different service points. The main loan desk remained stationary with 22,385 loans fulfilled as against 22,185 last year. The documents loan desk registered an increase from 9,411 to 11,849. The Periodical Reading Room declined from 51,426 to 39,162. Both the Statistical and Legal Branch Libraries declined, the former from 10,956 to 9,264 and the latter from 3,682 to 3,457.

55. Interlibrary loan requests declined slightly from 2,248 to 2,079. Of this number 875 requests were met. 2,900 titles of serials were routed to individual users and units of the Secretariat.

56. The number of passes issued to outside users increased from 1,270 to 1,344. This reflects a continuing need for source materials about the work of the Organization.

57. Photocopying services provided to Secretariat staff, permanent missions, outside users and Library units reached a total of 345,501 pages as against 285,856 pages last year.

##### B. Information tools

58. Compilation of indexes to UN documentation by computer methods on a ten issues a year basis continued. A total of 63 issues in English, French, Russian and Spanish of UNDEX Series A and B were distributed regularly.

59. Cumulative editions of UNDEX Series A and B for 1977 were submitted for reproduction. A cumulative list, with indexes, of United Nations Sales Publications 1972-1977 was published and distributed to official recipients. A

revised list of United Nations Document Series Symbols 1946-1977 was submitted for reproduction.

60. Ten issues each in English and French of UNDEX Series C: List of documents issued were published. A supplementary checklist containing documents which appeared in 1978 but were not included in previous issues will be published in early 1979.

61. UNDEX Series A, B and C ceased publication at the end of the year and will be continued by UNDOC: Current Index.

62. The following titles of List of selected documents on topics of current interest were issued by document reference librarians: List of Committee reports that formed basis of resolutions of the General Assembly, 32nd session (DRCS/REF/SER.A/4); Disarmament, 1973-1977 (DRCS/REF/SER.A/5); Question of Namibia, 1962-1978 (DRCS/REF/SER.A/6); ESC and its subsidiary and related bodies: reports, 1946-1977 (DRCS/REF/SER.A/7); Question of Southern Rhodesia (DRCS/REF/SER.A/8); South Africa (DRCS/REF/SER.A/9); Question of Namibia, 1962-1978 (DRCS/REF/SER.A/6/Add.1); Declarations, Plans of Action and Anniversaries (DRCS/REF/SER.A/10); United Nations Major Conferences Reports, 1970-1978 (DRCS/REF/SER.A/11).

63. Librarians from the documents reference service contributed to the preparation of two major bibliographies: Disarmament and Apartheid. They also prepared a short reading list on science and technology.

64. The indexes to proceedings of the four major organs of the United Nations in English were issued as scheduled. 2,614 draft pages of indexes were prepared (as against 2,279 in 1977). The draft pages were circulated to the reference centres around the world.

65. The preparation of indexes in Arabic and Chinese continued on schedule. Two issues in Arabic of the indexes to the proceedings of the General Assembly (32nd session and three special sessions) were submitted for printing during the year. Also, four issues in Chinese of indexes to proceedings of the General Assembly (2 issues), the Economic and Social Council and the Security Council were published.

66. The indexing of legal texts for the Office of Legal Affairs continued. The French version of the Chronological Index and the General International Agreements of the cumulative index (volume 12) to volumes 751-800 of the Treaty Series was submitted for printing. The preparation of index to the Judgements of the Administrative Tribunal was begun.

67. 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 the UNDOC Task Force, compilation of the index was delayed and its submission is expected in 1979.

68. Current bibliographical information (ST/LIB/SER.K-) continues to serve the Secretariat and mission staff as the main information tool for non-UN material. It is planned to continue this publication in the same format for 1979. However,

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plans are underway to revise it (both subject arrangement and format) during 1979 and produce it as an output of the UNBIS programme starting in 1980.

69. The legal bibliography of the United Nations and related intergovernmental organizations prepared each year as part four of the United Nations juridical yearbook (ST/LEG/SER.C/-) is another of the Library Services' main recurring publications.

70. There were two major special bibliographies prepared during the year and issued in the Library's bibliographical series (ST/LIB/SER.B/-). They were The sea; a select bibliography on the legal, political, economic and technical aspects prepared for the Conference on the Law of the Sea held in Geneva in the spring of 1978 and Disarmament; a select bibliography, 1973-77 prepared for the General Assembly Special Session on Disarmament held in New York from May to June 1978.

71. Among other substantial bibliographies were the Selected bibliography on Micronesia, 1946-1978 and Selected bibliography on revision of the UN Charter prepared for the Permanent Mission of the Union of Soviet Socialist Republics. A Selected list of reference sources for the 1978 ECA Seminar for Translators was prepared for the Translation Division.

72. There were also some short reading lists on peacekeeping; Europe and the United Nations; tourism and money, banking and finance in Africa. Most were prepared in response to requests from Missions or various Secretariat departments, but one was in reply to a request from the African Centre for Monetary Studies in Dakar, Senegal, a newly established African institution.

### C. Reference services

73. The total number of reference queries was 54,561 (including 1,554 queries in the Acquisition Section) an increase from 51,278 in 1977. The breakdown by types is as follows:

	<u>Call No.</u>	<u>Ready Ref.</u>	<u>Long Range</u>	<u>Total</u>
Documents reference	559	25,332	2,337	28,228
General reference	16,526	6,891	1,362	24,779

74. General Reference Section showed a decrease of 11.3 per cent in the number of queries from the 1977 total (24,779 in 1978 compared to 27,952 in 1977). All service points shared in the decrease except the Map Collection which had an increase of 8.1 per cent. The declines were in the following order: Reference Group 16.5 per cent; Legal Branch Library 7.9 per cent; Statistical Branch Library 15.3 per cent. At the Documents Reference Desk the number of queries was 28,228, an increase of about 7,000.

75. The range of questions from Secretariat staff, permanent missions and delegations followed a familiar pattern. They concerned addresses, biographies, definitions, quotations, language editions and texts of constitutions, dates of meetings and conferences, speeches of heads of state and government officials, text of treaties and identification of articles and monographs.

76. In addition, there were requests from the media, law firms in New York City and from learned institutions across the United States. The Map Collection

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was heavily involved in activities pertaining to the organization of UNIFIL and the impending United Nations role in Namibia while continuing to assist the Military Adviser with map coverage of United Nations peace-keeping operations. The Map Librarian also assisted the Security Section with flag specifications for the 150 flags at Headquarters. In addition, the United Nations Postal Administration is planning to issue a series of stamps bearing individual flags of Member States and is depending on the Map Collection to ensure that there are no errors in the flag designs. The Legal Branch Library was heavily used by the Office of Legal Affairs as well as by ad hoc and special committees established by the General Assembly. The Statistical Branch Library provided data for a series of special requests from staff of the Statistical Office.

77. The New York Times Information Bank was relocated on the main floor adjacent to the General Reference Desk and has become an integral part of reference services. There was a large increase in requests for deferred abstracts from the data bank and, in order to keep costs down, a charge for abstracts beyond a base number will be introduced in 1979. A breakdown of queries indicates that the majority, 60 per cent, dealt with political questions. Economic, social and legal questions amounted to 30 per cent, with requests for biographies and translations making up the rest. The minimal use of the information bank by the economic and social departments has been a cause for concern. Accordingly, efforts will be made in 1979 to make available additional data bases which offer substantial economic and social information. Such data bases are offered on a service basis by Lockheed's DIALOG system, System Development Corporation's ORBIT system, and by Bibliographic Retrieval Services, Inc.

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

78. Training activities carried out by the Library increased considerably during 1978. Staff of permanent missions, United Nations information centres, depository libraries, officials of governments and research institutions, staff of Secretariat units and trainees brought to Headquarters under the technical co-operation programme were the main recipients of such service.

79. Lectures in English and French on the use and organization of United Nations documents were given at three seminars organized by UNITAR and the Training and Examinations Service for secretaries of permanent missions. In a special experiment, the Officer-in-Charge of Depository Library Matters and Training prepared a videotape on United Nations depository libraries for showing at the UNITAR/AIL Advanced Training Course in International Documentation held in Geneva from 11 to 23 September. The success of the presentation strongly argues for the use of videotapes at future international seminars.

80. A training seminar for staff of reference collections organized by the Collection Development Group with the help of other Library Sections and the Electronic Data Processing and Information Systems Division was held from 2 to 18 May (seven half-days). Forty-six staff members from twenty-six reference collections participated. The seminar covered a thorough introduction to the collections, policies and procedures of the Library relevant for reference collections, as well as practical training in the maintenance and servicing of such collections. An extensive manual was prepared in draft form for the

seminar and issued in a final revised format in June.

81. In accordance with the instructions contained in the Secretary-General's Bulletin ST/SGB/152, two new reference collections were proposed and approved, that of the Secretariat of the Joint Appeals Board and that of the Language Training Service of the Training and Examinations Service. Three reference collections were eliminated from the list as they consist exclusively of United Nations documents for office use. Five reference collections will be eliminated in 1979 because of the move to Vienna (Centre for Social Development and Humanitarian Affairs) and Nairobi (Centre for Housing, Building and Planning). A small reference collection for the professional staff of the Medical Service was organized at the request of the Service.

82. In preparation of a final evaluation and the compilation of a directory of reference collections planned in 1979, all collections were requested to prepare policy statements stating the purpose and contents of their collections and services offered. Eighteen such statements were received and reviewed; the balance is expected to be ready early in 1979.

83. The work performed for the UNDP and other Non-Library accounts was as follows:

	<u>1978</u>	<u>1977</u>
Items processed	6,401	8,736
Orders placed	5,472	7,343
Invoices processed	7,537	6,759

Current Non-Library serial subscriptions for which continual maintenance is provided amount to 1,468; 967 for UNDP and 501 for all other departmental accounts.

84. Two seminars of the Utilization of the Dag Hammarskjold Library, organized by the Training and Examinations Service and conducted by the Library, were held in 1978. One seminar dealt with the General Collection and the other covered the United Nations and Specialized Agencies.

85. A briefing and an orientation programme on UNBIS respectively for professional staff and for directors and executive personnel of the Department of Conference Services were held in May and December. The presentations, made jointly by the Chief of the UNBIS Working Group and the Director of the Electronic Data Processing and Information Systems Division, covered the background of UNBIS, users and expected benefits, specific methods and components of the system, current status, and near, intermediate and long-term projections.

86. A special programme of training and briefing in United Nations documentation and Library resources and activities was provided for Mr. Alberto Moran, Chief of the Department of Publications and Library of the Institute of Public Administration, Buenos Aires, Argentina. The training took place under the United Nations Fellowship Programme.

#### VII. Staff training and development

87. The Chief of the Collection Development Group continued to serve on committees of the American Library Association and took part in the annual conference of ALA held in Chicago, Ill., in June.

88. The Chief of the Acquisition Section met with the manager of the East African Publishing House at the Kenya Trade Fair at the Coliseum in New York. She also attended the second annual Pubmart Conference at the Hotel Americana and a Metro Seminar at the Carnegie International Centre.

89. The Chief of the General Reference Section attended a seminar on Information Networks and Telecommunication Systems sponsored by ASIS and the Special Libraries Association (New York Chapters). Both he and the Acting Chief of the Catalogue Section were at different meetings on Closing of the Catalog organized by Metro.

90. The Chief of Stack and Loan Section attended the Copyright Workshop organized by the American Library Association in Arlington, Va. and also participated in the Workshop on Automated Circulation - Circulation Systems 1978 - organized by SLA and ASIS at Rutgers University.

91. Other staff members attended seminars and institutes offered by outside professional organizations and courses given under the Staff Development Programme by the Training and Examinations Service. A total of twenty-six staff members were enrolled in different language training classes of the Service.

#### VIII. External relations

92. On 21 February to 3 March, the Director, a voting member of the jury of the International Competition for the Design of the Pahlavi National Library, participated in the last judging stage of the project in Tehran.

93. On 19 April, the Chief of the General Reference Section was a guest lecturer at the North Carolina Central University School of Library Science at Durham, N.C.

94. On 24 to 26 May, the Officer-in-Charge of Depository Library Matters and Training participated in the organization of the programme, gave lectures and acted as group leader at the Workshop on the Documentation of Intergovernmental Organizations, held at Indiana University in Bloomington.

95. During her home leave in Vienna during September and October, the Chief of the Collection Development Group, at the suggestion of the Austrian Government, made an informal review of the planned library facilities at the Vienna International Centre. She discussed matters of collections, staffing and services with UNIDO, the IAEA and the United Nations Co-ordinator. She also visited the Austrian National Library, a United Nations depository, and discussed possible assistance to and co-operation of Austrian libraries with the Vienna International Centre.

96. From 26 September to 22 December, the Periodicals Librarian was seconded at the request of the Government of Argentina, to serve as a consultant on design of a microform system for the Centre of Documentation and Information of INAP.

Bibliography for the year 1978

(a) Indexes to United Nations documents

Index to proceedings of the Economic and Social Council,  
63rd session, 1977. 1978. vii, 60 p. (ST/LIB/SER.B/E.54)  
Sales no. E.78.I.6.

Index to proceedings of the Security Council, 32nd year, 1977.  
1978. iv, 36 p. (ST/LIB/SER.B/S.14)  
Sales no. E.78.I.7.

Index to proceedings of the General Assembly, 31st session (2nd part),  
1977 and 32nd session, 1977. 1978. viii, 329 p. (ST/LIB/SER.B/  
A.28)  
Sales no. E.78.I.15.

Index to proceedings of the Trusteeship Council, 45th session, 1977.  
1978. vi, 16 p. (ST/LIB/SER.B/T.39)  
Sales no. E.77.I.17.

Index to proceedings of the General Assembly, 8th, 9th, 10th special  
sessions, 1977. 1978. ix, 70 p. (ST/LIB/SER.B/A.29)  
Sales no. E.78.I.16.

UNDEX; United Nations documents index. Series A: Subject index.  
Vol. 8, no. 9-10; v. 9, no. 1-7. 1978. (ST/LIB/SER.I/A.66-74).  
Also issued in French, Russian and Spanish.

-- Cumulative editions: 1975 and 1976. (ST/LIB/SER.I/A.38-47 and  
ST/LIB/SER.I/A.48-57).  
Also issued in French, Russian and Spanish.

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Vol. 8, no. 9-10. Vol. 9, no. 1-7. 1978. (ST/LIB/SER.I/B.66-74).  
Also issued in French, Russian and Spanish.

-- Cumulative editions: 1975 and 1976. (ST/LIB/SER.I/B.38-47  
and ST/LIB/SER.I/B.48-57).

UNDEX; United Nations documents index. Series C: List of documents  
issued. Vol. 5, no. 1-10. 1978. (ST/LIB/SER.I/C.41-50).  
Also issued in French.

United Nations Sales Publications 1972-1977. Cumulative list  
with indexes. 1978. (ST/LIB/SER.B/27).  
Sales no. E.78.I.10.

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### 经济及社会理事会会议记录标题索引第六十三届会议

Index to proceedings of the Economic and Social Council, 63rd session, 1977. 1978. v, 70 p. (ST/LIB/SER.J/14).  
In Chinese only.

### 大会会议记录标题索引第三十二届会议

Index to proceedings of the General Assembly, 32nd session, 1977. 1978. v, 292 p. (ST/LIB/SER.J/15).  
In Chinese only.

### 大会会议记录标题索引, 第八、第九、第十届特别会议

Index to proceedings of the General Assembly, 8th, 9th, 10th special sessions, 1977. 1978. v, 56 p. (ST/LIB/SER.J/16).  
In Chinese only.

### 安全理事会会议记录标题索引, 第三十二年

Index to proceedings of the Security Council, 32nd year, 1977. 1978. vi, 53 p. (ST/LIB/SER.J/13).  
In Chinese only.

فهرس أعمال الجمعية العامة - الدورة الحادية والثلاثون (الجزء الثاني) - ١٩٧٧  
الدورة الثانية والثلاثون - ١٩٧٧

Index to proceedings of the General Assembly, 31st session (2nd part), 1977 and 32nd session, 1977. 1978. vi, 305 p. (ST/LIB/SER.L/4).  
In Arabic only.

فهرس أعمال الجمعية العامة - الدورة الاستثنائية الثانية - ١٩٧٨، الدورة  
الاستثنائية التاسعة - ١٩٧٨ والدورة الاستثنائية العاشرة - ١٩٧٨

Index to proceedings of the General Assembly, 8th, 9th, 10th special sessions, 1977. 1978. vi, 52 p. (ST/LIB/SER.L/5).  
In Arabic only.

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

List of Committee reports that formed basis of resolutions of the General Assembly, 32nd session. January 1978. 11 p.  
Unpublished; hectographed. (DRCS/REF/SER.A/4)

Disarmament and related subjects. February 1978. 14 p.  
Unpublished; hectographed. (DRCS/REF/SER.A/5)

Question of Namibia, 1962-1978. March 1978. 13 p.  
Unpublished; hectographed. (DRCS/REF/SER.A/6)

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Economic and Social Council and its subsidiary and related bodies reports, 1946-1977. April 1978. [47] p. Unpublished;  
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Question of Southern Rhodesia, 1962-1978. June 1978. 15 p.  
Unpublished; hectographed. (DRCS/REF/SER.A/9)  
[Supersedes DRCS/REF/SER.A/2]

Declarations, Plans of Action and Anniversaries. November 1978.  
54 p. Unpublished; hectographed. (DRCS/REF/SER.A/10)

United Nations major conferences reports, 1970-1978. December 1978.  
17 p. Unpublished; hectographed. (DRCS/REF/SER.A/11)

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

Current bibliographical information, v. 8, nos. 1-22,  
1 January-15 December 1978. (ST/LIB/SER.K/155-176)

\* Dated list of publications received - Statistical Branch Library  
nos. 1-44, 1978  
Unpublished; hectographed.

\* Dated list of trade publications received - Statistical Branch  
Library nos. 1-35, 1978  
Unpublished; hectographed.

Disarmament; a select bibliography, 1973-1977. August 1978.  
139 p. (ST/LIB/SER.B/26)  
Sales no. E/F.78.I.13.

\* Europe and the United Nations: a select list. May 1978. 2 p.  
Unpublished; typewritten.

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Legal bibliography of the United Nations and related inter-governmental organizations. In United Nations juridical yearbook, 1976. 1978. p. 257-315 (ST/LEG/SER.C/14)  
Sales no. E.78.V.5.

The sea; a select bibliography on the legal, political, economic and technological aspects, 1976-1978. March 1978. 53 p.  
(ST/LIB/SER.B/25)  
Sales no. E/F.78.I.3.

- \* Selected bibliography on Micronesia, 1946-1978. 14 July 1978. 28 p.  
Unpublished; Xeroxed.
- \* Selected bibliography on revision of the UN Charter. 25 September 1978.  
20 p.  
Unpublished; Xeroxed.
- \* Selected English language publications on the United Nations. 1977.  
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Unpublished; typewritten.
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2 p.  
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Unpublished; Xeroxed.
- \* Selected publications on money, banking and finance in Africa.  
13 October 1978. 10 p.  
Unpublished; typewritten.

(d) Other publications

Annual report of the Dag Hammarskjöld Library at the United Nations Headquarters, 1977. 1978. 23 p.

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

Choquette, Diane. United Nations documents: a state of the art survey [by] D. Choquette [and] E. McBride. Emory University, Atlanta, Ga. [1976] 32 p. (U.S. Educational Resources Center. ERIC reports).

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Waldner, Heinz A. Documentation activities of the United Nations library at Geneva. Information processing and management (Oxford)14:135-140, 1978, nos 3/4.

Wysocki, A. International co-operation in information transfer. Journal of documentation (London)34:300-310, December 1978.

X. Statistics of the Dag Hammarskjöld Library, 1978

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	8	10	
(i) Special acquisition services	1	2	
(c) Cataloguing and classification;	5	11	
(d) Computer-assisted indexing;	10	5	
(e) Conventional manual indexing;	14	17	
(f) Reference services;	15	2	
(g) Preparation of bibliographies;	3	1	
(h) Maintenance and servicing of collections;	4	25	5
(i) Preparation of materials in microform		7	
	<hr/>	<hr/>	<hr/>
TOTALS:	66	83	5

2. Annual expenditures

(a) Staff costs;	)	
(i) Staff from extra-budgetary sources)		3,467,800
(b) Purchase of books and other library materials;		44,326
(c) Serials subscriptions;		178,568
(d) Purchase of microforms;		1,682
(e) Binding;		9,800
(f) Supplies;		6,150
(g) Contractual services;		79,500
(h) Travel		3,500
		<hr/>
TOTAL:		3,791,326

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## 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)	104,280
b. Specialized agencies documents and publications (pieces added)	<u>23,506</u>

TOTAL:

127,786

##### (ii) In microform:

a. Microform production (UN documents and publications)	
i. Pages prepared for filming	589,591
ii. Roll-film masters (reels) produced	8
iii. Microfiche masters produced	15,000
b. Microforms added to collections	
i. Microfiches	22,500
ii. Microfilm-reels	
iii. Other microforms (microprint etc.)	2,000

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

##### (i) Serials issues checked in

a. Government periodicals and serials	76,226
b. Other periodicals, serials, etc.	45,726
c. Newspapers	<u>53,897</u>

TOTAL:

175,849

(ii) Materials added	In paper form (vols.)	Microfilm reels	Microfiches	Other microforms (microprint)
a. Monographs				
i. By purchase)	7,246	122		
ii. By gift and exchange )				
b. Serials	<u>198</u>			
TOTALS:	7,444	122		

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(iii)	Vertical file materials added (pieces)	37
(iv)	Maps acquired	2,059
(v)	Materials withdrawn	
	a. Monographs and serials (volumes)	4,583
	b. Maps	388
(c)	Volumes bound (UN/SA and other materials)	
	(i) Monographs )	
	(ii) Serials )	<u>2,374</u>
	TOTAL:	2,374

4. Users' services

(a)	Loans	
	(i) Documents and publications of organizations in the UN system	11,849
	(ii) Other materials	<u>75,046</u>
	TOTAL:	86,895

(b)	Interlibrary loans	
	(i) Borrowing	605
	(ii) Lending	<u>270</u>
	TOTAL:	875

(c)	Serials routed	
	(i) Number of titles	3,155
	(ii) Number of users	828

(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	559	25,332	2,337	28,228
	(ii) Relating to other materials	<u>16,526</u>	<u>6,891</u>	<u>1,362</u>	<u>24,779</u>
	TOTALS:	17,085	32,223	3,699	53,007

(e)	Written replies to queries	
	(i) Relating to documents of organizations in the UN system	172
	(ii) Relating to other materials	<u>96</u>
	TOTAL:	268

(f)	Number of outside users	1,344
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(g)	Copying services	
	(i) Pages copied	345,501
	(ii) Microfiches duplicated	164

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

(i) Titles processed

a. UNDP	5,470
b. Other units	<u>931</u>
TOTAL:	6,401

(ii) Orders placed

a. UNDP	4,647
b. Other units	<u>825</u>
TOTAL:	5,472

5. Bibliographical activities

(a) Titles catalogued and classified

(i) Monographs	3,399
(ii) Serials	<u>1,001</u>
TOTAL:	4,400

(b) Computer-assisted indexing

(i) UN documents and publications indexed	3,394	
(ii) UN periodical articles indexed	98	
(iii) Analytical records prepared, keyboarded and stored	8,865	(English only)
(iv) Indexing terms established, keyboarded and stored		
a. English	2,105	
b. French	2,105	
c. Russian	2,105	
d. Spanish	<u>2,105</u>	
TOTAL:	8,420	

(c) Conventional manual indexing

(i) UN and SA documents and publications indexed	17,384
(ii) UN and SA periodical articles indexed	
(iii) Index cards prepared	
a. Arabic	3,696
b. Chinese	8,456
c. English	26,283
d. French	8,282
e. Russian	-
f. Spanish	-
TOTAL:	46,717

(d) Preparation of bibliographies	
(i) Periodical issues scanned	5,010
(ii) Periodical articles selected and indexed	8,961
(iii) Bibliographies prepared	
a. Number of bibliographies	113
b. Number of entries included	20,604

6. Publications

(a) Issues published	
(i) Bibliographies	26
(ii) Indexes	
a. Arabic	2
b. Chinese	4
c. English	30
d. French	28
e. Russian	15
f. Spanish	14
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TOTAL:	93

(iii) Other publications

(b) Pages of text submitted for reproduction	
(i) Arabic	357
(ii) Chinese	471
(iii) English	2,386
(iv) French	2,038
(v) Russian	2,016
(vi) Spanish	1,706
(vii) Multilingual	-
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TOTAL:	8,974

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