

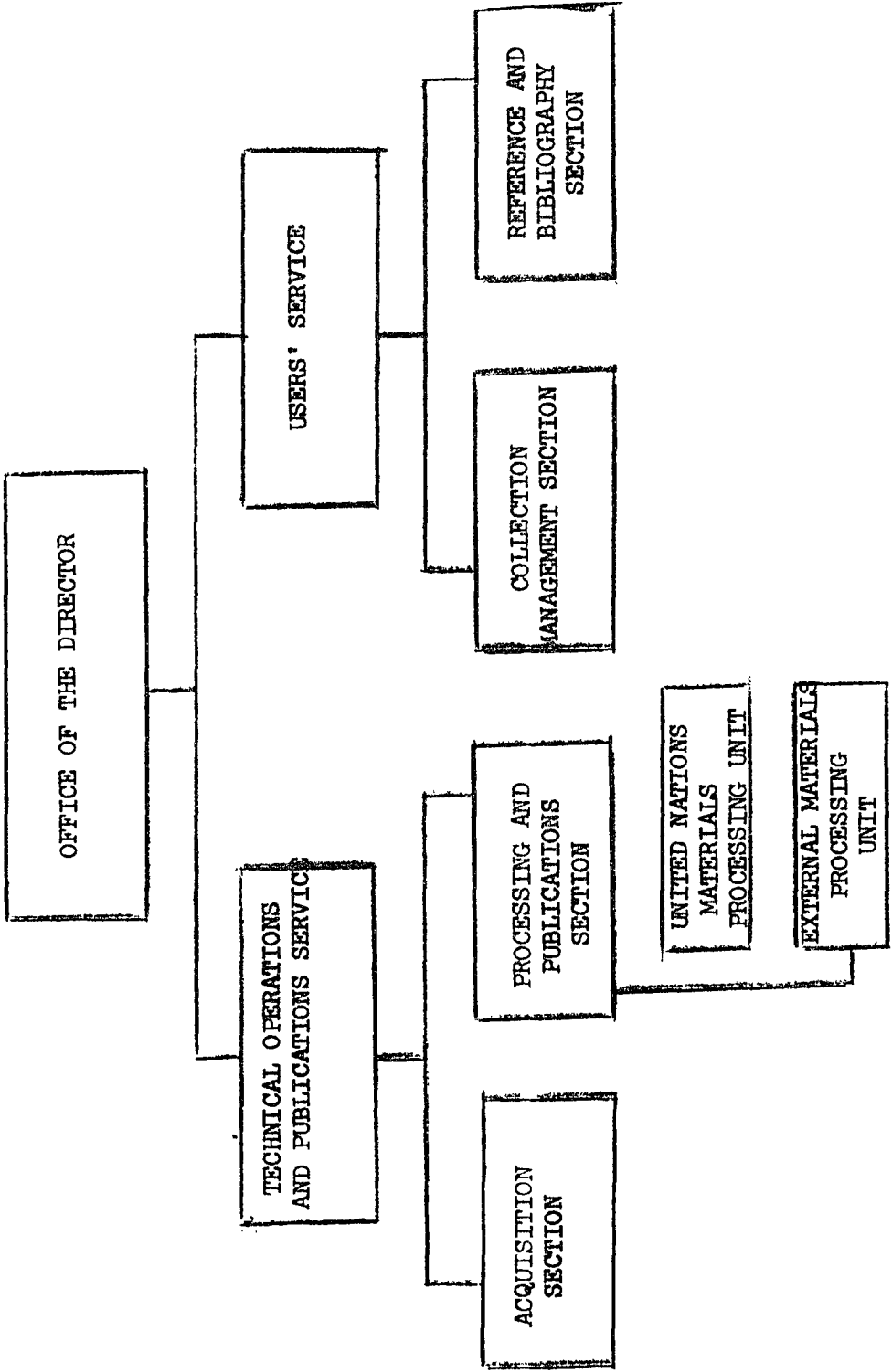
Annual Report of the Dag Hammarskjold Library
at United Nations Headquarters, 1982

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Introduction

1. At the beginning of the year, the 1982 work programme was assembled and activities were grouped under broad categories. The programme was submitted to the Under-Secretary-General and the Chief of Services, Sections and Units, and was also discussed in structural units of the Library. During the year, the services, sections and units functioned under this programme and submitted monthly analytical and statistical reports, as well as quarterly statistical summaries, as to how the work programme activities were progressing. This annual report focuses on the significant developments in different areas of the Library's activities and makes statistical comparisons with last year's workload and major indicators.
2. The structure of the Library that had been designed in 1980 was amended. The revision of ST/SGB/Organization/SectionQ/Rev.2 (Part II) was issued and distributed and the revised structure made retroactive to 1 January 1982. With the publication of the revised organization manual fascicle, the Library restructuring exercise started in 1980 was thus completed.
3. The Joint Inspection Unit included in its work programme for 1982 a study on libraries of the United Nations system. The Executive Secretary and the Vice-Chairman of the Unit visited the Library to discuss with the Director the questionnaire that was prepared for circulation to all UN libraries. Replies of Library services were collected on all aspects of Library operations and combined for the Joint Inspection Unit study on Management of and Co-operation between Libraries of the United Nations System. The completed questionnaire with attachments was submitted through the Administrative Management Service, and results will be published when the study is completed.
4. 1982 was also an important year of change and innovation in the UNBIS computer operations. Changes introduced will result in improved products and services in the future. The feasibility study on compatibility between CBI and UNDOC data base resulted in the recommendation to convert the present UNBIS system to the UNBIS II format based upon the UNISIST Common Communication Format. A new system which will be able to process both UN and non-UN documents is in preparation. In addition, several changes in the format of CBI and UNDOC were proposed for implementation in 1983: a subject index and a new list of subject categories based on ACC classification were integrated into CBI and language versions will be incorporated into the checklist section of UNDOC.
5. The prospects for 1983 are for continued growth of UNBIS, in terms of the new UNBIS II system and in terms of increased online capabilities. Results of the 1983 use survey of collections (see Section V) will enable the Library to revise some of its collection policies in 1984.



II. Administration and management

6. On 8 February the new Secretary-General paid a visit to the Library and was escorted on a tour by the Director. He met and was photographed with many staff members.
7. On 5 March, the Under-Secretary-General for Conference Services and Special Assignments came to the Library for a meeting with Chiefs of Service, Sections and Units and the staff representatives. The discussion centered on some of the Library's difficulties and possible means of solving them. Before his reassignment, Mr. B. Lewandowski again visited the Library, as did Mr. E. Wyzner, his successor in September.
8. Again in 1982, the Library experienced considerable change with the retirement of three senior staff members: Mr. S. Sobel, who retired as Acting Chief of the Technical Operations and Publications Service after 33 years in the United Nations; Mr. S. James, who retired as Chief of the Reference and Bibliography Section after 18 years in the Organization; and Mrs. D. Lincoff, who retired as Senior UNDOC Revisor after 12 years in the Library.
9. Upon the retirement of Mr. S. Sobel on 10 May 1982, Mrs. N. Dusoulier assumed the post of Chief, Technical Operations and Publications Service. She came to the Library from the post of Senior Officer and Officer in Charge of the Interorganization Board for Information Systems (IOB) in Geneva where she had been since 1978. She has a doctorate in pharmacology and in addition to scientific studies is also a graduate of the Institut d'Administration des Entreprises, Faculté de Droit de Paris, and a professor at the Institut National des Techniques documentaires de France. Before joining the IOB she was Technical Director of the Centre de documentation scientifique et technique of the Centre National de la Recherche Scientifique of France (CNRS), Editor in Chief of the Bulletin signalétique of the CNRS, and in charge of the development and use of the PASCAL system (data base of 500,000 items a year). Her activities in documentation include chairmanship of the Euronet implementation group under EEC, the UNESCO working groups for systems interconnections and common communication format, and the International Council for Scientific Unions, Abstracting Board, Planning and Steering Committee. She had also been the French representative to the EEC Committee for Information and Documentation.
10. With the retirement of Mr. S. James at the end of October, Mr. I. Schwartz became Chief of the Reference and Bibliography Section. The two units of the Section, Reference Unit and Bibliography Unit, were abolished with the Library's amended structure, but the functions remained within the Section supervised by two senior librarians.
11. The post of Map Librarian which had been vacant for a long time was finally filled in April by Mr. Michael Dulka, formerly Map Librarian of the Graduate School of Geography at Clark University, Worcester, Mass.
12. Other noteworthy staff changes in the Library during the year were: Mr. A. Abdelsamad, Reference Librarian, returned to the Library in September after a two-year UNITAR mission in Libya where he reorganized and developed the library of the Libyan Institute of Diplomatic Studies in Tripoli; Miss M. Bazhenova, Librarian in the External Materials Processing Unit who returned in April 1982

to the Library after an absence of four years at home in the U.S.S.R. Miss Cook, who had passed the G to P Library examination in 1981, transferred from the UNIC, Australia, as an Assistant librarian in the UN Materials Processing Unit in April 1982.

13. In 1982, the old shelving and furniture in the Statistical Collection were replaced by new equipment in order to make that service point a more attractive and comfortable place for library staff and users. Because of this remodeling, the collection was closed for two weeks but the Statistical reference staff made a valiant effort to reestablish service quickly so as not to disrupt the research potential of the Statistical Office.

14. The Working Committee of the Publications Board approved the proposed publications programme for 1982-1983 at a meeting in March 1982. The 1984-1985 programme was prepared in December and forms were forwarded to the Publishing Division for costing.

Classification Survey

15. As a follow-up to the job descriptions prepared by professional staff members of the Library in 1981, the OPS Classification Section submitted the results of the Classification Survey to the Department in April 1982. As a result of the exercise, four P-3 posts were upgraded to P-4 and six P-2 posts were reclassified to P-3.

Co-operation with the Geneva Library

16. Mr. H. Waldner, Chief Librarian of the UNOG Library visited Headquarters to discuss with the Director, DHL, about some co-operative projects between the two libraries. Among the questions discussed was the possibility of continuing the international bibliography on the UN system by combined efforts of DHL and the UNOG library. This bibliography published on the initiative of the UN Association of the Federal Republic of Germany covered monographs and articles in collective volumes up to 1975. The final decision is to be taken after additional correspondence and consultations, but the parties agreed that (1) compiling such a bibliography would be within the mandate of both libraries; (2) if the project is approved the scope of the bibliography, at least at the initial stage, would be the same as its predecessor.

17. On 16 November, UNBIS was demonstrated on-line in the Geneva Library for the first time to about 80 participants attending a Seminar on the use of Documentation organized by the Library. The demonstration performed by the Officer-in-Charge of IOB was very successful and appreciated by all participants.

18. Discussions were also held on the implementation of UNBIS in the Geneva Library, to be initiated in the near future. The data will be entered in Geneva, transmitted through the direct line and processed in the New York Computing Service. The software used will be the UNBIS/CBI part of the package developed by EDPISD for the system. DHL and EDPISD will provide training and assistance to the Geneva Library for this operation. A visit of the Chief of Acquisition and Cataloguing section of the Geneva Library is foreseen for the beginning of 1983.

19. Mr. T. Dimitrov, Chief of Acquisition and Cataloguing Section, Geneva Library, reported on the results of a special check made of the microfiche edition of the DHL Public catalogue with a view to ascertaining the extent of duplication in the processing of materials occurring in the two libraries. The preliminary findings indicated an overlap of 20 per cent in monographs and about 40 per cent in UN documents and publications. Consequently, at the request of the Geneva Library, the Section started sending to them monthly one microfiche copy of DHL official public catalogues and one Xerox 9700 copy of the latest UNDOC issue.

20. Following a written request by Mrs. E. Beyerly, Chief of the Readers' Services and Documentation Section of the Geneva Library, the Curator of the UN/SA Collections held consultations with Mr. C. Gaulkin, External Publications Officer, DPI, in order to co-ordinate the complimentary receipt by the Geneva Library of externally-published UN-copyrighted materials. It was agreed that, whenever possible, Mr. Gaulkin would arrange to contract for two copies of each publication for N.Y. and two for Geneva, that when two copies only were received one would be given to each Library, and that when only one free copy was given it would be for the DHL.

Inter-organization co-operation

21. At the request of the Secretary of the International Civil Service Commission, the Curator of the UN/SA Collections met with ICSC personnel in order to provide them with guidance about the acquisition and organization of UN/SA materials in their reference centre.

22. Excellent co-operation between the Acquisition Section and Information Centres continued throughout the year. The new Director of UNIC, Mexico, Mr. Gustavo Silva-Aranda, visited on 29 January 1982 to offer his assistance to the Acquisition Section. Subsequently, the new director designate of UNIC, Mexico, Mr. Jamal Shemirani, visited on 14 July 1982. Mr. Diallo, UNIC representative for Upper Volta, Mali, Niger and Chad, visited on 25 February 1982; Mr. Dragos Servanescu, UNIC-Bucharest, visited on 24 May 1982; Mr. Servio Diaz, UNIC-Bogotá, visited on 28 May 1982.

23. The Officer in Charge of UNBIS Thesaurus Maintenance, spent the week of November 15-19 in Washington, D.C., where she served as consultant to the Records Management Division of the World Bank in the preparation of the World Bank Thesaurus.

24. Mr. T. Munetic, Chief, Infoterra Network Development, UNEP, visited the Library in order to discuss co-operation on better coverage of UNEP documents by UNDOC, SDI possibilities for Infoterra users and UN/SA Collections questions. Mr. Kevin Grose, newly appointed Librarian of UNEP Library visited the Library and discussed co-operation matters as well.

25. The Chief of TOPS was invited by the UN Centre for Science and Technology to discuss problems related to information transfer, organization of the future Global Network for Scientific and Technical Information and Services that the Library can provide to the UNCSTD. She also attended a meeting on co-ordination of information systems organized by the Assistant Secretary General of the Office for Programme Planning and Co-ordination (DIESA) in order to prepare a United Nations position for the 2nd meeting on the Global Network for Scientific and Technical Information.

26. The Chief of TOPS also participated in two meetings on the establishment of a Global Network of Scientific and Technical Information as outlined in the Vienna Programme of Action established by the United Nations Conference on Science and Technology for development. The outcome of the two meetings (one in Paris, at UNESCO Headquarters, one in Vienna at UNIDO Headquarters) held under the Chairmanship of UNESCO was a report addressed to the ACC Task Force on Science and Technology. This report outlined the basic concept of the global network; the obstacles and requirements for the implementation of the network; proposed strategy for the gradual establishment of the network, and developed some regarding joint activities as background preparation for the network. Among these activities, some of interest to the Library were: 1) development of a directory of major information services in science and technology; 2) setting up international standards for information handling in support of the GNSTI; 3) development and use of a generic indexing vocabulary in support of the establishment of the GNSTI for which it was proposed that the leading role be given to the DHL.

27. The Curator of the UN/SA Collections visited the World Health Organization and the World Intellectual Property Organization in Geneva to discuss DHL receipts of their materials. More information about the results of these visits is contained in Section III under UN/SA acquisitions.

28. At the request of the United Nations Division of Narcotics Drugs, Mrs. L. Marulli-Koenig, Bibliographer, analyzed the collection and services of the Scientific Research Section and Narcotics Laboratory in Vienna, from 17-21 May.

29. Ms. J. Datta of the UNIDO Training Office, was briefed on methods used at Headquarters for introducing staff to the utilization of the Library. She was provided with information and copies of materials used.

30. Briefings on Library services and on the situation of depository libraries was given to personnel of the following UN Information Centres:

Bogotá: Mr. S. Díaz, Information Assistant
Bucharest: Mr. D. Serbanescu, Information Assistant
London: Ms. P. Farquhar, Reference Assistant
Mexico: Mr. Jamal Shemirani, Director; Mr. G. Silva
Ouagadougou: Mr. I. Diallo, Director
Prague: Mr. R. Lahoda, Acting Director
Washington, D.C.: Mr. P. Haas, Information Assistant

External relations

31. With regard to the Acquisition Exchange reviews the situation was as follows at the end of 1982: 63 reviews were completed; 13 proposals were pending; 8 were cancelled and 3 new ones had been established (Carolina Population Center, University of North Carolina; African Bibliographic Center, Washington, D.C.; Association des Etudes Internationales, Tunisia). The value of UN publications being sent on exchange was \$6,549.00. Among the exchange reviews was one with the Harvard Law School Library, which following nearly a year of negotiations agreed to take over 20 subscriptions as part of an exchange, resulting in a savings of \$1,251.00 for the DHL.

32. Demonstrations of the UNBIS system were performed for mission representatives, including officials of the Permanent Missions of Algeria, the Philippines and the United Republic of Tanzania who visited to discuss the availability of documentation on microfiche and access to United Nations document data bases.
33. A staff member of the Permanent Mission of St. Vincent and the Grenadines was trained in basic information on UN documentation, and was assisted in organizing documents which had been received at the Mission during its first year.
34. Lectures of one hour on UN documentation and the services of the Library were given at two UNITAR seminars, one for newly-arrived diplomats in permanent missions with 70 participants, and the other for newly-arrived support personnel in permanent missions with 40 participants. At each of three sessions organized by the UN/SA documents reference staff for Library staff members, a talk was given on the flow of documentation and its identification.
35. Training on operations of the Library was provided to Mr. Mohammad Al-Shatti, Director, Information Centre, Gulf Co-operating Council, Riyadh, Saudi Arabia and to Mr. Khaled Benbouzid, Arab League Documentation Centre, Tunis. Both spent a week at the Library.
36. During 1982, there were 71 guided tours for 1,066 participants. The visitors included librarians, library science students, scholars, representatives of non-governmental organizations, personnel from business organizations and new Secretariat staff members. Three interns from three countries (Guyana, Iran and USA) served in the Library during the year.
37. The Library joined METRO, the New York Metropolitan Reference and Research Library Agency, in June 1982. METRO is essentially a library co-operative with a membership of over 130 local libraries, yielding both tangible and intangible benefits to its participants. These benefits include: participation in and organizing seminars, and attending those of interest (at reduced rates), provision of on-site privileges in member libraries, free photocopying (20 pages), inter-library loan co-operation, free pick-up and delivery among members, etc. Copies of the METRO newsletter "For Reference" were provided monthly to Library professionals. Mr. Joseph Fuchs, Chief of the Users' Service was appointed as the Library's representative to the METRO.
38. At the American Library Association Annual Conference in Philadelphia, the Curator met with a representative from the Readex Microprint Corporation and arranged for the DHL to receive a complimentary set of their newly-produced microfiches of the San Francisco Conference documentation.
39. Mrs. L. Marulli-Koenig, Bibliographer, attended the First International Conference of Government Publications, Printers, Librarians, Users, sponsored by the Committee on Official Publications of IFLA in Saratoga Springs, N.Y., where she gave a briefing on UN documentation.
40. Ms. T. El-Erian, Reference Librarian, gave a briefing on United Nations documentation to a group of librarians attending the Wisconsin Libraries United Nations Summer Seminar, New York, 7 July. She also briefed a group of students of the Saudi Diplomatic Institute on 9 September.

41. Ms. S. Kleckner, Legal Librarian, gave a lecture at the American Association of Law Librarians in Detroit. Her speech entitled "Taking the mystery out of international law" was addressed to a panel of law librarians.

42. In the spring of 1982, a group of interested Library staff, under the leadership of Ms. E. Levy and Ms. L. Marulli-Koenig, began a local chapter of the Association of International Libraries, (AIL) a professional organization that was created in 1963 to promote co-operation among international libraries and to represent them within the International Federation of Library Associations (IFLA). The Association held a few meetings during the year, including the first in the Dag Hammarskjold Library, at which Dr. V. Orlov, Director, launched the New York Chapter and introduced the first speaker, Mrs. M. Moore, Librarian of the World Bank/IMF Library, who spoke about the role of her Library within these two sister agencies. Former DHL staff member, Mrs. E. Nebehay spoke at the second AIL meeting on the "International Librarian" and the third meeting of the year included lectures by Mrs. B. Kudej of N.Y.U. on "Researching foreign national legislation" and by Mrs. S. Kleckner, Legal Librarian, on "Taking the mystery out of foreign and international legal research". Additionally, the Association issued a Newsletter during the year that contained information about the activities of other international libraries and started the maintenance of a "Current File" with all types of professional information about library conferences, associations special collections, etc.

Depository libraries

43. During the year the Working Committee of the Publications Board considered two papers from the Library with regard to depository designation. As a result the first depository was approved for the United Arab Emirates University the application for a depository at the University of Essex, United Kingdom, was denied. The Committee agreed to change the deposit sent to Port Harcourt Nigeria, from partial to full.

44. The Publications Board considered a Library paper (82/LIB/1) on the subject of depository contributions. At its March meeting, the Board requested information on actual costs of sending depository materials. For this purpose, the Communications Service (OGS) made a three-month survey of mailing costs which indicated that the amount collected annually from contributions of depository libraries is only \$6,360 less than the estimated cost of mailing. This was communicated to the Board in paper 82/LIB/2 and the Library's recommendation that contributions not be increased was approved. Likewise, the Board approved the Library's suggestion that libraries receiving material on exchange, but not providing an equitable amount, could be requested to make a monetary contribution. Letters were sent to 12 depositories considered to be providing an inequitable exchange. These were requested to contribute varying additional amounts, for a total gain of \$3,480. Invoices for 1983 are being sent by the Sales Section.

45. In 1981, the Publications Board had approved the distribution of an identifying seal to all depositories and the distribution at cost of provisional verbatim records of the General Assembly and the Security Council plenary meetings. The seal was designed and supplied by the Publishing Division and consists of the United Nations emblem with the words "United Nations depository library". An individual seal was made for each of the official languages and distributed to all during the year. It will be provided to any new depositories, as designated.

The supply of the provisional verbatim records had to await a decision on the cost, and this was obtained from the Dept. of Conference Services and approved by the Publications Board at \$65.00 for the General Assembly (A/PV), \$45.00 for the Security Council (S/PV), or \$100.00 for both. The offer was sent in July to all libraries concerned. Of the 177 contributing depositories, 45 requested both A/PV and S/PV, one only took A/PV, and 8 refused the offer. Three of the refusing libraries specifically mentioned financial difficulties as the reason. The Sales Section is handling the invoices and distribution and arrangements were made for those receiving the material to begin with the General Assembly 37th session plenary records.

46. At the end of the year there were 327 depositories in 124 countries. Still no depositories existed in the following Member states: Albania, Angola, Antigua and Barbuda, Bahamas, Belize, Burundi, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Yemen, Dominica, Equatorial Guinea, Gambia, Grenada, Guinea-Bissau, [Haiti depository still closed], Maldives, Mali, Mauritania, Nauru, Oman, Qatar, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Seychelles, Solomon Islands, United Republic of Cameroon, Upper Volta, Vanuatu, Zaire and Zimbabwe. Efforts continue to locate libraries in these countries which are in a position to accept the conditions of a deposit.

47. The annual report on the 1981 programme of visits to depository libraries was submitted to the Publications Board in March. It was taken up and noted by the Board's Working Committee at its 145th meeting on 12 May. In 1982, there was a marked increase in the number of visits made and reports received: from 29 in 1981 to 55 in 1982. This increase was obtained by enlisting the assistance of UN Development Programme staff located in areas where there is no Information Centre. Twenty-eight libraries were visited for the first time; 34 visits were to libraries receiving material free or on exchange (first priority). Staff of the Library made 15 of the visits; 24 were made by staff of UN Information Centres; 10 by staff of UN Development Programme offices; 4 by an FAO staff member, and one each by staff of the Geneva library and of a regional office of the Economic Commission for Africa. There are still 58 libraries which have never been visited or require another visit because of change in location of the collection.

48. Numbers 3 and 4 of the newsletter United Nations Documentation News were issued during the year.

49. Letters were written to all specialized agencies requesting information on their depositories. Replies received were also provided to the Documents Reference Section for their information files.

Co-operation with Training and Examination Service

50. The annual Seminar on Utilization of the Dag Hammarskjold Library, under the regular programme of training organized by the OPS Training and Examination Service, was held in two parts: Part I, General Non-UN Collection (TR-Q-6), was held on 30 March 1982. Instructors for that part were Mr. I. Schwartz, Chief of the Reference Unit, Mrs. Fenot-Selam and Mr. A. Kasyanenko, Reference librarians, Mrs. L. Marulli-Koenig, Bibliographer, and Ms. V. Beck, Collections Librarian. Following the lectures, a Library tour was conducted by Ms. M. Ratynski, Reference Librarian. Part II, United Nations and Specialized Agencies Collection (TR-Q-7) was held on 27 April. Instructors for that part were Ms. E. Levy, Officer-in-

Charge of Depository Library Matters and Training, Mrs. N. Leneman, Curator of the UN/SA Collections, Ms. T. El-Erian and Ms. C. Bedford, Reference librarians, and Mr. S. Sobel, Chief of the Technical Operations and Processing Section.

51. Two librarians served on teams marking the core part of the Competitive Examination and the Central Board's team correcting exam papers for new recruits, respectively Ms. V. Beck and Ms. R. Kowitch.

52. The Library also participated in the periodic Induction Course given to new Secretariat staff members by giving them a general introductory lecture about the Library, followed by a tour of the Library. New staff are thus acquainted with the Library's collections, loan and reference services and its various publications.

III. Acquisitions

UN and Specialized Agency materials

53. Liaison meetings were held in 1982 between the Curator of the UN/SA and the following UN/SA representatives in order to improve the Library's ----- from UN/SA affiliated distribution points:

- a) Mrs. Erica Scurr, ILO International Occupational Safety and Health Information Centre, to arrange for the DHL to obtain ILO/CIS publications;
- b) Mrs. Maureen Moore, Librarian, Joint World Bank/IMF Library, to discuss about the DHL's receipt of missing documents and microfiches, since none of the latter have ever been obtained from either agency;
- c) WHO Distribution and Sales Section officials in Geneva, to remedy distribution problems and negotiate for the DHL's free receipt of WHO commercially-published books;
- d) WIPO Distribution and Sales Section officials in Geneva, to correct distribution irregularities by arranging for the DHL's complimentary receipts of WIPO commercially-published books and departmentally-distributed materials;
- e) Mr. Ivan Elsmark, Chief, ILO Distribution and Sales Section, to arrange for receipt of publications and documentation of the ILO's regional commission and affiliated bodies' materials, including complimentary copies of their commercially-published books;
- f) Mr. Thomas Munetic, Chief UNEP Infoterra, to co-ordinate the DHL's receipts of UNEP materials for the UN/SA Collections and for UNBIS;
- g) Mr. Claude Poux, First Secretary of the ICJ, to request the ICJ to also send their materials in official languages other than English and French, and to include as well, complimentary contracted copies of any commercially-produced materials in the DHL's distribution.

54. Once again, these visits proved the importance of maintaining personal contacts between the Curator of the UN/SA Collection and UN/SA distribution areas in order to improve the DHL's so-called "automatic" receipts. Following these

meetings, a noticeable increase of materials obtained from these points has been noted, especially commercially-published, agency-copyrighted books and documentation from affiliated and regional bodies.

55. The collection of documentation of the UN and the specialized agencies grew by 148,359 pieces altogether, up from the 1981 total of 144,307 pieces. Hard copy increased by 117,800 items, of which 101,237 were issued by the UN and 16,563 by the specialized agencies. This compares with 1981 hardcopy receipts totalling 122,972 items, of which 104,442 were from the UN and 18,530 from the specialized agencies. 30,558 microforms were added to the UN/SA Collections in 1982, up from 21,335 pieces in 1980.

56. In 1982, 35,216 pieces were withdrawn from the UN/SA Collections, as compared with 30,000 pieces discarded in 1981.

57. A total of 14,093 claims were sent out in 1982 by the UN/SA Checklist staff as part of its special systematic checking and claiming project that had begin in 1977. 1,542 UN symbols cards were reviewed for withdrawal and 479 serials cards were revised in 1982. By contrast, 1981 UN/SA claims numbered 16,862, including the checking and withdrawal of 2,381 symbols cards and revision of 482 serials cards. The first full round of the UN and specialized agencies Checklist retrospective checking and claiming project was thus completed in 1982 and has now become an ongoing regular systematic checking and claiming programme.

External materials

58. By November 1982, all purchasing of new Library orders for monographs and serials ceased. Despite this action, the accounts for library materials were over-drawn by \$24,949.33, as shown on the closing December 1982 statement of accounts issued by the Office of Financial Services. The same factors that contributed to the shortage in 1981, such as the unrealistic inflation factor used, persisted in 1982. The diminished purchasing power was again visible in the total expenditures picture, which for 1982 amounted to \$347,441.14, by comparison with the 1981 total of \$300,041.00.

59. The cost of serials and microfilms increased from 1981 to 1982, with the former up from \$238,505.00 to \$287,227.60, and the latter much increased from \$2,594.00 to \$4,591.82. Book expenditures alone declined somewhat from \$58,942.00 to \$55,621.72. The sum expended in 1982 enabled the Library to acquire 2,214 new items over 11 months. In 1981, 1,475 items were bought, but all ordering ceased in June so as not to run a deficit. As no solution to the budgetary inadequacy has been offered, it is expected that the problem will continue to snowball in 1983. The Library cannot continue to adhere to the stringent guidelines of no-growth imposed upon it by the Budget Division without accepting that the consequence of no-growth will affect the quality of its collections as well.

60. On 5 April 1982, a meeting was held with Mr. Fuerst, Chief of Applications Analysis and Programming Section and members of his staff to discuss the applications of computer technology to acquisitions functions. Subsequently, a Task Force from the Acquisition Section, consisting of the Chief, the Order Librarian and the Gift and Exchange Librarian, was organized to work with EDPIS counterparts in future meetings. A letter was sent to local libraries with automated acquisitions systems, but only NYU replied. On 22 July 1982, the Acquisition Section Chief and

a representative of EDPIS visited NYU and were shown the RLIN system by the Head of the Acquisitions Unit. No further progress on this was made for the balance of the year.

61. The internal Audit Division conducted their examination of the Acquisition Section order operations from 22 February to 1 March 1982, and subsequently checked the work and the records of the Collection Management Section's Serials Group from 1 to 4 March, concentrating mostly on serials acquired by purchase and on the routing of periodicals and newspapers. The auditors' report was submitted to the Library at the beginning of May and Library Chiefs submitted their comments on their report later that month.

62. Also in 1982, the Chief of the Acquisition Section and members of the Order Group met with Mr. Wongsongoro, Chief, Vendors Section, to discuss difficulties experienced with the processing of Library invoices in the Vendors Section. The meeting was useful, though not as productive as had been anticipated.

63. Liaison meetings were held in 1982 between the Chief and Acquisition Section staff and the following external officials in order to improve the Library's of government and commercially-published Main Collection materials, and to make special arrangements for non-Library orders for technical project personnel:

a) Mr. Rieker, Associate Expert on Water from the Bahamas to discuss procedures for ordering books needed by his project;

b) Mr. H.J. Aschenborn, Director of the State Library, Pretoria, South Africa, who proposed that the State Library take over the supply of the official publications of South Africa to the DHL (hitherto our supply came from the Library of the Department of External Affairs). This was accepted in principle and a letter to that effect was sent, though no official reply has as yet been received by us;

c) Mr. Khaled Benbouzid, Documentalist with the Arab League in Tunis, to talk about problems relating to our mutual exchange of publications and our general acquisition procedures and policies;

d) Mr. Knut Dorn, from the firm of Harrassowitz, came to review our German orders. Copies of outstanding orders were given to him for further investigation;

e) Dr. Gentile, Managing Director of LICOSA, Florence, Italy, came to talk about our receipt of Italian publications;

f) Mr. Richard Gordon, TCD and Mr. G. Plategenest, PMO, Mali Project 77/002, came to discuss delivery problems on orders;

g) Mr. Emery Koltay of the ISBN agency visited to review our holdings of official publications.

Monographs

64. Total titles searched by the Order Group in 1982 were 3,718 down from 3,991 in 1981. A backlog of 600 items was carried from 1981 into 1982. Searching time was thus increased, as additional time was needed to recheck each item approved

for ordering so as to avoid duplication because of the considerable time lag between approval and ordering time due to the lack of sufficient purchasing funds.

65. Accessioning of monographs purchased increased from 2,253 in 1981 to 2,485 in 1982, due mostly to the claiming of outstanding materials.

Official documents

66. Productivity declined in the Official Checklist for personnel reasons in 1982: 3,914 monographs were handled, down from 10,329 in 1981; 93,456 serial pieces were checklisted (86,517 in 1981); 38,915 serials were handled but not checked in (46,395 in 1981); 38,019 serials were routed (39,570 in 1981); 126 new government serials were added to the Official Checklist (154 in 1981); 266 transfers/withdrawals were processed (445 in 1981); 14 country reviews of 610 titles were carried out (33 reviews of 1,237 in 1981).

67. A comparison of the Official Checklist at the end of 1982 showed a total of 9,262 official serials titles entered (9,168 in 1981), including 216 that were purchased (215 in 1981), 8,531 that were received by gift or exchange (8,448 in 1981) and 515 that were routed (505 in 1981).

68. A review of organizations in the International Government Organizations Checklist was begun in March 1982 to remove any NGO's still located in the IGO Checklist and to transfer such titles to the Non-official Serials Checklist. Similarly, any IGO's found in the Non-official Serials Checklist were transferred to the IGO Checklist. A total of 47 IGO reviews were completed as against 20 in 1981.

Non-official serials

69. In 1982, 210 new titles were added to the Non-official Serials Checklist (173 in 1981), of which 64 were annuals (70 in 1981), 142 periodicals (up from 89 in 1981) and 4 newspapers (down from 14 in 1981). However, 201 annual, periodical and newspaper titles were withdrawn.

70. By the end of 1982, the Non-official Serials Checklist included a total of 5,870 records, a very slight increase over the 1981 total of 5,853. These remained fairly stable in 1982 with 2,355 annuals (2,357 in 1981), 3,310 periodicals (3,296 in 1981) and 205 newspapers (200 in 1981).

71. Overall receipts of non-official serial issues decreased slightly from 86,314 in 1981 to 83,446 in 1982. Of these, annuals only increased slightly from 1,502 in 1981 to 1,541 in 1982. Periodicals receipts declined from 33,761 in 1981 to 31,648 in 1982, as did newspapers as well, from 51,051 to 50,257 issues.

72. The number of claims sent out for non-official serials decreased from 1,042 claims in 1981 to 707 claims in 1982 because more time was devoted in 1982 to reviewing the serials collection than to systematic claiming.

73. Also in view of the serious Library budgetary constraints and the consequent necessity to reduce purchases, a review of non-official serials acquired by purchase was undertaken in February 1982 with the object of cancelling subscriptions to titles or copies no longer needed. The work was carried out by the Serials

Group and recommendations were then considered by the Serials Committee. The collection was reviewed from various angles so that the titles submitted could fall within several categories of publications that might result in setting up new policies concerning the serials purchases.

74. Although there are not statistics available on the total number of copies of periodicals and annuals acquired by purchase, for the purpose of the review, a total of 2,825 titles acquired by purchase were counted, including 1,135 annuals, 1,531 periodicals and 159 newspapers. By the end of 1982, 1,067 titles had been reviewed. 226 subscriptions (197 titles and 29 added copies) had been cancelled for a total savings of \$12,234.48.

75. This year the annual review of newspaper subscriptions for the Library was done in September as part of the general subscription review. 160 newspaper titles for a total of 193 copies (subscriptions) were reviewed. 166 subscriptions (133 titles and 33 added copies) were renewed and 7 subscriptions (7 titles) were cancelled.

Non-Library accounts

76. Work performed for non-library accounts, such as UNDP and other miscellaneous Secretariat offices, increased from 1981 to 1982, with items processed or searched up from 6,691 to 10,884, and items ordered up from 5,579 to 6,765.

77. Despite this higher number of searches and orders placed for non-Library operations, a backlog of 2,838 items for searching and 1,916 items to be ordered, still remained at the end of December 1982.

78. Additionally, direct orders of newspapers acquired for other offices were reviewed, including 128 newspaper titles for a total of 132 copies (subscriptions). 124 subscriptions were renewed and 7 cancelled. 285 dictionaries and 120 maps were issued as stock items in 1982 for other Secretariat offices.

IV. Processing of materials

UNBIS activities

79. In order to establish compatibility between CBI and UNDOC files, a study was undertaken during the year. The UNDOC Chief Revisor and the Data Base Manager were assigned to review and compare data elements in CBI and in November, it was decided to change the present system to the new UNBIS II based on the UNISIST Common Communication Format. The new system will allow a common set of data elements for both CBI and UNDOC files and will lead to improved procedures for input, on-line retrieval, production of special bibliographies and data exchange with other agencies within United Nations system. The installation of the new system is planned for 1983.

80. A decision was taken regarding the scope of coverage of CBI and UNDOC computer files. In order to keep two distinct files, selected United Nations monographs and serial articles which had been previously processed by the External Materials Processing Unit, will now be processed by the United Nations Materials Processing Unit. The one exception is for United Nations serial titles, which were

processed by the External Materials Processing Unit for the IOB project on a Common Register of Serial Publications; these serial titles will continue to be processed by EMPU pending the merging of the two files, as it is desirable to store all the titles in one file.

81. With the assistance of the New York Computing Service, Processing and Publications Section held a series of training sessions on the UNBIS retrieval system for the cataloguers, indexers and keyboarders, and an on-line retrieval manual was provided to them. Unfortunately, slow response time of the computer was one of the main factors that contributed to the delay in implementing the UNBIS on-line retrieval system for reference use in the Library in 1982.

82. During the course of the year, several meetings were held with EDPISD in order to discuss system matters and ways and means of efficiently making UNBIS products available outside of the UN. Computer response time was studied at different times of the day and in different circumstances in order to improve on-line retrieval capabilities in 1983.

83. Meetings were also held on the philosophy and practice of subject analysis in DHL. These meetings were attended by staff of the Reference Section, Users' Service, EMPU, UNMPU and TOPS. Topics discussed included depth of indexing analysis and terminology. An ad hoc working group was formed to draw up a detailed outline of guidelines for subject analysis, including structure of headings; other meetings will be convened as soon as possible after circulation of the committee's recommendations.

84. The UNBIS Thesaurus Terminology Review Committee was established by DIRECTIVE/A/42 in May and held its first meeting in September 1982. Its membership consists of the Chief, Processing and Publications Section (chairperson) and representatives from the External and UN Materials Processing Units and from the Reference and Bibliography Section. Its terms of reference are: (a) to review the UNBIS Thesaurus on an ongoing basis in light of comments received by users inside and outside of the Organization; (b) to arrange for integration of new terms proposed for use in subject analysis and retrieval; and (c) to provide for deletion of terms when such terms are no longer appropriate. The Committee met several times in 1982 to clear up the backlog of new terms accumulated since the publication of the UNBIS Thesaurus in 1981 and in order to update it. During the year, approximately eighty new descriptors were added and various term changes and deletions were approved. A trilingual edition of the Thesaurus including French and Spanish equivalents of the descriptors is planned for 1983.

85. In 1982 the Processing and Publications Section considerably improved its operations inspite of numerous staff changes. A total of 16,977 new records were processed in the Section and added to the UNBIS data base, bringing the total number of records in the data base to approximately 55,000. All products were issued on schedule during the year, including: (1) computer and manually produced indexes to the United Nations documents and publications, (2) computerized catalogues to access external materials acquired by the Library; (3) computer-produced shelflist cards; (4) microfiches for the public catalogues; (5) various mini-catalogues for the reference collections. Although the Current Bibliographic Information had been behind schedule at the beginning of the year, it was back on schedule by the end of the year, with eleven monthly issues and three double issues having been produced in 1982.

United Nations materials

86. Eleven monthly issues of UNDOC: Current Index, and the 1981 cumulative edition, were submitted for printing. A total of 12,638 documents were indexed, and a total of 20,606 data input forms were keyboarded in the UNDOC data base.

87. The computer-generated speech indexes for the Index to proceedings of the General Assembly, 35th and 36th session, were published in 1982. While the 35th session index to speeches was issued as a separate publication, that of the 36th session was incorporated for publication with the manually-produced subject index. Also in 1982, the subject and speech indexes for the Index to Proceedings of the General Assembly, 37th session, were produced by computer. Additionally, nine manually produced indexes to proceedings of the other organs were submitted for reproduction. The computerization of these other index to proceedings series of the Economic and Social Council, The Security Council and the Trusteeship Council is planned in 1983.

External materials

88. In 1982, two parallel cataloguing operations were performed, one manual for materials in non-roman scripts, the other computer-assisted for materials in the roman alphabet. While a total of 3,954 records were input into the CBI computer file, a total of 385 titles in Arabic, Chinese, Japanese and Cyrillic scripts were manually processed. A total of 10,585 monographs and serials were shelflisted during the year.

89. Fourteen issues of Current Bibliographic Information were issued. Regular monthly issues covered the period May to December 1981 and May to July 1982; three double issues covered January/February, March/April, and August/September 1982.

90. A number of computer-generated products were issued on a regular basis. Thirteen copies of the public catalogue on microfiche were produced monthly for use at Headquarters, with one additional copy for the Geneva Library; the two-year cumulations was being supplemented monthly by progressively cumulating supplements. Mini-cataloguers were sent monthly to reference collections and service points in the Library. In addition, a number of non-cumulative lists, various working tools and special lists on demands were produced.

91. The Chinese collection was weeded in preparation for the adoption of a new filing system according to pinyin. As a result, 853 titles representing materials no longer of interest and lost books were withdrawn.

V. Management of the collections

Collection development committees

92. The Advisory Committee on Collection Development was established by DIR/A/41/Add.1 of 30 April 1982 to replace the Standing Committee on Collection Development. Its function is to advise the Director on collection development matters for all types of materials and to deal with policy issues, budgetary questions and ways of maintaining or improving co-ordinated action among different areas of the Library. Members of the Committee are the chiefs of the Collection Management

Section, Reference and Bibliography Section and Acquisition Section; it is chaired by the Chief, Users' Service and the Collection Librarian serves as its Secretary. The ACCD, which held its first meeting on 12 May 1982, meets quarterly.

93. Also in April 1982, the Monographs Committee, parallel in function to the Serials Committee, was established by DIR/A/41. Its function is to decide on monographic titles for acquisition, the number of copies to be obtained and their location within the Library and the Secretariat. The Committee meets weekly and includes as members, the chiefs of the Collection Management Section (Chairperson), Reference and Bibliography Section and Acquisition Section, and the Collection Librarian who also acts as Secretary. During 1982, the Monographs Committee reviewed a total of 1,467 book titles, of which 1,390 were approved and 77 were rejected. Of the approved titles, the language breakdown was as follows: English (941); French (151); Spanish (121); Russian (72); German (51); Other (49) and Chinese (3).

94. The Serials Committee continued to meet regularly under the chairmanship of the Chief, Reference and Bibliography Section. Since the Library was facing a serious budgetary crisis during the year, the Committee made a serious effort to keep the serials budget, which comprises the major part of the Acquisitions budget, at zero growth by cutting down on the number of titles and copies ordered. Details about the review and cancellation of subscriptions are contained in the Acquisitions section of this report.

Collections maintenance

95. Filing and shelving of books, documents, newspapers and publications, in the collections as a whole, increased from 545,477 pieces in 1981 to 606,762 items in 1982. The Periodicals stacks registered a significant increase, from 168,782 to 224,303 new and used pieces filed and refilled. The UN/SA Collections area had an increase as well from 253,131 to 275,782 pieces handled, while the Main Stacks shelving workload declined from the previous year's 123,564 to 106,914 this year.

96. In the UN/SA Collections, batches of old documents received from offices throughout the Secretariat continued to be checked against stack holdings (3,539 in 1982) in a systematic effort to complete gaps whenever possible.

97. Withdrawals of duplicate or obsolete materials went up from the 1981 amount of 76,224 to 98,100 pieces that were disposed of from the collections as a whole in 1982.

98. In January 1982, overall responsibility for the binding operation was turned over to the Collection Librarian. During the year the professional staff of CMS visited the Nadel Bookbindery and were able to obtain an improved and more durable quality of pad binding subsequently. The amount of materials sent for binding increased considerably from 3,386 pieces in 1981 to 5,594 items in 1982 for the whole Library. The UN/SA Collections area more than doubled its binding production from 954 volumes in 1981 to 2,147 volumes in 1982, as with the emphasis on pad rather than sewn binding for lesser used materials, the budget allotment was able to stretch more than twice as far.

Microfiche conversion

99. Under the programme of selective conversion of United Nations documents and publications to microfiche performed under contract, material for 15,486 microfiche masters and 61,944 duplicates were prepared. After transferring the preparation of titles from the microfiche contractor to the Library's Technical Operations and Publications Service, the turn-over time and cost of the microfiche were reduced considerably.

100. For the first time, in 1982, UN press releases were fished, as a beginning step in the project of converting all UN Headquarters press releases to microform. Once the project is completed, considerable stack space will be gained as it is envisaged to then keep only the latest five years of press releases in hardcopy.

101. A complete set of ILO World Employment Programme reports, 1974-1980, was received in microfiche in 1982. This fulfilled a lacuna in the DHL's collections, as heretofore the WEP had restricted the DHL's access to this series when they were only available in hardcopy.

102. Discussions continued with specialized agency contact points concerning the DHL's desire to receive all of their microfiche outputs. In 1982, this point was raised with representatives from IBRD, IMF, ILO, UNESCO, WHO and WIPO. However, apart from the ILO/WEP and a few FAO microfiches, no other specialized agency microfiche outputs have been received. It therefore appears that a higher level effort will have to be made to establish exchange agreements for microfiche materials issued by all of the specialized agencies.

Library use survey

103. Also due to the drastic increases in world-wide publishing output and costs of library materials, the expanding areas of interest to the Organization, and the limited budgetary resources and storage facilities available to the Library, the staff of the Collection Management Section proposed to undertake a use survey. Its intended purpose is to determine if the collections of the Dag Hammarskjold Library are meeting the present information needs of the UN Secretariat and mission staff and to ensure that the DHL will be able to meet the projected information requirements of the future in a cost effective manner. Before the formal submission of this proposal, the staff spent a major part of 1982 studying the feasibility of conducting such survey.

104. After formulating and defining the expected end-products of such a survey, a series of meetings was held with the chiefs and professional staff of the Users' Service to determine the parameters and methodology to be followed. With a view towards limiting the enormous amount of work involved in such an undertaking, as well as ensuring that the statistical data collected would be uniform, it was decided to restrict the initial phases of the survey to the following areas: General Collection (Main Loan Desk; Interlibrary Loan Desk; Periodicals Loan Desk); Legal Reference; and the specialized agencies collections. Pilot surveys were conducted in each of these areas, the results of which were later examined to determine their usefulness, the ways in which they could be inter-related, and their compatibility for central tabulation.

105. A report on this project, which included as annexes the individual reports of each pilot survey, concluded that, within the guidelines specified, a use

survey was indeed feasible. In December 1982, the report was submitted to the ACCD which subsequently endorsed the use survey for 1983.

Special collections

106. The number of established departmental reference collections remained at 17. Briefings and training were given when necessitated by personal changes in these collections and liaison work by staff of the Collection Management Section continued throughout the year according to established procedures.

107. DIR/A/24/Annex III/Sub-annex 17, elaborating upon the functions of the Translation Division Reference Collection (LANG), was issued on 22 March 1982.

108. In January 1982, the new list of Restricted Documents, 1973-1976 that had been prepared by the UN/SA Collections Group in 1981, was submitted by the Director of the Library to the Chief Editor of DCS. Once more, it was apparent that the declassification procedures outlined in ST/AI/189/Add.16 do not function well, as no special derestriction notices were received from the Office of the Chief Editor in 1982. Nonetheless, 4,423 automatic ECE derestrictions were implemented in 1982.

109. The anticipated 1982 review and weeding of the Biblio Collection was postponed due to other work priorities in the Acquisition Section.

VI. Service to readers

Loan and related services, with comparative statistics

110. Total Library loans for 1982 increased to 152,400, from the 1981 total of 143,336.

111. Use of UN/SA materials increased from 66,502 items in 1981 to 68,407 in 1982. This includes 8,492 items used by staff for answering telephone clerical reference queries, 44,801 documents requested for use on the premises, 12,444 volumes charged out for loan and 637 microforms. In addition, 322 UN/SA serials were circulated in 1982, up from 234 in 1981.

112. Periodical, newspaper and official gazette loans increased from 45,086 in 1981 to 58,715 in 1982. Recalls increased from 3,659 in 1981 to 4,146 in 1982.

113. Circulation (routing) of non-official serial issues increased from 51,179 in 1981 to 55,878 in 1982. The routing request form was revised in order to help implement the Library's circulation policy. Statistics on the number of non-official serials titles circulated in 1982 were as follows: annuals - 566; periodicals - 1,608; newspapers - 108. The total came to 2,282, with 681 names in the circulation file. The total number of issues of official, non-official and UN/SA serials routed increased to 98,830 in 1982, up from 90,992 in 1981.

114. In 1982, the number of requests processed at the Main Loan Desk decreased to 18,409 in comparison with 19,993 in 1981. The percentage of fulfilled requests, however, remained as high as in 1981. A special emphasis was put on systematic recalls, of which 6,494 were processed.

115. The special project on the revision/renewal of loan desk records concerning publications lent on semi-permanent loan to Secretariat users was completed in June 1982. A total of 3,703 records had been verified.

116. The total number of interlibrary loan requests processed was 1,708 in 1982, slightly lower than the 1,792 for 1981. The number of loans lent to libraries outside the United Nations system increased from 201 in 1981 to 239 in 1982. The New York Public Library continued to be the main partner for the Dag Hammarskjöld's interlibrary loan service.

117. In May 1982, the DHL became a member of METRO (New York Metropolitan Reference and Research Library Agency). It is expected that this will improve our interlibrary co-operation with other participating libraries through information exchange on current events, on-site privileges using the METRO Courtesy Card and an extended interlibrary loan facility.

118. 350 new publications were displayed in 1982 in the Main Loan Desk display case, in comparison with 444 in 1981. Altogether 22,845 newspapers, books, periodicals and documents were displayed in the Library in 1982, up from the 1981 total of 19,716.

119. In a continued effort to implement the 1981 reported policy of restricting use of the Library's collections to outside users who have first exhausted other UN depository resources, the number of Library passes issued during the year decreased from 1,537 in 1981 to 1,349 in 1982. This trend of limiting outside use of the Library, and rather promoting the use of UN depository library is expected to continue in the future as it is planned to refer all outside copy requests to depository libraries.

Bibliographies and information tools

120. In addition to the indexes to United Nations documents described in Section III, several other information tools were issued. The revised edition of the general information brochure The Dag Hammarskjöld Library: services and collections was distributed in English and French.

121. Because of a favourable response to the United Nations Documentation News begun in 1981, two more issues, Nos. 3 and 4, were produced in April and September 1982. Correspondence and comments from librarians and other researchers concerned with UN documentation continued to be received about this newsletter prepared for distribution to UN depository libraries and information centres.

122. During the year, the Library began a co-operative project with the new Editor of the UN Chronicle, Department of Public Information, to contribute a monthly annotated Book Column for the UN Chronicle. The main idea was for selections to be made in order to draw attention to the variety of material available in the Library, including both UN and non-UN materials in the official languages. As an aid in selecting the titles, the External Materials Processing Unit initially retrieved a computer-generated list of newly added titles. From May to December a total of six lists, containing about 12-15 titles each, were prepared by librarians from both services and were published in the June-December issues of the UN Chronicle. The lists include a brief bibliographic entry with a symbol or call number and a short annotation.

123. The Legal Reference Librarian compiled the material for the Legal Bibliography of the United Nations and Related Intergovernmental Organizations to be included in the United Nations Juridical Yearbook, 1981 (ST/LEG/SER.C/-). She

also prepared two other bibliographies, one on peaceful settlements of disputes and the other on international law, titles of which can be found in the section Bibliography for the year 1982 of this report.

124. The Statistical Reference Service continued to issue and distribute regularly its two awareness lists: a) Publications received: selected list and b) Trade publications list. A list of new recurrent publications and monographs received in the Statistical Collection was regularly submitted for inclusion in the Newsletter of the Statistical Office.

125. The List of newspapers currently received by the Library in 1982 was prepared by the Serials Group with 187 titles from 111 countries; in 1981, the list included 194 titles from 115 countries.

126. The preparation of the English edition of the cumulative index no. 13 to the Judgements of the United Nations Administrative Tribunal, Cases No. 231-290, continued throughout the year.

127. Eleven bibliographies (of which six were published) were prepared during the year. Titles can be found in the Bibliography for the year 1982. Work was started on the preparation of a comprehensive bibliography on the New World Information and Communication Order to be published in 1983.

128. The Library's first computer-generated bibliography was published in May. It was on outer space and was prepared for the Second United Nations Conference on the Exploration and Peaceful Uses of Outer Space which was held in Vienna in August 1982. It is expected that the use of the computerized data base will play an important part in the Library's preparation of future bibliographies.

129. The Documents Reference Group prepared an updating, for internal use, of the bibliography entitled United Nations documents on the situation in the Middle East 1947-1973 compiled by the United Nations Library at Geneva. The additions cover documents of the General Assembly, 1974-1981, and documents of the Security Council, 1950-1963 and 1973-1981. The same Group also updated its previous internal list on United Nations documents on the Cyprus situation, 1963-1977, by adding documentation for the period, 1978-1981.

Reference service

130. The total number of reference queries handled during the year increased from 66,167 in 1981 to 70,986 in 1982. Service increased from 1981 to 1982 in the UN/SA Documents Reference (from 23,707 to 28,700), in Legal Reference (from 7,138 to 7,231) and in the Collection Management Section (from 8,444 UN/SA Loan Desk only in 1981, to 11,213 UN/SA Loan Desk plus Serials Checklist, in 1982). The number of questions declined somewhat in 1982 in General Reference (from 17,987 to 15,767), in Map Reference (from 3,595 to 2,964), in Statistical Reference (from 3,360 to 3,189) and in the Acquisition Section (from 1,936 to 1,922).

131. During the period under review, efforts were made to improve and expand the reference services in order to cope with the growing demands of readers, particularly in the Documents Reference and Legal Reference services. The training of new reference staff in the different service points advanced slowly during the year, subject to a rotation of staff of the different reference points during the periods of lower activity.

132. The New York Times Data Bank was used regularly during the year. The number of requests for use from Secretariat staff and members of Missions amounted to 116, compared with 142 the previous year, as in view of the cost involved in using this service, it was used more selectively than in 1981.

133. The Map Collection was very active with requests for information on Lebanon and the Falkland Islands (Malvinas). Maps of these areas were provided to the Field Operations Unit and the Secretary-General's office, and information on place names and locations was often requested by the news media. Special assistance was given to the National Geographic Society with the preparation of their map of Beirut. A major acquisition was a standing order for a set of Namibian maps at the large scale of 1:50,000.

134. 1982 was also a banner year for flag reference. About two hundred new flags were verified against their specifications, and new designs were accepted for the flags of Spain and Dominica. Numerous flag stamps were approved for the Postal Administration, and flags from non-UN members (e.g., the PLO, Switzerland, and Taiwan) were obtained for the first time.

VII. Staff training and development

135. During the year, the Library was represented at major professional conferences, meetings and seminars as follows:

a) American Association of Law Librarians, Annual Conference, Detroit, Michigan: Mrs. S. Kleckner, Legal Librarian.

b) American Foreign Law Association Meeting, Washington, D.C.: Mrs. S. Kleckner, Legal Librarian.

c) American Library Association, 101st Annual Conference, Philadelphia, Pa.: Mr. I. Schwartz, Chief, Reference and Bibliography Section; Mr. M. Dulka, Map Librarian; Mrs. N. Leneman, Curator of the UN/SA Collection; Ms. E. Levy, External Relations Officer; Mrs. L. Marulli-Koenig, Bibliographer.

d) American Society for Information Science, "Janus Seminar on Information Science", N.Y.: Ms. S. Fried, Documents Indexer.

e) American Society for Information Science, "Training for the Information Searcher: Current Status and Future Prospects, N.Y.: Ms. L. Vasquez.

f) Chinese-American Librarians Association, Northeast Chapter Meeting on "Automatic Processing of Chinese Language in the '80s", N.Y.: Mrs. O. Wang, Chief, External Materials Processing Unit.

g) Government Documents and Information Conference, 2nd Annual, Arlington, Va.: Mr. C. Momah, Documents Librarian and Ms. M. Ratynski, Reference Librarian.

h) International Federation of Library Associations, 48th General Conference, Montreal, Canada: Dr. V. Orlov, Director; Mrs. B. Kjolstad-Erlandsson; Mrs. L. Marulli-Koenig, Bibliographers.

i) Library of Congress "Seminar on the Acquisition of Latin American Library Materials", Washington, D.C.: Mrs. G. Leo, Chief, Acquisition Section.

j) New York Metropolitan Reference and Research Library Agency, "Reference Workshop on Training Reference Librarians", N.Y.: Ms. E. Levy, External Relations Officer.

k) New York Metropolitan Reference and Research Library Agency, "Online Serials Control: Vendors' Descriptions and Users' Views", N.Y.: Ms. C. Boivin, Serials Librarian; Mrs. L. Spicehandler, Editor (Librarian) Database Manager and Mrs. L. Waitman, Gift and Exchange Librarian.

l) Special Libraries Association, 73rd Annual Conference, Detroit, Michigan: Mr. J. Fuchs, Chief, Users' Service.

m) UNESCO Congress on the Universal Availability of Publications, Paris: Dr. V. Orlov, Director; Mrs. L. Marulli-Koenig, Bibliographer.

136. Many staff members attended numerous other commercial exhibitions, external library visit programmes, seminars and workshops to further their professional training during the year. Several attended meetings of the newly-formed New York Chapter of the Association of International Libraries described previously in this report.

137. The following staff obtained their Masters' degree in library and information science during the year: Mr. L. Clarke, Mr. A. Dowdell and Ms. L. McGonigle.

138. Management, personnel and other courses sponsored by the OPS-Training and Examination Service, as part of its Staff Development Programme, were also attended by a number of Library staff members. Twenty staff members attended language classes for a semester or more during 1982.

139. In the Library, three seminars on UN documentation were sponsored by the Reference and Bibliography Section in order to acquaint staff members from other areas of the Library with UN and specialized agencies collections and reference tools. About 45 staff members attended the three seminars at which Ms. E. Levy, Mrs. N. Leneman and Ms. T. El-Erian lectured. Additionally, the Technical Operations and Publications Service organized a few training sessions for reference staff and other interested librarians on the UNBIS online retrieval system.

140. A number of staff members participated in various Secretariat staff-related activities, including representation on the Appointment and Promotion bodies, assistance to the Central Board of Examiners in marking examination papers or attendance at meetings of the OPS Project on Professionalism in the International Civil Service.

VIII. Bibliography for the year 1982

(a) Indexes to United Nations documents

Index to proceedings of the General Assembly, 36th session, 1981-1982. 1982 ix, 428 p. (ST/LIB/SER.B/A.34). Sales no. E.82.I.15.

Index to proceedings of the Economic and Social Council: Organizational, First regular and Second regular Sessions, 1981. 1982. viii, 99 p. (ST/LIB/SER.B/E.58). Sales no. E.82.I.7.

Index to proceedings of the Security Council, 36th year, 1981. 1982. vi, 51 p. (ST/LIB/SER.B/S.18). Sales no. E.82.I.6.

Index to proceedings of the Trusteeship Council, 49th session, 1982. 1982. vi, 10 p. (ST/LIB/SER.B/T.43). Sales no. E.82.I.18.

فهرس أعمال الجمعية العامة: الدورة الاستثنائية الطارئة السادسة، ١٩٨٠؛ الدورة الاستثنائية الطارئة السابعة، ١٩٨٠؛ الدورة الاستثنائية الحادية عشرة، ١٩٨٠؛ الدورة الاستثنائية الطارئة الثامنة، (١٩٨١ - ١٩٨٢ هـ، ٤٥ ص.

Index to proceedings of the General Assembly: Sixth emergency special session, 1980; Seventh emergency special session, 1980; Eleventh special session, 1980; Eighth emergency special session, 1981. 1982. v, 45 p. (ST/LIB/SER.L/9).

大会会议记录标题索引，第35届会议。增编。1982年，3页。
Index to proceedings of the General Assembly, 35th session. Addendum. 1982. 3 p. (ST/LIB/SER.J/25).

大会会议记录标题索引，第36届会议，1981年至1982年。1982年，v, 425页
Index to proceedings of the General Assembly, 36th session, 1981-1982. 1982. v, 425 p. (ST/LIB/SER.J/29).

经济及社会理事会会议记录标题索引：组织会议，第1届和第
1981年。1982年，v, 121页
Index to proceedings of the Economic and Social Council: Organizational, First regular and Second regular sessions, 1981. 1982. v, 121 p. (ST/LIB/SER.J/28).

安全理事会会议记录标题索引，第36年，1981年。1982年，v, 74页
Index to proceedings of the Security Council, 36th year, 1981. 1982. v, 74 p. (ST/LIB/SER.J/27).

UNDOC: Current Index, Vol. 3, no. 9, 10; Vol. 4, no. 1-9. 1982.
(ST/LIB/SER.M/29-39).

-- Cumulative edition, 1981. 1982. 3 vols. (ST/LIB/SER.M/CUM.3, Vol. 1-3).

(b) Bibliographies, reading lists, etc.

(Titles marked * are for internal distribution only)

* Conventional weapons, 1979-1982; a selective bibliography of English language publications. Jul. 1982. 42 p.
Unpublished; typewritten.

* Economic and social development: publications of the Economic Commission for Africa (for Arab countries), the Economic Commission for Western Asia and the League of Arab States and its agencies, held in the Dag Hammarskjöld Library. Sept. 1982. 47 p. Unpublished; typewritten.

The International civil service; a selective bibliography. 14 Jul. 1982. 107 p. (ICSC/16/INF.1)

The international civil service; a selective bibliography of documentation of the United Nations. 3 Feb. 1982. 71 p. (ICSC/15/INF.2)

* International law, international relations and international organizations; a selective bibliography. Nov. 1982. 27 p.
Unpublished; typewritten.

List of selected bibliographies prepared by the Dag Hammarskjöld Library, 1949-1982. Dec. 1982. 24 p. (ST/LIB/36/Rev.2)

* Matrix management, 1975-1982; a selective bibliography of English language publications. Oct. 1982. 4 p.
Unpublished; typewritten

Outer space; a selective bibliography. May 1982. 123 p. (ST/LIB/SER.B/33)
Sales no. E.F.82.I.12.

* Peaceful settlement of disputes - conciliation; a selective bibliography. Jul. 1982. 5 p. Unpublished; typewritten.

Public international law and international organization: a basic selective bibliography. 30 Sept. 1982. 102 p. (ST/LIB/38)

* Publications received: selected list - Statistical Reference, Nos. 1-64, 1982.
Unpublished; photocopied.

* Trade publications list - Statistical Reference, Nos. 1-14, 1982.
Unpublished; photocopied.

United Nations bibliographic sources, Apr. 1982. 11 p. (RBS/BIBL/SER.A.14)

(c) Other publications

Annual Report of the Dag Hammarskjold Library at United Nations Headquarters, 1981. 1982. 26 p.

La Bibliothèque Dag Hammarskjold: services et collections. 1982. 16 p.

"Book Column", UN Chronicle. Vol. 19, no. 6-11. Jun-Dec, 1982. 15 p.

Current Bibliographical Information. Vol. 11, no. 8-12, Vol. 12, no. 1-10. 1981-1982. (ST/LIB/SER.K/218-232)

Dag Hammarskjold Library: services and collections. 1982. 16 p.

Library Newsletter, No. 48-51. 1982

United Nations Documentation News, No. 3-4. 1982.

(d) Publications on United Nations documentation and on United Nations Libraries

Brophy, Hugh F. Publications of the United Nations Statistical Office. Government publications review. 9(3) May/June 1982:175-184.

Morehead, Joe. Serial documentation of the United Nations and specialized agencies. The serials librarian. 6(2/3) Winter 1981/Spring 1982:17-25.

Ng, A.W.K. Coping with collection building of Third World material in an international organisation library. Library acquisitions. 6(2) 1982: 113-116.

Orlov, Vladimir Nikolaevich. Автоматизированная ИПС Библиотеки ООН в Нью-Йорке / Библиотекведение и библиография за рубежом. - № 88 1982 : 50-57.
Abstract in English.

Shaaban, Marian and Vida Margaitis. United Nations and other international organizations. Government publications review. 9(6) Nov./Dec. 1982: 609-635.

Vincent-Daviss, Diana. Human rights law: a research guide to the literature: international law and the United Nations; international protection of refugees, and humanities law. New York University journal of international law and politics. Vol. 14, Fall 1981:209-319; Winter 1982: 487-573.

IX. Statistics of the Dag Hammarskjold Library, 1982

A. Workload Statistics

	<u>1981</u>	<u>1982</u>
<u>I. Acquisitions</u>		
UN and Specialized Agencies materials		
Hard copy additions	122,972	117,800
Microform additions	<u>21,335</u>	<u>30,558</u>
Total:	144,307	148,358
External materials		
Acquisitions by purchase	2,253	2,485
Gift and exchange receipts	10,329	4,855
Official document receipts	<u>126,087</u>	<u>93,456</u>
Total:	128,669	100,796
Newspaper subscriptions		
Renewals	181	166
Cancellations	2	7
Serials checklist records		
Unofficial	5,853	5,870
Official	<u>10,481</u>	<u>19,446</u>
Total:	16,334	25,316
Exchanges		
No. administered	525	521
Reviews completed	117	63
Exchanges established	11	3
Exchanges cancelled	21	8
Exchanges proposed	9	13
Claims processed		
Unofficial serials	1,042	709
Official serials and orders	2,083	1,415
UN/SA materials	<u>16,862</u>	<u>14,093</u>
Total:	19,987	16,217
Non-Library Processing (UNDP etc.)		
Items processed (searched)	6,691	10,884
Items ordered	5,579	6,765
Invoices processed	7,781	6,458

<u>Acquisitions</u> (continued)	<u>1981</u>	<u>1982</u>
Serial additions		
New titles added	435	387
Titles withdrawn	416	467
Serial issue receipts		
Unofficial		
Annuals	1,502	1,541
Periodicals	33,761	31,648
Newspapers	<u>51,057</u>	<u>46,012</u>
Total Unofficial:	86,314	79,201
Official		
	<u>86,517</u>	<u>93,456</u>
Total serials :	172,831	172,657
Expenditures		
Books	58,942	55,622
Serials	238,505	287,227
Microfilms	<u>2,594</u>	<u>4,592</u>
	300,041	347,441
Orders placed	4,392	3,500

II. Processing

UN materials

Computer produced indexes (UNDOC: Current Index)

Index pages submitted for reproduction	3,515	3,336
Records added to data base	9,483	12,638
Forms keyboarded	17,920	20,666
Shelflist cards computer-produced	9,420	6,628

Manually produced indexes

Pages submitted	1,822	1,214
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Microfiche

Masters produced by contractor	15,000	15,486
Duplicates produced by contractor	60,000	61,944

External materials

Current Bibliographical Information

Computer-produced records	2,688	8,579
Manually produced records	<u>848</u>	<u>943</u>
Total:	3,536	9,522

Monographs and serials catalogued	<u>1981</u>	<u>1982</u>
Computer-produced records	4,988	3,954
Manually produced records	<u>934</u>	<u>385</u>
Total:	5,922	4,339
Volumes shelved	12,308	10,585

Organization of the Collections

Binding - volumes prepared and sent	3,386*	5,594
Catalogue cards reproduced	24,800	12,169

Withdrawals

Serials

Periodicals	7,684	14,762
Newspapers	31,242	39,081
Official Gazettes	810	1,382

Documents and books

UN/SA collection	30,000	35,216
Main Stacks	<u>6,488</u>	<u>7,659</u>
Total:	76,224	98,100

Filing and shelving

UN/SA collection	253,131	275,782
Periodicals stacks	168,782	224,283
Main stacks	<u>123,564</u>	<u>106,697</u>
Total:	545,477	606,762

IV. Service to readers

Loans

Main Loan Desk	19,993	16,480
Periodicals	45,086	58,715
UN/SA	66,502	68,407
Statistical Reference	8,119	5,100
Legal Reference	<u>3,636</u>	<u>3,698</u>
Total:	143,336	152,400

Interlibrary loans processed	1,792	1,708
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Interlibrary loan requests received

Outside libraries	508	484
DHL official users	1,193	1,118

*This figure was erroneously reported as 552 in the 1981 report.

	<u>1981</u>	<u>1982</u>
<u>Service to readers</u> (continued)		
Interlibrary loan requests fulfilled	482	715
Library passes issued	1,537	1,349
Secretariat clearances processed	1,397	2,458
Periodicals circulated or routed		
UN/SA	243	322
Official	39,570	38,553
Unofficial	<u>51,179</u>	<u>59,955</u>
Total:	90,992	98,830
Display of new material		
Newspapers	13,640	22,392
Periodicals	5,312	
Books	444	350
UN/SA materials	<u>320</u>	<u>103</u>
Total:	19,716	22,845
Reference services		
Reference questions		
Collection Management Section	8,444	11,213
UN/SA Documents Reference	23,707	28,700
General Reference	17,987	15,767
Map Reference	3,595	2,964
Legal Reference	7,138	7,231
Statistical Reference	3,360	3,189
Acquisition Section	<u>1,936</u>	<u>1,922</u>
Total:	66,167	70,986

B. Major Indicators: 1982

1. Resources available

(a) Staff <u>1/</u>	159	
(1) professional		68
(2) non professional <u>2/</u>		91
(b) Expenditures		
(1) library materials <u>3/</u>		\$347,441
(2) Other <u>4/</u>		\$163,744

2. Additions to the collections

(a) Items processed and added to the collection <u>5/</u>	321,063	
(1) documents/publications of organizations in the UN system <u>6/</u>		148,358
(2) documents/publications of non UN system <u>7/</u>	172,705	
(b) Items withdrawn from the collections <u>8/</u>	98,100	
(1) UN system <u>6/</u>	35,216	
(2) Non UN system <u>7/</u>	62,884	
(c) New Periodical titles received <u>9/</u>	387	

3. User services

(a) Reference queries handled <u>10/</u>		70,986
(b) Loans <u>11/</u>		152,400
(c) Interlibrary loans sent <u>12/</u>		239
(d) Circulation of periodicals (issues routed) <u>13/</u>		98,830
(e) Copying service <u>14/</u>	170,917	
(f) Briefings and tours <u>15/</u>		
(1) No. of tours/briefings		71
(2) No. of participants		1,066
(g) Training		
(1) No. of days		22
(2) No. of participants		131

4. Bibliographic services (publications produced/issued)
- (a) Accession/awareness lists 17/
 - (1) number of issues 78
 - (2) number of entries 9,522
 - (b) Bibliographies
 - (1) On demand/ad hoc bibliographies 18/
 - (i) number of bibliographies 5
 - (ii) number of entries 1,500
 - (2) Published bibliographies 19/
 - (i) number of bibliographies 6
 - (ii) number of entries 7,185
 - (c) Indexes 20/
 - (1) Number of index issues 20
 - (2) Number of documents indexed 12,638
 - (d) Other publications 21/ 7

Notes to Major Indicators

1. Total for each category of staff expressed in staff years.
2. Non-professional includes general service, manual, local recruits, etc.
3. Comprises total costs for library materials: books, serials, microforms, maps, binding, supplies, etc.
4. All other costs including equipment, contractual services, printing, travel, etc.
5. Comprises materials shelved or otherwise added to the permanent collections of the Library. (Unshelved but permanent items at Headquarters Library includes maps and UN/SA documents). Each physical item is counted: monograph volumes, serial bound volumes, UN/SA documents separates or bound volumes, map sheets, fiche pieces, film rolls, etc., with the total reported. Periodical articles processed for inclusion in bibliographies are counted under major indicator No. 4 below. Those articles catalogued as separates and added to the permanent collections are included under 2(a). Workload figures, e.g., titles catalogued or classified, are not reported as such but rather converted to Items processed under 2(a).
6. A current list of these organizations is appended.
7. Besides commercially published materials, includes documents and publications of non-governmental and intergovernmental organizations (e.g., OAS, OECD, European Community) as well as of governments.
8. Withdrawn - materials from 2(a) are withdrawn from permanent collection. Excludes material in 2(c).
9. Number of new periodical titles added to the collections (newspapers, journals, etc.) in the current year. If later bound they are then counted under 2(a).
10. Include number of queries handled irrespective of the mode of the request, or of the mode of response and source(s) consulted. Thus it covers in-person, by telephone and written requests responded to in any mode, by the use of traditional and/or automated sources.
11. Covers materials loaned to patrons from the library's collections.
12. Covers materials loaned from the library's collections to libraries other than branches or collections of the same organization.
13. Covers materials routed from check-in points to official users including library staff. Count only the initial routing of each issue (not the number of persons on the routing list, no matter whether the issue is cycled through the Library between patrons or not).

14. Comprises total number of pages photoduplicated for library patrons or the number of pieces of a microform duplicated as a user service (exclude pages/pieces for administrative or internal library use).
15. Includes individual and group briefings, staff orientation tours, class groups, etc. The number of occurrences and the number of persons are both recorded.
16. Includes internes and mission personnel trained, staff members of other libraries, etc. The number of days and the number of persons are recorded.
17. Number of lists/issues published and the total number of items entered.
18. These unpublished bibliographies are normally typewritten, hectographed, photocopied reading lists, on demand bibliographies, etc. Include the number of such lists and the total number of bibliographical entries.
19. Covers the number of published bibliographies and the total number of items entered.
20. Includes the number of indexes published and the number of documents covered. Indexes are counted separately by official language or multilingual. Counts for cumulations are to be excluded.
21. Number of all other publications, e.g., library handbooks, annual reports, etc.