

Annual Report of the Dag Hammarskjöld Library  
at United Nations Headquarters, 1981

Table of Contents

	<u>Paragraphs</u>	<u>Page</u>
I. Introduction	1 - 4	2
II. Administration and Management	5 - 38	2-6
Inter-organization co-operation	9 - 14	3
External relations	15 - 25	3-5
Depository libraries	26 - 31	5
Co-operation with Training and Examinations Service	32 - 34	6
Job Classification Project	35 - 38	6
III. Acquisitions	39 - 46	6-7
Acquisition of UN and Specialized Agency materials	39	6
Acquisition of external materials	40 - 46	6-7
IV. Processing of materials	47 - 63	7-9
UN materials	52 - 57	8-9
External materials	58 - 63	9
V. Organization of the collection	64 - 69	9-10
VI. Service to readers	70 - 89	10-13
Loan and related services	70 - 75	10-11
Bibliographies and information tools	76 - 83	11-12
Reference services	84 - 89	12-13
VII. Staff training and development	90 - 99	13
VIII. Bibliography for the year 1981		14-18
IX. Statistics of the Dag Hammarskjöld Library, 1981		19-24
A. Workload statistics		19-22
B. Major indicators		23-24
Notes to Major Indicators		25-26

## I. Introduction

1. During 1981 the Library operated mainly within the structure adopted in 1980. Some changes came about during the year because of retirements of several senior officials. In general it was a period of continuing with procedures in use either for many years or developed in the period from 1979.
2. This year, the statistics usually contained in the text of this report have been consolidated and included in the statistics section IX. These indications of workload appear in addition to the statistics entitled "Major Indicators" which have been standardized and included in reports since 1979.
3. Most of the major achievements of the year were products of the UN Bibliographic Information System (UNBIS). Among them may be counted the publication of the UNBIS Thesaurus, production and distribution of the public and official catalogues in microfiche form, preparation and publication of the speech index for the 35th session of the General Assembly by computer methods, and publication of the Index to Resolutions of the Economic and Social Council, 1946-1970.
4. Prospects for 1982 include more use of the CBI and UNDOC data bases for on-line searching by Users' Service. It is also expected to begin preparing for a survey of the use of the collection, and investigation of the application of computer techniques to acquisition activities.

## II. Administration and management

5. The management of the Library experienced considerable change with the retirement of three senior staff members during the year. Their United Nations experience totalled 75 years: Mr. G.S. Martini, Deputy Director, left after 24 years, Mrs. E. Nebehay, Chief of the Collection Management Unit, after 19 years, and Mr. S. Singh, Chief of the Technical Operations and Publications Service, after 32 years.
6. The post of Chief of the Collection Maintenance and Circulation Section was assumed on 1 April by Mrs. Z. Uçer who was transferred from the post of Librarian of the Economic and Social Commission for Asia and the Pacific. Mrs. Uçer had formerly held positions at the Library of the United Nations Office in Geneva and at the Dag Hammarskjöld Library.
7. With the retirement of the Chief of the Collection Management Unit, at the end of September, the Unit was dissolved and the functions were assigned to the Collection Maintenance and Circulation Section. Some additional procedures for the approval of acquisition of monographs were introduced. Meetings were held to discuss re-evaluation of the collection development function, and a draft directive on procedures was submitted by the end of the year. The final directive will be issued in 1982.
8. Effective 1 January 1982, the responsibility for the preparation of the indexes to the United Nations Treaty Series, together with the staff concerned, will be transferred to the Office of Legal Affairs.

### Inter-organization co-operation

9. Co-operation continued with the Inter-Organization Board for Information Systems (IOB) on the pilot project started in 1980 for a Common Register of Serial Publications Produced by United Nations Organizations. Several hundred worksheets covering official language versions of United Nations serial publications were transmitted. The Library's contribution was acknowledged as one of the largest of all participating agencies.
10. The Library also co-operated with IOB on an inter-agency project to make documents for development available to developing countries. For this purpose special coding was applied to these documents in the UNDOC file for later retrieval. UNESCO will be the executing agency for the project.
11. Co-operation with the Geneva Library focused mainly on eventual use of and efforts to avoid possible duplication of work. Sets of microfiche of the catalogue were sent to quantify the overlapping in processing of materials.
12. The Library will be contributing to arrangements for the 2nd United Nations Conference on the Exploration and Peaceful Uses of Outer Space to be held in Vienna in August 1982. Proposals under the item "Experiments in" include preparation by computer of a Conference bibliography, arrangements for telefaxing materials to Vienna and the possible indexing of documents sent from Vienna for translation as part of a "Cataloguing in Publication" experiment.
13. The UN Development Programme is using the UNBIS Thesaurus to structure and format the current list of UNDP terms used in indexing of data for its Project Institutional Memory (PIM).
14. As usual, there was mutual co-operation between Information Centres and the Library. Staff members of Centres in Antananarivo, Buenos Aires, Dacca, Islamabad, Kinshasa, Khartoum, Lisbon and Rio de Janeiro, visited the Library during the year. All were briefed on the situation regarding depository library areas, and some were informed of problems of acquisition of materials and their assistance requested for possible on-the-spot solutions.

### External Relations

15. In co-operation with the United Nations Information Centre in Lusaka, Zambia, the Users' Service co-ordinated contributions to the proposed Dag Hammarskjöld Museum at Ndola, the crash site of Dag Hammarskjöld and his companions in 1961. Included in the shipments were basic materials about the United Nations, documentary material about the Congo situation, eleven books by or about Dag Hammarskjöld, portraits of the four Secretaries-General, over 100 photographs spanning Dag Hammarskjöld's career as Secretary-General, in addition to relevant materials from the United Nations archives. These materials were delivered to the National Committee of the Dag Hammarskjöld Memorial Foundation of Zambia in Ndola on 1 October 1981 by the Information Centre.
16. A review of gift and exchange agreements with intergovernmental organizations was begun in February by the Gift and Exchange Group of the Acquisition Section. During 1981, nine exchanges and 16 gift agreements were reviewed. The remaining 47 agreements will be reviewed in 1982. Two new organizations were added: the Commonwealth Secretariat and the World Tourism Organization.

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17. While on leave in Mexico, Mrs. M. Amezcua-Qahn of the Acquisition Section made valuable contacts with a number of government departments to discuss the possibility of improving the supply of official Mexican publications to this Library. Such personal contacts often yield better results in these matters than regular correspondence.

18. Mr. A. Abdelsamad, Documents Reference Librarian, was away all year on the UNITAR assignment, begun in October 1980, to reorganize and develop the library of the Libyan Institute of Diplomatic Studies in Tripoli.

19. Mrs. K. Einola, Chief of the Special Publications Unit, served as a consultant on an assignment of the Department of Technical Co-operation for Development in the organization and development of a microfilming system for the National Development Bank in Quito, Ecuador.

20. Mrs. N. Leneman, Curator of the UN/SA Collection, lectured to about 30 seniors from the United Nations International School who came to view the 60th anniversary exhibition on the League of Nations in the General Assembly building lobby.

21. Mrs. T. El-Erian, Documents Reference Librarian, served as a consultant on three assignments of the Department of Technical Co-operation for Development in the organization and establishment of national documentation and micrographic centres for the Governments of the United Arab Emirates and Iraq. She also delivered a lecture on "United Nations documents as international sources of information" at a meeting on International Business and Marketing Information Sources held at the Graduate Center of the City University of New York.

22. Special briefings on utilization of the United Nations and Specialized Agency Collections were given by documents reference librarians to two groups of students attending a "United Nations Semester". One group was composed of 25 students from the State University of New York, New Paltz; the other included 35 students from Long Island University.

23. Mrs. C. Bedford, Documents Reference Librarian, conducted a workshop on United Nations documents and publications organized by the South Central Research Library Council of New York. It was held in Binghamton, New York, and was attended by 30 librarians. Mrs. L. Marulli-Koenig, Bibliographer, gave a presentation entitled "Collection development for United Nations Documents and publications" at the First Annual Government Documents and Information Science Conference held in Boston. She also gave a talk on research using United Nations documentation at Pace University. Miss E. Levy, Officer in Charge of Depository Library Matters and Training, gave two lectures at the UNITAR seminars for staff of Permanent Missions. Each seminar had approximately 55 participants.

24. Briefings on UNBIS and on all facets of the Library and its collections were provided to visitors from all over the world. Four librarians were trained in organization and use of United Nations documentation, as follows: two from the depository library at the University of the West Indies, Mona, Jamaica, one from the Central Bank of Iraq, Baghdad, and one from the depository at the National Assembly Library in Seoul, Republic of Korea. Two interns were received in the Library during the year.

25. There were 52 guided tours for 976 participants during the year. The participants included visiting librarians, library science students, scholars, representatives of non-governmental organizations, personnel from business organizations and new Secretariat staff members.

#### Depository Libraries

26. The Publications Board discussed a paper presented by the Library on the status of the depository system. Several suggestions mentioned in the paper were approved, including provision to all depositories of the press releases containing resolutions of the General Assembly, distribution of provisional verbatim records of the General Assembly and Security Council plenary meetings and creation of an identifying seal for the libraries.

27. A special review of depository libraries which fulfill their contribution requirements by means of exchanges was completed by the Gift and Exchange Group of the Acquisition Section in June. As a result of the review, 12 periodical titles previously acquired by purchase will be acquired on exchange, thus effecting a saving of \$734.00 for the Library.

28. A revised edition of Instructions for depository libraries receiving United Nations material (ST/LIB/13/Rev.4 & Corr.1) was distributed in English, French and Spanish.

29. The current policy on designation of new depositories is to limit them to countries or areas where none now exist. For this reason, only one new designation was approved by the Publications Board during the year: the first depository was established in Benin. Seven designations had been approved in 1980. A report to the depository in Haiti discovered that the library is closed to the public because of damage suffered during a cyclone. Shipments to that depository were suspended until it reopens.

30. At the end of the year there were 326 depositories in 123 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], Maldives, Mali, Mauritania, Nauru, Oman, Qatar, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Seychelles, Solomon Islands, United Arab Emirates, 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.

31. A total of 29 reports were received in 1981 on visits made under the regular programme. Thirteen were the first visits made; 20 were made to libraries receiving material free or on exchange. Staff of the Dag Hammarskjöld Library made 11 of the visits; 17 were made by staff of United Nations Information Centres and one by the librarian of UNITAR. The report on the 1980 programme was presented to the Publications Board on 27 February. That year 44 reports had been received. In 1982 an attempt will be made to enlist the assistance of Resident Officers of the UN Development Programme in making some visits.

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### Co-operation with Training and Examinations Service

32. Two librarians served on teams marking the core examination, and five served on the Special Board of Examiners for Archives and Library Science. Forty-six papers for the specialized portion of the examination were reviewed and graded; six candidates were eligible for oral examinations.

33. Seminars on utilization of the library, one for the General Collection and the other for the UN and specialized agency collection, were organized as usual through the Training and Examinations Service, OPS. Approximately ten staff members attended each of the sessions.

The Library also participated in the periodic Induction Courses given to new staff members by introducing them to the Library building with a tour and an indication of what they will find in the collections and how to use them.

34. A script was prepared for an audio-visual programme explaining how and why documents are issued, what type of material they contain, and their identification. This was requested by the Training and Examinations Service for use in training sessions in United Nations offices outside of Headquarters.

### Job classification project

35. Starting in February, a classification survey of professional posts from P-1 up to D-2 level was undertaken. This project was initiated jointly by the Library and the Classification Section in order to determine appropriate grade levels for all professional posts, on the basis of the ICSC classification standards.

36. In preparation for the survey, the Service, Section and Unit Chiefs participated in a number of seminars on the standards and on preparation of post descriptions by the professional staff. In order to explain the objectives and status of the classification review and to address other classification-related issues, two briefing sessions were organized by the Classification Section for the staff of the Library.

37. Informational work was also started in connexion with the forthcoming general service job classification project, involving briefing of staff members, the completion of job information sheets, interviews and discussions.

38. Reports on these projects are expected in 1982.

## III. Acquisitions

### Acquisition of UN and Specialized Agency materials

39. As is shown in the statistics in Section IX, additions to the collection of documentation from the United Nations and the specialized agencies continued a downward trend seen since 1979. This may be due to the strict controls on production of documentation put into practice by the Organizations.

### Acquisition of external materials

40. The downward trend is also visible from the statistics covering the additions of materials not issued by the United Nations system. Purchasing of library materials both serial and monographic ceased in June of the year because of over-

expenditure of allotted funds. This came about for several reasons including a backlog of invoices from the previous biennium charged to current accounts, a rate of inflation in the publishing field which is greater than that used in United Nations accounting, and costly purchases of multiple copies of reference and serial titles for 16 reference collections located in the Secretariat.

41. The Statistical Section IX contains figures for newspaper purchases, exchanges and claims indicating the current workload. In the figures for non-Library work, it will be noticed that more work was accomplished in 1980 than in the current year. This can be attributed to overtime provided that year to the Acquisition Section by the Department of Technical Co-operation for Development.

42. The diminishing purchasing power of the dollar can be seen from a of expenditures during the last two biennia, and the number of orders p The breakdown for books, serials and microfilms may be found in the Statistical Section IX. The totals indicate that in 1978/1979 5,857 orders were placed --- a total of \$481,074, whereas in 1980-1981 only 4,392 orders were placed for a of \$600,082.

43. The Serials Committee continued to meet regularly during the year under the chairmanship of the Chief of the Reference and Bibliography Section. During 1982 a major effort will be made to control serial holdings so as to obtain the goal of zero growth.

44. Current statistics of receipts and withdrawals are found in the Statistics Section IX. Withdrawals from the periodical stacks decreased greatly from 1980 figures because a thorough weeding was done last year in order to gain space.

45. Arrangements for the Acquisition Section to assume full responsibility for the entire stock item operation was concluded by October. The request form was revised to reflect the new policy that stock items are issued to and become the full responsibility of the Executive Officer of the requesting department. The requesting department is also responsible for retrieval of stock items from staff members upon separation from the Organization and for return of such items to the Library.

46. The sum of \$6,300 per annum was transferred to Library accounts for the purchase of these items, and 400 items were issued to Secretariat staff members during the year. The list of dictionaries and maps available as stock items was considerably shortened.

#### IV. Processing of Materials

47. The past year brought significant progress in the activities connected with United Nations Bibliographic Information System (UNBIS). Operational procedures were tested and modified where necessary. Input was on a regular schedule and while output suffered delays due to the relocation of the Reproduction Section, publications and services produced found wide acceptance by internal and users. Co-operation on inter-sectional and inter-departmental levels was in a number of areas, notably in the fields of documents reference and bibliography and support for reference collections in the Secretariat.

48. Statistical details of work performed can be found in the Statistical Section IX.

49. One of the most significant achievements was the photo-composition and publication of the UNBIS Thesaurus. Internally, this tool serves for on-line retrieval and also enables the United Nations Materials Processing Unit and the External Materials Processing Unit to align and co-ordinate the use of vocabulary for indexing and cataloguing purposes.

50. Another step forward was taken with the production and distribution of the public and official catalogues in microfiche form. Readers and reader-printers were borrowed from the Translation Division, the appropriate lenses obtained, and currently nine stations in the Library and four outside stations are served with monthly issues of the microfiche editions. Paper print-outs are now issued only of mini-catalogues for the eight reference collections.

51. After much delay, problems with the speech index for the Index to the Proceedings of the General Assembly, 35th session, were solved and it was issued as part two of the Index. A special working group was set up for preparation of the speech index for the 36th session of the General Assembly and this should assure a more timely issuance with the manually produced subject index.

#### United Nations Materials

52. Operations in processing materials for the UNDOC data base and for the production of printed indexes were considerably improved this year. Each monthly issue of UNDOC: Current Index was published on schedule, and the backlog of documents to be indexed was eliminated. A supplement to the 1979 cumulative edition of UNDOC: Current Index was published in March, containing entries for all United Nations documents which had not been included in monthly issues in 1979. In August, the cumulative edition for 1980 was published in three volumes. It included some new features such as a list of United Nations periodicals and a list of maps reproduced in documents.

53. The Index to Resolutions of the Economic and Social Council, 1946-1970, which had been in preparation for several years, was published with the use of word processing and photo-composition equipment.

54. The backlog of technical co-operation project reports was eliminated by April, and indexing of these reports was carried out on a regular basis thereafter.

55. During the year, two new projects were started. The first was the compilation of a name authority file for all United Nations bodies and international organizations. The project commenced in May on a part-time basis. By the end of the year, this computer file contained several hundred names of United Nations bodies in three different formats (hierarchical, bibliographic and indexing) to be used as an authority file in indexing and cataloguing. The second project was the development of on-line search and retrieval capability from the UNDOC data base. The system was developed and tested with the assistance of the New York Computing Service. While the system worked satisfactorily, the computer response time required further improvements before it becomes operational in the Library.



56. Ten monthly issues of UNDOC: Current Index (Vol.2, No. 10; Vol.3 No. 1-9), the supplement to the 1979 cumulative edition, the 1980 cumulative edition and the Index to Resolution of the Economic and Social Council, 1946-1970 were published. Ten manually produced indexes were published.

57. The programme of selective conversion to microfiche of United Nations documents and publications continued to be performed under contract. An off-line typesetting terminal for preparation of microfiche titles was installed in the Library in July. By transferring the preparation of titles from the microfiche contractor to the Library it is intended to reduce considerably the turn-over time and the cost of the microfiche.

#### External Materials

58. Two parallel cataloguing operations were performed, one manual for materials in nonroman scripts, the other computer assisted for materials in the roman alphabet. Whereas 1980 was a year of transition from manual to automatic, 1981 was a year of refining the computer operations and exploring its

59. By September, cataloguing of all materials received in 1980 was completed and operations became current. 132 serial titles were catalogued for the IOB project on a common register of serial publications produced by organizations of the United Nations system.

60. For the preparation of the List of Periodicals Consulted for the selection of articles for inclusion in CBI, all the generic serial titles were into distinctive titles to allow for computer manipulation. The list published in the June issue of Current Bibliographical Information.

61. A number of computer-generated products were issued on a regular or ad hoc basis, such as: Current Bibliographical Information, the public and official catalogues, mini-catalogues, non-cumulative lists, various working tools and special lists on demand.

62. Eleven issues of Current Bibliographical Information were submitted for reproduction. These covered the period from August 1980 to July 1981, with March-April as a double issue.

63. Computer-produced mini-catalogues continued to be sent regularly to eight reference collections. In addition, they also received card sets of materials published in nonroman scripts. Re-establishment of the Translation Division Reference Collection necessitated the withdrawal and transfer of a large number of publications.

#### V. Organization of the collections

64. In the UN/SA area, the collections of six more specialized agencies were weeded in continuation of the project begun in 1979 to implement the existing UN/SA Collections policies and restructure the lines of future revised versions of these. Thus, a total of thirteen agencies' collections have been weeded and two remain to be done to complete the first round. The major portion of the work was done in 1980, as can be seen from the statistics in Section IX.

65. Overall production in the Main Stacks area was higher in comparison with the previous year in spite of the absence of trained personnel and continuous staff movements. Thorough weeding of this collection still remains an essential project for the future.

66. Much time was spent in researching in the collections of restricted United Nations documents in the Restricted Room in order to prepare the up-dated 1973-1976 List of Restricted Documents for submission to the Office of the Chief Editor, DCS, in compliance with Administrative Instruction ST/AI/189/Add.16. However, as in previous years, very few derestriction notices were received by this means. The usual large number of automatic annual ECE derestrictions continued to be done.

67. Only filing of current materials in the Biblio Collection was possible during the year. It is anticipated that a review and weeding of the collection can be undertaken in 1982.

68. Liaison work with reference collections continued. A revised list of approved collections with name of liaison staff was issued as Directive US.2/Rev.1. Although the collection to serve all units of the Translation Division was established in 1980, the actual work of organizing the collection took place in 1981. A list of working tools to be made available for each translator's post ("desk sets") was prepared. Where copies were available, transfers were arranged; for the rest, prices were estimated and priorities assigned.

69. The Policies and Resources Planning Division of the Department of Technical Co-operation for Development set up a small collection of administrative records and United Nations material needed for the daily work. Assistance was given in the overall organization of the material.

## VI. Service to readers

### Loan and related services

70. The increase for 1981 in the UN/SA loans shown in the statistics in Section IX was due to a policy started in mid-1980 of counting items used for answering telephone clerical reference queries and all items used on the premises, in addition to those loaned outside the Library. These statistics now properly reflect the heavy use given to UN/SA and League of Nations materials that are consulted on the premises.

71. The special project for retrospective checking of long overdue loans was completed in September 1981. The total number of recalls made was 10,456. 856 missing publications were identified, 221 of them found and 635 recommended for withdrawal from the collection. A preliminary draft of a new policy for lost books, replacement and withdrawal was prepared and will be finalized in 1982.

72. A new procedure for the use of pre-paid coupons in interlibrary loan was set up in 1981 as several major library partners of the Library changed policies in this area. As a result, a new sequence was established for processing requests from Princeton University Library, Columbia University Library and the New York Academy of Medicine Library. The New York Public Library continued to be the main partner for our interlibrary loan service.

73. Preliminary drafts of revised interlibrary loan policy and related instructions were prepared in meetings of CMCS and CMU. These are expected to be completed and issued in 1982.

74. The function of issuing Library passes for outside readers was transferred to the Reference Unit from the Collection Maintenance and Circulation Section. An effort was made to limit to the minimum passes for long periods of time, and short-term passes were issued in most cases. The increase in passes issued in 1981 probably reflects the renewals of the short term passes.

75. A new directive on "Library Photocopying Service" was issued in 1981 as A/DIR/6/Rev.3 to serve as a uniform policy for all Library photocopying services. At the three service points, a total of 533,460 photocopies were made. This includes copies made for administrative use as well as copies of materials in the Library's collections.

#### Bibliographies and information tools

76. In addition to the indexes to United Nations documents described in Section several other information tools were issued. The revised edition of United Nations documentation (ST/LIB/34/Rev.1) was distributed in English, French and Spanish, and the revision of Instructions for depository libraries receiving United Nations material (ST/LIB/13/Rev.4 & Corr.1) was distributed in English, French and Spanish.

77. The Working Committee of the Publications Board approved issuance by the Library of a periodical newsletter to contain information of interest to depository libraries and others with collections of United Nations materials. Two issues of United Nations Documentation News were published dated September and December.

78. 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 (ST/LEG/SER.C-). Staff of the Documents Reference and General Reference desks prepared various lists, titles of which can be found in the section Bibliography for the year 1981 of this report.

79. The list of newspapers currently received by the Library in 1981 was prepared by the Serials Group with 194 titles from 115 countries. In 1980 the list included 200 titles from 117 countries.

80. 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 listing of new recurrent publications and monographs in the Statistical Collection was regularly submitted for inclusion in the Newsletter of the Statistical Office.

81. The preparation of the French edition of the cumulative index No. 12 of the United Nations Treaty Series was completed. Work on the English edition of the index continued throughout the year. The French version of the index to the judgements of the United Nations Administrative Tribunal, Cases Nos. 167-230, was completed and sent for printing.

82. Eleven bibliographies (of which five were published) were prepared in 1981 and work was started on another to be published in 1982. Titles can be found in the Bibliography for the year 1981. Work was started on the preparation of a comprehensive bibliography on the international civil service which was requested by the International Civil Service Commission.

83. Procedures were explored for the possible preparation of bibliographies by computer. A specimen bibliography on outer space will be prepared, and if the operation is successful, it is planned to prepare a computerized bibliography on outer space for the 1982 Vienna conference. However, because of the limited size of the data base, and the requirement to have a minimum of 10 years scope for any bibliography, most bibliographic preparation will still have to be done by manual searching of retrospective printed records.

#### Reference Services

84. The critical situation faced by the reference services during 1980 because of the acute shortage of trained staff continued during the first half of this year but improved in the latter half with the permanent filling of two existing vacancies. Other Sections and Units of the Library were very co-operative in providing much needed assistance in order to maintain a minimum service to readers. The situation was particularly difficult at the Documents Reference Desk mainly caused by the long delay in recruiting staff to fill several vacancies which had occurred simultaneously. Another cause was the lack of trained reference staff available in the Library. One of the goals of the 1980 reorganization was to train staff within the reference services. Unfortunately this could never be arranged since the few trained librarians could just cope with their own regular duties.

85. Statistics of reference queries shown in the statistical section IX do not properly reflect queries answered at the Periodicals Section. These would correspond to those indicated for the Acquisition Section, which include questions answered at the Official Serial Checklist. Efforts are being made to standardize the reporting so that all queries answered can be shown.

86. With the death of the Map Librarian in January 1981, the Map Collection faced the difficult task of finding a new qualified librarian for the vacant post. Several candidates were interviewed but the year ended without the post being filled. The retired map librarian was called in to assist the service for some months and the rest of the year the activities were carried out with clerical help only.

87. The Map Collection was very active with requests for flag information. One project was the updating of the flag postcards sold in the bookstore and involved checking out artwork purchased from outside UN sources. Another project was the examination of more than 350 new flags purchased for the Security Section. Each flag had to be checked against official specifications. This task was particularly difficult due to the delay in obtaining updated official specifications from some Member States.

88. The questionnaire "Statistical data and statistical materials needed by the United Nations and the Statistical Office and other Secretariat Offices" submitted to the Statistical Office in December 1980, was circulated to all Branch Chiefs of

that department. The questionnaire, duly filled in and accompanied by various notes and comments, suggestions and explanations was returned to the statistical librarian by the middle of April. The response of the Statistical Office was very positive and they fully agreed with the idea of establishing flexible guidelines concerning acquisition and retention of statistical materials kept in the Statistical Reference Collections. A draft of acquisition policies for the collection was formulated and a final policy is expected to be adopted during next year.

89. The New York Times Data Bank was used regularly during the year. Usage increased to 142 queries compared with 99 the previous year.

#### VII. Staff training and development

90. Mr. N. Abelson, acting map librarian, attended the 9th session of the Group of Experts on Geographical Names held at Headquarters.

91. Ms. M. Farrell, librarian in the Collection Management Unit, attended the Collection Management and Development Institute held at Stanford University, California, under the External Studies Programme.

92. Mr. S. James, Chief, Reference and Bibliography Section, attended the Special Library Association annual conference in Atlanta, Georgia.

93. Mrs. B. Kjolstad-Erlandsson, Bibliographer, completed a course in Practical Indexing and Abstracting at CUNY Graduate School.

94. Mrs. S. Kleckner, Legal Librarian, attended the annual meeting of the American Foreign Law Association.

95. Mrs. G. Leo, Chief, Acquisitions Section, attended the 26th Seminar on the Acquisition of Latin American Materials (SALAM) at Tulane University, New Orleans.

96. Mr. V. Orlov, Director and Mrs. L. Marulli-Koenig, Bibliographer, attended the 4th annual conference of the International Federation of Library Associations in Leipzig.

97. Mrs. E. Nebahay, Collection Co-ordinator, attended the mid-winter conference of the American Library Association in Washington, D.C. She also participated in the final planning of the programme and preparation of instructional tools for the first workshop on collection management held at Stanford University.

98. Ms. L. Vasquez, Reference Librarian, attended the annual conference of the New York Library Association.

99. Many other staff members attended seminars and institutes offered by professional organizations and courses given under the Staff Development Programme by the Training and Examinations Service. A total of 37 staff members were enrolled in different language training classes offered by the Service.

VIII. Bibliography for the year 1981

(a) Indexes to United Nations documents

Index to proceedings of the General Assembly, 35th session. 1981.

Subject index. ix, 235 p. (ST/LIB/SER.B/A.33, Part I; Sales no. E.81.I.21).

Speech index. ix, 12 p. (ST/LIB/SER.B/A.33, Part II; Sales no. E.82.I.3).

Index to proceedings of the General Assembly: Sixth emergency special session, 1980; Seventh emergency special session (first part), 1980; Eleventh special session, 1980; Eighth emergency special session, 1981. 1981. ix, 61 p. (ST/LIB/SER.B/A.32).

Sales no. E.81.I.27.

Index to proceedings of the Economic and Social Council: Organizational, First regular and Second regular sessions, 1980. 1981. viii, 99 p.

(ST/LIB/SER.B/E.57).

Sales no. E.81.I.8.

Index to proceedings of the Security Council, 35th year, 1980. 1981. 60 p. (ST/LIB/SER.B/S.17).

Sales No. E.81.I.12.

Index to proceedings of the Trusteeship Council, 48th session, 1981.

1981. vi, 11 p. (ST/LIB/SER.B/T.42).

Sales no. 81.I.23.

فهرس أعمال الجمعية العامة - الدورة الرابعة والثلاثون - ١٩٧٩ - ١٩٨١ و  
٣٨٧ ص.

Index to proceedings of the General Assembly, 34th session. 1981. vi, 387 p. (ST/LIB/SER.L/7).

فهرس أعمال الجمعية العامة - الدورة الخامسة والثلاثون . ١٩٨٠ / ١٩٨١ و ١٩٨١  
٣٧٧ ص.

Index to proceedings of the General Assembly, 35th session. 1981. vi, 377 p. (ST/LIB/SER.L/8).

大会第三十五届常会会议记录索引

Index to proceedings of the General Assembly, 35th session. 1981. v, 399 p. (ST/LIB/SER.J/25).

### 经济及社会理事会 1980 年组织会议、第一届和第二届常会会议记录索引

Index to proceedings of the Economic and Social Council: Organizational, First regular and Second regular sessions, 1980. 1981. v, 122 p. (ST/LIB/SER.J/23).

### 安全理事会第三十五年 (1980) 年会议记录索引

Index to proceedings of the Security Council, 35th year, 1980. 1981. v, 82 p. (ST/LIB/SER.J/24).

Index to resolutions of the Economic and Social Council, 1946-1970. 1981. iv, 207 p. (ST/LIB/SER.H/4).  
Sales no. E.81.I.16.

UNDOC: Current Index. Vol. 2, no. 10; Vol. 3, no. 1-9. 1981. (ST/LIB/SER.M/20-29).

-- Supplement to Cumulative edition, 1979. 1981. xviii, 273 p. (ST/LIB/SER.M/CUM.1, Suppl.).

-- Cumulative edition, 1980. 1981. 3 vols. (ST/LIB/SER.M/CUM.2, Vol. 1-3).

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

Disabled persons; a selective bibliography. February 1981. 24 p. (RBS/BIB/SER/A/1)

\* Drinking water supplies in the Middle East and North Africa: selected bibliography. October 1981. 7 p.

\* Economic and social consequences of the arms race and of military expenditures, 1977-1981; a selected bibliography of English language publications. 28 September 1981. 30 p.  
Unpublished; typewritten.

\* Interdependence and self-reliance - relations among states; a selective bibliography. 13 May 1981. 9 p.  
Typewritten.

\* List of basic publications for a library to be set up at the Saudi Arabia Mission to the United Nations. August 1981. 10 p.  
Unpublished; typewritten.

List of selected bibliographies prepared by the Dag Hammarskjöld Library, 1949-1981. 5 November 1981. 20 p. (ST/LIB/SER.B/36/Rev.1)

- \* Lista de obras de referencia fundamentales para la Biblioteca del Centro Latinoamericano de Estudios Norteamericanos en Caracas (en formación) Agosto 1981. 4 p. Unpublished; typewritten.

New World Information and Communication Order; a selective bibliography. June 1981. 23 p. (RBS/BIBL/SER.A/2)

- \* Non-alignment; a select bibliography of Arabic, English, French and Spanish language publications, 1975-1981. 3 November 1981. 19 p. Unpublished; typewritten.
- \* Non-alignment; a select bibliography of English language publications, 1961-1981. November 1981. 30 p. Unpublished; typewritten.

Plebiscites under UN supervision: UN visiting missions to observe/supervise plebiscites/elections of Trust and Non-Self-Governing Territories, 1956-1980. September 1981. 8 p. (RBS/BIBL/SER.A/3)

- \* Publications received: selected list - Statistical Reference, nos. 1-76, 1981. Unpublished; photocopied.
  - \* Selected bibliography on the United Nations as an international organization, 1945-1980. 31 July 1981. 38 p. Unpublished; Xeroxed.
  - \* Trade publications list - Statistical Reference, nos. 1-31, 1981. Unpublished; photocopied.
  - \* The United Nations family of libraries; a select bibliography (revised edition). October 1981. 14 p. Unpublished; photo-offset.
- Sanctions against South Africa: a selective bibliography. May 1981. 28 p. (ST/LIB/SER.B/32)  
Sales No. E/F.81.I.13

(c) Other publications

Annual report of the Dag Hammarskjöld Library at United Nations Headquarters, 1980. 23 p.

Current Bibliographical Information. Vol. 10, No. 8-12, Vol. 11, No. 1-3/4 (ST/LIB/SER.K.206-214)

Documentación de las Naciones Unidas. 1981. 54 p. (ST/LIB/34/Rev.1)

Documentation de l'Organisation des Nations Unies. 1981. 60 p. (ST/LIB/34/Rev.1)

Instrucciones para las bibliotecas que reciban documentos y publicaciones de las Naciones Unidas. 9 enero 1981. [27] p. Corrección. 27 abril 1981. 1 p. (ST/LIB/13/Rev.4 and Corr.1)

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Instructions à l'intention des bibliothèques dépositaires de documents ou publications de l'Organisation des Nations Unies. 9 janvier 1981. [26] p. Corrigendum. 27 avril 1981. 1 p. (ST/LIB/13/Rev.4 and Corr.1)

Instructions for depository libraries receiving United Nations Material. 9 Jan 1981. [25] p. Corrigendum. 27 April 1981. 1 p. (ST/LIB/13/Rev.4 and Corr.1)

UNBIS Thesaurus; list of terms used in indexing and cataloguing of documents and other materials relevant to United Nations programmes and activities. 1981. xx, 369 p. (ST/LIB/37; Sales No. E.81.I.17)

United Nations documentation. 1981. 51 p. (ST/LIB/34/Rev.1)

United Nations documentation news, No. 1-2. September and December 1981.

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

Fetzer, Mary K. United Nations depository libraries: status and prospects. Drexel Library quarterly: 16:87-101, October 1980.

Ikem, J.E. Documentation of UN and OAU. International library review (New York):13:287-300, July 1981.

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Piggott, M. Specialized vocabularies: United Nations. Indexer (Northampton, U.K.)12:63-64, October 1980.

Pobukovsky, M. Unesco's integrated documentation network: the computerized documentation system/ISIS system. Unesco journal of information science, librarianship and archives administration (Paris)2:195-203, July 1980.  
- Addendum Unesco journal of information science, librarianship and archives administration (Paris)2:257, October 1980.

Shaaban, Marian and Vida Margartis. United Nations and other international organizations. Government publications review (Elmsford, New York)8B:37-41, 1981, No. 1; 93-95, 1981 No. 2; 147-150, 1981, No. 3.  
Annotated list of selected documents.

Singh, Jitendra. Library and literature services of [the] World Health Organization. Herald of library science (Varanasi, India)19:37-51, January-April 1980.

Slamecka, Vladimir. The future of the information profession at the international level. In: New trends in documentation and information: proceedings of the 39th FID Congress, University of Edinburgh, 25-28, September 1978: edited by Peter J. Taylor. London, Aslib, 1980, 456-461.

Sobel, Samuel. The United Nations Libraries. In: Encyclopedia of Library and Information Science, vol. 32. New York, Marcel Dekker, 1981. p. 7-41.

Le système de documentation informatisé de l'Unesco. Documentaliste (Paris) 16:89-90, Mar-Apr 1979.

Thompson, George K. A videotex system for the United Nations: plans and pitfalls in the formative stages of development. Bulletin of the American Society for Information Science (Washington, D.C.) 8:20-23, December 1981.

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Williamson, L. Second world symposium on international documentation, June 20-22, 1980, Brussels. Tennessee librarian (Nashville, Tenn.) 32:24-26, Fall 1980.

World symposium on international documentation IFLA journal (Munich) 6:412-413, 1980, No. 4.

IX. Statistics of the Dag Hammarskjold Library, 1981

A. Workload Statistics

	<u>1981</u>	<u>1980</u>
I. <u>Acquisitions</u>		
UN and Specialized Agencies materials		
Hard copy additions	122,972	134,009
Microform additions	<u>21,335</u>	<u>25,066</u>
Totals	144,307	159,075
External materials		
Acquisitions by purchase	2,253	4,480
Gift and exchange receipts	10,329	11,333
Official document receipts	<u>126,087</u>	<u>138,217</u>
	128,669	154,030
Newspaper subscriptions		
Renewals	181	not
Cancellations	2	
Serials checklist records		
Unofficial	5,853	5,774
Official	<u>10,481</u>	<u>10,457</u>
	16,334	16,231
Exchanges		
No. administered	525	532
Reviews completed	117	34
Exchanges established	11	not reported
Exchanges cancelled	21	"
Exchanges proposed	9	"
Claims processed		
Unofficial serials	1,042	1,028
Official serials and orders	2,083	1,583
UN/SA materials	<u>16,862</u>	<u>10,772</u>
	19,987	13,403
Non-Library Processing (UNDP etc.)		
Items processed (searched)	6,691	8,015
Items ordered	5,579	7,172
Invoices processed	7,781	6,544

		<u>1981</u>	<u>1980</u>
<u>Acquisitions</u> (continued)			
Serial additions			
New titles added		435	594
Titles withdrawn		416	94
Serial issue receipts			
Unofficial			
Annuals	1,502	1,521	
Periodicals	33,761	33,332	
Newspapers	<u>51,057</u>	<u>51,105</u>	
		86,314	85,958 *
Official		86,517	49,728
		<u>1980/1981</u>	<u>1978/1979</u>
<u>Expenditures</u>			
Books		\$117,884.00	\$105,954.00
Serials		477,010.00	371,816.00
Microfilms		<u>5,188.00</u>	<u>3,303.00</u>
		600,082.00	481,074.00
Orders placed		4,392	5,857

## II. Processing

### UN materials

#### Computer produced indexes (UNDOC: Current Index)

Index pages submitted for reproduction	3,515	2,241
Records added to data base	9,483	10,981
Forms keyboarded	17,920	19,869
Shelflist cards computer-produced	9,420	9,433

#### Manually produced indexes

pages submitted	1,822	1,662
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#### Microfiche

Masters produced by contractor	15,000	13,569
Duplicates produced by contractor	60,000	54,276

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\* Total of 89,126 given in error in 1980 Annual Report

Processing (continued)

	<u>1981</u>	<u>1980</u>
<u>External materials</u>		
Current Bibliographical Information		
Computer-produced records	2,688	1,329
Manually produced records	<u>848</u>	<u>2,710</u>
	3,536	4,039
Monographs and serials catalogued		
Computer-produced records	4,988	1,819
Manually produced records	<u>934</u>	<u>3,569</u>
	5,922	5,388
Volumes shelved	12,308	11,343

III. Organization of the Collections

Binding - volumes prepared and sent	552	179
New shelves installed	4,010	541
Catalogue cards reproduced	24,800	24,627

Withdrawals

Serials	Total:	39,736	81,176
Periodicals	7,684	43,566	
Newspapers	31,242	37,480	
Official Gazettes	810	180	
Documents and books		36,488	73,660
UN/SA collection	30,000	65,206	
Main Stacks	6,488	8,454	

Filing and shelving

UN/SA collection	253,131	229,862
Periodicals stacks	168,782	161,257
Main stacks	123,564	72,093

Sales of withdrawn material

Pieces withdrawn for sale	6,488	8,484
Pieces sold	1,338	1,578
Amounts received	\$ 453.70	\$ 407.20

	<u>1981</u>	<u>1980</u>
IV. <u>Service to readers</u>		
Loans		
Main Loan Desk	19,993	20,457
Periodicals	45,086	79,787
UN/SA	66,502	35,309
Statistical Reference	8,119	8,157
Legal Reference	3,636	2,505
Other	<u>Not reported</u>	<u>249</u>
	143,336	144,781
Interlibrary loans processed	1,792	1,715
Interlibrary loan requests received		
Outside libraries	508	462
DHL official users	1,193	1,253
Interlibrary loan requests fulfilled	482	566
Library passes issued	1,537	1,330
Secretariat clearances processed	1,397	1,421
Periodicals circulated or routed	90,992	83,763
UN/SA	243	246
Official	39,570	35,810
Unofficial	51,179	47,707
Display of new material		
Newspapers	13,640	13,171
Periodicals	5,312	5,883
Books	444	312
UN/SA materials	320	635
Reference services		
Reference questions		
UN/SA Documents Reference	23,707	26,521
General Reference	17,987	15,337
Map Reference	3,595	4,093
Legal Reference	7,138	5,949
Statistical Reference	3,360	3,534
Acquisition Section	<u>1,936</u>	<u>1,504</u>
	57,723	56,938

B. Major Indicators

1. Resources available

- (a) Staff 1/
- |                                |    |
|--------------------------------|----|
| (1) professional               | 69 |
| (2) non professional <u>2/</u> | 92 |
- (b) Expenditures
- |                                 |              |
|---------------------------------|--------------|
| (1) library materials <u>3/</u> | \$337,901.50 |
| (2) Other <u>4/</u>             | 31,364.00    |

2. Additions to the collections

- (a) Items processed and added to the collection 5/
- |  |        |
|--|--------|
| (1) documents/Publications of organizations in the UN system <u>6/</u> | 141    |
| (2) documents/Publications of non UN system <u>7/</u>                  | 12,254 |
- (b) Items withdrawn from the collections 8/
- |                             |        |
|-----------------------------|--------|
| (1) UN system <u>6/</u>     | 30,000 |
| (2) Non UN system <u>7/</u> | 52,081 |
- (c) New Periodical titles received 9/
- |  |     |
|--|-----|
|  | 770 |
|--|-----|

3. User services

- (a) Reference queries handled 10/
- |  |        |
|--|--------|
|  | 57,723 |
|--|--------|
- (b) Loans 11/
- |  |         |
|--|---------|
|  | 143,336 |
|--|---------|
- (c) Interlibrary loans sent 12/
- |  |     |
|--|-----|
|  | 201 |
|--|-----|
- (d) Circulation of periodicals (issues routed) 13/
- |  |        |
|--|--------|
|  | 99,088 |
|--|--------|
- (e) Copying service 14/
- |  |         |
|--|---------|
|  | 272,577 |
|--|---------|
- (f) Briefings and tours 15/
- |                            |       |
|----------------------------|-------|
| (1) No. of tours/briefings | 76    |
| (2) No. of participants    | 1,021 |
- (g) Training
- |                         |     |
|-------------------------|-----|
| (1) No. of days         | 23  |
| (2) No. of participants | 124 |

4. Bibliographic services (publications produced/issued)

- (a) Accession/awareness lists 17/
- |                       |       |
|-----------------------|-------|
| (1) number of issues  | 118   |
| (2) number of entries | 5,815 |
- (b) Bibliographies
- (1) On demand/ad hoc bibliographies 18/
- |                              |        |
|------------------------------|--------|
| (i) number of bibliographies | 9      |
| (ii) number of entries       | 16,307 |
- (2) Published bibliographies 19/
- |                              |       |
|------------------------------|-------|
| (i) number of bibliographies | 5     |
| (ii) number of entries       | 1,630 |
- (c) Indexes 20/
- |                                 |       |
|---------------------------------|-------|
| (1) Number of index issues      | 22    |
| (2) Number of documents indexed | 9,484 |
- (d) Other publications 21/
- |  |   |
|--|---|
|  | 8 |
|--|---|



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 of the Library. (Unshelved but permanent items at Headquarters include 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).

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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.