

UNITED NATIONS

SECRETARIAT



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ADMINISTRATIVE INSTRUCTION

To: Members of the staff
From: Under-Secretary-General
Office of Conference Services

Subject: LIBRARY SERVICES

1. The purpose of this instruction is to describe the United Nations library services and to set out the conditions under which staff members and other authorized persons may use them.

Authorized users

2. The official clientele of the Dag Hammarskjold Library consists of Secretariat staff members and consultants; members of the permanent missions and delegations to the United Nations; members of consulates; accredited representatives of the specialized agencies; accredited representatives of intergovernmental and non-governmental organizations in consultative status; and press representatives regularly accredited to the United Nations. They may consult the library materials either within the Library or, with the exception of categories of material listed in paragraph 3 below, borrow them freely. Outside readers may consult library material within the Library but do not have borrowing privileges.

Loans

3. With the exception of the material described below, all material in the main library and the branch libraries may be freely borrowed:

(a) "Restricted" or confidential documents of the United Nations and specialized agencies may be consulted only with the express consent of the unit of the Secretariat or agency responsible for their contents;

(b) Documents distributed at meetings, seminars, workshops etc. and marked "For Participants Only" may normally be consulted only within the Library;

(c) Documents in provisional form may be consulted by all authorized users except outside readers. Users should bear in mind the provisional character of the documents and refrain from reproducing them or quoting them as an official record;

(d) Unbound mimeographed documents may normally be consulted only within the Library;

(e) Reference works, identified by inclusion of the abbreviation "Ref" in their call numbers; certain types of monographs and superseded editions of reference works stamped "Non-circulating Reference", which must be available on the premises at all times; atlases, dictionaries and glossaries of place names, gazetteers, pilots and travel guide-books located in the map collection; national and trade bibliographies and other works located in the Acquisitions Section and identified by the abbreviation "Biblio" in their call numbers; and latest issues of periodicals on open shelves in the Periodicals Reading Room do not normally circulate on loan;

(f) Material in microform may normally be consulted only within the Library.

4. In exceptional cases, material described in (b), (c), (d) and (e) above may be borrowed overnight at the discretion of the senior reference staff member at the service point concerned.

5. The normal loan period for bound sets of United Nations and specialized agency periodicals, mimeographed documents, Official Records and sales publications is one month. Monographs and bound volumes of periodicals in the Woodrow Wilson Collection and in the general book collection may also be borrowed for one month. Unbound issues of periodicals and maps may be borrowed only for two weeks. Shorter loan periods may also be imposed for material for which several requests are either received or expected. In branch libraries, the loan period varies according to the type of material and is determined by the respective librarian in charge.

6. All loans may be renewed if there is no waiting list for the material concerned, and the extension may be requested either in person or by telephone from the corresponding service points listed in paragraph 15 below. If any material is needed for frequent or prolonged use, it may be charged as a semi-permanent loan either to an individual staff member or to a section.

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Circulation of serial publications

7. Besides loans, serial publications are routinely circulated, upon their receipt, to Secretariat staff members who request specific titles. Circulation is primarily to ensure prompt and uninterrupted supply of specific periodicals and serials to staff members. In principle, routing is approved by the Chief of the Stack and Loan Section, in the order in which requests are received. In the case of specialized periodicals, priority in circulation is given to substantive units dealing with the subject concerned.

Interlibrary loans

8. Material required temporarily for official work but unavailable in the Library is procured through interlibrary loan from other libraries. However, requests to borrow material from other libraries for private or recreational reading are not accepted. Normally, material is borrowed from other libraries for two weeks, but extensions are possible in some cases. Any special regulations specified by the lending library must be scrupulously observed.

9. Whenever possible, the Library reciprocates by lending to other libraries. Not all materials available to the Library's official clientele may be borrowed by other libraries. Documents and publications of the United Nations and the specialized agencies are not lent to other libraries; within reasonable limits, photocopies are sent instead. Other material is lent only when there is little likelihood that it will be required by the Library's official clientele during the period of loan to another library. The period of loan for such material is two weeks.

10. The Library also provides on request letters of introduction to facilitate research in other libraries.

Outside readers

11. Scholars, writers, faculty members of educational institutions, doctoral candidates, officials of business and law firms and persons working in the mass media are admitted by special pass for a limited period not exceeding a week at a time. Any outside persons applying for admission to the Library may be requested to present identification and sufficient information concerning his project to

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satisfy the Library that the material he needs is not available elsewhere. In the case of doctoral candidates, the Library reserves the right to require certification by their faculty advisers.

12. The special Library pass allows its holder to consult books in the Library reading rooms, use the public catalogues and receive reference assistance in locating materials. It does not entitle him to borrow books or receive extensive reference or bibliographical services.

13. Carrels are available to outside readers for extended research and are assigned by the Chief of the Documents Reference and Indexing Section.

Service points

14. Books, periodicals and documents can be borrowed at the following locations:

	<u>Extension</u>	<u>Room</u>
Gazette collection	2105	L-1B-37
General collection	2695	L-105
Interlibrary loan	3805	L-105
Legal collection	2512	3455
Map collection	835	L-282
Periodicals	830	L-1B-10
Serials routing	2573	L-105A
Statistical collection	761	3075
United Nations and specialized agencies collection	4845	L-260
Woodrow Wilson Collection	4845	L-260

15. Information and assistance in locating materials are available at the following service points:

General reference	821	L-105
Legal and political questions	2512	3455
Maps	834	L-282
Statistics	761	3075
United Nations and specialized agencies	2501, 2502, 2504	L-221

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Hours

16. The hours during which the library facilities may be used by readers coincide with the normal working hours at Headquarters. Entrances and exits will be controlled in accordance with that schedule, even though the building is open half an hour before and half an hour after normal working hours for the library staff only.

17. This instruction supersedes information circular ST/ADM/SER.A/773.
