

U. S. BOOK EXCHANGE SERVICE



In cooperation with the
UNITED STATES BOOK EXCHANGE
THE LIBRARY OF CONGRESS

TECHNICAL AIDS BRANCH
Office of Industrial Resources

INTERNATIONAL COOPERATION ADMINISTRATION
Washington 25, D. C.

INTERNATIONAL COOPERATION ADMINISTRATION

SERVICES OF THE INDUSTRIAL TECHNICAL COOPERATION PROGRAM

TYPE III — TECHNICAL AIDS FOR OVERSEAS

● INDUSTRIAL REPORTS SERVICE

Provides basic information regarding:

1. Requirements for establishing and operating small factories in basic industries.
2. Man-hour requirements, operational characteristics, and equipment utilization in representing U. S. factories in selected industries.
3. Man-hour and materials savings through standardization, simplification, and specialization studies.
4. Supervisory and other specialized training procedures and techniques.
5. U. S. experience in specialized fields.

● TECHNICAL DIGEST SERVICE

Provides digests and abstracts, full length articles, and biographical references on U. S. developments in products, processes, and work techniques derived from U. S. technical, scientific, and trade periodicals, and other pertinent sources.

● TECHNICAL INQUIRY SERVICE

Provides answers to individual questions relating to products, processes, machinery and equipment, production operations, work techniques, management practices and concepts, factory engineering, and basic requirements for industrial production.

● TRAINING MATERIALS SERVICE

Provides basic materials for use by specialized technicians in the conduct of management, supervisory and specialized training courses in host countries.

● TECHNICAL LITERATURE SERVICE

Provides recommendations and guidance regarding current useful world-wide publications relating to industry and productivity improvement; distributes carefully selected and representative new publications of particular value for program use; and facilitates mission literature procurement.

● U. S. BOOK EXCHANGE SERVICE

Provides, on Mission approval, technical and scientific books and periodicals on exchange basis to overseas libraries.

● TECHNICAL EXHIBIT SERVICE

Provides, on loan, illustrative displays for demonstration of U. S. processes, techniques, and equipment; provides leadership and service in the preparation and use of technical exhibits as a media for exchange of technical know-how; and provides other visual material for program use.

● TECHNICAL FILM SERVICE

Provides guidance for and facilitates procurement of U. S. technical and training films for program use; provides representative U. S. technical industrial films and filmstrips on loan basis for short-term program requirements; and facilitates adaptation of films into foreign language versions for program use overseas.

PURPOSE OF THE USBE SERVICE

One of the primary purposes of this program is to enable the countries of the Near East, Far East, and Latin American areas to build up their stock of technical and scientific books and periodicals. A larger supply of this literature has already been made available to libraries in the European Area, as they have been receiving material for some time through the Technical Literature Service. As the allotment of funds for the European Area has been exhausted, further service to this area has been discontinued.

European libraries, which can pay the nominal USBE fee, may, however, become regular exchange members. Interested libraries are urged to write directly to USBE for further information regarding regular exchange membership.

OVERSEAS ACQUISITION OF LITERATURE LIMITED

There are certain current limiting factors on overseas acquisition of technical and scientific books and periodicals:

1. The perennial inadequacy of overseas library dollar budgets is the major limiting factor.
2. Libraries in many foreign countries are further limited by the high cost of such literature when it is acquired by foreign libraries, especially through foreign commercial channels.
3. Many desired items, especially of back numbers of technical and scientific periodicals, are not available through normal commercial channels.

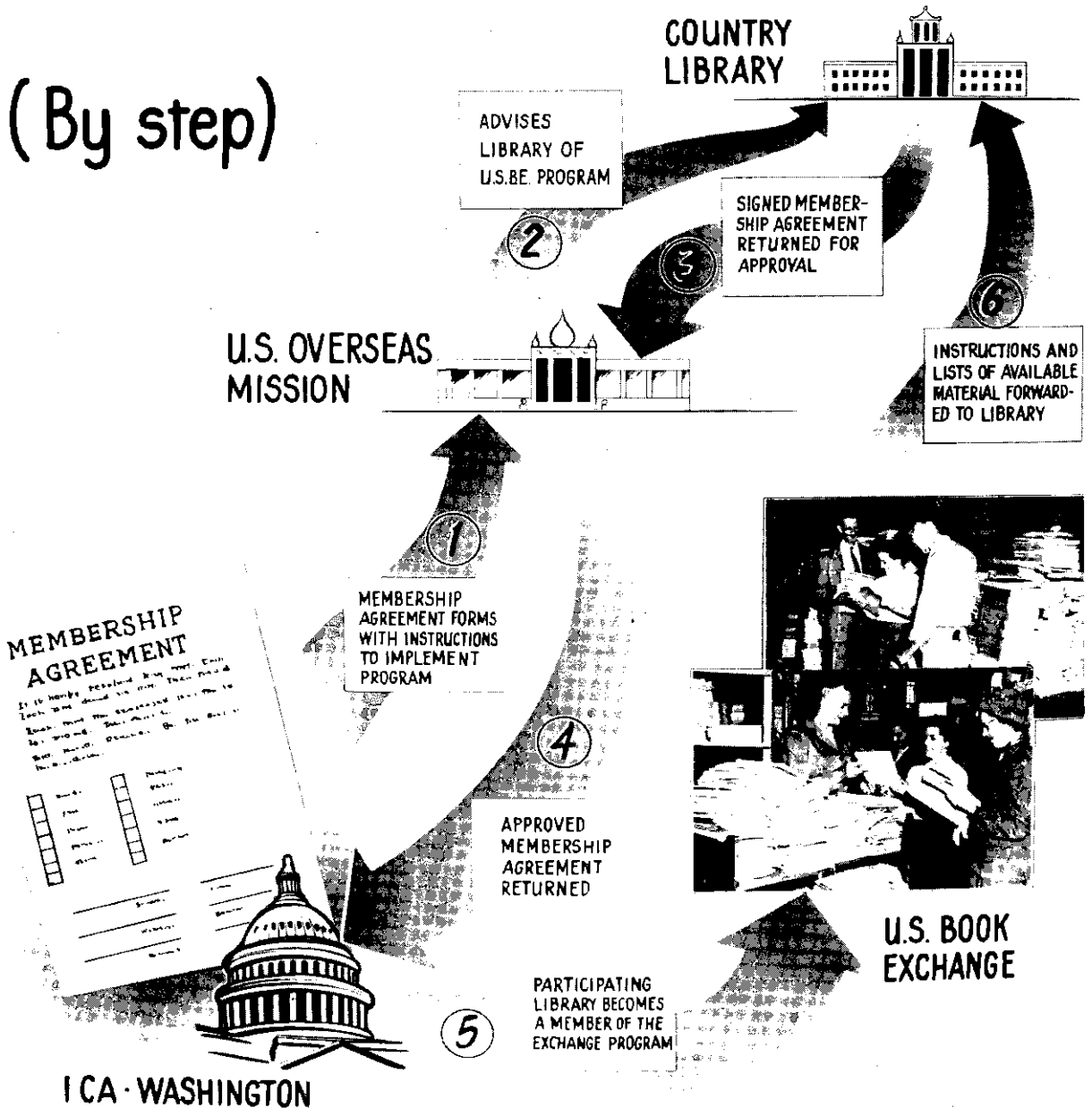
WHAT IS THE U. S. BOOK EXCHANGE?

USBE, which is sponsored by national learned societies and library organizations in the United States, is a co-operative clearing house for the national and international exchange of publications among libraries. Although it is a private, non-profit organization, the principal directors and officers include librarians of several major public,

ICA - USBE PROGRAM

HOW IT WORKS:

(By step)



private and university libraries. USBE is not in competition with normal commercial publishers and sellers since it deals largely with surplus materials. Materials supplied by USBE consist of surplus books and periodicals at least ten months old. Its present holdings number over three and a half million pieces, the majority of which are periodicals. Its yearly minimum receipts are at the rate of nearly one half million items.

HOW USBE OBTAINS EXCHANGE MATERIAL

The exchange program operates through the libraries of the United States and foreign libraries which send surplus material to USBE from their own collections for exchange credit. All participating libraries are notified of the materials that are available and they are permitted to draw the items which they want from these available materials. Participating libraries are supposed to balance out their contributions and their withdrawals on an item-by-item basis over a reasonable period of time; but USBE is quite prepared to let foreign libraries operate on long-term or permanent "overdrafts" on their exchange item accounts.

USBE cannot be utilized as an exclusive source of all literature requirements, as its available material does not cover such items as very recent technical and scientific books, subscriptions to magazines and other special items that might be required.

EXCHANGE MATERIALS AVAILABLE

USBE sorts, shelves, and lists publications which are received on exchange from its world-wide membership. Members receive monthly lists of foreign and/or U. S. publications, usually arranged according to language or country of origin. A revolving priority system assures USBE members of an equitable distribution of exchange materials.

Publications are available in all subjects and on many levels, from the post-graduate level down; the emphasis in available publications is on technical, scientific, and other research materials.

HOW TO USE THE SERVICES OF USBE

All types of libraries and institutions can utilize the services of USBE in several ways:

1. Additional volumes of U. S. technical and scientific literature can be added to the present volume supply of libraries through ordering books and periodicals from lists of available material which will be supplied by USBE to its members.

2. Books and periodicals can be obtained for certain technical and scientific categories which would be helpful to ICA programs and projects in any particular country.

3. Literature may be secured on request by specific title, independent of the USBE monthly list.

4. Complete libraries (e.g. public health) can be established.

5. USBE can be used as a straight procuring source to the maximum extent of its ability to furnish specially requested material.

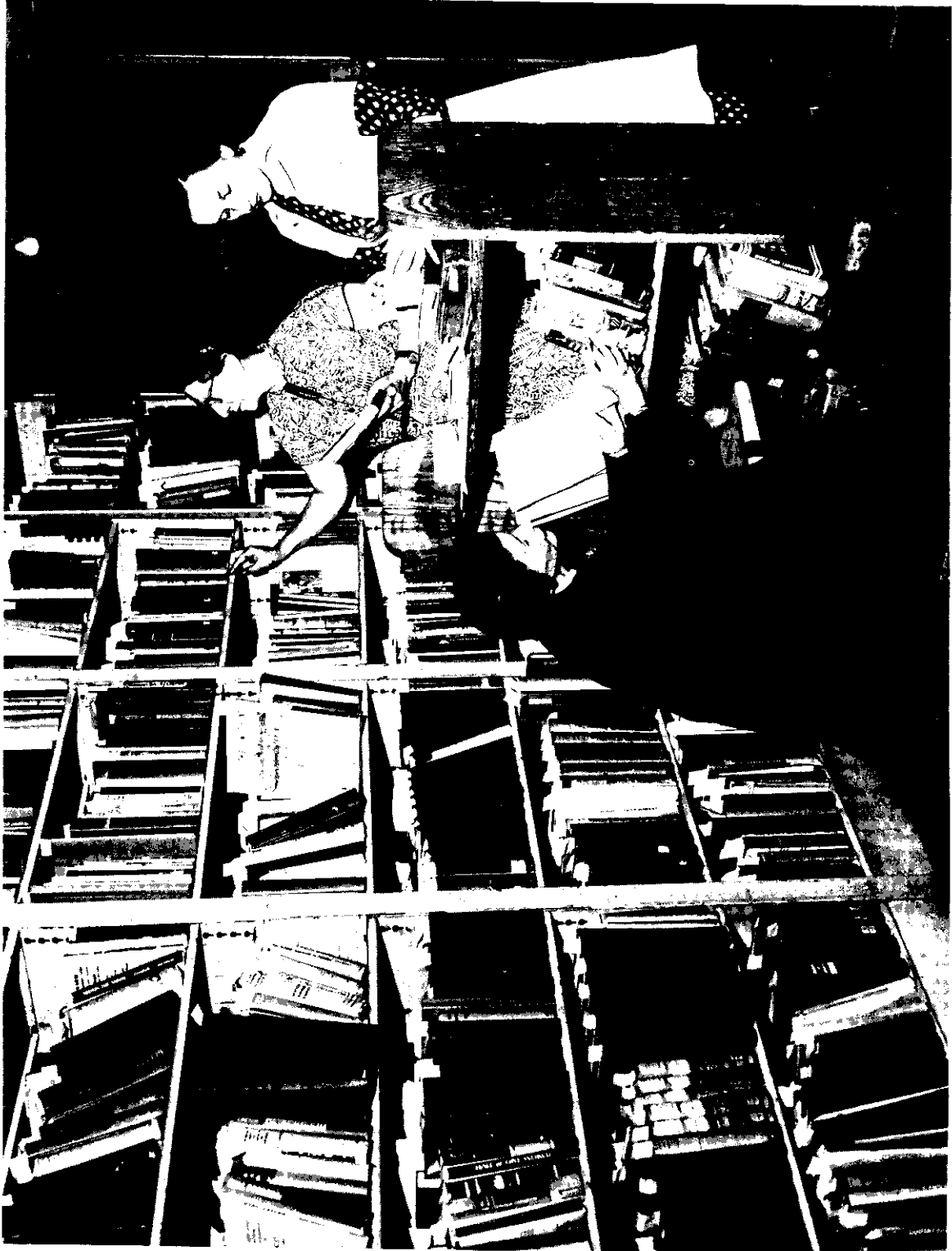
There will be no charge to libraries in the ICA-sponsored membership for any item that is supplied by USBE. A library simply orders the books and periodicals which it needs from the monthly USBE lists and it may also make special requests for specific items. (Refer to page 7 for specific direction.)

INSTITUTIONS ELIGIBLE FOR MEMBERSHIP

Any established organization or institution may become a member of USBE if it maintains a library and has either duplicate publications or publications published under the institution's imprint to offer in nominal exchange. Such organizations and institutions must, however, be approved by the USOM within the country and must sign a Membership Agreement.

The Membership Agreement states that the organization or institution will:

1. Undertake to send at least nominal exchange shipments of non-U. S. publications to USBE.



Members of the staff of USBE select books for shipment overseas.

2. Write to USBE for confirmation before sending multiple copies of books or periodicals in excess of ten.

3. Order from USBE lists and make special requests in accordance with established procedures of USBE.

4. Pay shipping charges on all shipments which are sent to USBE.

Present members of USBE may ask the USOM for permission to share in the benefits of the ICA program, if they have reached the maximum payment from their own budgets and have no other means of paying the U. S. Book Exchange fees. These members will be eligible to participate in this program at the discretion and approval of the Mission.

HOW THE USBE SERVICE OPERATES

After an agreement has been signed by the participating library and approved by the USOM, it should be forwarded to the Technical Aids Branch, Office of Industrial Resources, ICA/W.

USBE will immediately on receipt of a USOM approved agreement from the would-be participant:

1. Send to the participant directions for ordering.
2. Initiate sending monthly lists of available books and periodicals.
3. Pack and ship abroad material requested from the monthly lists.
4. Attempt to fill specific periodical requests and general-category requests when these are made.

Members of USBE should check the monthly exchange lists for their needs and forward them to USBE. If no items are needed, USBE should be notified by postcard or letter. The name and complete address of the member library should be noted on the return lists.

Volumes, issues and dates needed should be indicated on the USBE periodical lists. (Only back issues can be supplied on these lists.)

SUBMITTING SPECIAL REQUESTS

Members may submit Special Requests for periodical titles which have not yet appeared on the USBE exchange lists which they have received. Special Requests are given immediate attention as soon as USBE receives them. These requests should be submitted on 3x5 inch cards, giving name and address of the requesting institution, and the title, volume, issue and place of publication. Card order forms are available from USBE.

TIME REQUIRED TO FILL ORDERS AND REQUESTS

The USBE monthly lists to foreign libraries are to be returned to USBE within three months of receipt unless otherwise indicated. Orders from the lists are usually processed within one month after their receipt by USBE. If any of the items are not available at the first processing, requests are held on back order for one year unless the ordering library directs otherwise. Members should notify USBE of receipt of items in the meantime from other sources in order to avoid duplication.

When corresponding with USBE concerning periodical or book orders, members should specify whether the items involved are on the monthly list or a special request. If reference is made to the monthly list, the number of the exchange list must be indicated in the correspondence.

DISCREPANCIES IN SHIPMENTS FROM USBE

Shipments received from USBE should be examined for error within ten (10) days of receipt. Material received in error should not be returned to USBE without prior correspondence with USBE. Exchange credit will be allowed in the case of libraries returning items which have proved to be duplicates in their collection.

ACCEPTABLE EXCHANGE MATERIAL

Member organizations and institutions may forward any of the following publications to USBE for exchange credit:



... type member libraries.

1. Publications in research fields.
2. Monographs in science and technology published during the last 10 years.
3. Monographs published in the humanities, arts or history during the last 15 years.
4. Recognized classics of older date.
5. Periodicals in the same fields, both scattered and long runs (no date limit).
6. Research publications issued by member institutions.

NOTE: Newspapers are not acceptable. Members outside the United States should not send U. S. publications to USBE for exchange credit.

Members may mail lists of available publications for USBE to check, but unsorted shipments will be accepted. Not more than 10 copies of any book or periodical should be forwarded for exchange credit. More copies may be sent, however, by previous arrangement through correspondence with USBE.

Members will receive exchange credit for those items which qualify for exchange, according to the number of books, periodicals, etc., which have been forwarded to USBE. Each item is given one unit of credit. No monetary value, however, is placed on exchange publications.

SHIPPING ARRANGEMENTS FOR MATERIALS FROM OVERSEAS

All organizations and institutions must pay the shipping charges on the publications which are sent to USBE. This is the only expense incurred by any foreign organization or institution under the ICA-sponsored program.

Shipments from abroad should be prepaid to Washington. If shipments are made by freight, they must be prepaid to Washington, via Baltimore, Maryland, if that is possible.

All shipments should be addressed to:

The United States Book Exchange, Inc.
The Library of Congress
Washington 25, D. C.

NOTE: Foreign organizations and institutions should obtain shipping instructions from the USBE before sending:

1. Publications in English.
2. Publications with a declared evaluation of over \$200.

DISSEMINATION OF INFORMATION REGARDING THE SERVICE

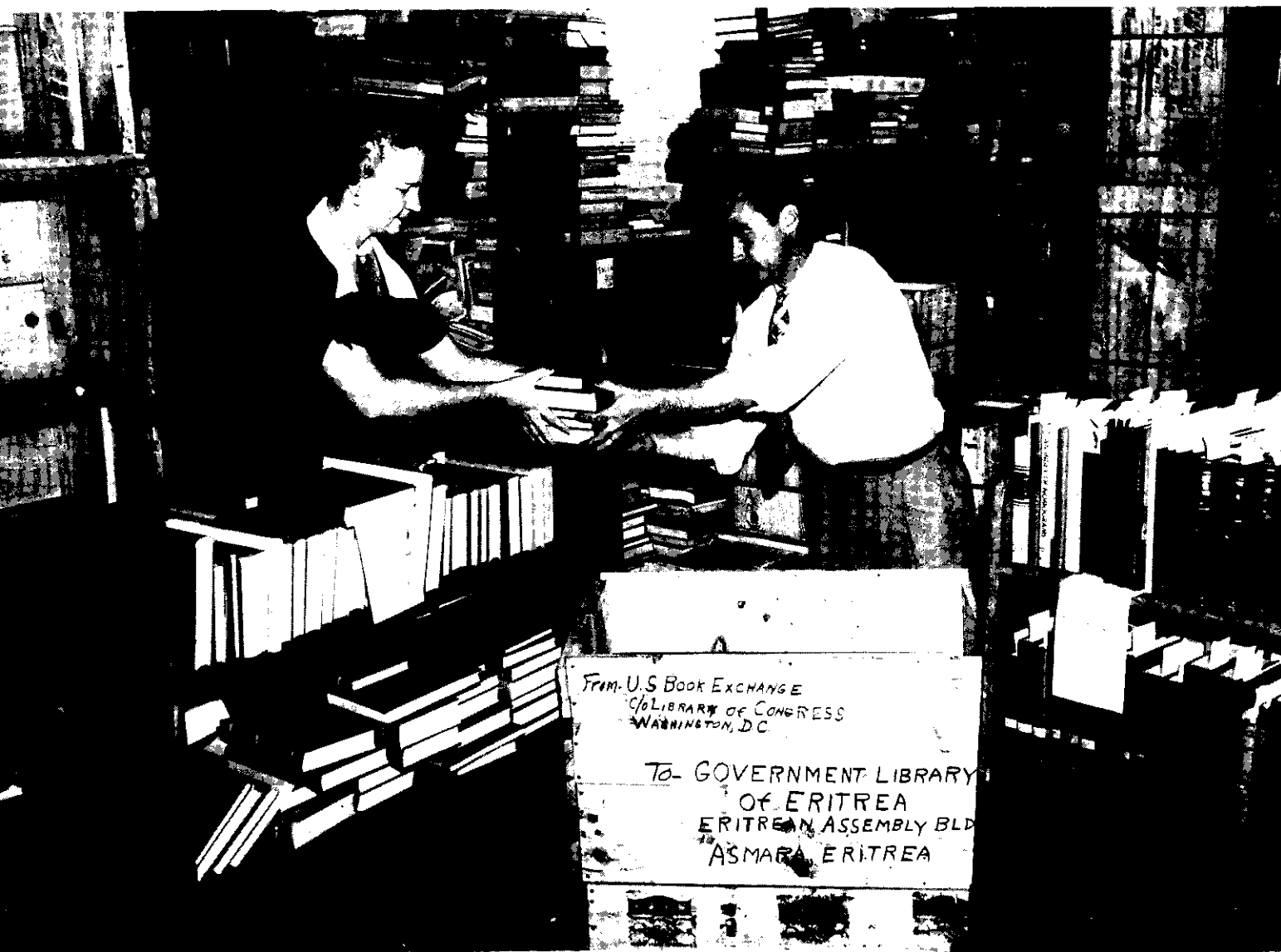
The Mission can disseminate information regarding the availability of the USBE Service in several ways:

1. Send copies of this information bulletin to:
 - a) All known libraries which the USOM is willing to sponsor.
 - b) Industrial Technical Centers.
 - c) Trade Associations and similar organizations.
 - d) Industrial establishments which maintain libraries.
2. Insert articles in Trade Journals.
3. Arrange for stories in newspapers.

WHERE TO OBTAIN FURTHER INFORMATION ABOUT THE SERVICE

Further information regarding the USBE service may be obtained at the U. S. Operations Missions, Industrial Technical Centers in the country or inquiries may be addressed to:

Technical Aids Branch
Office of Industrial Resources
International Cooperation Administration



Packing a consignment of books for an ICA-USBE member library.

USBE SPECIAL SERVICE TO NEWLY ORGANIZED LIBRARIES

USBE can render special service to libraries which are being organized. Although the new library may not have any immediate prospect of items for exchange, it can take advantage of the large amount of material available at USBE to assist in starting its collections.

The number of publications which can be provided under this plan will depend on the following factors:

1. The total amount of funds available for the area in question under the ICA/USBE contract.
2. The extent of the library's need, including the amount of aid available from other sources and the proportion of such aid to the proposed size of the initial collection.
3. The subject categories needed.
4. The purpose, size, and character of the service to be offered by the proposed library (i.e. what service for what kind and size of clientele).

The rate at which shipments can be made will be proportionate to the size of the collection to be sent and the availability of materials. In general, a sizable shipment will be made every two months until the allocation has been completed.

The types of available publications will depend on the exchange stock during the period of allocation, but, in general, it will include the following:

1. Late books (within the last 15 years) in English, and to a limited extent in other languages, in the basic subject groups requested by the librarian; classics of older date in the same fields.
2. Back files (from the beginning of publication or any selected date, up to 1957) of U. S. periodicals basic to the subjects indicated.
3. Popular magazines and books for general reading if these are required.

4. Certain types of basic reference materials such as periodical indexes, directories, dictionaries (usually old), government documents, etc.
5. Research publications in specialized fields of interest, where these are required.

All of the above mentioned categories can be supplied by USBE through:

- a) Professional allocation by USBE officers, with records kept to avoid duplication,
- b) USBE lists of available publications, from which the librarian can order specific items,
- c) Combination of the two methods.

For further information regarding this special service write to:

U. S. Book Exchange
Library of Congress
Washington 25, D. C.

SELF-ANSWERING QUESTIONNAIRE

1. What kinds and types of libraries may benefit from the ICA/USBE program?

All kinds, including college and university, technical, industrial, governmental or non-governmental; old or new, established or just beginning.

The only requirements are that:

- a) A library be maintained for use of the institution and its members and/or the public.
 - b) The local ICA Operations Mission approve the participation by counter-signing the Membership Agreement.
2. How can a library without publications of its own enter into an agreement which involves exchange?

- a) Libraries may use for exchange not only their own publications, if any, but also books and journals contributed by outsiders, and not needed in their own collections, publications of any country except the United States, duplicate publications no longer needed in the library, etc.
- b) Multiple copies of publications (up to 10 without notice, or more if agreed upon by USBE) can be sent for exchange credit.

Remember that USBE can, for an indefinite period, send out more publications to libraries abroad than it receives from them.

3. Can USBE accept for the use of American libraries publications in other languages than English?

Yes. American libraries can make use of publications in any language in the world. For listing purposes, USBE would appreciate having English title-slips attached to any publications that are not in the Roman or Cyrillic alphabets.

4. Are libraries which became USBE members limited to this one exchange program?

Not at all. USBE serves libraries everywhere as an addition to any other means they may wish to employ for procuring books and periodicals. The 3-1/2 million items which USBE currently maintains make it possible for USBE to supply large files and stocks of material which can be supplemented by any other process the library may wish to use.

5. Can USBE supply subscriptions to journals or newly-published books?

No -- because all USBE materials come in on exchange. But U. S. libraries release periodicals on exchange within the current year, and technical books are also often available within a year of publication date.

NUMBER OF ICA-USBE MEMBER LIBRARIES
(As of June 30, 1957)

African and European Area

Eritrea	1
Ethiopia.....	—
Liberia.....	6
Libya.....	5
Morocco.....	—
Tunisia.....	—

Austria.....	9
Belgium.....	2
Denmark.....	2
France.....	—
Germany.....	—
Iceland.....	3
Ireland.....	—
Italy.....	—
Netherlands.....	2
Norway.....	4
Portugal.....	3
Spain.....	—
United Kingdom.....	—
Yugoslavia.....	<u>10</u>
Total.....	47

Near East and South Asia Area

Afghanistan.....	—
Ceylon.....	4
Egypt.....	9
Greece.....	23
India.....	33
Iran.....	6
Iraq.....	21
Israel.....	18
Jordan.....	—
Lebanon.....	14
Nepal.....	—
Pakistan.....	37
Turkey.....	<u>6</u>
Total.....	171

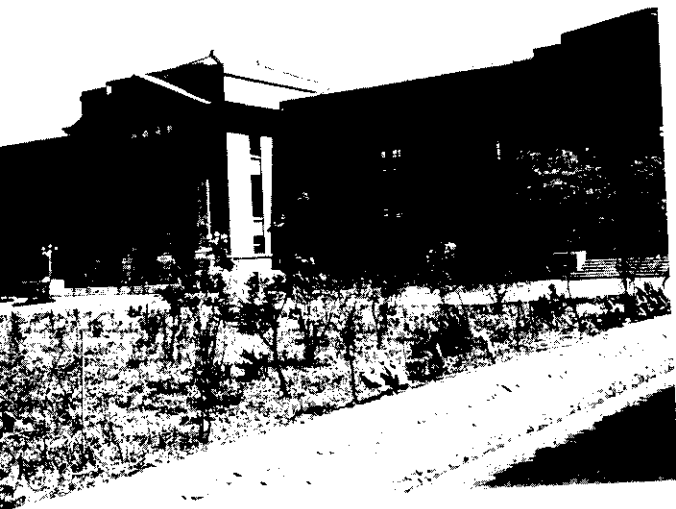
Latin American Area

Bolivia.....	11
Brazil.....	64
British Guiana.....	—
British Honduras.....	—
British W. Indies.....	1
Chile.....	13
Colombia.....	14
Costa Rica.....	8
Cuba.....	6
Dominican Republic.....	1
Ecuador.....	4
El Salvador.....	1
Guatemala.....	11
Haiti.....	4
Honduras.....	—
Jamaica.....	—
Mexico.....	7
Nicaragua.....	—
Panama.....	1
Paraguay.....	5
Peru.....	17
Surinam.....	—
Uruguay.....	14
Venezuela.....	<u>5</u>
Total.....	187

Far East Area

Cambodia.....	2
Indonesia.....	40
Japan.....	13
Korea.....	46
Laos.....	—
Pbilippines.....	6
Taiwan.....	12
Thailand.....	31
Vietnam.....	<u>2</u>
Total.....	152

African and European Area.....	47
Far East Area.....	152
Latin American Area.....	187
Near East and South Asia Area.....	<u>171</u>
Grand Total.....	557



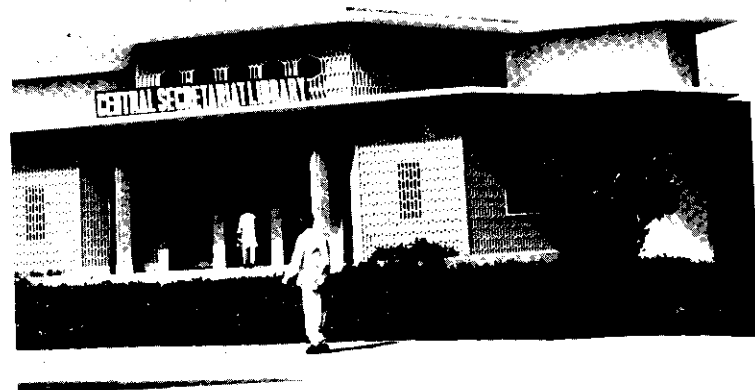
Taiwan Normal University Library, Taipei, Taiwan.



The Public Library, Baghdad, Iraq



Library Training Institute, Djakarta, Indonesia



Central Secretariat Library, Karachi, Pakistan.

ICA-USBE LIBRARY BUILDINGS

SAMPLE ORDER FROM A LIBRARY

THE UNITED STATES BOOK EXCHANGE

General Exchange List EP-9

Date Due:

Name of Requesting Institution

**U.S.B.E.
List EP-9**

**Library - Univ. of Momo
Caracas, Venezuela**

U.S. PERIODICALS - UNBOUND

The U.S. periodicals listed below represent a number of titles which we have in quantity. Therefore, please indicate under each title the volumes and issues needed by your library, and wherever your records permit, indicate also the year. Dates on this list are approximate. If you wish to order earlier or later volumes and issues, it is quite possible that we can supply them.

Handling fees will be charged at the usual rates.

**American Ceramic Society. Abstracts,
bulletin, journal. Easton, Pa. 1947-1952.**

**Bibliography of scientific and industrial re-
ports. Dept. of Commerce. Washington D.C.,
1946-1948.**

**American city. New York, N.Y., 1920-1953.
V. 65 (1950): 1-3, 7-12
V. 66 (1951): 1, 3, 7
V. 67 (1952): complete volume**

**Bird lore, now Audubon, magazine.
Harrisburg, Pa., 1919-1930.**

**American ephemeris and nautical almanac.
Washington, D.C., 1901-1952.
1940, 1942-'48, 1950**

**Borden's review of nutrition. Research.
New York, N.Y., 1946-1952.
V. 8, 11, 13
V. 14: 1-5**

**American Magazine. New York, N.Y., 1908-
1924.**

**Chemist analyst. Phillipsburg, N.J.,
1928-1951.
All available issues: 1935-1938.**

**American photography. Boston, Mass., 1944-
1952.
All issues: 1946-1950**

Combustion. New York, N.Y.

**American psychologist. (American Psychologi-
cal Assoc.) Baltimore, Md., 1946-1953.
All issues: 1946-1953
(complete volumes only)**

**Educational method. (Formerly: Journal of
education). Wash., D.C., 1934-1943.**

**American Society of Agronomy. Journal,
Geneva, N.Y., 1931-1947.**

Hispania. Baltimore, Md., 1937-1950.

THE UNITED STATES BOOK EXCHANGE, INC.
LIBRARY OF CONGRESS
WASHINGTON 25, D.C.

MEMBERSHIP AGREEMENT FOR OVERSEAS INSTITUTIONS

Name of Institution _____

Address _____

This institution wishes to become an exchange member of the U.S. Book Exchange in accordance with the terms described in *Procedures Established by USBE*. We understand these terms and we agree to the following provisions:

1. We shall undertake to send at least nominal exchange shipments of non-U.S. publications to USBE in order to maintain exchange credit. We agree to write USBE for confirmation before sending multiple copies of books or periodicals in excess of ten.
2. When ordering items from the USBE lists, or when making Special Requests we will order according to the directions in established procedures.
3. We will pay shipping charges on all shipments which we send to USBE. (Shipments by freight must be prepaid through Washington via Baltimore, Md., if that is possible.)

Subject interests (please check):

_____ Agriculture
_____ Applied Science
_____ Economics
_____ Education
_____ Engineering
_____ Fine Arts
_____ Government
_____ History
_____ Law

_____ All Fields

_____ Literature
_____ Medicine
_____ Natural Science
_____ Philology
_____ Philosophy
_____ Public Administration
_____ Public Health
_____ Social Science
_____ General Works (Library Science,
Reference Books, etc.)

MISSION APPROVAL:

_____ Mission

_____ Signed

_____ Position or Title

_____ Date

_____ Signed

_____ Position or Title

_____ Date

