

NGUYEN T. MINH TRAM

Type correspondence (for Mr. Child, Kim Sa, Dao and Hoa)

Prepare orders under direction of Dao

Type secondary ~~xxxxx~~ catalog cards and type some
first ~~xxxxx~~ catalog cards under direction of Kim Sa.

Type monthly bulletin

Prepare book cards, book pockets, mark books

File author, title and subject catalog cards in catalog.
To be revised by Kim Sa or Hoa

Fill in at circulation desk during absence of other staff

JOB DESCRIPTION FOR MRS. TRAM

Morning: If Thu Nga needs help (check every morning with her) assist her with filing, checking etc. in "Books on Order" Catalog

If Thu Moes not need help the following jobs should be done continuously.

- 1) Check slips in "books Received" against catalog. Take out those slips of books already cataloged.
- 2) Check book lists against catalog and "Books Received."

Give about equal time to 1 and 2. (I suggest one day you spend your time on 1, the next on 2, etc.)

Afternoon: Assist Dao with typing cards, shellacking and marking books, anything else .

Type co response etc. for Miss Heyman. Usually do this in the afternoon, unless ~~xxx~~ I specially tell you to do in morning.

Type monthly book-lists.

Other jobs to be done at the discretion of Miss Heyman.

BUI THIE DAO

All phases of book ordering.

Decide on dealer, under your supervision have book orders typed by Tram, be sure all is checked in "on order" and in catalogs before books are ordered. (Mr. Le should do this mainly in the evening, if necessary also Phuc)

Get bills ready for payment

Receive books

Order LC cards

Responsible for supplies. When supplies are needed fill out the forms and check with Mr. Child who will sign for orders.

Adapt LC classifications to our library. Add Ref. to reference books. Make all necessary changes on LC cards before giving Kim Sa for revision

Classify books with LC cards but without Dewey numbers

Classify as far as possible new books with help of LC author catalog

Classify books ~~up~~ from shelves upstairs. Assign subject headings. To be revised by Kim Sa.

In case of absence of Kim Sa or if Kim Sa is too busy with special projects, revise cataloging and do first cards upstairs.

Fill in at reference desk. Answer reference questions.

U. S. GOVERNMENT
SAIGON VIETNAM

Michigan State University Group
(Agency)

FOR PERSONNEL OFFICE

Number

Title

Grade

Date Allocated

Approval

OFFICIAL POSITION DESCRIPTION

LOCAL EMPLOYEE

Name Miss BUI THI DAO

Position Title Library Clerk Grade FSL 8

Office or Division Institute Library (NIA) Section

DESCRIPTION OF DUTIES : (Describe briefly but completely all the work you perform)

Type catalog cards from instructions, and use of library reference books.

Letter books.

File catalog cards.

Type Book Orders and some letters.

Assign Cutter Number to books.

Shelve books and has general supervision of shelving.

Assist in checking in magazines and newspapers.

In charge of circulation of books, and sending out notices for overdue books and other publications.

Print small signs for shelves and others as needed.

Check in new books, accession and emboss them.

Write for Library of Congress cards, and check cards when they arrive.

Help to translate and interpret French and Vietnamese when necessary.

Mr. Fox - Is this enough? Mr. A

Mr. Lieu performs the following duties.

10 Assists in the classifying and cataloging of books,

10 Supervises the arrangement of books, periodicals and
and newspapers on shelves.

50% Makes lists of all new books, and types catalog cards
for them, and orders Library of Congress Cards.

10% Makes out purchase orders for all new books, supplies
etc., needed for the library.

10% Writes letters in French and English to Government
printing offices for official publications, and
inquiries to publishers concerning books and periodicals.

10% Does all the lettering for shelf labels, and on books.

Performs all the duties of Librarian, in the absence of
the Librarian.

Confidential

Nguyen T. Minh Tram

9 - maybe 8
next time

She has been with MSU for two years. One year she was with the Typing Pool and she has been working in the library for about a year.

She is quite bright, more intelligent than Nham and perhaps even more intelligent than Phuc, and she is a person that learns quickly and can improve.

~~She is quite bright~~ However, she is very lazy, and is not very cooperative, and often does not do things she does not like, or even when she is told. So far she takes no orders from Kim Sa, and never does anything for Miss Hoa (they don't get along at all) and even Dao has difficulties with her. She often just sleeps. Yet, she is pregnant, and perhaps we should excuse her laziness for this reason to a certain extent.

I am doing her job evaluation and am getting it already, and even will ~~review it~~ review it with her. Then about Nov. 18, Mr. Lan will send it to you for signing.

She is only a 9 and the type of job she is doing plus the fact that she has been with us probably should make her a 8. But I am not promoting her, because of her laziness I didn't promote Phuc who works much better ~~who is~~ is 8 because Dao is only 7, and we couldn't have Phuc with same rating as Dao. Although Tram's job should be 8 it would be very unjust to promote her and none others.

However, I shall tell her if she improves, if she does more work and works well with the other girls, she will get a promotion in 6 months.

Therefore I highly recommend that you review her case in about 6 months and ask Dao, ~~Kim Sa~~? and Kim Sa about her work, and possibly your own judgement, and then she should be promoted to 8. If Dao is a 6 by then, Phuc should become a 7.

Mrs. Tram was never hired by the library. She came to work on a special project (typing the catalog) and then wanted to stay. As we have a lot of work, and as I recognized that she is quite bright, I let her stay. However, if there ever should be a real reduction of force, she should be the first one among library staff to go 1) because she came latest 2) because she isn't too productive 3) because of her difficult personality.

EVALUATION OF MISS TI

by

Juliane M. Heyman
February 21, 1961

Although I only have had the opportunity to know Miss Ti and observe her work during one week, and therefore am perhaps not qualified to give my judgment, I should nevertheless like to record my impressions regarding her competence and qualifications.

Miss Ti seems to have a good general educational background and a familiarity with the social sciences which are prerequisites for a professional librarian for the NIA library. In addition, I believe she has received the necessary professional education and training in library science in the Philippines in order to carry out her duties as head NIA librarian. I have not noticed any professional inadequacies in her work in the library.

Miss Ti is not only able to perform the regular duties of a professional librarian such as classification, cataloguing, acquisition, reference, etc., but she is also imbued with the philosophy of modern librarianship and has a good understanding of the contribution that a library can make to an institution. Miss Ti is a devoted and loyal librarian. She likes her profession and is very sincere in her desire to further the NIA library and the library profession in Vietnam.

In addition, Miss Ti has administrative abilities. She had demonstrated that she can supervise the work of others and she has effectively organized the work of her staff.

She is a serious, responsible person with a pleasant personality. Her subordinates seem to get along with her in spite of a very difficult situation, which could have caused a lot of friction. I am referring to the fact that the rest of the staff receive much higher salaries--one person receiving almost double the amount of Miss Ti's present salary.

She is not an aggressive person; yet I believe that she is not easily intimidated and would stand up for what she believes is right.

Miss Ti has an excellent command of the English language; she is fluent in French, of course, and has some knowledge of Spanish. In addition, she now is studying German.

If there are perhaps some weaknesses in her performance, I would say that there are weaknesses related to her lack of experience. It must be remembered that she is holding a position of great responsibility

which in Western countries would require from 4 to 8 years of professional experience, in addition to a M.A. level educational background.

It is very shocking that Miss Ti's salary and prestige are so low. I will not go into this, because it has been discussed many times and has been referred to in various reports. Anything that could be done to improve the situation should be done, for if the NIA will lose Miss Ti the library would disintegrate in a very short time. It must be remembered that at this time she is the only librarian with a professional library degree in Vietnam and the NIA should be very pleased and proud to have her on their staff.

The development and future of the NIA will be hampered by the low position of the librarian.

Although I believe that her education is adequate for the performance of her work in the library, if it would enhance her status it would perhaps be desirable to send her to the United States for the Master's degree in library science. I would also like to raise the question of what will happen to Miss Ti once Kim Sa returns from the United States with the M.L.S. degree, and Miss Ti, who should always have the head library position at the NIA because of her maturity, competence and administrative ability, has only the B.A. from a Philippine University, which unfortunately has less prestige in this country than a U.S. degree.

PHAM THI HOA

Responsible for Circulation with half time assistance
of Phuc

Reference in cooperation with Kim Sa

Bindery (assistance of Mr. Nham for accession of bound
periodicals)

Periodicals

Pamphlet File - Assign Subject headings to pamphlets.

When time permits translate English Subject Headings
for Vietnamese Index. Should then be sent to
Translation Pool for checking and be typed and
filed by Tram

Do some classification - a few hours a week to get the
practice

U. S. GOVERNMENT
SAIGON VIETNAM

Michigan State University Group
(Agency)

OFFICIAL POSITION DESCRIPTION

LOCAL EMPLOYEE

Name NGUYEN THI THU-NGA

Position Title Library Clerk

Office or Division Michigan State Univ. team

Grade PSL-7

Section Library

DESCRIPTION OF DUTIES : (Describe briefly but completely all the work you perform)

Catalog books from instruction and by the use of the Library of Congress catalog, and prepare and supervise work of the second assistant.

Assign Author numbers to the "Call number" by having learned the use of the "Cutter table"

Keep record of supplies.

Supervise Book shelving and arrangement of books and periodicals, making the shelf labels and any adjustments needed as shelves get overcrowded.

Check in Periodicals and newspapers, making several sets of records for the Library and for the director of the Institute

Letter books by using the Electric Stylos and supervising the lettering of paper-bound books, done by an assistant

Assist in checking in new books and making records of them.

Number books by the numbering machine for chronological record

File catalog cards.

Type order slips for LC cards, and process them when they are received.

Type stencils when they are required

Prepare books and magesines for the bindery, making records of those sent and checking when the books are returned.

Check in and process United Nations publications.

FOR PERSONNEL OFFICE

Number

Title

Grade

Date Allocated

Approval

zDO MABH NHAM

Shelve books daily

Type secondary catalog cards and some easy first cards

Type book cards, book pockets,

Mark books

Shelve shelf list cards

Accession books

Fill in at circulation desk

Assist Miss Hoa in checking in bound periodicals from bindery