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MICHIGAN STATE UNIVERSITY
VIETNAM TECHNICAL ASSISTANCE PROJECT

OFFICE MEMORANDUM

TO: Guy Fox

FROM: Frank Child *FC*

SUBJECT: Library staff

DATE: July 12, 1960

Can we make an early, definitive decision with the NIA on the matter of whether or not Mr. Le of the library is to be replaced? While the issue is not an earthshaking one, I think it is important that the matter be settled promptly.

The alternatives are four:

- (1) MSU could provide a replacement;
- (2) the NIA could provide a replacement;
- (3) the library could be closed evenings and Saturday afternoons;
- (4) the work load could be distributed among the remaining staff.

Apparently no. 2 is not now possible. I find nos. 1 and 3 undesirable. I recommend no. 4. This would mean that the nite and Saturday afternoon duty would be rotated among the remaining (qualified) staff and that they would be relieved of an equivalent amount of regular daytime duty.

In[~]away, this simply postpones the issue, although less obviously so than does solution no. 1. I think it is important that the library hours be maintained to encourage library use and to provide study hall facilities. I would hope that this issue could be used to remind once again the NIA that MSU is phasing out and that they had better prepare for it.

Incidentally, if you agree to this, would it be appropriate to have Miss Ti carry the suggestion to the NIA? I am a little irked that the NIA seems to think this whole thing is an MSU rather than an NIA problems.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM

Bob H.
F. U. L.
[Signature]

TO: Don Aschom
FROM: Frank Child *FC*
SUBJECT: Library Personnel

DATE: July 18, 1960

The old overtime schedule for the library was as follows:

Mr. Nham	Monday, Friday	5:30 to 8:30	6 hrs. per wk.
Miss Dao	Wednesday	2:30 to 5:30	3 hrs. per wk.
	Total		<u>9 hrs. per wk.</u>

Mr. Le, who just resigned, worked:

Tuesday, Wednesday,			
Thursday	5:30 to 8:30		
Saturday	2:30 to 6:30	13 hrs. per wk.	

Miss Ti has distributed Le's work as follows:

Miss Phuc	Tuesday, Thursday	5:30 to 8:30	6 hrs. per wk.
Miss Dao	Wednesday	5:30 to 8:30	3 hrs. per wk.
(Miss Phuc and Miss Dao alternate Saturdays 2:30 to 6:30 - 4 hrs. per week.			
TOTAL			<u>13 hrs. per wk.</u>

As I said this morning, I think we should set January 1, 1961, as the limit of the period during which MSU will continue to support the extra hours, and that negotiations should be undertaken with the NIA to induce them to accept this financial responsibility as a part of the general transfer of MSU activities.

In our discussion this morning I suggested that we also seek agreement with the NIA about systematic transfer of the remaining MSU library personnel to the NIA payroll. At that time we talked in terms of releasing one MSU employee every six months during the remainder of our contract. I have had some second thoughts about this scheduled reduction in our payroll.

It is clear that the NIA will not be able to absorb the entire existing library staff, nor will it be necessary. A major activity of the present staff is the ordering and cataloging of new library books. This work is a function of the MSU book budget. A larger than normal staff will be necessary during the period when MSU is building the NIA library. When the MSU contract ends, acquisitions

and staff needs will decline simultaneously. Thus, it would appear reasonable that we relate our financial support of library personnel to acquisitions policy, i.e. we continue to support a portion of the library payroll to the very end of our contract.

This consideration should have no affect on our determination to limit the time during which we will support the work done formerly by Mr. Le, nor should it affect our determination to encourage a gradual transfer of responsibility to the NIA. It ~~does~~ however, affect the rate at which we will withdraw our financial support.

TRANSLATION

Library F
G. Fox
your copy
LDM
Circulates to
child &
alt.

Saigon, July 25, 1960

TO: The Chief Advisor, MSUG
FROM: The Rector of the NIA

Dear Mr. Chief Advisor:

In reply to your letter of July 16, 1960, the NIA has the honor to confirm the expedition of the procedure of nominating a staff member in charge of the NIA Library in the evening.

However, since the red tape procedure requires a period of possibly a few months while our present staff members are just sufficient to undertake office work at daytime, the NIA has the honor to request that you kindly designate a member of your staff to take over the NIA Library in the evening and pay his salary until a new employee of the NIA is appointed.

Sincerely yours,

/s/ VU QUOC THONG.