

January 24, 1958

To: Mr. Roberts, Personnel Office
From: Mr. Gardner, Library Advisor
Subject: Proposed Reorganization of Library Staff

The following might be used in an introduction to your report to the Embassy Personnel Office:

In September 1955 when the first American Library Advisor arrived in Saigon, the library at the National Institute consisted of only a few hundred books housed in an empty chapel at the rear of the Institute. A little over two years later we find ourselves with a collection of over 6000 books in addition to an estimated 1500 periodicals and government documents. We now give service to over 200 full-time students and faculty and to 1700 part-time students, in addition to serving as a documentation and information center for all the ministries and agencies of the Vietnamese government. To meet these growing demands our staff has grown from the original two employees to a total of five, in addition to the American advisor. A sixth staff member is needed immediately. It has become increasingly evident in the last few months that we must undertake a job analysis and classification study in order for us to organize our staff in a more effective manner and in order to define particular tasks within the organization. Furthermore, recognition must be given to those of our staff who have participated in our library training program over the past 18 months - both the on-the-job training provided by my predecessor and the more formal lectures and classes in cataloging and classification and in reference methods held on a daily basis since my arrival last July.

RKG/d

Mr. Dorsey

November 25, 1958

Juliane M. Heyman

New library assistant required

I should like to request an additional staff member for the library. Since Miss Ti has left for the Philippines, the library is short of personnel. Her replacement, Mr. Hau is not at all familiar with the library and library procedures, and since he will be with us only temporarily it is no use to train him. Further, only a very small fraction of his time is actually given to the library because of his many duties in the NIA.

This means that most of Miss Ti's former duties are now performed by me and other members of the staff who have already a very heavy work load. Since the library personnel will have to become increasingly independent of the library advisor this year, it is essential that particularly Miss Thu Nga, Miss Dao and Miss Hoa will spend more of their time doing jobs of a more professional nature instead of all the clerical duties that are part of operating the library. They will also receive on the job training, particularly in reference.

We like to expand our activities. For example, we plan an index in Vietnamese to the English subject catalog. We are trying to help other libraries with the training of their personnel. We are thinking of indexing French and Vietnamese periodicals eventually, and perhaps we will be able to include in the monthly bulletin (or issue separately) a list of a few selected periodical articles of current interest which have been received in the library.

The library cannot undertake any of these projects, because we have hundreds of books for which catalog cards will have to be typed. First, at least a certain amount of the books that we have in the library should be made ready for use, before we start on other projects.

I therefore propose that an additional clerk-typist or library assistant who knows at least some English and French be added to the library, to relieve particularly Miss Dao of her many clerical and typing duties. A description of the duties and qualifications of the clerk-typist is attached.