

*Jan 30,*  
~~February 1~~, 1958

To: Dr. Hendry  
From: Mr. Gardner  
Subject: Monthly Report for January 1958

During the month of January the Library Advisor undertook a job analysis of the NIA Library staff to ascertain future needs and to assist in a reappraisal of the status of the present staff, two of whom have profited greatly by the regular instruction in library science given by the Library Advisor and are now carrying on many professional duties formerly handled by the Library Advisor.

A proposal for sending three Vietnamese librarians to the United States for education in library science was submitted to the Presidency. This proposal was made by the Library Advisor in an effort to enlarge the scope of the training in modern library techniques which he has undertaken. At the present time, the loss of a Vietnamese staff member means a whole new training program has to be started from the beginning, since there is no pool of librarians trained in modern methods from which the Institute can draw for a replacement.

In connection with the library training program, the Library Advisor has been requested to give a course in methods of cataloging and classification under the sponsorship of the In-Service Training Division of the Institute. This is the result of several requests from Vietnamese government librarians for instruction in the methods used at the NIA Library.

The ordering of books has remained at a standstill since the forms for placing orders directly from Saigon failed to arrive from the States as was hoped.

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An analysis has been made of the circulation of books in the three languages during the past two months. The results are as follows:

	English	French	Vietnamese
December 1957	104	56	24
January 1958	131	86	15

The circulation of English books is still largely to the American staff or to the small number of American-educated Vietnamese. The circulation of French and Vietnamese materials is, of course, to Vietnamese faculty and students. The percentage of the circulation in each language tends also to reflect the percentage of book holdings in the various languages.

MICHIGAN STATE UNIVERSITY  
VIETNAM TECHNICAL ASSISTANCE PROJECTMAILING ADDRESS: MSU-USOM  
AMERICAN EMBASSY  
SAIGON - VIETNAM

CABLE ADDRESS: MICHGOVBUR

GENERAL OFFICE: 1ST FLOOR  
26. DUONG GIA-LONG  
(EX LAGRANDIÈRE)

TELEPH. NUMBER: 22.022-21.528

Feb. 28, 1958

To: Dr. Henry, Chief, Research Section  
From: R. K. Gardner, Library Advisor  
Subject: Monthly Report for February 1958

During the month of February the forms for ordering books finally arrived from East Lansing and we were able to start processing a large backlog of orders which had accumulated since last fall. A total of 217 orders were placed for both books and periodicals. By the end of the month one or two items ordered had even reached Saigon, thus proving conclusively how much time and energy had been wasted heretofore because of a cumbersome administrative procedure.

Much of the Library Advisor's time during the month was devoted to preparing the materials and lectures for the course in Cataloging and Classification to be given during March and April under the auspices of the In-Service Training Division of the National Institute of Administration. The registration for this course has been very gratifying, having reached a total of 54 librarians from the Saigon area.

During the past month 188 new books were added to the collection - 188 in English, 56 in French and 2 in Vietnamese. Circulation stood at 288 - 120 in English, 96 in French and 72 in Vietnamese.

MICHIGAN STATE UNIVERSITY  
VIETNAM TECHNICAL ASSISTANCE PROJECT

**OFFICE MEMORANDUM**

TO :

DATE :

FROM : Dr. Hendry, Chief, Research Sect.  
Mr. Gardner, Library Advisor  
SUBJECT : Monthly Report for March 1958

March 31, 1958

The Library Advisor spent the greater part of his time during the month of March on the course in "Cataloging and Classification" which he is giving under the sponsorship of the In-Service Training Division of the Institute. Enthusiasm continues to run high in the course and attendance has increased at the course sessions rather than falling off.

A large number of orders for books were placed, including long sets of periodicals, which are badly needed for research purposes in the Library. This has been the major weakness of the collection, one which we hope will soon be filled.

178 books were added to the collection during the month - 148 in English, 22 in French and 8 in Vietnamese. An exchange program has been worked out with the Bibliotheque Generale at Petrus Ky which should lead to the acquisition of many out-of-print materials on Vietnam. Most of these will be from among the books brought down from Hanoi at the time of the partition of the country, which have long been in storage at Petrus Ky.

Circulation has increased markedly during the month reaching an all-time high of 403 - 178 in English, 149 in French and 76 in Vietnamese.

Dr. Hendry, Chief, Research Div.

April 30, 1958

R. K. Gardner, Library Advisor

Monthly Report for April 1958

There is little to report concerning the library this month.

Our acquisition program and our training program for the staff have continued as usual.

The Library Advisor continues to be occupied with the two classes in the Cataloging and Classification of Books which he is teaching for the In-Service Training Division. These classes will come to end about May 10th, after some twenty sessions. The results have so far been very gratifying.

During the course of the month 219 titles were added to the library collection - 155 in English, 41 in French and 23 in Vietnamese.

The circulation of books and periodicals totalled 385 for the month - 151 in English, 135 in French and 99 in Vietnamese. This is a slight drop from the previous month, but still much higher than any other previous totals.

530 books and periodicals were ordered during the month.

LIBRARY NUMBER : 55005-55258  
NAME : MICHIGAN STATE LIBRARY  
ADDRESS : 1000 BROADWAY  
CITY : LANSING  
STATE : MICHIGAN  
ZIP CODE : 48824

EX LIBRARY OF : MICHIGAN STATE LIBRARY  
ADDRESS : 1000 BROADWAY  
CITY : LANSING  
STATE : MICHIGAN  
ZIP CODE : 48824

LIBRARY NUMBER : 55005-55258  
NAME : MICHIGAN STATE LIBRARY  
ADDRESS : 1000 BROADWAY  
CITY : LANSING  
STATE : MICHIGAN  
ZIP CODE : 48824

## MICHIGAN STATE UNIVERSITY

## VIETNAM ADVISORY GROUP

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CABLE ADDRESS: MICHGOVBUR

GENERAL OFFICE:  
137, DUONG PASTEUR

TELEPH. NUMBER: 22.022-21.528  
SAIGON: 383-384

## Monthly Report - June 1958

A new staff member, Miss Pham thi Hoa, was added to the Library staff during the month of June. Miss Hoa will be trained as Reference and Circulation Librarian. At the end of the month the Library Advisor started a course in reference work for the benefit of Miss Hoa, for three members of the USIS Library staff and for one or two others who might possibly go to the U.S. for library training this fall.

Circulation for the month totalled 408 - 208 in English, 160 in French and 40 in Vietnamese. 164 books were added to the collection (new titles) - 110 in English, 34 in French and 20 in Vietnamese.

All cataloging and other technical services were transferred to the upstairs room - formerly the choir loft of this old chapel. A much better flow of work is now possible.

monthly report  
no longer made to Dr. Hendry  
except orally