

John T. Dorsey, Jr., Chief
Public Administration Division

February 2, 1959

Juliane Heyman

Monthly Report - January

The second edition of the "Classified Catalog of Books in the Library" has been completed and is at the printer now. It is expected that the catalog will be distributed next month, along with a brochure describing the NIA Library, and a letter inviting officials in the provinces to borrow books by mail.

The periodical collection of the library has been reorganized and most periodicals are now in bound volumes. A number of new periodical subscriptions were placed and old subscriptions were renewed.

The library advisor spent a week in Hue consulting with the University of Hue Librarian, the rector, the secretary general and faculty members of the University of Hue. Advice was also requested by the Faculty of Medicine Library of the University of Saigon and the newly formed library of Vietnam Press. The library advisor has agreed to spend a few hours weekly in assisting the Faculty of Medicine with the classification of their books.

During the month of January the total circulation totaled 557. This is a considerable increase from any previous month, which may be partly attributed to the examinations at the NIA. Increased circulation, however, has also resulted in a greater loss of library materials.

JH/mpw

FEBRUARY LIBRARY REPORT.

About 55 books were received.

286 books were ordered.

142 United Nations documents were ordered.

24 new Periodical titles were ordered.

Attached is the brief Handbook we prepared for the students on the use of the library. This will be expanded as the students become more familiar with the card catalog method.

The new term beginning on February 15 created many interesting problems as it was the first time the students had seen the library with the new steel equipment, books arranged by call number on the shelves, periodicals all in one section, arranged alphabetically and newspapers, all out and easily accessible to them. The first week we spent much time showing them how to use their Handbook and the card catalog. Small identification cards are issued to each student and a list of students is kept in the library to verify their attendance. We are however still using a small makeshift catalog.

Much use is made of periodicals and newspapers and special books assigned for courses, otherwise as in every College students have very little time for just "reading".

Our physical needs are being slowly cared for. Some new fluorescent lights have been installed and plans are going ahead to make the small balcony usable and a small workroom outside the library will be renovated for our use. At present all work is being done in the small corridor of the library and is not very conducive to book processing and cataloging.

Visitors this month: Dean Muelder, Dean Erickson,

Muelder

Mr. John Dorsey

February 27, 1959

Juliane Heyman

Monthly Report. Library February 1959

The second edition of the "Classified Catalog of Books in the Library" was published this month and will be distributed during the next month. The new edition which consists of three parts, lists about 5500 titles and includes the periodical holdings of the library.

Library orientation tours were given this month to the new students of the NIA. Six groups of about nine students each spent about an hour in the library. The staff explained the resources and organization of the library, the classification system, borrowing procedures and the use of the catalog.

About 135 books (new titles) were catalogued and classified during the month of February. A great number of books were received from the United States, England and France which not only created a large back-log of uncatalogued books, but made the crowded conditions in the library even more acute.

John Dorsey

March 27, 1959

Juliane Heyman

Monthly Report. Library. March 1959

During the past month, the documents' collection was transferred to the quonset hut. Books and periodicals in the library were rearranged in order to make use of the new space, made available by the removal of the documents.

Library procedures and rules were adopted by the NIA faculty committee on the library. The new procedures and rules were widely distributed.

Two secretaries from Long An received some training in the NIA library.

All arrangements for the publication of "Classification and Cataloging of books" by Richard Gardner were made this month.

MONTHLY REPORT

April 1959

Juliane Heyman

Library

A pamphlet on the NIA Library was published this month. 4,000 Copies (3,000 in Vietnamese, 1,000 in English) were printed and are being distributed among government agencies and educational institutions throughout Vietnam.

As a result of a circular inviting functionaries of the provinces to borrow books from the library, letters requesting books by mail are being received. Books are lent to provincial officials for a period of four weeks upon payment of VN\$ 5 per book for mailing expenses.

The library advisor consulted with the staff of the Research Division of the Bank of Vietnam, the Oceanographic Institute of Nha-Trang and the National Institute of Statistics. The librarian of the National Institute of Statistics came to the NIA Library for observation.

In order to utilize and train the personnel of the library more efficiently, assignments and duties of various MSUG staff members were redefined.

MONTHLY REPORT
May 1959

Juliane Heyman

Library

This month the librarian of the Institute of Public Administration in Manila visited the NIA library. She is touring several countries of Asia in order to collect government documents in English. The library prepared an annotated Selected List of Basic Legislative Reference Books and Documents which was mimeographed for distribution to members of the National Assembly. It is hoped that this short bibliography will make legislators more aware of reference materials in the NIA library and other libraries of Saigon.

Reference questions are constantly increasing at the library and the Vietnamese staff is now able to handle a great number of the reference questions with little or no assistance. Questions for information come mainly from foreign advisers and technicians, from various government agencies, particularly the Ministry of Foreign Affairs and Faculty members of the NIA. Students request assistance in the selection and location of books but ask few questions that involve extensive research.

Monthly Report

July 1959

Juliane Heyman

LIBRARY

A quonset hut was added to the library which will relieve the space problem of the library. The documents collection is already in the new quonset and various other materials such as duplicates, library supplies, the microfilm reader and microfilms have been moved to the quonset. The bound periodicals will also be moved to the "library annex" when shelves are made available. However, the problem of staffing the quonset has not been solved.

In view of the fact that one MSUG library staff member may be leaving for library training in the United States in the near future, an extensive training program of other staff members has been started by the library advisor.