

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM

TO : John T. Dorsey, Jr.

DATE : June 18, 1959

FROM : Juliane Heyman *JHH*

SUBJECT : Semiannual Report - June 1959

Research - Library

Library holdings have increased to over 11,000 volumes, of which almost 10,500 are cataloged.

The average monthly circulation figure is about 500 now. The use of the library by others than students and faculty members of the NIA has increased and the lending service has been extended to officials in the provinces who have begun to borrow books by mail.

The library is becoming more and more a center for information and reference for government agencies. The library staff has completed an introductory course in reference and is now capable in handling a great number of reference questions with little or no assistance.

A new edition of the CLASSIFIED CATALOG OF BOOKS IN THE LIBRARY, a brochure describing the resources and procedures of the library and Richard Gardner's CLASSIFICATION AND CATALOGING OF BOOKS have been published and distributed to libraries and government agencies throughout the country and some foreign countries. A PRELIMINARY SURVEY OF PUBLIC ADMINISTRATION LIBRARIES IN ASIA has been prepared and sent to the participating public administration institutes and libraries in the region.

A short annotated SELECTED LIST OF BASIC LEGISLATIVE REFERENCE BOOKS AND DOCUMENTS has been mimeographed for distribution to members of the National Assembly.

Work on the Vietnamese index to the English subject catalog is continuing and will probably be completed by the end of the year.

The documents collection of the library has been moved to a quonset hut, and this relieved the space problem of the library for a few months. Plans are now being made to move some further sections of the library collection to a quonset hut in order to cope with new acquisitions over the next 18 months, by which time the new NIA library should be completed.

Little progress was made in cataloging and expanding the documents collection because of lack of personnel and the delay in getting the quonset ready for use.

Consulting activities by the library advisor continued. Assistance and/or library training was given to the University of Hue, the Faculty of Medicine and Faculty of Letters of the University of Saigon, the Bank of Vietnam, Vietnam Press, the Ministry of Information and Youth, and some provincial offices.

A Look Ahead

The awareness of government agencies for the need for training for library personnel has resulted in a course that the library advisor will be giving during the month of July under the sponsorship of the In-Service-Training Division of the NIA. The course will be an introduction to library science, with emphasis on classification and cataloging. About 30 government librarians are expected to participate in this 40 hours course.

Before the end of the next six months period, the American library advisor will terminate her assignment and the library will be operated entirely by the Vietnamese staff. The NIA librarian, however, will not return from the Philippines before May 1960 in order to complete her Library Science degree. This may create a temporary problem or a slow down of activities at the NIA library.

Consulting and training activities will continue in the next four months, and all efforts will be made to transfer all responsibilities for the library to the Vietnamese staff and the NIA committee on the library.