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The following statement was prepared by  
Mrs. H. Alubowicz at my request for a summary  
of her thinking on the present status and  
future program for the National Institute  
of Administration Library.

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David C. Cole

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In the organization and expansion of the Library of the National Institute of Administration we now come to the point of determining where the emphasis is to be placed. Is it to be in the field of research or primarily in the Field of Public Administration, comprising texts, studies in the fields of government generally, and gathering surveys, reports, and official documents covering every phase of government administration or activity, plus a program of In-Service-Training.

The early planning of the Institute library was an open field as it needed to expand and go along with the growth of the Institute and its curriculum and its research projects. This will, of course, be the problem for some time to come, but it would be well to give some thought at this time to future plans, emphasis, and results to be attained.

Next we come to the question of what language should be predominantly represented in the collection. Since at this time there are few books on Public Administration published in Vietnamese, and since the books in French do not often present Public Administration as taught in the United States, we have necessarily had to choose books in English.

Thus we come to a most difficult decision, the necessity for close and careful evaluation of material with a constant guard against over crowding in some one special field as it relates to the particular research subject of any single person or group. We need to keep in mind constantly that Vietnam is still far from being an English speaking or reading country.

Our present collection of approximately 4400 books is quite well balanced between books in English and books in French and Vietnamese. These books were chosen as well as possible under circumstances of pressure to gather together as quickly as possible, as much as possible in a short space of time, and to make the books available for use. The result is quite good, but we are past this "rush" period and it is now time to weigh future acquisitions most carefully, so that we shall not leave a great mass of little used material to simply gather dust.

We have a good beginning of United Nations publications and a good Vertical File collection of pamphlets on various subjects and countries. Over 200 periodical titles are being received and several newspapers in French, English and Vietnamese. With the acquisition of a Microfilm Reader, we have ordered three newspapers on microfilm which should prove a valuable addition to research. There are over 200 pamphlets in the In-Service-Training Library.

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By scanning the Shelflist we can easily see that we have a good and not over balanced number of books in the main subject fields mentioned in the first paragraph. However, with the receipt and ordering of the present orders we will be over balanced in several fields and in books written in English. This in itself is not necessarily bad, but is open again to the question of emphasis and usability.

We need now to check against present holdings and fill in gaps where necessary. In these decisions many points should be taken into consideration and evaluation of the present holdings should be studied. The same is true of new book orders. It is perhaps time to consider the matter of a Committee made up of MSU and Vietnamese Institute Staff who would look over book order requests before they are sent to the Library for ordering. Part of this responsibility could be the work of a Vietnamese librarian with the assistance of the Library Advisor but there is scarcely time for such professional administration while training a staff and doing all the work of both an Advisor and a Librarian in a field of such specialized library organization as is required for the Institute Library. The Vietnamese Librarian should be making a periodic search through the new Vietnamese book stores and book collections of other book stores for books which could well be added to the Library. There should also be a constant watch for the acquisition of Vietnamese Government Publications newly being published and for which there is yet no central agency from which such material is easily obtained. These and documentary publications of Asian countries and countries with similar problems as Vietnam are still a small part of the Institute collection and need to be built up systematically and carefully arranged for use.

We feel we have come a long way from the Fall of 1955, when the Library contained only several locked closets of books sitting in the empty and locked Chapel, which is now the Institute Library.