

Library: Basic Project Statement: Juliane Heyman

This project began in 1955 and its purpose is to set up and develop a library of administrative sciences and practices in connection with the development of the NIA as a major center of public administration study, training and related activities.

The program of the library consists of the acquisition of books, periodicals, documents and pamphlets in public administration and the other social sciences, the processing of these materials, the interpreting of the library and its resources to readers and the developing of an information and reference service.

The library's collection has grown from a few hundred volumes to more than 9300 books which are catalogued and classified according to the Dewey Decimal system, about 280 periodicals and newspapers, and vertical pamphlet file.

The library staff which first consisted of only two MSU untrained assistants in addition to the American library advisor, has now increased to five MSU full time assistants and clerks, one MSU part-time student assistant, one temporary typist and the NIA librarian who has been sent to the Philippines for professional library science training.

This staff has been trained and is now capable to handle the technical services of the library with a minimum of supervision.

To make the resources of the library better known, two printed catalogs of all books in the library have been prepared.

Monthly bulletins of acquisitions are issued regularly and a brochure describing the library will be distributed widely in the near future, in order to stimulate the greater use of the library. Library patronage has increased, library hours have been extended and the circulation figures are increasing constantly. More and more officials of other agencies are using the library and recently the NIA has decided to extend services and books to officials in the provinces.

The NIA is taken more interest in its library than previously. A faculty committee on the library has been formed to set policies for acquisitions and library management.

Since the library is to serve as a research center for faculty, students and government agencies, a great effort is being made to develop a reference service. The staff is given a course and on the job training in reference work. Reference activities such as inquiries for information, and the preparation of bibliographies will be encouraged in the future. It is hoped that when the NIA librarian returns from the Philippines, reference service can be given without the aid of the American library advisor.

A Vietnamese index to the English subject catalog has been started. Although a difficult and time consuming project, it is hoped that this will be a useful tool for reference and research, and will also serve as a basis for Vietnamese subject catalogs in other libraries.

*Plans for the future also include the organizing and developing of the documents' collection which has been neglected in the past.*

The NIA library also serves as a showplace of modern library practices. The library advisor will continue as in the past, to give advice and training to other librarians in organizing and improving government and university libraries in Vietnam, and she will assist the newly formed Vietnamese Library Association to further the library profession in Vietnam.