

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

file

OFFICE MEMORANDUM

TO: Guy H. Fox, Chief, PAD

DATE: May 8, 1961

FROM: Frank C. Child *FC*

SUBJECT: Information for my Successor as Library Advisor

Under the direction of Miss Ti, the library effectively runs itself. The daily routine and most of the special problems are adequately handled by Miss Ti and her staff. It takes a minimum of interference or supervision by the American staff.

1. The library files, which are in the office of the Chief, PAD, contain descriptions of the duties for each member of the library staff together with a variety of memos re the library's standing problems. It is necessary, however, that MSU provide an American staff member to whom Miss Ti can come and discuss some library problems, etc.
2. There are certain routine procedures which, according to regulations, must be handled by Americans. The most important one has to do with book orders. The procedure is described in detail in a memo left behind by Julie Heyman which is in the files. The essentials are as follows:
 - a. Miss Ti will send from time to time a collection of book lists and bibliographies on which staff members have initialed books they want to order. A U.S. staff member's initials must be added before book orders are completed.
 - b. The actual order form will then be *prepared & sent* returned to the staff member for re-checking. (I adopted this procedure because I found that, by accident or otherwise, certain books not approved were being ordered for the library.) Each order form, which is prepared in 9 copies, and is about the size of an index card, must be initialed in the upper right-hand corner by an American staff member. Miss Ti will mail the orders.
 - c. From time to time Miss Ti will send to the American staff member a packet of duplicate book orders. These should be sent to the Comptroller, East Lansing. They will not make any payment unless they receive this copy. Also, this copy serves as a check on budgetary commitments.

- d. After receipt of books by the library, invoice vouchers which have been prepared by the vendors are checked by Miss Ti and sent to the American staff member for checking. These must be initialed in the box provided in the lower left-hand corner of the voucher. Do not sign on the line provided in the box; this will be handled by East Lansing. The invoice vouchers and accompanying memo are sent to East Lansing for payment.
- e. Order cancellations are also prepared by the library staff to be sent to East Lansing by the U.S. staff member.
- f. From time to time we receive memos from the Coordinator's office requesting information or clarification of some particular problem. Although these all come to the American staff member, Miss Ti is the only one who has the necessary information.

3. There are a number of outstanding projects or problems in which the American library advisor may become involved in the near future.

- a. The printed catalog. MSU is in the process of publishing a printed library catalog. The majority of the stencils for this job have been sent to Bob Hanes at Administrative Services. The remaining stencils (about 150 of them) will be ready soon and should be forwarded to Bob Hanes.
- b. Library equipment. Miss Ti has prepared a request for equipment for the new library. This equipment will be purchased insofar as funds are available, either in the local market or in the U.S., or some items may be constructed by MSU Administrative Services. There is in the file a list of this equipment together with a suggested source for each. Administrative Services has accepted responsibility for acquiring this equipment but they are moving rather slowly. The library advisor should check on this from time to time.
- c. Inventory of books. Miss Ti has requested the return of all outstanding library books. She plans to make a complete inventory of the library's holdings beginning May 16. She has been asked to send a copy of her inventory to the American library advisor. A specific problem here is the old one of safeguarding the library's collection. NIA staff members, and to a lesser extent MSU staff members, hold large numbers of overdue books. This problem is discussed in a variety of memos in the files.
- d. Miss Ti. Miss Ti has been encouraged by MSU to expect another participant grant to permit her to earn a Masters degree in Library Science in the U.S. There may be some problems in arranging the grant. I suggest an early start on this matter; since she has ~~objection~~ already had one grant, Direction of Plan may have some ~~suggestions~~ to be overcome and depending upon a future MSU contract, if any, it may be necessary to ask USOM to finance her trip.

Since Miss Kim Sa should be returning to the NIA in June or July of 1962, the most logical time for Miss Ti's departure would be July or August. If this is to be accomplished, action in Miss Ti's case must be initiated by August, 1961 at the latest.

4. Something I forgot. In connection with book orders, watch them like a hawk on requests for novels, ~~rather inexpensive~~ books and other strange requests. This is a problem discussed in a number of memos in the files.

rare & expensive books