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MSU Expenditures for the NIA Library

The following represent the expenditures made by MSU especially for the NIA Library.

Salaries for the library personnel:

Pham Thi Hoa - Reference Librarian	83,000/yr.
Bui Thi Doa - Catalog Librarian	72,000
Tran Thi Phu - Sr. Library Clerk	62,000
Do Man Nham - Library Clerk	53,000
Nguyen Minh Tram - Clerk Typist	48,500
	<hr/> 318,500

In addition, of course, there is the salary of Miss Ti, currently paid by the NIA. Provisions should also be made to pay the assistant librarian, Kim Sa, when she returns from the States in June 1962.

If you will refer to the report of Julie Heyman, you will note that she felt this was the minimum staff for the library, if the library is to continue the present level of service, including such things as: preparation of acquisition lists; keeping the library open during the evening; and cataloging books in accordance with the present acquisition rate. She also said that the absolute minimum staff would be three persons. With the minimum staff the library would have to operate on a shortened schedule; could process only 60 books per month; and would have to eliminate most reference services. In other words, the library staff would be reduced to caretaking functions.

At the present time MSUG has a \$10,000 per year budget for the purchase of books, periodicals, equipment and supplies. I have not been able to determine the exact amount spent from this budget. It is my impression, however, that the full amount has never been used, and that the bulk of the expenditures is for books and periodicals. Again referring to Julie Heyman's memorandum; she suggests that a \$5,000 budget would provide minimum satisfactory growth of library holdings, and a modest amount for supplies.

MSUG's piaster budget provided 89,671 piasters for the library for the two year period ending June 30, 1960, or 44,835 piasters per year. All of these funds except 9,000 piasters for publication of a pamphlet were spend for binding periodicals and books. Future requirements may be somewhat less, assuming a reduced rate of subscription to periodicals by the library.

In addition, MSU provides certain services related to the library which cannot be easily identified, but which must be reckoned in estimating NIA budgetary requirements. These include:

1. Construction of library equipment by Administrative Services. MSUG personnel have been utilized during off-peak hours to construct a number of items of equipment.
2. MSUG has mimeographed and bound the two issues of the library's printed catalog; a third is now in process.
3. The administrative overhead involved in disbursing library funds has been absorbed by MSUG and MSU, East Lansing. When the NIA takes on this activity, it is likely that additional administrative personnel will be required.

I am enclosing a financial statement of MSUG's piaster expenditures for the NIA for the two years ended June 30, 1960. This statement covers all piaster outlays, not just the library, and may be of use in preparing your report.

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FC/rbm