

Meeting with NIA Library Committee, Sept. 13, 1960

(Messrs. Dang, Quynh, Kien, Van, Miss Ti, Child)

I. Consideration of type of library appropriate to mission of NIA.

A. It was agreed that the library should be a "student service" library and and "research" or "reference" library

1. It is ~~not~~ now, ~~in any~~ ^{only} de facto, a "reference" library for the use of faculty and, secondarily, civil servants. Students use the library very little at present (see below). ~~To the extent~~ Faculty use it as reference in preparing course lectures and publishable articles. Even the faculty uses only a minority of the materials available to them (see below).

2. The ~~agreement~~ consensus was that the use of the library by faculty for reference purposes could be increased and that, ~~more or less~~ special efforts would have to be made to create a library which the students would use.

II. Use of Library

A. Miss Ti estimates that 60% of the library's volumes are never use by anyone. She feels that something is wrong with selection policy. (One might add the possibility that something is wrong with the way the library is used.)

B. Students do not use the library because:

1. the students seem to have no interest in the books available to them in the library. This is especially true of books placed on reserve. They do not request these books. They do take some books from the library to read at home but these are usually not related to their studies at the NIA.

2. The students, apparently, are not given specific reading assignments (although some professors indicated that they did make assignments). To the extent that reading assignments are given, the students are not held accountable for them. The fact is that students do not read the books placed on reserve, and very few of the other books available to them. (I suspect that assignments are not specific--but rather general references to some book title or another.)

3. There is a language problem. . Students prefer books written in Vietnamese, which make up only 3% of the library's holdings. Their second preference is French. Books in English comprise some 66% of books in the library.

4. Perhaps acquisitions policy is not such as to emphasize books of interest and value to students. The faculty usually has its own interest in mind when ordering books, not the students' interest. The interests of the two groups are not always parallel. Miss Ti feels that many of the books, especially in economics, are too difficult for the students. In fact, many are too difficult for the faculty.

III. Acquisitions policy

A. In order to encourage creation of a de facto "student service" library acquisitions policy will be altered to:

1. place more emphasis on books of interest and value to the students. The faculty will be requested to project themselves into the students' position when ordering books. They will be requested to order books from which assignments can be made and be sure to include these in assigned reading.

--Furthermore, the faculty will discuss the increased reliance on specific reading assignments as supplementary to lectures and to "enforce" reading through examinations, class discussions, and written papers.

2. Special effortst to locate Vietnamese books for student use. Secondarily, additional French books will be order.

--Apparently there are no published bibliographies of Vietnamese books. The only way to get lists would be to contact publishers and visit local bookstores.

3. It was noted that the above discussion underlines the need for increased efforts toward a translation program.

4. Since about 29% of the library's books are ~~classified~~ economics books, there was some concern that there is an imbalance here.

(Several persons suggested that the classification system contributes to an apparent exclusive holding of economics books.)// However, // there was // It was agreed, however, that special efforts should be made to limit the relative position of economics books and the make special efforts to increase

the share of books devoted to public administration, political sciences and sociology.

To this end the librarian will endeavor to increase the number of bibliographies ~~in these~~ from these areas which are circulated. Also, faculty members in these fields were asked to peruse the book review sections of professional journals for possibilities. The library will contact international agencies and scholarly associations for published bibliography.

5. Mr. Dang requested that the library purchase a number of books, reported to be available locally, which are ~~written of~~ devoted to social and civic topics but written in rather elementary english. These books will provide material for the english language training program which will at once increase the students' vocabulary, especially in social science terminology, and reduce present reliance on short stories, essays, and mythology books.

IV. Circulation policy

The librarian again expressed concern about the number of overdue books outstanding, although noting the reduction in the volume of books in this category.

It was agreed that the present library regulations were more or less satisfactory. The problem is a matter of enforcement. The crux of the matter is the uncooperative attitude of the NIA faculty members (and a few MSU people). The faculty simply does not respond to the librarians' requests for return of books, does not adhere to the rules which have been promulgated, and browbeats the library staff to violate anew the existing regulations. It was also noted that some NIA alumni have left without return books, books which must now be considered lost.)

A. Policy:

1. Graduating students must have library clearance before their certificate will be awarded.

2. Rector Thong will write to each faculty member enclosing a list of overdue books charged and instructing the faculty member to return such books..

3. The faculty will be informed that librarians requests are made in the name of the Rector and must be respected. The faculty will be asked to not request the library staff to violate existing regulations.

(It is my intention have a private conversation with Nghiem Dang about this. Something must be done about the status of the library staff vis a vis the faculty and the faculty behavior toward them.)

4. The rule of charging borrowers for the cost of replacing lost books will be enforced.

5. Fines for overdue books cannot now be legally enforced. It would required permission from the presidency and perhaps other GVN agencies. However, the Rector can (and presumably will) use his disciplinary powers to enforce regulations regarding ~~fail~~/the return of library books.

V. The NIA library as a depository for Government documents.

There was agreement ~~that~~ that this was a good idea and that it would be a simple matter to request the presidency to direct all GVN agencies to include the NIA library, automatically) on the distribution list for any government publication.

Miss Ti, however, raised the question of staff for receiving, classifying, and caring for these books. This question must be met first, before a final decision is made.

VI. Miscellaneous topics

A. Miss Ti will submit the list of periodicals now received by the library for consideration by the faculty with regard to suspension or renewal.

B. Miss Ti will submit a list of books lost to the faculty for consideration regard replacement.

VII. Future topics

According the the ProAg the Committee must meet again in the near future to discuss: (1) the transfer of responsibility for the library to the NIA, (2) the possibility of establishing a union catalog

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Executive Office of the President of
National Institute of Administration

• Minutes of

The meeting of the NIA Library Committee held in the afternoon of Thursday at 15.00 of September 13, 1960.

Below were the attendants:

Messrs:	Nghiem Đãng, Vice Rector of the NIA	Chairman
	Trần Văn Kiện, Research Division	Member
	Nguyễn Quang Quýnh, Academic Division	"
	Vũ Uyển Văn, In-service Training	"
	Frank C. Child, M.S.U.G.	"
Miss	Tăng-Thị-Ti, Librarian	Secretary.

Below were the topics discussed during the meeting:

1^o. - Principle established for the selection of books.

Miss Tăng-Thị-Ti reported the situation of the Library, and said that the number of books is enough to meet the need of the professors and students, however, only 40% or about of these books are actually used by readers, and the greatest part of this percentage ———— either borrowed or used within the library area are in Vietnamese, a smaller number are in French. ~~Readers of Books~~ in English are not much read probably because of the language barrier and of their predominantly specialized character.

Mr. Nghiem Đãng said that this problem a solution to requires the attention of the professors who should take into consideration the need of the students in the selection of books; this need should be one of the Library objectives.

Mr. Child suggested that this Library has the double function of a Library intended for both students reference works. It is desirable therefore that books selection should be based on the need of the students and also that the professors encourage students to use ^{all} the facilities offer by the library, by giving them assigned readings and having them make reports on specific subjects.

Miss Tang Thi Ti indicated that most students

only read books in Vietnamese, a much smaller number of students read books ~~books~~ in French, the reason for this is that reading English absorbs a lot of their time in reference to dictionaries. Students therefore only ask to borrow books and reviews on Public Administration, Finance or on Literature, Philosophy written in Vietnamese. The books in English or French, which are set aside by professors and not to be brought home, are rarely read by students within the library area.

The Committee agreed on the following solutions to the above problems:

- a) To ask professors → to give students assigned readings. (all available)
- b) To purchase Vietnamese versions of English and French books.
- c) To purchase several exemplaries of books which are readable by students.

Mr Vũ Uyển Văn suggested that translation of such books as the "Management Art in government agencies" by J. Millett should be acquired in several exemplaries for use by students.

→ to fulfill the function of a ^{research and} reference library, books and reviews should not be kept by professors for too long periods of time. Miss Tang Thi Ti suggested that the chairman said he will talk over this problem in the meeting of the Academic Division.

Mr Child drew the Committee's attention to the high proportion of books on economics (29% of the total number of the library books); and attributed this abundance to the probable fact that most professors are specialists in economics and tend to emphasize on this field while selecting books.

Miss Ti said that although the supply in economic book was abundant, the demand has been no less important; the monthly ^{average} number of books borrowed indicates an important percentage (33%) for this field.

Mr Quỳnh suggested → a wider circulation of bibliographies, & catalogs and lists of printed matters issued by political, sociological associations, so that professors can select

books on other subjects.

Mr. Nguyễn Đăng proposed:

a) ^{that} a percentage will be determined for each subject and language (Vietnamese, English, French) category of books.

b) an increase of the percentage of books on other subjects than economics; however this should not mean a complete interruption in the acquisition of economic books.

(plain?) c) the purchase of books written in "simple" English to be readable by students.

2^o Principle for the circulation of books and reviews.

Miss Tăng Thị Ti indicated that the circulation of books has encountered lot of difficulties. Books and reviews borrowed by professors are sometimes kept as long as 2 years and the Librarian^s wondering if these books are still in their hands or are already lost.

For the case of books not yet catalogued, it is harder to follow up the circulation, as cards ^{are} ~~have~~ not ~~been~~ made yet. There are at the time being over 500 volumes of this category.

On the request made by the Chairman for a solution to the problem, Mr Child said that Libraries in the US charge a penalty from 5 to 25 US cents a day^{to} all readers who keep overdue books. In the US Libraries, unbound periodicals are not to be lent. Professors have usually more privileges than students, but after a term (3 or 5 months) they^{all} have to return ~~the~~ books borrowed from the Library and to pay compensation for lost books.

The Chairman said that for juridical reasons the NIA Library has not taken into effect the penalty measure, but ^{said that} students may be tried to the Disciplinary Council, and ^{cases involving} professors may be examined by the Rector. He will also talk over this problem in the meeting of the Academic Division.

The Librarian will ~~once again~~ draw a list of books kept by each professors to remind them once again of the overdue books.

3^o. - Deposit of Government publications.

Miss. Càng-thi-Ti reported that this question is taken into consideration to plan the establishment of a General Catalogue, if a financial subvention is available from some organisation. For the time being, the Library have received publication → from many Departments and is now planning for a catalogue. Because of the lack of personnel, this work cannot be done over night away. Mr. Trần Văn Kiền approved the above plan because it will permit an evaluation of the importance(?) of Vietnamese government publications in (contributed to(?)) the EROPA.

The Committee finally made the following decisions:

1^o To collect ~~to~~ all ~~publications~~ government publications and store them ~~at~~ in the Library and to prevent from lending them to readers.

2^o To send a note to various Departments asking them to forward to the Library two exemplars of each of their publications.

3^o The Librarian will draft a detail plan for the establishment of a Union Catalogue, stating the → personnel and equipment necessary and of the time necessary for the completion of this work.

Mr. Child suggested that the Committee start taking into ~~the~~ consideration the transfer of the Library and check up on ~~the~~ ~~careful~~ selection of the 250 foreign reviews ~~which are~~ currently purchased and not very demanded by readers.

The meeting closed at 17.00

Secretary

Chairman

Tăng-thi-Ti

Nghiêm Đang