

OVERDUE BOOKS

NIA LIBRARY

DECEMBER 1959

Number of Books Overdue:

A. MSUG (Staff & Employees)	<u>No.</u>	<u>Total</u>
Translation Pool	13	274
A	17	
B	30	
C	9	
D	10	
E	8	
F	4	
G	14	
H	7	
I	8	
J	17	
K	8	
L	5	
M	6	
N	28	
O	12	
Others (less than 4)	78	
B. NIA Teaching Faculty, Staff, and Administrative personnel - excluding students.		518
A	15	
B	31	
C	51	
D	41	
E	32	
F	55	
G	9	
H	106	
I	15	
J	38	
K	6	
L	4	
M	10	
N	6	
O	6	
P	4	
Q	46	
R	11	
Others	31	

	<u>No.</u>	<u>Total</u>
C. <u>Various Government & Foreign Agencies & Departments:</u>		103
Information	5	
Agrarian Reform	1	
Tax Office	8	
USOM	10	
National Economy	5	
USIS	3	
MAAG	4	
SHELL	2	
Parliament	20	
Interior	3	
National Bank	4	
Presidency	5	
Budget Office	8	
Labor	1	
Vietnamese Press	4	
University of Saigon	1	
Foreign Affair	5	
Finance (Dep')	1	
Public Health	11	
Public Function	2	
D. Individuals Associated with Government Agencies		117
E. Other Individuals		113
Grand Total		1.125

Distribution of Overdue Books by Length of Time Overdue

Overdue as of:

October 1, 1959 to present date	(3 months)	320
July 1, 1959	" " (6 months)	221
January 1, 1959	" " (12 ")	285
January 1, 1958	" " (24 ")	287
Prior to Jan. 1, 1958	" (over 24 months)	<u>12</u>
		1.125*

1. Most of books borrowed by MSU Vietnamese staff are Bilingual dictionaries and reference books
2. Very few overdue books were borrowed by NIA students.
- 3.* This figure cannot be considered as absolutely accurate as entries referred sometimes too many volumes, sometimes to single books, etc...

Questions of Library Policy--Book Selection and Ordering, Circulation

I. Book Selection and Ordering Procedure

A. Ordering

1. Is the present procedure for book ordering satisfactory to the NIA faculty?
2. Airmail postage: What circumstances justify the use of airmail postage? (Airmail postage approximately doubles the cost of books and hence cuts in half the number of books which may be purchased from a given budget.)

B. Book Selection

1. Is it possible to establish criteria for the determination of the kinds of books to be purchased by the library?
2. What kinds of books are (most) appropriate for the NIA library?
3. Specifically, is it desirable to use library funds to purchase:
 - a. A wide variety of psychology journals (including the Journal of Abnormal Psychology)?
 - b. A wide variety of law books (including books on penal law)?
 - c. Elementary and introductory textbooks in economics, psychology, sociology?
 - d. Novels?
 - e. Rare books? (Recently the library has received orders for books of ancient publication date--1815 and earlier--which are very costly.)

II. Circulation

With the growth of the size of the NIA library and the improvement of the competence of the reference staff, the NIA library is becoming an important source of reference material and documents, not only for the NIA faculty and students, but for the University of Saigon, governmental agencies, and private individuals. The expanding role of the NIA library has, however, presented new problems.

- A. Overdue books. There are now approximately 1100 books out of the library and overdue. Some of these books are over two years past due; some individuals hold as many as 50 or even 100 different volumes. This limits the circulation and use of the library holdings.
- B. Library policy.
 1. Are library lending policies adequate?
 2. Should procedures and policies with respect to return of books be changed? What devices, if any, should be adopted to insure prompt return of library books?