

## ACQUISITIONS OF UNITED NATIONS AND OTHER INTERNATIONAL GOVERNMENTAL ORGANIZATIONS DOCUMENTATION

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International governmental organizations (IGOs) issue a large amount of documentation each year. They produce periodicals, year-books, directories, meeting records, resolutions and draft resolutions, working papers, studies and reports. This material is divided into two groups of documentation: publications and documents. Publications are printed in a good format and are issued through a regular publications program. They are usually for sale, although some are free. They are considered to have a lasting reference value and are written for the general audience. Documents are usually issued in mimeographed form. They are primarily meeting records and reports and have a more limited distribution. In many cases they are only available to the partici-

pants of the meetings. The availability and distribution of these documents varies with the different agencies. Publications are usually acquired through a sales agent, while documents usually are obtained from the organization's headquarters. Many of the basic documents from the United Nations cannot be acquired individually but must be photocopied from a depository library or from the Readex microfiche edition of United Nations Documents and Publications.

Another feature of IGO documentation is that its cost is greater than that of the national governments because of translating and printing costs. Most organizations produce their materials in two or three languages, the United Nations in six official languages and

the European Communities in nine official languages. UNESCO has had to curtail some of its translations into the three languages, English, French and Spanish, because of the severe financial problems it has had since the United States withdrew its membership. Some of the major studies by UNESCO are now being published in only one of those three languages. Many of its monographs and periodicals are now being co-published with commercial publishers and as a result have become more expensive. The United Nations also has had difficulty because of all the money the United States owes to it. New editions of yearbooks, for example, are often delayed because there is no money to pay for their publication.

There are several ways of acquiring the publications and documents of international organizations. The first is by depository status. The most numerous depositories in the United States are those of the United Nations and the European Communities. The United States has more United Nations depositories than any other country. To assist with the cost of the depository, each of these libraries, except the Library of Congress, has to make a contribu-

tion of \$960 a year towards the cost of the materials. This depository status covers general distribution documents (basic documents, final meeting records, resolutions, studies and reports, the Official Records, the Treaty Series and many of the sales publications). "Limited distribution documents," such as draft resolutions of the General Assembly and draft reports, are not included in the depository material. These "limited" documents are accessible through the Readex microfiche edition of United Nations Documents and Publications. The provisional (current) meeting records of the General Assembly and the Security Council are not sent to depositories and must be subscribed to separately. The semi-annual directory, Permanent Missions to the United Nations, is also not for deposit.

Many regional economic commission documents are not depository items. Some of these can be found in the Readex microfiche edition. Most of their sales publications come on deposit, except for those in Spanish only by the Economic Commission for Latin America and the Caribbean. These Spanish publications must be purchased individually.

The publications of several semi-autonomous bodies of the United Nations are not included in the deposit and have to be acquired separately. These agencies are the Advisory Committee for the Coordination of Information Systems, International Court of Justice, UNICEF, United Nations Institute for Training and Research, United Nations Population Fund, United Nations Development Programme, and the United Nations Environment Programme. Others are the United Nations Institute for Disarmament Research, United Nations International Research and Training Institute for the Advancement of Women, United Nations Inter-regional Crime and Justice Research Institute, United Nations Research Institute for Social Development, and the United Nations University. The documents of UNICEF, United Nations Development Programme and the United Nations Environment Programme are still sent through the depository program.

The United Nations Industrial Development Organization, once a semi-autonomous body of the UN, became a specialized agency equal in status to the United Nations in 1986. Its documentation is no longer part

of the UN depository and must be purchased separately. The publications of the other specialized agencies, such as UNESCO and the Food and Agriculture Organization, are also not part of the UN depository and must be acquired separately.

The European Communities depository status is free to the U.S. libraries designated as EC depositories, and it covers most of the EC material. Publications are mailed out individually as they are issued. Each month a list of the publications distributed the previous month is sent to the depositories to check to be sure they have received all items. The EC Statistical Office has recently cut back on the publications it will send to depositories. A number of the statistical yearbooks, the monthly Eurostatistics, and the Rapid Reports will continue to be sent. The EUR research reports are not included in the deposit. "EUR reports" is a generic name for the scientific and technical reports of EC research activities. Each one is given a number preceded by the letters EUR. They are all priced publications, and some are issued by commercial publishers. Depository libraries are entitled to request individual EUR reports that are

published solely by the EC Office for Official Publications.

A second method of acquiring publications is with comprehensive standing orders. These orders allow a library to receive everything that a depository does, except that it has to pay for everything. The publications are received soon after they are issued. Payment for these items is done either once a year for a total estimated amount, or by individual invoice which comes with each shipment. This type of large order is sometimes called global subscription or blanket standing order.

Other methods are to set up standing orders for all publications of an agency in certain subject categories or for individual series titles. Receiving materials through a depository status or on standing order allows a library to receive the items as soon as they are published and saves work and time of placing individual orders.

The major dealer in the United States for international organization publications is UNIPUB (4611-F Assembly Drive, Lanham, MD 20706-4391, Tel. 800-274-4888. Fax 301-459-0056.) UNIPUB is the national dealer for

the European Communities, Food and Agriculture Organization, General Agreement on Tariffs and Trade, International Atomic Energy Agency, United Nations University, and UNESCO, which includes International Bureau of Education and International Institute for Educational Planning and UNESCO publications from Bangkok. The 800 telephone number is useful for finding out the price of an item and whether or not it is still in print.

UNIPUB also sells publications of other agencies: United Nations, United Nations Centre for Regional Development, United Nations Environment Programme, Asian Productivity Organization, International Labour Organization, International Monetary Fund and the International Bank for Reconstruction and Development/World Bank. UNIPUB issues free brochures such as Nuclear Resources, Women's Studies, Agricultural Catalog, Education Catalog, Plant Sciences, FAO New and Most Recommended Titles, and European Communities Official Publications which list the publications they have to sell from all the agencies they represent. They also have a Standing Order Catalog which describes the series titles that

they have. Their bimonthly free publication, UNIPUB New Books, lists all the recent items they have received. UNIPUB has an exhibitor's booth at both ALA Midwinter meeting and at the annual summer conference, where many of these brochures are available for distribution. The United Nations and the Organization for Economic Co-operation and Development sales offices often exhibit at the ALA annual conference as well.

Sales offices of several organizations are given in the section of this article on Current Catalogs and Indexes. Good sources of headquarters addresses and dealers are the Index to International Statistics (IIS) and International Bibliography: Publications of Intergovernmental Organizations, which are described below. Other sources of headquarters addresses are Europa: World Year Book, Volume 1, Part 1 (London: Europa Publications Ltd.) and Yearbook of International Organizations, volume 1 (Brussels: Union of International Associations).

The following is a list of some of the bibliographical tools that are available. Two important points to remember are (1) any new list of

publications is out of date almost as soon as it is printed because these agencies are constantly issuing new materials, and (2) if you are trying to identify a title, remember that it may be a document instead of a publication. It is helpful to be aware of the lists which include documents as well.

Index to International Statistics (IIS).

Bethesda, MD:

Congressional Information Service, 1983-. Monthly with quarterly and annual cumulations.

IIS covers the statistical publications and documents of IGOs. It indexes periodicals if they routinely have statistics. It also includes publications that are mostly text but which contain 2 or 3 important statistics. Indexes are by subject, name, and geographic area, by category, issuing source, title and publication number. Ordering information and prices are given, along with a list of addresses for IGO headquarters and US dealers.

International Bibliography: Publications of Intergovernmental Organizations.

Millwood, N.Y.: Kraus International Publications, 1983-1991.

Quarterly. Ceased publication.

Continued: International bibliography, Information, Documentation (IBID) 1973-1982. New sales publications and free informational brochures are listed with annotations in the bibliographical record section. Audio-visual materials are sometimes included. The periodicals record section lists many periodicals and newsletters and provides the table of contents of the latest issue received. A number of these periodicals are free of charge. Both of the sections are covered by the subject and title indexes. An organization index is available for 1988-1991. Each issue contains the section "How to acquire publications," giving the headquarters address of the principal IGOs and the addresses of national distributors and an explanation of how to acquire priced and unpriced materials.

"United Nations and Other International Organizations". Published annually in the "Notable Documents Issue" No. 6 of Government Publications Review (Pergamon Press).

An annotated column listing new publications (monographs and monographic series) selected for their current interest and reference

value each year. Complete ordering information is provided.

PAIS International in Print. New York, Public Affairs Information Service, 1991-. Monthly, with annual cumulations.

Some international agency publications are cited in this index.

Also available on CD-ROM.

Continues: PAIS Bulletin and PAIS Foreign Language Index.

## CURRENT CATALOGS AND INDEXES OF SELECTED AGENCIES.

### COUNCIL OF EUROPE

#### Catalogue of Publications.

Request from Manhattan Publishing Company, P.O. Box 650, Croton-on-Hudson, N.Y. 10520.

### EUROPEAN COMMUNITIES

#### Publications of the European Communities. Documents.

Request both catalogs from the Office for Official Publications of the European Communities, 2, rue Mercier, L-2985, Luxembourg.

#### European Communities Official Publications.

Request from UNIPUB. This catalog gives prices in US dollars.

## FOOD AND AGRICULTURE ORGANIZATION

FAO Books in Print. (Lists sales publications).

FAO Documentation: Current Bibliography. Bi-monthly.

Lists documents, sales publications and FAO periodical articles. Cumulative years of FAO Documentation are available on microfiche. Request both titles from FAO, Distribution and Sales Section, Via delle Terme di Caracalla, 1-00100 Rome, Italy.

The microfiche of the items listed in FAO Documentation are available in the larger agricultural libraries in the U.S. Some of these libraries are: University of Kentucky Agriculture Library, University of California at Davis, Iowa State University and the National Agricultural Library. Photocopies or fiche to fiche copies can be requested on interlibrary loan.

## GENERAL AGREEMENT ON TARIFFS AND TRADE

Publications: GATT. (Lists sales publications).

Request from GATT, Centre William Rappard, 154, rue de Lausanne, CH-1211 Geneva 21, Switzerland.

## INTERNATIONAL ATOMIC ENERGY AGENCY

IAEA Publications Catalogue. (Lists sales publications).

Request from IAEA, Publishing Section, P.O. Box 590, A-1011 Vienna, Austria.

## INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT/WORLD BANK

World Bank: Index of Publications.

(Lists titles in print as of January 1 of each year.)

World Bank Publications Update.

Numbers vary.

PRE (Policy, Research, and External Affairs) Working Papers

Catalog of Numbers 1 to 400. (This

is a catalog of some of the World Bank's documents. Later supplements are available.)

Request all three titles from World Bank Publications Unit, 1818 H Street, N.W., Washington, D.C. 20433.

## INTERNATIONAL LABOUR ORGANIZATION

ILO Catalogue of Publications in Print.

Request from International Labour Office (Publications) 4, route des Morillons, CH-1211 Geneva 22, Switzerland.

ILO Publications, Quarterly.

Request subscriptions from International Labour Office, Suite 801, 1828 L Street, N.W., Washington, D.C. 20036. Address book orders to ILO Distribution Center, 49 Sheridan Ave., Albany, NY 12210.

**INTERNATIONAL MONETARY FUND**

Publications of the International Monetary Fund.

Request from IMF, Publication Services, Washington, D.C. 20431

**INTERNATIONAL TELECOMMUNICATION**

UNION List of Publications.

Request from ITU, Place des Nations, CH-1211 Geneva 20, Switzerland.

**ORGANIZATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT**

Catalogue of Publications.

Recent Publications. Quarterly.

Request both from OECD Publications and Information Center, 2001 L Street, N.W. Suite 700, Washington, D.C. 20006-4095.

**UNITED NATIONS**

United Nations Publications Catalogue.

Request from UN Sales Section, Room DC2-853, Dept. 701, New York, N.Y. 10017. Tel. (800) 553-3210, Fax: (212) 963-3489.

UNDOC: Current Index.

New York, United Nations, 1979-Quarterly with annual cumulation on microfiche since 1984. Comprehensive bibliography of UN publications and documents received at the Dag Hammarskjold Library. Indexed by personal/corporate name, title and subject. Supersedes UNDEX and United Nations Documents Index. For sale from the UN Sales Section.

**UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION**  
Publications Catalogue. (Lists sales publications).

Request from UNESCO Press, 7 place de Fontenoy, F-75700 Paris, France.

UNESCO list of Documents and Publications. (Lists publications, documents and the periodical articles).

Request from Information, Library and Archives Division (DIT/IR), 7 place de Fontenoy, 75700 Paris, France. Cumulative volumes covering several years are for sale



by UNIPUB. It is also available on the CD-ROM UNESCO prototype under the database name, UNESBIB.

Some of UNESCO's documents are available on a standing order basis from UNIPUB. This standing order, called UNESCO Document Service, consists of the documents from the UNESCO General Conference and Executive Board and the speeches of the Director-General. Other documents can be requested from UNESCO headquarters in Paris. Documents of the Division of the General Information Programme (PGI) should be ordered from the West Virginia Library Commission, Cultural Centre, Charleston, WV 25305. There is a charge for this service.

#### **WORLD HEALTH ORGANIZATION**

WHO Publications Catalogue. (Lists sales publications).

WHODOC: List of Recent WHO Publications and Documents. (Lists publications and documents and periodical articles).

Request both from WHO, Distribution and Sales Service, 20, avenue Appia, CH-1211 Geneva

27, Switzerland. Book orders: WHO Publications Centre, 49 Sheridan Ave., Albany, NY12210

#### **TITLES FOR A SMALL COLLECTION:**

Although many of the yearbooks for sale are quite expensive, there are several which are more affordable for smaller libraries. For descriptions, of these suggested titles see the list of reference sources at the end of the article on information sources of United Nations and other international governmental organizations.

Basic Facts About the United Nations. (United Nations).

Basic Statistics of the Community. (European Communities).

Nordic Countries. (Nordic Council).

State of the World's Children. (UNICEF).

State of World Population. (United Nations Population Fund).

World Agricultural Statistics: FAO Statistical Pocketbook. (Food and Agriculture Organization).

World Bank Atlas. (International Bank for Reconstruction and Development/World Bank).

World Development Report. (International Bank for Reconstruction and Development/World Bank).

World Resources. (World Resources Institute and International Institute for Environment and Development with the United Nations Environment Programme).

World Statistics in Brief. (United Nations).

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