

UNITED NATIONS

SECRETARIAT

ST/AI/189/Add.12  
16 February 1973

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

AddendumSUPPLY TO THE UNITED NATIONS LIBRARIES OF MATERIAL NOT  
AVAILABLE THROUGH THE REGULAR DISTRIBUTION CHANNELS

## INTRODUCTION

1. In order to provide efficient library services to delegations, permanent missions, staff of the Secretariat and other institutions and individuals interested in the activities of the United Nations, the Dag Hammarskjöld Library at Headquarters and the United Nations Library at Geneva (referred to hereinafter collectively as the United Nations libraries) need to have in their collections all available documentation relevant to those activities. The United Nations libraries receive, under the existing distribution arrangements (see ST/AI/189/Add.3/Rev.1), copies of all documents issued in authorized symbol series and sales publications available through the regular distribution services of Headquarters, of the United Nations Office at Geneva and of the regional economic commissions. The purpose of the present instruction is to ensure that all other documentation is deposited and available in the United Nations libraries.

## MATERIAL TO BE DEPOSITED

2. All departments and offices shall make available to the United Nations libraries copies in each language edition of the following:

(a) Conference room and working papers issued for meetings of United Nations bodies that are not subsequently reissued in authorized symbol series;

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\* This instruction supersedes document ST/AI/165.

(b) Papers prepared for conferences, seminars, workshops, training centres and institutes and meetings of experts and non-governmental organizations convoked by the Organization as a full sponsor or co-sponsor and related meeting records, journals, handbooks, final lists of papers and reports;

(c) Country studies prepared by the Secretariat, studies prepared by individual experts, a special rapporteur or an expert committee or on contract by institutions or individuals for the use of the Secretariat;

(d) Reports, studies, bibliographies etc. prepared by regional training and research centres or similar institutions established under an agreement with the United Nations and wholly or partially financed by it or by a co-sponsoring or participating specialized agency, non-governmental organization or Government;

(e) Press releases issued at Headquarters and at other United Nations offices, and other public information material;

(f) Newsletters or bulletins issued at recurrent intervals by the various offices, even if intended only for internal use;

(g) Any other material containing information on the activities of the Organization, even if intended only for internal use or issued under the RESTRICTED classification.

3. The Secretariat offices responsible for the material described in paragraph 2 above shall ensure that two copies in each language edition are deposited in each of the United Nations libraries. Additionally, they shall forward to the libraries of the regional economic commissions sets of material dealing with subjects of concern to them.

4. United Nations bodies, such as the United Nations Development Programme, the United Nations Children's Fund, the Office of the United Nations High Commissioner for Refugees, the United Nations Relief and Works Agency for Palestine Refugees in the Near East and all United Nations Institutes that produce and distribute material outside the regular reproduction and distribution services of the Organization shall supply two copies of such material in each language edition to the Dag Hammarskjöld Library at Headquarters and one copy to the United Nations Library at Geneva.

5. When permission is given to an external publisher to publish in any form a manuscript or text provided by the United Nations or a translation of a document or publication of the Organization into an unofficial language, the publisher shall be requested to provide two free copies for deposit in the United Nations libraries.

REQUESTS FOR ACCESS TO THE MATERIAL DEPOSITED

6. The depositing office, in making material available to the United Nations libraries, may impose such restrictions on access to it as may be appropriate for various categories of users. Such restrictions shall be communicated to the main reference services at Headquarters (the Documents Reference Section of the Dag Hammarskjöld Library and the Public Inquiries Unit of the Office of Public Information) and to the United Nations Library at Geneva.
7. Inquiries from field offices or from outside users concerning the use or the copying of the deposited material shall be referred to the Dag Hammarskjöld Library at Headquarters or to the United Nations Library at Geneva, as appropriate.
8. When the material deposited is listed in the United Nations Documents Index, or in other published bibliographical tools, information as to the restrictions imposed on access to it shall be included in an appropriate foot-note.

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