

FREQUENTLY ASKED QUESTIONS

United Nations Depository Library System

▶ What is the purpose of the Depository Library System?

Since 1946, the Dag Hammarskjöld Library of the United Nations Secretariat in New York has arranged for the distribution of United Nations documents and publications to users around the world through its depository library system. At present, there are more than 360 depository libraries in over 136 countries maintaining United Nations material from the date of designation as depository to the present. The general public can consult the material free of charge at any depository library.

▶ Who has the authority to designate depository libraries?

The United Nations Publications Board, on the advice of the Head Librarian of the Dag Hammarskjöld Library and taking into account the views of the Government concerned, designates depository libraries.

▶ Are there any criteria for the designation of depository libraries?

Yes. All States and Non-Self-Governing Territories are entitled to one free depository library, normally the national library or a major research library located in the capital city. The national parliamentary library, if open to the public, is also entitled to receive material free of charge. Additional depository libraries, which will be required to pay an annual contribution, may be designated taking into consideration the expected use to be made of the deposit, the over-all geographical distribution of the depository libraries in the country concerned, etc.

▶ What are the conditions of deposit?

Depositories are required to:

- Place the material received in the care of qualified library staff;
- Keep the material received in good order at their institutions;
- Make the material received accessible to the general public, free of charge, at reasonable hours;
- Make the material received available through interlibrary loan, photocopying or other means to users who cannot easily visit the depositories concerned;
- Pay the annual contribution, if applicable, promptly; In addition, each library is requested to organize activities on a regular basis to publicize its United Nations collection.

The United Nations inquires into the observance of the conditions of deposit by mandatory biennium questionnaires or by visits. The Publications Board reserves the right, when evidence is presented that the conditions of deposit are not satisfactorily met, to withdraw depository status.

▶ **How much is the annual contribution?**

Depositories libraries located in developing countries pay US\$250 per year for a regular deposit (Official Records and printed publications) or US\$500 per year for a print plus deposit (Printed Official Records and masthead documents, printed publications).

Depositories libraries located in developed countries pay US\$1,000 per year for a regular deposit (Official Records and printed publications) or US\$1,750 per year for a print plus deposit (Printed Official Records and masthead documents, printed publications).

▶ **Is there any United Nations document pertaining to the depository libraries?**

Yes. There are two main documents. One is the Principles Governing United Nations Depository Libraries, issued on 18 August 1995 and the other, Instructions for Depository Libraries Receiving United Nations Material, issued on 5 March 1995. All depositories are expected to be familiar with them.

▶ **Is there any support provided for depository libraries?**

Yes. The Dag Hammarskjold Library and the Library of the United Nations Office at Geneva periodically organize special training seminars for depository librarians. In addition, research guides and tutorials are available online.

Depository libraries also receive up-to-date information on United Nations activities and deposit-related matters via e-mail. Other support, as needed, is provided by the Depository Libraries Group.

▶ **Can a depository library use the United Nations emblem/flag?**

A depository library wishing to use the United Nations emblem/flag on entrance signs, brochures, websites or for an event is required to obtain advance permission from the United Nations. Requests should be sent to the Coordinator, Depository Libraries.

▶ **How does a library apply for depository status?**

An interested library must ensure that it will be able to comply with the conditions of deposit and meet the contribution requirement, if applicable, fully. Information on application can then be requested from the Coordinator, Depository Libraries.

▶ What types of deposit are offered?

There are two types available: a "**Print Plus deposit**" and a "**Regular deposit**".

▶ What is included in the deposit?

A "**Print Plus deposit**" includes printed Official Records of main organs of the United Nations, most sales publications regardless of place of issuance, all periodicals normally available by subscription, masthead documents (i.e., working documents) of the regional commission located in the area of the library, as well as all masthead documents and publications placed in general distribution, records of plenary meetings of the Security Council.

A "**Regular deposit**" includes Official Records of main organs of the United Nations, most sales publications regardless of place of issuance, all periodicals normally available by subscription and masthead documents (i.e., working documents) of the regional commission located in the area of the library.

The deposit entitlement commences with the date of designation, is not retroactive and is limited to one copy, normally in one official language.

▶ What is not included in the deposit?

- 1) Publications under Sales Number Categories 0, all of III and XX;
- 2) Publications by the International Court of Justice (ICJ);
- 3) Publications by the United Nations Development Fund for Women (UNIFEM);
- 4) Publications by the United Nations Centre for Regional Development (UNCRD);
- 5) Publications by the Office of the United Nations High Commissioner for Refugees (UNHCR); 6) Publications by the United Nations Research Institute for Social Development (UNRISD);
- 7) Publications by the International Criminal Tribunal for Rwanda (ICTR);
- 8) Publications issued in only one (e.g. English) or two (e.g. French and Spanish) of the official languages, if the depository does not receive materials in those languages and no specific request has been made for such materials to be included in the deposit;
- 9) Material not claimed before the lapse of two years after the date of publication;
- 10) Documents issued under the LIMITED, RESTRICTED or PARTICIPANTS ONLY categories of distribution;
- 11) Publications marked "Sales only" at time of issuance;
- 12) Sales publications issued and distributed by a trade publisher;
- 13) Press releases; 14) Online, CD-ROM, and microfiche products; and
- 15) Documents and publications by specialized agencies of the United Nations.

▶ In what language(s) does the deposit come?

Deposit is available in the six official languages of the United Nations, namely Arabic, Chinese, English, French, Russian and Spanish.

Normally, the entitlement is limited to material in one official language.

Not all of publications appear in Arabic, Chinese or Russian. Depositories where the national language is Arabic, Chinese or Russian may therefore choose either English, French or Spanish as a language of deposit, but they will also receive one copy of each publication available in their national language.

➤ **Does the deposit include use of online products?**

The United Nations has introduced to the global community free access to UN documents, treaties and statistical data via the Internet.

The Official Document System (ODS), a full-text storage and retrieval system for UN documents in electronic format in all official languages started in 1992. An active process of digitizing older documents is presently taking place. ODS offers a more economical, timely and secure means of distributing and storing parliamentary documents worldwide. It has a multilingual interface and good search capability. Effective 1 January 2005, the Official Document System (ODS) is free of charge.

Access to the United Nations Treaty Series Database is provided via the internet; This databases includes the international instruments published in the United Nations Treaty Series. The League of Nations Treaty Series are also a part of the the online version of the printed publication, entitled, "Multilateral Treaties Deposited with the Secretary-General". These databases are free of charge to the general public since November 2007.

In 2008, the Department of Economic and Social Affairs (DESA) launched the United Nations Data Retrieval System (UNdata) (<http://data.un.org/>), a service based on UN statistical sources. More than 60 million records from 24 UN databases on employment, education, energy, environment, health, population, refugees, etc., are available to the general public free of charge.

➤ **Does the deposit include microfiche, CD-ROMs or videos?**

No, but they are available for purchase. Please visit United Nations Publications (<https://shop.un.org/>) or consult United Nations Publications Catalogue (<https://shop.un.org/catalogue>)

➤ **In what way should a depository library organize its United Nations collection?**

Arrangement

A depository library may choose any system it prefers, as long as the collection is kept in good order and under adequate control. The below serve as suggestions only:

A partial depository may choose to arrange the collection of sales publications by sales code, thus achieving a broad subject classification. The arrangement may be: (1) by year, and within year by subject category, then by individual publication code, in order to bring together all sales publications issued during the year; or (2) by subject category, and within category by year, then by individual sales publication code, in order to group all publications by broad subjects.

The Official Records should be arranged by organ and session/year.

A full depository may prefer to arrange the collection alphabetically by series symbol, then numerically by the individual document number. As many sales publications also carry a symbol, the depository may choose to disregard the sales code and file sales publications by symbol. If a combination of arrangement by sales code and by symbol is chosen, a cross reference needs to be placed.

For information on United Nations documents, categories of distribution, meaning of symbols assigned to documents and research tools (printed and on the Internet), consult the United Nations Documentation : Research Guide (<http://research.un.org/en/docs>)

Discarding/Weeding

While judicious weeding is permitted, the essence of the collection as a record of United Nations activities from the date of designation to the present must be preserved. The following material can be discarded:

- 1) Masthead versions of documents that are reproduced in the Official Records or in printed proceedings;
- 2) The basic document and its addenda, corrigenda, amendments and excerpts once a revision is issued;
- 3) Duplicate copies of documents bearing more than one symbol (only one copy needs to be kept if a cross reference is placed under the other symbols);
- 4) Masthead documents of conferences, meetings, symposia, etc., if subsequently reissued as sales publications;
- 5) Weekly, monthly, quarterly, etc., issues of publications for which a yearly cumulation has been issued;
- 6) Masthead documents that are subsequently reproduced, such as documents of the International Law Commission later appearing in the Yearbook of the International Law Commission.

Depository Contributions

▶ What is the depository contribution?

Depository libraries are required to pay an annual contribution towards the cost of maintaining the Depository Libraries System. There are exceptions to this requirement.

▶ How much is the annual contribution?

Depositories located in developing countries pay US\$250 per year for regular deposit (Official Records and printed publications) and US\$500 per year for print plus deposit (printed Official Records and masthead documents, printed publications).

Depositories located in developed countries pay US\$1,000 per year for regular deposit (Official Records and printed publications) and US\$1,750 per year for print plus deposit (printed Official Records and masthead documents, printed publications).

▶ When does a depository library receive its invoice?

Every January, the Sales and Marketing Section of the United Nations Publications Unit mails sends out invoices covering the calendar year to all contributing libraries. Payment is due upon receipt.

▶ What payment options are available?

There are four payment options:

1) **Payment by check in US currency.** Please mail the check to United Nations Publications. The check **must** include the invoice number.

2) **Bank transfer.** Please remit all electronic fund transfers to the bank account number below. Upon making the transfer, a payer **must** notify United Nations Publications of the date of transfer and the bank used.

Chase Manhattan Bank
1166 Avenue of the Americas, 17th Floor
New York, NY 10036 USA

Account Name: United Nations Revenue Producing Activities

Account No: 485-000-377

ABA: 021000021

3) **Payment in local currency.** Please pay the contribution in the currency of your country by sending or submitting the payment to a local United Nations office (e.g., United Nations Information Centre) or a United Nations Development Programme office. To ensure the application of the payment to your account, the payer must obtain a Cash Receipt and fax it immediately to United Nations Publications. The invoice number **must** be included on the receipt. It is advisable to send a copy of the receipt to the Coordinator, Depository Libraries.

4) **Payment by UNESCO coupons.** Please remit the contribution by mailing a corresponding number of UNESCO coupons directly to United Nations Publications, to a local United Nations office (e.g., United Nations Information Centre) or a United Nations Development Programme office with the request that the coupons be forwarded to United Nations Publications. The invoice number **must** be included on the coupons. It is advisable to send a copy of the receipt to the Coordinator, Depository Libraries.

Claiming Procedures

▶ Is there a form to be used for claiming?

Yes. All claims to the United Nations must be prepared using the "Request for Documents form". Claims prepared otherwise will be returned unprocessed.

▶ How soon should a missing item be claimed?

Please allow a reasonable amount of time to pass before submitting a claim since the deposit is shipped by sea at book rate and may take several months to arrive.

▶ Up to how many pages of claim can be submitted at a time?

Five pages are the maximum.

▶ Are there any materials that cannot be claimed?

Yes. The following are not included in the deposit and are therefore not claimable:

- 1) Publications under Sales Number Categories 0, all of III and XX;
- 2) Publications by the International Court of Justice (ICJ);
- 3) Publications by the United Nations Development Fund for Women (UNIFEM);
- 4) Publications by the United Nations Centre for Regional Development (UNCRD);
- 5) Publications by the Office of the United Nations High Commissioner for Refugees (UNHCR); 6) Publications by the United Nations Research Institute for Social Development (UNRISD);
- 7) Publications by the International Criminal Tribunal for Rwanda (ICTR);
- 8) Publications issued in only one (e.g. English) or two (e.g. French and Spanish) of the official languages, if the depository does not receive materials in those languages and no specific request has been made for such materials to be included in the deposit;
- 9) Material not claimed before the lapse of two years after the date of publication;
- 10) Documents issued under the LIMITED, RESTRICTED or PARTICIPANTS ONLY categories of distribution;
- 11) Publications marked "Sales only" at time of issuance;
- 12) Sales publications issued and distributed by a trade publisher;
- 13) Press releases;
- 14) Online, CD-ROM, and microfiche products; and
- 15) Documents and publications by specialized agencies of the United Nations.

▶ What tools should be used to determine missing items, document symbols and sales publication numbers?

Printed indexes, such as the *United Nations Documents Index* and *Index to Proceedings*, are good tools to determine missing items, document symbols and sales publications numbers, as well as places of publication. These tools are included in the deposit. Online resources, such as United Nations Daily Journal, UN-I-QUE and UNBISnet, are also very useful.

▶ Where should a prepared "Request for Documents" form be sent?

Addis Ababa: Documents Reproduction and Distribution Unit
United Nations Economic Commission for Africa
P.O. Box 3005
Addis Ababa, Ethiopia

Fax: +251 1 514 416 Major series claimable from Addis Ababa: E/ECA/-, ST/ECA/-, Sales code II.K

Bangkok:

Documents, Reproduction and Printing Unit
Conference and Documentation Services Section
United Nations Economic and Social Commission for Asia and Pacific
United Nations Building
Rajadamnern Nok Avenue
Bangkok, 10200, Thailand
Fax: +66 2 288 3018

Major series claimable from Bangkok: E/ESCAP/-, ST/ESCAP/-, Sale code II.F

Beirut: Conference Services, Distribution Unit
United Nations Economic and Social Commission for Western Asia
P.O. Box 11-8575
Beirut, Lebanon
Fax: +961 1 981 510/511/512

Major series claimable from Beirut: E/ESCWA/-, ST/ESCWA, Sales code II.L

Geneva: Chief, Distribution and Sales Section
Conference Services Division
United Nations Office at Geneva
CH-1211, Geneva 10,
Switzerland
Fax: +41 22 917 0261 Major series claimable from Geneva:

E/ECE/-, ST/ECE/-, ECE periodicals, Sales publications under category II.E (UN ECE)

Monthly Bibliography (UNOG Library)

CCPR/-, CERD/-, CRC/-, E/CN.4/-, HRI/-, Sales publications under category XIV (Human Rights)

TD/-, TD/B/-, Sales publications under category II.D (Trade, Finance and Commerce)

Nairobi – United Nations Environment Programme: Chief, Publishing Services Section
Division of Conferences
United Nations Office at Nairobi
P.O. Box 675578
Nairobi, Kenya
Fax: +254 2 62 2760

Major series claimable from UNEP: UNEP/GC/-

Nairobi – United Nations Human Settlement Programme: Chief

Information Services Section
UN-HABITAT
P.O. Box 30030, GPO 00100
Nairobi, Kenya
Fax: +254 2 62 4060

Major series claimable from UN-HABITAT: HS/C/-

New York: Note: Due to the cessation of distribution of UN depository materials from UN Headquarters facilities in New York, claims are no longer processed. For more information please contact dhldl@un.org

Vienna: Officer-in-Charge

UNOV Documents Reproduction and Distribution Unit
F-355
Vienna International Centre
P.O. Box 500, A-1400
Vienna, Austria

Major series claimable from Vienna: A/AC.82/- (UN Scientific Committee on the Effects of Atomic Radiation)
A/AC.105/- (Outer Space)
A/CN.9/-, Sales publications under category V (International Law)
E/CN.7/-, E/INCB/-, E/NL/-, Bulletin of Narcotic Drugs, Sales publications under category XI (Narcotic Drugs)

Santiago:

Distribution Unit
Printing and Distribution Section
United Nations Economic Commission for Latin America and the Caribbean
Edificio Naciones Unidas
Avenida Dag Hammarskjold S/N Vitacura
Casilla 179-D
Santiago, Chile
Fax: +562 210 2069

Major series claimable from Santiago: LC/-, Sales code II.G