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Subj: Recommendations for American Center Library Yerevan

SUMMARY

The American Center Library Yerevan has made remarkable progress in the five months since it first opened. It has obtained a facility, hired a library staff, developed and organized a collection, began circulating materials, registered 500 members, established contact with the members of the Armenian Parliament, and just recently installed the DataTrek library automation system, and began using the CD-ROM products including PDQ. This progress is all the more impressive given the warlike conditions in Yerevan which has effected electrical power.

RECOMMENDATION 1 - RELOCATE

The Post must now decide in which direction the library shall develop. The present facility is clearly inadequate for a USIS library that will serve the public, the DRS and serve the information needs of the embassy staff. Located in the back of the AUA library room (which itself is inadequate in size) the USIS library cannot even house the present collection. As long as the USIS library is located in AUA it will be primarily used by students as part of the school library; i.e. to supplement the curriculum based resources of the university library . Faced by their large student and faculty audience the USIS library will be primarily part of the university.

Given the complete lack of other information resource centers in Armenia I endorse the idea that the USIS library provide all standard services eg. collection, circulation, etc. As the American presence continues to expand the staff's need for reliable information will increase. The presence of an American library can not only signal a visible American commitment to Armenia but also introduce American library concepts as intellectual freedom and library outreach. Through contact with the USIS library Armenian librarians will be accustomed to American built information technology.

The USIS library should ideally relocate to a suitable facility ideally in the offices next to the embassy if there is sufficient space. This will permit the following:

        a. the library will concentrate on DRS outreach as
           defined by the post and the IO.
        b. the library will be able to share resources with

the Commercial Service library.
c. The Embassy staff will be able to utilize the
research capacity of the library.

RECOMMENDATION 2 - TECHNOLOGY

EK- A. The librarians need to have a USIS designated technical support
person to assist them.

✓ B. Given the severe space limitations of the American Center
Library information provided through CD-ROMS should be
expanded. I will send to Post a list of six commonly used
Cd-ROM in addition to the three products already being used.

✓ C. Since the library has just installed DataTrek software the
librarians should begin to input data to develop their
automated catalogue. If there is difficulty the librarians
should establish contact with DataTrek Support, RPO Vienna,
and USIS librarians who are experienced DataTrek users. I
recommend the librarians in Sofia, Bucharest or Frankfurt as
referral points.

EK D. A second computer with a printer should be supplied to permit
the librarians to do database searching. The present printer
should be designated for circulation and the automated
catalogue.

✓ E. Since the security system is being delivered all items in the
USIS library should have security tabs in the spines.

DS F. I strongly recommend that Post purchase Proquest for the
library. The resources of this excellent product will be able
to supply both the post and the DRS especially the local media
and government.

DS G. Post should encourage librarians to learn about Internet and
to be prepared when the system is available and Legi-Slate and
DIALOG databases will be utilized.

RECOMMENDATION 3 - COLLECTION

A. Use the space in the reading area of the present facility for
reference material. Fiction and other circulating material
should be moved to downstairs to provide space for the
reference books.

B. All reference books should be classified and arranged in
Dewey order.

✓ C. Books that are no longer being used or have been replaced by
newer editions should be donated. The Academy of Sciences
Library next door to AUA could be given the material.

OK permanent loan!

D. Education advisory materials should be given to the IREX
office next door to the library.
To do.,

E. The collection of paperback novels should be donated to a local
library or included in the embassy recreational collection.
This will provide some badly needed space for reference
materials.

F. The PAO and American Center Director should review the Post
goals and country plan with the librarian to ensure that she
understands that the collection should be developed to support
the plan goals; ie. democracy building, English language
support, economic revival, etc.

G. I recommend that the USIS Yerevan Library develop a collection
of materials on Armenian-American relations. These materials
can be found on in Books in Print and PDQ's Advance Document
module and ordered through the RPO.
SEP. Room for Teachers

H. Please review the extant to which the library develop the
English Language teaching resources.

RECOMMENDATION 4 - PRESENT FACILITY

A. Remove couch, plush chairs and coffee table and replace with
library reading table with chairs. This will give extra space.

B. Install more lighting especially in the area behind the
counter.

C. Attempt to utilize the two empty rooms behind the library that
are now locked and unused. These can be used as extra reading
space as well as shelving.

D. When security system is installed consider removing part of the
counter to provide more public access and shelf space.

E. Use the columns in the library for exhibit space for new books.
Use the window panes and center counter for exhibit space.

F. Remove the draperies from the windows to increase lighting.

G. When security system is installed a guard should be placed
outside the library to monitor traffic and ensure security. The
space in the drawers for students' hats, scarves, etc. be used
for books.

RECOMMENDATION 4 - OUTREACH

A. The librarians should begin to regularly deliver to the embassy
relevant articles from PDQ.

B. The library should develop a DRS in consultation with the PAO

and begin to send an article alert sheet of articles from PDQ and periodicals.

C. The librarian should introduce PDQ to selected individuals from Parliament including the librarian.

RECOMENDATION 5 -   TRAINING LIBRARIANS IN OTHER USIS LIBRARIES

A. None of the three present library staff have any professional library experience. I applaud Post efforts to train the librarian including her trip to DataTrek training in Vienna and her upcoming trip to Washington. I recommend that she and the library assistant be sent to a small devloped USIS library to observe library practices and DataTrek usage.

B. Please order the following library magazines from RPO: Library Journal, and Wilson Library Bulletin. Post should also order basic texts in librarianship which I will recommend.