

July 7, 1988

SECRETARY'S CIRCULAR NO. 88/66

To: Members of the Executive Board

From: The Secretary

Subject: Schedule and Services During the Relocation of
the Joint Library

There is attached for the information of the Executive Directors a schedule of available services from the Joint Library during its relocation to International Square.

Mr. Gehringer (ext. 7046) is available to answer questions relating to the relocation of the Library.

Att: (1)

Other Distribution:
Department Heads

INTERNATIONAL MONETARY FUND

Schedule and Services During the Relocation of the Joint Library

Prepared by the Administration Department

July 7, 1988

At the time of discussions on the relocation of the Joint Library to new facilities at International Square, it was agreed that the Executive Directors would be provided with information on the new library as it approached completion. This memorandum describes the schedule for the relocation and the availability of services from the Joint Library, both during and after its relocation.

Throughout the planning process for the new Joint Library, paramount importance was attached to preserving its services and minimizing inconvenience to the library's users. As a result, although some limitations on services will occur during the height of the relocation work in late July, there will be no time when the library's services to Executive Directors and the staff will be completely suspended.

To help in accomplishing this continuity of service, the Joint Library Reference Center has recently been opened in its interim location in room 2-425, adjacent to the second floor atrium. The Reference Center contains the current issues of a number of frequently consulted journals and newspapers, JOLIS ONLINE terminals to access the library's catalog, and photocopying and facsimile facilities. It is staffed by a reference librarian daily between the hours of 9:00 a.m. and 5:00 p.m. While telephone reference assistance will be available by calling the main Joint Library number (extension 7054) throughout the relocation, this Reference Center will provide additional assistance at headquarters both during and after the relocation.

The transfer of the library's collection will take place over several weeks, beginning July 11. During that time, books will be retrieved on request for library users. The Joint Library's headquarters location will cease operations at the close of business on July 21, and the International Square facility will open for service on August 1. During the intervening period, it would be appreciated if all but the most urgent requests for assistance could be deferred until full service is resumed. Only minimal delays in the routing of periodicals and newspapers to Executive Directors' offices will occur during this period.

The library will reopen on August 1 at Room IS 6-1000 at International Square, and will be reached via the 1875 I Street entrance. As requested by Executive Directors, the library's new extended hours of operation at International Square will be from 8:00 a.m. to 9:00 p.m., Monday through Friday, and 10:00 a.m. to 6:00 p.m. on Saturday. It is

hoped that by opening earlier, and remaining open in the evening and on Saturday, service to staff in this new location can be maximized and any possible inconvenience minimized. Messenger service to International Square has been substantially enhanced to accommodate the Joint Library's requirements, and it is expected that materials sent from the library will reach users at headquarters at least as quickly as at present. A facsimile machine will also be installed in the Joint Library to augment its ability to deliver information quickly to its users at headquarters.

An Administrative Circular describing the schedule for the relocation will be issued shortly so that work requiring library support can be planned, if possible, around the critical relocation dates. In addition, the library has prepared detailed information sheets describing the Reference Center, evening and Saturday access procedures, and the relocation schedule itself. These are distributed to users in the library and will also be distributed shortly to Executive Directors' offices under separate cover.

