

In spite of personnel reductions and the further intensification of demands for records services by the creation of new units in the Department, the Division succeeded in keeping abreast of these new demands because of better-trained personnel, reflected by an improvement in the records-training program, and also because of the continued co-operation of records users.

#### Information Systems Division

The Information Systems Division is concerned with effective management and utilization of the substantive information in the Department. Substantive information includes political, economic, social, communications in letter, message, report or other published format. The Division will investigate the ways in which information is originated, transmitted, catalogued, abstracted, stored, searched, retrieved, analysed, etc., in relation to officers' needs for facts and general knowledge in the field of international affairs.

It is the purpose of the Division to plan, prototype and progressively implement a substantive management-information system that will provide effective means for the interaction between the originator, the inquirer and the information bank.

#### Library Services

The Library Services provides both reader and technical services at home and abroad for the members of the Department. Periodicals, newspapers, books, government documents and foreign-language training records (including instruction guides) are purchased, or borrowed, and distributed on selection by the professional library staff and on request from personnel of the Department. A comprehensive reference collection and reference service is available on topics in international affairs and related fields. The Press Clipping Service supports with articles from the current press the basic library purpose of providing and disseminating reference data to the members of the Department. The Library maintains a co-operative relation for the interlibrary lending and borrowing of material with other departmental libraries and sources for information on international affairs.

The Department also administers the Special Research Bureau, which is charged with the collation and analysis of information about the economic affairs of foreign countries.