
IV. Media, public and library services

Spokesman for the Secretary-General

The Office of the Spokesman for the Secretary-General is located on the third floor of the Secretariat building.

	Ext.	Room
<i>Spokesman for the Secretary-General</i>		
Mr. Stéphane Dujarric de la Rivière	3.6172	S-0378
<i>Deputy Spokesperson</i>		
Ms. Marie Okabe	3.1104	S-0378
<i>Press inquiries</i>	3.7160/3.7161/3.7162	S-0378

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesman for the Secretary-General (room S-0378, ext. 3.7160, 3.7161 and 3.7162).

Services to correspondents

Daily press briefings: are given at noon in room S-0226 by the Spokesman for the Secretary-General. During General Assembly sessions, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand viewing immediately afterwards (www.un.org/webcasts). Highlights of the noon briefing can be found on the website of the Spokesman's Office (www.un.org/news/ossghilites.htm). For other services, see www.un.org/news/ossgh. The noon briefing by the Spokesman and the monthly press briefing by the

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Security Council president are accessible to delegates in Studio 4.

For additional services to correspondents (please see pages 42-43).

Working facilities for correspondents are provided in the press areas on the third and fourth floors, as well as in booths.

Public information

The Department of Public Information (DPI) provides a wide range of services to representatives of the media, non-governmental organizations and the general public.

	Ext.	Room
<i>Under-Secretary-General for Communications and Public Information</i>		
Mr. Shashi Tharoor	3.6830/ 3.2912	S-1027A
<i>News and Media Division Director</i>		
Mr. Ahmad Fawzi	3.6856	S-0837A
<i>Deputy Director, and Chief, Internet Service</i>		
Mr. Roy Laishley	3.6832	S-0827J
<i>UN Web Services Section (UN website information, www.un.org)</i>		
<i>Chief</i>		
Mr. Mahbub Ahmad	3.6974	S-1005A
<i>News Services Section (UN News Centre, www.un.org/news)</i>		
<i>Chief</i>		
Mr. Alex Taukatch	3.7158	S-0900A

Media, public and library services

	Ext.	Room
<i>Meeting Coverage Section (Press Releases)</i>		
www.un.org/apps/pressreleases		
<i>Chief</i>		
Mr. Collinet Finjap Njinga	3.5850	S-0290B
<i>Press Desk (English)</i>		
	3.7211	
<i>Press Desk (French)</i>		
	3.7191	
<i>Media Accreditation and Liaison Unit</i>		
www.un.org/media/accreditation		
<i>Chief</i>		
Mr. Gary Fowlie	3.6934/ 3.6937	S-0250
<i>Media Documents Centre</i>		
<i>Supervisor</i>		
Ms. Robin Dellaroca	3.7165	S-0394
<i>Radio and Television Service</i>		
<i>Chief</i>		
Ms. Susan Farkas	3.3407	S-0850A
<i>TV News and Audio-Visual Production Section</i>		
<i>Chief</i>		
Mr. Joseph McCusker	3.7462	S-0894A
<i>Strategic Communications Division</i>		
<i>Director</i>		
Ms. Paula Refolo	3.6867	S-0941A
<i>Committee Liaison Unit</i>		
<i>Chief</i>		
Mr. Hasan Ferdous	3.6555	S-0994B

Information for delegations

	Ext.	Room
<i>Communications Campaigns Service</i>		
<i>Chief</i>		
Mr. Manoel de Almeida e Silva	3.1895	S-0955A
<i>Outreach Division</i>		
<i>Director</i>		
Mr. Raymond Sommereyns	3.3064	L-382A
<i>Civil Society Service</i>		
<i>Chief</i>		
Mr. Ramu Damodaran	3.6173	S-1060F
<i>Dag Hammarskjöld Library</i>		
<i>Head Librarian</i>		
Ms. Linda Stoddart	3.7443	L-327A
<i>Sales and Marketing Section</i>		
<i>Chief</i>		
Mr. Christopher Woodthorpe	3.8321	DC2-0870

Press releases, distribution of speeches

The Meetings Coverage Section prepares press release summaries in English and French of most open meetings held at United Nations Headquarters, which are usually available within hours of the end of the meetings. In addition, releases are issued on United Nations conferences and meetings held in other parts of the world. These releases, which are prepared for the use of information media and are not official records, also contain background information. English press releases are available electronically on the UN website at: www.un.org/apps/pressreleases/; French press releases are at www.un.org/french/apps/pressreleases/.

Accredited correspondents may obtain press releases from the Media Documents Centre in the press

working area on the third floor of the Secretariat building (ext. 3.7165). Delegations wishing to provide texts of speeches or press releases to accredited correspondents should bring 100 copies to the Media Documents Centre (room S-0394) where they will be made immediately available. These texts must be issued on the letterhead of the mission responsible and should be dated. Statements made during the general debate of the General Assembly, special sessions or other major events at Headquarters should be e-mailed as early as possible to webcast@un.org for posting on the UN website.

The latest information on UN-related developments can be found at the UN News Centre at www.un.org/news. The Centre also provides an e-mail news service. The “Issues on the UN Agenda” page also provides a one-stop shop for information on 50 major topics (www.un.org/issues). A list of street and e-mail addresses, telephone and fax numbers of UN Permanent Missions is also available at www.un.org/overview/missions.htm.

The audio-visual pages provide access to audio news files from UN radio, to video products and to photos. The documentation research guide, UN-I-QUE (Info Quest) database together with other databases featuring international treaties, statistical indicators, landmine information, information concerning refugees, document symbols and sales numbers can also be accessed from the website.

The UN website also offers access to research tools and links to the home pages of other parts of the UN system.

Additional information can be obtained from the Web Services Section (ext. 3.0780).

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Accreditation and liaison to correspondents, film and television crews and photographers

The Media Accreditation and Liaison Unit (room S-0250, ext. 3.6937, fax 3.4642), besides accreditation and liaison, provides the following services:

- Seats (space permitting) in the press gallery to observe General Assembly, Security Council and other meetings. Members of the visual media can get booth positions for covering meetings and other events;
- Arrangements for pool coverage during visits of Heads of State or Government. Clearance to film/TV crews and photographers for location filming. *These requests should be made in advance in writing* (room S-0250, ext. 3.6934, 3.6936, 3.6937 and 3.7164, fax 3.4642).

Communications campaigns and focal points

Strategic Communications Division. Director's Office (room S-0941A, ext. 3.6862). This Division coordinates multimedia information campaigns on priority issues, including major United Nations conferences and observances. For more detailed information, contact the Chief of the Campaigns Communication Service (room S-0955A, Ext. 3-1895).

Publications

DPI issues materials covering the work of the United Nations, with special focus on subjects of priority interest, including peacekeeping, human rights, economic and social development, as well as developments concerning Africa and the question of Palestine. Printed materials include press kits, books, periodicals, brochures, posters, feature articles and

educational materials. Most of these materials are also available on the United Nations website (www.un.org).

Also available on the website in the six official languages are the *Charter of the United Nations* (including the Statute of the International Court of Justice at www.un.org/aboutun/charter), the *Universal Declaration of Human Rights* and the *International Bill of Human Rights* (including the Universal Declaration and the International Covenants on civil and political rights and on economic, social and cultural rights).

Some of the Department's publications are listed below:

Thematic publications

- *Africa Renewal (formerly Africa Recovery)*
(quarterly periodical)
 - (room S-0955, ext. 3.6857 or 3.6833)
Fax: (212) 963-4556
E-mail: africarenewal@un.org
 - www.un.org/AR

- *UN Development Business*
Available on the Internet, and twice monthly in newspaper format, *UN Development Business* is the single most comprehensive source of information on proposed projects, financed by the United Nations system, government agencies, international and regional banks and other lenders, as well as invitations to bid and contract awards. Summaries from the World Bank, Inter-American Development Bank and the African Development Bank are also included.
 - (room DC1-0562, ext. 3.8065, 3.1516)
Fax: (212) 963-1381
E-mail: dbsubscribe@un.org
 - www.devbusiness.com

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- *Peace and Security Updates*
Facts and figures, background notes and other materials about United Nations work on peacekeeping, peacebuilding, peacemaking and disarmament.
 - (room S-1005, ext. 3.6840)
Fax: (212) 963-9737
E-mail: mediainfo@un.org
 - www.un.org/peace
- *The UN and the Question of Palestine*
A booklet covering the role of the United Nations from 1947 until the present.
 - (room S-0994, ext. 3.4353)
Fax: (212) 963-2218
 - www.un.org/Depts/dpa/qpal

Institutional publications

- *UN Chronicle*
A monthly Journal on United Nations activities and concerns, geared to an academic and university audience.
 - (room L-172, ext. 3.8522)
Fax: (917) 367-6075
E-mail: un_chronicle@un.org
 - www.un.org/chronicle
- *Yearbook of the United Nations*: An annual English language compendium that covers all major activities of the United Nations system and includes full texts of General Assembly, Security Council and Economic and Social Council resolutions.
 - (room DC1- 0540, ext. 3.8294)
Fax: (212) 963-8013
E-mail: taylorr@un.org

- *Basic Facts About the United Nations*
(biennial publication)
Last revised September 2004.
 - (room S-0900F, ext. 3.4137)
Fax: (212) 963-1334
E-mail: paterniti@un.org
 - www.un.org/aboutun/basicfacts

- *UN in Brief*
Revised July 2005.
 - (room S-0900F, ext. 3.4137)
Fax: (212) 963-1334
E-mail: paterniti@un.org
 - www.un.org/Overview/brief.html

- *Image and Reality: Frequently asked questions and answers about the United Nations*
Revised January 2006.
 - (room S-0900F, ext. 3.4137)
Fax: (212) 963-1334
E-mail: paterniti@un.org
 - www.un.org/geninfo.ir/index.html

- *DPI/NGO Link and website* (weekly bulletin)
 - (room L1B-31, ext. 3.7234, 3.7078, 3.7233)
 - www.un.org/dpi/ngosection

- *Directory of NGOs Associated with DPI* (biennial publication)
 - (room L1B-31, ext. 3.7234, 3.7078, 3.7233)
 - www.un.org/dpi/ngosection

- *Information guide for the public about the UN*
(most commonly asked questions)
 - (room GA-057, ext. 3.4475)
Fax: (212) 963-0071
 - www.un.org/MoreInfo/guide

Information for delegations

- *Everything you always wanted to know about the UN*
An introduction to the UN, written in question and answer format for students
(English and French only)
 - (room GA-057, ext. 3.4475)
Fax: (212) 963-0071
- *This is the United Nations* (booklet)
 - (room GA-057, ext. 3.4475)
Fax: (212) 963-0071
- *Universal Declaration of Human Rights*
Original text with a read-easy version. Includes classroom exercises.
 - (room GA-057, ext. 3.4475)
Fax: (212) 963-0071
 - www.un.org/overview/rights.html

Sale of DPI publications

Many publications are available as sales items. For more information, please see UN Bookshop (page 79) or visit the UN publications homepage at: unp.un.org.

Radio and television services and facilities

The News and Media Division can provide limited radio and television facilities to delegates and accredited journalists, when facilities are available.

Radio/audio

For radio studio availability, contact UN Radio at ext. 3.7732, or 3.7005.

Audio recordings (digital audio files) of recent statements made at meetings of the Organization's main bodies are available in the Audio Resource Centre

Media, public and library services

(room GA-027, ext: 3.9272 or 3.9270, fax: 3.3860 or 3.4501, e-mail: avlibr@un.org, <ftp.un.org>).

Audio archival material is handled by the Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485) and is subject to duplication fees.

Radio programmes (radio.un.org)

UN Radio produces live news and feature programmes about the worldwide activities of the Organization every weekday in the six official languages, and Portuguese, for use by broadcasters around the world. The daily programmes can be heard on the United Nations website. Also available on the website are weekly and bi-weekly programmes produced in the official languages, Portuguese and Kiswahili, as well as information about broadcasts.

The daily programmes in English, French and Spanish can also be accessed by telephone at (212) 963-3777. Also available by phone are: recordings of the daily noon briefing by the Spokesman of the Secretary-General, statements and press conferences by the Secretary-General and other special events.

Television/Video

Videotape recordings: Visual Materials Resource Centre (room S-B2-66, ext. 3.1561 and 3.1563, fax: (212) 963-4501/3460, e-mail: avlibr@un.org). UNTV's coverage of General Assembly and Security Council meetings and other events are available for sale to delegates and broadcasters. *Prices vary depending on whether the material is ordered before or after the event.* Current UNTV coverage and archival film and video materials dating back to 1945 can be ordered in NTSC VHS and NTSC Betacam. Royalties, transfer and

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screening fees are collected as applicable; shipping and messenger costs are borne by the requestor.

Studio facilities: TV News and Facilities Unit (room CB-056, ext. 3.7650, e-mail: ludlam@un.org). When available, studio facilities may be arranged for interview or statements and satellite transmissions, which are paid by the requestor to an outside provider. *Requests for bookings must be made in advance.*

Daily programmes of UNTV are webcast live daily at www.un.org/webcast.

United Nations videos

Audio-Visual Promotion and Distribution Office (room S-0805A, ext. 3.6939 or 3.6982, fax: (212) 963-6869, e-mail: audio-visual@un.org).

The Television Production Service produces news reports and educational videos about the work of the United Nations and its specialized agencies. Many of these videos are available at UN offices around the world in appropriate standards and formats.

A daily ten-minute satellite feed of UN news reports is made available to broadcasters twice daily via APTN's Global Video Wire.

Photo services and facilities

Photo Resource Centre (room S-0805L, ext. 3.6927, 3.0034, fax: (212) 963-1658 and 963-3430, e-mail: photolibr@un.org).

This office holds official photographs of United Nations meetings, delegates and officials, development programmes and peacekeeping operations. Photos are available in digital and print format, subject to the applicable fees. Photos may not be used in advertising.

Services provided by the network of the United Nations Information Centres

Information Centres Service (room S-1060-A, ext. 3.7216) (www.un.org/aroundworld/unics)

Many of the services provided by offices at Headquarters are also available in individual Member States. The United Nations currently has 54 information centres (UNICs) and services around the world, as well as a regional information centre (RUSIC) in Brussels, and information components in eight UN offices.

Services to civil society

ECOSOC

The Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192) acts as the focal point for non-governmental organizations (NGOs) in consultative status with the Economic and Social Council.

DPI

The Civil Society Service integrates the department's outreach activities to and partnerships with key constituencies, including non-governmental organizations, universities, private sector entities and the general public. It is responsible for the United Nations flagship print and electronic journal, *UN Chronicle* (www.un.org/chronicle) and the annual reference work "Yearbook of the United Nations".

The Non-Governmental Organizations Section (ext. 3.0786), NGO Resource Centre, L1B-31, ext. 3.7233-34/7078) serves the associated non-governmental community by providing information about the work of the United Nations by various means, including

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briefings by UN officials. It organizes an annual conference in September for non-governmental organizations on a major United Nations theme.

Public relations

Multilingual guided tours:

Monday through Friday from 9.30 a.m. to 4.45 p.m.

*Saturday and Sunday from 10 a.m. to 4.30 p.m.
(January and February only Monday through Friday tours)*

Reservations: (212) 963-7539.

Groups of 12 or more persons require advance reservations: (212) 963-4440. For additional information visit www.un.org/tours.

The Group Programmes Unit (Public Relations Section) (room GA-061, ext. 3.7710, e-mail: unitg@un.org) arranges briefings on United Nations topics for visiting groups.

The Public Inquiries Unit (room GA-057, ext. 3.4475, e-mail: inquiries@un.org) answers questions by telephone, mail, e-mail or in person and provides information on the work of the United Nations and on the programmes and agencies of the entire United Nations system. Fact sheets and answers to frequently asked questions (FAQs) can also be accessed online at www.un.org/geninfo/faq.

The Special Projects Unit (room S-955, ext. 3.0047) conducts the annual Reham Al-Farra Memorial Journalists' Fellowship Programme, which brings young journalists from developing and transition countries to Headquarters for briefings on the work of the Organization. The Unit also organizes the annual UN Day Concert and other special events and manages the

outreach programme on the Holocaust and the United Nations (www.un.org/holocaustremembrance).

Exhibits highlighting the work of the United Nations are mounted in the General Assembly Visitors' Lobby. All exhibits deal with an international theme and must follow the United Nations Exhibits Committee Guidelines. For more information, contact the secretariat of the *Exhibits Committee, Outreach Division*, tel. (212) 963-3242, fax: (212) 963-0077, exhibitscommittee@un.org.

Dag Hammarskjöld Library

Corner of 42nd Street and First Avenue

Open Monday to Friday during Secretariat working hours.

The Library occupies the south side of the Headquarters site.

The Library Reference Services Team provides information support and assistance to the permanent missions and the Secretariat of the United Nations, including:

United Nations documents and publications in all official languages and League of Nations documents in English and French;

A selection of materials from the specialized agencies, from governments and from other sources;

An extensive collection of publications about the United Nations and on issues of current interest;

An extensive collection of sheet maps and atlases.

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Workstations with access to online research as well as wireless internet access are available in all the reading rooms.

Information products of the Dag Hammarskjöld Library

The United Nations Bibliographic Information System (UNBISnet: <http://unbisnet.un.org>): is the guide to the collections of the Library and access to United Nations documents and publications, including voting records and citation to statements.

The Library Home Page (www.un.org/Depts/dhl) includes information on services and collections and provides the following reference tools:

(a) Outreach Calendar listing outreach events organized to mark events associated with the Millennium Development Goals;

(b) UN Pulse: an alert to just-released UN online information, including major reports, publications and documents;

(c) United Nations Documentation Research Guide: an overview of UN documentation and publications that provides guidance on how to locate and work with them and introduces researchers to major fields of UN activities.

Training for delegations

The Library offers training in the management and use of UN documentation as well as in the use of UN and external online databases and resources. Customized programmes may be arranged on demand to accommodate specific needs and interests. Training is on an ongoing basis and is open to all delegates and government officials. Further information and details may be found on the Library homepage or at, librarytraining@un.org.

Personal Knowledge Management

The Library's Personal Knowledge Management Programme offers one-on-one and small team coaching and training in information management skills in delegate's own offices, customizing tools and techniques to suit the specific needs of the Mission. The service begins with a personal interview to evaluate the delegate's information and knowledge-sharing needs and challenges. Contact dhlpkm@un.org for more information.

United Nations Depository Libraries

Depository Libraries Officer (ext. 3.7392, dhldl@un.org)

The Library maintains also a network of more than 400 United Nations Depository Libraries in 145 Member States and territories.

Educational Outreach Section

(917) 367-7022 or Cyberschoolbus:
<http://www.un.org/Pubs/CyberSchoolBus> and UN Works: <http://www.un.org/works>

The Educational Outreach Section through the Global Teaching and Learning Project (Cyberschoolbus) and UN Works, partners with teachers, educators, students and institutions of higher learning to show effective UN projects in the lives of people.

Graphic Design Unit (212) 963-2190

This Unit provides graphic design services for the United Nations as a whole.

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Contacts

Inquiries may be made to the following service points:

	Ext.	Fax	Room
<i>Head Librarian</i>	3.7443	3.2388	L-327A e-mail: stoddart@un.org
<i>Reference services</i>	3.7412	3.1779	L-201 e-mail: unreference@un.org
<i>UN loan services</i>	3.7422	3.1779	L-260 e-mail: libraryloans@un.org
<i>General collections/loan services</i>	3.7384	3.9256	L-B1-10 e-mail: libraryloans@un.org
<i>Interlibrary loan</i>	3.2015/3.2278	3.9256	L-B1-68 e-mail: dhlill@un.org
<i>Map library</i>	3.7425	3.1779	L-282 e-mail: dhlmap@un.org
<i>Legal library</i>	3.5372	3.1770	S-3455 e-mail: dhllegal@un.org
<i>Statistical library</i>	3.8727	3.0479	DC2-1143 e-mail: dhlstat@un.org
<i>Electronic Information Resources</i>	7.7097	3.2608	L-133E e-mail: unseiac@un.org

Maps and geographic information services

The Cartographic Section of the Department of Peacekeeping Operations produces small-scale maps with basic geographic information for the use of Member States and UN departments and agencies. For more information on additional services, please visit <http://www.un.org/Depts/Cartographic/english/htmain.htm>.

Source: Delegate's Handbook, ST/CS/56