Search for Documents of the United Nations

Characteristics of UN documents

The United Nations publishes a lot of documents and they are classified as "Official Document", "Official Record" or "Publication". Databases given by the UN are effective to search for UN documents. There is a United Nations Depository Library in the Library of the Research Institute for Economics and Business Administration and you can browse UN documents there.

2021.5

1. Types of UN Documents

Each of the UN documents have their own symbol which expresses the type and note of each document.

- **Official Document**

  An official document is minutes or references that are mainly distributed to representatives from member states at UN conferences or meetings.

- **Press Release**

  A press release is a document for news media and it is valuable information until official documents are published.

- **Official Record**

  An official record is an edited and republished document that is used at the main organs of the UN (e.g., General Assembly, Security Council) .

  ○ Report
  A report is published as a supplement of official records. It is an annual report submitted from lower units to higher ones.

- **Publication**

  A publication is a document for sale. It has sales number.

  ➤ Example of Sales Number

    Language. Year. Subject (or Organ). Serial Number

    e.g.) E. 80. II. C. 1 = English. 1980. World Economic. 1st publication

2. Main Document Symbols

- **First Component: Parent Organization**

A	S	E	ST
General Assembly	Security Council	Economic & Social Council	Secretariat

- **Second or Third Component: Subsidiary Body**

／C. .../	／CN. .../	／CONF. .../	／SC. .../	／WG. .../
Main Committee	Commission	Conference	Subcommittee	Working Group

- **Nature of Document**

／NGO／	／PET／	／PV. ...	／RES／	／SR. ...
Statements by NGO	Petitions	Verbatim records	Resolutions	Summary records

- **Final Component: Modification**

／Add. ...	／Amend. ...	／Corr. ...	／Rev. ...	／Summary. ...
Addendum	Amendment	Corrigendum	Revision	Summarized ver.

- **Examples**

S／RES／2395 = Security Council／Resolution／No. 2395

E／CN.4／2003／NGO／114 = Economic and Social Council／Fourth Committee／Year 2003
／Statement by NGO／No. 114

The Website of the UN can be used as a portal site of each branch of the UN. There are links to databases and press release pages on the footer.

Access

Search for the words "United Nations" on a search engine and select language. https://www.un.org/

"About UN" ＞ "UN System"
You can access the website of each branch of the UN via the above links.

Links on the Footer

You can search for information and publications of the UN from links of "Database" and "Library".

"Press Release" provides the newest information about the UN.

4. How to Search for "Press Release"

You can access the webpage that publishes press releases via "NEWS AND MEDIA" ＞"Press Release" on the footer of the UN website.

You can search for press releases by using keyword(s) and the document symbol and browse their full texts because press releases published after October 1995 are all digitized.

How to Search for Press Releases

When you enter keyword(s) in the search box on the top page, press releases are hit. With Advanced Search, you can search for them by publishing organ, date and document symbol.

5. How to Search for "Official Document / Record"

The following databases and journal are effective to search for official documents and official records.

- **United Nations Digital Library**
  < https://digitallibrary.un.org/ >
  The United Nations Digital Library is a database that can search documents, votes, speeches, public domain publications and more after 1979.

- **Official Document System (ODS)**
  < https://documents.un.org/prod/ods.nsf/home.xsp >
  The ODS is a database that can search for official documents and official records and it provides their full texts. This can search for documents published after 1946.

- **United Nations documents index 【Journal】**
  This is a printed journal. You can search for past documents and publications that can not be searched for by using the above databases.

Footer ＞ Resources / Services ＞ Documents ＞ UNDigital Library

The simple search is a general keyword search.
To search by document symbol, the first letter of the symbol must be uppercase / uppercase.

In Advanced Search, you can select the search syntax from drop-down menus.
You can also select the search fields such as author, document symbol, and full text.

7. Official Document System (ODS)

Footer ＞ Resources / Services ＞ Documents ＞ Official Document System

① **Symbol / Truncation:** Search for documents by entering a document symbol in the "Symbol" search box. Truncation is a function to specify a search way (Right: Prefix search / Left: Suffix search / Right & Left: Partial match search / None: Exact match search)

② **Word(s) in the title:** Search for documents by titles

③ **Subject:** Search for by using the UNBIS Thesaurus (refer no. 9).

④ **Full-text search:** Search by keyword(s) including the whole text

Footer ＞ Resources / Services ＞ Library＞ Footer ＞ Reserch the UN＞ UN Resources & Documents ＞ UNBIS Thesaurus

A thesaurus controls synonyms under one thesaurus word (controlled term) and therefore you can do a search with less retrieval omission.

① **Search:** Search for Thesaurus terms

② **Browse Alphabetically :** Alphabetical list of thesaurus terms

③ **Browse Concepts:** Categorized list of thesaurus terms
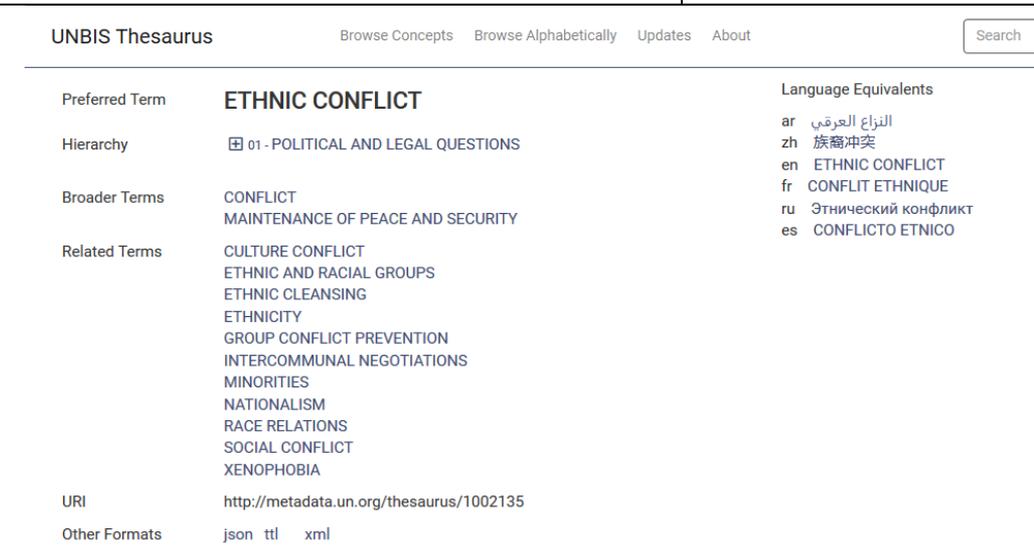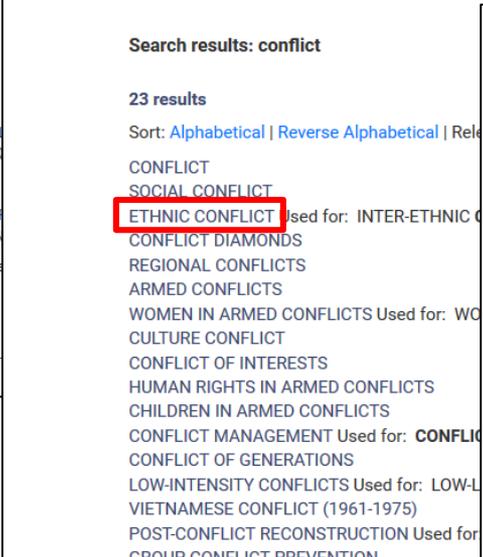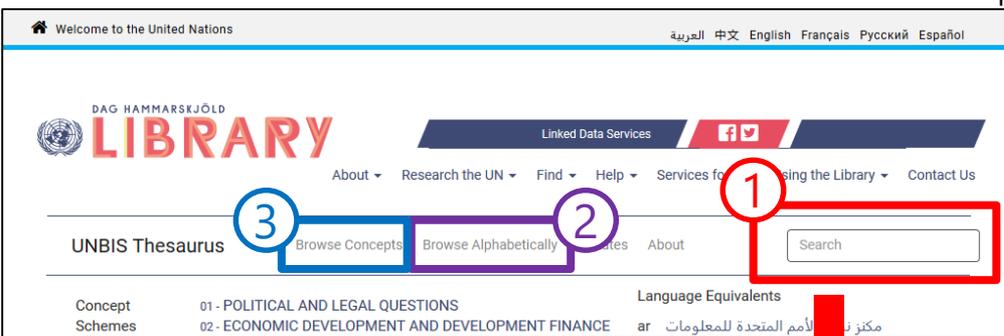
9. How to Search for Publications

The following websites and item are useful to search for publications.

- **United Nations Publications**
  < https://shop.un.org/ >
  The online shop of the UN. You can search for and purchase publications.

- **United Nations iLibrary**
  < http://www.un-ilibrary.org/ >
  The e-library of the UN. At this website, e-resources made by the UN such as publications, journals and statistics can be comprehensively searched for.

- **The complete reference guide to United Nations sales publications, 1946-1978**
  This is a print product. By using this book, you can search for publications published from 1946 to 1978. This book is located at the Library of the Research Institute for Economics and Business Administration.

10. How to Obtain Print Documents

Although a lot of UN documents are digitalized and published on the web, some documents cannot be accessed as full-text on the web. In this case, you should search for printed editions at a library.

- **Official Document**
    1. Search for document titles and symbols by using ODS or UN-I-QUE

    2. Search for and obtain the documents at the UN Depository Library (in the Library of the Research Institute for Economics and Business Administration).
    （* Official Documents can not be searched for by OPAC）

- **Publication**
    1. Search for title, ISBN or sales number by using UNBISnet or iLibrary

    2. Search for their location and call number by OPAC and go to the Library

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**In case Kobe University does not have a document:**

　You may also be able to obtain documents that are not located at the Kobe University Library by applying for the Interlibrary Loan Service or visiting other libraries.

　Please refer to the "Other Institutions Holdings < https://lib.kobe-u.ac.jp/ userguides-en/materials-en/otherlib-en/ >" about the each above service.

11. United Nations Depository Library

A United Nations Depository Library is a library founded by the UN and it is open to the public to share information about their goals and actions among citizens. In Kobe University, it is installed in the Library of the Research Institute for Economics and Business Administration and with open holdings.
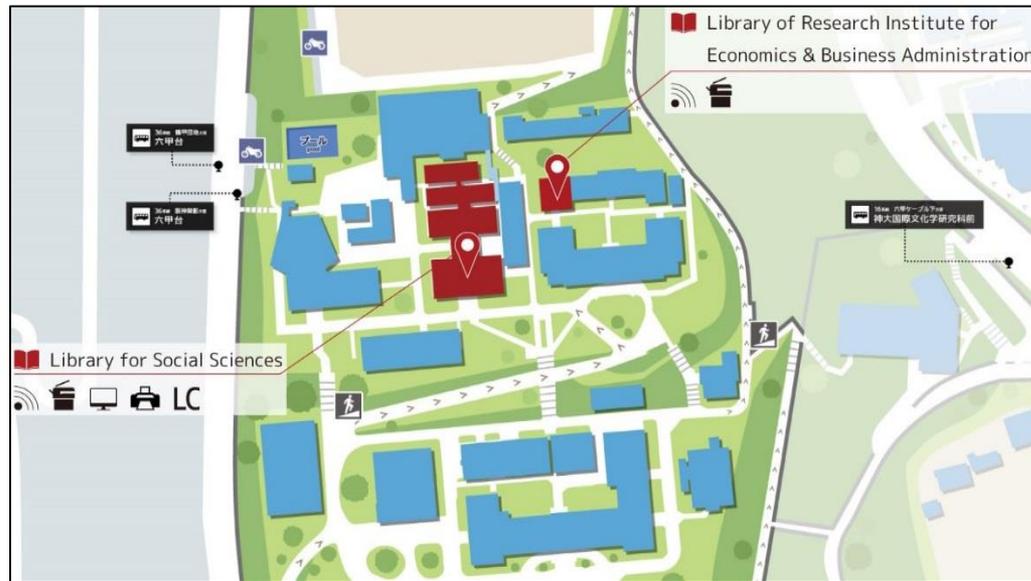
Opening Hours

【Mon - Fri】 8:45-17:00
【Sat, Sun and Holidays】 Closed

https://www.rieb.kobe-u.ac.jp/rieblib/un/index-j.html