

BOG LIBRARY IN RETROSPECT

BOGLIB NEWSFLASH

December 2015

Volume 1 Issue 3

We Promised, We Delivered!

All too soon 2015 is coming to an end! How has the Library fared so far? Amongst its objectives, the Library stipulated that, it would provide access to Online Information Bank- wide i.e. Accra and the Regional Offices and thankfully this has been achieved.

We also worked to be *Wi-Fi* enabled and with the help of our efficient I.T. Department, this has also been achieved.

The *Online Library Catalogue* as well as new titles added to the Library's collections can also be accessed via the Quick Links on the left pane of the Homepage of the Intranet. Training on how to access these materials online has been undertaken for various Departments of the Bank and the Regional Offices.

Visits were made to the Regional Documentation centres to train staff and also deliver books to beef up their collections.

We were able to subscribe to the FT Online for Management and Staff. Daily FT alerts are also sent to staff in Departments that do not have access to the online version.

The Wall Street Journal and other relevant Journal titles were also added to the collection.

Just tell us what you want and our friendly and professional staff will ensure you experience that quality service you so much deserve.

We have designed the under listed forms for our clients:

- *Feedback forms – Have Your Say,*
- *Book Request Forms*
- *Library Membership Forms*
- *Information Request Forms*

Go on.....get in touch!

We love to hear from you.

Inside this issue:

The Library on your Desktop	2
Goals in Change Management	2
The Book-Selection to Shelf	2
Famous Christmas Quotes	3
Moving Forward	3
Collaborating with other Offices	3
The Library as a Knowledge Hub	3
Library Usage	4



Goodwill Message from HoD

"The things I want to know are in books; my best friend is the man who will get me a book I ain't read"

Abraham Lincoln

16th President of the USA

The year has been very eventful and challenging for the Department; however we have been able to deliver on our core business and to achieve most of the targets we set for ourselves; by the grace of God.

The Bank's Library indeed, has taken a giant leap into the digital age and truly is just a click away on your Desktop. Make the Library your best friend and you will not regret it.

We look forward to a closer collaboration with our "business partners" and patrons to ensure an even better service in the coming year.

On behalf of all staff of the IDPS Department, I wish Management and staff in Accra and the Regions, a very Happy New Year!



ACCESSING THE LIBRARY ON YOUR DESKTOP

Did you know you can now access the library from your desktop.? If yes, you are a star, if not just sit back and follow the steps below:

- Go to the intranet on home.bog.gov.gh
- Under Quick Links, select Library Catalogue search
- This will open a new window with the Bog Library catalogue (OPAC)
- In the search bar, you can type the book you are looking for, using title, author, call number, ISBN, etc
- Make sure the “search in” corresponds with the “order by” and click on find.
- This will bring up a list of books or the book you typed once it is available in the library. Once you find what you are looking for, you click on it for bibliographic information about the book.
- After browsing your book/title if you wish to conduct another book search, click on the basic search at the bottom of the page to continue.



The Library on Your Desktop and at your Doorstep

Goals in Change Management Continued

The maiden edition of BOGLIB NEWSFLASH presented some issues on change management. Below is a continuation of the topic on **Change Management**.

There is a whole system of people in the organization **responsible** for supporting employees in making this transition. From the highest levels of leadership to front-line supervisors, effectively managing change requires a system of actors all moving in unison and fulfilling their **particular role** based on their **unique relationship** to the change at hand.

The five key change management roles are:

- Change management resource/team
- Executives and senior managers
- Middle managers and supervisors
- Project team
- Project support functions

Employees can successfully make their own personal transition when each of these actors fulfills their role in the context of a holistic, planned change management approach.

Change Management Roles:



The Book... from selection to the shelves!

The Library goes through the following steps to get books onto the shelves and into the system for our users.

- Book requests from staff / Departments are collated
- Publishers catalogues are scanned for relevant Titles/ Bookshops are also visited and a Book list is compiled
- HOD studies list and ticks approved titles
- Invoices are requested from publishers and bookshops
- Request is sent to Procurement and Transport Department for purchasing.
- Items received are sent to Risk Department for checking.
- Procurement Department works on payment
- Items are catalogued and given classification marks using the Library's Management System (*Library Soft*)

for easy identification and retrieval.

- Books are then placed on designated shelves, ready to be borrowed by our valued users.



BOG LIBRARY IN RETROSPECT

FAMOUS CHRISTMAS QUOTES

*Let us have music for Christmas...
Sound the trumpet of joy and rebirth;
Let each of us try, with a song in our
hearts, To bring peace to men on earth."*
~ Mildred L. Jarrell

*Blessed is the season which engages
the whole world in a conspiracy of
love!"*
~ Hamilton Wright Mabie



*"It is Christmas in the heart
that puts Christmas in the air."*
~ W.T. Ellis

*"The two most joyous times of the year
are Christmas morning and the end of
school."*
~ Alice Cooper

*"He who has not Christmas in his heart
will never find it under a tree."*
~ Roy L. Smith

Moving Forward....The Knowledge Hub

*The Library plans to organize the
following in the coming year:*

- Networking sessions
- Exhibitions of BOG materials
- Knowledge Space
- The Knowledge Wall
- Collate all publications from other Departments for reference



- Provide a Coffee /Chocolate vending machine at a token fee
- Work to acquire relevant electronic publications
- Provide more excellent services

The Library as a Knowledge Hub: BOG Library runs a knowledge service and not just an Information service

Collaborating with Other Offices/Departments

*The Library would continue to
work hand in hand with other
Departments to ensure the
mission of the Bank and Li-
brary is achieved.*

*The **Knowledge Space** would
be open to Departments to
hold Knowledge Updates at
the Library aimed at creating
awareness of their respective functions.*



TOGETHER WE STAND

*The **Exhibition Hall** would also be
made available to Departments to
display their materials for viewing
by staff .*

*The three Offices of the IDPS De-
partment– LDO, CRMO AND
PPO would hold **Open House**
sessions in the coming year.*

BANK OF GHANA LIBRARY IDPS DEPARTMENT

Library & Documentation Office

1st. Floor, Cedi House

No. 1 Liberia Road

P.O.Box GP 2674

Phone: 030266 5252

ext.5117/5119

Direct line 0302660869

We are a knowledge Hub

● Always at your Service

IDPS –INFORMATION, DOCUMENTATION & PUBLICATIONS SERVICES DEPARTMENT HAS THREE OFFICES:

- Library & Documentation Office
- Corporate Records Management Office
- Printing & Publications Office

The Library is charged with the responsibility of identifying, acquiring, disseminating and storing literature sources in the relevant subject areas of banking, finance, economics, legal etc to support the decision making processes of Management. and training needs of staff. We run a current awareness services as well as selective dissemination of information on relevant topics to Management and staff.

Watch out for the link to our web page on the Intranet!!!

Library Usage

The Bank of Ghana Library had a huge turn –around in patronage in 2015. Thanks to our automated system that allows quick search and retrieval of materials online and the efficient staff who are always willing to assist our users find just what they want from our collections-be it articles from our Professional Journals, back issues of News Papers, Online Searches for requisite information, as well as Statistics from the Statistical Bulletins and Annual Reports, International Financial Statistics just to mention a few.

The Library also assists Researchers from other Institutions to find information they want for their various projects. Non-Staff users however send written requests to the Secretary's Department for approval before they can access our collections.

We scan and send relevant information as part of our **Selective Dissemination of Information Service** to our users.

We also offer **Photocopying Services** bearing in mind the issues concerning of Copyright. Items found in the Catalogue may be placed on hold upon request for later collection after completing the registration form to be captured on to the Library system.

We received enquires either by phone, electronic mail or personal visits to the Library. Our Wi-Fi connection is always active enabling users browse the net with much ease as they worked on their various projects in the Library.

We however apologise for the immense heat our users endured during the year. Arrangements are underway to replace the faulty A/C with new ones in order to give us all a more conducive and friendly environment to work and study in.

Wishing Management and Staff and our cherished patrons a Wonderful X'mas and a Happy New Year!



Your satisfaction is our goal