



BoG LIBRARY

PURSUIT OF EXCELLENCE

Anivda writes, pursuit of excellence means being passionate about your goals and taking certain steps in order to improve yourself.

These actions include everything from raising the standards you've set for yourself to learning something new every day. If you're curious what else it means and what you can do to join in on this pursuit, read on.

ALL THINGS ARE POSSIBLE

Remember that everyone makes mistakes. The important part is to learn from those mistakes so that you can do better in the future.

In fact, learning is a very important part of both life in general and becoming happier with your life. People who are consistently learning are more self-fulfilled, are more open-minded, and enjoy every aspect of their lives much more than people who never learn anything new.

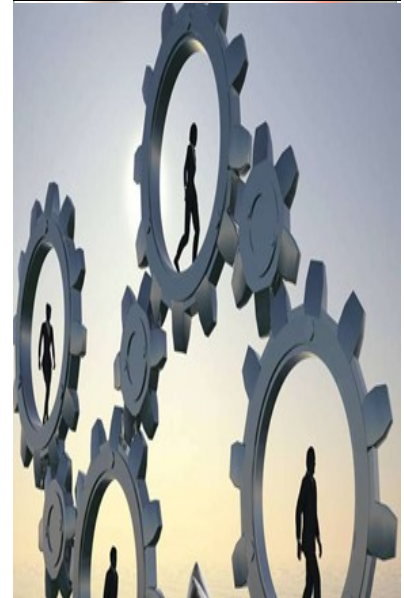
There are also certain characteristics that everyone leading an excellence-driven life has in common. These include a hunger to:

- Work both harder and smarter every day
 - Share everything you learn willingly with other people
 - Impact the world in a very positive way
 - Make a difference in the lives of others
 - Do things better than anyone else does them
- Continuously pursue your dreams and passions

<https://anivda.com/the-pursuit-of-excellence/>

Every job is a self-portrait
of the person who did it.
Autograph your work with
excellence.

- Jessica Guidobono



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SPECIAL POINTS OF INTEREST

- The Success Story
- Current Awareness
Services
- COVID -19– Symptoms
- Books, Journals &
Magazines



THE CAN DO ATTITUDE

In the pursuit of excellence, you will, however, need to make certain decisions, accept certain beliefs, and participate in certain actions if you want to achieve that goal.

If you feel that you are pursuing something that most of the world cannot do or knows little about, you can easily become an expert if you follow some simple rules. In other words, it takes a plan. "Pain is a relatively objective, physical phenomenon; suffering is our psychological resistance to what happens. Events may create physical pain,

but they do not in themselves create suffering.

Resistance creates suffering. Stress happens when your mind resists what is...

The only problem in your life is your mind's resistance to life as it unfolds." ~

Dan Millman

http://c3training.com/?page_id=20

'Libraries Transform Because Employers want Candidates Who Know the Difference Between a Web Search and Research'

THE SUCCESS STORY

- ◆ 2017 Risk Manager of the year
- ◆ Central Bank of the year
- ◆ Woman of Excellence Award
- ◆ PR personality of the year
- ◆ Revamping of BoGLA

And the rest is underway...

Your Library says Ayekooo to our Bosses and pledge to deliver a more excellent service to Management and staff to ensure more of these awards come to us at the CENTRAL BANK OF GHANA ...

where we are all proud to belong.

TREADING THE PATH

As a support services oriented Unit, our aim is to continually support Management and staff in the various areas of operations of the Bank towards achieving a World Class Central Bank status.

It is evident that the steps to this height is well underway, with the great testimonies emanating from last year and the early months of this new year 2020.

The Library on this note would firstly, use this opportunity to say Kudos to our Governor and the second deputy Governor for their tremendous achievements. They made us all and the nation at large very proud for which we are ever so grateful to God Almighty for his kindness.

OUTSTANDING ITEMS

The library has been providing materials, both books and online articles as part of its mission to make available relevant and adequate materials to support the Banks operations. We were able to join the Central Banking online platform. Notable among the collections are very vital books on Monetary Policy, Payment Systems and Risk Management just to mention a few, as well as the Ghana Country Risk report and the Financial times online but one would then ask, "**is that enough?**"

Previous newsletters have stated that efforts are being made to get more online resources for users and one would wonder why it is still not up and running. **The E-BOOKS and ONLINE DATABASES** will soon be up and running as the IT Department is working on installation of some software on the systems across the bank to enable users access the E-books and Databases online.

**Perfect Customer Service Is a Goal.
Excellent Customer Service Is a Reality.**



EXCELLENT CUSTOMER SERVICES

INFORMATION FOR EXCELLENCE

Information is a critical resource in organizational management and organizations use information to enable them solve their daily problems, therefore the BOG library which is a special library is ready to serve Management and Staff with relevant information.

These information will support to achieve a Bank of Excellence, the BOG Library provides the following to Management and Staff;

- ◆ Acquisition of various types of library materials-books, pamphlets periodicals, reports, newspapers and other related materials which are pertinent to the work of the bank.
- ◆ Processing of these materials are done by cataloguing, classification and other methods for quick access and retrieval of individual items,.
- ◆ Circulation of these library materials for use by the bank staff is through lending, answering enquiries, providing assistance to users in finding materials in the library,
- ◆ The library also conduct literature search on any given topic, preparing a bi-monthly information bulletin of new materials received and periodical articles indexed (information Alerts) for staff.
- ◆ Preparing an index of recordings of newspaper headings pertaining to the operations of the Bank.

CURRENT AWARENESS SERVICES

The Library is more proactive in providing staff access to current awareness services (CAS) which is one of the important library services for fast and easy retrieval and dissemination of information.

'He who wants a rose must respect the thorn'



Persian Proverb

SYMPTOMS

- ◆ Fever
- ◆ Cough
- ◆ Headache
- ◆ Runny nose
- ◆ Sore throat
- ◆ Shortness of breath
- ◆ Difficulty in breathing
- ◆ General feeling of unwellness
- ◆ In more severe cases, it can lead to pneumonia, SARS, kidney failure and even death without appropriate interventions.



HIGHLIGHTS ON CORONA VIRUS

Coronaviruses are a large group of respiratory viruses that can cause diseases ranging from the common cold to more severe respiratory infections such as the Middle-East Respiratory Syndrome (MERS) and the Severe acute respiratory syndrome (SARS).

This virus is also known to cause infections in birds, dogs, cats and pigs among others.

General Public

- ◆ Avoid unprotected contact with sick people (including touching one's eyes, nose or mouth) and with live farm or wild animals .

- ◆ Seek medical care if you develop fever and cough.

- ◆ Do not travel while sick

Cover your mouth and nose with a tissue when sneezing or coughing

Travelers to affected countries

- ◆ Wash your hands often with soap and water .
- ◆ Avoid contact with animals, animal markets and products that come from animals such as uncooked meat.
- ◆ Avoid contact with sick people.
- ◆ Wash hands for at least 20 seconds or use an alcohol hand rub .

BOG TAKING PRECAUTIONARY MEASURES

Our trained security staff ensures all who walk into the building are screened as part of the measures to guarantee that we are all healthy to work heartily. Lets ensure we use the hand sanitizers provided for our own safety.



EASTER AT HOME OR CHURCH?

With the current pandemic, one would be wondering whether Easter would be celebrated at home or in Church? It is expedient to note that “The Blood that speaks better things” has already spoken for us. All we need to do is to plead that the “cleansing Blood of Jesus will wash away every disease from our land wherever we find ourselves during this season.

... but before we can feel the efficacy of the Blood, we have to do our part. That is observing the regular hand washing and sanitizing our hands at regular intervals so as to keep safe. After we have done all these and other mentioned precautions, then we can call for Divine intervention for Divine Immunity.

May God Heal Our Land and the World at Large



HAPPY AND SAFE EASTER FROM YOUR LIBRARY STAFF

COLLECTION DEVELOPMENT

The Bank of Ghana Library has collaborated with various departments and regional offices in the selection and acquisition process.

As an Information Centre working hard to support the Bank to achieve its vision of excellence, the Bank of Ghana Library has acquired electronic and physical resources in various subject areas such as monetary policy; financial stability; banking regulation and supervision; currency management; banking services; legal; corporate governance and payment systems.

These collections will increase effective and efficient access to relevant, precise and up-to-date information for research,

learning and teaching purposes which will intend support in taking operational, tactical and strategic decisions to strengthen the banking system.

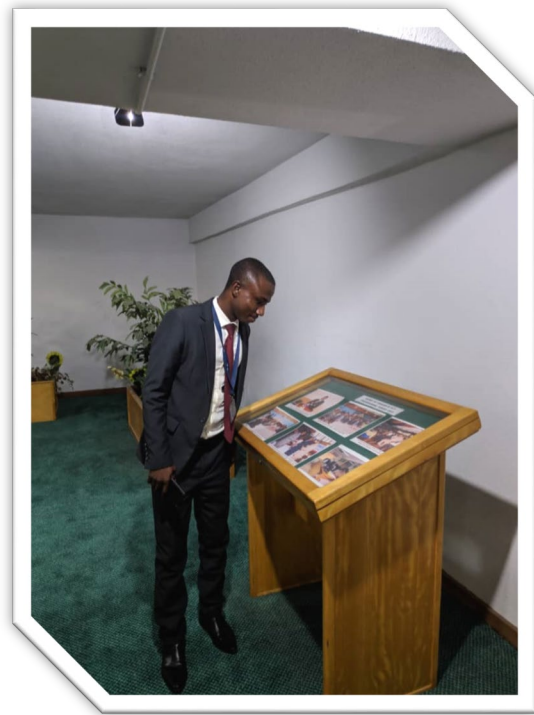


HAVE SOME FUN WHILE YOU LEARN... ISMS AWARENESS QUIZ

1. State some examples of Information Assets
2. Documents that require controlling
3. Who is responsible for applying the right controls?
4. State the steps taken in classifying the document.
5. How many classification levels do we have? Name them.
6. what is the acceptable usage of the BoG internet
7. How often should you change your password
8. A friend needs to find some information urgently online. Is it necessary to use the Bank's Internet irrespective of the website in question? Yes/No state reason.
9. Name some reasons why the ports of the system unit is not made accessible to some staff
10. It is important to check your desktop regularly to ensure your system is running correctly. Do you agree? WHY?
11. Name some of the steps in checking your desktop
12. Is it necessary to back up your work? Yes/No. Give two reasons
13. Where do you keep your backups?
14. Mentions items that are not advisable to back up on the BoG system.
15. What can be termed as the Bible/Guide Book of the Department
16. Why is it necessary to keep it up to date
17. What needs to be done when any change is effected to it?
18. Which material helps us to regulate our work effectively and efficiently?
19. Do we classify this material?
- 20a. what are some of the measures taken to ensure adequate results are achieved.
- 20b. what must be done when we effect any change on this document?

BEST WISHES

THE BANK OF GHANA EXHIBITION HALL LOCATED ADJACENT TO THE LIBRARY



Display of old Bank Notes and Coins and other Projects of the Bank. Many more inside...



BANK OF GHANA LIBRARY CEDI HOUSE

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PUBLICATION & RECORDS OFFICE—CORPORATE MANAGEMENT & SERVICES DEPARTMENT HAS THREE UNITS:

- Library & Documentation Unit
- Corporate Records Management & Archives Unit
- Printing & Publications Unit

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.

Soon to Come...

**E-Books, Databases and More Current Awareness
Services!!!**

BOOKS, JOURNALS AND MAGAZINES

More often than not you find people confusing themselves with a book, Journal and magazines. These three are all information sources and they can all be found in the Bank of Ghana Library.

How then can we spot the difference?

Books

The dictionary meaning for a book is a written or printed work consisting of pages glued or sewn together along one side and bound in covers. A book however, is a written piece of work by one or more authors that has been published and bound together. The key word here is published. A book is recognised as a book when it is published and given an ISBN (International Standard Book Number). This ISBN is a unique code given to books. It separates one book from the others. At the Bank of Ghana Library most of our collections are tailored to the operations of the Bank. Why not take advantage and get some books to enhance your knowledge on topics you are interested in.

Journals

Journals are regularly published collection of articles that focuses on specific topics to a particular academic or professional discipline. Journals are published differently from books. They are either published monthly, bi-monthly, quarterly, semi-annually or even annually. Journal articles are mostly restricted to a specific length (usually not more than 10 pages) and usually reflect research, whether it is surveys of existing research or discussions of an original research. Journal articles are peer-reviewed and mostly written by experts in their fields. The Bank of Ghana Library stock a number of Journals, some are The Journal of Payment Strategy and Systems, The Journal of Risk Management in Financial Institutions and the Journal of Business Continuity and Emergency Planning etc. Whiles Books have ISBN, Journals have ISSN (International Standard Serial Number). ISSN are unique 8-digit code used to identify journals, magazines, newspapers and other periodicals.

Magazines

Magazines just like journals have ISSN. Magazines are a regularly published collection of articles that might focus on any topic in general or on topics of interest to a specific group. These are some magazines you will find at the Bank of Ghana Library; HR Focus, The Time Magazine, The Economist, The Banker etc. Just like Journals, Magazines are published monthly, bi-monthly, quarterly, semi-annually or even annually. Most magazines articles are not referenced and are written by the magazine's staff or guest contributors. Magazines also rely on adverts targeted to consumers as a source of revenue.