

# Increased Access to Information: The Way Forward

**BANK OF GHANA  
LIBRARY**

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## Providing Relevant Information for the Job

In vain have you acquired knowledge, if you have not imparted it to others”.

*Deuteronomy Rabbah*, c.900, commentary on the book of Deuteronomy.

There is no wealth like knowledge and no poverty like ignorance”. *Buddah*. In a nutshell, it is pointless to acquire knowledge and not share with others.

Challenges professionals face today is not finding information, but selecting the relevant information for their work. It is therefore imperative to learn some techniques to help in gathering better results during

search periods.

Information searching which is mostly thought of as a cycle can be time consuming and may need several attempts to achieve any good results.

Why not visit your library either in person, by phone or email and let your Librarian assist you in getting just the results you want and even faster?



*Expert searches for the best results*

By this, The Bank’s staff can use the time they would take to search for information to do other important tasks while the Library Team conduct the searches to meet the Information needs of Management and staff to increase efficiency in work performance.



collective team effort in searching for a legal document that has been called for from any of the Management Offices or a staff requesting for an article or book from the Library’s collections. Their role is to provide needed material to support the work of the Staff.

## Current Trend...

Q: ...and what is the best way to go about this?

A: Oooh, this is as simple as learning the ABC!

The BOG Library Staff prides themselves in going the extra mile at all times to ensure

that requests made to the Library, which ever medium it is channelled through is attended to with a touch of urgency.

Yes! and it is such a joy to watch the

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### Special points of interest:

- Providing relevant information for the job.
- BoG Library’s Current Trends in Library & Information Services
- Easy & Timely Access to Information
- Promoting Library & Information Services
- Access to E-resources

## EASY ACCESS?

**C**ertainly! access to information from the BOG Library has not been much easier.

Due to the modern equipments provided by the IT Department, the Library now channels information via various medium of dissemination in order to provide access to the Library's collections across the Bank -Here and the Regions. Requests can be

made by phone calls, a personal visit to the Information Desk or via email and responses are given in like manner. Still being the BOG Library you now know, it is the delight of staff to bring information to you *on your desktop or at your door step.*

**Q**...and what is that supposed to mean?

**A:** so you have not heard that relevant articles pertaining to the various operations of the Bank can now be accessed on **BOG CONNECTING?** Just click on the Information Alert, New Books Arrival or BO-

GLIB Newsflash link from the Announcement section. This will take you straight to newsletters under communications menu where you will find all the articles and book titles scanned and posted just for you.

**A:** This is interesting. They've really got the **WOW** factor!



**The WOW FACTOR!**

## Promoting Library and Information Services and Resources

**T**he volume and variety of information that workers need to access in order to do their jobs has become comical.

When we show up at work, we are basically entering a "knowledge factory." This knowledge is being created and shared by team members in a never-ending stream, across a wide variety of applications and

systems. Emails, social media conversations, and documents shoot back and forth in a giant flurry of knowledge exchange.

**S**o, how do you empower workers with the ability to quickly and easily find the relevant knowledge they need?

**"We also do content listing of newly acquired library materials and post on the Intranet for staff awareness"**



**A**s we librarians understand the confusion associated with information overload, it is our responsibility to devise means to keep the users aware of the shortcomings of unevaluated internet information.

Today, Librarians are compelled to use new skills and strategies in order to change, survive and continue to compete in the world of virtual information.

**T**he Bank of Ghana Library has devised several marketing strategies to improve the accessibility and visibility of our services and resources.

Some of these strategies include advertisement, alerts, current awareness services, selective dissemination of information, orientation programmes and the involvement of staff or patrons in the selection and acquisition of library materials or holdings

thereby meeting the Information needs of management and staff. The Library subscribes to technical journals. These journals contain topical issues which are of importance to the Bank and its operations.

**T**hese selected topical issues are scanned and sent as an Alert to selected departments and also posted on the **BoG Connecting.**

## Open Access Content

**A**chieving access to information requires more than investment in technology infrastructure.

It requires a policy environment that supports governments and other stakeholders in publishing information online and ensuring it is accessible, that ensures individuals have the ability to find and use information provided via the Internet, and that communities have the capacity and incentives to publish local content online.

**T**he UN 2030 Agenda for Sustainable Development recognizes that access to information is crucial.

Access to information empowers people to exercise their political and socioeconomic rights, to be economically active, to learn new skills and to hold their governments to account. It enables informed decision-making, supports creativity and innovation, strengthens identity and provides transparency.

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**A**t Bog library, we subscribe to journals like the Central Banking, Business Continuity and Emergency Planning, Business Monitoring International Research, The Economist (Country Report, Ghana), Harvard Business Review to mention a few. The library also has available online Open Access Database for staff to use. This is to increase information accessibility to users.

## The Way Forward...

**T**he role of the libraries in the provision of information for development is important. No nation can be developed without relevant information to drive its developmental sustainability. The business of libraries is the acquisition, organization, dissemination and preservation of information for development.

In line with the SDG's goals, the BOG Library is on the right path to provide various controls for accessing library collection for satisfaction. Goal 9: "Industry Innovation and Infrastructure", there should be a

significantly increase in access to information and communications technology and strive to provide universal and affordable access to the Internet in least developed countries by 2020" - UN SDG's 2030.

**T**his is very important to ensure public access to information and protect fundamental freedoms, in accordance to the National Laws. For example the

current administration of the USA launched the Connected Library Challenge, a commitment by more than 30 communities to put a library card into every student's hand so they will have access to the learning resources and books they can read for pleasure, all available in America's libraries. <https://www.whitehouse.gov/the-press-office/2015/04/30/fact-sheet-spreading-joy-reading-more-children-and-young-adults>

*Catering for the Community at Large*

## Cultural Heritage—An inevitable Resource Tool

**A**t Bank of Ghana Library for example, Books and other relevant materials can be borrowed from all the regions. Chapters of books and journals can be photocopied, scanned and e-mailed. This is done in line



**Preserving our Heritage**

with the copyright law and having in mind fair use.

The UN's goal also states that there should be Sustainable Cities and Communities:

Libraries support this goal by providing trusted institutions devoted to promoting cultural inclusion and understanding, Documentation and

preservation of cultural Heritage for future generation.

The creation of BOG publication shelf or corner for example is to collect all publications and also speeches from Management and Staff of the Bank. This is preserved for future generations. This is done to strengthen the effort to protect and safeguard the BOG heritage.

## BANK OF GHANA LIBRARY IDPS DEPARTMENT

Library & Documentation Office  
1st. Floor, Cedi House  
No. 1 Liberia Road  
P.O.Box GP 2674  
Phone: 0302 66 5252  
ext.5117/5119  
Direct line 0302660869

**How May We Help?**

- *Team Spirit is What Drives Us*

### **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 New Intranet!!!*

## Providing Access to E-Resources...

Access to information (ATI) is a fundamental human right that has the power to improve governance and lives by assisting public administration to become more transparent, accountable, and efficient and increasing citizen confidence and participation.

E-resources and e-learning are increasingly important to all aspects, and all levels of education and research. An electronic resource is defined as a resource which require computer access or any electronic product that delivers a collection of data, be it text referring to full text bases, electronic journals, image collections, other multimedia products and numerical, graphical or time based, as a commercially available title that has been published with an aim to being marketed. These may be delivered on CD ROM, on tape, via internet and so on.

Over the past few years, a number of techniques and related standards have been developed which allow documents to be created and distributed in electronic form. Hence to cope with the present situation, librarians are shifting towards new media, namely electronic resources for their collection developments so that the needs of users are better fulfilled.

Types of E-resources: The E-resources are basically divided in two major types are:

1. Online E-resources, which may include:
  - E-journal (Full text & bibliographic)
  - E-books
  - Online databases
  - Web sites
2. Other electronic resources may include:
  - CD ROM

- Diskettes
- Other portable computer databases.

With this background, the Bank of Ghana library is working hard and around the clock to give readily and timely information to its users in various forms and working hard to have E-resources available to all staff in Accra and even in the regions.

<http://www.lisbdnet.com/definition-and-types-of-e-resources/>

<https://www.opengovpartnership.org/about/working-groups/access-information>



**Working to Provide more E-Resources**

