

# New Beginnings



BOGLIB NEWSFLASH

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## Another Phase of BOG Library

**T**he new year is here and we thank God that we are all together in one piece.

### *Business Continuity...*

Work is going on as usual and it is fitting to express our profound gratitude to all our users for their patronage .

We are determined to follow the current trends in Library and Information Management with the hope to becoming the **Knowledge Hub** for Banks and other Special Libraries within the region. In line with this, the BOG Library is constantly updating its collections, improving our customer service capabilities and looking forward to providing a more excellent service to raise the image of our noble Library.

Q-Would you believe I do not know where the Bank's Library is?

A- WOW! This is strange! Due to some of these challenging moments, the Library has acquired new **directional signs** to guide staff to locate the Library easily.

Just come to Cedi House, First Floor and have a feel of your Library

Q- And what about the Coffee vending Machine we heard about?

A- Oh relax! This is so much on course. A few legal and technical issues to sort out and very soon , you will not have to step outside the building to drink coffee and other hot beverages



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## Library Etiquette

- Eating and drinking is not permitted in the library.
- Handle all library materials and facilities with care and respect.
- Mobile phones should be switched to silent mode when in the library. Calls on mobile phones are not allowed so as not to disrupt the quiet environment in the library. Please step out of the library if you need to attend to a call. Speak softly at all times while you are in the library so that you will not disturb other users.
- Items borrowed should be returned on due date or renewed either by phone, e-mail or personal visit to the Library.
- Library materials are not transferable.  
—A borrower who transfers any loaned item to another user would be held accountable since the item has not been cleared from their record.
- Items may be put on hold for users for a maximum of **one week**.
- Items on hold may be collected by the enquirer or someone else with an authority note.

### Special points of interest:

- **New phase of BOG Library**
- **We've got the WOW factor**
- **Appreciation**
- **Banking on Information**
- **Where we are...**
- **Meet the Team**

## We've Got the WOW Factor!

**W**e are **looking** forward to an IDPS week full of exciting talks and knowledge updates on a variety of topics to address questions and learn new developments in the Library. The exhibitions will also give insight into the various activities of the three Offices of the Department. Thanks again to Management and our IT Department, the Library now has a state of the art multifaceted scanner and printer

which is being used to scan volumes of documents faster and much easier.



The Library also has a Television with DSTV. You do not need to rush out to watch that important documentary or address. Just like the scanner and Photo copier, the TV also has Wi-Fi capabilities that enhances its func-

tionality. ... and this is just the beginning of things to come in 2016. What do you say?



## Appreciation

**O**ur profound gratitude goes to Management, the Estates & Projects, Procurement & Transport Department for the efforts they have put in to get our Air-Conditions working at last, not forgetting the better illumination we are currently enjoying.

Our thanks also goes to the Audit team who constantly helped highlight our concerns about the heat and light problems.

**W**e also thank our valued users who added their voices continually to raise awareness on the urgency of the matter.

Today, we can all visit our Library to browse, study or just relax in a more friendly environment.

Oops! But don't forget you can not stay overnight! We close at 5pm.

**OUR AIR CONDITION IS WORKING, & WE HAVE BETTER ILLUMINATION. YOU CAN RELAX AND STUDY IN THIS NEW AND FRIENDLY ENVIRONMENT.**

## Inspirational Quotes

\* "The way of success is the way of continuous pursuit of knowledge."

— **Napoleon Hill, Think and Grow Rich**

\* I live to laugh, and I laugh to live.

— **Milton Berle**

\* "Tell the world what you intend to do, but first show it. this is the equivalent of saying "deeds, and not words, are what count most."

— **Napoleon Hill, Think and Grow Rich**



# Information Literacy

Information literacy is important for today's learners, it promotes problem solving approaches and thinking skills – asking questions and seeking answers, finding information, forming opinions, evaluating sources and making decisions fostering successful learners, effective contributors, confident individuals and responsible citizens. It is at the core of the Curriculum for Excellence and Literacy across learning experiences and outcomes – a responsibility of all practitioners.

"Information literacy can be defined as, knowing when and why you need information, where to find it, and how to evalu-

ate, use, and communicate it in an ethical manner This definition implies several skills ...(or competencies) that are required to be information literate ... an understanding of:

- A need for information
- The resources available
- How to find information
- The need to evaluate results
- How to work with or exploit results
- Ethics and responsibility of use
- How to communicate or share your findings
- How to manage your findings

Information is all around us; it comes in different formats and is essential for our decision making and problem solving activities whether at work, in education or at home.

The difference is in why we need it, the level of information we need and how we are going to use it.

Source:

<http://www.therightinformation.org>



## Where we are so far

The Library team has visited most Departments both at Cedi House, Head Office and the Regional Offices to train staff on the use of the Online Public Access Catalogue (OPAC) to enable our patrons to search for materials at the comfort of their desk. Staff at the **General Services Complex** is next.

It was heartwarming to see staff so enthused about how easy they could search the Library's collections from their desktop

Staff also received tutorials on how to access the new Book Titles listed under the Information Alert on the Intranet and we are proud to say that this has increased the patronage of the library's collections as most of the books listed are taken on loan soon as they are advertised online.

We have received enquiries via phone, e-mail and personal visits to the Library and have dealt with each of these requests professionally. Our Feedback forms indicate our customers satisfaction.

**No need to feel all alone. We are committed to making your search more easier. Just share your queries with us and we will do the rest**

## Banking on Information

We promise to provide you with the relevant Information you need to enhance your daily operations. All you need to do is to send us your request either by phone, e-mail or just pay us a visit and we will ensure you leave the Library with a smile.

Feedback –Suggestions, Complaint and Book recommendation forms are available in the Library and we encourage our valued patrons to help us serve you better by completing these forms to tell how we are doing and what you want us to provide to enhance your everyday activities in the Bank.

We are constantly updating our collections with various subject areas to cover the diverse functions of the Bank. You can always ask if you don't find what you want.



## BANK OF GHANA LIBRARY IDPS DEPARTMENT

Library & Documentation Office  
1st. Floor, Cedi House  
No. 1 Liberia Road  
P.O.Box GP 2674

Phone: 0302 5252 ext.5117/5119  
Direct line 0302660869  
E-mail: library.bog@bog.gov.gh

**[ Innovation is our drive ]**

### **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.*

## Moving Forward

- The Library is working assiduously to start acquiring relevant **e-publications** to add to its collections.
- There are legal implications that needs to be sorted out before this can be successful.
- Publishers are being contacted to send samples of their e-publications for trial.
- The Library has dedicated a shelf to hold all **BANK OF GHANA Publications**.
- We look forward to receiving copies of such publications from the designated offices
- Staff may also deposit their papers, thesis etc. to add to the collections.
- Suggestions / recommendations for materials from Departments and Regional Offices are welcome. They assist the Library acquire relevant and current resources for the various operations of the Bank.
- We also encourage our users to complete our Feedback Forms to enable us know how we are faring so that we can serve you better.
- The networking events will soon be taking off in the Library. Departments within the Bank and other special Libraries will be partaking in these sessions.



**MEET THE TEAM**