

# **Internship Report on Bangladesh Bank Library (BBL)**

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**Submitted By**

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# BANGLADESH BANK LIBRARY

December 30, 2021

To

Sawad Bin Shahid (Parvez),

Joint Director,  
Research Department (Library),  
Bangladesh Bank,  
Head Office,  
Motijheel, Dhaka-1000.

**Subject: Letter of Transmittal.**

Dear sir,

It is my pleasure to submit the internship report on “Internship Report on Bangladesh Bank Library: An Evaluation’ for your kind observation. The report is submitted as per instruction of Human Resource Department-2 letter no HR (TD)/510/2021-5715 dated September 30, 2021.

During the three months period of internship I got some unique opportunities to go through some fruitful experience which will enable me to bridge the gap between classroom learning and real life situations to a great extent.

I tried my level best to put my best effort for the preparation of this report. Any shortcomings or flaws may arise. It will be my pleasure to answer any clarification and suggestion regarding this report.

Thanking you,

*Mushfika*

.....  
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Approved  
30-12-21  
Sawad Bin Shahid  
Joint Director  
Research Department (Library)  
Bangladesh Bank  
Head Office, Dhaka.

**Declaration**

This is to guarantee that the Internship labeled “A report on Bangladesh Bank Library” is completely my own work and supposedly and conviction it contains no materials previously published by some other individual. The entire work was counted by me under the dynamic supervision of my supervisor.

I further present this Report has not been recently submitted in fractional or in full by me for any diploma or degree toward any institution or university or any organization.

Name: Mushfika Farzana Mumu

ID: 2017-1-44-014

Date: 30<sup>th</sup> December, 2021.

## **Acknowledgement**

Premier, I might want to offer my genuine thanks to Almighty Allah for blessing me with the correct path with a sound mind and good health and gives me all of the capabilities and strengths based on which as an intern I got myself be able to accomplish all the responsibilities imposed to me and complete the internship within time limits..

With the most extreme regard, I owe my heartfelt appreciation and gratitude to Mohammad Sawad Bin Shahid (Parvez), Joint Director, Bangladesh Bank Library for his resolute inspiration, exhortation, direction, analysis and support.

Then my gratefulness goes to the Bangladesh Bank Library to arrange such a vital internship. It played an important role to get me enriched with the great experiences.

I am also thankful to the entire library Officers and Staffs for their co-operations, help, suggestions, teaching in the whole internship program.

Finally, to my University Department of Information Studies and Library Management, all faculty members especially Dr. Dilara Begum, Associate professor and Chairperson, Department of Information Studies and library Management, East West University.

Finally, I am thankful to the higher administrative authority of the Bangladesh Bank from where I have collected data and information to conduct my study.

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# BANGLADESH BANK LIBRARY

## List of abbreviations

<b>Acronym</b>	<b>Full meaning</b>
BBL	Bangladesh Bank Library
CAS	Current Awareness Service
FP	Focal Point
SDI	Selective Dissemination of Information

**Internship Report on Bangladesh Bank Library: An  
Evaluation'**

**1 Chapter**  
**Prologue**

---

**1.1 Establishment of Bangladesh Bank**

Bangladesh Bank, the central bank and apex regulatory body for the country's monetary and financial system, was established in Dhaka as a body corporate vide the Bangladesh Bank Order, 1972 (P.O. No. 127 of 1972) with effect from 16th December, 1971. At present it has ten offices located at Motijheel, Sadarghat, Chittagong, Khulna, Bogra, Rajshahi, Sylhet, Barisal, Rangpur and Mymensingh in Bangladesh; total manpower stood at 5807 (officials 3981, subordinate staff 1826) as on March 31, 2015 (BB website, 2021).



**Fig: Bangladesh Bank (Central Bank of Bangladesh)**

### 1.2 Background and Motivation

This internship program has not come over the night. It came through a lengthy evolution. This program is the addition of modern librarianship to the existing regular discipline. It has increased the value of library and information profession to a great extent. It has added a new dimension to the library and information profession. It gives the potential new comers a vital opportunity to get real life experiences rather than theory.

The central component of all modern society's activities is information. Almost all of the activities are difficult enough to complete without knowledge. Nowadays, the library profession is intertwined with information and plays an important role in getting information to the public. It plays the role of the end user's front door. The library and information professionals play an important role in this profession. As a result, it is critical to hire professionals who are both efficient and experienced. By providing information, information centers and libraries can help professionals be more efficient to training or making them known about all the activities of the libraries.

In this case, the potential information professionals may be described as potential property in the field of library and information profession. If it is to get the potential professionals be experienced, an internship program is needed to be carried out in a specific associated institution. This internship program integrates the theoretical knowledge with practical experiences.

Internship provides real world experience to those looking to explore or gain the relevant knowledge and skills required to enter into a particular career field. Internship is relatively short term in nature with the primary focus on getting some on the job training and taking what is learned in the classroom and applying it to the real world. That is why, internship is emergently crucial for the potential information professionals.

In this regard, the pioneer of Library and Information Education in Bangladesh, The Department of Information Science and Library Management offers an internship program in Bangladesh Bank Library.

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## 1.3 Bangladesh Bank Library (BBL)

The library started its journey as 'State Bank of Pakistan Library' in 1962 with a single room. In the course of time, after the liberation war in 1971, the then 'State Bank of Pakistan Library' changed its name into 'Bangladesh Bank Library'. Since its inception, BBL was a traditional library. Initiated in 2012, some structural development and automation process had been brought in BBL that makes BBL as one of the highly technology-used library in Bangladesh since 2016.



**Fig: Bangladesh Bank Library**

## 1.4 Mission and Vision

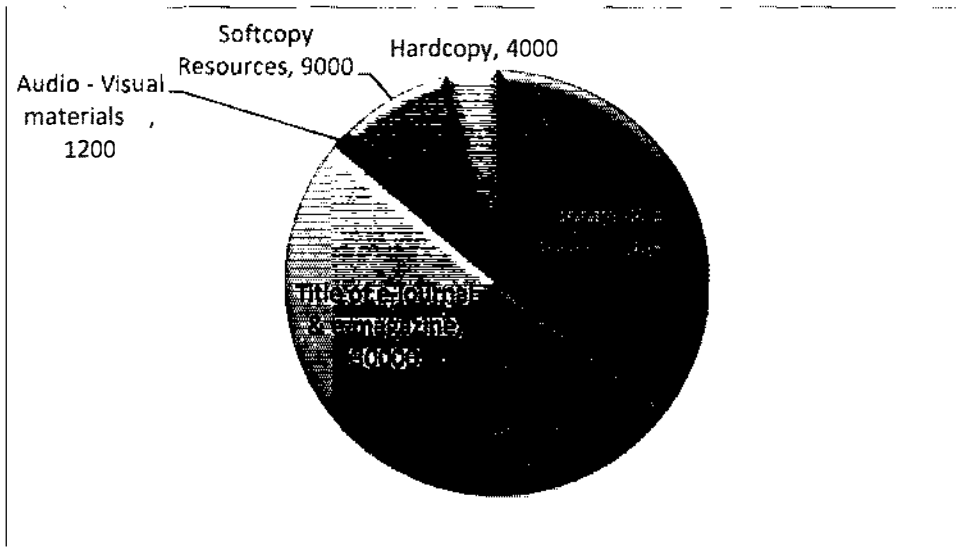
The Bangladesh Bank Library is to be a live archive for the country's economic and financial development, benefiting the banking community, development workers, researchers, and other stakeholders.

- To optimize human capital of Bangladesh Bank by satisfying their informational and recreational needs
- To collaborate with major libraries of home and abroad especially of Bank and Financial Institutions.
- To provide up-to-the-mark services to its clientele.
- To promote library as a knowledge and recreational center.

# BANGLADESH BANK LIBRARY

## 1.5 Library Collections

Collection includes books, e-books, magazines, journals, reports and publications on economics, banking, finance, central banks, monetary policy, international trade, etc., which plays a substantial role in the intellectual output of researchers and economists. The library collection has grown steadily. At present the library has 36000+ Books and eBooks, 22000+ Bound Journals and Magazines 30000+ titles of e-Journals and e-Magazines, 1200+ Audio-Visual Materials along with physical books on different languages and higher study preparation. In addition BBL subscribes to leading online journals.

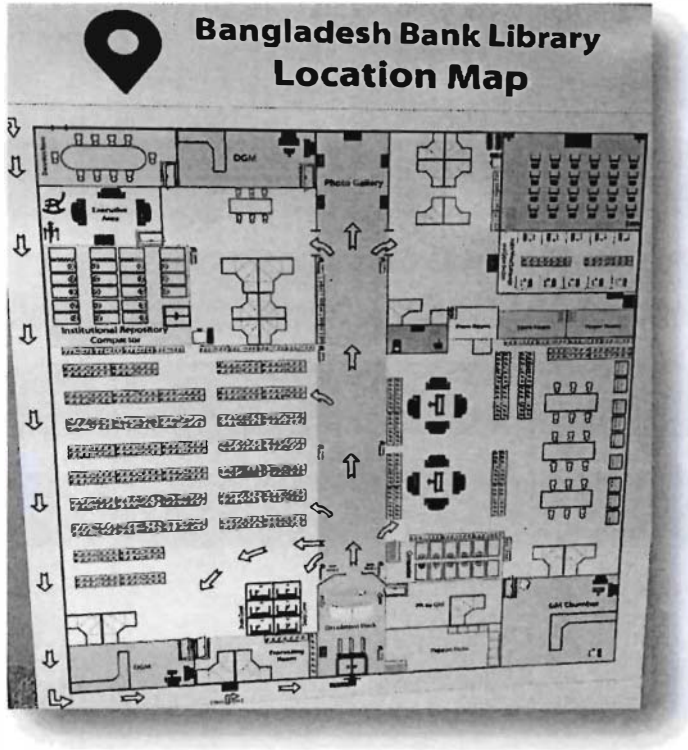


**Fig: Chart of Library Collections**

## 1.6 Library Building and Map

Bangladesh Bank Library situated Bangladesh Bank's main building on the 6<sup>th</sup> floor. The present total measurement of the buildings is now occupies around 18000 square feet of area.

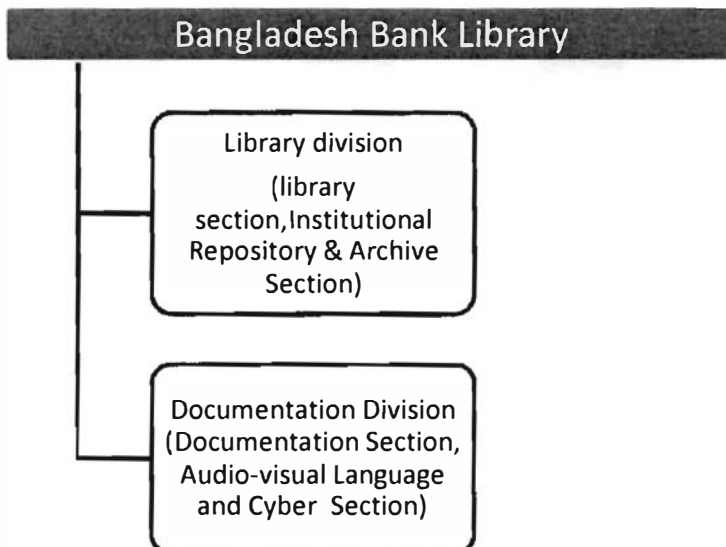
# BANGLADESH BANK LIBRARY



**Fig: Bangladesh Bank Library Map**

## 1.7 Employees and Supporting Staff:

Currently BBL has 4 sections under 2 divisions, where 23 officers and supporting staff work over there including 1 general manager (GM), 2 deputy general manager (DGM), 6 Joint Directors, 5 Deputy Directors (DD) M, and 7 Assistant Directors (AD) and 2 Data entry operators.

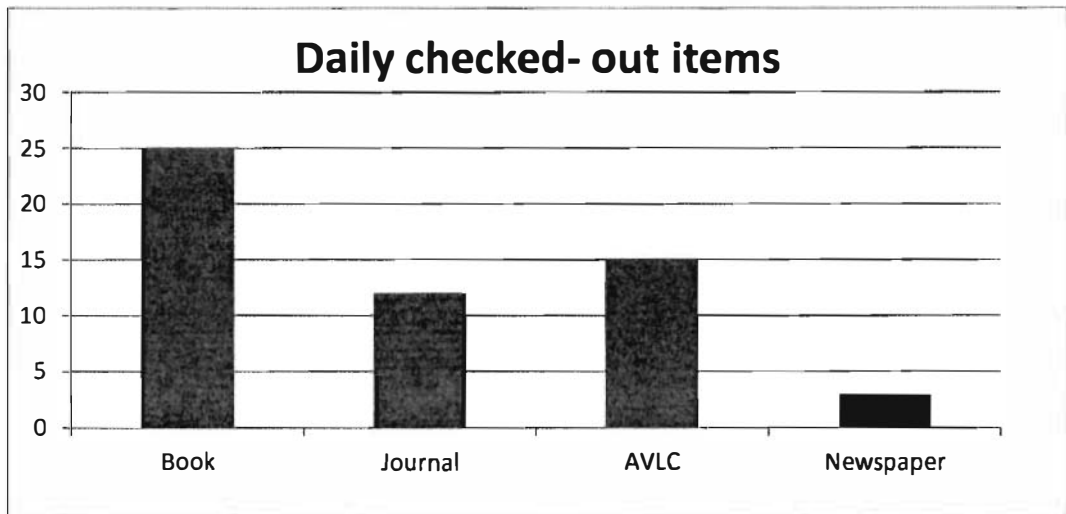


## BANGLADESH BANK LIBRARY



### 1.8 Regular Usage Statistics

In BBL, everyday about 25 books, 12 journals and periodicals, 15 AVLC materials, 2 IR materials and 3 newspapers has been checked out by the users.





**2 Chapter**  
**Objectives, Methodology and Scope**

---

**2.1 Objectives**

The main objective of the study is to bridge the gap between theoretical knowledge and practical knowledge by acquiring real-world experience about the systems and services of the Bangladesh Bank Library through direct participation and observation in the different sections of the library. Apart from the management of the services provided to end users, it is important for IT to become familiar with policies and processes (Helen, 2012).

- To attain a professional attitude
- To take the job experience test for the first time
- To gain a better understanding of BBL and the current state of its resources and services.
- To make the library's acquisition, processing, and circulation procedures to its users.
- To know the searching process of materials.
- To evaluate the library's reference services, both in terms of availability and quality.
- To learn about library software they use.
- To look for an overview of BBL and the present status of its resources and services.
- To disclose the acquisition, processing and circulation procedure of library materials at library section.
- It collects, protects, preserves, and provides services for various domestic and foreign books and types of e-books that users are interested in.
- To measure the level of service provided by the staff of the library.
- Find out the major problem or issues and their potential solutions.
- To find the strategies employed in terms of the process of library reading materials.
- To evaluate the potency of the new library website.

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- To analyze the present condition of the library stack space.
- To appreciate the wealthy manuscript assortment of the library.
- To produce career awareness for the students.

### 2.2 Methodology

Every kind of paper is done by following some specific data collection methods and procedures. This report has also been prepared by following some specific methodology which is described below.

**Literature Review:** The related literatures which were done before has been searched and reviewed to collect those documents concerned with this report.

**Observation:** Through my personal observation I have obtained the required data about the organizational behavior of library personnel on performing activities in their workplace.

**Direct Participation:** Most of the information was gathered directly by participating in different activities of BBL and working with its personnel physically for the effective completion of this study. Direct participation of 30 working days in the different sections of BBL was the important mode of assessing and collecting study related data.

**Sampling:** I have collected sample of documents, manual and computerized reports, forms, flowcharts and other system documentation that describes the duties of the systems and services of the Bangladesh Bank Library.

**Personal Contact:** Personal contact with the library officers and staffs of BBL has helped me to collect data relating to my study. I have gathered information by having personal contact and correspondence with the library personnel and by visiting different sections.

**Personal Interview:** As a popular, common and effective data gathering method, interview method was also used in this study. I have taken an interview for collecting information by asking different required questions to the library personnel and gathered the information that are appropriate to my study.

## **2.3 Scope of the Study**

The internship basically covers:

- Institutional Repository Section
- Documentation Section
- Library Section
- Audio- visual Section

### **■ To-do list of Internship**

We were divided into four sections. First, we worked in Institutional Repository (IR)/ Archive Section for 15 working days. Then, we worked in Documentation section. After that, we worked in Library section. And finally, we worked in Audio- Visual Language and Cyber section rest of the days at BBL.

## **2.5 Time Frame of the Study**

Our internship starts on 4<sup>th</sup> October to 30<sup>th</sup> December 2021. This Internship length is three months. There are five working days in a week, Friday and Saturday is our off day. Our office hour is 10:00 am-06:00 pm.

Every day from Sunday to Thursday at BBL:

1st session: 10.00 AM to 1.00 PM

1:00 PM – 2:00 PM (lunch break)

2nd session: 2.00 PM to 6.00 PM

■

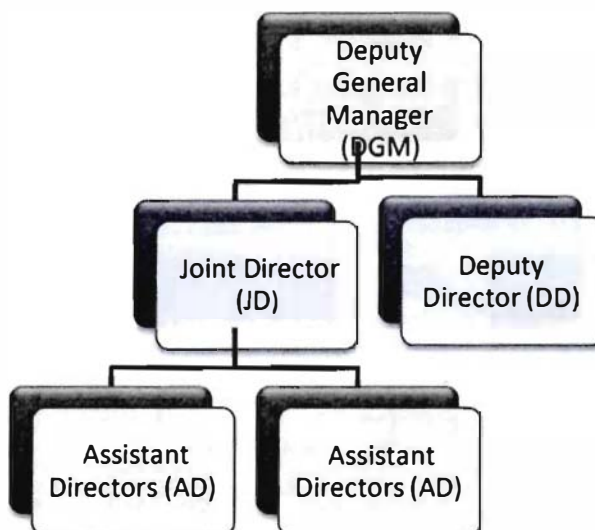
3 Chapter  
Analysis and Discussion

Activities and Experience in the Library (Section wise)

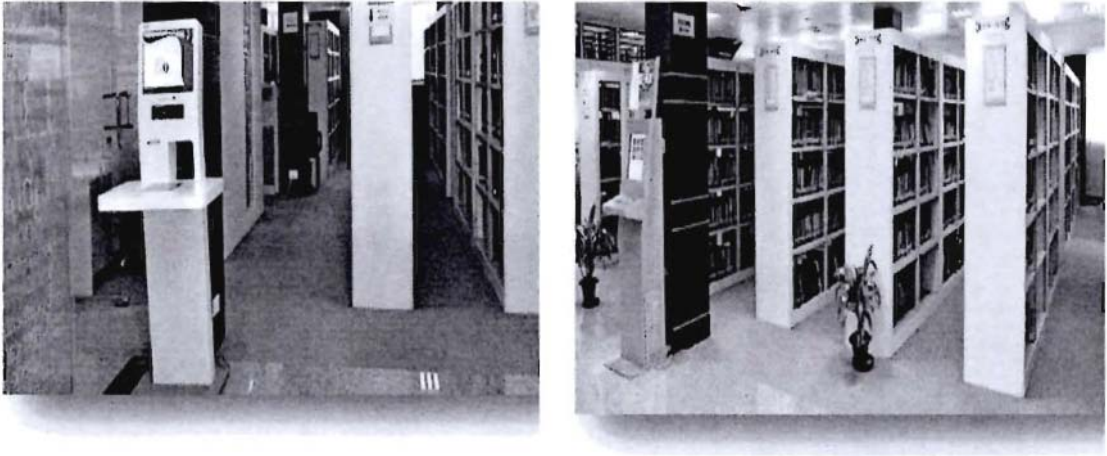
Library Section

3.1 Overview

A Library is an organized collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. The library division of the Bangladesh Bank Library (BBL) started its journey as “State Bank of Pakistan library” in 1962. This section plays a vital role in the whole library. This section belongs to the Library Division of the BBL. Library section comprises the activities around the lending of library books and other material to users of a lending library. A Library section is one of the key section of a library. One of the most important sections of any library is library section. It is the backbone of a library. The library section of BBL is situated on the 6th floor of the main building. Well-decorated and neatly organized resources, kiosk (search engine for digital resources), traffic desk for check-in and checkout resources make this section secure and uplifting than. This department is managed by 5 officers, including,



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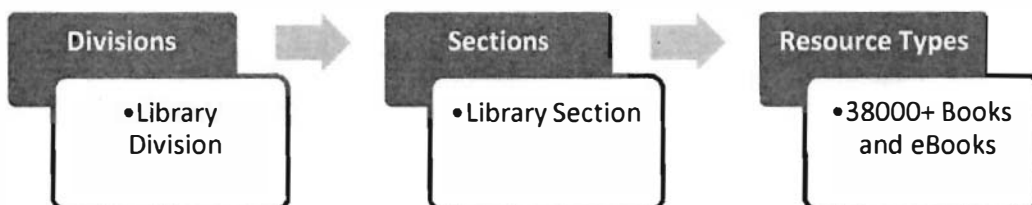
**Fig: Library Section**

### 3.2 Aim and Objectives

1. To look for an overview of BBL and the present status of its resources and services.
2. To disclose the acquisition, processing and circulation procedure of library materials at library section.
3. It collects, protects, preserves, and provides services for various domestic and foreign books and types of e-books that users are interested in.

### 3.3 Collections

About 38000+ titles Books and eBooks are stored in the Library Section in both soft copy and hard copy format. Various types of books are stored like:



## BANGLADESH BANK LIBRARY

- Banking diploma,
- Banking or financial policy related,
- Economics
- Modern Economics
- Macro Economics
- Micro Economics
- Research
- Income tax
- International financial market.
- Poetry
- Fiction
- History
- Geography
- Biography
- ICT
- Computer science
- Literature
- Science



**Fig: Collections of Books**

### 3.4 Procedure for Library Section

#### Adding Process:

To add the resources in the Library's fleet, the Library Section of Bangladesh Bank has to follow a regular procedure. Which are;

1. Purchasing
2. Procurement.

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3. Processing.
4. Shelving.
5. Weeding

### 3.4.1 Purchasing

Most BBL books are collected through a purchasing process, conducted by BBL's Libraries department. The process of purchasing this book is done according to the following steps:

#### 3.4.1.1 Purchasing (Regularly)

- Book Requisition form collection
- Compilation of book requisition
- Price quotation collection
- Meeting date approval
- Meeting arrangement
- Minutes preparation and approval
- Work order
- Communicate with vendor
- Book receiving from vendor & checking
- Billing
- Collection of Cheque
- Cheque Disbursement

A meeting is arranged every 2 months before these books are purchased.

#### 3.4.1.2 Purchasing (Boi Mela)

Every year the library committee gets approval to buy books from “Amor Ekushey Book Fair” and also 50 thousands taka is allocated for the purchase of these books.

Some steps are followed while purchasing these books they are:

- Approval
- Advance

## BANGLADESH BANK LIBRARY

- Formation of Committee
- Visit to fair
- Arrangement of Vehicle
- Physical Checking
- listing and billing

### 3.4.2 Procurement

Procurement the process of purchasing resources like books, e-books, databases, etc. in the library. And it is collectively reflected in the cost set. In a library, the procurement process involves preparation, solicitation, and payment processing, which often involves many areas of the library. In the procurement process, user interests, supplier capabilities and the forward-looking capabilities of the library committee must be taken into account. In the Bangladesh Bank Library (BBL), the procurement process takes place in coordination with the library committee and the book purchasing committee. Under the supervision of the Director General (DE) of the Research Department, the Book Purchase Committee purchases books annually.

Before any resource order is submitted in library, the library officials of BBL must do the following for each title:

- check for accuracy of publication information, including price and availability of the title (many books today go out of print after only a year) determine if the book is not already in the library collection.
- Most orders are submitted for purchase within a week of requesting. They are usually received within four to six weeks of ordering.
- Any book which has been ordered and not yet received by the Library will have an Order Status message on the record. In Bangladesh Bank Library (BBL) users can inform their demand to library authority by filling up a” book requisition form” both in online and hard copy format.

In the Procurement part BBL’s Library section maintains the following steps:

- Noting initiated for tender call
- Approved by ED/DG

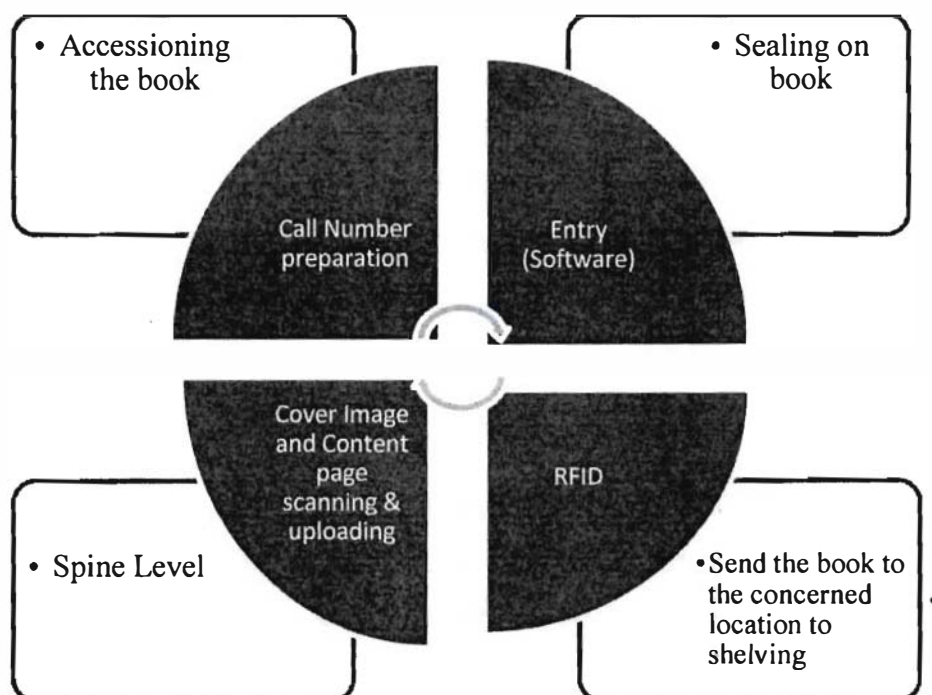


## BANGLADESH BANK LIBRARY

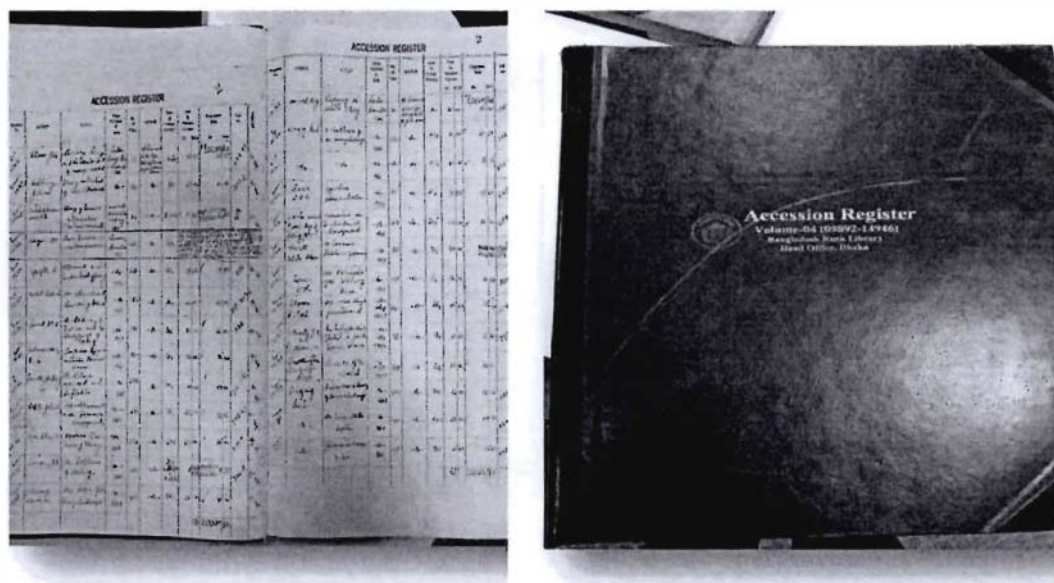
- Circular for Spot Quotation
- Receiving quotations
- Committee formation for quotation evaluation
- Evaluation
- Awarding tender with work order to possible lowest bidder
- Receiving items as per work order

### 3.4.3 Processing

One of the most important sections of a library is the processing section which is referred as the technical section of the library. Without processing, no book can be made readily available for users. To locate a book very quickly, processing it properly is essential. After purchasing, accessioning and sealing, when it arrives in processing section first recheck the activities of acquisition section whether there is any mistake or every step is done properly. The main purpose of this section is to determine the subject heading, classify and catalogue the reading materials manually.



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**Fig: Accession Register book for Library Section of BBL**

### 3.4.3.1 Bibliographic Standards Used by the Processing Section

The processing section of the Bangladesh Bank Library maintains the following bibliographic standards: Dewey Decimal Classification (DDC), 23rd Edition. Anglo American Cataloguing Rules-II (AACR-2) Sears List of Subject Headings, 20th Edition. MARC 21 format is not used now but there is a provision for using MARC 21 format in the software like SLIMS and e-library website (own software) recognized method takes two initial letters of the author's surname and one initial letter of the title. If the main entry is under the title, then the author mark will be the three initial letters of the title.

### 3.4.4 Shelving

After processing, librarians in the library section keep their books to allocate shelves by maintaining ratings. Every Wednesday, those responsible for this section will double-check their shelf placement to see if their section's book placement is correct.

#### Book Shelves Arrangement (Regularly):

- Check arrangement
- RFID tagging

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**Fig: Books shelve**

### 3.4.5 Weeding

Weeding is the systematic removal of resources from a library based on selected criteria. BBL weeds their resources for following some criteria:

- Make room for new materials
- To provide a more engaging and up-to-date collection of
- To make the library easier to use for users and staff
- Maintain the library's reputation for providing reliable information
- Eliminate false or dangerous information
- Provide feedback on the strengths and weaknesses of the collection

### 3.5 Book Donation

The Library section of BBL runs a book giveaway once a year where partially damaged books have an extra copy or previous editions of less future value to reduce book jams by following these steps :

- Selection of materials to donate
- Prepare donation list
- Contribution approval

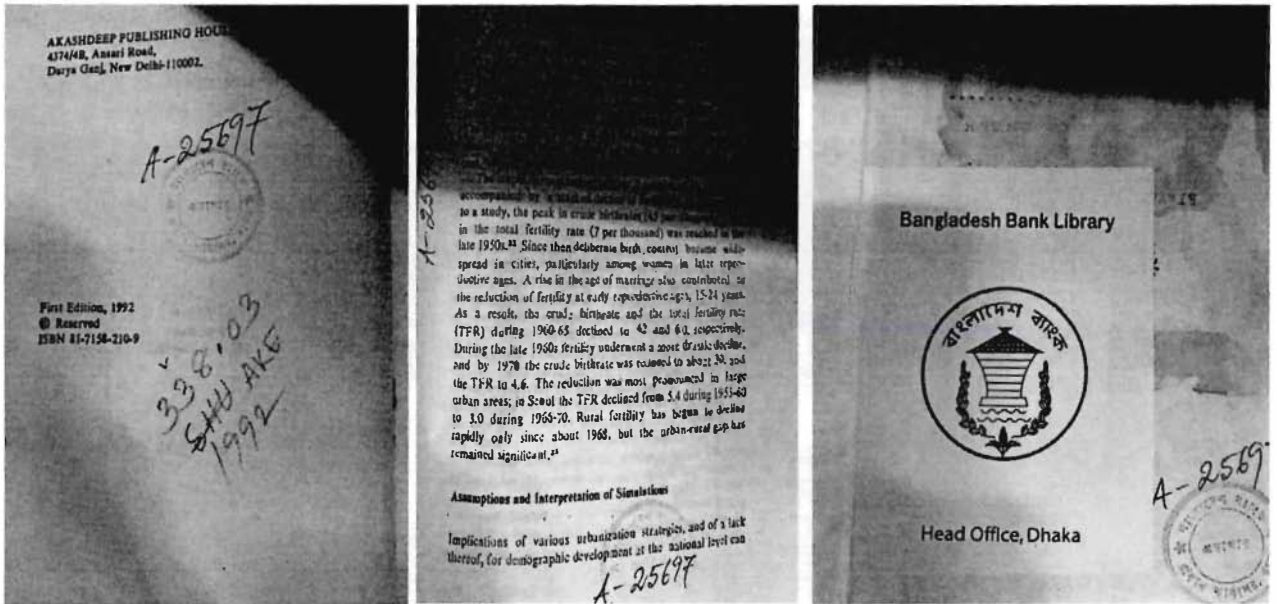
By this programme, donation from the library section helps users to promote the library friendlier. In this arrangement, a user can take at least 5 books.

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## Sealing and Accessioning the Books

After the book arrives at the library, the new book is sealed with a BBL logo seal and the access number is given in the book. This seal is basically given in three places.

- Verso page
- 31 num p. (clue page) of the book &
- Last page of the book



**Fig: Books sealing and accession number**

## Another way to conduct Books in the Library

- Complementary book receiving (Occasionally).
- Complimentary book receiving and provide letter of thanks to donor.

### 3.6 Circulation Services of BBL

The 'circulation desk' functions as the focal point of the library. All types of resources are checked in and extracted in through this loan office. Users can also benefit from a reissue service via e-mail and phone. In addition, they can benefit from an automatic one-time reprint service. Resource identification and search functions, and reminder notifications (Date Due) are also provided as part of the broadcast service. In Libraries section of Library of Bangladesh Bank they (library manager) preserve their resources in their own system called BBL library by filling in Meta fields like author, title, subtitle, publisher, etc. as well as other directory information. Circulation Procedure of BBL performs its functionalities automatically.

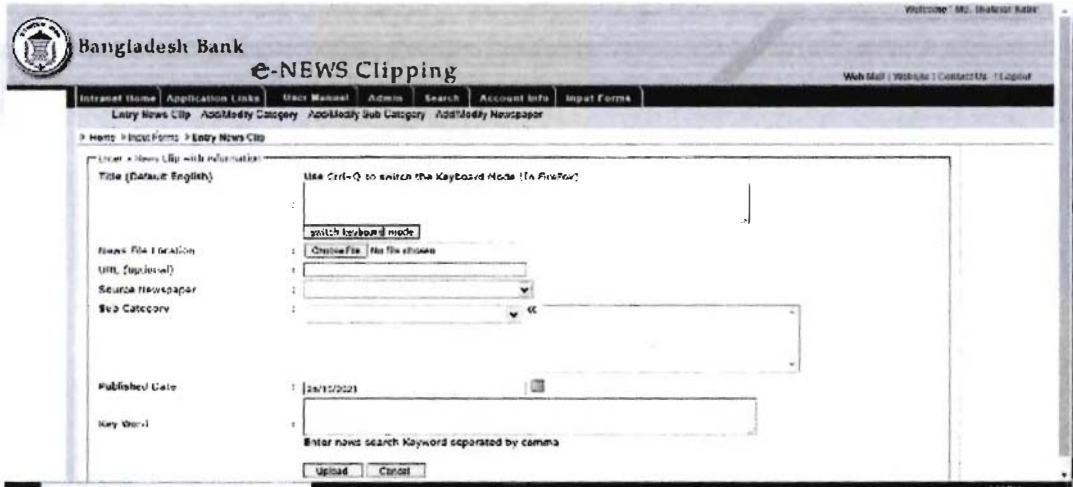


**Fig: Circulation desk at BBL**

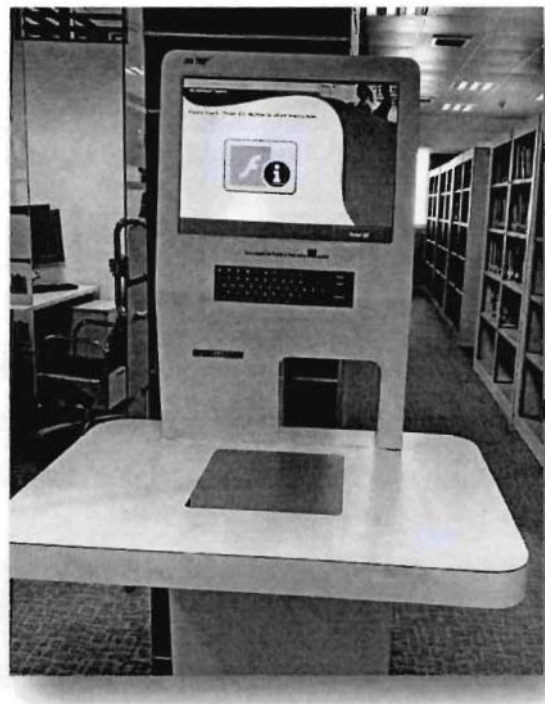
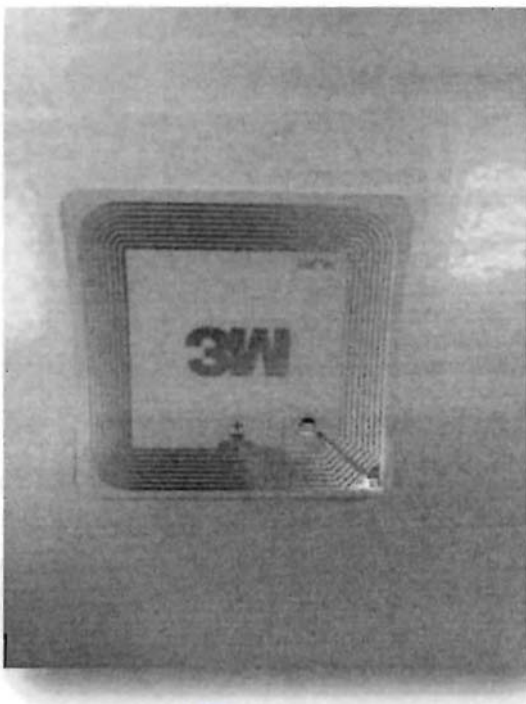
BBL circulates its materials to its users from the circulation desk which can be seen by entering through the main door in the main building.



# BANGLADESH BANK LIBRARY



**FIG: Meta fields of Catalogues for Library Section Resources.**



**Fig: RFID tag and RFID tag protector of BBL**

## 3.7 Searching and Retrieval

In the Library section, users can easily get their documents from the library. Library Bank Bangladesh uses its own software to find resources for the benefit of its users.

## BANGLADESH BANK LIBRARY

From the library, users can easily search their documents by bibliographic information such as book title, keywords, author, language, type, publication year, publication month, etc.

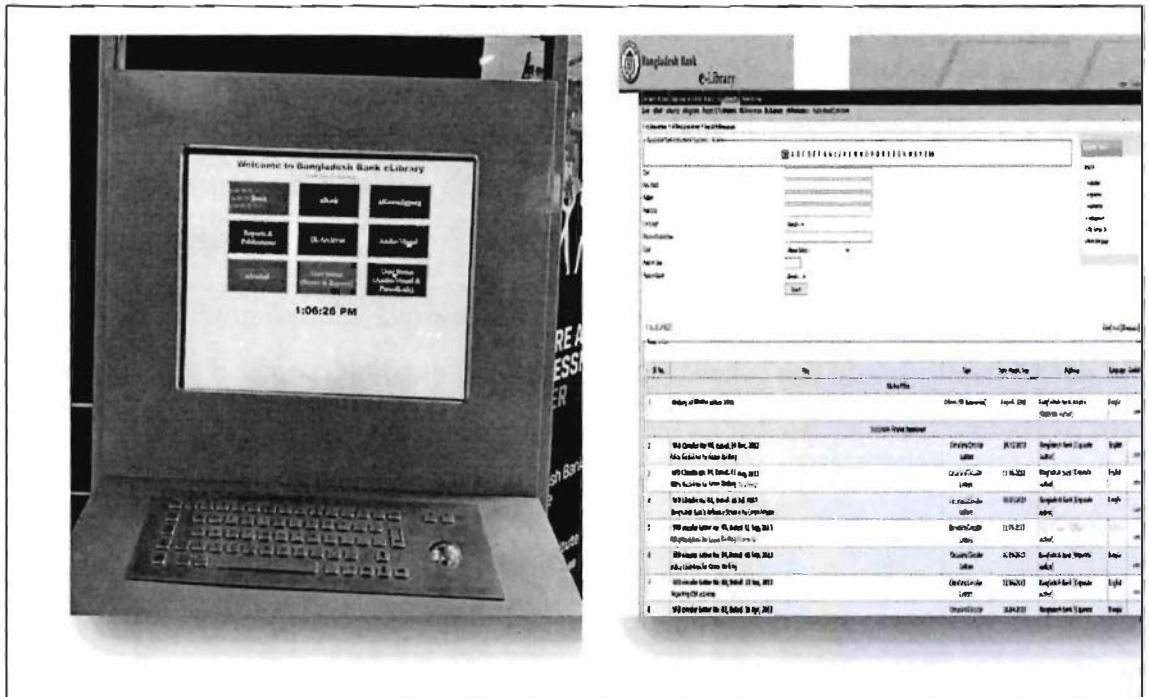


Fig: kiosk Service in Library section (searching books)

### 3.8 Chartered Financial Analyst (CFA) Zone

Chartered Financial Analyst Institute (CFA) documents are archived in the CFA zone of the Library of Bangladesh Bank. More than 1000 annual reports titled, journals and portfolios are collected in this zone where BBL staff can learn about CFA activities.



Fig: CFA zone

## BANGLADESH BANK LIBRARY

### 3.9 Bangabandhu O Muktijuddho Corner

Books about the 1971 Liberation War are kept in this corner just the west side (inside of IR section) of the library. In this section, BBL users can read books related to the Liberation War of 1971 and the Linguistic Movement of 1952. There is also a digital screen where users can watch documentaries about the war of liberation and the language movement.

By sitting in Bangabandhu Corner, users will be able to know about the biography of Bangabandhu, his contribution to the war of independence and his speech on March 7.



**Fig: Muktiyuddho and Bangabandhu corner**



## BANGLADESH BANK LIBRARY

### 3.10 British Council Zone

“British Council and Bangladesh Bank Corner” is established with the collaboration of British Council, Bangladesh and Bangladesh Bank Library. The corner of the campus of the Bangladesh Bank Library is also known as the “British Council Satellite Library. Under a Service Level Agreement (SLA), employees who become members of the British Council by paying 1000 taka for a membership fee and also can purchase books and other resources from this satellite library as well as from the British Council. The ID and Password is provided in the Library section of the British Council website so that users can easily access the book. The British Council followed “KOHA” in their book Cataloguing.



**Fig: British council zone**

### 3.11 Children’s Corner

Considering the employees, a fascinating corner has been set up for their children’s where they get different types of story, rhymes and colorful books. The books in this section are arranged with certain color seals. Kids can pick up their favorites books at home if they want.



**Fig: Children's corner**

### 3.12 Other Library Services Section

**Current Awareness Service (CAS) Service:** BBL also provides Current Awareness Service in the form of New Arrivals through New Arrival. Open Shelf, email, Bangladesh Bank Porikroma (organization's monthly newsletter) as well as through the intranet portal of the Bank of Bangladesh.

**Selective Dissemination of Information (SDI):** The library also provides SDI (Selective Dissemination of Information) service by analyzing user profiles according to the needs of the readers.

**Book Review Program:** The 'Book Review Program' organized by the library has presented a new dimension to the officers and employees of the Bank of Bangladesh. The library has provided an opportunity to exchange a particular book among its readers through a book review program. On the one hand, this initiative sparks readers' interest in reading; on the other hand, the reading community can understand the message of this particular book without reading it.

**Fine remainder (Regular) :** If the book is not returned on time, it is fined. A user can take 5 books at a time; in that case he can keep that book for 30 days. If he cannot return the book within 30 days, he can renew it for another 60 days. If you do not

## BANGLADESH BANK LIBRARY

return the book within 90 days, you will have to pay a fine of 2 taka per day. Reminders will be given in two ways in case of fine,

- E-mail
- Phone

### 3.13 Possibilities of Library Section

Library section is an important concept for the collection, management, preservation and dissemination of scholarly works created on paper or in digital form in the library of the Bank of Bangladesh. This section is very promising for Bangladesh Bank. Going forward, the responsibility of Library section will be increased due to more people using BBL. In order to conserve more information and resources and deliver services according to user needs, it will be difficult to properly manage all resources in the near future. It will require more space allocated with more man power for that particular part.

## **BANGLADESH BANK LIBRARY**

### Institutional Repository Section

#### **3.14 Overview**

Bangladesh Bank Library (BBL) is one of the specialized libraries with wealthy collections of books, documents, journals, reports, digital resources etc. BBL acts as the 'Central Hub'. Users can easily find their resources with the help of e-library services.

In Institutional Repository (IR)/Archive section, valuable documents those have future reference value are preserved. IR also preserves important noting, speech, documents, training materials, advertisement and other resources of Bangladesh Bank (BB). This section is managed by 1 Deputy General Manager (DGM), 1 Joint Director (JD), 1 Deputy Director (DD), and 2 Assistant Directors (AD). Arranging resources in orderly manner and stored in compactor make the IR section more secured and advanced.

#### **3.15 Journey of IR Section**

Institutional Repository (IR)/ Archive Section of Bangladesh Bank Library (BBL) started its journey in 2012 according to the Administrative Circular no. 20 dated 05/06/2012 of Human Resource Department-1.

#### **3.16 Objectives:**

The main objective of the BBL's IR section is to collect and preserve documents, important noting, contracts, technical reports, office order and rare information of all the departments and offices of BB in a right way. IR section works for collecting the resources, processing the resources for its users. As a special library, archive section's main focus is to ensure the availability of BB related all resources (hardcopy and softcopy) for its users.

## **BANGLADESH BANK LIBRARY**

### **3.17 Activities/Functions**

1. To collect, preserve and provide service of training report on various workshop, seminar, conference attended by Bangladesh Bank's (BB) employee.
2. To collect, preserve and provide service of the copies of speech of Governor and Deputy Governor of Bangladesh Bank at home and abroad.
3. To collect and display of the award and crests won by High officials' of Bangladesh Bank.
4. To collect, preserve and provide service of all soft copies of Bangladesh Bank High officials' publications.
5. To collect, preserve and provide service of acts, policies, rules, regulations, procedures, manuals and guidelines from central Bank of other countries.
6. To collect and display information on commemorative note, coins from currency museum of Bangladesh Bank.
7. To collect, preserve and provide service of the Biography of Former Governor's of Bangladesh Bank.
8. To collect, preserve and provide service of the important noting from various departments through Archival Focal Point.
9. To collect, preserve and provide service of some unpublished notes written by High officials'.
10. To collect, preserve and provide service of agreement papers.
11. To collect, preserve and provide service of all technical papers and rare information about BB which have future reference value.
12. To provide informational services through kiosks.

### **3.18 Collections**

In IR Section, there are eight shelves with lots of collections. About 9000+ resources are stored in IR /Archive section in softcopy format and 4000+ in hardcopy format.

## BANGLADESH BANK LIBRARY



Fig: IR section compactor

The collections are given below:

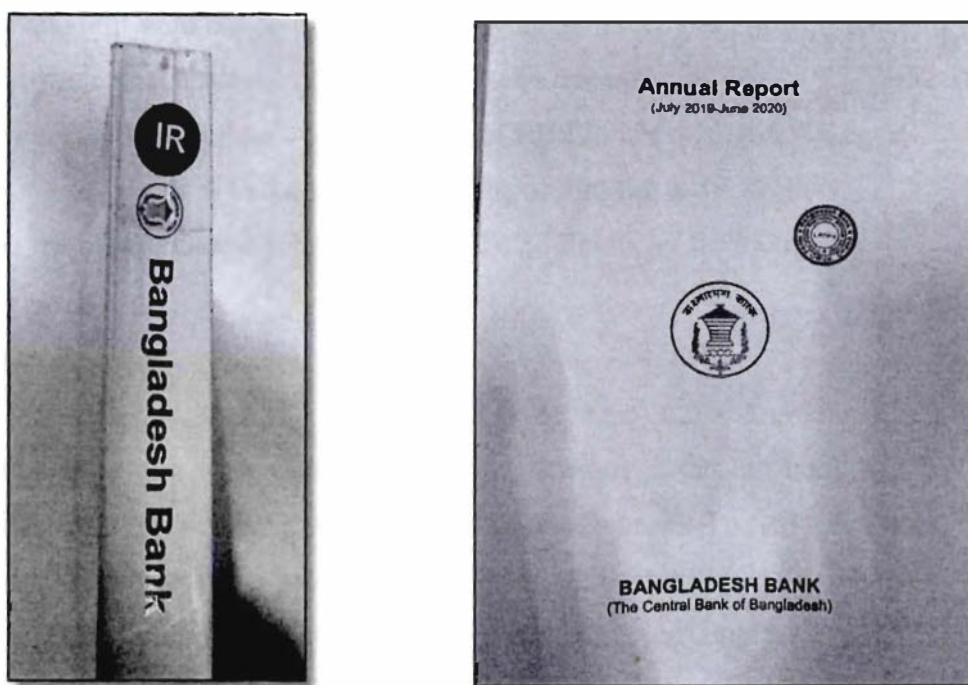
- Annual Report
- Schedule Bank Statistics
- Economic Trends
- Balance Sheet Analysis of JSC
- Index Number of DSE
- SAARC Finance Documents
- BBTA Publication
- Bangladesh Bank Bulletin
- Act, Policy, Regulation of BB
- Guidelines, Manuals of BB
- Telephone Index
- Seniority Lists
- Monetary Policy Statement
- Departmental Publication
- Cooperative Bank statistics
- Import payments and Export Receipts
- Bangladesh Bank Porikroma
- Cooperative Bank Statement
- Bangladesh Bank Quarterly
- High officials' Publication
- Publication from BB Club and BB Cooperative

## BANGLADESH BANK LIBRARY

- Thesis Paper, Project Report
- Circular/ Order/ Noting

### 3.19 Acquisition Methods

In IR section, they collect their resources mainly from Department of Communication and Publication (DCP). DCP gives a number of copies of documents to the IR section. One Copy for General Manager, one for Deputy General Manager and four copies collected for the IR and rest of the copies are stored for exchange purposes.



**Fig: IR Section sticker and Seal.**

### 3.20 Archival Focal Point (AFP)

The Focal Point work as coordinator from his/her respective departments. Archival Focal Points (AFPs) are nominated from every unit/ cell/ department to collect all the valuable information at the right time. AFPs should be one or two persons from each department. If any department feels to increase the number of their Archival Focal

## BANGLADESH BANK LIBRARY

Points, they can do this as per their work volume. AFPs are nominated by General Manager from each department/ cell/ unit/ office. It would be the duty of AFPs to inform IR Section through noting regarding which information can be made public or which cannot be made so.

### 3.20.1 Activities of Archival Focal Point (AFP)

- Collect and send archival (having future reference value) documents to IR section of BB Library
- Classify the documents determining the importance and security of documents in consultation with concerned General Manager/ Executive Director so as to clarify who can consult the documents and who cannot.
- Communicate with officials of IR Section of BB Library on regular basis
- Notify of any changes in the transfer/ posting of him/her to IR Section
- Attend the program arranged for Archival Focal Points by IR Section

### 3.21 Processing

One of the vital areas of a library or information institutions is that no book can be made accessible for users without proper collections or resources. To find a resource, library should be organized. The process of displaying all documents in IR section is very organized. At First, Department of Communication and Publication (DCP) publish the Book/documents then it come to GM with a letter / noting for that particular document, then the department (library) inward it with a document reference no., then it brought to the DGM, then to the JD, then to the DD, and then to the AD. AD again check the documents and put the dot sticker on the documents. Red dot sticker for Master Copy and Green dot sticker for issue copy. Then accession no. and RFID tag has been put. At the end, the resources are prepared for the cataloguing.

### 3.22 Cataloguing

This is one of the vital parts of collecting resources. After processing, documents are allowed to be cataloged. In IR section, documents are cataloged by software which is



# BANGLADESH BANK LIBRARY

developed by Bangladesh Bank's Information Systems Development and Support Department (ISDSD). However, in preparing the catalogue the following functions are made:

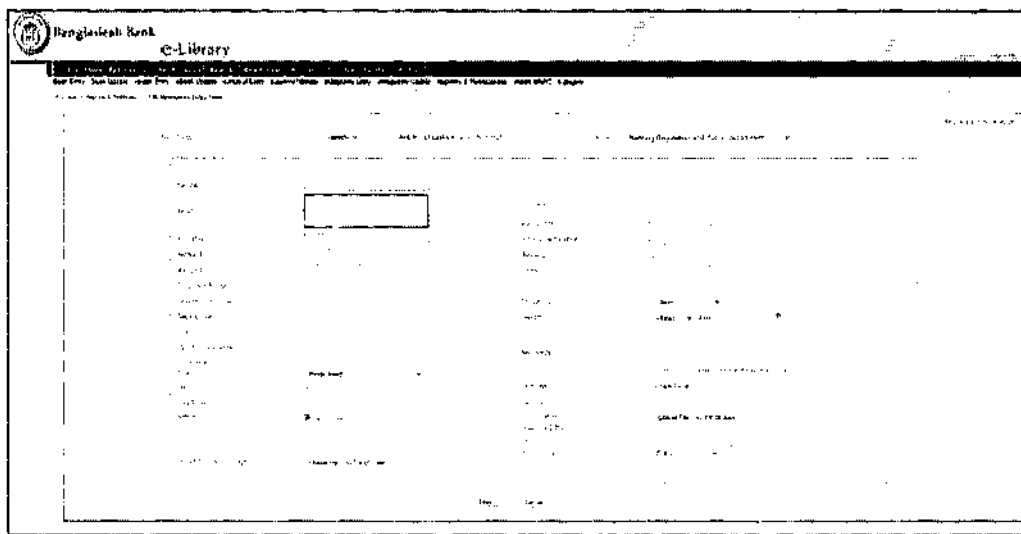


Fig: IR Entry Page

## 3.23 Searching and Retrieval

In IR section, users can easily retrieve their documents from the e-library. Library users use the software to find resources. From the e-library, users can easily search their documents using bibliographic information like title, keyword, Author, language, type, publish year, publish month etc.

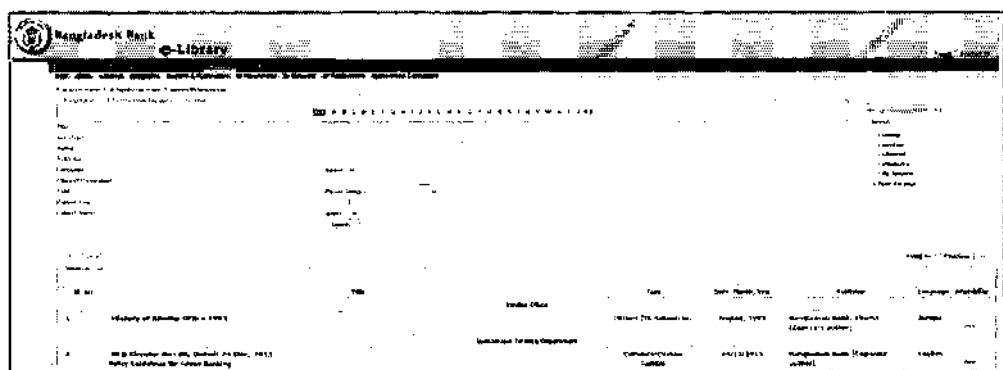


Fig: IR Searching Page

### **3.24 Prospects of IR Section**

As we believe, an IR/ Archive is the heart of a library, it is regarded as the witnesses of the past resources. They provide evidence and explanation for both the past and present decisions of a library. In BBL archive, there are many departmental records are preserved. This IR section is well managed and well organized, so a user of BB can easily get his/her desired resources. The opportunity of the IR section is very high. Lots of digital resources are preserved there so as to give users instant access to the resources.

# BANGLADESH BANK LIBRARY

## Documentation Section

### 3.25 Overview

Documentation Section of Bangladesh Bank Library is a repository of different reports & publications of banks & financial intuitions as well as different national and international organizations. All the annual reports and/or financial statements of the banks & financial intuitions of the country, budget documents, publications from Ministry of Finance, Ministry of Planning, BIDS, BIBM, IBB, BSEC, DSE, BBS, different NGO publications and any other significant publications related to the economy of the country are collected and preserved here. Beside these, annual reports and/or different publications of Central Banks, World Bank, IMF, UNDP, UNCDF, UNCTAD and etc. also collected and preserved here. This section also collects different national and international newspapers, magazines, and e-journals.



**Fig: Documentation Section**

### 3.26 Objectives

The main objective of documentation section is to provide library service through journals, reports, publications, magazines, e-journals, e-news clipping etc. according to the user demand within the allotted budget.

## BANGLADESH BANK LIBRARY

### 3.27 Activities

1. Receiving daily newspapers
2. Separation of Daily Newspaper Entry, Seal, Reader's Copy, FC Copy and Issue Copy
3. Daily newspaper issue and distribution (up to 6 people)
4. Receipt of domestic and foreign magazines and foreign magazines
5. Entry and Barcoding in Magazine Software
6. Sending to EMD for bill acceptance, bill presentation and payment
7. Collection of publications by contacting various organizations
8. Collection of Annual Report of Banks (59 + 5 = 64), Hardcopy and Softcopy
9. Giving and contacting letters for collection of budget documents from the Ministry of Finance, collection of gate passes, and issuance of car requisition, collection and distribution of publications.
10. Communicates with various financial and research institutions including BIDS, BBS, Ministry of Planning, Stock Exchange, UNDP, UNCDF, Unique, World Bank and collects documents in person.
11. Collection of softcopies and hardcopies of publications by contacting various international organizations
12. Regular online journal subscription from Library Consortium Bangladesh (LiCoB)
13. Entry the publications to the Registrar
14. Regular shelving should be done in chronological order according to different publication types and publishers.
15. Monthly publications must be bound together at the end of the year.
16. Accessing bound entries and entering the system
17. RFID

### 3.28 Acceptance of e-news clipping and distribution of responsibilities through roasting

1. Reports from South Asia and South East Asia are followed.

## BANGLADESH BANK LIBRARY

2. The Bangladesh Bank keeps a detailed report on the institutions that are under its jurisdiction.
3. Balance sheets and financial statements are kept.
4. Previously, high-ranking authorities had to give a hardcopy of the newspaper every day, but now news is delivered via news clipping.

### 3.29 Collections

At present, BBL is collecting more than 30 national newspapers and more than 25 national and foreign magazines including Economist, TIME, Reader's Digest, India Today, etc. in order to cater to users' needs.

#### Bound Resources

Magazine	30 Titles
Newspaper	31 Title, 46 Copy
Online Resources	30,000+ Titles

#### 1. Purchased Magazines

- Local Magazines
- Foreign Magazines

#### 2. Purchased Newspapers

- Local Newspapers
- Foreign Newspapers

#### 3. Purchased International Newspapers

#### 4. Complementary Magazines

#### 5. Complementary Reports

- National/Local Organizations (BIDS, BBS, Planning Ministry, NBR, Stock exchange and etc.)
- International Organizations (UNDP, UNCDF, UNIC, World Bank and etc.)

#### 6. Budget Documents

#### 7. Gazette

## BANGLADESH BANK LIBRARY

### 8. Annual Reports and Financial Statements Banks

- Financial Institutions
- Central Banks
- Foreign Banks and etc.

### 9. e-Journal subscribed from LiCoB

### 10. e-Journal free access from research4Life

### 11. e-News Clipping

### 12. Bound Newspapers

### 13. Miscellaneous

### Magazine List

Title	Price*	Frequency	Copy
The Economist	510	Weekly	5
Times	220	Weekly	2
India Today	160	Weekly	1
Desh	65	Fortnightly	1
Sanonda	90	Fortnightly	1
Andolok	65	Fortnightly	1
Business World	250	Monthly	1
Dhaka Courier	50	Monthly	1
ICE Business Times	100	Monthly	1
ICE Today	100	Monthly	1
National Geography	450	Monthly	1
Readers Digest	160	Monthly	2
Current Affairs	20	Monthly	2
Current world	20	Monthly	2
Masik Madina	20	Monthly	1
Computer Jogot	70	Monthly	1
Krirajogot	20	Monthly	1
Prescription	50	Monthly	1
Protichinta	50/100	Monthly	1
Bigganchinta	50	Monthly	1
Monojogot	20	Monthly	1
Begum	30	Monthly	1

## BANGLADESH BANK LIBRARY

KishorAlo	50	Monthly	1
Kali O Kolom	40	Monthly	1
Unmad	30	Monthly	1
Onnoekdigontto	30	Monthly	1
The Banker	2250	Monthly	1
Kishorkonho	30	Monthly	1
Kishorkonho	50	Monthly	1
Ikrimikri	100	Monthly	1

### Newspaper list

Sl	Title	Copy
1.	Alokito Bangladesh	01
2.	AmaderOrhoneeti	01
3.	AmaderShomoy	01
4.	Asian Age	01
5.	Bangladesh Pratidin	01
6.	Bangladesh Today	01
7.	Bhorerkagoj	01
8.	BonikBarta	01
9.	Daily Star	05
10.	Daily Sun	01
11.	Dhaka Tribune	01
12.	Dinkal	01
13.	Financial Express	05
14.	Inqilab	01
15.	Ittefaq	04
16.	Jajaidin	01
17.	Janakantha	01
18.	Jugantor	02
19.	KalerKantho	01
20.	ManabKantha	01
21.	ManabZamin	01
22.	Nayadiganta	01

## BANGLADESH BANK LIBRARY

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23.	New Age	01
24.	New Nation	01
25.	Observer	01
26.	ProthomAlo	03
27.	Samakal	02
28.	Sangbad	01
29.	Sangram	01
30.	Share Biz	01
31.	The Business Standard	01

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### 3.30 Services

Documentation service houses reports and publications of the banks and financial institutions of home and abroad including Ministry of Finance, Ministry of Planning, Bangladesh Bureau of Statistics (BBS), Bangladesh Institute of Development Studies (BIDS), Bangladesh Institute of Bank Management (BIBM), United Nations (UN), Asian Development Bank (ADB), International Monetary Fund (IMF), World Bank and the like bodies and research organizations. Some other services they provide are given below:

1. To provide branch related services according to the needs of the users
2. To Provide important data service
3. All reports of the BBS are given to the users
4. To Provide Act and law of Bangladesh Bank to the users
5. To give news clipping service
6. To distribute services for related magazines, reports, journals, budget documents, daily newspapers, etc. newspaper cover
7. To gather articles from national and international networks if they are not in the BB Library and provide services to users
8. To find all the publications according to the needs of the users
9. To Provide User ID, password and access instructions Research4Life



## BANGLADESH BANK LIBRARY

10. To provide research related services to researchers through Research Help Desk
11. Overdue notification phone and/or email to the user
12. Spiral service, Xerox service
13. To assist in the circulation of the newspaper
14. User service
15. To contact users to return the Overdue Magazine
16. Email service for articles and reports on request from users subscribed to BB Library

### 3.31 Software

Audio-Visual collection software is used to maintain the magazines. This program is accessible to be used by all departments.

- E-library system.
- Audio-Visual collection software.

### 3.32 Daily Newspaper Processing

First, all newspaper is received from supplier. Then sealing, issuing through PCS software. Required newspapers are sent to designated officials via MLSS. After that, collecting newspapers at the end of the month from designated officials. Finally, returning from PCS software and send to store room.

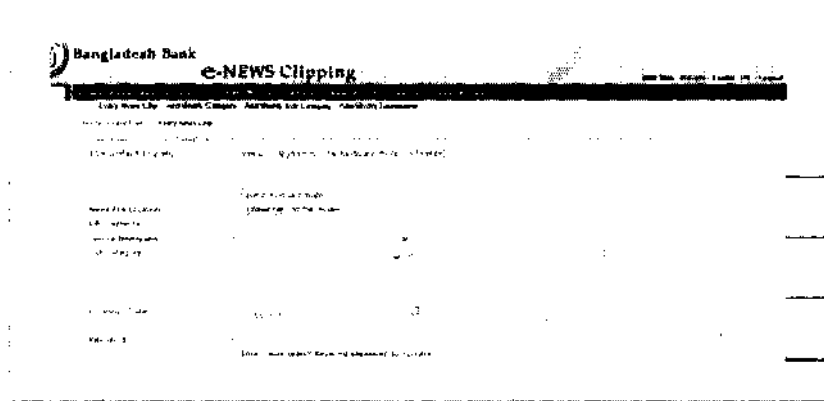
### 3.33 E-News Clipping

In Documentation section, e-news clipping is one of the major tasks in Bangladesh Bank Library. The needs of the users Bangladesh Bank Library regularly provides e-news clipping service.

- Early in the morning newspapers are distributed through online portal.
- Managing manpower for early scating.
- Checking relevant news from online portal.
- Copy-paste the news from online source to defined MS Word template.

## BANGLADESH BANK LIBRARY

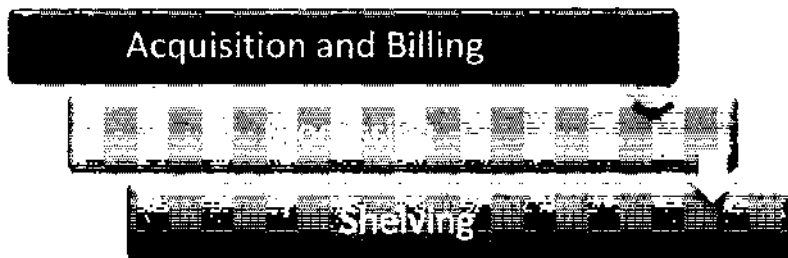
- Creating pdf from MS Word template
- Uploading pdf file of news items in e-News Clipping software with necessary information.
- One official monitor the every news-clips and send email with link for missing news items (if any) to respective officials.
- When necessary, make news clipping inactive.



**Fig: E-news clipping process**

### 3.34 Steps for process of Acquisition Magazine

In the Bangladesh Bank library the process of purchasing magazine is completed in three phases. They are as follows:



### 3.35 Acquisition and Billing

A general tender is initiated for purchase of materials. Tender is called for procurement of Magazine. This process is very important for purchase magazine.

## BANGLADESH BANK LIBRARY

Library authority gives notice in both Bangla and English Newspaper. First, Noting initiated for tender call. Then it is approved by ED/DG. After that, circular is announced for Spot Quotation and receiving quotations. Then committee is formed for quotation evaluation. The committee evaluates and awards the tender with work order to possible lowest bidder. Receiving items as per work order.

➤ List preparation for procurement committee approval:

First, receiving requisitions from users then evaluating requisitions. After that Preparation of short list for procurement committee and sending the list to book section for presenting to Procurement Committee Meeting.

➤ Purchase committee approval and procurement:

First, received approved list along with meeting minutes from library section. Then provides work order to suppliers for supplying resources. Then billing and bill received. After that, inward from GM Section then downward from GM to AD and bill cross check with register. If correct, initiate noting; else ask the vendor to correct the bill and resubmit and then noting initiated. Then, safeguard checking and wait for GM approval. After approval, put on outward number and date then finally sent to EMD.

### Processing

After a successful procurement process, the library officials process the resources by providing accession number, call number, Institutional seal, RFID tag etc to their e-library system, so that the respected users issue their required resources. Purchased Magazine

- Received Documents
- Inward from GM Section
- Downward from GM to AD

At first, Provide seals and signatures on each library material. Then, Entries are also registered for purchased magazines and newspapers (including price and copy). Audio Visual Collection software details the magazine purchased (including title, author, publisher, location, unit price, cover image). The barcode

## BANGLADESH BANK LIBRARY

is then printed by creating a barcode for each purchased magazine and attaching it to the magazine's title page which is sent to the magazine's shelf for circulation.



Fig: Barcode of BBL

### Shelving

- Annual reports and financial statements of different banks and financial institutions have been shelved in a particular corner.
- Others documentation materials have been shelved according to their statement of responsibility, nature and publishing period (weekly, monthly, quarterly, by-monthly or yearly).
- Bound newspapers are preserved at the south veranda of library.

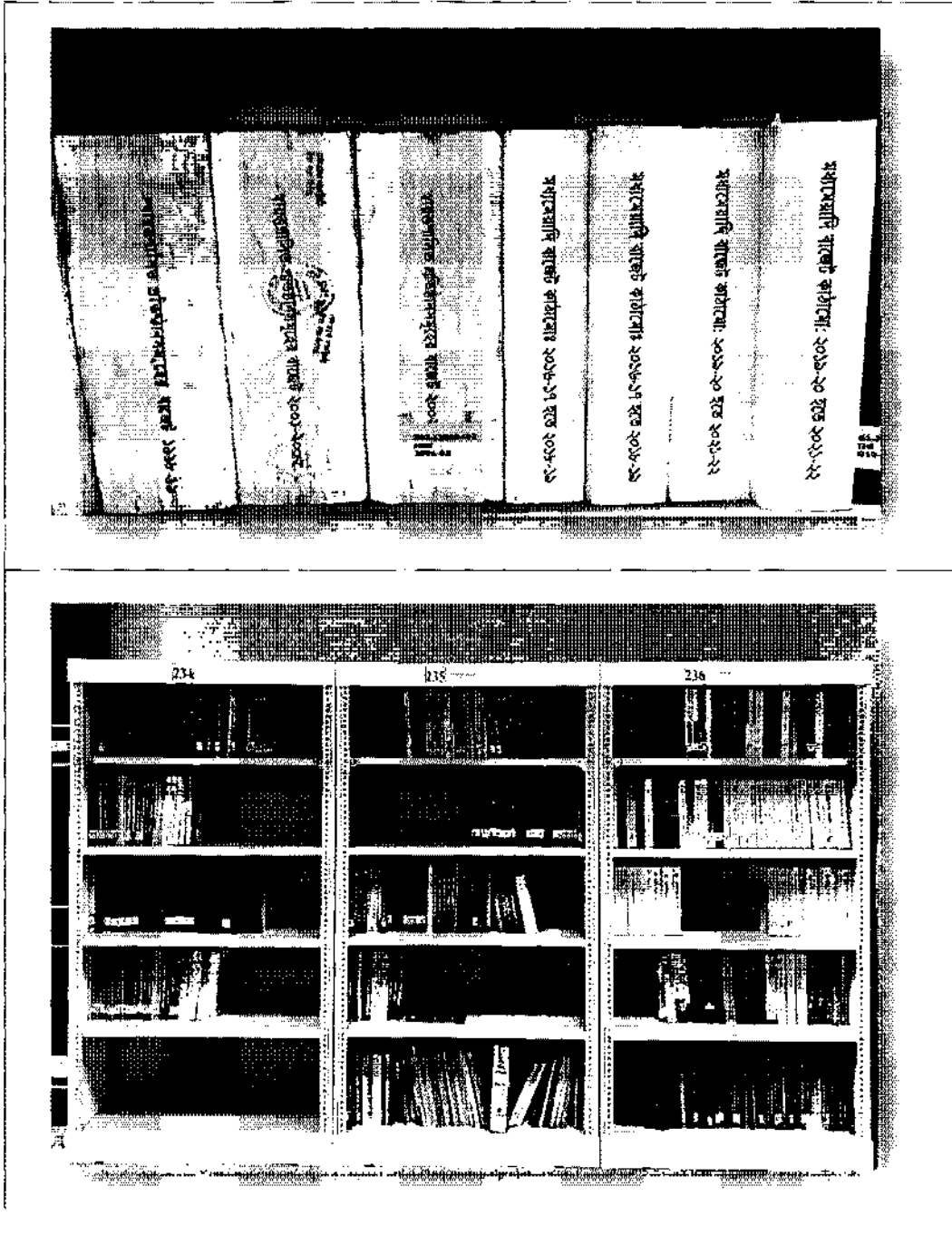


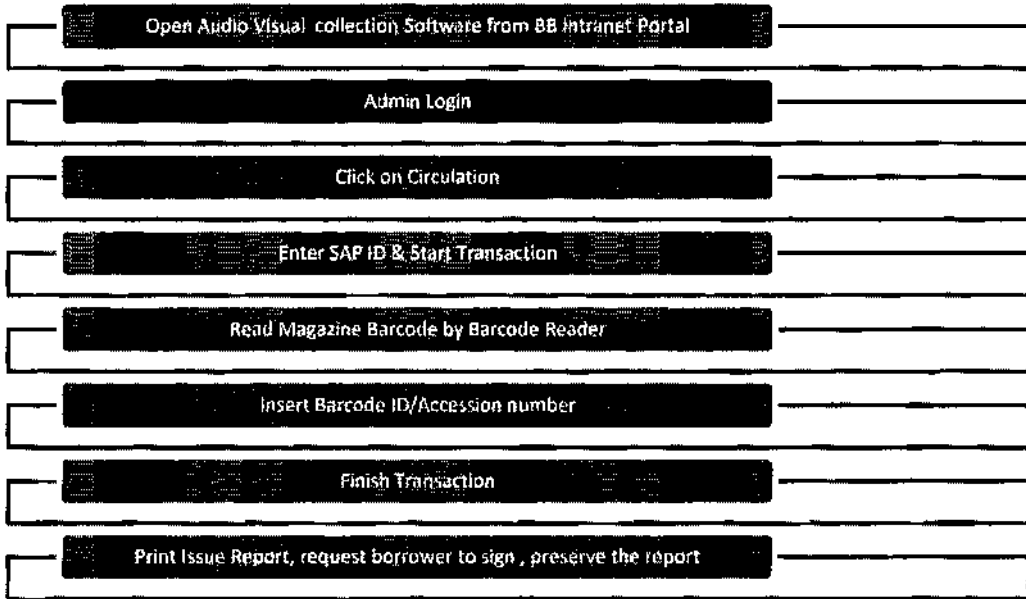
Fig: Shelving in Documentation Section

### 3.36 Magazine Circulation

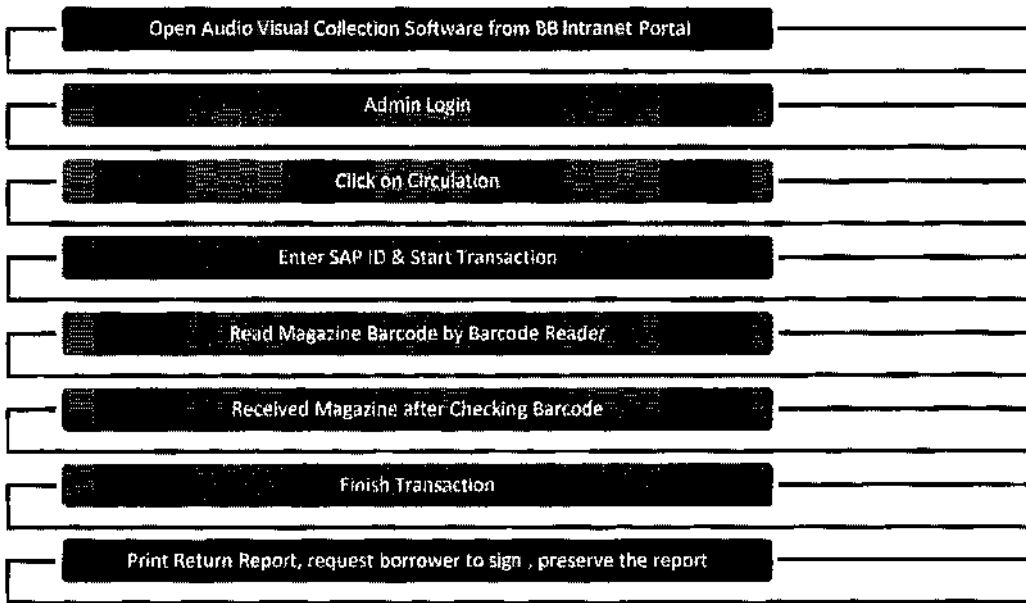
It is one of the important parts to maintain magazines. This magazine circulation is involved in the activities such as overdue collection, maintaining documents and enrolling new magazine to the library.

# BANGLADESH BANK LIBRARY

Issue process:



Return Process:



## BANGLADESH BANK LIBRARY

### 3.37 Searching and Retrieval

In the documentation section, users can easily retrieve their documents from the e-library. Bangladesh Bank Library uses their own software to find resources for the benefit of the users. From the e-library, users can easily search their documents by using bibliographic information like title, keyword, Author, language, type, publish year, publish month, etc.

### 3.38 Gazette Entry

- Letter Issue to BG Press
- Making verbal communication
- Access Pass Management
- Car Requisition
- Physically visit BG Press and collect Gazette.

Jan-15					
A	B	C	D	E	F
ক্রমিক	তারিখ	বিল/আইন নং	শিরোনাম	যন্ত্রপাতি/মেশিন	পৃষ্ঠা নং
১	১ জানুয়ারি ২১, ২০১৫	বা.জা.স.বিল নং ০১/২০১৫	ফরমালিন আমদানি, উৎপাদন, পরিবহন, অর্জম, বিক্রয় ও ব্যবহার নিয়ন্ত্রণ এবং ক্ষতিকর সামগ্রিক পদার্থ হিসাবে উহার অপব্যবহার রোধ করিবার উদ্দেশ্যে বিধান প্রণয়নকল্পে আণ্ডীজ বিল	বাংলাদেশ কাগজ নংসদ	৪০৯-৪২০
২					
৩					
৪					
৫					
৬					
৭					
৮					
৯					
১০					
১১					
১২					
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১৪					
১৫					
১৬					
১৭					

Fig: Gazette Entry

## BANGLADESH BANK LIBRARY

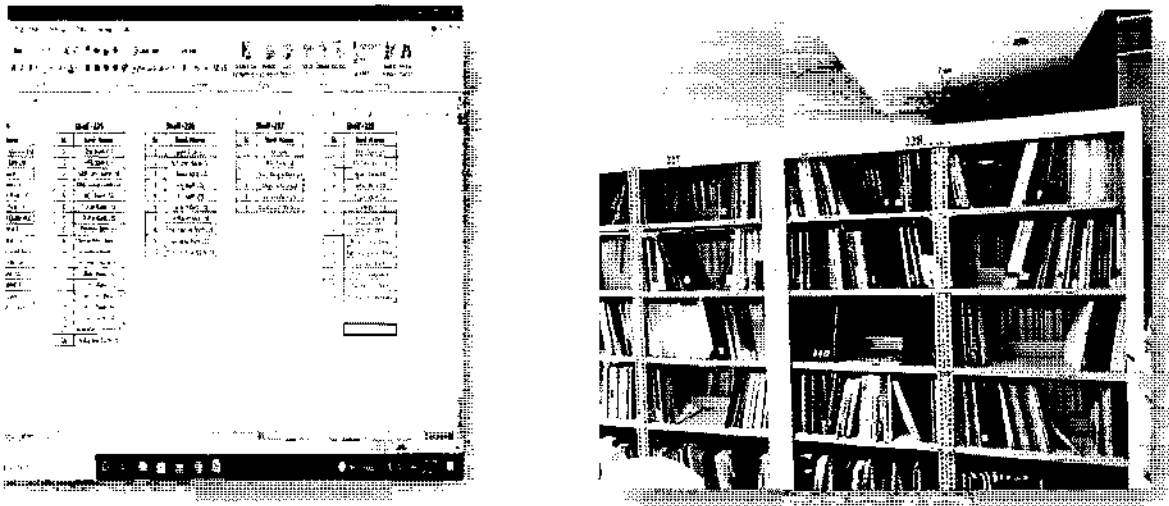
### 3.39 Shelving of Different Bank Reports

Separate shelving is done for the annual reports of different banks like:

224	225	226	227	228
1. Islami Bank Bangladesh Ltd.	1. One Bank Ltd.	1. Bank Asia Ltd.	1. AB Bank Ltd.	1. Basic Bank Ltd.
2. ICB Islamic Bank Ltd.	2. NRB Bank Ltd.	2. BD Com. Bank Ltd.	2. BRAC Bank Ltd.	2. BD. Dev Bank Ltd.
3. First S.I. Bank Ltd.	3. NRB Com. Bank Ltd.	3. Dhaka Bank Ltd.	3. Dutch Bangla Bank Ltd.	3. Agrani Bank Ltd.
4. Union Bank Ltd.	4. NRB Global Bank Ltd.	4. City Bank Ltd.	4. Meghna Bank Ltd.	4. Sonali Bank Ltd.
5. Social Islamic Bank Ltd.	5. NCC Bank Ltd.	5. IFIC Bank Ltd.	5. Jamuna Bank Ltd.	5. Rupali Bank Ltd.
6. Shahjalal I. Bank Ltd.	6. Pubali Bank Ltd.	6. Eastern Bank Ltd.	6. Modhumoti Bank Ltd.	6. Janata Bank Ltd.
7. Com. Bank of Ceylon PLC	7. Prime Bank Ltd.	7. Midland Bank Ltd.		7. BD Shilpa Bank
8. Citi Bank N.A	8. Premier Bank Ltd.	8. Merchantile Bank Ltd.		8. BD Krishi Bank
9. Bank Al Falah Ltd.	9. The Farmers Bank Ltd.	9. National Bank Ltd.		9. Ansar- VDP U. Bank
10. Standard Chartered Bank	10. Standard Bank Ltd.	10. Mutual Trust Bank Ltd.		10. Karmasangsthan Bank
11. N. Bank of Pakistan	11. Southern Bank Ltd.			11. Grameen Bank
12. HSBC Bank Ltd.	12. SBAC Bank Ltd.			12. BD Somobay Bank
13. Habib Bank	13. Uttara Bank Ltd.			13. Rajshahi K.U. Bank
	14. United Com. Bank Ltd.			15. Provoshi Kallyan Bank Ltd.



## BANGLADESH BANK LIBRARY

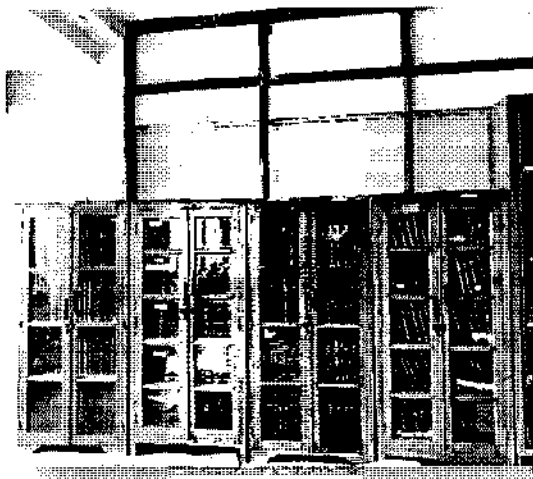


**Fig: Different Bank Reports and shelving**

### 3.40 Archives of Bound Newspaper and Magazine

Documentation section of BBL have preserved about more than 100000 copies of 1 title newspaper named The Daily Prothom Alo, The Daily Ittefaq, The Financial Express and the Daily star from 1971-2018.

Preserving old newspapers and magazines is covered by the documentation section. The old newspaper and magazines are well preserved on the outside shelves as there is not enough space in the documentation section of the library.



## BANGLADESH BANK LIBRARY



**Fig: Old Newspaper and Magazine shelving**

### Weeding

1. Selection of resources including newspapers
2. Preparing list
3. Seeking expert opinion if required
4. After approval, invite tender to sell the weeded resources
5. Form a committee for selling weeded resources and newspapers
6. Monitoring measurement process
7. Collection of money and deposit to BB Account

### 3.41 Awareness Programme to know about Documentation Section

1. Organize the department's resource/e-magazine orientation program
2. Orientation program for new hires as well as book section
3. Instruct users on how to access the BB e-magazine network .
4. To Arrange Current Awareness Service (CAS).
5. To provide Selective dissemination of information (SDI) service to the user.
6. New arrival is given through the portal.

Audio-Visual, Language and Cyber Section

**3.42 Overview**

One of the most important parts of Bangladesh Bank library is Audio Visual, Language and Cyber (AVLC) Section. Users come here for enrich their language skill as well as entertaining. This section has a unique role for providing the latest information to users.

AVLC of Bangladesh Bank Library (BBL) started its journey in 2012 according to the Administrative Circular no. 20 dated 05/06/2012 of Human Resource Department-1.

**3.43 Objectives**

The main objectives of AVLC is to collect, preserve and provide reference service about photo and audio video clips, also provide assistance for Enhancing English language skills for employees, staffs of Bangladesh Bank and certified researcher of significant function of all branch office of Bangladesh Bank.

**3.44 Activities**

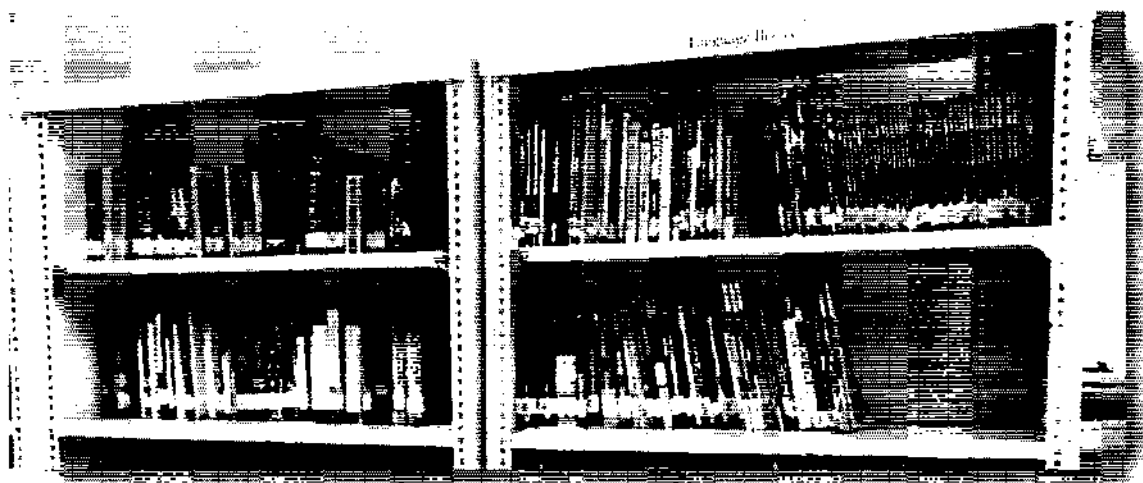
1. To collect, preserve and provide reference service about audio and video format of speech and statement of Governor, Deputy Governor and Executive Directors of Bangladesh Bank.
2. To collect, preserve and provide service about all types of audio video clips of training session held in home and abroad.
3. To collect and preserve about all types of documentary based on Bangladesh Bank.
4. To collect and provide service about all types of audio and video clips and pictures of specials program's held in Bangladesh Bank and Bangladesh Bank Training Academy.

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5. To collect, preserve and provide reference service about Budget Speech for research purpose.
6. To collect, preserve and provide services about all types of language materials (Books, CDs, and DVDs) about IELTS, GRE & GMAT.
7. To organize meeting, seminar and workshop on English Language for Employees of Bangladesh Bank employees.
8. To organize training session collaboration with British Council and BBL for increasing language skill to employees of BB.
9. To provide assistance to users of BB for Listening , Reading ,Writing and Speaking to increasing their language ability
10. To provide assistance to users of BB for using E-Books and E-Journals regarding IELTS, GRE, GMAT etc.

### 3.45 Collections

Different types of video documentary, historical photographs, DVD's are available in Bangladesh Bank Library's AVLC Section. There is a 'Language Corner' in this section containing various educational resources (IELTS, GRE, TOEFL, SAT, GMAT etc.) as well as books on different languages such as French, German, etc. to develop language skills of the employees. Audio-Visual, Language and Cyber Section have lots collections of audio and visual materials. About 1200+ AV Materials along with physical books on different languages.



**Fig: Language collections of AVLC**

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### 3.46 Services

Circulation services for related language books, visual documentary, Budget Speech, Projection Room Facility, British Council Corner movies, provide internet from cyber zone etc.

### 3.47 Cyber Café

The AVLC Section allows BB employees, retired employees, students, walk-in-researchers and others are provided with Internet Access facilities.



### 3.48 Projection Room

In the projection room of BBL, 30 people can enjoy movies and video documentaries. There has a setup to conduct meeting of various department by request through intranet booking. Moreover, they can share their views through power-point presentation.



Fig: Projection room

3.49 Signage service

Signage 1 for	Current affairs of Bangladesh Bank
Signage 2 for	About Office and Benches of BB
Signage 3 for	Biography about current and former Governors of BB
Signage 4 for	Biography about current and former Deputy Governors of BB
Signage 5 for	Recognition Award winner of BB

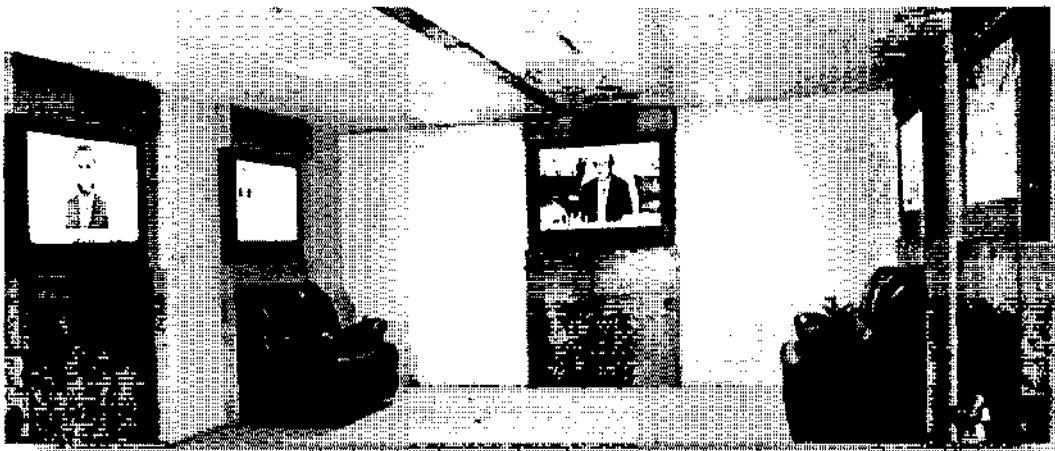


Fig: Photo Gallery with Signage

3.50 Prospects of AVL

The opportunity of the section is notable. Lots of digital resources are preserved in a formatted way there so users instant access to their desired resources easily.

## 4 Chapter

### 4.1 Software Used at BBL

Every organization has different kinds of needs and requirements. Besides, as a special library Bangladesh Bank Library is using different software for different purposes.

### 4.2 Other Special Services

#### 4.2.1 E-News Clipping

e-News Clipping service is one of the highly appreciated Intranet-based services of Bangladesh Bank Library (BBL). Library professionals clip and upload daily news mainly from national and sometimes international papers covering banking, financial markets, budgets, monetary policy, national and international economies, capital market, agriculture as well as various developmental and contemporary issues.

#### 4.2.2 Book Review Program

'Book Review Program' organized by the library has added a new dimension to its services for the officials and employees of Bangladesh Bank. The library has created the opportunity to culture a particular book among the reader-folk through this program.

#### 4.2.3 Training Resources

Training Resources is organization's Intranet based platform where softcopy of training resources/ course synopsis of different training programs, workshops, seminars participated by its employees in home and abroad are uploaded. Any interested employees of Bangladesh Bank who did not get the opportunity to participate in those programs can download their required synopsis from here.

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### **4.2.4 Library Orientation Program**

With a view to introduce library's available and emerging services and facilities, Bangladesh Bank Library (BBL) organizes orientation programs for various groups of people

- Newly Recruited Officials
- Interns
- Special Orientation

### **4.2.5 Book Donation Program**

Through the annual 'Book Donation Program', Bangladesh Bank Library distributes books and magazines free of cost among the officials and employees of the bank.

### **4.2.6 Displaying Economic Indicators of Bangladesh**

The macroeconomic scenario including major economic indicator such as exchange rate of Taka, foreign exchange reserve, wage-earner's remittance inflow, inflation, interest rate, money supply, national income aggregates etc. of the country is being displayed through different signage and information display monitors of library.

## **4.3 Facilities**

Bangladesh Bank Library give its users lots of facilities . They are given below:

### **4.3.1 Kiosk**

There are 7 kiosks in Bangladesh Bank Library, of which 2 are used for e-Library and e-News Clipping Searching, 1 for Scholarship and Training Information Searching, 1 for Bangladesh Bank's General Information, 1 for IR Resources Searching and 2 for viewing Virtual Currency Museum Information.

### **4.3.2 RFID Self-Check Kiosk (SCK)**

There are 2 RFID Self-Check Kiosks (SCKs) for issuing library resources by users themselves.



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### 4.3.3 Photo Gallery

The gallery displays different important photos covering Governors, Deputy Governors with small biography, murals, sculptures, branch offices, recent activities, awardees of Bangladesh Bank by different signage.

### 4.3.4 Cyber Facilities

Under the AVLC Section, employees, retired employees, students, walk-in-researchers and others are provided with Internet Access facilities.



**Fig: Language Practicing zone and Cyber Corner**

### 4.3.5 Discussion Room

To help improve skills and knowledge, BBL is facilitating its user-community with well furnished room for group discussion that can accommodate almost 14-16 people.



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### 4.3.6 Projection Room

In the projection room of BBL, 30 people can enjoy movies and video documentaries in a sound proof environment. Moreover, they can share their views as well as arrange seminar and workshop through power-point presentation.

### 4.3.7 Study Carrel

Bangladesh Bank Library provides study carrel facility for the researchers to get a quiet and tranquil environment to indulge in their studies.

### 4.3.8 Reading Area

There are arrangements in the library for general reader to facilitate their study and/or recreational needs. There is also a newspaper side for the users.



### 4.3.9 Pigeon Hole

There are arrangements in the library for users to keep their personal belongings in the pigeon hole before entering the library.

## 5 Chapter

### Problems and Recommendations

#### 5.1 Problems

Although there some problems found with Bangladesh Bank Library but the solution is under control. Instead of all the limitations Bangladesh Bank Library is trying its best to serve their users by maintaining a minimum standard. The library has to maintain a good environment in the library with encouraging automated facilities to provide a comfortable atmosphere for using the library resources effectively. I think, we need to carefully look into the following problems and constraints for possible solutions:

**Manpower:** There is not enough manpower to provide services in the library.

**Lack of support from the higher Authorities:** Lack of reliable supports (financial, technical, infrastructural, institutional etc.) from the higher authority creates severe problems.

**Space & Equipment:** Shortage of space and equipment are the main problem to serve better service.

**Budget Issue:**

If the price of the books required by the users is high then there is a budget problem to buy them.

**Managing Library Policy:** The decision to buy new books are finalized only by the Executive Director.

**Awareness Program:** In BBL there is no section for improvement where awareness program for personnel and library users.

**ICT Facilities:** In case of adequate ICT facilities, the library users are not getting sophisticated internet facilities. Library personnel only use intranet.

**Communicating about changes in the Library:**

Changes are inevitable in this digital age but communicating these changes is difficult for some people. Sometimes, Old employees don't understand how to use a digital library. •

### 5.2 Recommendations

In the light of the experiences gained from the mentioned issues, Bangladesh Bank Library (BBL) should take the following recommendations to promote, healthy growth and development the library services:

1. In order to preserve more information and resources and deliver services according to user needs. It will be difficult to properly manage all resources in the near future.
2. New documents have to be entered.
3. More space is needed to keep the documents properly.
4. Many more e-resources need to be increased.
5. It will require more space allocated with more man power for that particular part.
6. Make publicity of AVLC section through different seminars, workshop and other programs should be arranged.
7. Increase ICT Instruments and number of computers.
8. Internet connectivity must be provided in the cyber zone
9. Make publicity of IR section through different seminars, workshop and other programs should be arranged.
10. Increase ICT Instruments and number of computers.
11. Make improved search technique for Digital Resources.
12. Keep more relevant contents to increase viewers.
13. Engage more focal points to collect all departments/ offices' resources.
14. Bangladesh Bank Library's all reading materials, Journal, E- journals, Online Public Access Catalogue (OPAC) should be updated regularly.
15. A massive awareness raising campaign should be initiated in the BBL and its significance. Authority can arrange various promotional activities like workshops, seminars and group discussions for adopting the concept themselves.
16. Library authority should facilitate Wi-Fi Connection. So that users can cope up with the modern technological advancement.
17. The library management should concentrate on the development of skills of the existing staff by arranging regular training programs.

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18. The library should create awareness among the users to properly utilize its online journals and be highly beneficent from it by maintaining the rules for access.
19. Need more Internet speed for Improvements are also needed in terms of increasing bandwidth and library network services.
20. Information professionals, library authority and University authority should jointly formulate a proper planning to improve library systems and services.

**6 Chapter**  
**Conclusion**

**6.1 Conclusion**

Bangladesh Bank Library (BBL) is one of the prosperous libraries in Bangladesh. The main purpose of the library is to fulfill the banking and research needs of its user community through acquiring standardized information resources and disseminating those information resources to the right users through appropriate information services. Though, BBL serves a lot number of services to its remarkable figure of users by offering different services. To keep pace with modern world BBL should enhance its service quality by adopting all necessary modern ICT equipment. BBL curators should promote archives and BBL users to submit their produced resources to the library section. Maintaining should be one of the strategic goals of the Bangladesh Bank organization. Libraries need to develop new services and innovative user-centric technologies to provide users with old services that can attract their attention. Developing collection policies, standardizing bibliographic information, reviewing copyright policies, and requesting employees to deposit publications are major challenges. BBL personnel should motivate archive focal points and BBL users to submit the resources they create to document area of the library.

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