

INTRODUCTION

The Ministry of Health – library is a special library which was established to meet the information needs of staff. The library collection comprises of print sources (Books, reports, pamphlets, flyers, newspapers and magazines). To enable easy access and retrieval of materials by the users, the books are categorised according to their subject content using the Dewey Decimal Classification (DDC) scheme. They are arranged on shelves according to their subject. The library also has non-print information sources such as CD, subscriptions to online databases. On information management, the library has installed the LIBERO system. Currently the library services and functions are carried out manually but once the system is fully functional, all library transactions will be carried out electronically.



OBJECTIVES

- To provide best services possible by acquiring, organizing and maintaining relevant information sources to support the achievement of the mission of the Ministry of Health
- To provide assistance to users in locating relevant information from the collection
- To provide recreational reading materials for customers

MEMBERSHIP

Membership is open to all permanent staff members of Ministry Of Health headquarters. There is a membership form available in the library that one has to complete in order to become a member. Heads of departments/ units are encouraged to introduce new employees to the library staff to facilitate the registration process.

SERVICES OFFERED



- Loaning of books and other media
- Reference
- Readers' advisory services
- User education (such as accessing online databases)
- Inter Library Lending
- Current Awareness Service

PROFESSIONAL RELATIONSHIPS

The library has established and maintained collaborative professional relationships with other institutions and associations, eg Botswana Libraries Consortium (BLC) which among other aims, ensures cost effective availability and dissemination of information in all relevant formats and also provides clients/customers with greater access to information resources available in participating member libraries.

LIBRARY SET-UP



- Information desk
- Reading hall
- Circulation section
- Reference section
- Periodicals/Audio-visual section

LIBRARY COLLECTION



The library collection is built in order to contribute to the successful achievement of the mission of the Ministry. It covers the following broad subject areas:

- Psychology
- Social sciences
- Occupational Ethics

- Public administration
 - Medicine and health
 - Management and public relations
- Novels and motivational books are also available for recreational reading.

PERIODICAL SUBSCRIPTIONS



The library subscribes to the following newspapers and magazines:

Newspapers

- The Botswana Gazette, Guardian, MidweekSun
- Mmegi, Monitor, The Echo, The Voice, The Patriot
- Sunday Standard, The Telegraph, Weekend Post
- Government Gazette

Magazines

- Drum, Kutlwano, True Love

SUBSCRIPTION TO ONLINE DATABASES

As a way of supplementing the print sources available, the library subscribes to online databases. Currently the library subscribes to HINARI database.

EQUIPMENT AVAILABLE

- Two computers (For use by customers i.e. staff)
- Photocopying machine
- Projector
- Television set

RULES AND REGULATIONS



- Members are allowed to borrow 2 books for 14 working days.
- All books should be returned on or before the due date indicated in the date label slip that is pasted on the book
- Members who return books after the due date will be charged an overdue fine of P1.00 per book per day
- If a member loses an item, e.g. a book, he/she is required to pay for it, or replace it within 1 month.
- If a member still needs to use the book, the loan period is extended at the Circulation Desk. This is done only on condition that the items have not been reserved by other customers.
- Extension of the loan period of items can be done twice only
- Reference materials, newspapers, magazines, reports, pamphlets are strictly for use in the library only
- All library materials taken out should be recorded at the circulation desk

SEATING CAPACITY

The library can accommodate 30 customers

OPENING HRS

Mondays to Fridays: 0730hrs-1630hrs
Weekends and holidays: Closed



MINISTRY OF HEALTH & WELLNESS LIBRARY



For more information, Visit the Ministry of Health
Website: www.moh.gov.bw
Tollfree: 0800600740
Enquiries: 3632500
Email: health@gov.bw