

## BOOK CLASSIFICATION

The books are classified with DDC number and divided into ten groups as following:

- 000 - 099 : General Knowledge
- 100 - 199 : Philosophy and psychology
- 200 - 299 : Religion
- 300 - 399 : Social Sciences
- 400 - 499 : Languages
- 500 - 599 : Pure Sciences
- 600 - 699 : Applied Sciences
- 700 - 799 : The Arts
- 800 - 899 : Literature
- 900 - 999 : Geography, History & Travel

## ONLINE PUBLIC ACCESS CATALOGUE (OPAC)

- Central libraries have placed computers on each floor to search for books, texts, and magazines.
- You can search by typing key words into the box .
- If you want to find the author, title, category, or other . and clicking on the search box.



# University Central Library UCL



## WELCOME TO CENTRAL LIBRARY

## VISION

The Central Library, National University of Laos provides innovative information services which:

- \* focus on client service
- \* anticipate and respond to client needs and are integrated with and Central to the University's teaching, learning and research activities.

## OBJECTIVES

The main objectives of Central Library are to build up adequate information resources in support of the University facilities and develop the capabilities to serve information needs in the fields covered by the National University.

## MISSION

UCL provides lecturer, staff, students and community information, enabling the National University of Laos to achieve its mission in teaching, learning, research and community service.



## ORGANIZATIONAL STRUCTURE

The Central Library was established in 1996 and comprises of 3 Directors, 3 Departments and 7 Units as follows:

### Directors:

1. One Director
2. Two Deputy Directors

### Departments:

1. Academic Department.
2. Information Service Department.
3. Library Resource Department.

### Units:

1. Library Technical Department Unit
2. IT & Audio visual Aids Unit
3. Service Unit
4. Newspaper-Journals Unit
5. Personnel , Finance & Secretarial Unit
6. Manage property Unit
7. NUOL's Historical Collections

## LIBRARY COLLECTION<sup>7.</sup>

Items	Quantity	Local	External
<b>Total</b>	32,636 titles 57,071 number	17,002 number	40,069 number
<b>Journals</b>	1,110 number	923 number	187 number
<b>Newspapers</b>	5,969 number	5,088 number	881 number
<b>Newsletters</b>	17 titles	10 titles	7 titles

## SERVICE AND ACTIVITIES

1. Lending service
2. Internet & Electronic databases service
3. Journals & Newspapers service
4. Audiovisual service ( CD, CD-ROM, Video, VCD)
5. Gender Resource Information & Development, Human Trafficking, Child Right, World Bank InfoSpace, European Union, ASEAN Information & Lao-Thai friendship Corners.
6. Meeting Room & Group Discussion Room.
7. Reference service.
8. Library Training service .
9. Magazines & Newspapers subscription service .
10. Repairing & Binding books service.
11. Theses service.
12. Digital service.
13. Library tour service.



### OPENING HOURS:

**Monday-Friday: From 8:30 AM - 16:00 PM**

**Saturday - Sunday: From 9:00 AM - 14:00 PM**

**Wednesday afternoon closed**

**CONTACT: Library.nuol.edu.la ; Facebook.com/nuollib**

**Tel and Fax: (856) 021 770937**

## DATABASES

Central Library is using PMB program to store its collections, library's membership, circulation and provides Online Public Access Catalogue (OPAC) for searching for needed textbooks.

**DSpace:** Digital library is used for Searching for theses, Dissertations, Reports and Science journal of NUOL that serve

through Internet .Library website is:

**www.library.nuol.edu.la** and also **Electronic journals Databases** are also provided by the University Central Library such as **Cambridge Journals Online, Directory of Open Access Journals, INASP Directory of online – Journals and Databases, Wikipedia – The free Encyclopedia, INASP Guide to Open Access Resources, and AGORA: Access to Global Online Research in Agriculture and other databases.**

## LENDING SERVICE

### For Internal members:

- Membership/Id cards must be shown before borrowing books.
- Can borrow up to 5 books/time for students /7 days.
- Can borrow up to 7 books/time for teachers /7 days
- Textbooks and other documents must be returned by the date.
- All library memberships will borrow books through electronic gate.
- Overdue will be fined a thousand Kip per day/ book .
- Reference books, theses, state publication and the red label books not allow to borrow out.