## Function

- To use and mange the Library's book collections in accordance to the functions and tasks assigned by the National Library of Vietnam

## Tasks

- To organize Book Reading Rooms system to serve readers

- Manage, supervise and remind readers to strictly abide by rules on the use and preservation of library materials

- To receive materials from readers and return to general storage when they have finished reading

- To closely co-operate with other related Divisions to guide readers to locate information and search for materials in the library.

- To implement registration procedures for those card readers under the regulations.

- To learn from experience, compile theoretical and professional guidance in the field of work assigned.

## Products and services:

- To organize loan services by two methods: open stack and books on requests at the Book Reading Rooms:

- Open stack on Social Sciences and Humanities
- Open stack on Natural and Applied Sciences
- Multilingual Reading Room
- Book Reading Room on request
- Digital material Reading Room
- Rare material Reading Room
- Book Reading Room for Researchers and Businesspeople