

Function

- To use and manage 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