

**Function**

- To organize and manage the National Library of Vietnam's general storage system. To preserve, restore and transform materials and meet readers 'demands on library materials usage.

**Tasks**

- To provide materials on request
- To receive and organize the library's storage system. To do physical description for new books at the open stacks.
- To do cleaning, worm prevention and other harmful objects to materials
- To organize, manage and implement plan of repair, restoration, transformation for each type of library materials
- To learn from experience, compile theoretical and professional guidance in the field of work assigned

**Products and Services:**

- To consult, manage and preserve storages and materials included: infrastructure, environment, micro climate, archive equipments, organization and management, the solutions on preservation of materials.
- To preserve and clean storage and material
- To repair, restore damaged materials included optional period
- To rebind hardcover, paperback for new and old materials.
- To transform materials format from microfiche to paper and digital format
- To make duplicated one.