

### **Function**

- To organize and implement the library's scientific researches; make professional guidance for libraries nationwide accordance to the National Library of Vietnam's function and tasks

### **Tasks**

- To implement the scientific research plan was approved
- To coordinate with other professional offices, do researches on professional standards, technological processing procedures, labor norm setting at each stage in the library and library career.
- To compile professional guidance materials
- Coordinate with other divisions to build and implement plans to provide professional guidance for those working in libraries
- To collect library activities in the library system; to cooperate with other divisions organize conferences, workshop and trips to local libraries to make guidance and assess library profession.
- To learn from experience, build-up theory and professional guidance on the works assigned.

### **Products and services**

- To do researches on library study, bibliographic study and information science.
- To coordinate with other institutions to compile and publish library profession materials.