

Memorandum

OCJB

To : All Staffs and Students
From : Mr Jack / Principal
Date : 25th August 2008

NEW LIBRARY CIRCULATION SYSTEM.

Kindly be informed that our new Librarians are in the process of converting the library to meet the International standard.

In the effort to meet the International Standard, the library Rules and Regulations will be revised and will be effective from 1st September 2008.

In addition, a new Library of Congress Classification will be implemented with a mission to make library resources easily available.

Benefits of implementing these include :-

1. To familiarize OCJB students with the Library of Congress and classification (LCC) system, which is currently one of the most widely used library classification systems in the world. This is to prevent our students from experiencing the so-called "library-culture-shock" when they face the real world of professionalism.
2. To channel the idea that a library as a quiet place for thinking and learning. It is a place consecrated to contemplation, to quiet reading and to reflection.
3. To come up with a proper book keeping mechanism in order to track the movements of Library books. By implementing the new rules and regulations, it is expected that we would prevent books from missing so books are available to library users.
4. To automate the library's day-to-day operations, as practiced at any other library's, with the use of computer devices, with the purpose of speeding the process of borrowing, returning and searching of library books and materials.
5. To cater for students' needs and the growing number of library books and resources.
6. To nurture good habits and manners among OCJB students, whereby they will be representing the college when they graduated.
7. To ensure that OCJB students respect the value of others.

As such, all library users are required to provide full cooperation to the above to ensure the benefits for all.

Thank you.

