



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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LIBRARY DOCUMENTATION PROCEDURE

Encryption : QT.28/ P.ỹT

Issued for the first time : 01

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	Author	Inspector	Approver
Signature			
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Job Title :	LIBRARY STAFF	City	PRINCIPAL

LIBRARY DOCUMENTATION PROCEDURE

I. PURPOSE AND SCOPE OF APPLICATION • To

serve the learning and teaching needs of students and faculty members in the school.

- Regulations outlining the steps for building and developing information resources: traditional and electronic.
- This procedure applies to documents added to the library.
Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

DM Library Catalog

TV

CBHSSV Staff, students, and faculty; P.TCHC Administrative Office

DMTL Document Catalog

Training Department

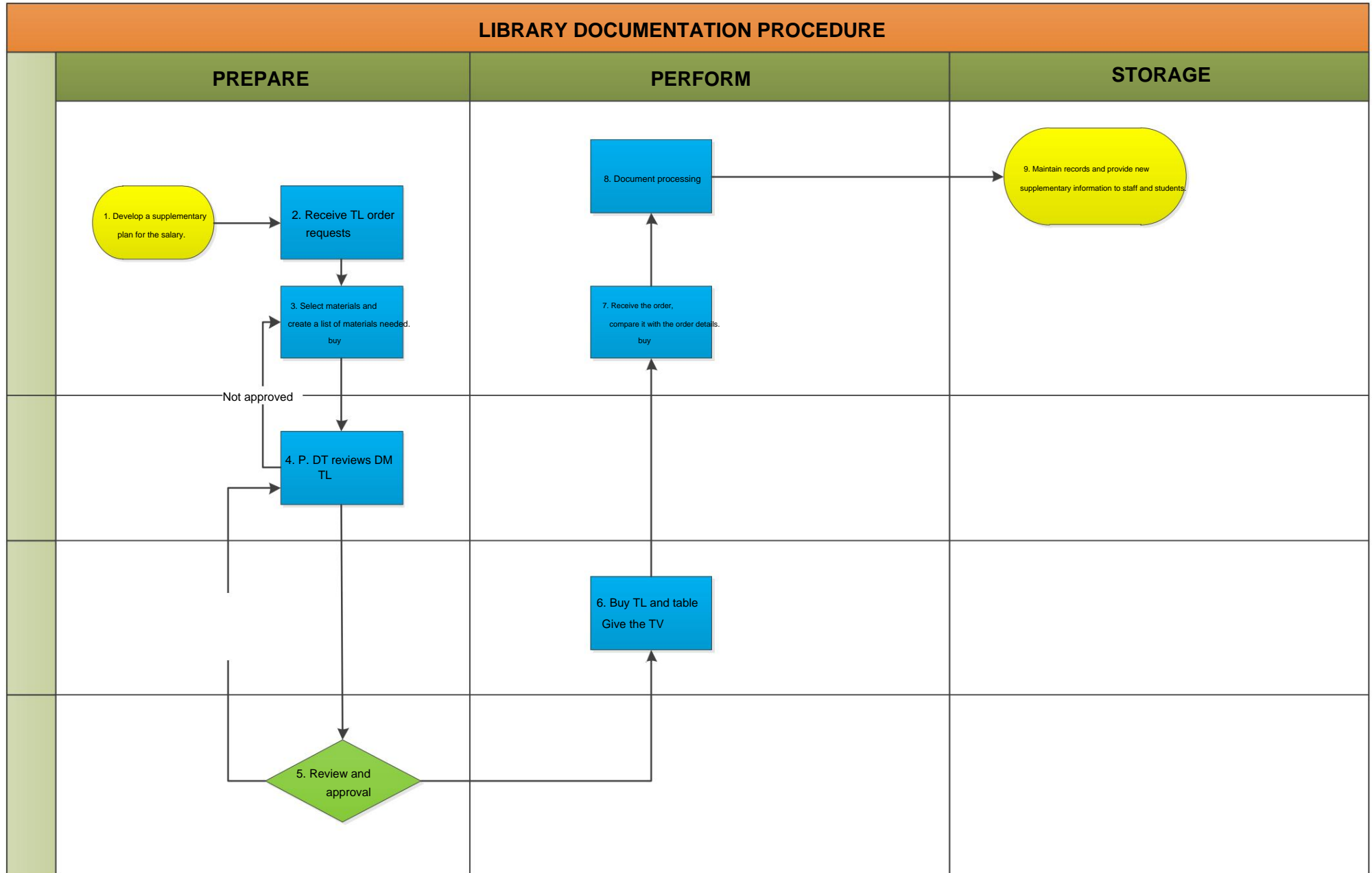
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Document **III. FLOWCHARTS** (See page 3)

IV. SPECIFICATION (See pages 4-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Library Material Acquisition Plan	QT14/PyT/BM01
2.	List of documents to be added 3.	QT14/PyT/BM02
	Application for additional documents	QT14/PyT/BM03



SPECIFICATION OF THE PROCESS FOR ADDING LIBRARY MATERIALS

No.	Step Name	Specification	Department/Unit responsible	Set coordinating unit/department	Results achieved	Deadline	Form
1	Develop a plan for supplementing documentation.	- Develop supplementary policies that align with the needs of information users and the school's development strategy. -Every two years, notify the departments along with a list of new books from various publishers.	TV	Departments	Supplementary plan sung TL	1 week	QT14/ PDT/B M01
2	Receive order requests buyTL	- Receiving requests for the purchase of textbooks from departments and readers. - Compile a list of newly published documents that comply with the supplementary policy.	TV		DMTL draft	3 weeks	
3	Select the currency to create a list of currencies you want to buy.	-Selection of documents, checking for duplicates, -Creating a list of documents to be ordered.	TV		DMTL completed in 2 days.		QT14/ PDT/B M02
4	P. DT reviews DM TL	Submit a request for additional documents to the Training Department for review and approval.	TV	Training Management	The supplementary application has been approved.	1 day	QT14/ PDT/B M03
5.	Review and approval		Board of Directors		The supplementary documentation request has been approved.	1 week	
6	Purchase TL and delivery TL for TV	The Human Resources Department purchased the materials according to the required list and handed them over. TV	P. TCHC		Documents need to be added. figs		

7	Receive the verification document. DM placed an order.	TV received the request and compared it with the DM request regarding book title, publication year, quantity, etc.	TV	P. TCHC	Receive the TL according to the requested DM.	1 day	
8. Document Processing		The documents are stamped by the Library, classified, processed, and entered into the Library software.	TV		The completed document is ready to serve readers.	1 month	
9	Save the file, supplement the document. new CB HSSV	-Save DMTL to place your order. - Create a new textbook catalog and notify faculty, staff, and students. - Create a DM for any missing or out-of-stock documents to be restocked in the next batch (if any).	TV				

APPENDIX 1.

FORM 01: LIBRARY DOCUMENTATION SUPPLEMENTATION PLAN

THAI BINH MEDICAL COLLEGE
TRAINING AND RESEARCH MANAGEMENT DEPARTMENT

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Thai Binh, date ... month ... year

LIBRARY DOCUMENTATION SUPPLEMENTATION PLAN

School year

Based on the training plan for the academic year....

Based on the requirements for reference materials to support teaching and learning for faculty members and students.

Based on the actual conditions of the school.

The library of Thai Binh Medical College has developed a plan to supplement the library's reference books for the academic year as

follows: **I. Purpose of supplementing books:**

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II. Target audience:

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III. Policies for purchasing books:

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IV. Steps to follow: 1. From the lecturer's perspective:

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2. Regarding the Library staff:

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3. Timeframe for supplementing books:

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4. Proceed with the additions:

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V. Proposal from the Library Department:

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Department of Training and Scientific Research Management

PLANNER

Nguyen Thi Hoang Anh

Pham Thi Hoa

2. FORM 02: LIST OF DOCUMENTS REQUIRING SUPPLEMENTARY INFORMATION

LIST OF PROPOSED ADDITIONAL MATERIALS FOR THE ACADEMIC YEAR

No.	Document name	Author	Publishing house	Number of	Notes

3. FORM 03: APPLICATION FOR SUPPLEMENTARY DOCUMENTS - THAI

BINH PROVINCE PEOPLE'S
COMMITTEE - COLLEGE OF HEALTH

SOCIALIST REPUBLIC OF VIETNAM

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APPLICATION FORM

Dear:

Board of Directors
Administrative and Organizational Department
Training and Research Management Department

My name is: Pham Thi Hoa

Department: Library

To meet the learning needs of faculty, staff, and students in the school, the Library Department would like to request the following books from the Board of Directors and relevant departments:

No.	Document name	Author	Publishing house	Number	of Notes

Thai Binh, Date..... month.....year.....

Board of Directors

Department of Personnel Organization

Department of Training Management - Scientific Research

Proponent

Bui Van Kien

Nguyen Thi Hoang Anh

Pham Thi Hoa