



INSTITUTE
FOR THE
PUBLIC SERVICES

IPS POLICY FRAMEWORK

**BINDING STANDARDS GOVERNING
THE IPS RESEARCH LIBRARY**

VERSION: 1.2
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Binding Standards governing the IPS Research Library

1.0 Preamble

1.1 The purpose of this document is to formalise the operations and administration of the IPS Research Library within the Institute for the Public Services (IPS) which is the academy serving the training, development and research requirements of the Public Service in Malta. The IPS Library is managed by IPS's Research, Publishing and Corporate Relations Section.

2.0 Applicability

2.1 The IPS Research Library is a specialised reference library which offers:

- a. Academic and reference works on topics relevant to the role, function and scope of the Public Administration and its operations, administration, management and development.
- b. A Melitensia section of titles published in Malta relating to public policy, administrative development of administrative and political government, biographies and other related works.
- c. Official publications issued by the Public Service and other institutions in Malta.
- d. Select international institutional reports and academic publications.
- e. A reserved section of historic reports and documents compiled by or for the Public Service.
- f. Dissertations and theses of students sponsored under various schemes administered by IPS.

2.2 The IPS Research Library has been established with the aim of supporting three categories of users:

- a. Public Officers in their research and development requirements.
- b. Participants in the IPS Students' Scheme and other students sponsored in programmes administered by IPS.
- c. IPS management, staff and trainers in order to assist them in their work.

2.3 The IPS Library is housed in Block A of the IPS campus located San Salvatore Bastion, Triq Sa Maison, Floriana. Apart from the library itself, the facilities available to users of the IPS Research Library include study spaces.

IPS has made available a limited number of study spaces located in the IPS Research Library for use by Public Officers who wish to carry out their research and studies remotely and do not wish to study from home.

The study area is equipped with four desks each equipped with a laptop providing Internet access, Office applications and access to electronic content available to the IPS Research Library users. A network-connected printer is also provided on-site.

2.4 The date of entry into force of these standards is the 10th of May 2022.

3.0 Opening Hours and Booking

- 3.1 The IPS Research Library and study desks are open from Monday to Friday (excluding Public Holidays) between 8.00am and 4.00pm (Winter hours) and between 8.00am and 1.00pm (Summer hours).
- 3.2 Public Officers and students wishing to make use of the IPS Research Library between 10.00am and 1.00pm do not require a booking.
- 3.3 Public Officers and students wishing to **make use of the IPS Research Library** in the remaining hours must submit their request for booking using the form which can be accessed by clicking on this [link](#).
- 3.4 Public Officers and students wishing to **make use of the study desks** must submit their request for booking using the form which can be accessed by clicking on this [link](#). The services of the study desks are offered on a first come first served basis, and thus the booking requirement.

4.0 Library Rules

- 4.1 No books or library material may be taken out of the premises of the IPS Research Library. For this purpose, IPS Library users may need to comply with any request by IPS staff to have any bags inspected upon leaving the premises of the library.
- 4.2 Library users should handle library books with care: Folding, tearing, soiling or marking of pages are considered as totally unacceptable and users should immediately inform IPS if they encounter any such problem.
- 4.3 Library users should return any books or material used to the designated trolley as indicated in the library.
- 4.4 User should ensure that respect towards other users of the IPS Research Library should be exercised at all times. Apart from the handling of books and returning them to their designated location, users must not be disruptive and maintain silence within the library.

Users are reminded that Block A houses two lecture halls and two computer rooms from which IPS delivers part of its training programmes and therefore non-disruptive behaviour is essential.

Likewise, users of the study desks wishing to use laptops to follow online training or in any way accessing media files or otherwise engaging in calls on Microsoft Teams, should ensure to disable the volume on the laptop and make use of wired headphones. Users of study desks should bring along their own headphones for this purpose.

- 4.5 Food and drinks are prohibited in the IPS Library area. However, there are facilities (vending machines) offering food and drink in the same building, which IPS Library users may avail themselves of. These may be consumed outside on Campus – there is also a bench area.
- 4.6 Public Officers and students may address any queries regarding these Binding Standards or any aspect regulated to the IPS Research Library and the study-desks by sending an email to: ips@gov.mt.