



LIBRARY SERVICES

Traditional Services:

-Reference: Firstly, it is taken into account counts the type of user making the request of the service, the way by which the consultation (telephone or in person) and is guided the user to correctly formulate their information question.

-Consultation in the reading room and access to documents on any medium documentary: A record will be kept of the readers where each one will register their name, surname, title of the material consulted, its author and the format of the documentation on a ticket provided by the librarian.

-Home loan: Offered to everyone internal and external users who wish consult the documentary collection belonging to the library.

-Selective dissemination of information (DSI): Information alert service tailored to each user based on their interest's concrete.

-Selective Dissemination of Information (DiSI): According to needs specifics that characterize a certain group of users who consume information in the library.

Services associated with the Internet:

-Shipping by mail: They will be sent via mail electronic digital materials that request the user.

-Discussion forums: Where we will keep you updated on the topics of interest to the library and about of the profession.

-Internet: Within service hours Users will be able to browse the Internet in the space designated for service.

-Search and retrieval of information in Internet and databases.

-Information repository: The user you will have access to this service during the hours library service and with the help of the librarian.

Services with entities:

-Interlibrary loan: With mediation legal access to the works, or copies, that they are not in the library.

-Events: All those will be held activities that by their nature are interest for the entity.

-Conferences, courses and workshops: With the objective of clarifying knowledge about the Cuban political system and spread the work of the National Assembly of Power Popular and the Council of State.

Knowledge Management Services:

-Guidance to the user in the use of the sources, services and resources of the information: It consists of guiding the user in the use of the system and its usefulness to meet your information needs.

-Information literacy program (ALFIN): Training programs will be developed development directed towards the formation of readers or users.

-Suggestions box: To improve the quality of services is systematically will analyze the suggestions made by the users regarding the services offered, which will serve to increase the quality of the themselves.

-Activities to disseminate reading, informational products and services themselves.

-Representation of information and knowledge: It consists of the elaboration of tables, graphs, infographics, clouds tags or taxonomies, folksonomies, concept maps or ontologies, presentations, posters, posters, abstracts, exhibitions of collections, reading the month, etc...

-Content curation: It is understood by the ability to filter content with significant relevance to a topic specific.