

Freedom of Information Act Prerequisites - Article 17

Public Authority	Description of the department/directorate/entity's structure	Description of the department/directorate/entity's functions and responsibilities	General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent
Malta Libraries	<p>Malta Libraries is responsible for the following:</p> <ul style="list-style-type: none"> 🚩 National Library 🚩 Central Public Library <ul style="list-style-type: none"> ○ Regional Libraries ○ Branch Libraries (in collaboration with local councils) 	<p>Malta Libraries is an entity which provides administrative support to the public libraries falling within its portfolio.</p> <p>National Library:</p> <ul style="list-style-type: none"> ○ Acquires, assembles, conserves for posterity, and makes accessible to the public, the collection of the nation's documentary heritage and published current output, regardless of form or medium ○ Manages, administers and administers the library under its control and provides leadership to other libraries in Malta in such areas as management and conservation of library materials. ○ Acquires, assembles and conserves manuscripts and other unpublished material on any subject by Maltese authors ○ Continues to develop, within the National Library, a National Bibliographic Centre that will maintain the Malta National Bibliography <p>Central Public Library:</p> <ul style="list-style-type: none"> ○ Provides access to all library reference and lending services to all age groups ○ Provides guidance to Regional and Branch librarians and their corresponding Local Councils on the administration of their public libraries ○ Provides information services to individuals, local enterprises and associations ○ Promotes Malta public libraries and its holdings through promotional activities and events 	<ul style="list-style-type: none"> 🚩 General Correspondence 🚩 Tenders and Expressions of Interest 🚩 Memoranda 🚩 Financial and annual reports 🚩 Project Proposals 🚩 Data on the number of library material circulations 🚩 Data on the number of new library members 	<ul style="list-style-type: none"> 🚩 Malta Libraries Act (ACT No. VII of 2011) 🚩 PSMC 	<p>Contact Details: The Freedom of Information Officer Malta Libraries Ministry of Education and Employment 201 Strait Street Valletta VLT 2000 Tel: 25689000 E-mail: foi.mede-educ@gov.mt</p>