

**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

WH/T 89-2020

**Business Standards for the General and Branch Libraries
(English Translation)**

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Foreword

This standard was drafted in accordance with the rules given in GB/T 1.1-2009:

This standard is proposed by the Ministry of Culture and Tourism of the People's Republic of China:

This standard is under the jurisdiction of the National Library Standardization Technical Committee (SAC/TC389):

Introduction

The general and branch library system of public libraries is to build a public library service network with reasonable layout, balanced development, wide coverage, convenient and efficient the effective path is to promote the standardization and equalization of public library services, improve the service efficiency and operational efficiency of public libraries, and protect the basic public Important measures for cultural rights: The business within the general branch library system of a public library is similar to that of a single public library, but there are also its particularity: In order to standardize the business construction of the general and branch library system of public libraries, it was proposed by the Ministry of Culture and Tourism of the People's Republic of China:

The industry standard of "Public Library General and Branch Library Business Specifications":

This standard provides a set of basic business specifications that should be followed in the general and branch library system of public libraries:

Provide basis for standardized management of branch library operations:

Business Specifications of the General and Branch Library of Public Libraries

1 Scope

This standard specifies the establishment of the general and branch library system of public libraries in my country and the different responsibilities of the general library, branch libraries and service points:

On the basis of this, the relevant businesses involved in the construction of the general and branch libraries are proposed, including reader services for the general and branch libraries, construction of literature resources, and information construction:

Work content and quality requirements in design and business management:

This standard applies to the various business tasks of the general and branch libraries of public libraries in my country, and other types of library cooperatives can refer to it:

2 Normative references

The following documents are indispensable for the application of this document: For dated reference documents, only the dated version applies to this article Pieces: For undated references, the latest version (including all amendments) applies to this document:

GB/T 27703 Document preservation requirements for information and documentation libraries and archives GB/Z 28828 Information Security Technology Public and Commercial Service Information System Personal Information Protection Guide GB/T 32003 Technical Specification for Sci-tech Novelty Retrieval JGJ38 Library Building Design Code WH/T 71 Library Reference Service Specification WH/T 76 General technical requirements for mobile library vehicle on-board device WH/T 87.1 Public Library Business Specification Part 1: Provincial Public Libraries WH/T 87.2 Public Library Business Specification Part 2: Municipal Public Libraries WH/T 87.3 Public library business specifications Part 3: County-level public libraries

3 Terms and definitions

The following terms and definitions apply to this document:

Main-branchlibrarysystem Services consisting of public libraries at all levels in the administrative area and other basic public cultural facilities that provide public reading services system:

Note 1: Generally based on the county (district) level, the system can be divided into main library

(3:2), branch library (3:3) and service point (3:4) according to functions:

Note 2: The purpose of the construction of the general and branch library system is to adopt the comprehensive layout and integration of literature and information resources, equipment and facilities resources, human resources and related services in the region:

Unified retrieval, coordinated provision of services, and co-construction and sharing of services, improve management and operation performance, expand service coverage, and enhance regional public library service guarantees the level of equalization:

Mainlibrary

In the general and branch library system (3:1), a library that plays a leading role in business management, resource allocation, and unified coordination:

Branchlibrary

The main library system (3:1) has a certain scale and generally serves towns (streets), large enterprises or larger communities: The main library (3:2) kimono Public libraries outside the service point (3:4) or basic public cultural facilities that undertake the function of document information services: