



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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No. 104

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Special Event (No. 6) Order, 2007—(Legal Notice No. 122 of 2007).

Common External Tariff (Suspension) (No. 2) Order, 2007—(Legal Notice No. 123 of 2007).

Common External Tariff (Variation of Duty) (No. 2) Order, 2007—(Legal Notice No. 124 of 2007).

Trinidad and Tobago Free Zones Order, 2007—(Legal Notice No. 125 of 2007).

Compulsory Standards Order, 2007—(Legal Notice No. 126 of 2007).

1170

APPOINTMENT TO ACT AS MINISTER OF EDUCATION

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. MUSTAPHA ABDUL-HAMID, a Senator, to act in the Office of Senator the Honourable HAZEL MANNING, Minister of Education, with effect from 17th June, 2007 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Hazel Manning, in addition to the discharge of his normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

15th June, 2007.

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APPOINTMENT TO ACT TEMPORARILY AS MEMBERS OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40(2)(c) and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, has appointed PROFESSOR DAVID PICOU, to be temporarily a Member of the Senate, with effect from 14th June, 2007 and continuing during the absence from Trinidad and Tobago of Senator ANGELA CROPPER.

H. HEMNATH
*Secretary to His Excellency
the President*

14th June, 2007.

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IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed MRS. MAGNA WILLIAMS-SMITH, to be temporarily a Member of the Senate, with effect from 18th June, 2007 and continuing during the absence from Trinidad and Tobago of Senator HAZEL MANNING.

H. HEMNATH
*Secretary to His Excellency
the President*

15th June, 2007.

PUBLIC AUCTION SALE AT PLIPDECO WAREHOUSE, POINT LISAS

IN ACCORDANCE with the provisions of section 95(2) of the Customs Act, Chap. 78:01, the undermentioned goods will be sold by auction at 9.00 a.m. on Monday 30th July, 2007, at PLIPDECO Warehouse, Point Lisas unless they are entered for delivery or warehoused. Prior to sale, CARGO CAN BE VIEWED ON Friday 27th JULY, 2007, from 8.00 a.m. to 3.00 p.m. at PLIPDECO Warehouse

R. ALI

Comptroller of Customs and Excise

ROTATION	BOOK	FOLIO	LOT NO.	VESSEL	DATE OF REPORT	WHENCE	WAREHOUSED	MARKS AND NUMBERS	NUMBERS AND DESCRIPTION OF PACKAGES	IMPORTER
101/2007	001	57	1	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
102/2007	001	57	2	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
103/2007	001	57	3	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
104/2007	001	57	4	UNKNOWN	UNKNOWN	USA	2/10/06	NO MARKS	ONE (1) LOT - TURNITURE	UNKNOWN
105/2007	001	57	5	UNKNOWN	UNKNOWN	USA	2/10/06	NO MARKS	ONE (1) LOT - TURNITURE	UNKNOWN
106/2007	001	57	6	UNKNOWN	UNKNOWN	USA	2/10/06	YYZ 4900	ONE (1) REFRIGERATOR	LES/KIM
107/2007	001	57	7	UNKNOWN	UNKNOWN	USA	2/10/06	ILRAMSAWAK/R. HOSEIN	ONE (1) LOT MISC. ITEMS	R.RAMSAWAK/R.HOSEIN
108/2007	001	57	8	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
109/2007	001	57	9	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
110/2007	001	58	10	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
111/2007	001	58	11	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
112/2007	001	58	12	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
113/2007	001	58	13	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT PLASTIC RESIN	PLASTIC TECHNOLOGIES
114/2007	001	58	14	UNKNOWN	UNKNOWN	USA	2/10/06	MOHD BOOK STORE	ONE (1) P/LT BOOKS	KEITH MOHAMMED
115/2007	001	58	15	UNKNOWN	UNKNOWN	USA	2/10/06	20886	ONE (1) LOT APPLIANCE	STEPHEN JAMES
116/2007	001	58	16	UNKNOWN	UNKNOWN	USA	2/10/06	NO MARKS	ONE (1) LOT MISC. ITEMS	VARIOUS
117/2007	001	58	17	UNKNOWN	UNKNOWN	USA	2/10/06	03258360	ONE (1) LOT MISC ITEMS	VARIOUS
118/2007	001	58	18	UNKNOWN	UNKNOWN	USA	2/10/06	MOHD BOOK STORE	ONE (1) P/LT BOOKS	KEITH MOHAMMED
119/2007	001	59	19	UNKNOWN	UNKNOWN	USA	2/10/06	NO MARKS	ONE (1) LOT MISC. ITEMS	R. RAMGALAWAN/P. HUNTE/J. EDWARDS
120/2007	001	59	20	UNKNOWN	UNKNOWN	USA	2/10/06	NO MARKS	ONE (1) LOT ELECTRICAL MATERIAL	VARIOUS
121/2007	001	59	21	UNKNOWN	UNKNOWN	USA	2/10/06	PLASTIC TECH	ONE (1) P/LT RESIN	PLASTIC TECHNOLOGIES
122/2007	001	59	22	UNKNOWN	UNKNOWN	USA	2/10/06	244657	ONE (1) LOT AQUARIUM STONES	UNKNOWN
123/2007	001	59	23	UNKNOWN	UNKNOWN	USA	2/10/06		ONE (1) P/LT MATS	
124/2007	001	59	24	UNKNOWN	UNKNOWN	USA	2/10/06	S. JAMES/ I. ELCOCK	ONE (1) LOT FURNITURE	VARIOUS
125/2007	001	59	25	UNKNOWN	UNKNOWN	USA	2/10/06	CLHU 218296-1	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
126/2007	001	59	26	PAUL RICKMERS	27/5/04	USA	2/10/06	CRXU 145747-8	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING

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PUBLIC AUCTION SALE—CONTINUED

ROTATION	BOOK	FOLIO	LOT NO.	VESSEL	DATE OF REPORT	WHENCE	DATE WAREHOUSED	MARKS AND NUMBERS	NUMBERS AND DESCRIPTION OF PACKAGE	IMPORTER
127/2007	001	59	27	PAUL RICKMERS	27/3/04	USA	2/10/06	GSTU 284267-8	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
128/2007	001	60	28	PAUL RICKMERS	27/3/04	USA	2/10/06	MMEU 695607-5	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
129/2007	001	60	29	PAUL RICKMERS	27/3/04	USA	2/10/06	MMEU 784037-1	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
130/2007	001	60	30	MINAR	29/5/03	USA	2/10/06	UESU 452769-9	ONE (1) TOYOTA JEEP SHELL	UNKNOWN
131/2007	001	60	31	MINAR	29/5/03	USA	2/10/06	UESU 452769-9	ONE (1) HONDA CIVIC SHELL	UNKNOWN
132/2007	001	60	32	MINAR	29/5/03	USA	2/10/06	UESU 452769-9	ONE (1) NISSAN SERENA 4WD SHELL	UNKNOWN
133/2007	001	60	33	MINAR	29/5/03	USA	2/10/06	UESU 452769-9	ONE (1) FORBLIFT	UNKNOWN
134/2007	001	60	34	MINAR	29/5/03	USA	2/10/06	NO MARKS	ONE (1) MITSUBISHI CAB	UNKNOWN
135/2007	001	60	35	UNKNOWN	UNKNOWN	USA	2/10/06	UESU 452769-9	ONE (1) LOT CHASSIS	UNKNOWN
136/2007	001	60	36	UNKNOWN	UNKNOWN	USA	2/10/06	NO MARKS	ONE (1) DENNIS GARRAGE TRUCK	UNKNOWN
137/2007	001	61	37	PAUL RICKMERS	27/3/04	USA	2/10/06	MSRIT 266262-2	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
138/2007	001	61	38	PAUL RICKMERS	27/3/04	USA	2/10/06	SCMU 205748-0	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
139/2007	001	61	39	PAUL RICKMERS	27/3/04	USA	2/10/06	SCMU 202869-8	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
140/2007	001	61	40	PAUL RICKMERS	27/3/04	USA	2/10/06	SEAU 231215-1	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
141/2007	001	61	41	PAUL RICKMERS	27/3/04	USA	2/10/06	TCHU 217906-3	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
142/2007	001	61	42	PAUL RICKMERS	27/3/04	USA	2/10/06	TCHU 217906-3	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
143/2007	001	61	43	PAUL RICKMERS	27/3/04	USA	2/10/06	TTNU 523724-3/ UXNU 241980-1	ONE (1) LOT LUMBER (LOGS)	INDUSTRIAL SAWMILLING
144/2007	001	61	44	CANTIS J	30/6/06	USA	2/10/06	TCNU 854724-7	ONE (1) LOT DUMP TRUCK	NIKI'S AUTO RENTAL
145/2007	001	61	45	MINAR	29/5/03	USA	2/10/06	UESU 452769-9	ONE (1) LOT AUTO PARTS	UNKNOWN
146/2007	001	62	46	MINAR	29/05/03	USA	2/10/06	UESU 452769-9	ONE (1) LOT AUTO PARTS	UNKNOWN
147/2007	001	62	47	MINAR	29/05/03	USA	2/10/06	UESU 452769-9	ONE (1) LOT AUTO PARTS	UNKNOWN
148/2007	001	62	48	DEINE RICKMERS	22/8/03	USA	2/10/06	TCRU 922762-9	ONE (1) LOT CHEMICAL	UNKNOWN
149/2007	001	62	49	DEINE RICKMERS	22/8/03	USA	2/10/06	TCRU 922762-9	ONE (1) LOT CHEMICAL	UNKNOWN
150/2007	001	62	50	DEINE RICKMERS	22/8/03	USA	2/10/06	TCRU 922762-9	ONE (1) LOT CHEMICAL	UNKNOWN
151/2007	001	62	51	DEINE RICKMERS	22/8/03	USA	2/10/06	TCRU 922762-9	ONE (1) LOT CHEMICAL	UNKNOWN
152/2007	001	62	52	DEINE RICKMERS	22/8/03	USA	2/10/06	TCRU 922762-9	ONE (1) LOT CHEMICAL	UNKNOWN

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PUBLIC AUCTION SALE—CONTINUED

ROTATION	BOOK	FOLIO	LOT NO.	VESSEL	DATE OF REPORT	WHENCE	DATE WAREHOUSED	MARKS AND NUMBERS	NUMBERS AND DESCRIPTION OF PACKAGE	IMPORTER
153/2007	001	62	53	DEINE BUCKMERS	22/8/03	USA	2/10/06	TCKD 922762-9	ONE (1) LOT CHEMICAL.	UNKNOWN
154/2007	001	62	54	MINA A	29/5/03	USA	2/10/06	DPSD 452769-9	ONE (1) LOT ENGINE	UNKNOWN
155/2007	001	63	55	MINA K	29/5/03	USA	2/10/06	UESU 452769-9	ONE (1) LOT ENGINE	UNKNOWN
156/2007	001	63	56	MINA A	29/5/03	USA	2/10/06	DPSD 452769-9	ONE (1) LOT ENGINE	UNKNOWN
157/2007	001	63	57	MINA K	29/5/03	USA	2/10/06	UESU 452769-9	ONE (1) LOT ENGINE	UNKNOWN
158/2007	001	63	58	UNKNOWN	UNKNOWN	USA	2/10/06	SCZU 813092-8	ONE (1) LOT TRUCK ENGINE	UNKNOWN
159/2007	001	63	59	UNKNOWN	UNKNOWN	USA	2/10/06	SCZU 813092-8	ONE (1) LOT LAND ROVER	UNKNOWN
160/2007	001	63	60	MAERSK FLORENCE	18/12/04	USA	2/10/06	CMBU 233957-3	ONE (1) LOT USED TYRES	RICKIE KHAN
162/2007	001	63	61	MAERSK FERROL	3/01/05	USA	2/10/06	MSKU 248127-7	ONE (1) LOT USED TYRES	RICKIE KHAN
162/2007	001	63	62	UNKNOWN	UNKNOWN	USA	2/10/06	SCZU 813092-8	ONE (1) TRUCK FRONT CUT	UNKNOWN
163/2007	001	63	63	UNKNOWN	UNKNOWN	USA	2/10/06	NO MARES	ONE (1) 40 FT TRAILER	UNKNOWN
164/2007	001	64	64	UNKNOWN	UNKNOWN	USA	2/10/06	SCZU 813092-8	ONE (1) LOT TRUCK PARTS	UNKNOWN
165/2007	001	64	65	UNKNOWN	UNKNOWN	USA	2/10/06	SCZU 813092-8	ONE (1) LOT TRUCK PARTS	UNKNOWN
166/2007	001	64	66	UNKNOWN	UNKNOWN	USA	2/10/06	SCZU 813092-8	ONE (1) LOT TRACTOR PARTS	UNKNOWN
167/2007	001	64	67	MAERSK ERIMO	1/8/06	USA	2/10/06	PONU 039218-4	ONE (1) TOYOTA COROLLA - LH	D. WEBSTER
168/2007	001	64	68	CANIS J	23/7/06	USA	2/10/06	MSKU 280130-2	ONE (1) CRT OIL WELL VALVES	SCHLUNDERGER

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO UPDATED PUBLIC STATEMENT OF THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

THE FOLLOWING INFORMATION IS PUBLISHED BY THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) 1999, the National Library and Information System Authority (NALIS) is required by law to publish the following statement, which is an update of the statement published in January 2006. This statement lists the documents and information generally available to the public.

The Act gives the public a general right of access to official documents held by the National Library and Information System Authority (NALIS), namely:-

1. A legal right for each person to access information held by NALIS;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of NALIS

Mission Statement:

The Mission of NALIS is:-

To provide an international standard of service that ensures equitable access to information in all formats through highly capable and motivated staff, utilising state of the art technologies and facilities to support the developmental and recreational needs of Trinidad and Tobago.

The National Library and Information System Authority is a Statutory Board, established by Act No. 19 of 1998, which provides for "the development and coordination of all library and information services in Trinidad and Tobago and related matters."

This Act incorporated the then existing three Public Library Services into the Authority. It also created the mechanism for bringing special libraries, libraries in the educational sector and public libraries in Tobago under the ambit of the Authority. This is done through Memoranda of Understanding with Permanent Secretaries/Heads of Department, Heads of Statutory Authorities and the appropriate officer of the Tobago House of Assembly, regarding the management of libraries under their control. (C. 8 (1) Act No. 19 of 1998).

Section 9 (1) of this Act provides for the establishment of a Board, the principal duty of which is to ensure the proper and efficient performance

of the functions of NALIS. This Board comprises nine (9) persons drawn from various disciplines and includes the Executive Director who is an ex-officio member.

The administration of NALIS is headed by an Executive Director and Deputy Executive Director, who are appointed by the President, in accordance with Sections 12 and 17 of this Act respectively.

The overall staffing of all libraries within NALIS totals about 600 persons. The Head Office of the Authority is located at the National Library of Trinidad and Tobago, Corner Hart and Abercromby Streets, Port-of-Spain. NALIS comprises eleven (11) Divisions and Departments which are headed by Directors or professional Heads of Departments.

These Divisions and Departments and an overview of their functions are as follows:

1. Office of the Executive Director -The Executive Director is charged with managing "the affairs of NALIS subject to the directions of and in accordance with policies determined by the Board."
2. The Public Libraries Division is responsible for administering and coordinating the network of Public Libraries and Mobile Libraries serving citizens throughout Trinidad. Libraries are located in Port-of-Spain, St. James, Diego Martin, San Juan, Tunapuna, Maloney, Arima, Sangre Grande, St. Helens, Mayaro, San Fernando, Couva, Chaguaramas, Princes Town, Moruga, La Brea, Point Fortin, Siparia, Cedros and Dece. Forty-One (41) mobile library stops are distributed in North, East, Central and South Trinidad, as well as 8 bookdrops to preschools in the North Region.
3. Heritage Library Division is responsible for acquiring, preserving and facilitating access to a literary heritage to Trinidad and Tobago and the Caribbean. The Heritage Library is located on the Second Floor of the National Library of Trinidad and Tobago, Port-of-Spain, and is freely accessible to members of the public for the conduct of research and reference in Trinidad and Tobago and Caribbean subject areas.
4. The Educational Library Services Division is responsible for special libraries in the education sector. The main offices are located on the third floor of the National Library of Trinidad and Tobago, Port-of-Spain.
5. The Information Networks Division is responsible for:-
(i) provision of technology for online information access throughout the library services,

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- (i) maintenance of the NALIS Website,
- (ii) coordinating the Special Libraries in Government Ministries and Departments.

Head Office is located on the third floor of the National Library of Trinidad and Tobago, Port-of-Spain.

6. **Technical Services Department** is responsible for the selection, acquisition, processing and distribution of a formal and library materials needed by the Public Library Services.
7. **Corporate Legal Services**—There is a Corporate Secretary who advises the Board and the Authority on legal and procedural matters and acts as Secretary to the Board.
8. **Finance Division** is responsible for designing and implementing proper systems and controls to ensure efficient and effective use of funds allocated to NALIS, safeguarding assets and ensuring proper accountability in accordance with all relevant rules and regulations.
9. **Human Resources Management Division** is responsible for Terms and Conditions of Employment, Training and Promotional Relations.
10. **Public Relations and Marketing** is responsible for the Authority's formal and general corporate communications, for promoting NALIS' products and services as well as planning and implementing staff activities and programmes.
11. **Research Planning and Development** is responsible for planning, organising, and conducting programmes of research into areas related to library services.

Effect of functions on members of the public

1. Public libraries are freely accessible to all citizens, both children and adults, for:
 - (i) consultation of newspapers, periodicals, reference materials and electronic resources,
 - (ii) borrowing of lending materials after complying with registration procedures,
 - (iii) accessing information on the internet using public service computers
 - (iv) basic instruction and guidance in the use of computers for efficient internet access on the internet,
 - (v) participating in a wide range of social and cultural programmes.
2. Special activities such as storytelling, book clubs, Internet browsing, various consultations and workshops are organised for children at all branches of the public library system.
3. Adult Literacy classes, organised by the Adult Literacy Tutor's Association (A.L.T.A) are held at all public libraries.
4. The Heritage Library for the Adult, the Young Adults and Children's Libraries in Port-of-Spain and all Branch Libraries are freely accessible to all for consulting reference materials and for computer access for internet searching.

5. The services in schools in the secondary and primary sectors impact upon the education of the vast majority of the 800,000 pupils in the school system.

Section 7 (1) (d) (ii)

Categories of Documents in the possession of NALIS

The Authority maintains the following records for Head Office –

- Personnel Files – being employment records of all persons on the staff of the Authority
- General Files – being accumulation of records of the general administration of NALIS and its Divisions, Departments and Branches
- External Correspondence
- Financial Records – being accumulation of records on all financial transactions, payments, salaries and wages
- Job Position Descriptions – list of duties, qualifications and competencies required for all jobs on the establishment of NALIS
- Minutes of Board, Management and Professional Staff Meetings
- NALIS Act (Act No. 18 of 1998)
- Annual and other periodic reports
- Policies –
 - Information Use
 - Membership
 - Collection Management
 - Acquisitions
 - Financial Rules
 - Protocol for dealing with the Ministry
 - Unattended children
 - Lease of Property
 - Vendor Rules and Procedures
 - Human Resource Policy Guidelines and Procedures
 - Virtual
 - All other related rules.
- Inventory – of Furniture and Equipment for Head Office and Branch Public Libraries
- Research Reports – on research undertaken by NALIS
- Contracts – for products and services supplied to NALIS
- Tenders – documents seeking quotations for goods and services required
- Lease Agreements – for premises rented by NALIS for offices and libraries
- Legal Opinions – on matters pertinent to the activities and functioning of NALIS
- Library Plans – Plan for the National Library Building,
 - Plans for Branch Library Buildings and premises
 - Plans for Capital Programmes
- National Library Website materials

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- Heritage—The Heritage Library (Booklet)
- Heritage Library Division—From Slavery to Freedom: a Timeline of the Emancipation Movement

Section 7 (1) (a) (ii)**Material prepared for publication or inspection**

The public can obtain access to documents available on the NALIS Website <http://www.nalis.gov.tt>

- Act No. 13 of 1986 (NALIS Act)
- The National Library and Information System Authority (NALIS) Historical Data, Main Divisions: Purpose, Objective and Functions.
- The National Library - Brief data.
- The Heritage Library - Brief data - opening hours and links to a selection of available documents
- Public Libraries
 - Brief data on branches - history, opening hours, collections, extension and links,
 - Mobile Library Scheme
- Educational Services Division - Vision and aims
- Special Libraries - List of special libraries in government ministries and related personnel
- Library links - connected links to major library agencies and organizations locally, regionally and internationally
- Bibliographies - In the areas of the Environment, History, Humanities and Children's Literature
- Staffing Structure for NALIS - organizational chart showing administrative staffing structure for NALIS
- Job Descriptions for Various Positions
- "Connections" - Newsletter
- Achievements 2005 - 2007
- Subject Guides to local information

Section 7 (1) (a) (iv)**Literature available by subscription**

Trinidad and Tobago National Bibliography
 Annual US \$25 Trinidad and Tobago and the Caribbean, US \$40 outside the Caribbean

Available in printed and electronic formats in Trinidad and Tobago.

Language: Vol. 25
 Continued issue,
 1999-1999

Please contact or write to:

NALIS
 Technical Services Department
 National Library of Trinidad and Tobago
 Hart and Abernethy Streets, Port-of-Spain
 Tel: 624-4498 ext. 2113 • Fax: 625-6096

Section 7 (1) (a) (v)**How to Request Information:**

Our policy is to answer all requests for information, both oral and written. However, in order to comply with the FOIA, applicants must complete the appropriate form - **Request for Access to Official Documents**. These forms are available in our reception area at the National Library in Port-of-Spain and in all public library branches throughout Trinidad. Completed request forms must be submitted to the Designated Officer, Mr. Eschack Mohammed at the National Library of Trinidad and Tobago, Port of Spain, either in person or by post.

Addressing Requests

To facilitate prompt handling, all requests should be addressed to the Designated Officer, listed at 5.7 (1) (a) (vi) hereunder.

Details in the Request

Applicants should provide sufficient details to allow for identification and location of the documents being requested. All applications must be signed by the applicant.

Time Allowed

A decision to grant or refuse access will be communicated to the applicant within 14 (14) calendar days of the request being received at NALIS Head Office.

Section 7 (1) (a) (vi)**Designated Officers**

The Designated Officers in NALIS are responsible for:-

- Handling enquiries regarding documents arising from this Statement, pursuant to S 10 of the Act.
- Requests for access to documents under S 18, and
- Applications for corrections of Personal information under S 36 of the Act.

The Designated Officer is:-

Mr. Eschack Mohammed,
 Director, Educational Library Services Division,
 NALIS Head Office
 National Library of Trinidad and Tobago
 Hart and Abernethy Streets
 Port-of-Spain
 Tel: 624-4498 ext. 2215
 Fax: 625-3393
 email: eschackm@nalib.gov.tt

The Alternate is:-

Mrs. Joan Osborne
 Director, Heritage Library Division,
 NALIS Head Office
 National Library of Trinidad and Tobago,
 Hart and Abernethy Streets
 Port-of-Spain
 Tel: 624-4488 ext. 2202
 Fax: 625-3393
 email: josborne@nalib.gov.tt

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Section 7 (1) (a) (vii)**Advisory Boards, Councils and other bodies**

There are Friends of the Library Committees at the:

Garrigle Free Library

Diego Martin Branch Library

Point Fortin Branch Library

Sangre Grande Branch Library

The Minutes of these committees are open to the public upon application.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities**

Information in the public domain can be accessed at any reference or lending library through our Website— <http://www.nalis.gov.tt>.

You may make general enquiries at the service desk of any library service point.

The Reading Room of the Authority is located at NALIS Head Office, National Library of Trinidad and Tobago, Hart and Abernethy Streets, Port-of-Spain.

Materials will be made available for consultation there, subject to agreed dates and times beforehand, with the Designated Officer.

Policy of NALIS for provision of copies of documents held in the public Domain.

Documents may be printed from the NALIS Website, subject to the availability of print facility at the particular branch.

The cost per printed page is \$0.25.

Section 8 Statements**Section 8 (1) (a) (i)**

Documents provided by NALIS for use or guidance of its officers and staff.

General

- Library Rules
- The Freedom of Information Act 1998 (FOIA) (Summary Information for NALIS Staff)
- Internet Usage and Security Policy Document 1998
- Internet Use Policy
- Membership Policy

Heritage Library Division

- Indexing Policy For Caribbean
- General Indexing Policy
- Policy for Periodicals
- Policy for Handling Queries
- Procedures and Policy Manual
- Retrospective Conversion Report
- Collection Management Policy

Educational Library Services Division

- Standards for Secondary School Library Media Centres, March 2001
- School Libraries Manual 2005

Section 8 (1) Statements

- NALIS Financial Statements for years ended 30th September— 1998 - 2006/6
- Finance Division Audit Report— Fiscal year ended September 30th, 2001.
- Human Resource Department Audit— June to August, 2004
- Internal Audit Reports for branch Libraries— 2005
- Strategic Imperatives for NALIS 2003-2008
- Public Library Development Plan 2004— 2009
- Preservation Planning Study - Craft (Silverman Study), March, 2005
- Staffing Proposal for NALIS: Report of the Staff Needs Assessment Team, December, 2004
- Job Evaluation report, 2006
- Valuation Report on:
 - (i) Properties owned by NALIS, May, 2001
 - (j) Properties rented by NALIS, October, 2001

June 1st, 2007

