Our Collection:
The Civil Service Library is a specialized library having a good collection of books on Management and other associated topics, available for consultation/on loan to all Public Officers.

Our Services
In line with the MS ISO 9001:2008 requirements and the Ministry's Customer Charter guidelines we pledge to:

- respond to queries from users instantly or on the same working day where information has to be sought from other sources;
- to provide a peaceful and pleasant reading environment;
- to assist users in their search for reading materials in our library;
- to facilitate registration of new members and renewal of their membership as and when required.
- to attend to a request for lending of book for not more than 5 minutes.
- to answer your telephone calls after the third ringing tone, emails and other correspondence within the same day;
- to keep you informed on corrective action taken;
- to give fair, impartial, courteous, equitable service as far as access to materials is concerned.
1. **Our Customers**

   The Civil Service Library is opened to all serving Public Officers.

2. **Reading Section**

   The Civil Service Library offers seating accommodation for about fifteen readers at a time in a pleasant environment for the purpose of research and study.

3. **Reprographic Service**

   Our photocopy service is restricted to library materials only. Photocopying of extracts of up to 5 pages from library materials can be made on request, subject to the provisions of Copyright Act 1997.

4. **Lending of materials**

   The Civil Service Library provides lending facilities to all its members. Users are allowed to borrow at a time, two books for a period of one months and one magazine for one week.

5. **Browsing Facilities**

   E-browsing facilities are provided to enable users to surf and make queries. Users can search and locate books by title, subject, keyword, and name of author.

6. **Membership**

   Membership is free and open to all public officers.

7. **Your views on our service**

   We would like to invite our customers to express freely their views, comments and feedback in our Suggestion Book in order to help us enhance our services and requirements.
8. **Opening Hours**
   Monday to Friday: 08 45 – 16 00 hrs (including lunch time).

9. **How to contact us**
   Postal Address: Ministry of Civil Service & Administrative Reforms,
   Library & Documentation Centre,
   Atom House
   2nd Floor, Royal Street,
   Port Louis
   ✉: 208 7581/83
   Facsimile: (230) 208 7594
   E-mail address: civil-service-library@govmu.org