

Abstract

The work describes existence and activities of administrative libraries at ministries of the CR. After definition of administrative library concept and overview of legislative and historic background, questions are released that should be answered by library workers. Afterwards, description of individual libraries and survey of established data follows. They include organizational position within the ministry, contact address, number of workers, location of the library, services for employees and the public, size and contents of collection, and other tasks fulfilled by the library within the ministry. The final chapter comprises an assessment of established facts about the current state of administrative libraries at the Czech ministries and suggestions to make the activity more effective.