

	Question	Yes	No	Answer, comment
i.	How many copies are kept in a heritage collection (cultural treasure protection room) so that they cannot be borrowed?			
j.	Do you rebuild reserves (repository library)?			
k.	If so, what is your limit of the number of copies kept per each publication in the repository library?			
l.	Do you note bequests in the catalogue?			„The following is the list of Catalogues of the records of the Order of St. John published so far” https://www.education.gov.mt/Page.aspx?pid=695&depid=12&pageid=59 [21.10.2013].
m.	Do you keep bequests in the magazine?			The functions and responsibilities of the Malta Libraries shall be: „to accept and acquire private records of significance by gift, purchase, bequest or deposit” Article 5 f)* „the Order’s archives preserved in the National Library from its origins to the present day” http://www.orderofmalta.int/news/66929/the-national-library-of-malta-celebrates-the-order-past-and-present/?lang=en [21.10.2013]. „The documents pertaining to the Archives of the Order of Malta (A.O.M.) are divided into seventeen sections” https://www.education.gov.mt/Page.aspx?pid=695&depid=12&pageid=59 [21.10.2013]. „A separate archival group made up of the records of the Treasury of the Order of Malta (Treas.) consists of 513 volumes divided into two series. These constitute the financial records formerly preserved in the Government Treasury. The ‘Treasury A’ section is a <i>miscellanea</i> of documents produced both by the Order of St. John and by the <i>Università dei Giurati</i> of Mdina. ‘Treasury B’ documents consist of registers, journals of income and expenditure, <i>libri esenziali</i> , and <i>cabrei</i> of several foundations” https://www.education.gov.mt/Page.aspx?pid=697&depid=12&pageid=59 [21.10.2013]. „Another archival group which is of particular interest to Maltese social historians consists of 658 volumes of documents pertaining to the medieval <i>Università dei Giurati</i> of Mdina and Valletta” https://www.education.gov.mt/Page.aspx?pid=697&depid=12&pageid=59 [21.10.2013].
n.	Do you catalogue everything you collect so that it is visible in the OPAC?			
o.	Is your own region emphasised in the catalogue?			
p.	If so, what kind of categories do you use (e.g. bibliography, fiction, culture, copyright, Publisher)?			