

Mountain Province State Polytechnic College



LIBRARY OPERATION MANUAL

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The background image shows a library interior with wooden bookshelves filled with books. A sign on the shelves reads 'GENERAL CIRCULATION' and another sign reads 'HOTEL & RESTAURANT MANAGEMENT'. Several students are seated at tables, some looking at books and others at laptops. The scene is brightly lit, suggesting a daytime setting.

Second Edition, 2015

Preface

This updated library operation manual covers the internal library governance and operational activities of the libraries of the two campuses. The continuous revision of library policies is required for good management, uniformity and consistency of action. It also aids in training the staff and contributes to public understanding and awareness. In this way, the two campus libraries will be of greater importance and contributions to the institution, the Mountain Province State Polytechnic College, by meeting the three functions: as a teaching instrument, as a stimulus to independent intellectual development, and as an essential contributor to a well-rounded liberal education.

Library
Staff

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VISION, MISSION AND GOALS OF THE COLLEGE

VISION STATEMENT

A preferred university of developmental culture and inclusive growth.

MISSION STATEMENT

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

GOALS

1. Attain and sustain quality and excellence for universityhood;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and,
5. Develop harmony within the College, and with stakeholders and benefactors.

MAJOR THRUSTS

H - Hearty Approach to Management & Governance, & Transformational Leadership

E - Enriched Academic Programs

R - Relevant Student Services, Development, and Welfare Program

I - International and Local Linkages

T - Technology, Facilities, and Assets Enhancement Program

A - Aggressive Staff Development and Welfare Program

G - Gainful Resource Generation and Enterprise Development Program

E - Excellent Researches and Relevant Extension Programs

MISSION, GOALS AND OBJECTIVES OF THE LIBRARY

Mission:

The primary responsibility of the library is to support the institution's instructional, curricular, research and extension programs through an organized, relevant and fast delivery of information services.

Goals and Objectives:

Goal

To provide an adequate and stimulating learning environment by providing information resources in pursuit of instruction, research and extension work of the academic institution.

Objectives

1. To acquire, organize, and provide materials in line with the institution's main objectives, course offerings and programs;
2. To offer formal and/ or informal instruction to library users in the use of books and resources;
3. To provide library users a reading area and other library facilities;
4. To coordinate with the faculty and students regarding their needs on instructional materials;
5. To provide a variety of reading materials on different subjects and interests of students;
6. To establish library linkages and networks with other agencies for library donations and resource sharing; and
7. To extend services to the community and other agencies.

HISTORY OF THE LIBRARY

Tadian Campus

The Mountain Province State Polytechnic College Library started its full operation in June 1992. The Tadian Campus library started to operate under the first Executive Dean, Miss Clemencia Opig. The library was first housed at the Tadian School of Arts and Trades (TSAT). In 1994, it was transferred to a room within the college compound. Finally, in 1995, Executive Dean Gregorio Nacatab, Sr. worked for a wider space that could accommodate at least 70 library users.

Initially, there were more than 1000 volumes of library materials donated by the Bridge to Asia Foundation. In 1993, additional purchases were done augmenting the total collection to 1,500 volumes.

Former Executive Dean Clemencia Opig listed down the books in an accession list, however other technical procedures were not done. Only a professional librarian could do the task. In 1994, a licensed librarian was hired in the person of Ms. Fely C.

Aycud-Akilith. The first library orientation was held and the routine work of the librarian started. Books were catalogued and classified using the Dewey Decimal Classification (DDC) System.

In 2005, the courses offered at Mt. Data Campus were transferred to Tadian campus and books from this campus were added to the collection of the Tadian Campus library.

In 2008, weeding of library materials started. All old books and journals which were not being used were discarded from the shelves and were donated to 21 community reading centers.

During the summer of 2010, the library was again transferred to the administration building occupying one lane of the first floor. It is more spacious with more than 80 persons seating capacity. Office of the librarian is also separated and a multi media center is provided.

The collection of the library increased through purchases with new and recently published books. Before the end of 2012, book labels were changed, all were catalogued and classified; bar-coded and encoded at the Online Public Access Catalog (OPAC) using the Info Library software.

Bontoc Campus

The library was established and reorganized in 1992. The library was housed at the second floor of the administration building. With no collection to start with, the first task of the librarian was to request the purchase of books and other library materials to support the different curricular offerings of the college. It was not an easy task to start anew, with very limited funds and space for the collection and for library users. The librarian, Ms. Florentina Esteban, had to make do with whatever resource materials available; however, she resigned from the job and was replaced by Ms. Valerie Kerr Pacyaya.

In 1997, the college hired a licensed librarian, Ms. Genevieve V. Tangib who continued the improvement that was started by her predecessors.

The library had an initial collection of 556 volumes of purchased books and 2154 volumes from Bridge to Asia Foundation.

From these total collections, the library grew. Old books had been discarded and recently published book had been purchased.

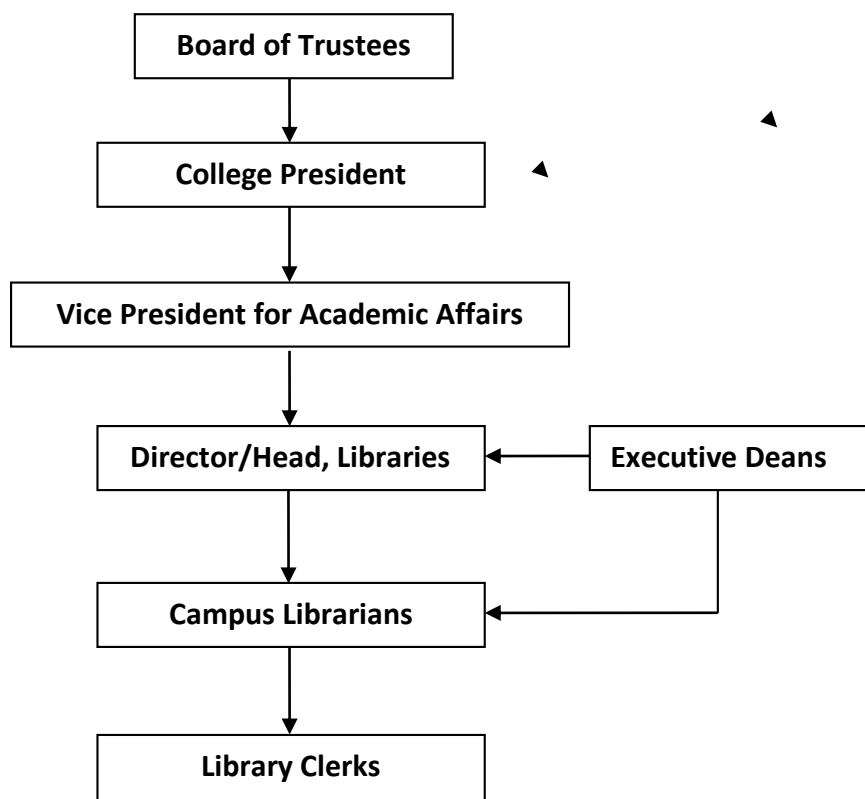
In 2009, two librarians were hired as job order employees. They helped in the organization of newly purchased books. With the growing number of students, two were hired as permanent employees, Ms. Velon T. Wagayan in 2012 and Ms. Clarence C. Subilla in 2013.

In 2010, Filipiniana section, Graduate school section and periodicals were moved to the opposite side of the library. These sections are now manned by Ms. Velon Wagayan.

In 2013, the library was restructured making it more accessible and spacious to users. Before the end of 2013, book labels were changed; all catalogued and classified, bar-coded, and encoded at the Online Public Access Catalog (OPAC) using the Info Library software.

I. ADMINISTRATION

A. Organizational Set Up



B. Library Advisory Board/Library Committee

1. Composition:

Chairman: Vice President for Academic Affairs (VPAA)

Secretary to the Board/Committee: Head Librarian

Members: Librarians
Executive Deans
SSC Presidents

2. Functions:

- a. Serves as liaison group between the librarian and the faculty in an advisory capacity;

- b. Serves as the main channel of communication between librarians and the library users;
- c. Works towards the continuous development and improvement of the library resources.

3. *Other Functions:*

- a. Advises the concerned personnel on the purchase of books.
During the purchase of books, all Department Chairs shall:
 - 1) Inform his/her subordinates to list down needed books;
 - 2) Collect the lists and prioritize the books to be purchased; and
 - 3) Organize and type the final list for submission to the Librarian for rechecking to prevent duplication of titles.
- b. Supports other major library programs.
One of the programs of the library is library orientation where students are made aware of the existence of the library and its use. The faculty shall disseminate to new/transferee students information about the orientation.
- c. Counsels on the library administration and general welfare/management of the library.

II. PERSONNEL

A. Librarians are full-time, qualified and licensed.

All hired librarians are licensed.

B. Qualifications of Head, Library Services/Chief Librarian/Director, Libraries

Minimum qualifications: *(per CMO no. 30, series of 2006; CMO no. 44, series 2006; CMO 30, series 2004)*

- 1. registered/licensed Librarian;
- 2. Master's degree holder in Library Science;
- 3. has rendered at least three (3) years at MPSPC as permanent; and
- 4. has an appropriate professional/relevant trainings.

C. Detailed Functions

1. *Designated Supervising Librarian/Head, Library Services/Chief Librarian*

- a. Works with the librarians in the other campus in the organization of the library;
- b. Establishes MPSPC library linkages with other libraries outside Mountain Province; writes, visits and discusses with other librarians about library resource sharing;
- c. Updates library policies and programs;
- d. Facilitates and evaluates the preparation of documents during accreditation visits;
- e. Prepares library budget, development plans and yearly assessment reports;
- f. Conducts meetings with library staff; and

- g. Facilitates the publications of library newsletters.

2. Librarian

- a. Keeps an inventory and updated accession lists of library holdings;
- b. Helps build capabilities and competences of the college students, faculty, staff and researchers through a well stocked, relevant and quality library collections;
- c. Efficiently and effectively organizes the library collections for maximum service to its clientele;
- d. Prepares comprehensive literature searches and bibliographies; and
- e. Establishes linkages with foreign and local agencies, colleges and universities for collection development.

Duties and responsibilities enumerated hereunder are based on the above stated functions:

1. Technical procedures:
 - Accessioning of newly arrived books
 - Stamping on the mark of ownership
 - Cataloguing/classification
 - Typing of book cards
 - Pasting book pockets and date due slips
 - Shelving of books
 - Filing of typed library catalogued cards
 - Encoding at the OPAC
 - Bar coding of books
2. Selection and acquisition of library resources
 - Seeking for donations
 - Procuring/purchasing of library materials according to student and faculty needs
3. Management of the library
 - Implementing library policies and procedures through library orientation of new library users
 - Doing library statistics
 - Giving formal and informal library instruction
 - Submission of monthly and annual reports
 - Drafting and implementing of library development programs
4. Organization of library facilities
 - Re-structuring of physical facilities
5. Administration of library student assistants
 - Giving library assignments and responsibilities
6. Clippings/vertical files
 - Cutting out of important articles from old newspapers which may be useful to students
 - Indexing
 - Encoding at the OPAC
7. Re-shelving/retrieving of books
 - Recalling of overdue books
 - Re-shelving and retrieving of books

8. Repair of books
 - Covering of books
 - Fixing and pasting of loose pages

3. Support staff

- a. Help the librarian in typing and encoding cards and other communications
- b. Retrieve and issue books to library clients
- c. Reshelf books
- d. Do other library works as instructed by the Librarian

C. The Professional Growth of Personnel

Enhance the knowledge and interest of persons through trainings and further studies as requested and approved by higher authorities

III. HOLDINGS

A. The library collection supports the mission and vision of the institution.

Different holdings of the library:

Tadian Campus

- *General Circulation*– This includes subject references on humanities, social sciences, history, language, pure science, applied sciences, arts, languages, literature and computers.
- *Filipiniana* – These are books and other materials on various subjects or topics written by Filipino authors, or about the Philippines, or published in the Philippines.
- *Periodicals* – These are collections of local and foreign serials such as magazines, newspapers, professional and research journals.
- *Reference* – These include encyclopedias, dictionaries, almanacs, atlases, dictionaries which are considered for room use only.
- *Theses collection* – These are research models submitted by both undergraduate and graduate students.
- *Vertical files* – These are clippings of relevant issues from newspapers.
- *Manuscripts or Feasibility studies* – research models submitted by forestry and engineering students.
- *Engineering* – These are collections on topics about civil, electrical and geodetic engineering.
- *Forestry* – These are collections on topics about forestry, agriculture, agroforestry, and animal production.
- *HRM*–collections on topics related to hotel and restaurant management.
- *For Room Use Only* - These are selected books which are not allowed to be brought out for overnight use.
- *Instructional Media* – These include multi-media materials and equipment for viewing.
- *Instructional Materials prepared by faculty members* – These are teaching manuals prepared by faculty for classroom instruction.

Bontoc Campus

- *General Circulation* – This includes subject references on humanities, social sciences, history, language, pure science, applied sciences, arts, languages, literature and computers.
- *Filipiniana* – These are books and other materials on various subjects or topics written by Filipino authors, or about the Philippines, or published in the Philippines.
- *Periodicals* – These are collections of local and foreign serials such as magazines, newspapers, professional and research journals.
- *References* – These include encyclopedias, dictionaries, almanacs, atlases, dictionaries which are considered for room use only.
- *Theses collection* – These are research models submitted by both undergraduate and graduate students.
- *Vertical files* – These include clippings of relevant issues from newspapers.
- *Fiction* – includes pocket books which can be brought out for one week.
- *Criminology* – This is a collection on topics related to criminology.
- *Nursing* – This is a collection on topics related to nursing.
- *HRM* – This is a collection on topics related to hotel & restaurant management.
- *For Room Use Only* – This includes selected books which are not allowed to be brought out.
- *Instructional Media* – These include multimedia materials and equipment for viewing.

B. The collection is organized through the Dewey Decimal Classification (DDC)

C. Shelf lists are maintained for inventory purpose.

IV. POLICIES AND PROCEDURES

A. Utilization of the library

1. Registration and use of borrower's card:

All students enrolled during the period are legitimate users of the library. Borrower's card is given to all students upon enrollment with one (1) 2x2 ID picture, white background. A student shall register his/her name before a borrower's card will be issued. In case the borrower's card is lost, a second card can be obtained for P20.00.

The borrower's card is non-transferable; it should be used by the duly registered owner only. Lending or borrowing of borrower's card is subjected to disciplinary action by the SSDO.

1st offense: The borrower's card will be confiscated and the student will not be allowed to avail of any library material for a week.

2nd offense: The borrower's card will be confiscated and the student will not be allowed to avail of any library material for a month.

3rd offense: the borrower's card will be confiscated and the student will not be allowed to avail of any library material for a semester. The student is referred to the SSDO.

Each student is requested to present his/her own borrower's card every time he/she borrows a book.

2. How to find a book through the card catalogue:

Steps to follow when borrowing books and other library materials:

1. Use the card catalog cards or the OPAC server to find out if the needed book is available at the library. One set of catalog is divided into three sections namely:
 - a. AUTHOR CARD – This is a card which has for its entry the author’s name. The author’s name is to be found under his/her given name. The entries are alphabetically arranged.
 - b. SUBJECT CARD – This is a card which has for its entry the subject contents of the books. The subjects are type written in capital letters and are alphabetically arranged.
 - c. TITLE CARD – a card which has for its entry the title of the book. The entries are arranged alphabetically, except for “A”, “AN” or “The”.
2. If the book is available, copy the complete call no. and write your course on a call slip.
3. Present the call slip with your borrower’s card to the librarian and the book you are going to borrow at the counter for issuance.

3. Loan Period:

- a. Undergraduate students may borrow two (2) books for overnight use.
- b. Graduate students may borrow two (2) books for one week.
- c. Faculty members may borrow ten (10) books at one time for one semester but subject to recall if requested by other faculty members.
- d. Books for overnight use may be released starting at 3 o’clock and must be returned at on or before 10 o’clock a.m. the following school day.
- e. Overdue books will be charged a fine of ₱2.00 for the first hour and 1.00 for the succeeding hours.
Saturdays, Sundays, and holidays are not counted.
** Library fines are remitted to the cashier.
- f. Books borrowed for overnight use must be returned and cannot be renewed by the same borrower especially if requested by another user.
- g. Books are not allowed to be brought out during vacation time like Christmas and semestral breaks. Students who failed to return borrowed books will be charged daily including Saturdays, Sundays and holidays like overdue books.
- h. Bringing home of library materials for overnight use before overnight issuance time shall be fined ₱3.00 per hour computed until the time it is actually returned.

4. Lost/Damaged Library Materials:

A. Lost books

1. Lost materials should be reported immediately to the librarian. If students fail to report the lost book, he/she shall pay the corresponding fine. Replacement should be made within 30 days

after the report of loss. Lost books should be replaced by a book of the same edition. Students who paid the lost books are entitled to a refund should they find and return the book within a month. If replacement is impossible, the borrower is charged double the price of the book plus ₱50.00 processing fee.

2. All library accounts must be settled before one is allowed to borrow another book or reading material.

B. Mutilation and theft cases

Theft, mutilating, clipping or cutting any book pages, periodicals or any library property shall be required to replace the same material or pay replacement and processing costs subject to the MPSPC Student handbook.

5. Periodicals:

- a. Clippings, research journals, newspapers, instructional materials and magazines shall not be taken out of the library. However, in some cases wherein students use these in class discussions, newspapers and magazine may be borrowed for a limited time to be returned immediately as stated. Failure to return on the stated time will be subjected to charges like that of overdue books.

6. Theses:

- a. Narrative reports, theses, engineering project studies and manuscripts are for room use only. Bringing out of these will be subjected to charges like that of overdue books. Photocopying of these materials is not allowed as per copyright law.

7. Fiction:

Fiction books may be borrowed for one (1) week.

8. General Conduct:

- a. Silence should be maintained at all times in the library. Talking loudly inside the library is a sign of poor breeding.
- b. Throw your scrap paper into the waste can.
- c. Eating and littering inside the library are prohibited.
- d. Chairs should be returned to its original place after use.
- e. Remove cap/hat whenever inside the library.
- f. Courtesy, politeness, and orderliness should be always observe.
- g. Forging of signatures and other library documents shall be dealt accordingly.

9. Clearance Period:

- a. Prior to the signing of clearance, students should settle their library accounts.
- b. Borrower's card should be presented and be marked "CLEARED".
- c. After being cleared, students can no longer borrow library materials for overnight use but they are allowed to enter at the library and

borrow but for room use only. Their examination permits will serve as their borrower's card. Students will be charged ₱5.00/hour if they bring out the library material.

10. Photocopying of library materials:

Students and faculty are not allowed to photocopy books.

B. Collection Development Policy

1. Purpose, Scope and Context of Policy

The purpose of this collection development policy is to provide a framework for the maintenance and development of the library's collections, to indicate priorities, to establish selection criteria across the range of different subjects, languages and media, to create a consistent basis for the future development of the College's Library collections. Its basic purpose is to serve as a planning tool to assist in budgetary allocation process. This manual contains the library policies. It includes quantitative data to help develop, maintain and preserve a collection of resources to support the teaching and research efforts of the polytechnic community.

It is intended to provide guidance to Library staff and others engaged in stock selection and to complement personal intuition, common sense, knowledge and experience. It provides information about principles on which the collections are acquired.

The policy is a statement of aims; it does not claim to offer a description of the collections as they have developed. It sets out the library's aspirations, recognizing that all such aspirations ultimately depend upon availability of resources.

The college's collection development policy will be reviewed periodically by the librarian, who will take advice as appropriate and where necessary from members of the library staff.

2. Purpose of the Collection

The primary function of the library is to support the needs of the students, faculty and staff by:

- maintaining a current collection of books, electronic and non-book materials and serials representing, within the limits of the library's practical functions, the spread of knowledge in all areas of teaching, the development of scientific and humanistic learning and the advancement of critical standards of inquiry;
- providing a core collection of texts and associated materials for teaching in all subjects at an appropriate intellectual level for undergraduates and maintaining a collection background material for each discipline irrespective of the number of students admitted to read each subject;
- providing effective access to appropriate electronic sources of information;
- developing particular collections so as to respond promptly to the development of new or expanding subjects and areas of college teaching;
- maintaining the effective currency of the teaching editions and discarding materials no longer appropriate to library needs.

3. Recommendations and Selection

Most purchases are made by library staff following selection and recommendation of faculty members and department chairs within the college. Titles recommended by them are normally purchased, unless they are either unobtainable or individually or collectively very expensive. It is the library's policy to notify members of the college when their recommendations are procured and are available at the library.

The college also welcomes recommendations from other members of the college and from all users of the library. Titles of books are listed according to the needs of the faculty, staff and students. Purchase is not automatic, but all recommendations will be carefully considered.

Lists and catalogues, or copies thereof, will be made available for appropriate selection.

The library upholds the principle of free speech and does not discriminate against books on the grounds of race, religion, sex, political controversy or social acceptability. Books falling within the normal criteria for selection but expressing opinions or containing illustrations which might be regarded as blasphemous, offensive or distasteful are acquired subject to any legal restriction.

4. Guidelines in Material Collection

These guidelines are applicable to most selection decisions. Other factors may be taken into consideration and importance or weight of a particular guideline will vary from one acquisition to another.

- Reputation and qualifications of the creators, publisher or producer
- User's needs, interests and demands
- Literary, artistic and technical values
- Relationship to the collection
- Format
- Recommendations of faculty
- Durability
- Price
- Suitability for intended user
- Judgment of work as a whole

a. Editions and Format of Materials

- The library shall acquire the latest edition of publications (in case of titles which have gone through several editions).
- Earlier editions may be acquired only if they have historical value and importance.
- Hardbound books shall be preferred over paperbacks because of their durability depending on the availability of funds.
Paperback shall be purchased if:
 1. there is no other edition available;
 2. there is a great demand for the title;
 3. the original title appeared in appropriate form.

b. Duplication

Duplicate materials needed for teaching, extension, and research will be acquired in accordance with the following guidelines:

- Multiple, heavy and continuous demands for specific titles;
- Duplicate copies of carefully selected books and periodical titles may be purchased for the unit libraries and the main library.
- Additional copies of books will be purchased for the Circulation/Reserved Section if the teacher intends to make extensive assignments using these books.

c. Exchanges

The trading of publications among libraries is another means of acquiring library materials. In all exchange agreements, an attempt is made to maintain an equitable balance in the value of materials sent and received. The library will enter into exchange agreements with other institutions whenever the desired publications are available only on exchange and whenever such exchange publications is advantageous to the library as determined by the College Librarian.

d. Serials

Periodicals

The library subscribes to 1 to 5 periodical titles, covering all the departments. Titles for subscriptions are referred to concerned faculty for verification if they like the material before it will be subscribed. Reading materials donated by other agencies are also accepted. Daily newspapers are also subscribed by the library.

The library in general will acquire within its financial capabilities the following resources:

- Holdings of the leading materials in major fields;
- Serials devoted to the informal discussion of public affairs;
- Serials containing serious literature and criticism;
- Serials presenting substantial, factual information concerning economic, political and social events, and scientific knowledge;
- Selected foreign popular periodicals of research value;
- Serials of research values published by government agencies;
- Materials published by MPSPC, its administration, faculty and staff.

As a general rule, the library will acquire only one copy of each serial publication. Decision on duplication will be made on a title-by-title basis. The main reason for duplication will be the frequency of use.

e. Filipiniana Materials

Filipiniana shall include all materials, books, serials, reports, maps, atlases, pictures, and other materials which are published in the Philippines, or written by Filipinos or by foreign authors, and about the Philippines.

The library will acquire as many Filipiniana materials as possible within its financial capabilities.

Strategies for Collection Development of Filipiniana Materials:

- Scanning of selected periodical titles, including daily newspapers;
- Checking against selected bibliographies and union lists, both current and retrospective, as well as individual books;
- Recommendations of faculty members, students and researchers;
- Correspondence; and
- Field work

Since Filipiniana materials are not so readily accessible, the Librarian has the duty to augment the collection, especially those not available in regular book stores. The collection should include the following:

- Publications of government agencies;
- Publications of state colleges and universities like school catalogs, annual reports, and technical research reports of proceedings and conferences;
- Publications of selected private colleges and universities;
- Publications of Philippine embassies and consulates or foreign embassies in the Philippines;
- Publications of research institutes like PCAARD and ANAP.

f. Books for General Use

The purchase of books are based on the request of faculty teaching the subjects. Selections of titles for purchase are being prioritized depending on the budget that is given. Priority books as perceived by instructors are the first titles to be purchased. This is true to all the sections of the library such as Filipiniana, general circulation and others.

g. Reference Books

Encyclopedias, dictionaries and other reference works are selectively acquired due to insufficient funds. The library's policy seeks to maintain a current general purpose reference collection of use to most readers. Gifts of current reference works are welcome.

h. Maps and Atlases

The librarian will ensure that a reasonable range of atlases and local maps for general reference is maintained in the library.

i. Theses

The college attempts to acquire copies of all unpublished theses written by graduate students. Gifts of such material are accepted and will normally be added to the collection.

j. Examination Copies

Local dealers usually send books for examination or books-on-approval for inspection. The procedure is as follows:

1. Book dealers/jobbers and publishers' representatives must deliver all books and other library materials for examination directly to the Office of the College Librarian.
2. The librarian will check books for examination against the library's holding for any possible duplication. Books will be provided with recommendation steps.
3. The librarian sends books for examination to the Deans, Department Chairs, Faculty Members, and Library Committee Representatives to examine/review/select books for purchase.
4. Deans, Department Chairs, Faculty Members, and the Library Committee Representatives concerned will be given one to two weeks to examine the books. They will submit recommendation letters to that effect.

5. Donations

Donation of books and other reading materials are, in principle, welcome and accepted as additions to the Library's collections. Contributions by or from members of the college are especially welcome. Every accepted donation will be acknowledged in writing by the Librarian; however, donations are normally accepted only if they are made without conditions, but in exceptional cases, the Librarian has discretion to accept gifts with conditions attached.

6. Weeding Guidelines

a. Introduction

Every library seeks to serve the needs of its community of users. It follows then, that the library should have an alive, growing, and up-to-date collection of books. Therefore, an evaluation of the library collection is very important. It should reflect the organizational mission and objectives. If the selection of books plays a great role in collection development, so is weeding of books. The movement is cyclic – one cannot go without the other.

b. Weeding Defined

Weeding is the process wherein books and materials are no longer needed and taken out of the collection. This is done to keep the collection fresh, alive and responsive to the needs and interests of the clientele.

c. Reasons for Weeding

In the face of rapidly growing collections, limitations of space and the high cost of storing books are the main reasons for weeding. The use of impact storage for less used materials should not be overlooked, especially in the light of a growing resistance to budget increases for new construction now being experienced in all libraries.

d. Factors Discouraging Weeding

In view of the pressing space problem it is difficult to understand why more weeding has not been undertaken. A number of factors have discouraged weeding:

- The number of books in the library is often considered a criterion of the quality of the library.

- Professional Work Pressure. Weeding has generally been considered as a professional task. In many instances work pressure have not left the librarian much time to perform the task of weeding. It is to be noted that in this process not only must weeding decision be made, but that the card catalogue, shelf list, and other records must be updated in accordance with needed materials.
- Sacredness of collection. Many people consider books to be valuable records of human heritage and therefore almost sacred.
- Conflicting Criteria. Weeders are torn between keeping the books people want and the "good books".

e. Basis of Weeding

1. Last date of circulation. If the material has not been used in ten years (or less depending on the type of library), it is weeded.
2. Physical condition. If the condition is bad, the item is weeded, although a decision must be made whether to repair the item or to replace it.
3. Timeliness. This is one of the most frequent criteria. Reference is made to:
 - Out-of-date materials, particularly in the science and technology. A rule of thumb is to weed almost everything more than three to five years of age.
 - Materials no longer in demand or that do not support the curriculum or current community programs.
 - Older edition that is no longer used.
 - Obsolete textbooks.
4. Reliability. Viewpoints change and must be reflected in the collection. Yesterday's reliable explanation may no longer be useful particularly if there are scores of titles that support the outdated view.
5. Language. Where changes in the community or the teaching program or the activity of the library have outstripped books in foreign languages, they should be discarded. Also translations of works into language other than English should be periodically checked.
6. Ephemeral. This type of fad literature should be weeded, particularly when it is found that a title no longer circulates, is no longer relevant and the information seems unreliable.
7. Duplicate. When there are duplicates and none seems to be circulating or used, all but a single copy are discarded.
8. Subject Areas and Material Type. Rules are established for the weeding of types of reference works (from dictionaries to encyclopedias), types of materials and subject areas.

7. Operating Procedures in Acquisition

a. Selection

1. Evaluate and select print and non-print materials through reading book reviews, publisher's catalogs, books sent for examination and previewing items.
2. Send letters of recommendation of Department Chairs, Deans, Faculty to Librarians for approval.

b. Verification and Ordering

1. Check request against the On Order File. In Process File and other files for duplication. If titles are available inform the requesting party.
2. Verify and locate other information.
3. Prepare Purchase Request (End-User) and submit same to Deans and Office of the President for signature/approval.
4. Forward Purchase Request to Budget Officer for allocation.
5. Budget Officer forwards Purchase Request to Procurement Office for bidding or canvass.
6. Forward bidding or canvass to Supply Officer for preparation of Purchase Order.
7. Forward PO to Budget for final funding.
8. Forward PO to Accounting.
9. Procurement office negotiates with book dealers.
10. When paid, purchased books are forwarded to the Supply Office for processing.

c. Processing

1. Collate publications received for imperfections and return defective items/issues to vendors.
2. Stamp library ownership on the following:
 - Official title page preferably at the center;
 - 47th/23rd/pages counting from the 1st page.
 - Spines of the book.
3. Stamp accession number on the following:
 - Upper left hand corner of inside front cover;
 - Upper right hand corner of inside back cover;
 - On the back of the official title page;
 - 47th/23rd pages counting from the 1st page.
4. Encode preliminary bibliographic description for On Order File (OOF)/In Process File.
5. Forward accessioned library materials to the cataloging section

V. SERVICES

A. *Library Hours*

Tadian Campus:

Monday through Friday : 7:30a.m.-5:00p.m
Saturday : 8:00a.m.-12:00n.n ; 1:00-2:00p.m.

Bontoc Campus:

Monday through Friday: 7:00a.m.-6:00p.m.
Saturday : 8:00a.m.-12:00n.n-1:00-5:00p.m.

B. The library adopts the open-shelf system.

-For easy access of students, students are allowed to enter the circulation area upon showing/leaving their borrower's cards.

C. The academic community is informed of newly acquired library materials

-Through the use of library bulletin boards, notices to department chairs, orientation programs and library publications.

D. Continuous instructions are given to students during orientation programs, service hours and English classes for first year students.

Library Instruction:

1. Objectives:

- a. Administrative. To train students to become more or less independent users of the library and its tools, a measure of increasing administrative efficiency.
- b. Educational. To make the library an agency for student's exploration, and to teach the skilful use of books and other library materials in the interest of research and self-education.

2. Procedures in library instruction:

- a. Who shall receive library instruction:
For the library to meet its purpose, all the freshmen and transferees, including faculty members are given library instruction.
- b. Methodology
 - b.1 Group and formal. During orientation, the librarian lectures about library services, resources, etc., followed by an open forum. Questions may be raised during the discussion. The objective of the orientation is to give basic trainings in understanding the organization of the library.
 - b.2 Informal or individual. In fairness to those who are not brave enough to ask questions or were absent during the group orientation, the librarian entertains questions/queries inside the library or during any other meetings with students pertaining to the library. This also allows students to proceed at their own pace, thus fast learners are not held back by the slow learners.
 - b.3 Instruction on library matters may be given also during class periods of English subjects when requested by the English teacher or by the students.
- c. Schedule of Instruction
 - c.1 Formal and group orientation is given within the 3rd week from the start of classes, after the students have become somewhat adjusted to the new life in the college campus. It is held every semester depending on the number of enrolled students. The instruction is scheduled in the morning. It is done simultaneously with the orientation of other units. A schedule will be posted two days before the said instruction as approved by the Executive Dean.

- c.2 Informal and individual instruction is given any time during library hours for as long as the librarian is available.
- d. Place of instruction
 - Informal instruction takes place inside the library so that the students will have personal contact with reference tools and an immediate familiarity with the library structures.

3. Contents of Library Instruction:

- a. Classification of Books
 - 1. More thorough knowledge of the use of card catalogue by means of supplying information about authors, date of publication, publisher and other bibliographical information that may be needed. A sample of card catalogue will be drawn on the blackboard and presented to the students for them to know where and how authors, titles and subjects are found and how these three cards are used. This enables them to understand and facilitate their search of materials in the library.
 - 2. More familiarity with the arrangement of books on the shelves. The librarian discusses the Dewey Decimal System, the type of arrangement/classification used in the library. The 10-division system is presented to the students to let them understand the grouping, classification and arrangement of books in the shelves.
- b. Library Resources
 - 1. More comprehensive and thorough study of reference books to gain familiarity with their arrangement and special purposes. The librarian thoroughly explains how to use the encyclopedia, the dictionaries, annuals, yearbooks and other library reference materials. Materials which are not available for use are not included in the lecture.
 - 2. Study of magazines and newspapers as sources of information. Magazines and newspapers subscribed to by the institution are presented with emphasis on the importance of reading and using them as sources of research/information.
 - 3. The use of Filipiniana sources and general circulation for research and study. Study on how to use the books in searching information such as the proper use of tables of contents, index of a certain book is conducted. The use of Filipiniana sources especially in the social sciences is also included.
 - 4. Introduction to other research tools and other collections/resources.
- c. Library Facilities
 - Library facilities being used in the library advertisement are bulletin boards and others.
- d. Library Policies and Regulations

Students should be aware of the existing rules and regulations and how they should properly behave inside the library. Values development in the library is a priority area of learning to instill ethical and moral values among students.

To effectively use a card catalog as an aid in locating books in the shelves, students are taught on the use of series of symbols and phrases found in the card catalog which have significance in the search of information and materials.

- b. Statistical data are kept as a measure of the effectiveness/usefulness of the library through the use of the library call slip every time a student borrows a book.

VI. LINKAGES

- A. The library is in the mailing list of agencies and foundations for exchange program of publications through a continuous communication among these agencies.
- B. The library is involved in consortium, in networking with library cooperatives activities in resource sharing institutions.

Requirements for MPSPC Users:

1. Get a referral letter from any of the MPSPC librarians;
2. Bring with you your recent identification card/borrower's card;
3. Adhere with the policies of the host library.

VII. STUDENT ASSISTANTSHIP

Library assistantship is offered at the library every semester.

A. Qualification of Student-Assistants:

1. Interested to work;
2. Can render four hours of service to the library;
3. Trusted/hardworking/independent;
4. At least 2nd year college;
5. Willing to render extra hours during important occasions.

B. Basic Duties

1. Retrieve and issue books to library clients.
2. Sweep/Clean the circulation area at least 3x a week.
3. Water the plants.
4. Dust the bookshelves.
5. Properly and orderly reshelv books vis-à-vis accession number of the books and the OPAC.
6. Do other library chores as instructed by the librarian.

C. Reminders:

1. Retrieve the book cards properly.
2. Don't leave the books, student files and other library property at the counter unattended.

3. Be sure to retrieve materials borrowed by students like stapler, puncher and other library property.
4. Make sure the unauthorized persons or students who do not have borrowers' cards are not allowed at the circulation area.
5. Do routine library chores without being told.
6. Observe courtesy at all times with all clients.
7. Always ask the librarian if he/she does not know something about the task.
8. Abide with the policies and regulations written in the handbook and manual.
9. Fairly treat schoolmates in lending books.
10. Observe proper etiquette. Ask permission when leaving and always inform the Librarian when absent.

D. Policies:

1. Maintain the policy: NO BORROWER'S CARD, NO BOOK.
2. Do not borrow library materials for your friends.
3. Student-assistant who absents himself/herself for three consecutive days without valid reasons will be deprived of his/her privileges such as free tuition fees and allowance. Student assistants will pay back his/her tuition fee.
4. Lost books will be jointly replaced by library personnel and the borrower.
5. Books borrowed for personal use should be returned during the clearance period.

VIII. EXTENSION

The library can extend its services to the community:

- A. Extending assistance to interested agencies and nearby schools in the organization of their libraries.

-Written requests of assistance from agencies addressed to the Executive Dean.

IX. MULTI-MEDIA CENTER

A. Objectives of the Multi-Media Center:

- To enrich the curriculum, particularly instruction through the services offered at the center;
- To provide assistance to faculty members with the use of multi-media equipment and facilities.
- To update the faculty and staff with the available multi-media equipment in the center.

B. 1. General Responsibilities of the Multi-Media Center Head:

Formulates, recommends, executes and evaluates policies and harmoniously work with those in the academic sector and other Multi-Media Center to upgrade instruction.

2. Specific objectives of the Multi-Media Center Head:

- Formulates, recommends and carries out policies according to the instructional objectives of the institution;

- Keeps the Department Chairs posted of available materials and new acquisitions;
- Procures multi-media materials and equipment upon request of the users;
- Provides inventories of equipment and materials for classroom use upon request;
- Schedules previews and viewing of films upon formal request.
- Assists the departments in the production of Multi-Media Center materials upon the approval of the department chairs;
- Receives and implements plans regarding suggestions for the improvement of the Multi-Media Center;
- Orients new faculty members in the use of Multi-Media materials and equipment;
- Formulates plans of actions and implements evaluative criteria relative to the Multi-Media Center;
- Submits reports regarding the operations of the Multi-Media Center together with recommendations for acquisitions, repairs and replacement of Multi-Media materials;
- Assists and cooperates with the Vice President for Academic Affairs in order to relate the Multi-Media resources to the college's instructional program;
- Maintains active communication with the various Multi-Media Centers for the enrichment of the center under his/her charge;
- Involves faculty members through the Dean/Department Chairs in the selection of Multi-Media materials.
- Recommends to the Dean/Department Chairs the appointment of the center's personnel and participation in the evaluation of the staff;
- Updates himself/herself with the latest Multi-Media discoveries;
- Prepares and recommends the center's budget and controls its expenditures;
- Performs related duties that may be assigned;
- Orients the students with the rules and regulations in the use of the Multi-Media Center.

C. Policies of the Multi-Media Center:

1. Use of the Multi-Media Center

-The Multi-Media Center is used for educational purposes like holding of classes, seminars, symposia, which requires the use of materials and equipment.

2. Multi-Media Center Head:

- a. The person in charge will be responsible with the key of the center.
- b. The Multi-Media Center head will sign a Memorandum of Receipt for all equipments, supplies, materials in the center.

3. Borrowing/Bringing of Multi-Media Facilities:

- a) Multi-Media materials/equipment should not be brought out of the center except for meritorious cases such as:
 - When the Multi-Media Center cannot accommodate the number of users.

- b) Faculty and employees bringing out materials/equipment from the center will sign an appropriate form since they will be accountable with whatever was borrowed as stipulated in the form.
- c) Multi-Media materials/equipment cannot be brought out from the center unless approved by the librarian.
- d) Multi-Media equipment/materials cannot be borrowed by students and non-employees.

4. Procedures:

- a. Faculty members who bring in Multi-Media equipment/materials and use them in the Multi-Media Center are welcome.
- b. Users should request the use of the Multi-Media Center one (1) day before the activity.
- c. Users will sign a reservation slip for the use of the Multi-Media Center.
- d. Faculty users should sign in the logbook before using the Multi-Media Center.

5. House Rules:

- a. Eating and drinking in the Multi-Media Center are not allowed.
- b. Students should not just touch Multi-Media Center facilities.
- c. Multi-Media Center facilities should be operated only by the user-faculty/librarian or library clerk.
- d. Multi-Media Center facilities should be handled with utmost care.
- e. Users should leave the Multi-Media Center clean and orderly.

X. THE INTEGRATED LIBRARY SYSTEM:

A. Definition:

Online Public Access Catalog (OPAC) is a computerized online catalog of materials in the library.

B. Objectives:

1. To efficiently manage library collections and transactions like overdue book, fines and others.
2. To easily monitor book snatching through barcode labels and protectors.
3. To interlink with other automated libraries.
4. To be at par with other libraries.
5. To update library staff, clients and services in terms of technology.

C. How to Use:

1. All library resources are encoded at the system.
2. Any bonafide students may locate library resources using the computer server.
3. Students may ask the assistance of the library staff especially when the user is not so familiar with the software.
4. Students need not to know how to operate the computer in order to search at the computer server.
5. Students are not allowed to connect unnecessary device to the server to avoid the loss of data.

6. The server is mainly for online catalogs.

XI. THE DOST-STARBOOKS:

Guidelines in using the DOST Science and Technology Academic and Research-Based Openly-Operated Kiosks:

1. The system is Read Only which means downloading of information from the software is not allowed.(as per DOST guidelines)
2. All enrolled students are allowed to use the STAR BOOKS with a maximum of five (5) hours per student in a semester however, depending upon the availability of the computer.
3. Faculty may use the kiosks for at least ten (10) hours in a semester however, depending upon the availability of the computer.
4. Users should adhere to the following ethics in using the kiosks:
 - All users are required to use the logbook.
 - Users are not allowed to eat and sleep while using the computer system.
 - Reservation is not allowed. It is first come, first serve basis.
 - Correct data should be entered in the registration form, including the comments and other necessary information needed to be filled up by users.
5. Information/researches taken from the system may be printed in the library with charges.