

## 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



Republic of the Philippines

**Mountain Province State Polytechnic College**

Bontoc, Mountain Province

## POLICY ON THE DIGITIZATION OF LIBRARY MATERIALS



On the exchange of digitized collections covered by MOA, resources are available online through the websites of other institutions.

## **POLICY ON THE DIGITIZATION OF LIBRARY MATERIALS**

### ***Overview:***

Digital library is the present day buzzwords which enable users for accessing digital information and knowledge resources for different purposes. Many advanced libraries have adopted many advance technologies to develop service quality.

Digitization as a method of preservation is now a global phenomenon as well as the new trend in managing a library collection especially precious ones among academic libraries. Users of academic libraries are migrating on to the web for their information needs and library services must migrate with them if those needs are to be met.

Digitization of information materials is the process of converting analogue information to a digital format. The digital materials are of two types, one that produced in some analog format and then converted to a digital form. The other one is "born digital" means originally produced machine readable digital form like e-books, etc.

However, issues and challenges are involved in the digitization process that includes legal aspect and finances. It is now a challenge among information professionals that should meet the practical skills and the vision to implement in a controlled and manageable ways.

MPSPC College Library Collection Digitization Program focuses on building digital collection of enduring value. The program supports the project that complies with copyright law, intellectual property law and college policies; provide college wide access; and broader access.

### ***Aims of digitizing library collections:***

Library collection makes it accessible. It makes them available for anyone to use any time thus, it supports the needs of the academic community.

- It is an effective strategy for preservation. It ensures the long-term preservation of library collections which are important and valuable for future use.
- It reduces the need for physical handling of valuable or fragile materials.
- It gives the ability to search for an item electronically, facilitates new forms of access and use as it gives better search and retrieval facilities for library types of materials.
- It gives the institution opportunities for developments of its technical infrastructure and staff skill capacity.

### ***Criteria for digitization:***

- Value of content - library materials needed for long-term teaching and research use.
- Demand and availability - library materials for long term use which are in demand but have only one copy available in the library that can be shared by both campuses.
- Access and linkage - library materials like thesis, dissertations and other researches about the indigenous practices in the Cordillera which can be used for library exchange such as CARIANA, etc.
- Physical condition of the material or fragility- library collections which are dilapidated but are useful.
- Outdated collections – library materials which are no longer found in the market but are still useful for research.
- Rare and unique special collections - useful collections which are relevant to teaching like indigenous collections, etc.

### ***Benefits of digitizing library collections:***

- No physical limits for storage.
- Availability of access.
- Great saving of space.
- Preservation of old texts/manuscripts.
- It is cheaper to maintain a digital library.
- Linking and networking possibilities.
- Digital files can be duplicated with exactness.

Many can access a digital file at the same time.

### ***Procedures in digitizing collections:***

- Library staff identify the library collections to be digitized.
  - e.g. Theses, vertical files, accreditation documents, etc.
- Seek waiver from the author of the material.
- Library materials are scanned in pdf and jpeg files and saved in a computer for easy access.
- Uploaded in a software for digitized collections e.g. Greenstone.
- Access through online.

### ***Access to digitized collections:***

- Digitized collections are being accessed electronically for library study and research purposes only.
- Students are allowed to print digitized collections for the purpose of research however; they are not allowed to print in full text. A minimal fee is collected.
- Digitized materials are not allowed to be reproduced as such library clients are not allowed to download digitized material.

### ***Personnel:***

- Librarians - identify library materials to digitize.
- IT Expert - directly responsible for the digitization of materials
  - Scanning
  - Converting in PDF
  - Filing in cabinets (folders)
  - Uploading digitized collections in the software
  - Making it available in computers

### ***Location of digitized collections:***

- Digitized materials will be made available at the e-library section.
- Computers are provided for reading the digitized form of the library material.