

# CHMSC LIBRARY MANUAL

## INTRODUCTION

The library is an important feature of any educational institution. It is a venue for facilitating effective and efficient delivery of instruction. It provides a rich source of instructional materials that serve as avenues of learning. The library is indispensable in fostering educational growth and in promoting institutional development. Proper use of this facility ensures better delivery of service.

### **The CHMSC Mission**

A leading institution in higher and continuing education committed to engage in quality instruction, development- oriented research, sustainable lucrative economic enterprise, and responsive extension and training services through relevant academic programs to empower a human resource that responds effectively to challenges in life and acts as catalyst on the holistic development of humane society.

### **Vision**

CHMSC ExCels:

Excellence, Competence and Educational Leadership in Science and Technology.

## **Mandate**

Carlos Hilado Memorial State College shall primarily provide higher technological, professional and vocational instruction and training in science/agricultural, in industrial fields as well as short- term technical vocational courses. It shall provide research, advance studies and progressive leadership in its area of specialization.

## **The CHMSC Library Vision, Mission, Goal and Objectives**

### **Vision**

A Resource Center for the development of intellectually sound, physical fit and spiritually motivated College community through appropriate use of library resources.

### **Mission**

The College Library commits itself to provide its academic community with essential and appropriate services, required facilities, and balanced collection of materials and resources necessary in meeting the current and future needs of school programs and users' informational, instructional, and personal requirements. It assumes a pivotal role in institutional development through its commitment to achieve success and delivery efficiency in various aspects of institutional instruction, research, and public service.

## **Goal**

To enhance the intellectual, physical, artistic and spiritual growth and development of students through wise use of library resources.

## **Objectives**

The objectives of the library support to its mission and vision statements. These are the following:

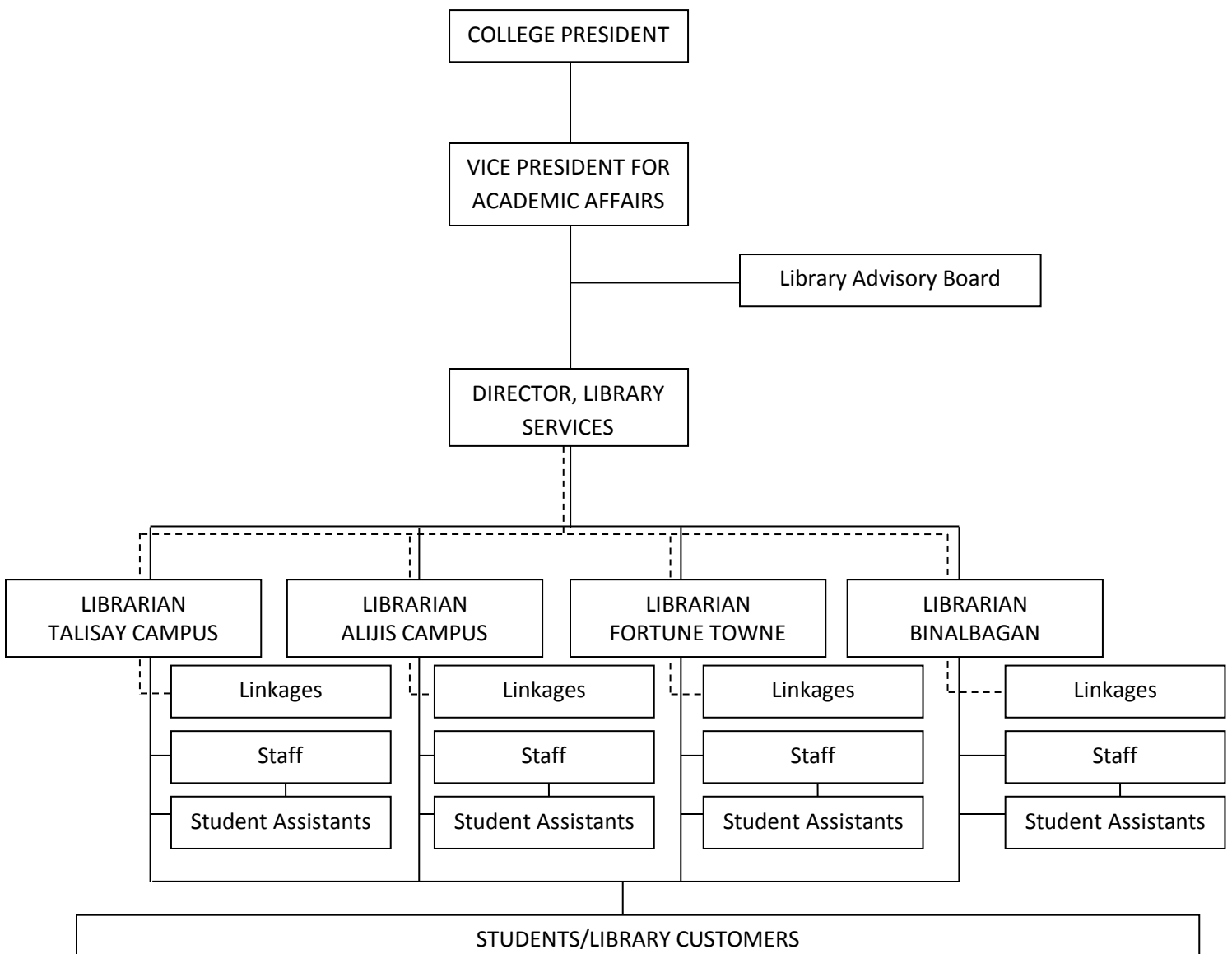
1. To support the instructional, research, and extension programs of the college.
2. To assist and cooperate with faculty members in their instructional and research program.
3. To provide enough facilities and equipment that will help maximize the effective use of library resources.
4. To continuously develop a balanced collection.
5. To organize effective library information sources for easy access of the customers.

## **ADMINISTRATION**

The College Library was administered and supervised by a full-time, registered librarian. Library operation allows and encourages the fullest and effective use of available library resources.

The College-wide Library Board serves as a conduit between the library and its users. It works towards the continued development and improvement of library resources and services.

### College-Wide Library Services Organizational Structure



### **Duties and Responsibilities of the Librarian**

1. Supervises personnel and their production
2. Monitors library operation
3. Formulates and administers library policies
4. Implements rules and regulations of the library
5. Prepares necessary documents for acquisition of library materials
6. Establishes classifying and cataloging policies of materials
7. Organizes and classifies all available materials
8. Coordinates with the librarians of other campuses of CHMSC with regards to library programs and their implementation
9. Examines, evaluates and recommends materials presented by different book dealers/publishers for acquisition
10. Keeps, maintains and updates library files and records
11. Plans and designs library forms and records
12. Plans and designs automated library system
13. Facilitates recommended titles by the faculty for acquisition
14. Initiates plans/actions to provide the library adequate equipment and facilities
15. Determines the needs of library customers
16. Instructs library customers of its proper use of library and its resources
17. Supervises the maintenance of the library in terms of cleanliness, organization and safekeeping.
18. Establishes linkages with other libraries, information centers and agencies
19. Prepares correspondence, reports, plans and submit to the head of the agency
20. Attends seminars, conferences, workshops and meetings related to library activities

21. To do other duties as directed

### **ORGANIZATION OF LIBRARY MATERIALS**

The Dewey Decimal Classification System (DDC) is used in classifying books and non-book materials as well as the arrangement in the shelves. It is divided into ten main classes which covers the entire world of knowledge.

000	Generalities
100	Philosophy & Psychology
200	Religion
300	Social Sciences
400	Languages
500	Natural Sciences & Mathematics
600	Technology (Applied Science)
700	The Arts
800	Literature & Rhetoric
900	Geography & History

The College Library adopts both the close and open shelf system. The Circulation, Filipiniana, General Reference, Graduate School, and Periodicals Section assume open-shelf policy, wherein costumers are allowed to go directly to the shelves to browse and locate the materials they need. The Reserve Section implement close-shelf system and assistance of library staff is needed to access and avail the resources.

To indicate the location of the book, the library uses letter combination coding which is written above the call number.

#### LETTER COMBINATION

FR	Filipiniana Section
CY	Circulation Section
RB	Reserve Section
REF	General Reference and Information Section
F	Fiction
GS	Graduate School Section

#### LOCATION OF THE LIBRARY

The library is located in the second floor, right wing of the ICT Building. The reading area can accommodate 150 customers at a time.

#### SERVICES OFFERED

- ❖ **Circulation.** This function involves the charging and discharging of library materials. This is where transactions for borrowing, returning, overdue fines, and library card (application, replacement, and validation) are processed and considered as a place for information dissemination of the library.

- ❖ **Reference and Information.** This type of service is given to any library user on how and where to locate his/her information needs. It includes the issuance of written referrals to other institutions.
  
- ❖ **Information Dissemination.** The library carries out selective dissemination of information in which new acquisitions, accomplishment, utilization, and other library activities are widely publicized through display, newsletter, and posting on bulletin boards.
  
- ❖ **Online Public Access Catalog (OPAC).** It is an automated version of the manual card catalog. By using an OPAC, customers can determine whether the library has a collection of the needed book or if it is available or not.
  
- ❖ **Orientation.** This is given to all freshmen and transferee students and new college personnel every 1<sup>st</sup> semester of the School Year to equipped them of the function, policies, and the rules and regulations of the library.
  
- ❖ **Photocopy.** This service aims to provide convenient and accessible means of reproducing information to customers.
  
- ❖ **Internet and Computer-Aided Research.** These services aim to provide access to information through online sources. The library provided PC's and wireless network (WiFi) for online research. Also, computers for e-resources are also available for use.



## LIBRARY SECTIONS

- ❖ **Filipiniana Section.** The collections are written by Filipino authors or subjects covered are about the Philippines.
  
- ❖ **Circulation Section.** These are books from almost all fields and usually written by foreign authors. Fiction books are also found in this section.
  
- ❖ **Periodical Section.** These are bound and unbound periodicals in which recent and back issues are available for room use only, exception are made for faculty and administrative officer. Vertical Files can also be found on this on this section. They are displayed for recreational and research purposes. The current and previous issues of newspapers are found at the entrance of the library.
  
- ❖ **Reserve Section.** These are all kinds of reading materials requested by the subject teacher as text or reading materials for his students for courses offered during the semester/summer. Undergraduate Feasibility Studies and Theses could also be found here in which its abstract can be photocopied inside the library only.
  
- ❖ **General Reference and Information Section.** The collections include encyclopaedias, dictionaries, almanacs, handbooks etc. They are for library use and can be photocopied inside the library only.
  
- ❖ **Graduate School Section.** The collection includes references and texts used by Graduate School Students. It is for library use only.

## **LIBRARY RULES AND REGULATIONS**

### **I. LIBRARY HOURS**

#### **Regular Semester**

8:00 AM – 6:30 PM – Monday to Friday

8:00 AM – 5:00 PM – Saturday

#### **Summer**

8:00 AM – 5:00 PM – Monday to Saturday

### **II. LIBRARY CUSTOMERS**

1. Bonafide students of the College
2. Teaching and Non-Teaching Staff
3. Alumni and Visitors with current ID
4. Students from other schools (with referral letter from their librarian)

### **III. GENERAL RULES**

1. Students should be in proper uniform with school I.D. and library card. No library card no entry in the library.
2. Visitors must have any Identification Card and visitors I.D. from the College Security Guard.
3. Customers must deposit their things at the depository area. Only notebook/paper and ballpen are allowed to be brought inside the library. The library staff/student assistant in-charge is not accountable for any losses deposited in the depository area.
4. Personal book/s can be brought inside the library provided permission should be sought to the person assigned at the entrance.

5. Customers must log in their library card number in the computer at the entrance upon entering the library.
6. Silence should be observed all the time inside the library.
7. Eating, sleeping, smoking and project making are strictly prohibited.
8. Customers going in and out of the library are required to voluntarily have their things checked and inspected before leaving.
9. Orderliness and proper use of library furniture, and equipment must be observed.
10. Books and other reading materials should be handled with care.
11. Books taken from the open shelves area should be recorded and returned to the Circulation Counter.
12. Customers who destroy/losses any reading materials must replace them of the same or any current whose subject treated is related and the price is not lower than the damage material/s.
13. All library materials must be properly processed before taken out of the library. Anybody caught stealing any library materials is subject to disciplinary action or termination of library privileges for a year is applied.
14. Customers (students, faculty and staff) are not allowed to borrow any library materials for others' use.
15. Library card should be used to borrow books and other reading materials.
16. Three days before final examinations, as well as during and after signing of clearance, all library materials are for library use only.
17. Payment for overdue library materials, library card replacement is done at the cashier's office.

**IV. LIBRARY CARD**

1. Library Card is issued by the College Library.
2. New student is required to present the registration form, Official receipt and submit 2 pieces 1x1 identical I.D. picture during the enrolment to avail a library card.
3. A Student who has no Library card due to lost or new student can temporarily use the registration form to avail of library services for 2 days only while replacement or application for the card is on process. However, library materials are for library use only.
4. A Student who has no Library card due to unpaid overdue fines can use the fine slip issued to avail of library services for 3 days until the account is settled. However, library materials are for library use only.
5. Old student must present the registration form to validate the library card.
6. Library card is required upon entry in the library and in the use of its facilities and materials.
7. Validated library card is required in the signing of clearance.
8. Lost library card must be replaced for a charge of Php 50.00 at the cashier's office.
9. Tampered library card will not be honoured and must be replaced for a charge of Php 50.00 at the cashier's office.
10. A student is required to submit an Official receipt and 1 pc. 1x1 ID picture for the replacement of Library Card.

11. Library Card is non-transferrable. Students caught using others' Library Card as well as the one who lent the Card will be banned in using the library for the rest of a current semester.

**V. DEPOSITORY AREA**

1. Customers of the Library are the only allowed having their things deposit in this area.
2. All valuable things should not be left in this area. The one in-charge is not accountable for any losses.
3. Customers must log in the logbook and will be issued a number that corresponds to the things left and the same number will presented upon claiming their belongings.
4. The number must be taken care of. Once lost, immediately report to the one in-charge to secure your belongings.
5. Things unclaimed from the depository will be kept and can be claimed the next day in the library.

**VI. ENTRANCE AREA**

1. Library customers (students, faculty and staff) are required to log their library card number in the computer. Visitors are required to log in the logbook.
2. Allow the in-charge to check personal books and laptops.

**VII. EXIT AREA**

1. Customers must show the purpose slip of the book or other library materials to be taken out.
2. Customers must present their things and allow the in-charge to check them before they are taken out of the library.

**VIII. BORROWING AREA/COUNTER**

1. A borrower must have a Library Card.
2. Check the book to be borrowed. Any damage in the book upon return will be charge to the current borrower.
3. Fill up the book card with the Date, Name and Library Card number.
4. Hand in to the in-charge the filled-up book card.
5. The in-charge will process the book so that it can be taken out of the library.

**IX. READING AREAS**

1. Customers must observe silence.
2. Books taken from the open shelves must be returned at the designated returning area.
3. Chairs must be returned properly before leaving the area.

4. Project making is strictly prohibited.

**X. LAPTOP AREA**

1. Customers must use their laptop for research or any educational purposes only.
2. Prohibited websites and viewing movies is strictly not allowed.

**XI. INTERNET AND COMPUTER AIDED RESEARCH AREA**

1. Silence must be observed.
2. Students, faculty, staff and visitors/researchers can avail of the services provided in this area.
3. Social Networking Sites such as; Facebook, Twitter, Youtube, Google+, etc. are strictly prohibited.
4. A customer must approach the Computer Administrator at the counter to be allowed access to the computer.
5. Each researcher is allowed 30 minutes per day. An extension time is given as permitted by the Computer Administrator.
6. Transferring of data in the USB is allowed.
7. Proper care of the computer units and its accessories must be observed.
8. Cleanliness must be observed all the time.

## **XII. BORROWING OF BOOKS**

1. CHMSC library adopts the open shelf-system except in the reserve section.
2. The library customers are free to withdraw the books needed directly from the shelves.
3. If the book needed is not found in the shelves, assistance from any of the library staff may be sought.
4. Ask assistance from the in-charge when borrowing books in the Reserve section. Give the title or the author or the name of the subject teacher to easily find the book.

## **XIII. BORROWING PRIVILEGES**

Any bonafide CHMSC student who has a properly validated library card can borrow books from the College Library subject to its rules and regulations. However, a student, faculty or staff who has an overdue loan/s may not be allowed to borrow another item until the material is returned and paid the fine/s incurred.

### **A. PHOTOCOPY (Graduate, Undergraduate Students, Faculty and Staff)**

1. Materials taken outside the library for photocopy are given 30 minutes.



2. A maximum of three books may be taken out of the library at a time.
3. Photocopy of library materials outside the library starts at 7:30 AM to 5:00 PM, Monday to Friday and 8:00 AM to 4:30 PM during Saturday.
4. Photocopy inside the library is charge Php 1.25 for short bond paper and Php 1.50 for long bond paper.
5. Visitors/Alumni, faculty and staff from other campuses are allowed only to photocopy the library materials inside the library.

## **B. OVERNIGHT OR HOME USE**

### **(Undergraduate Students)**

1. Three (3) book titles from Circulation and Filipiniana sections
2. One (1) book title from Reserve section
3. Two (2) fiction books for 1 week (can be borrowed during library hours)
4. Borrowing of books from Circulation, Filipiniana and Reserve sections starts at 3:00 P.M.
5. Borrowed books should be returned on the due date on or before 10:00 A.M. to avoid overdue fines.
6. To renew the books, they must be presented to the counter for a change of due date. They can be renewed twice a semester.

### **(Permanent and Part-time Faculty Members, Designees)**

1. Three (3) book titles for 2 weeks from Circulation and Filipiniana Sections (renewable twice a semester).
2. One (1) book title for 1 week from Reserve section (renewable once a semester).

3. Two (2) serial titles for 1 week.
4. Borrowed books should be returned on the due date to avoid overdue fines.
5. The Dean has to sign the book card aside from the signature of the Part - time faculty before the book can be borrowed.

**(Administrative Support Staff)**

1. One (1) book title for 1 week.
2. Borrowed books should be returned on the due date to avoid overdue fines.

**XIV. FINES/CHARGES**

**Researchers (outsider)** – Php 30.00/day is charge aside from the referral letter as requirement to avail of Library services.

**Photocopy (outside the library)** – Php 5.00/hour or a fraction of an hour is charged for every material returned after 30 minutes it was discharged from the counter.

**Overnight**

**Circulation and Filipiniana Sections** – Php 1.00/day for every book returned after 10:00 A.M. of the due date excluding holidays, Saturdays and Sundays.

**Reserve Section** – Php 5.00 for the first hour or fraction of an hour after 10:00 A.M. of the due date and Php 1.00 for the succeeding hours which means Php 11.00 for one day.

**Fiction Books** – Php 1.00 for every book returned after its due date.

## **XV. CLEARANCE SIGNING**

### **Students** (Graduates and Undergraduates)

1. Signing of semestral clearance is done at the end of semester.
2. Library card is a requirement. However, graduating students who lost their library card should only pay Php 20.00 at the cashier's office.
3. A student must not have any accounts in the library.
4. All borrowed materials must be returned.
5. Clearance of OJT students without library card must be signed first by the OJT adviser or the dean before the Librarian
6. At the end of the year Signing of clearance for walk-in customers is done anytime during library hours.

### **Faculty** (Permanent and Part-time)

1. Semester or year end, study leave, resignation, transfer to other campuses, retirement clearance
2. All borrowed materials must be returned

### **Administrative Support Staff**

1. Resignation, transfer to other campuses, and retirement clearance
2. All borrowed materials must be returned.

**XVI. LOST AND DAMAGED LIBRARY MATERIALS**

1. Lost book or library material should be reported immediately to stop the fines.
2. Book reported lost or damage must be replaced with the latest edition of the same title not later than 2 weeks from the time the material was reported lost or damaged. Failure to comply for the said period will be charged an overdue fine of Php 5.00/day.
3. If the book is not available in the market, any current book of the same subject provided the value is not less than the actual amount of the lost one.
4. Book/s returned with missing pages will be the responsibility of the last borrower. Check the book before you borrow.

**XVII. EXAMINATION WEEK**

Three days before the final examinations all library materials are for library use only.

**XVIII. RESPONSIBILITIES OF THE BORROWER**

1. The borrower is held responsible for all the books signed out. Books no longer needed should be returned as soon as possible.
2. Borrower should see to it that book borrowed was crossed out against the record before leaving the counter.
3. Lost book or library material should be reported immediately to stop the fines.
4. Book reported lost or damage must be replaced with the latest edition of the same title not later than 2 weeks from the time the

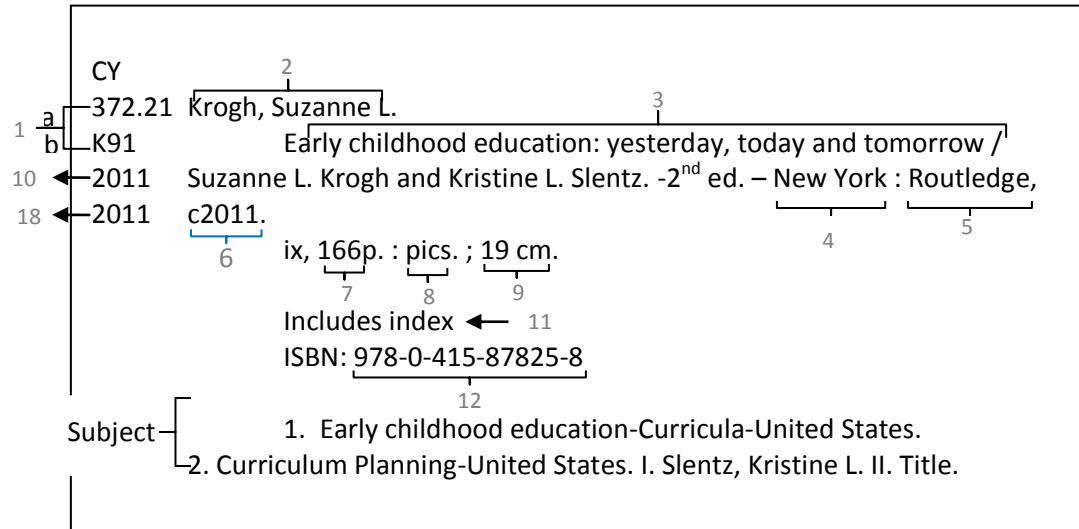
material was reported lost or damaged. Failure to comply for the said period will be charged an overdue fine of Php 5.00/day.

5. If the book is not available in the market, any current book of the same subject provided the value is not less than the actual amount of the lost one.
6. Book/s returned with missing pages will be the responsibility of the last borrower. Check the book before you borrow.

### **USE OF THE CARD CATALOG**

1. The card catalog is the master list of the book collection of the library. CHMSC library card catalog is located at the reading area near the entrance It composed of cards separately arranged alphabetically by author, title and subject. See and See also reference cards are included and also arranged alphabetically.
2. A Library customer can use the cards to check if the library has a collection of the book needed. The author card is used when the customer is familiar with the author of the book; the title card when familiar with the title of the book and subject card when familiar with the subject area of the book. The “See” reference card refers the researcher to the term used as a subject in the subject card while the “See also” reference card refers the researcher to another related term/s for further research.
3. For example, the researcher wants to know whether the library has a book on Early Childhood Education: Yesterday, Today and Tomorrow by Suzanne L. Krogh and Kristine L. Slentz, the following cards maybe check:

AUTHOR CARD



- |                         |  |
|-------------------------|--|
| 1. Call number          | 10. Copyright Date                               |
| a. Book Classification  | 11. Notes  |
| b. Author's Number      | 12. ISBN   |
| 2. Author               | 13. Joint author (another entry for author card) |
| 3. Title                | 14. Title entry                                  |
| 4. Place of Publication | 15.  |
| 5. Publisher            | 16. } Subject                                    |
| 6. Copyright Date       | 17. } Location mark                              |
| 7. Number of pages      | 18. Year received                                |
| 8. Pictures             |  |
| 9. Size                 |  |

CY Slentz, Kristine L., jt. author ← 13  
372.21 Krogh, Suzanne L.  
K91 Early childhood education: yesterday, today and tomorrow /  
2011 Suzanne L. Krogh and Kristine L. Slentz. -2<sup>nd</sup> ed. – New York : Routledge,  
2011 c2011.  
ix, 166p. : pics. ; 19 cm.  
  
Includes index  
ISBN: 978-0-415-87825-8

TITLE CARD

CY Early childhood education: yesterday, today and tomorrow ← 14  
372.21 Krogh, Suzanne L.  
K91 Early childhood education: yesterday, today and tomorrow /  
2011 Suzanne L. Krogh and Kristine L. Slentz. -2<sup>nd</sup> ed. – New York : Routledge,  
2011 c2011.  
ix, 166p. : pics. ; 19 cm.  
  
Includes index  
ISBN: 978-0-415-87825-8

SUBJECT CARD

CY                    EARLY CHILDHOOD EDUCATION-CURRICULA-UNITED STATES ← 15  
372.21 Krogh, Suzanne L.  
K91                    Early childhood education: yesterday, today and tomorrow /  
2011 Suzanne L. Krogh and Kristine L. Slentz. -2<sup>nd</sup> ed. – New York : Routledge,  
2011 c2011.  
                          ix, 166p. : pics. ; 19 cm.  
  
                          Includes index  
                          ISBN: 978-0-415-87825-8

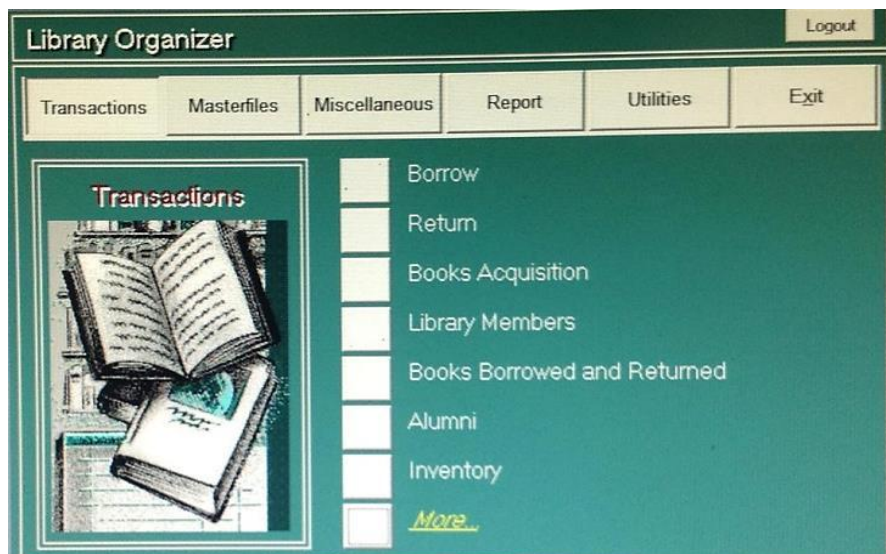
CY                    CURRICULUM PLANNING-UNITED STATES ← 16  
372.21 Krogh, Suzanne L.  
K91                    Early childhood education: yesterday, today and tomorrow /  
2011 Suzanne L. Krogh and Kristine L. Slentz. -2<sup>nd</sup> ed. – New York : Routledge,  
2011 c2011.  
                          ix, 166p. : pics. ; 19 cm.  
  
                          Includes index  
                          ISBN: 978-0-415-87825-8



## LIBRARY SYSTEM

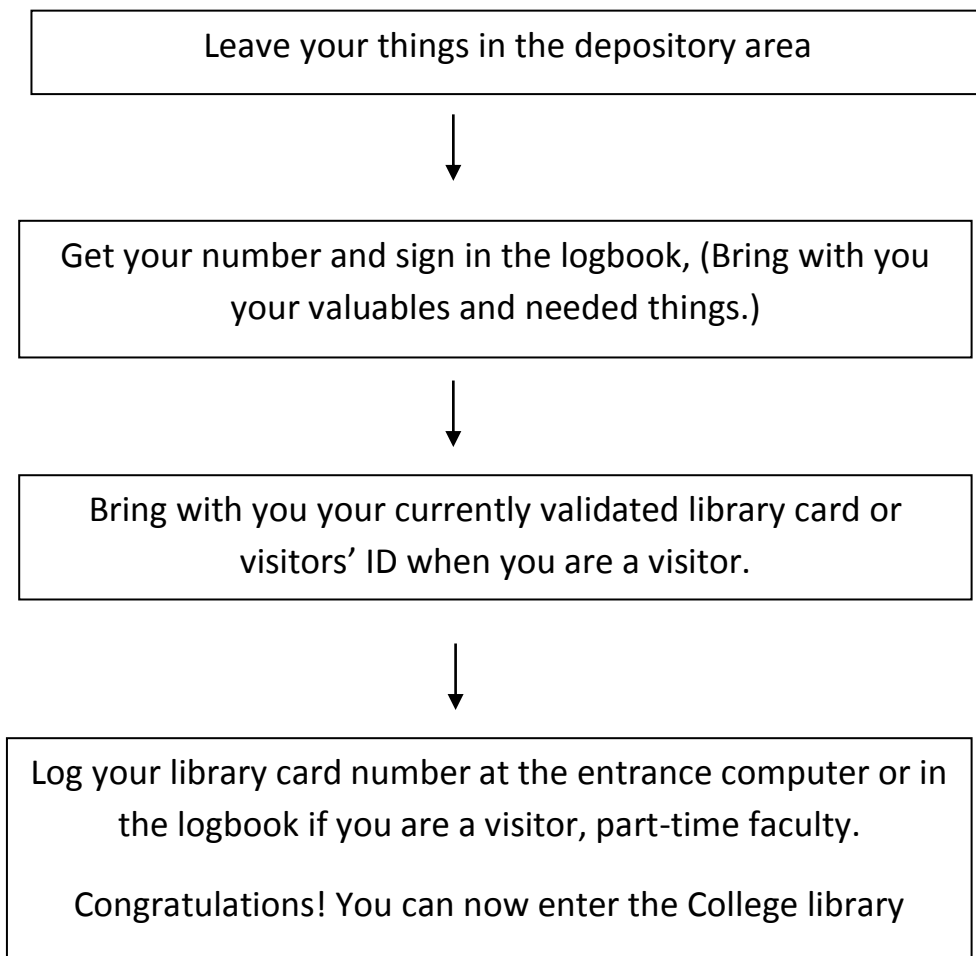
The CHMSC library system is an in-house automated integrated system that features all needed reports and transactions. This system keeps data of library's collection and its members. It facilitates the fast and easy retrieval of information needed by the customers in terms of book information, borrowed materials, fines, etc. It features the following:

1. Circulation – This facilitates the borrowing and returning of materials as well as the overdue fines.
2. Catalog – The library staff can easily print out the author, title, subject and shelf list cards.
3. OPAC (Online Public Access Catalog) - is the automated version of the manual card catalog. Using OPAC the students can determine whether the library has a collection of the needed book or if it is available.
4. Attendance – This feature keeps the attendance of the students getting inside the library.
5. Reports – The system generates reports needed by the staff and can easily retrieve and print it out.

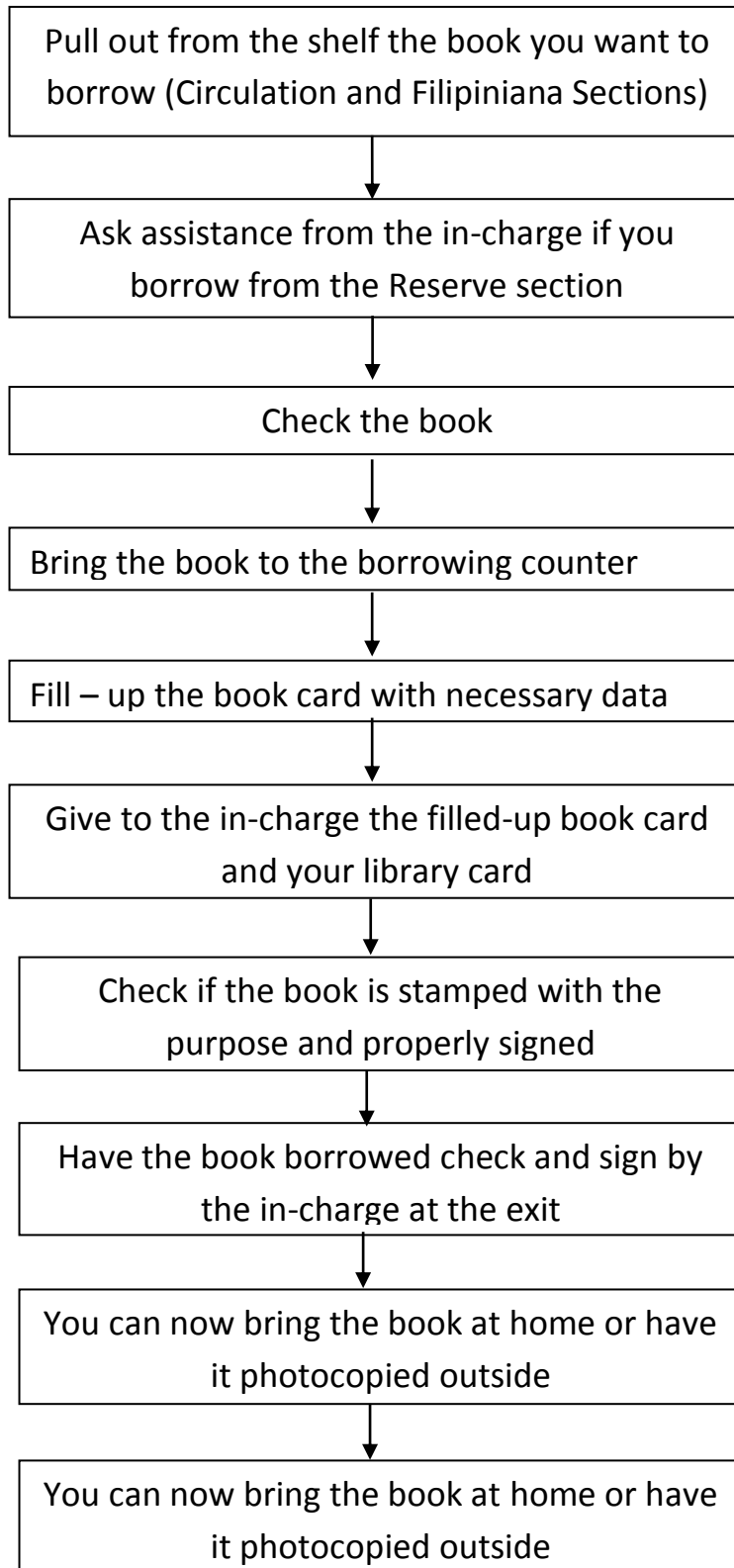


## FLOWCHARTS

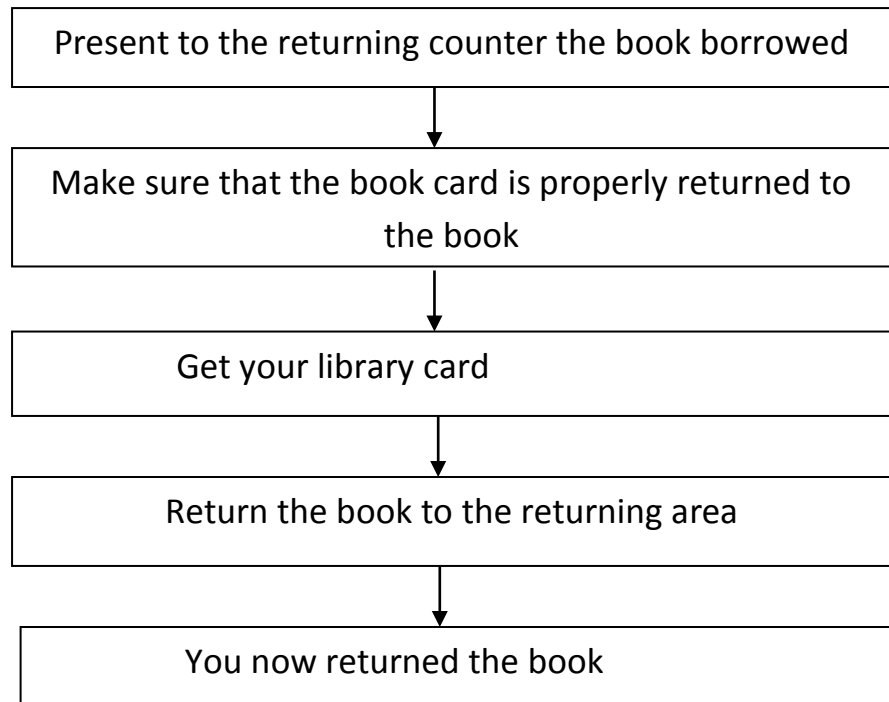
### ENTRANCE IN THE LIBRARY



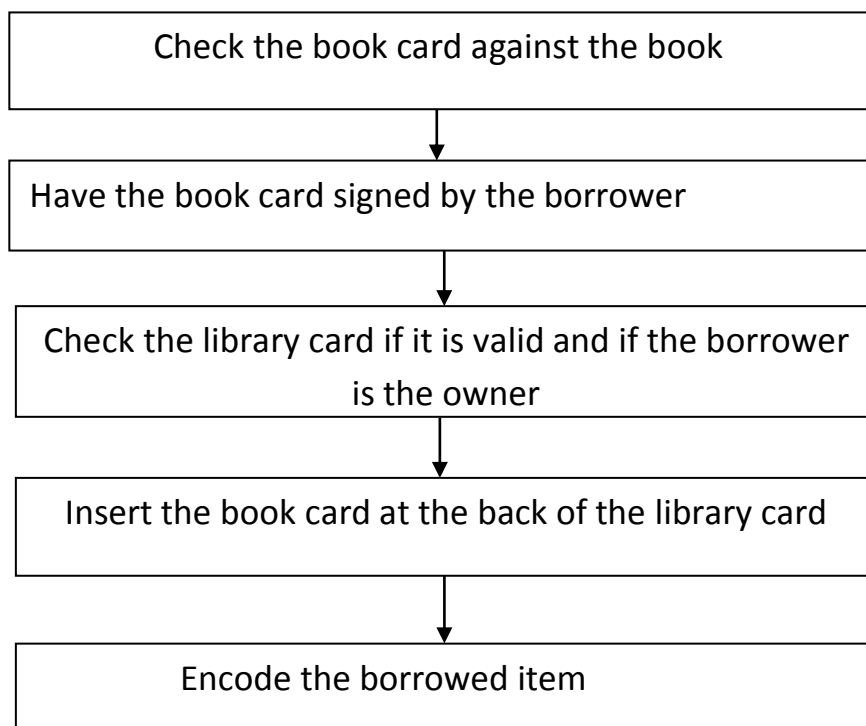
### **BORROWING OF BOOK/S**



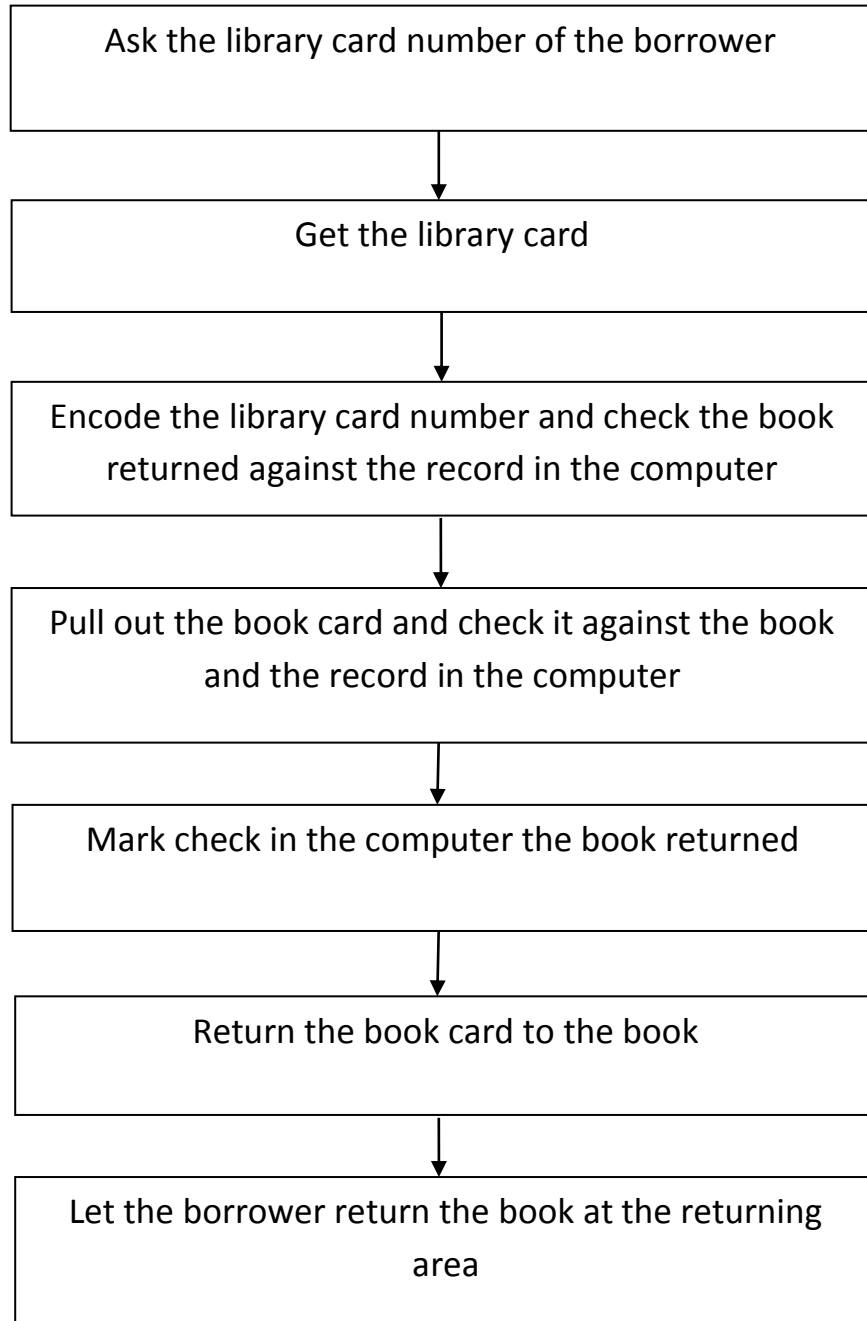
### RETURNING OF BOOKS



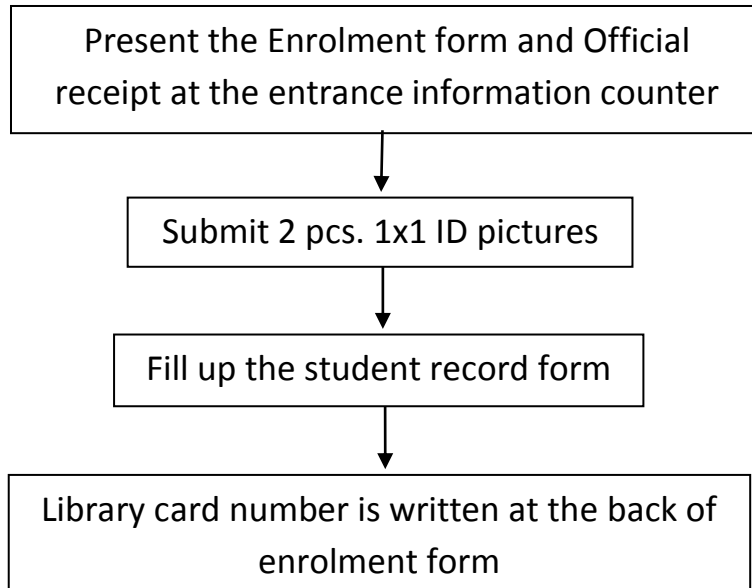
### LENDING OF BOOK



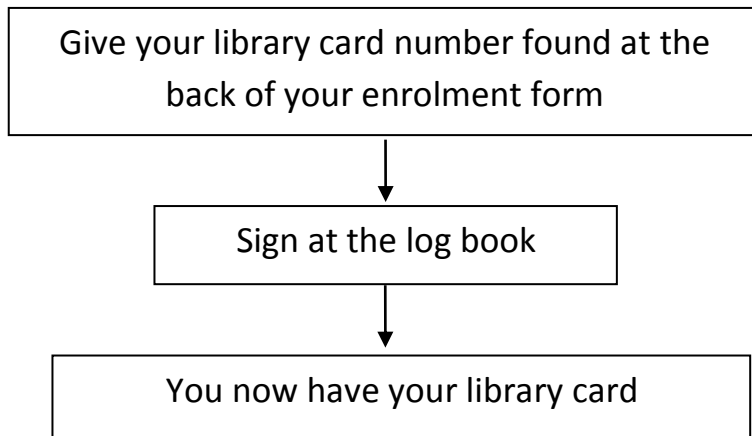
### RECEIVING OF RETURNED BOOK



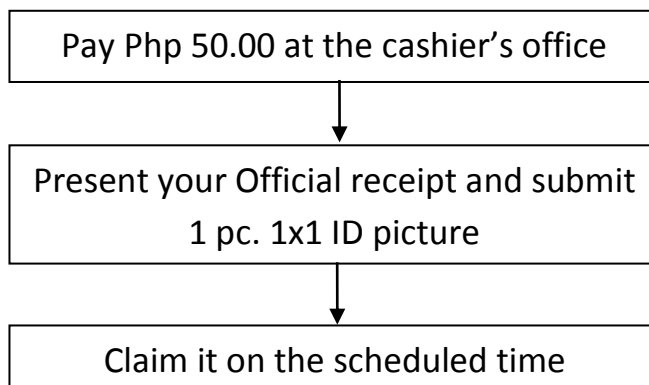
**APPLICATION OF LIBRARY CARD (New Student)**



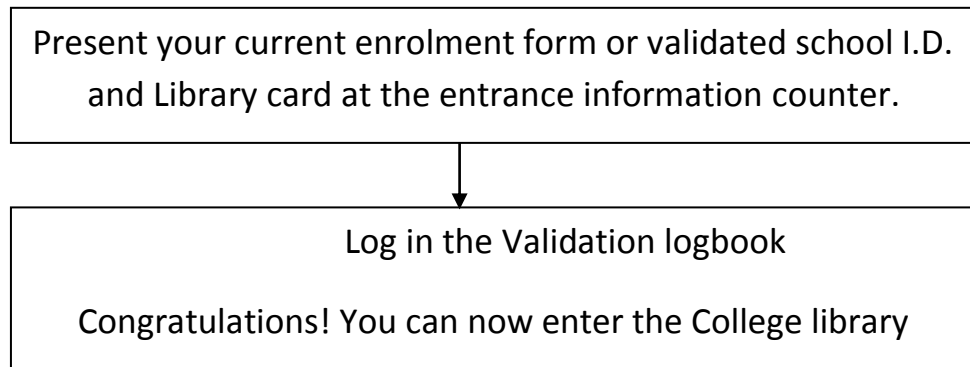
**CLAIMING OF LIBRARY CARD (New student)**



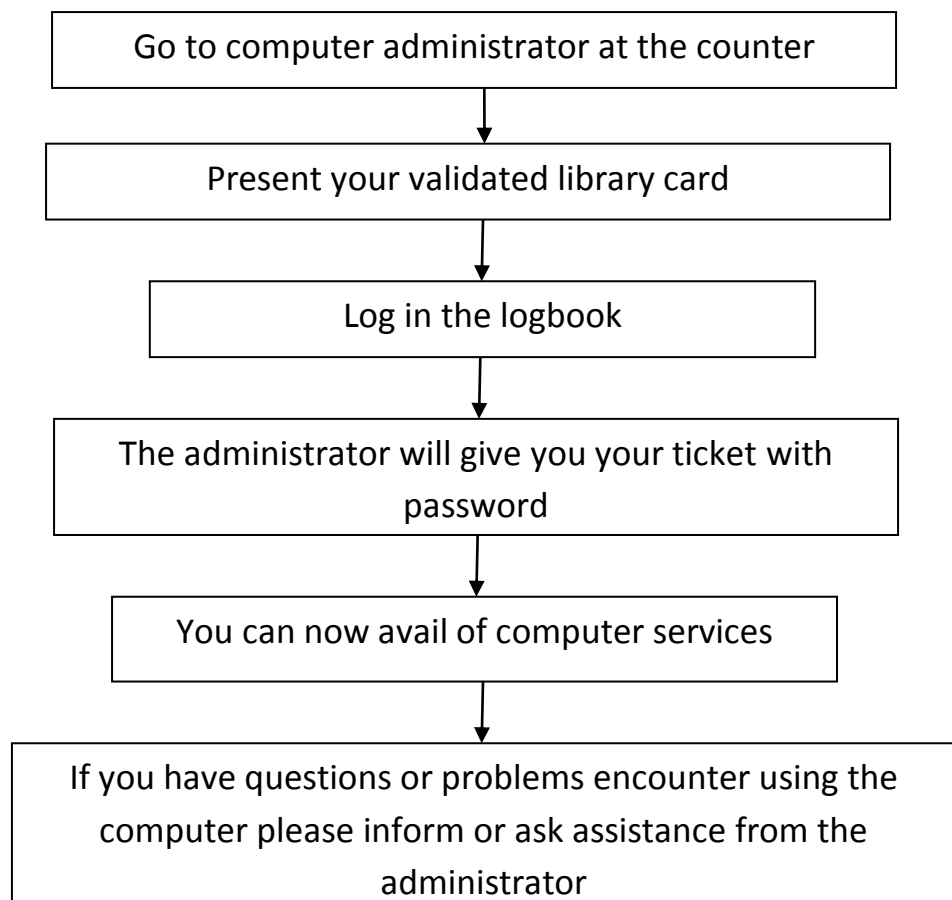
**REPLACEMENT OF LIBRARY CARD (lost or damaged)**



### LIBRARY CARD VALIDATION



### INTERNET RESEARCH




## EFFECTIVITY

This library manual was created to provide guidance to librarians, library staff, administration and library customers on the use of College library resources and its facilities. This manual will be adopted upon approval by the Board of Trustees. This will be subject to review and revision by the Library Advisory Committee whenever deemed necessary or as need arises.

Prepared by:

### Library Advisory Committee Members


  
Dr. Orlando Z. Beñales


  
Dr. Sergio Nicolas C. Sobrepeña


  
Prof. Ma. Luisa R. Tejada

  
Ms. Helen Grace S. Poderoso

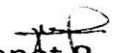
  
Ms. Ma. Lorela J. Santes

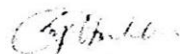
  
Mr. Ronald John C. Sayson

  
Prof. Mary Jean C. Tan

  
Ms. Cynthia A. Maleficio

  
Ms. Daisy G. Cari-an

  
Dr. Janet P. Espinosa

  
Ms. Ruvy M. Tuble