INTRODUCTION

The library is the heart 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.

CHMSC HISTORY

Carlos Hilado Memorial State College, formerly Paglaum State College, is a public educational institution that aims to provide higher technological, professional and vocational instruction and training in science, agriculture and industrial fields as well as short term or vocational courses.

It was Batas Pambansa Bilang 477 which integrated these three institutions of learning: the Negros Occidental College of Arts and Trades (NOCAT) in the Municipality of Talisay, Bacolod City National Trade School (BCNTS) in Alijis, Bacolod City, and the Negros Occidental Provincial Community College (NOPCC) in Bacolod City, into a tertiary state educational institution to be called Paglaum State College. Approved in 1983, the College Charter was implemented effective January 1, 1984, with Mr. Sulpicio P. Cartera as its President.
The administrative seat of the first state college in Negros Occidental is located at the Talisay Campus which was originally established as Negros Occidental School of Arts and Trades (NOSAT) under R.A. 848, authored and sponsored by Hon. Carlos Hilado. It occupies a five-hectare land donated by the provincial government under Provincial Board Resolution No. 1163.

November 24, the Negros Occidental School of Fisheries (NOSOF) at Binalbagan was integrated into CHMSC as per BOT Resolution No. 46 series of 2000.

The renaming of the college to Carlos Hilado Memorial State College took effect by virtue of House Bill No. 7707 authored by then Congressman Jose Carlos V. Lacson of the 3rd Congressional District, Province of Negros Occidental, and which finally became a law on May 5, 1994.

CHMSC QUALITY POLICY

We commit to deliver quality higher education services in conformance with established standards through competent Human Resource and Functional Systems adherent to the Principle of continual improvement for customers’ satisfaction.
The CHMSC Vision

To be a leading GREEN institution of higher learning in the global community by 2030.

GREEN stands for Good governance, Research-oriented, Extension-driven, Education for sustainable Development and Nation-building.

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.

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

By 2022, the library will be a one stop learning venue by providing various library information resources and services.

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 efficient delivery of services in various aspects of institutional instruction, research, and public service.

Goal

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

The objectives of the library to support its mission and vision are as follows:

1. Support the instruction, research, extension and production programs of the College.
2. Continuously develop a balanced collection of library resources.
3. Provide facilities that will help maximize the effective use of library resources.
4. Organize effective library information sources for easy access of the customers.
5. Assist and coordinate with faculty members in their instructional and research needs.
6. Provide services to customers with special needs.

ADMINISTRATION

The College Library is 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

COLLEGE PRESIDENT

VICE PRESIDENT FOR ACADEMIC AFFAIRS

DIRECTOR, LIBRARY SERVICES

LIBRARY ADVISORY COMMITTEE

LINKAGES

LIBRARIAN TALISAY CAMPUS

LIBRARIAN ALIJIS CAMPUS

LIBRARIAN FORTUNE TOWNE CAMPUS

LIBRARIAN BINALBAGAN CAMPUS

STAFF

STUDENT ASSISTANTS
Duties and Responsibilities

**Director of Library Services (Special Order No. 24 s. 2008)**

1. Supervise the operation of the libraries
2. Sign the college-wide library purchase request
3. Formulate library policies and guidelines in coordination with the Library Advisory Committee
4. Assist the VPAA in the formulation of policies and guidelines in the operation of college libraries in coordination with the Library Advisory Committee
5. Coordinate with the campus librarians the implementation of the College programs, activities and projects
6. Prepare and submits college-wide library reports and accomplishments
7. Call meetings with the librarians as need arises and
8. Perform other functions as may be assigned by the College President.

**Campus College Librarian**

1. Formulates the vision, mission, goals and objectives
2. Supervises and monitors personnel and library operations
3. Formulates and implements library policies
4. Determines budget and prepares documents for the implementation of projects and acquisition of library materials needed in the delivery of library services
5. Examines, evaluates and requests for purchase the materials presented by the different book dealers or publishers for acquisition

6. Facilitates recommended book titles by the faculty for acquisition as library collection

7. Establishes classifying and cataloguing policies of materials

8. Organizes and classifies all available materials

9. Keeps, maintains and updates library files and records

10. Coordinates with the librarians of other campuses of CHMSC with regards to library programs and their implementation

11. Initiates plans, designs and takes actions to provide services that correspond to the needs of the customers

12. Instructs library customers the proper use of library and its resources

13. Supervises the maintenance of the library in terms of cleanliness, organization and safekeeping

14. Establishes linkages with other libraries, information centers and agencies

15. Prepares correspondence, reports, plans and submit to the head of the agency

16. Attends seminars, conferences, workshops and meetings related to library activities and

17. To do other duties as directed by the Office of the President.
In-charge of the Technical Services

1. Assist the head librarian on the processing (accessioning, cataloging, etc.) of print and non-print materials
2. Maintains updated and systematized records of said materials for easy access and retrieval
3. Prepares and distributes new acquisition list, and prepares list of resources by subject/course
4. Prepares and submits reports as required by the head librarian
5. Attends to the needs of library clientele and
6. Performs other duties assigned by the supervisor.

Sections In-Charge (Circulation, Reserve, Periodicals, Filipiniana, Graduate School)

1. Organizes and maintains the sections and its collections
2. Keeps and maintains records of the sections
3. Prepares and submits reports
4. Attends to the needs of library users
5. Performs other duties assigned by the supervisor
Audio-Visual Section In-Charge (For Binalbagan Campus only)

1. Takes charge of the Audio-Visual Section
2. Organizes and maintains the audio-visual collections
3. Prepares and submits reports
4. Attends to the needs of library clientele
5. Performs other duties assigned by the supervisor

Internet Section In-Charge

1. Maintains cleanliness and orderliness
2. Refers to head librarian computer units for repair
3. Assists the clients on how to operate the computer and in surfing the internet
4. Performs other duties assigned by the supervisor

Maintenance In-Charge (for Fortune Towne Campus)

1. Maintains cleanliness and orderliness of the library
2. Shelves books and other printed resources
3. Mans the baggage counter area
4. Helps in repairing damaged library resources
5. Performs other duties assigned by the supervisor
Student Assistants

1. Maintains cleanliness and orderliness of the library
2. Organizes books in the shelves
3. Repairs worn out books under the supervision of the library staff
4. Attends to the needs of the library users
5. Performs other duties assigned by the supervisor

ORGANIZATION OF LIBRARY MATERIALS

The College Library adopts the close and open shelf system. The Dewey Decimal Classification System (DDC) is used in classifying books and non-book materials as well as the arrangement in the shelves.

SERVICES OFFERED

The College Library provides the following services:

❖ 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 transeree students and new college personnel every 1st 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 provides PC’s and wireless network (WiFi) for online research. Also, computers for e-resources are also available for use.

LOCATION OF THE LIBRARY

- Talisay Campus - 2nd floor LSAB
- Alijis Campus - 2nd floor Admin Building
- Fortune Towne Campus - 2nd floor ICT Building
- Binalbagan Campus - Library Building

LIBRARY SECTIONS

Filipiniana Section. This section contains books from almost all fields of study and of Filipino concepts.

Circulation Section. This section contains books from almost all fields of study and of foreign concepts. Fiction books are also found in this section.
Periodical Section. This section contains bound and unbound serials in which recent and back issues are available for room use only, exceptions are made for faculty and administrative officer. Vertical files can also be found on this section. They are displayed for recreational and research purposes. The current and previous issues of newspaper are found at the entrance of the library.

Reserve Section. This section contains all kinds of reading materials requested by the subject teachers as required reading materials for courses offered during the semester/summer.

General Reference Section. This section contains encyclopedias, dictionaries, almanacs, handbooks and materials of general interests. They are for library use and can be photocopied inside the library only.

Graduate School Section. This section contains references and texts used by Graduate School Students. It is for library use only.

Other Library Collection includes maps, vertical files, clippings, charts, pictures, CD ROMs/DVD’s and unpublished materials such as feasibility studies, theses (undergraduate and graduate), project studies, and dissertations.
LIBRARY RULES AND REGULATIONS

I. LIBRARY HOURS

Regular Semester
8:00 AM – 7:00PM – Monday to Friday
8:00 AM – 5:00PM – Saturdays

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. Library customers with valid identification card are allowed entrance to the library. For CHMSC students, they must be in proper uniform, with school I.D. and library card.
2. A visitor must present an Identification card and visitor’s I.D. issued by the College Security Guard.
3. Valuable things such as cell phone, money, laptop, jewelry etc. should not be left in the depository area. The person in-charge is not accountable for the loss of these items.

4. Personal book/s may be brought inside the library provided permission should be sought from 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 at all times.

7. Eating, sleeping, smoking and project making are strictly prohibited.

8. Customers going in and out of the library are required to 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. Library material reported lost or damaged must be replaced by the borrower with the latest edition of the same title. If the library material is not available in the market, replacement of any current library material of the same subject is allowed provided the value is not less than the actual amount of the lost or damaged one.
13. All library materials must be properly processed before taken out of the library. Anybody caught stealing any library materials shall be subjected to disciplinary action.

14. Customers (students, faculty and staff) are not allowed to borrow any library materials for use by other customers.

15. Library card should be used to borrow books and other reading materials.

16. Students are given a maximum of three (3) working days to return overdue book, or else they will be banned from library services for the rest of the current semester. The ban is not lifted even the book is returned or fine is paid during the ban period.

17. Students who borrowed book for home use and who cannot return on due date can make use of borrower’s entry slip to avail of library services but for three (3) working days only as far as policy in banning is concerned.

18. A fine slip is issued to students who have overdue fines and valid for three (3) working days only. It can be used to avail of library services provided a student is not yet banned.

19. Cell phones should be set in a silent mode.

20. Taking pictures of unpublished materials is prohibited.

21. Charging of cell phones is strictly prohibited.
22. Home use of books is not allowed three days before the mid-term and final examinations as well as during the said examinations. It will resume on the last date of mid-term examination. Moreover, during and after signing of clearance, photocopy is allowed provided clearance form is attached with the Library card.

23. Payment for overdue library materials and library card replacement should be made at the cashier’s office.

IV. RESERVE SECTION

1. Borrowing of books is done through queuing system (first come first served basis).

2. The faculty is required to recommend titles of books and other materials to be placed in this section which will serve as texts or major references in the subject/s they are teaching.

V. LIBRARY CARD

1. Library Card is issued by the College Library.

2. Library card is required upon entry in the library and in the use of its facilities and materials.
3. New student is required to present the registration form and submit 2 pieces 1x1 identical I.D. picture during the enrolment for the processing of the library card.
4. A student who lost the Library card can temporarily use the library card processing slip to avail of library services for 2 days only while replacement or application for the card is on process. The student, however, is not allowed to take out library materials.
5. 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. The student, however, is not allowed to take out library materials.
6. Old student must present the registration form to validate the library card.
7. Pay at the cashier’s office Php 50.00 for lost library card, Php 10.00 for damaged library card and Php 10.00 for damaged library card jacket.
8. A student is required to submit an Official Receipt and 1 pc. 1x1 ID picture for the replacement of Library Card.
9. Validated library card is required in the signing of clearance.
10. Misrepresentation or falsification of Library card owned by others shall be subjected to the action of Student Disciplinary Tribunal.
11. Since library card is non-transferrable, students caught using others’ Library Card as well as the one who lent the Card shall be subjected to disciplinary action.

VI. DEPOSITORY AREA

1. Only customers of the Library are allowed to deposit their things in this area.

2. Valuable things such as cellphone, money, laptop, jewelry etc. should not be left in this area. The library in-charge is not accountable for the loss of these items.

3. Customers will be issued a numbered claim card for easy return of deposited items.

4. The numbered claim card must be taken care of. Once lost, immediately report the matter to the one in-charge to secure belongings.

5. Things unclaimed from the depository will be kept and can be claimed the next day.
VII. ENTRANCE AREA

1. Library customers are required to log their library card number in the computer. Visitors are required to log in the logbook.

2. The entrance in charge shall be allowed to check personal books and laptops.

VIII. 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.

IX. BORROWING AREA/COUNTER

1. A borrower must have a Library Card.

2. The borrower should check the condition of the book to be borrowed. Penalty for damage shall be charged to borrower.

3. Book card shall be filled up with the date, name and Library Card number.

4. The book card shall be handed to the in-charge to process the borrowing of book/s.
X. READING AREAS

1. Customers must observe silence.
2. Books taken from the open shelves must be returned at the designated returning areas.
3. Chairs must be returned properly before leaving the area.
4. Making of projects in technology courses is strictly prohibited.

XI. LAPTOP AREA

1. Use of Laptop should be limited to research or educational purposes only.
2. Use of websites such as Facebook, Twitter, YouTube, Google+, etc. and viewing movies is strictly prohibited.

XII. INTERNET AND COMPUTER AIDED RESEARCH AREA

1. Silence must be observed at all times.
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 to the USB is allowed.

7. Proper care of the computer units and their accessories must be observed.

8. Cleanliness must be observed all the time.

XIII. 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. Customers may ask assistance from the in-charge when borrowing books in the Reserve section. Give the title or the author of the book or the name of the subject teacher to easily find the book.

XIV. 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
record is not allowed to borrow another item until the material is returned and fine is paid.

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

1. Abstract of unpublished materials such as; feasibility studies, theses and dissertations are allowed for photocopy inside the library.

2. Library materials for photocopy shall be taken out for 30 minutes only.

3. A maximum of three books may be taken out of the library at a time.

4. Photocopy of library materials outside the library starts at 8:00 AM to 5:00 PM, Monday to Friday and 8:00 AM to 4:30 PM during Saturday.

5. Photocopy services are available in the library at a cost of Php 1.00 for short bond paper and Php 1.25 for long bond paper.

6. Visitors/Alumni, faculty and staff from other campuses are not allowed to take out the materials for photocopy. But they can avail of the photocopy services of the library.
B. OVERNIGHT OR HOME USE

Undergraduate Students

1. Three (3) book titles from Circulation and Filipiniana sections are allowed.
2. One (1) book title from Reserve section is allowed.
3. Three (3) fiction books for a period of one (1) week are allowed.
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. A fine slip issued to student who has overdue fines is valid for three (3) working days only. It can be used to avail of library services provided a student is not yet banned.
7. A student is given a maximum of three (3) working days to return overdue book, or else he will be banned from library services for the rest of the current semester. The ban is not lifted even the book is returned or fine is paid during the ban period.
8. To renew the books, they must be presented to the counter for a change of due date, unless otherwise called for by another user. It can be renewed twice a semester.
Graduate School Students

Graduate students are allowed to borrow books.

Faculty Members

1. Unlimited number of books is allowed from Circulation and Filipiniana sections and renewable every 2 weeks.
2. Two (2) serial titles for 1 week are allowed unless needed by another user.
3. Borrowed books should be returned on due date to avoid overdue fines.
4. The Dean shall countersign the book card before the book can be borrowed by the part-time faculty.

Administrative Support Staff

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

XV. CHARGES/FINES

Researchers (outsider) – Php 30.00/day is charged provided there is referral letter from the librarian of the school where they come from.
**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 or Home Use**

**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 1.00/hour or fraction of an hour after 10:00 A.M. of the due date.

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

**XVI. CLEARANCE SIGNING**

**Students** (Graduates and Undergraduates)

1. Signing of semestral clearance for students is done at the end of every semester.
2. Library card is a requirement.
   2.1 Graduating students who lost their library card should execute affidavit of loss.
2.2 Non-graduating students who lost their library card should pay 50 pesos as penalty and for issuance of new library card.

3. A student must not have any accounts in the library.

4. All borrowed materials must be returned.

5. Signing of clearance for students who would like to get credentials from the registrar is done anytime within library hours. (If there is no library card, affidavit of loss is required.)

Faculty

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.

XVII. LOST AND DAMAGED LIBRARY MATERIALS (All Library Customers)

1. Lost book or library material should be reported immediately to the librarian to stop the fines.
2. Library material reported lost or damaged must be replaced within two weeks from the time the material was reported lost or damaged. Failure to comply for the said period, the 1 peso per day fines will resume.

3. If the library material is not available in the market, any title of current edition of the same subject; provided the value is not less than the actual amount of the lost one.

4. Book/s returned with missing or damage pages will be the responsibility of the last borrower. Check the book before you borrow.

**XVIII. EXAMINATION WEEK**

Home use of books is not allowed three days before the mid-term and final examinations as well as during the said examinations.

**XIX. RESPONSIBILITIES OF THE BORROWER**

1. The borrower is held responsible for all the books signed out. Books should be returned on or before its due time to avoid penalty.

2. Borrower should see to it that material returned is properly recorded before leaving the counter.

3. Book user should return the materials to the returning area.
4. Lost book or library material should be reported immediately to stop the fines.

5. Book reported lost or damaged must be replaced with the latest edition of the same title for a period of 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.

6. 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.

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:

1. Call number
   a. Book Classification
   b. Author’s Number
2. Author
3. Title
4. Place of Publication
5. Publisher

11. Notes
   12. ISBN
   13. Joint author (another entry for author card)
   14. Title entry
   15. Subject

AUTHOR CARD

CY Slentz, Kristine L., jt. author
372.21 Krogh, Suzanne L.
   ix, 166p. : pics. ; 19 cm.
   Includes index
TITLE CARD

CY Early childhood education: yesterday, today and tomorrow
372.21 Krogh, Suzanne L
   ix, 166p. : pics. ; 19 cm.
   Includes index

SUBJECT CARD

CY EARLY CHILDHOOD EDUCATION-CURRICULA-UNITED STATES
372.21 Krogh, Suzanne L
K91 Early childhood education: yesterday, today and tomorrow /
   ix, 166p. : pics. ; 19 cm.
   Includes index
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.
COLLECTION DEVELOPMENT POLICY

Purpose

The Collection Development Policy is written to provide the librarian, library personnel-in-charge, faculty, and administration with guidance and directions in carrying out collection program activities in a cost-efficient and user-relevant manner. Such activities include selection, acquisition, and evaluation of library collections for weeding. In addition, this policy is intended for the public to understand why certain materials are added to the library collection and why others are not.

SELECTION POLICY

Responsibility for Selection

The responsibility for selection of the materials lies in the hands of all members of the faculty and the professional library staff. Faculty selections are very important because they serve as subject specialists for their respective disciplines. However, the ultimate responsibility for materials selection and development of a strong and well-balanced collection rests in the Librarian, who oversees the growth and maintenance of the collection. The Librarian ensures that the core collection is maintained, and that new acquisitions reflect the needs of the students, the faculty, and the curricula of the College.
Criteria for Selection

The following criteria should be considered in the selection of materials:

a. The mission, vision and mandate of the institution.
b. The intellectual content which is relevant to the program offerings of the different departments of the college.
c. The availability of funds.
d. The population of the students and faculty.
e. Recency
f. The basic General Reference books.
g. The basic standard titles.
h. The specific subjects on various discipline based on the program offerings
i. Percentage of the Filipiniana collection
j. Availability of library materials
k. Percentage of core collection.
l. Relevance of donated materials.
m. Durability and quality of books.
n. Cost and quality (quality should be weighed over cost, but budget constraint should be considered).
o. Acquisition of back issues of professional periodicals to complete the volume and issues.
Specific Criteria for Selection by Type of Materials

BOOKS

The book collection will consist of general reference, subject reference and special collections.

*General Reference*

The general reference collection is a non-circulating collection of materials designed to provide quick access to factual information within the entire range of human knowledge. It includes dictionaries, encyclopedias, almanacs, atlases, manuals, directories and bibliographies.

Titles that are not normally regarded as general reference materials are added to the subject reference collection when they provide information in specific subject areas.

*Subject Reference*

Subject value is stressed in technical and reference books. In other subject fields the outstanding and significant contributions are selected and purchased. The interests and needs of the College, anticipated when possible, are the bases for much of the selection.

The selection and purchase of expensive books are determined by their importance in the collection and their availability in the area.
Special Collections

Materials received, as donations will be evaluated by the same criteria as materials purchased. They will become library property.

Fiction

The library will purchase fiction when it is of literary merit.

Textbooks

Textbooks are not acquired unless they cover an area of interest and need for the students for which there is no other general resource available.

PERIODICALS

Periodicals are selected and purchased to prove materials on current issues, for research and for general reading. Principles governing selection are: college interests, accuracy, objectivity, accessibility of content through indexes, need in reference work and representation of a variety of viewpoints.

Periodicals subscriptions are recommended in the same manner as other resources. Initial purchase will be of the entire volume of the current year. The following criteria will be the bases in the selection of serial titles:

1. titles which present substantial factual information related to the disciplines studied at the College
2. popular titles suitable for recreational lifelong learning in the college
3. other materials as changing needs of the college dictates

_Newsletter_

Local and national newspapers will be selected for the following purposes:
1. to provide current news coverage from local to national
2. to meet teaching needs and research requirements
3. to satisfy recreational reading needs
4. to provide a unique source for local history information

_Pamphlets_

Pamphlets will be selected for the following purposes:
1. to supplement the book collection in areas of heavy but short-term demand
2. to supply current information not yet published in book term
3. to make materials available on subjects not easily found in books or other resources
Maps, Globes, CD-ROMs, and Other Non-Print Materials

The selection policy for these materials follow the principles adhered to for other materials in the library.

Selection Procedure

1. The Librarian facilitates the book fair and coordinates with the faculty to select, evaluate and recommend titles for acquisition.

2. If the faculty members have their own list not available during the book fair, they can submit to the librarian the recommended titles with the title, author, copyright date and price. Whereas the book sellers who conducted the book fair, they submit to the librarian the recommended titles by the faculty.

3. The librarian checks the recommended titles against the existing collection and to the request on process to avoid duplication except when needed.

4. The recommended titles are encoded for signature and prioritization by the faculty member who recommended them.

5. The recommended titles are sent to the Dean for approval and to be included in the purchase request form for procurement.

6. The approved titles are selected by the librarian as to priority of needs such as:
   a. major subjects
   b. board programs
   c. weak collection
d. availability of funds

e. population of students

f. price

g. copyright year

7. Purchase request is made and to be signed by the Librarian and the Dean of the College.

ACQUISITION POLICY

Purpose

The acquisition policy will serve as a reference for the Librarian and Library Staff when assessing potential acquisitions for the library collections, including print, non-print materials, and other resources.

A. Procurement

Criteria Used in the Procurement of Books / Periodicals and other library materials

1. Recommended by the faculty members with the approval of the College Dean.

2. Additional copies to book titles which are frequently used.


4. Update edition of the books which the library has the oldest edition.
5. Other books that can be added to some disciplines with weak collection.

**Procedure**

1. Materials selected and recommended by the faculty members and evaluated by the Librarian are reflected in the purchase request.
2. Total amount of the purchase request will be based on allocated budget per program. If it exceeds the allotted budget, the librarian is authorized to make priority.
3. The Dean sign the Purchase Request, then recommended by the VPAA.
4. The P.R. is forwarded to the BAC Office, then to the FMO for funding and to the College President for the approval.
5. The BAC Office is responsible for the procurement of the requested materials.
6. The library receives the procured materials and processed for use by the customers. (Librarian signed the memorandum receipt issued by the Supply Officer).
Sources of Funds

*Fiduciary Fund.* This is the library fee collected from the students every semester during enrolment. The total amount depends on the number of students officially enrolled. Such fund can be claimed through request of library needs.

*Regular fund (MDS).* This is the budget allocated by the Department of Budget and Management (DBM) for the library of the College.

*Income* refers to funds incurred by the library from fines and other library charges.

Library Budget

The Librarian is responsible for the formulation of the budget, its allocation and disbursement. Budget for core collection acquisition is properly divided among program offerings. A sufficient portion is reserved also for the acquisition of general education collection, subscription to periodicals and e-resources.

B. Donations / Gifts

Gifts or donations of either library materials or money to purchase them will be acceptable provided they comply with the policies and there are no restrictions attached to the gift. No commitments to accept gifts shall be made by anyone except the librarian. With respect to books and other materials, these policies shall be followed.
1. The Librarian shall have the right to refuse or to accept gifts. Refusal and acceptance of the gifts should be based on the criteria of the selection and acquisition policy.

2. It shall be made clear to the donor that the library has the right to discard any gifts in poor condition.

3. The library will determine the classification, housing and circulation policies of all gifts just as with procured materials.

4. The library retains the right to dispose of duplicates and unneeded materials as it sees fit.

5. Materials that are donated become the property of the library.

6. The library is inclined to discourage donations with string attached since these often are so restrictive that they make it difficult for the library to recognize its collection and services with changing times and changing needs in order to make as useful as possible to readers.

PRESERVATION OF LIBRARY MATERIALS

1. Environment
   a. Proper handling and storage in a stable, cable, non-humid environment.
   
   b. Shelve books away from brightly lit window to avoid exposure to sunlight. If possible, shelve books in closed glass cases to minimize the amount of dust that will be accumulated.
2. Handling

a. Books should be laid flat when it is being opened.

b. In opening the book, use the upper right tip of the page.

c. Book cover should be supported when the book is open.

d. In getting the book from the shelves, push the two adjoining books inward and remove the book needed by grasping the spine.

e. Do not use paper clips and marking pens to make notation in the book.

f. Using of rubber bond and string to tie up a book is not allowed because both will cut into brittle pages and damage fragile pages.

g. Wet finger should not be used to turn pages.

h. Never use book or any library document for writing surface.

i. Do not press down on the spine of the books while photocopying.

j. Books should be supported upright on the shelf by other books or bookends.

k. Each layer of bookshelf should occupy ¾ of books being shelved.
3. Repair and Maintenance

a. Always check the physical condition of the books in the shelves.

b. Pull them out if found damage or need repair.

c. Place them on the repair table
   1. Fix torn out pages / replace missing pages
   2. Change damage cover and the plastic sheeting
   3. Replace filled-up book cards, purpose slip, and call number

WEEDING OF LIBRARY MATERIALS

Weeding Policy

The permanent library collection shall be defined as the part of the total library holdings that remain in the central research collection and are deemed as active and serviceable. Selection of materials for weeding should conform to the collection development policy.

Evaluation

The library collection should be continually evaluated against institutional requirements. General inventory shall be done for purposes of maintenance of the collection, which includes weeding, replacement, and repair or adding new titles.
Weeding constitutes the removal of outdated, superseded, damaged or duplicated materials from the collection. No title should be retained for which a clear purpose is not evident in terms of academic programs or extracurricular enrichment. A collection should be dynamic, vital and continually changing. Items no longer useful should be regularly withdrawn from the collection and discarded. For good maintenance, 30% of the collection should consist of materials published or produced in the last ten (10) years as required by the AACCUP.

**Accountability**

Primary responsibility lies in the hands of the librarian/s, although advice from the faculty may be sought whenever appropriate and available. Faculty members are allowed to assist in the weeding of collections in their subject areas. The librarian or in-charge, in consultation with the library staff and the faculty, is authorized to weed out materials in conformity with the collection development policy. Weeded materials are subject to inspection and approval by the COA and Committee on Waste Materials.

**Schedule:** Every summer of school year
General Criteria for the Withdrawal of Materials and Exemptions

* Physical condition beyond repair

1. Materials shall be replaced if they meet selection criteria and if options are available.
2. Materials may be rebound if valuable and still useful, and, if possible, kept protected.

* Excess number of copies when:

1. No longer needed for the academic program, and
2. Exceptions that include popular works, history, and literature for which demand may fluctuate.

* Superseded editions

1. A “next-to-last” edition may be kept depending on subject, length of time between editions, circulation, or extent of revision.
2. Some references work will be kept in all revision depending on demand and usefulness.

* Materials not suitable for the collection

1. Outdated material:
   1.1. Anything more than 10 years old should be checked for usefulness.
   1.2. Exceptions include materials in the humanities subject areas, crafts, and gardening.
2. Insufficient use will be considered but not use as a sole factor.
3. Broken sets or missing volumes

3.1. Books

Broken sets or runs are possible when missing volumes are needed for sets to be useful but are not available or too expensive to be purchased

3.2. Journals

3.2.1. Broken runs of unindexed journals

3.2.2. Broken runs of older journals of little use or no longer purchased or published

When to Refrain from Discarding Collections

1. When materials is produced by a local author or faculty member, or local topic;
2. When the subject matter of the collection is unique and is out of print;
3. When the illustrator is famous, or the collection contains unusual photographs or illustrations;
4. When a book enjoys a fair collection;
5. When the book is an award-winning work (Pulitzer, etc.);
6. When the collection is a source material;
7. When the collection is part of a series;
8. When the book has an excellent extensive bibliography that is still useful,
9. When the collection reflects the mores of a period.

Procedure for Weeding of a Collection

1. Evaluate the material using the criteria stated in the Collection Development Policy.
2. Remove the book card and the purpose slip from the book.
3. Stamp the reverse side of the front and back cover and the secret page the word “Discarded” and the date.
4. Indicate in the accession number on the card corresponding to the book remark “Discarded” and the date.
5. List down the selected materials recommended for weeding.
6. Submit the report to the Supply Officer.
7. Follow up for approval.
8. Upon approval, withdraw all the records.
9. Indicate in the accession book record in its corresponding accession number under the column status the word “Discarded” and the date.

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:**

Vice President for Academic Affairs

Dean, College of Education (Talisay Campus)

Dean, College of Industrial Technology (Talisay Campus)

Dean, College of Arts and Sciences (Talisay Campus)

Dean, Institute of Information Technology (Alijis Campus)

Dean, College of Business Management (Fortune Towne Campus)

Dean, College of Fisheries (Binalbagan Campus)

Librarian - Talisay Campus

Librarian – Alijis Campus

Librarian – Fortune Towne Campus

Librarian – Binalbagan Campus

President, Student Federation

Approved by:

**Board of Trustees**