Fortune Towne Campus

LIBRARY Accomplishment Report
2019

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, & focused effort.

~Paul J. Meyer

https://www.facebook.com/ChmscFTLibrary/ / (034) 433-5214 / ft.library@chmsc.edu.ph
Accomplishment 2019

The College Library commits to support the instructional, research, and extension programs of the College; to assist and collaborate with faculty members in their instructional and research program; to provide facilities and equipment that will help maximize the effective use of library resources; to continuously develop a balanced collection; to organize effective library information sources for easy access of the customers; to strengthen human resource skills and knowledge in the field of library information science and technology; and to effectively evaluate the library services. This Accomplishment Report highlights the library’s key statistics and achievements for Calendar Year 2019 in its continued support and quality service delivery to CBMA students, faculty, staff, administrators, and even to the community.

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
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</table>
| To support the instructional, research and extension programs of the College | 1. Provide varied resources for diverse information needs of the faculty and students.  
2. Orientation of library policies, preservation and care of materials and resources, and dissemination of services and resources among new students.  
3. Provide the library users with pathfinders.  
4. Conduct information literacy session.  
5. Conduct community extension/outreach activities. |
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ACCOMPLISHMENTS

The following data entails the full utilization of the library resources and services to support the instructional, research, and information needs of the College.

- **Reader’s Admission.** For the period of January to December 2019, the library admitted a total of 94,174 readers.

![Figure 1. Summary of Admission/Attendance Report by Type of Users](image1)

![Figure 2. Summary of Admission/Attendance Report Undergraduate by Program](image2)

![Figure 3. Summary of Admission/Attendance Report Graduate by Program](image3)
The data in Figure 1 shows that the library’s most numbered admission for CY 2019 were undergraduate students with a total of 90,248 followed by the Graduate School Students with 1,781, Outside Researchers 1,097, Faculty 801, and Staff 247. Furthermore, the library was able to meet its target to increase library attendance from previous year. There was an increase of 32,546 or 52.8% from previous year’s library attendance data of 61,628.

Figure 2 presents that among the undergraduate programs, BSA has the highest library attendance of 22,278. It was followed by BSBA with library attendance of 19,226 and BSIS with 16,189. For Graduate Programs as shown in Figure 3, MBA has the highest library attendance of 1,156 and followed by the MPA with 625.

- **Circulation Services.** For Circulation Services, a total of 9,305 transactions were catered.

Figure 4 presents the borrowing transactions of the Library Users. The data shows that among the users, BSA has the highest utilization in the Circulation Services with a total of 3,743. It is followed by BSACT with 1,489 and Faculty 1,215. Furthermore, the data in Figure 5 revealed that library users preferred to borrow books for Overnight use.
Internet and Computer-Aided Research Services. A total of 23,734 library users availed the services to access online information through Internet, WIFI and Mobile Learning to complete their academic and research requirements. This implies that library users preferred to use these services for easy and fast access to information. Moreover, the Internet Research Services has the highest utilization.

Specifically, Figure 7 presents the Internet Access Utilization Report. The data shows that students of BS in Management Accounting, BS in Business Administration, and BS in Information System were the top 3 courses who availed the service with 3,375, 3,281 and 3,078 frequencies. This entails the high demands to information through accessing electronic resources.
Moreover, Figure 8 presents the WIFI Utilization Report. The data shows that students in BS in Management Accounting, BS in Information System, and BS in Business Administration were the top 3 courses with 1,532, 1,452, and 1,327 frequencies respectively. This reveals high demands of accessing online information through WIFI Services for the completion of their academic requirements.

Figure 9 presents the Mobile Learning Services Utilization Report. The data shows that a total of 747 availed the service. Further, the top 3 programs who frequently availed the service were BS in Business Administration with 167, BS in Information System with 160, and BS in Management Accounting with 142 frequencies.
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- **Photocopy Services.** A total of 2,525 library users availed the Photocopy Services. The data in Figure 10 reveals that the Top 3 Programs who availed the said Services are BS in Management Accounting with frequency of 495, BS in Business Administration with 488, and BS in Office Administration with 432 respectively.

- **Printing Services.** A total of 3,020 library users availed the Printing Services. The data in Figure 11 reveals that the Top 3 Programs who availed the said Services are BS in Management Accounting with frequency of 857, BS in Information System with 542, and BS in Office Administration with 453 respectively.
LIBRARY ORIENTATION

The College Library conducted library orientation of library policies, resources and services, and preservation and care of materials and resources among new students. The said orientation was conducted on August 13-16, 2019.

The College Library distributes Library Guide to Freshmen Students during the Library Orientation

The Freshmen Students eagerly listens to the Librarians during the Library Orientation
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PATHFINDERS

The College Library devised Pathfinders for Entrepreneurship, Ethics, Human Resource Management, and Strategic Management. A Pathfinder is a bibliography created to help begin research in a particular topic or subject.

INFORMATION LITERACY PROGRAM

The Librarians conducted Library User Education sessions on the Access and Utilization of E-Resources; and Online Research and Citation Management to Graduate School Students and Undergraduate Students who were enrolled in Research. This program is important because it helped the students succeed in their thesis/research writing.

Ms. Analyn P. Panhilason conducted the Library User Education Session for Graduate School Students on September 21, 2019
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RECOGNITION OF LIBRARY TOP USERS AND BORROWERS

The College Library recognized its Top Users and Borrowers both for Faculty and Student Category, Top Program/Course with most numbered library users, and Service Awards for deserving Student Assistants. The awarding was held during the celebration of World Book Day on March 7, 2019.

Left to Right: Ms. Analyn P. Panhilason delivers a Welcome Message; Dr. Andrew Eusebio S. Tan gave his Inspirational Message; Ms. Ruvy M. Tuble said her Closing Remarks
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- TOP BORROWERS (FACULTY CATEGORY)
  1. Dr. Ma. Fara J. Magada
  2. Mr. Gene Claude Y. Mapa
  3. Dr. Ma. Teresa B. Ballados

Ms. Ruvy M. Tuble and Ms. Analyn P. Panhilason with one of the Top Borrowers (Faculty Category), Dr. Ma. Fara J. Magada

- TOP BORROWERS (STUDENT CATEGORY)
  1. Joshea Geselle P. Belicano – BSA
  2. Ramy Z. Friaz – BSE
  3. Christian Jude T. Alcantara – BSA

The Librarians with the two of the Top Borrowers, Joshea Geselle P. Belicano and Ramy Z. Friaz

Ramy Z. Friaz delivers his inspirational response as Top Borrower Awardee
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- **TOP USERS (FACULTY CATEGORY)**
  1. Dr. Joseph Robert P. Jo
  2. Mr. Ronelo T. Lemoncito

- **TOP USERS (STUDENT CATEGORY)**
  1. Catherine Joy J. Ortega – BSA
  2. Jenemy J. Villarino – BSA
  3. Francine Gayle Q. Pasagdan – BSA
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- STUDENT ASSISTANTS SERVICE AWARD
  1. Darilyn T. Lalantacon – BSACT
  3. Jhona Mae C. Barreto – BSACT
  4. Angelika C. Casilagan - BSACT

RQAT, NQAT, AND OIQAG

The Library supports the College when the CHED RQAT, NQAT, and OIQAG evaluated the CBMA Programs on October 16, 2019. The Librarians and Library Staff prepared the necessary documents as proof that the Library is in compliance of the requirements for the different programs.
ISO AUDIT

The College Library is one of the units of the College that undergoes Internal Audit and Surveillance Audit.

- **Internal Audit**

  The Internal Auditors, Ms. Ma. Chariz Demapula and Ms. Joena Balladares scrutinized and evaluated the library processes to ensure the delivery of quality library services last October 24, 2019.
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- **External Audit**

  The Librarians underwent ISO Surveillance Audit (January 29, 2019)
  with Ms. Rose Sheila Gatchalian (Auditor)

  The Librarians underwent ISO Surveillance Audit (November 7, 2019)
  with Engr. Rodolfo C. Viola Jr. (Auditor)
LIBRARY EXTENSION PROGRAM

The College Library conducted storytelling/feeding program activities to 40 pupils of Estefania Proper Day Care Center on March 8, 2019 in celebration of World Book Day. Storytelling was conducted by Darilyn Lalantacon and Angelika Casilagan. Feeding Program was sponsored by Mr. and Mrs. Combite of The Filipino Homes.
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Brigada Eskwela

CHMSC-FT Librarians participated in the Brigada Eskwela of Bacolod City National High School – SHS. They also have initial visit to its SHS Library.
Adopt A Library Program

The Librarians and Library Staff organized the library collection of BCNHS-SHS Library and installed the Infolib System for easier access and retrieval of information through the “Adopt A Library Program” last July 25, 2019.
OBJECTIVES

To assist and collaborate with faculty members in their instructional and research program

ACTIVITIES

1. Facilitate bookfair for the faculty members to select and recommend books for requisition.
2. Provide faculty members with Books’ Bibliography on the subject/s he/she is teaching.
3. Provide faculty members with List of New Acquisitions.

ACCOMPLISHMENTS

- **Book Fair**

  The Library facilitated a Book Fair dated March 7-8, 2019 with four (4) Book Dealers/Jobbers and September 5-6, 2019 with three (3) invited exhibitors who were able to display their instructional resources for browsing and selection of CBMA Faculty members and students.

  CBMA Faculty members and students actively participated in the book selection dated March 7-8, 2019.
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Book Dealers/Jobbers Participated in the Book Fair

CBMA Faculty members and students actively participated in the book selection dated September 5-6, 2019
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- **List of New Acquisitions**
  The College Library distributed the List of New Acquisitions to the Faculty members.

- **Books Bibliography**
  The College Library provided the requesting faculty members of the books’ bibliography on the subjects they’re teaching.

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<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
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<tbody>
<tr>
<td>To provide facilities and equipment that will help maximize the effective use of library resources</td>
<td>Regular monitoring and updating of applications and programs to library’s computers</td>
</tr>
</tbody>
</table>

**ACCOMPLISHMENTS**

- To make sure that computer units in the College Library are free from Malwares and viruses, computer units of the Library were reformatted, antivirus was installed, and the server for the library’s internet access was set up. This was accomplished in coordination with Mr. Ryan Dela Gente and Mr. Arnel Maghinay, BSIS Faculty Members. Their technical expertise was requested to do the tasks.
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OBJECTIVES

To continuously develop a balanced collection

ACTIVITIES

1. Request to purchase additional books especially on the professional subjects of the 8 programs.
2. Download and store at least 30 titles of e-books
3. Request to subscribe to e-resources (database) related to Business Management and Accountancy field and Information Systems

ACCOMPLISHMENTS

- Acquisition Report 2019

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<td>103</td>
<td>103</td>
<td>328</td>
<td>505</td>
<td>431</td>
</tr>
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</table>
Donations

Books Donations received from Ms. Cora Pantosa and New Day Publishers

- E-Books

77 titles of e-books were downloaded and stored. These e-books are available upon request.
E-Journals Subscription

The CHMSC-FT Library is subscribed to IGI Global InfoSci Journals from September 2019-September 2020.

CERTIFICATE OF SUBSCRIPTION

and is given to

CARLOS HILADO MEMORIAL STATE COLLEGE

for subscribing IGI INFOSCI JOURNALS from Sept. 12, 2019 - Sept. 11, 2020

Sesam Oei
Regional Sales Director

Leah B. Bundalian
General Manager
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- **Periodicals Subscriptions**

  The Library is subscribed to 18 titles.
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| To strengthen human resource skills and knowledge in the field of library information science and technology | 1. Facilitate in-service training for library staff and SAs  
2. Benchmarking activity to atleast 2 academic libraries in Negros Occidental. |

**ACCOMPLISHMENTS**

- Orientation / Re-orientation and In-Service Training for Student Assistants was held
  
  July 31 – August 2, 2019
The Library Personnel participated in the Team Building Activity for GASS on July 12, 2019.
LIBRARY DAY

The College Library held the 10th Library Day with the theme, “Work Commitment for Quality Service Delivery” on December 9-10, 2019 at Mailum Mountain Resort. In-Service Training for Staff and Student Assistants were conducted with the following topics:

- Commitment to Work: Definition and Tips to Improve Work
- Diversity Management in Libraries

Ms. Diwani F. Duropan talks on “Commitment to Work: Definition and Tips to Improve Work”
Ms. Ma. Lorela Santes talks about Diversity Management in Libraries

Dr. Ruy M. Tuble and Ms. Analyn P. Panhilation gives the Certificate of Appreciation to Ms. Ma. Lorela Santes as Resource Speaker

The CHMSC-FT Library Staff and Student Assistants together with the library personnel of Alijis and Binalbagan Campus with the Resource Speakers.
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CHMSC-FT Library Personnel all smiles as they celebrate their 10th Library Day

Ms. Analyn P. Panhilason presented the 2019 Yearend Report and Dr. Ruvy M. Tuble led the SWOT Analysis and 2020 Action Planning

CHMSC-FT Library Personnel did the SWOT Analysis
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- The Librarians attended the seminar-workshop and general assembly organized by Negros Occidental Librarians Association with the theme, “Redefining Library Professionals Towards a Customer-Driven Services” on August 1-2, 2019.
The librarians attended the PLAI 2019 National Congress in TICC, Tagaytay City
BENCHMARKING ACTIVITIES

Benchmarking activity is one way of exposing the library personnel to other libraries to keep them attuned with the trends, principles, and practices necessary for quality service delivery. Through the benchmarking activity, the librarians and library personnel were able to observe and see the best practices of each libraries they visited.

The CHMSC-FT Librarians, Personnel and Student Assistants had their Benchmarking Activity on June 28, 2019 in Academic Libraries of Colegio De Sta. Ana De Victorias, PNU-Visayas, and NONESCOST.

The Romeo V. Sta. Ana Library
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PNU-Visayas Library
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The CHMSC Librarians had their Benchmarking Activity on November 20, 2019 in Cavite State University Library.
Accomplishment Report 2019

Carlos Hilado Memorial State College
Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

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- **1st Quarter Meeting**
  - Conducted 1st Quarter library meeting on March 5, 2019 with the following agenda:
    - ✓ Calendar of activities for year 2019
    - ✓ Signing of clearance
    - ✓ World Book Day Celebration
    - ✓ Book Fair
    - ✓ Duties and responsibilities of SAs

- **2nd Quarter Meeting**
  - Conducted 2nd Quarter Library meeting on June 4, 2019 with the following agenda:
    - ✓ Benchmarking Activity
    - ✓ Calendar of activities for 3rd and 4th quarter
    - ✓ Status of the inventory
    - ✓ Other matters
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3rd Quarter Meeting

Conducted 3rd Quarter Library meeting on July 12, 2019 with the following agenda:
- Library Manual
- Work Procedure
- Midyear Performance Review
- Newsletter
- Other matters

4th Quarter Meeting

Conducted 4th Quarter Library meeting on October 30, 2019 with the following agenda:
- Upcoming 3rd ISO 9001:2015 Surveillance Audit
- National Book Week Activities
- Library Day
- Other Matters
OBJECTIVES | ACTIVITIES
--- | ---
To effectively evaluate the library services | Conduct evaluation of library services among library users

ACCOMPLISHMENTS

The College Library conducted an evaluation of library services among its library users and the result revealed that library users were very highly satisfied in four (4) areas (Collection, Services, Facilities, and Personnel).
OTHER ACCOMPLISHMENTS

- **Greening Program**

  The Library had Environmental Care and Awareness Book Display in celebration of Greening CHMSC Week
Inventory

Strengthening Linkages

CHMSC-FT Library, as recipient of BSP Knowledge Resource Corner, received 2 computer units and additional reading materials from Bangko Sentral ng Pilipinas, Bacolod Branch on June 27, 2019. The said donations were personally received by librarians, Dr. Ruvy M. Tuble and Ms. Analyn P. Panhilason.
The Librarians supported the Negros Occidental Librarians Association on its Poster Making Contest held on September 3, 2019 in Bacolod City Public Library.

*National Book Week*

The Library celebrated the National Book Week on November 25-29, 2019 with the following activities:

- BookFace Challenge
- Book Spine Poetry Contest
- Find Me!
- Book Week Posters Exhibit
- Top 3 Library Early Birds of November 25-29, 2019
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POSTERS EXHIBITS
LIBRARY EARLY BIRDS (Nov. 25-29, 2019)

November 25, 2019
1. Rachel Anne C. Piojo – BSA II
2. Desiree B. Goque – BSMA II
3. Jellie Mar F. Moreno – BSBA-FM

November 26, 2019
1. Gleanesque P. Lemoncito – BSBA-FM
2. Welalyn F. Rebuyas – BSA
3. Reham V. Gawan – BSA

November 27, 2019
1. Micon D. Camingawan – BSMA
2. Justin L. Pornales - BSBA

November 28, 2019
1. Nichole Shane M. Taño – BSIS
2. Michelle L. Librando – BSIS
3. Angelie P. Villarosa – BSIS

November 29, 2019
1. Roxie R. Grave – BSBA-FM
2. Shane Mariz S. Angel – BSIS
3. Mary Joy L. Sanidad