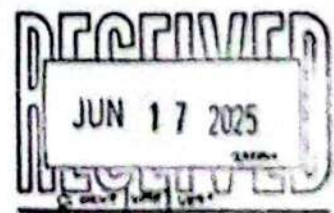


Republic of the Philippines
PAMPANGA STATE UNIVERSITY
Bacolor, Pampanga



PAMPANGA STATE UNIVERSITY
LIBRARY MANUAL AND
COLLECTION DEVELOPMENT
POLICY

(Revised 2025)



PAMSU LIBRARY POLICY AND PROCEDURAL MANUAL

Introduction

The Library Services Office has been working collaboratively with the different colleges, campuses and offices of the university in carrying out the vision, mission and its goals in the fields of research and instruction. It aspires to be an effective seat of learning, an intellectual laboratory that will promote fondness for reading among students and provide services needed by the students, faculty, personnel and researchers in their quest for dynamic and holistic education.

Its policy serves as a communication tool in various ways. It helps one to understand the center as a whole and its primary responsibility. It also serves as a potent training ground for new librarians and staff.

This manual presents the in-depth processes of organization, the duties and responsibilities of every librarian and staff, services offered, collection development policy, technical processing of library resources and accessing information for the community.

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BACKGROUND

Historical Background

The Pampanga State University, formerly known as the “Escuelas de Artes y Oficios de Bacolor” was founded by Fr. Juan P. Zita and Don Felino Gil and inaugurated on November 4, 1861, upon the approval of its statutes by Governor General Lemery. Its primary purpose was to train artisans. The school site was donated by the Suarez sisters of Bacolor. Through the magnanimous contribution of civic – minded Pampangueños, and the charitable donation of the house of Fr. Zita, an amount of P33, 882.00 was accumulated to help defray expenses and the maintenance of the school.

During the Spanish regime in 1861, the “Escuelas de Artes y Oficios de Bacolor” was made the headquarters of the “Voluntarios Locales de Bacolor,” a military organization. It also had the distinction of having been the Provincial Capitol of Pampanga in 1901.

In 1905, the School was named Bacolor Trade School and renamed Pampanga Trade School in 1909. By virtue of R. A. No. 1388, the educational institution was converted into a Regional School of Arts and Trades on July 1, 1956 and was renamed Pampanga School of Arts and Trades. Technical courses were offered in October 1957.

In 1964 by virtue of R. A. No. 3861, the school was renamed Don Honorio Ventura Memorial School of Arts and Trades in honor of Don Honorio Ventura, a prominent son of Bacolor and a famous statesman and philanthropist.

Through the priceless assistance of former Solicitor – General and Minister of Justice, Estelito P. Mendoza and by virtue of P. D. 1373 drafted by former Justice Hugo Gutierrez, the School was converted into a state college on May 5, 1978. Mr. Pascual T. Galura was appointed Acting President and was installed on June 6, 1978. The second acting President was Mr. Manuel N. Matic who was installed on March 3, 1983 and who retired on June 16, 1985. Mr. Matic was succeeded by Dr. Ernesto T. Nicdao who was

appointed SUC President on November 25, 1985 and who assumed office on December 4, 1985. The incumbent, Dr. Enrique G. Baking was appointed SUC President II on May 5, 2006 and assumed into office on July 13, 2006.

On December 9, 2009, DHVCAT was elevated into Don Honorio Ventura Technological State University (DHVTSU) by virtue of Republic Act 9832, which was personally signed by President Gloria Macapagal-Arroyo at its Main Campus at Bacolor, Pampanga. This Act, which originated in the House of Representative through HB 6319 was sponsored by Third District Congressman Aurelio “Dong” Gonzalez, Jr. and in the Senate through Senate Bill 3306 by Senator Manuel L. Lapid on March 26, 2010. Dr. Enrique G. Baking was inaugurated as the first University President.

On January 03, 2019 the institution was renamed from Don Honorio Ventura Technological State University to Don Honorio Ventura State University. Republic Act 11169 was signed by President Rodrigo R. Duterte through the sponsorship of Congressman Aurelio D. Gonzales, Jr., Representative of the Third District of Pampanga. This allowed the University to offer new curricular programs in the fields of Liberal Arts, Legal Management, Law, Medicine, and allied courses, and Health-related programs.

On April 11, 2025, following the signing of the Republic Act No. 12148, the university was given a new name from Don Honorio Ventura State University (DHVSU) to Pampanga State University (PAMSU). This act originated with the House Bill No. 9989 which is principally authored by Senior Deputy Speaker of the 19th Congress and Pampanga Third District Representative Cong. Aurelio “Dong” Gonzales Jr. This also aims to expand the curricular offering and enhance the governing board to further its commitment to excellence in higher education. PAMSU has undergone several phases of rehabilitation to become what the past and the present administrations aspire the University to be a Center of Excellence and ultimately a Premier State University in the Region.

THE LIBRARY

The Library Services Office caters to the teaching and non-teaching employees, students of the different colleges and campuses of the university, and its alumni. It provides a variety of services which includes technical, user and online services. It also serves outside researcher/s from other institutions with corresponding referral letters from their institution.

In April 2019, University Library was renamed to University Learning Resource Center and was transferred to its new building located at the back of the Administration Building. And in 2023, the organizational chart of the university was revised and the University Learning Resource Center was transferred under the Vice President for Academic Affairs and was identified as one unit and is currently named Library Services Office.

With God's blessings and the full support of the University President, Dr. Enrique G. Baking, together with the members of the Administrative Council and Library Personnel, the Library Services Office has been exerting every possible means to increase the library's collection and be at par with other libraries in both public and private institutions of higher learning in the region and around the country.

Campus Libraries

Pampanga State University (PAMSU) began to grow and established seven (7) regular campuses. Most of the extension campus libraries formally started their operations right after the establishment of their campus. Regular campuses have developed their library to support the curriculum, teaching, learning, and research needs of their faculty and students.

Brief history of PAMSU Regular Campus Libraries:

PAMSU Mexico Campus Library

In 2008, the PAMSU Mexico Campus Library was established. It was located in an old building within the campus and was transferred to the second floor of its new building last 2020. Most of the collections of the PMC Library were from donations. It also holds thesis collections which are from the graduated students of the campus. Currently, there is an ongoing procurement of books which will be added to its collections.

PAMSU Porac Campus Library

The PAMSU Porac Campus Library was established in the year 2012, its collections were donated from the Municipal of Porac. Some of the books were transferred from the Main Library. It is also located on the 2nd floor of the administrative building.

PAMSU Sto. Tomas Campus Library

2013 was the year that the PAMSU Sto. Tomas Campus Library was established. During that time, the books that came from Pampanga's Capitol served as the library's first collection. As the library's clientele grew in population, some books from the PAMSU Main Campus were also added to increase the library's current collection. The PST library is located on the 2nd floor of the administrative building.

PAMSU Lubao Campus Library

In the year 2019, the PAMSU Lubao Campus Library began to provide services to its students and faculty. The first procurement of the collection was made last 2020, to better support the academic needs of its community, and this 2023, the PLC library moved into its new building located on the 1st floor of the administrative building.

PAMSU Candaba Campus Library

The PAMSU Candaba Campus Library was established in the year 2021, where the first collected collections began through donations that came from friends, students, and faculty of the PCC community. The PCC library is located on the 2nd floor of the administrative building.

PAMSU Apalit Campus Library

The PAMSU Apalit Campus Library was established in the year 2022. It is located on the 3rd floor of the Academic Building 2. Some of the PAC library materials were donated from the Municipality of Apalit.

PAMSU Aurelio Gonzales Campus Library

The PAMSU Aurelio Gonzales Campus Library was established in the year 2024. The library is located on the 3rd floor of the Administrative Building. As of today, the PAMSU Aurelio Gonzales Campus Library is actively building its library collection with assistance from the Main Library.

SCHOOL OF LAW LIBRARY

The School of Law Library was established and developed in the year 2022. It is located at the 1st floor of the School of Law Building. Library resources in the School of Law Library are considered special collections to cater the needs of the Juris Doctor students. Most of the printed books found in the SOL Library were purchased by the university and some are donations which came from different friends of the library and the Dean of the School of Law.

VISION

The Library Services Office envisions of becoming a state-of-the-art library in providing quality services and up to date print and electronic information through continuous upgrading of relevant library resources.

MISSION

The Library Services Office commits itself in providing a conducive learning environment to support the development of the studentry by promoting library materials and services to enhance the instructional and educational programs of the institution.

GOAL

1. To offer resources and informational services tailored to meet the diverse needs of the whole university community guaranteeing utmost convenience and prompt delivery of service.
2. To provide a secure, welcoming, and well-kept establishment and spaces that contribute to the effective utilization of the library's resources.
3. To cultivate and sustain proficient and dedicated staff, who are engaged in delivering exceptional services and maintaining high standards of the university.
4. To aid in public access to the library's extensive collection and services, while optimizing operational competence by implementation and use of automated systems that will enable easier information retrieval, management, and other support services that will help the library's clientele.

OBJECTIVES:

a. General

- a.1. To curate and manage a diverse assortment of books and other resources essential for fulfilling the informational, research, and other relevant educational needs of students, faculty, and administrative staff.

a.2. To assist in research and instructional initiatives through the provision of bibliographic and reference materials, along with providing suitable information services

a.3. To advertise, raise awareness and encourage the utilization of the library's resources and services among the library patrons through exertion of effort in staff engagement in campus activities and public relations initiatives.

a.4. To inspire and motivate students to cultivate enduring habits of effective learning, reading, studying, and pursuit of research endeavors.

b. Specific

In order to attain these goals, the library must consistently work towards:

b.1. Efficient management and skilled personnel;

b.2. Sufficient financial backing;

b.3. Sufficient workforce;

b.4. Proper arrangement of library materials;

b.5. Efficient provision of library services;

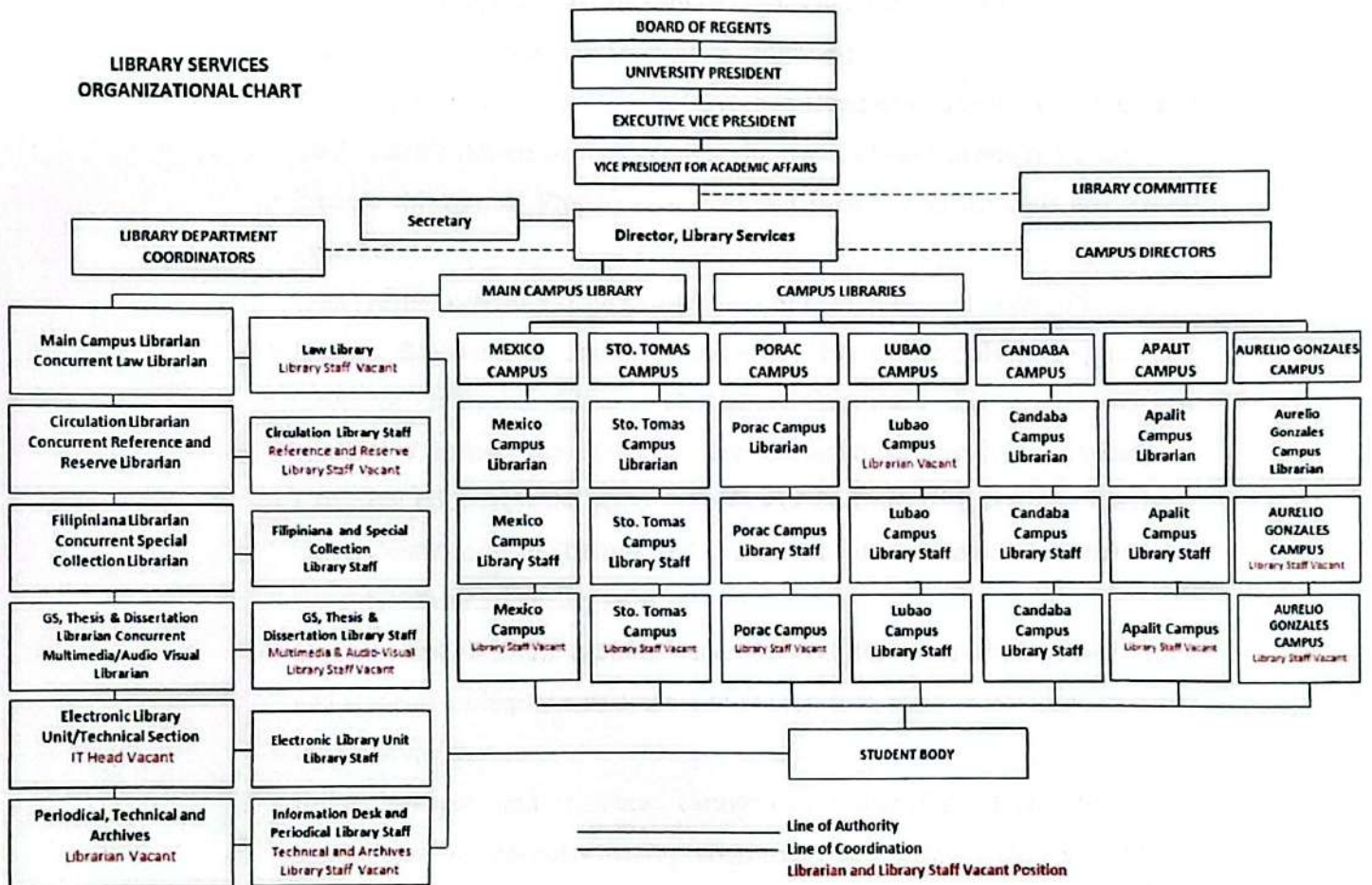
b.6. Well-maintained, secure, and ample library spaces;

b.7. Staff development and training efforts.

PART I

POLICIES AND PROCEDURES

I. ORGANIZATIONAL CHART



II. DUTIES AND RESPONSIBILITIES

1. Director of Library services

- Administer and govern the overall operations and office management functions of the library and ensure the efficient and effective administration of library resources, facilities, and services in all campuses;
- Make preparation of annual reports, year-end, and reports to the Vice President for Academic Affairs on the overall performance of the University Library;
- Prepare the Annual Procurement Plan and submit it to the Bids and Award Committee;
- Observe and keep an eye on expenditures of funds allocated to the office;
- Directs the selection and acquisition of library materials both print and electronic with the Library Committee that meet the quantitative and qualitative requirements of CHED, Dep. Ed, and other accrediting agencies.
- Carry out effectively the personnel policy of the University, establish standards of performance of the library, and evaluate the performance of the personnel towards maximum quality service;
- Organize and facilitate communication between the administration, professors, and students to improve awareness of the function, requirements, and issues of the library;
- Build linkages and maintain harmonious relationships with libraries of institutions and agencies having consortium agreements and/or inter-library arrangements with the University;
- Develop and put into practice the plan for the Library;
- Manage and guide the coordination of different college and other campus librarians;
- Accomplish other duties and responsibilities analogous, germane, or related to and/or implied comprehensive arrangement of the above-mentioned duties and responsibilities.

2. Campus Librarian

- Oversees the operational, technical, and administrative activities of the library
- Works with the Library Board/Faculty-Library Committee.
- Create collections, develop educational programs, manage databases, and oversee library staff
- Implements policies on the users of the library.
- Develops good reading habits and awareness to students through proper library practice.
- Conducts library orientation/instruction.
- Evaluate and recommend to the director titles of books/materials that are in demand for acquisition.
- Assist in the selection and preparation of pertinent documents with regard to the acquisition of books for the library
- Conducts inventory of books at the end of the academic year.
- Catalogues, classifies and encodes library resources in the library system
- Promote the library resources to clientele (newsletters, booklets, flyers, signage, etc.)
- Assists clients with information searches and, in some contexts, trains clients in reference and citation techniques.
- Assist in building linkages and maintain harmonious relationships with libraries of institutions and agencies having consortium agreements and/or interlibrary arrangements with the University
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

3. Law Librarian

- Works with the Library Board/Faculty-Library Committee.
- Conducts library orientation/instruction.
- Provides users access to key legal sources (statutes, cases, and regulations) and secondary sources (legal reference books, form books, and self-help books) that are utilized in legal proceedings.

- Conducts reference interviews to determine appropriate print and electronic resources to meet the client's requests.
- Develop and maintain pathfinders, bibliographic resources, and research guides.
- Evaluate and recommend to the director titles of books/materials that are in demand for acquisition.
- Assist in the selection and preparation of pertinent documents with regard to the acquisition of books for the library
- Conducts inventory of books at the end of the academic year.
- Catalogues, classifies and encodes library resources in the library system
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

4. Circulation/Reference and Reserved Librarian

- Works with the Library Board/Faculty-Library Committee.
- Provides effective access to library collections and resources by:
 - a. Designs/formulates collection management policies and procedures.
 - b. Compiles, keeps library statistics, and generates the report as required
- Conducts library orientation/instruction.
- Entertains/Assists library users who may wish to browse new arrivals.
- Evaluate and recommend to the director the titles of books/materials that are in demand for acquisition.
- Assist in the selection and preparation of pertinent documents with regard to the acquisition of books.
- Bibliographic searching.
- Answer queries and recommend other library resources to clients.
- Catalogues, classifies and encodes library resources in the library system
- Monitor the Circulation, Reference, and Reserved Sections.
- Assists in the acquisition process of other library resources and equipment needed.
- Assist in planning and supervising the inventory of library resources.

- Prepares and submits monthly/semestral reports pertaining to the Circulation Section.
- Maintains the cleanliness and orderliness of the workstation respectively.
- In charge of GAD corner and GAD-initiated activities.
- Performs other related duties that may be required or directed.

5. Filipiniana/Special Collection Librarian

- Works with the Library Board/Faculty-Library Committee.
- Assists in the preparation of pertinent library documents.
- Evaluate and recommend to the director titles of books/materials that are in demand for acquisition.
- Assist in the selection and preparation of pertinent documents with regard to the acquisition of books.
- Assists in the acquisition process of other library resources and equipment needed.
- Assist in inventory of library resources.
- Monitors and maintains in good condition the Filipiniana Section and Special Collection Section.
- Answer queries and recommend other library resources to clients.
- Conducts library orientation/instruction.
- Bibliographic searching.
- Catalogues, classifies, and encodes library resources in the library system.
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

6. Graduate School, Thesis & Dissertation/Multimedia & Audiovisual Librarian

- Works with the Library Board/Faculty-Library Committee.
- Assists in the preparation of pertinent library documents.
- Evaluate and recommend to the director titles of books/materials that are in demand for acquisition.

- Assist in the selection and preparation of pertinent documents with regard to the acquisition of books.
- Assists in the acquisition process of other library resources and equipment needed.
- Assist in inventory of library resources, furniture, and fixtures.
- Assists the faculty and students in their research needs.
- Monitor the Graduate School, Thesis, and Dissertation Section
- Monitor the Multimedia and Audio-Visual Rooms
- Answer queries and recommend other library resources
- Conducts library orientation/instruction.
- Monitor the online services and the official social media account.
- Catalogues, classifies and encodes library resources in the library system
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

7. Periodical, Technical, and Archives Librarian

- Works with the Library Board/Faculty-Library Committee.
- Assists in the acquisition process of other library resources and equipment needed.
- Prepares Purchase Requests and Infection reports of newspapers.
- Recommends to the director titles of journals and e-resources that are in demand for subscription.
- Process newly purchased, donations, and gifts library materials.
- Catalogues, classifies, and encodes library resources in the library system.
- Updates and maintains the archives collections.
- Monitor the Periodical, Technical, and Archives Section.
- Assist in inventory of library resources.
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

8. Library Staff

Information Desk

- Take charge of the information desk and baggage counter
- In charge of the reservation of online classes, discussion rooms, and audiovisual room.
- Prepares, submits, and keeps essential reports and monthly statistics of the clientele.
- Updates bulletin boards and other seasonal theme displays
- Process library cards of students.
- Process interlibrary loan requests of faculty and students.
- Answer queries and guide clients in availing the library services.
- Keeps pertinent records and documents.
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

9. Library Staff

Law Library

- Take charge of the law library reading area.
- Prepares and keeps essential records and monthly statistics of library users and materials of the law library.
- Assist clientele in research requests.
- Assists in processing newly arrived books (stamping, encoding, inventory stickers, etc.).
- Assist in the inventory of books.
- Process classified books (call number, book pockets, book card, etc.)
- Maintain the cleanliness and orderliness of the reading area
- Re-shelving of books and other library materials.
- Updates bulletin boards and other seasonal theme displays.
- Performs other related duties that may be required or directed.

10. Library Staff

Periodical Section

- Takes charge of the Periodical, Faculty, and Non-Teaching Sections.
- Chippings of newspapers.
- Binds back issues of periodicals for future reference.
- Prepares, submits, and keeps essential reports and monthly statistics of the Periodical Section and Faculty and Non-Teaching
- Maintains and keeps the cleanliness and orderliness of the Periodical Section and Faculty Section.
- Assists in updating bulletin boards and other seasonal theme displays.
- Process newly arrived serials (stamping, encoding).
- Performs other related duties that may be required or directed.

11. Library Staff

Technical and Archives Section

- Take charge of the Technical and Archives Section.
- Assists in checking newly delivered books.
- Process newly arrived library materials (stamping, encoding, inventory stickers, etc.)
- Assist in inventory of library resources
- Assist in maintaining and updating archives collection.
- Prepares, submits, and keeps essential reports and monthly statistics of the Archives Section
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

12. Library Staff

Circulation Section

- Takes charge of the Circulation section.
- Assists in charging and discharging of books and other library materials in the Circulation Section.

- Prepares and keeps essential records and monthly statistics of library users and materials of the Circulation Section.
- Assists clientele in research requests.
- Maintains and keeps the cleanliness and orderliness of the Circulation Section.
- Re-shelving of books in the Circulation Section.
- Monitor the discussion rooms and GAD area
- Assist in inventory of library resources
- In charge of assessing damaged books for repair and removal from the collection.
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

13. Library Staff

Reference and Reserved Section

- Takes charge of the Reference and Reserved Section
- Assists in the inventory of library resources
- Assists clientele in the Reserved Section
- Assists clientele in using the reference materials
- Prepares and keeps essential records and monthly statistics of library users and materials of the Reference and Reserved Section
- Assists in weeding out, and outdated materials.
- Repairs damaged books.
- Re-shelving of books in the Reference and Reserved Section.
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

14. Library Staff

Filipiniana and Special Collection Section

- Take charge of Filipiniana and Special Collection area
- Assists in the inventory of library equipment.
- Assists clientele in the Filipiniana and Special Collection Section

- Assists clientele in using the special collection materials
- Prepares and keeps essential records and monthly statistics of library users and materials of the Filipiniana and Special Collection Section
- Assists in weeding out, and outdated materials.
- Repairs damaged books.
- Re-shelving of books in the Filipinia and Special Collection Section.
- Maintains the cleanliness and orderliness of the workstation.
- Performs other related duties that may be required or directed.

15. Library Staff

Graduate and Undergraduate Thesis Section

- Takes charge of Graduate School Reading Area and Theses Sections.
- Prepares and submits essential reports and monthly statistics of library users in the Graduate section.
- Assists in the inventory of library resources.
- Maintains and keeps the cleanliness and orderliness of the Graduate School Sections.
- Answers reference queries and assists in research requests.
- Repairs damaged books and thesis.
- Re-shelving of books and thesis in the Graduate School and Theses Sections.
- In charge of recording newly donated thesis.
- Performs other related duties that may be required or directed.

16. Library Staff

Multimedia and Audio-visual Room

- Take charge of Multimedia and Audio-visual Rooms
- Prepares and submits essential reports and monthly statistics of library users in the Discussion and Audio-visual Room
- Updates multimedia collection.
- Assists in the inventory of library furniture, fixtures, and equipment.

- Coordinates the reservation of multimedia, discussion, and audio-visual rooms.
- Maintains orderliness and cleanliness of the multimedia, discussion, and audio-visual rooms.
- Performs other related duties that may be required or directed.

17. Electronic Library Unit

IT Head

- In charge of the Management Information System.
- Takes charge of the maintenance of the ICT equipment of the library.
- In charge of the STARBOOKS section and Internet Section.
- Take charge of monitoring and maintenance of the CCTV cameras.
- Monitor the Internet Section
- Monitor the online statistics
- Maintains the orderliness of the MIS
- In charge of the On the Job Trainee (BSIT, BSComEng, BSCS)
- In charge of borrowing tables.
- In charge of inventory of library furniture and equipment.
- Performs other related duties that may be required or directed.

18. IT Staff

- Take charge of the Internet Area
- Assist in maintaining the ICT equipment of the library.
- Assists in monitoring the CCTV cameras
- Assists clients in using STARBOOKS, tables and computers.
- Assists clients in browsing the OPAC, E-resources and internet searching.
- Assists in the inventory of library furniture and equipment.
- Maintains orderliness and cleanliness of the Internet Section.
- Performs other related duties that may be required or directed.

III. LIBRARY COMMITTEE

The Library Board Committee is composed of the Vice President for Academic Affairs, the Director of Library Services, Deans, and Library Department Coordinators (Faculty Representatives) from different colleges and librarians.

The library board committee is the consultative body in-charge of planning and discussing strategic policy for the development and improvement of library's resources and its services. It serves as a linkage between the library and its users

DUTIES

1. Attending library committee meetings in formulating, interpreting, revising and implementing manual and policies in relation to the improvement of library resources for instruction and research.
2. Assisting in the selection process of library materials in different programs
3. Participating actively in coordinating with the different departments and colleges regarding library programs and services.

IV. SERVICES OFFERED

A. Users Services

User service refers to daily library activities where interaction is being done with the library clientele.

1. Access to Library Services

1.1. Library hours

LIBRARIES	LIBRARY HOURS	DAYS
Library Services Office (Main Campus)	7:30 AM to 6:00 PM 8:00 AM to 5:00 PM	Monday to Friday Saturday
School of Law Library (Main Campus)	8:00 AM to 5:00 PM	Monday to Saturday
PAMSU Mexico Campus Library	7:30 AM to 4:30 PM	Monday to Friday

PAMSU Porac Campus Library	8:00 AM to 5:00 PM	Monday to Friday
PAMSU Sto. Tomas Campus Library	8:00 AM to 5:00 PM	Monday to Friday
PAMSU Lubao Campus Library	8:00 AM to 5:00 PM	Monday to Friday
PAMSU Candaba Campus Library	7:30 AM to 5:30 PM 8:00 AM to 5:00 PM	Monday to Friday Saturday
PAMSU Apalit Campus Library	7:30 AM to 4:30 PM	Monday to Friday
PAMSU Aurelio Gonzales Campus Library	7:30 AM to 4:30 PM	Monday to Friday

2. Library Card ID

The library card is a basic requirement in availing of the services of the library

2.1. New Students

- a. Present COR together passport size picture
- b. Fill out library card form

2.2. Old Students

- a. Present COR together with library card for validation

2.3. PAMSU Employee

- a. Fill out library card application form together with 1x1 picture

2.4. In case of loss library card

- a. Inform the librarian about the library card and submit affidavit of loss
- b. Present COR together passport size picture
- c. Fill out library card form
- d. Pay 10 pesos for the replacement of library card to the Cashiering Office

**The Library card is non-transferable.*

3. Library Log sheets

Upon entering the library clientele must register in the prescribed log sheets for students, employees and visitors.

4. OPAC

Online Public Access Catalog is an online database of the Library Services Office where library clientele can search the library's resources available and other electronic resources for easy access and retrieval.

B. Circulation Services

1. Information Desk/Circulation Desk

For better accessibility, the information desk or circulation desk is located at the library's main entrance. Upon entering, library users shall be required to present their library card. For non PAMSU users, a referral letter shall be presented together with their identification card. All library users shall leave their bags at the baggage counter.

2. Borrowing and Returning of books

Borrowing shall refer to the lending of the library resources to library clientele while returning shall refer to cancelling out the borrower's responsibility on the borrower's material/s

Borrowing of Books

Students – 2 books at time

Circulation and Filipiniana Books	1 day
Fiction books	1 week

PAMSU Employee – 5 books at time

Circulation and Filipiniana Books	1 week
Fiction books	1 week

For overdue/unreturned books a fine of Php 5.00 will be charged per day (except Sundays and Holidays) (payment at the cashier office).

For lost books, a replacement will be charged depending on the market value of the book/s or can be replaced with a book (same title, same author or latest edition).

C. Reference Services

Reference services aim to assist readers on all levels to obtain the literature of information the readers need by serving as guides, interpreters, and information agencies.

D. Thesis and Dissertation services

Thesis and Dissertation services aim to assist readers with their manuscripts, related literature and research design needs.

E. Library Instruction Services

Library instruction services aims to provide and acquaint new library users on the basic information of the library such as library hours, rules and regulations, library personnel and available resources to intensify the experience of the student's learning skills and improve their research skills to foster information literacy and critical thinking.

F. Interlibrary referral Services

It is a service where students and employees can request an endorsement letter in order to visit and make use of other institutions' library services.

G. Internet Services

Aims to provide technology assistance such as desktops and tablets that offers limited free internet access to clientele.

H. Online Library Services

A service that aims to provide assistance to students and employees with their library needs/queries by providing online information and support even in the comfort of their homes.

1. Official Social Media Page (Facebook)
2. Electronic Resources (E-Books and E-Journals)
3. Email

I. AVR/DR Reservation Services

Aims to provide a conducive learning space for group studies, group meetings, brainstorming and subject discussion.

J. Technical Services

Technical Services shall refer to the librarian's task concerning the selection and acquisition of library materials, procurement process, technical process, preservation, conservation and weeding process and donation process

K. Community Services

1. Community Researcher Policy

Eligibility: This policy applies to researchers not affiliated with Pampanga State University (PAMSU) regardless of profile variables (e.g. gender, age, religion, ethnic group, economic status, etc.).

Application: Researchers must complete an online application form or submit a written request to the library administration. The application should include:

- * Researcher's name and affiliation (if any)
- * Research topic
- * Specific library resources needed

Approval: The library administration will review applications and grant access based on resource availability and research relevance to PAMSU's mission.

Access: Researchers will be granted access to the library building and designated areas for research.

Borrowing Privileges: Borrowing privileges may be limited or unavailable for outside researchers. Photocopying, scanning, or downloading of materials may be allowed with restrictions.

Interlibrary Loan: Researchers may inquire about interlibrary loan services for materials unavailable at PAMSU library. Standard interlibrary loan fees and turnaround times may apply.

Copyright and Fair Use: Researchers are responsible for complying with copyright laws and fair use guidelines when using library materials.

Conduct: Researchers are expected to follow all library rules and regulations regarding conduct, noise levels, and proper use of facilities.

User ID and Disclaimer: A temporary user ID may be issued for access to online resources. The library disclaims liability for any misuse of information obtained during research.

Feedback: Researchers are encouraged to provide feedback on their experience to help improve library services.

V. LIBRARY PROCEDURES

1. Application for New Library Card Procedure

- Issuance of Library card is a requirement for availing different services of the library.

2. Borrowing and Returning of Printed Library Resources Procedure

- Borrowing and Returning of books is a mandated function of the library services. As a matter of requirement, students have to secure their personal library card to have access to the said services.

3. Baggage Area Procedure

- Baggage area is an area in the library where in student/s surrenders their bag/s and other things except their valuables before entering the library. Valuables refers to object that is of value to student/s once lost but is not limited to money, cell phones, wallets and other gadgets

4. Lost Library Card Procedure

- Issuance of library card is a requirement for availing the different services of the library

5. Interlibrary Request Letter Procedure

- Interlibrary Request is a service whereby a client of one library can take advantage of services offered by other libraries.

6. Use of Audio-Visual Rom and Discussion Room Procedure

- This procedure covers the process of requesting the use of the Audio-Visual Room and Discussion Room of the Library Services Office by the faculty and students

7. Signing of Clearance Procedure

- This procedure covers the process of signing of clearance among bona fide students, academic, academic-related and non-academic personnel in the library.

8. Submission of the Thesis/Dissertation Procedure

- This procedure covers the process of submitting and accepting copies of the thesis and dissertation of students of PAMSU as part of donation of resources.

9. Online Services Procedure

- This procedure covers the process of availing online services such as request for book, online appointment scheduling among bonafide students, academic, academic-related and non-academic personnel in the library.

10. Selection and Acquisition of Library Resources Procedure

- This procedure covers the process in selection and acquisition of library resources such as books, newspapers, magazines, and fiction books to provide a well-balanced and wide-ranging collection to support the instructional and research needs of the library clientele.

VI. SECTIONS OF THE LIBRARY

1. Circulation Section

This section is the center of borrowing and returning of library materials and it is in the strategic section of the library where circulation services are rendered easily to library users.

2. Filipiniana Section

This section houses books written by Filipino authors or those about the Philippines written by foreign authors and published in the Philippines. The reference materials deal with the humanities and social science, etc., which identify the Filipino.

3. Reference Section

The collections are chosen to provide fast access to information and to guide students in their research activities. They are meant to be consulted for specific information rather than to be read consecutively. These include encyclopedias, dictionaries, almanacs, and handbooks that are classified and arranged according to the Dewey Decimal Classification Scheme. This section adopts an open shelves system. Materials are for Room Use Only

4. Reserve Section

The Reserve Section is a special area of the library where faculty can place high demand items – typically required course readings – to ensure those items are highly accessible to students

5. Graduate School Section

This section houses a collection of reference books and other materials for Graduate School for easy access of the users.

6. Theses and Dissertations Section

It houses a collection of theses (undergraduate and graduate), feasibility study and dissertations, conducted by PAMSU students.

7. Special Collection

This section contains a collection of books, reports, yearbooks and other materials from Banko Sentral ng Pilipinas. The collection is for Room Use Only.

8. GAD Corner

Houses collection of books, magazines and other material related to Gender and Development. It also includes memorabilia of the past activities conducted by the GAD officials in the University

9. Booklatan Corner

Booklatan corner is a venue to talk about everything under-the-sun within the premises of the library in the cozy vibe and tranquility.

10. Periodical Section

Materials found in this section are retrospective and current issues of local and foreign magazines, journals, newspapers and clippings. Periodicals are for Room Use Only and should not be taken out of the Periodical section.

11. Faculty and Non-Teaching Section

This section was intended for faculty and non-teaching personnel only. The collections are reference books frequently used by faculty and non-teaching personnel.

12. Technical Section

This is the area of the library where acquisition and cataloging are done. After the newly acquired/donation print or non-print materials (books, periodicals, serials, manuscript, and electronics resources), the cataloger will process these

materials for bibliographic description, classification and physical processing of the materials.

13. Audio Visual Room

The audio-visual room is a place where the students of all classes experience learning in an effective way. The audio-visual method appeals most to the senses. It leaves a deeper impact as it involves greater attention in the act of learning and helps the students to retain the concepts taught through these aids.

14. Multimedia Room

Audio Visual materials and equipment are housed in this room. A small group of students can be accommodated for viewing purposes only.

15. Discussion Room

The discussion room is used for group study and discussion purposes only

VII. POLICIES

A. GENERAL POLICIES (4th revision)

1. Authorized users:
 - o All bona fide students, faculty, staff and administration of PAMSU
 - o Alumni of PAMSU
 - o Outside researchers with referral letter
2. No Library card no entry is strictly implemented
3. General reference books, periodicals, thesis and dissertation are for room use only
4. All borrowed materials shall be returned promptly
5. Students are not allowed to borrow books for home use one (1) week before the final examination
6. Taking pictures of the thesis and dissertation is not allowed. Cell phones should be surrendered to the librarian in-charge.

7. Bags shall be deposited at the baggage counter. Only books, papers, pens, and other valuables (wallets, money, cellphones, laptops, and other gadgets) are allowed inside the library.
8. Smoking, excessive noise, unseemly behavior, eating, drinking, sleeping and loitering are strictly prohibited.
9. Mutilation, vandalism, and theft of library materials and property are strictly prohibited
10. Charging of laptop, cellphones and other gadgets are not allowed for students and researchers.
11. Silence must be observed at all times.

PART II.

COLLECTION

DEVELOPMENT

POLICY

INTRODUCTION

Building the library collection is not merely selecting and acquiring books and other library resources/materials. It requires full attention on the part of the library administrators and library users in order to achieve the goal of the library in providing the right and adequate information to the users. Furthermore, the library's collection must be managed very well if the library aims to accomplish its objectives.

The development of the library collection includes such elements as surveying clientele needs, budgeting, policy formulation, selection, acquisition, and weeding and collection analysis.

Collection Development lies on the librarians and library committee. Ideally, everyone who uses the library should be involved in the development of the library collections.

The library must offer a wide variety of well selected materials on a wide range of subjects in order to function efficiently. It is necessary to make use of the expertise of many people from various sectors of the community in order to effectively select and acquire library resources.

PURPOSE AND OBJECTIVES

The Collection Development Policy is a means to implement the purpose of the University's general program and to clarify for the librarian and academic community the procedures used for collection development and evaluation.

LIBRARY OBJECTIVES

The library is the intellectual center of the academic community, a place for research and study. It strives to function with the following as guiding objectives:

1. To acquire materials both print and non-print in line with the demand of the different programs of the University;
2. To guide students in their choice of books and other non-print materials that would instill in them social awareness and responsibility with values of truth and justice;

3. To provide services that supports the instructional needs of the different programs of the University;
4. To encourage lifelong education through the use of library resources; and
5. To develop in the students the love for reading

I. LIBRARY SERVICES OFFICE CLASSIFICATION SCHEME

The library adapts the Dewey Decimal Classification System in organizing the collection.

II. SELECTION & ACQUISITION

The Librarian together with the Library Committee has the primary responsibility for collection development, and encourages the faculty in each program to select materials in order to build the collection.

A. ACQUISITION AND SELECTION POLICIES

The primary function of the library is to provide the materials/resources needed to support the different programs offered. Its function is to provide for general information needs as well as sufficient richness and depth of the resources. The ultimate goal is to give the right books to the right reader at the right time.

B. SELECTION RESPONSIBILITY

The selection process is a cooperative venture of the librarians, academic faculty, deans and directors of the regular campuses of the University, but the ultimate responsibility for the quality of the library collection lies on the librarians.

C. SELECTION CRITERIA

In selecting books, the following factors are to be considered:

1. The philosophy, educational objectives and curriculum,
2. Library objectives,
3. Needs and interest of the clientele,
4. University Population,

5. Authoritativeness/Styles/Format, and

6. Book Fund

Guidelines for materials selection of the library are as follows:

1. Academic faculty, deans, and directors' recommendations,
2. Reviews of professional literature,
3. Price and copyright date,
4. Relation to current trends,
5. Reputation of author/s and or publisher, and
6. Strengths and weakness of the existing library collection

The library will select materials based on the following:

1. Publishers' leaflets,
2. Catalogs,
3. Brochures, and
4. Price list

Other guidelines for selection

1. Textbooks are not routinely purchased or provided for classroom use.
The purchase is very selectively based on their inherent values to the collections as reference works or authority sources.
2. Due to space constraints, multiple copies of titles are purchased only under certain circumstances.
3. Paperback editions of books are purchased if available.
4. Materials are selected on a wide range of formats of hardbound and paperbound print, a variety of electronic format, audiovisual, etc. When multiple formats are available, the library avoids duplication in most

cases. Decisions on choice of format are based on ease of use and the need for simultaneous users, preservation, storage and price.

5. Consideration to replace lost or damaged material/s is based on the availability, significance to the collection and previous uses.

D. FUND ALLOCATION

The library fund is determined through the number of enrollees of the present school year. This is to allocate the budget of the materials in such a way as to fulfill the library collection development goals. The funds available for library materials are divided equally among the academic divisions of PAMSU and the library.

E. GIFTS

The library accepts donations of materials with the understanding that any materials deemed inappropriate to the collection would be discarded or returned to the donor upon request. A letter of appreciation is sent to the donor with the list of items donated. A gift plate identifying the donor is inserted in gift materials or items purchased with gift funds.

III. PROCESSING OF LIBRARY RESOURCES

A. CATALOGING

CARD CATALOG

The Card Catalog is to the library collection as the index is to the book. It is a list of materials found in the library collection in the same way, as the index is a list of materials found in the book. The call number tells the specific location of every book in the collection in the same way as the page number tells the specific location of every topic in the book.

Like the index, the card catalog is arranged alphabetically. There are three (3) kinds of cards in the card catalog: the Author, Title, and the Subject cards. They are filed according to the first word on the top line of the card and the cards are arranged alphabetically just like the word in the dictionary.

Parts of the Card Catalog

1. **LOCATION** - designated location/section of the book
2. **CALL NUMBER** - a combination of class number, which represents the major subject of the book, and the author number.
3. **AUTHOR'S NAME** – government publication, an institution, a society, a committee, and an association can also be entered as author place on the catalog card is called **Corporate Entries**.
4. **TITLE AND STATEMENT OF RESPONSIBILITY** - Title of the book and sub-title if there's any.
5. **EDITION** – if it is not the first.
6. **MATERIAL OR TYPES OF SPECIFIC INFORMATION** – general material designation.
7. **PUBLICATION AND DISTRIBUTION** – which includes the place of publication, publisher and date of publication.
8. **PHYSICAL DESCRIPTION** – description of the physical characteristics of a book such as number of pages, volumes and illustrations.
9. **SERIES STATEMENT** – a note stating the name of the series to which the book belongs.
10. **NOTE** – other information concerning the book particularly its bibliography, appendix and contents.
11. **ISBN** – standard number and terms of availability
12. **TRACING** – records list of all the additional headings aside from the author under which the word is represented in the card catalog. This includes the subject heading, joint author, editor, title, series, etc.

Three Main Types of Card Catalog

a. Author Card

C	Sternberg, Robert J.
153	Cognitive psychology / Robert J.
S839c	Sternberg, Karin Sternberg. – Australia :
2012	Wodswarth Cengage Learning, c2012.
	xxix, 609p. : col. ill. ; 25cm.
	Includes bibliographic reference & index.
	ISBN 978-1-133-31391-5.
	1. Cognitive psychology. I. Sternberg, Karin. II. Title.

b. Title Card

C	Cognitive psychology.
153	Sternberg, Robert J.
S839c	Cognitive psychology / Robert J.
2012	Sternberg, Karin Sternberg. – Australia :
	Wodswarth Cengage Learning, c2012.
	xxix, 609 pages : color illustration; 25cm.
	Includes bibliographic reference & index.
	ISBN 978-1-133-31391-5

c. Subject Card

C	COGNITIVE PSYCHOLOGY
153	Sternberg, Robert J.
S839c	Cognitive psychology / Robert J.
2012	Sternberg, Karin Sternberg. – Australia :
	Wodswarth Cengage Learning, c2012.
	xxix, 609 pages : color illustration; 25cm.
	Includes bibliographic reference & index.
	ISBN 978-1-133-31391-5.

B. THE DEWEY DECIMAL CLASSIFICATION

000-099 GENERAL WORKS - All areas of man's knowledge. This includes general Encyclopedias, Bibliographies, General Periodicals, General collected essays, Journals etc.

100-199 PHILOSOPHY AND PSYCHOLOGY - major ideas men have known. This includes Metaphysics, Logic, Ethics, Psychology, Modern Philosophy, etc.

200-299 RELIGION AND MYTHOLOGY - beliefs about God or God and the church. This includes Old and New Testament, Gospel, Bible, Greek Mythology, Roman Mythology, etc.

300-399 SOCIAL SCIENCES - Man's way of living social groups. This includes Education, Commerce, Economics, Social Studies, Laws, Statistics, Customs and Folklore, Etiquette, etc.

400-499 LANGUAGE/ PHILOSOPHY - man's way of communicating. This includes American, French, Spanish, Italian, Chinese, and Japanese etc.

500-599 PURE SCIENCES - man's study of nature. This includes Mathematics, Astronomy, Physics, Chemistry, Earth Science, Paleontology, Anthropology, Biology, botany, Zoology, etc.

600-699 TECHNOLOGY (APPLIED SCIENCES) - Sciences that serve man's needs. This includes Medicine, Engineering, Agriculture, Home Economics, and Business etc.

700-799 FINE ARTS - All of man's creation of beauty, This includes hobbies and sports like Sculpture, Painting, Photography, Printing- making, Drawing and Decorative arts', Swimming, Music, Theater, etc.

800-899 LITERATURE - Writings expressing ideas of interest to all people. This includes American Literature, German Literature, Philippine Literature, Plays/ Drama, Essays, Poetry, etc.

900-999 HISTORY, GEOGRAPHY, TRAVEL, BIOGRAPHY - factual writings about events, places and people. This includes Biography, Autobiography, Ancient World, General History, etc.

C. INTEGRATED LIBRARY SYSTEM (FOLLET DESTINY)

Overview

Destiny brings all your resources management together on one server, circulation, catalog, reporting and home access for users, one installation, one point of maintenance for district setup tasks in the following sections.

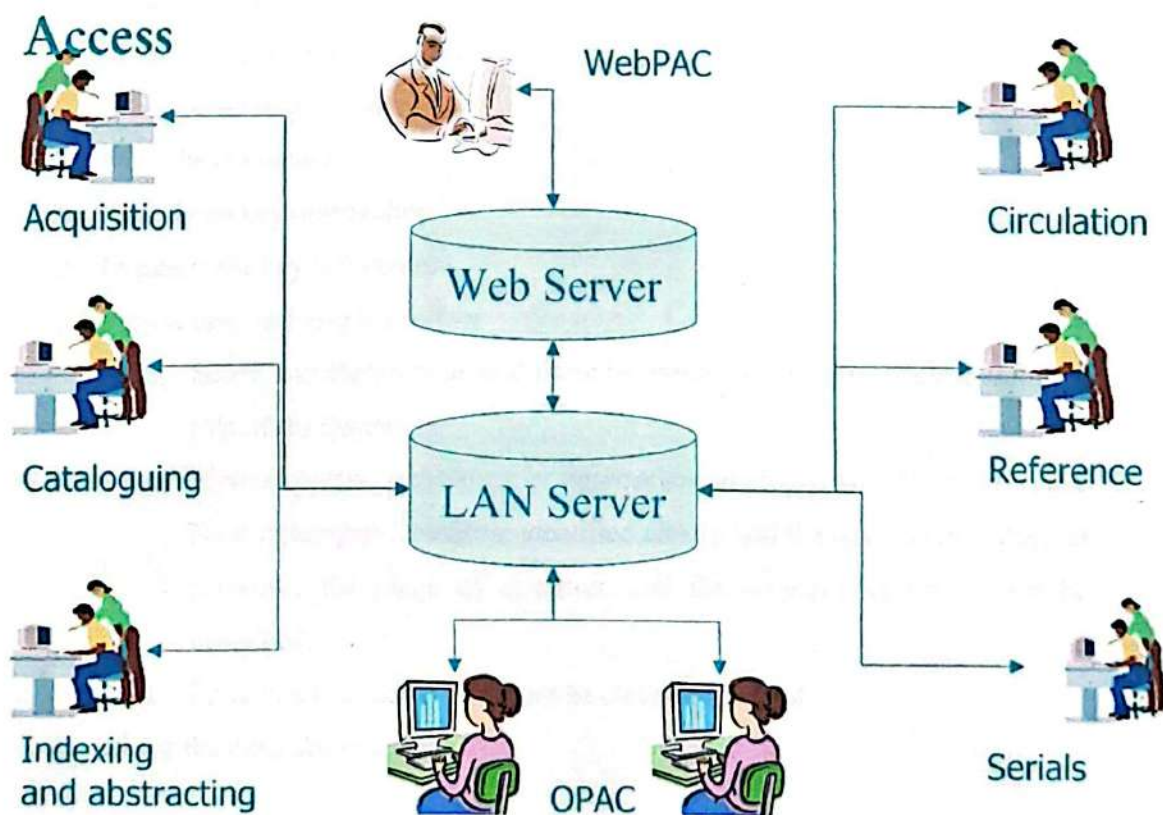
Features

1. **Standard** – is a service designed to assist educators in implementing a curriculum that is aligned to standard. In a single search, users can find the standard they are addressing, and the web sites and library materials that are related to it.
2. **WebPath Express** - is a subscription service that gives students access to thousands of high quality, educator-reviewed websites. There are more than 90,000 websites and over 12,000 topics. The service adds between 1,500 and 2,000 professionally researched websites each month, Sites are monitored continuously to assure that the content remains credible, current, appropriate, and accurate.
3. **Alliance A/V** – gives your catalogers instant access to more than 500,000 quality MARC21 records for non-print, audiovisual materials directly from Destiny.
4. **Reading Program** – can be quickly integrated into Destiny through our Reading Program Service. Using this service, you can automatically match their reading program quizzes with books in your collection. This allows

students to search for books that match their reading level through Destiny's easy to use search capabilities.

5. Follett Panther – is a hand-held wireless device. It has a self-contained application, Follett Remote that allows you to collect barcode scans offline for many circulation, inventory, and collection and patron maintenance tasks.
6. Destiny Discover – makes it easy to look for resources in your library's entire catalog. With a single search, you can find everything from eBooks to print materials to websites
7. Library Management – Destiny brings all your resources management together on one server, circulation, cataloging, reporting, and home access for users.

FEATURES OF FOLLET DESTINY INTEGRATED LIBRARY SYSTEM



D. ABSTRACTING

An abstract is a condensation that presents succinctly the scope, objectives, methodology, finding and conclusion of the document. It is usually accompanied by an adequate bibliographic description to enable the original document to be traced.

Steps in preparing abstract

1. The abstractor carefully chooses the materials/documents to be abstract.
2. Write the bibliographical description, which include the following:
 - a. Document identification number
 - b. Author(s)
 - c. Author affiliation
 - d. Title of the document
 - e. Title of the journal
 - f. Volume, issues and pages
 - g. Date of publication
3. Read the document
4. Note down key information
5. Organize the key information
6. Follow standard abstract format
 - a. Scope and objective should be stated unless this is already clear from the title of the document.
 - b. Methodologies, techniques or approaches employed should be described. New techniques should be identified clearly and the basic methodological principle, the range of operation and the accuracy obtained must be described.
 - c. Finding and conclusion should be clearly presented.
7. Check the draft abstract

8. Edit and polish the draft
9. Write the final abstract.

IV. PRESERVATION AND CONSERVATION

A. WEEDING

Weeding is defined as “the practice of discarding or transferring to storage excess copies, rarely used books, and materials no longer of use”. It involves the selection process, the same factors which must be taken into account in building collections must be recognized also in discarding, replacing and other functions related to weeding.

The library holdings are evaluated to identify inappropriate or outdated materials. This process is accomplished through the cooperative effort between the library staff and the academic faculty. The library staff is responsible for removing multiple copies, superseded editions, outdated materials and worn out or damaged materials.

The mere fact that a book is duplicated or worn out does not necessarily mean that it should be discarded. The usage is an extremely important factor to consider. Worn out or damaged materials are evaluated for preservation, replacement or removal. If the item is necessary to the collection, it is repaired or rebounded if possible, or replaced. Items not appropriate to the collection are discarded or placed in storage.

CRITERIA FOR WEEDING

- a) Poor physical condition such as worn, mutilated, and/or damaged items
- b) Multiple copies of the same item
- c) Materials containing outdated and/or inaccurate information
- d) Collections with low usage statistics based on the circulation data from the past 10-15 years
- e) Evaluated items with confirmed historical or archival value should be retain

PROCEDURES FOR WEEDING

- I. Locate and collect the library materials to be deselected and remove them from the shelves.
- II. Inspect the physical condition of the library materials that are subjected for withdrawal.
- III. On the Accession Record and shelf list file of the library materials selected for deselection, write a remarks "Withdrawn"
- IV. Mark all deselected library materials with the word "Withdrawn" and transferred it to the stock room for easy access and retrieval.
- V. Categorized the weeded materials for disposal or donation.
- VI. Prepare a list of library materials for weeding.
- VII. Review of Campus Director and Library Director.
- VIII. Submit the list of weeded library materials to the PSMO.

Policy Regarding Weeding of Non-Books and Audio Visual Materials

For non-print materials:

For non-book materials like the vertical files, weeding is done annually and for the audio visual materials, as the need arises.

Policy Regarding the Duplication of Books

The variety of book collection is determined by the number of titles and not by the number of copies. The number of duplicates to acquire requires careful consideration. The following are considered in the duplication of books:

- a.) the number of students in need of the materials,
- b.) titles of heavy demands, and
- c.) the number of copies of books that are seldom used or not used at all are reduced. Donated books with duplicate copies worth keeping are included in the collection.

Policy Regarding the Selection of Periodicals to be bound

Periodicals to be bound are selected based on their value and importance such as educational, cultural information as well as their usefulness in terms of supporting the curriculum and instructional needs of the students and teachers.

Policy on the Retention of Back Issues of Periodicals

1. Selected back issues of periodicals, which content are relevant to present and future needs are compiled and bound.
2. Important articles in newspapers and magazines are clipped and filed in the information file cabinet.
3. Newspapers of the current month are kept intact.

B. CONSERVATION AND PRESERVATION OF COLLECTION

Conservation activities begin with the acquisition of materials and apply to the handling of materials during the process in preparation for their uses, storage and use by the readers.

It is essential to provide storage space. Storage areas should be well ventilated and safeguarded against excessive dampness or aridity, direct sunlight, heavy dust penetration and book destroying insects, etc. Regular inspection of the materials should be made.

With regard to the incoming materials, conservation begins with the acquisition. All library materials should be inspected at this point and those that require special treatment should be identified. Rare, precious and fragile materials, which require some form of binding or other special treatment, and unbound volume of periodicals, should be similarly identified.

The Three Essential Elements in Preserving Materials are:

1. An understanding of the factor which causes the deterioration in library materials;
2. A knowledge of the options available to retard, reduce, or repair this deterioration including the use of surrogates;

3. An assessment of the value or importance of individual books or groups or items in the collection.

C. SHELF-READING AND INVENTORY

Shelf-reading and inventory are the two important duties of the library staff. The purpose of this work is for the librarian to determine which books are missing from the library's collection and to reconcile discrepancies between the shelf list records, inventory checklist and the books in the collection. It involves primarily checking the shelf list and inventory checklist against the books in the library shelves. In carrying out this process the usual procedure is to compare the shelf list card, the inventory checklist record in their order with corresponding books on the shelves noting the books not/missing; checking the record of books not located in the circulation and other records which might account for them; making a search for missing books and replacing lost books; canceling or withdrawing catalog records of books not found. By using the inventory checklist, it is easy to determine which books were canceled, doubled and replacing lost books, canceling or withdrawing catalog records of books not found. By using the inventory checklist, it is easy to determine which books are missing for the previous years and current year and the books found within the year. Shelf reading is done regularly to check the misplaced and disarranged books to help the students easily locate the books and other information needed. Inventory work is done most efficiently when the majority of the books are on the shelves, so this is done during the end of the school year when all borrowed books are returned. Inventory is important in maintaining library efficiency.

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<https://www.opjms.edu.in/audio-visual-room.htm>

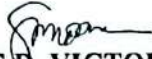
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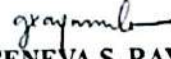
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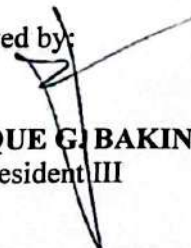


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