



2.4 Performance Evaluation

The performance of the LRC, including the Director, Heads and Employees shall be based on the Individual Performance Commitment and Review (IPCR), Office Performance Commitment and Review, and Students' Rating on Students Services Effectiveness which is conducted by the Office of the Students' Affairs and Services (OSAS) every end of the semester.

2.5 Attendance to University and LRC Activities

Director, Heads and Employees shall be in attendance in all activities advocated by the university as part of the social responsibility mandated by the Civil Service Commission.

2.6 Staff Development

a. Policies and Guidelines

The Learning Resource Center as a center that delivers different services to different clients has to be equipped with the latest knowledge and skills in the field of service. Therefore, the LRC advisory committee shall craft a Staff Development Policy that ensures staff members are provided with support for acquiring the knowledge and skills necessary to perform effectively and efficiently in current and future assignments in the LRC.

1. Staff development includes three components:

1.1 Orientation

In this component, the new LRC personnel shall be introduced to the unit and LRC organization, working environment, and to the University. This makes the new employee familiar with the policies and procedures of the library and the university.



1.2 Training

LRC personnel shall undergo the process of mentoring and trainings to familiarize and update with knowledge and skills necessary to perform specific responsibilities effectively.

1.3 Development

LRC personnel shall be introduced to broad concepts and general background and techniques necessary to assume new and higher-level responsibilities and to respond positively to rapid change in the field of LRC Services.

1.4 Activities in the Staff Development Program

Activities in the program are can be formal or informal. Each unit has the responsibility in designing its own activities for the program. Typical activities include orientation sessions; programs offered by the Human Resource Management Office; seminars, training and workshops organized by any institution or organization that are related in the field of services offered. These workshops are conducted by LRC staff members, HRMO personnel, or other qualified persons and are announced in flyers, memo, or any other means of formal communication. Staff interested in attending workshops offered in the LRC should consult with their immediate superior. The LRC Staff Development Program offers helpful and timely workshops for the LRC Personnel.

When a staff member requests support to participate in any staff development activity, the personnel and the supervisor review information about the activity, and discuss what the person hopes to achieve by participating. This discussion provides an opportunity for the staff member and supervisor to determine the relevance of a particular activity, and after participating, its effectiveness.



2.7 LRC Bulletin

Learning Resource Center (LRC) Bulletin shall include the posting of LRC and University's Memo, Advisories, Letters, Announcements, LRC Rules and Regulations, LRC Guidelines, Updates, LRC Clients' Statistics and important information to acquaint the clients in LRC Operations.

Chapter 3 Learning Resource Center (LRC) Services

3.1 Library Services

The LRC offers different services designed to meet the information and research needs of the users. The following are library services which the LRC users can avail.

a. Circulation Service.

It is one of the basic library services in the LRC which takes place in the circulation counter/desk. This service enables the user to loan or borrow books from the library for overnight reading.

b. Reference Services

A service offered primarily in the reference section of the LRC wherein the reference process (answering reference queries) takes place. In this service, the reference librarian provides formal and informal instruction on how to use the library.

c. Bibliographic Services

It is a library service that covers acquisition, cataloguing, processing, and allocation of materials, as well as records maintenance of the bibliographic information of the library materials.



d. Press Clippings Services

It is a routine service being provided by the LRC to the users. Librarian/ library staff cuts out important newspaper articles and files in cabinet for future reference of the users.

e. LRC Orientation Services

This is an annual activity of the LRC wherein, freshmen and transferees are oriented about the LRC's services and its rules and regulation.

f. Current Awareness Services

This is the service of the LRC that keeps the users updated on the current event of the LRC. Part of it is the LRC Display/Exhibit wherein the newly acquired library materials are put on display for public information.

3.2 Library Automation and Multimedia Services

a. Internet and Multimedia Services

The library automation and multimedia services wherein electronic library are provided for the use students, faculty and employees in doing their assignments, projects, researches and other activities that fulfill their information needs.

3.3. Learning Hubs and Language Testing Services

a. Learning Hub

A learning hub is a technology-rich learning environment with both physical and virtual components that provide formal and informal opportunities for learners to come together with peers, teachers, and other experts in their field (Selinger, 2013).

Learning hub aids as a physical educational environment that affords digital learning climate. This will inspire peer learning, tutoring, sharing ideas and experiences with other students and faculty across colleges. Further, it will be a



thoroughfare for pedagogical innovations in the teaching and learning process thus producing engaged learning opportunities across curriculum.

b. College/Campus/Community Learning Hubs

The learning hubs shall provide students, faculty and community alternative ways in making learning more meaningful, productive and adaptive to the present situation and beyond. A strategic new way to bridge the gap between the students' capacity and the learning outcomes expected to them. These hubs shall open new avenue for those who see the current setting a deterrent for their effective learning.

Services offered shall include but not limited to internet access for their course requirements, typing, printing, tutorial sessions and the like.

Learning Hubs service hours shall depend on the set schedules of the college, campus, and community.

c. Language Testing Services

Language testing services shall provide language testing, assessment, evaluation and interventions to improve language proficiency and communication skills not only of the students but the employees of the university.

3.4 LRC hours

The LRC is open 60 hours per week to efficiently and effectively cater the clients and deliver substantial services to meet their information needs.

LRC/Library hours of the satellite campus will adopt the number of hours in the main library. Thus, they will also be open 60 hours per week to accommodate clients.



Chapter 4

LRC General Procedures and Policies

4.1 Entry into the LRC

- a. No ID, No Entry.
- b. Sign in the logbook / log sheet at all times upon entering the library premises for statistical purposes.
- c. Silence must be observed at all times in reading and study areas.
- d. Eating, smoking, drinking, littering and loud talking are strictly prohibited in identified areas.
- e. Cell phones and other gadgets are required to be on silent mode.
- f. Vandalism/ destruction of any LRC properties is strictly prohibited.
- g. Showing acts of public display of affection ("PDA") is strictly prohibited.
- h. Reservation of seats is not permitted in reading and study areas. Books and other materials left on the chairs and tables for any length of time may be removed by the library staff to give way to other users.
- i. The library staff on duty has the right to request a user to leave the library if he/she has been found to be violating any of the library rules.
- j. Violator of these rules will be penalized accordingly and shall not be excused on the plea of ignorance.

4.2 Application for and Issuance of LRC card

- a. A student must apply for a LRC card from the circulation counter.
- b. Steps/Requirements for application:
 1. RSU Identification Card/Certificate of Enrollment (Registration Form)
 2. 2 copies 1x1 ID picture
 3. Fully accomplished application form
 4. A lamination fee of Php 15.00 (optional)



- c. After compliance to the above-mentioned requirements, the LRC card will be issued to the applicant after one (1) week.
- d. LRC card is non-transferrable and valid for 4 years, to be revalidated every semester.
- e. LRC card is collected every end of semester for clearance purposes. Students who did not applied for nor claim their LRC card will still be cleared from the library. However, they will not be allowed to enjoy the privileges being offered to those clients with LRC card.

4.3 Loan Policies and Procedures

a. For Students

1. Check the availability of the book/s through browsing of the Online Public Access Catalog (OPAC).
2. Present the book/s together with the LRC card at the circulation counter.
3. Check and report the book/s with any missing/defective/mutilated pages, unnecessary marking etc. If not reported, the borrower will be held responsible.
4. Fill out the book card (write your name and date borrowed).
5. Staff on duty will fill out the book card for due date to remind the borrower when to return the book/s.
6. Students can only borrow for a maximum of 3 books for 3 days renewable for another 3 days.
7. Students with overdue materials are not allowed to borrow another LRC material unless they return the overdue materials or settle their accountabilities.
8. All borrowed library materials are subject to recall after the due date.
9. One (1) week before the final examination, all LRC materials are for library use only.



b. For Faculty and Employees

1. Check the availability of the book/s through browsing of the Online Public Access Catalog (OPAC).
2. Present the book/s together with the university identification card at the circulation counter.
3. Check and report the book/s with any missing/defective/mutilated pages, unnecessary marking etc. If not reported, the borrower will be held responsible.
4. Fill out the book card (write the name and date borrowed).
5. Staff on duty will fill out the book card for due date to remind the borrower when to return the book/s.
6. Faculty and employee can only borrow for a maximum of 5 books for 1 semester renewable for another semester.
7. Faculty and employee with overdue materials are not allowed to borrow another library material unless they return the overdue materials or settle their accountabilities.
8. All borrowed library materials are subject to recall after the due date.

c. Inter-Library Referral

Faculty, employees and students who wish to borrow books and conduct research to other libraries must secure a referral letter from the library services.

4.4 Policies and Procedures in Returning of LRC Materials

- a. Return LRC materials on or before due date.
- b. All borrowed LRC materials should be returned at the circulation counter to claim the LRC card.



4.5 Policies on Overdue Books and Other LRC Materials

Books and other LRC materials must be returned on the due date or earlier if recalled by the librarian. The library services will send overdue notices but will not be held responsible for non-delivery, under whatever circumstances. Failure to return a book on the due date specified will be penalized.

4.6 Fines and Other Penalties

- a. Fines are collected on books which are not returned on due time and date as specified.
- b. Fine for overdue books shall be charged 10 pesos per day per book.
- c. Lost/ Damaged LRC materials while on loan should be reported immediately to the librarian. It shall either be replaced with the same title or pay the cost of material based on its current price including the overdue fine.
- d. Any person who refuses or fails to settle outstanding LRC accounts shall forfeit the following LRC privileges:
 1. Use of LRC facilities
 2. LRC clearance
- e. Any student who falsifies LRC clearance will be suspended from availing of any LRC services and facilities for one (1) semester but not more than one (1) academic year.

4.7 Use of internet facilities

- a. Only bona fide student/faculty/non-teaching personnel who are currently enrolled/ employed within the current semester are allowed to avail of the internet service.
- b. User must log-in the log sheet and present their library card/school ID before they can avail of the service.
- c. The use of internet service is on first come, first serve basis only.



- d. A user can only use of the computers for one (1) hour per session per day. However, they can extend using the computers for another one hour if no one signifies to use the computer.
- e. The use of internet is strictly for academic and research purposes only such as online researching, encoding and etc.
- f. The user may send their files to their e-mail account.
- g. Flash drives are not allowed to be plugged in the computers to keep the computers safe from viruses.
- h. Altering/tampering settings, files and security of the computer is strictly prohibited.
- i. A user MUST report any hardware/software problems to the librarian as soon as they are detected.
- j. Any user who violates the rules will be subjected to disciplinary action or forfeiture of internet use privileges.

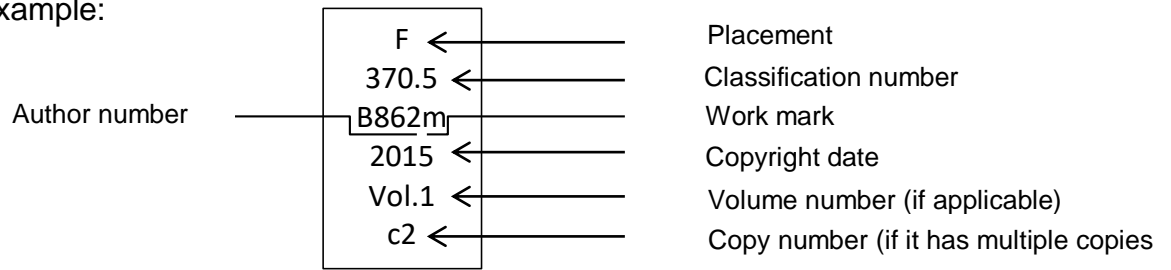
4.8 Access to the Collection

The library adopts the open shelves system enabling the users to freely browse the collection of the library. The organization of the library collection is based on the Dewey Decimal Classification (DDC) Scheme. Catalog cards are available to facilitate the information retrieval. There are three types of catalog cards: the author card, the title card and the subject card. Each card provides the complete bibliographic information such as: title of the book, authors, editors, illustrators, the imprints which includes the place of publication and publisher, and the physical description of the book. The entries in the card catalog are arranged alphabetically.

To faster the information retrieval, the books are assigned call numbers which can also be found in the catalog cards. A call number is seen in the spine of the book and is composed of letters, number and a combination of both.



Example:



a. Types of catalog card

- 1. Author Card.** In this type of catalog card, the author is the main entry and the name of the author appears on the first line of the card.
- 2. Title Card.** The title of the work is the main entry and serves as the access point.
- 3. Subject Card.** A card that describes what the book is all about. The subject of the work is typed on the first line of the card in capital letters.

b. Using the Card Catalog

- For example, a book entitled “Philippine History” by Juan Dela Cruz maybe searched in any of the following access point: “Dela Cruz, Juan” look it up in the drawer marked “D” in the author card. “Philippine History” look it up in the drawer marked “P” in the title card. “History—Philippines” look it up in the drawer marked “H” in the subject card.

4.9. Collection Development Policy

a. Collection Development Policy Statement

The collection development policy has been formulated to provide guidance to the librarians and faculties in collection development of the library. The policy



indicates the priorities of the library, the selection and de-selection criteria of different types of materials.

The primary purpose of the formulation of the collection development policy is to establish operating guidelines for the development of a quality collection of information resources based on the strategic plan of the library. This policy provides general guidelines for allocating funds fairly and ensuring that the library acquires adequate, up-to-date and relevant library resources to meet the growing and changing information needs of the users especially the academic community. This policy will be reviewed periodically and revised as the need arises in order to make it up-to-date and appropriate to the needs of parent institution.

b. Collection Development Policy Objectives

1. Guide the library personnel in decision-making with regard to the selection and de-selection; conservation and preservation; and organization of the library collection making it efficient and effective information resources.
2. Facilitate long-range planning.
3. Serve as basis for developing budgets and allocation of resources.
4. Inform the academic community of the scope and nature of the collection of the library.

c. Clientele/ User

1. The library serves a variety of users/clientele both from inside and outside the academic community. Its clients are any of the following*:
 - 1.1 Students
 - 1.2 University Personnel (teaching and non-teaching)
 - 1.3 Alumni
 - 1.4 Outside researchers



1.5 Community

1.6 Agencies

1.7 Academic and Non-Academic Organization

d. Scope, Size, Subject and Type of the Collection

1. The library acquires different library materials of different subject and format suitable for the different programs being offered by different campuses and colleges. Library collections are as follows:

1.1 Books (Filipiniana or Non-Filipiniana)

1.2 Professional Books

1.3 General education Books

1.4 General References Books

1.5 Fictions

1.6 Periodicals

1.7 Newspapers

1.8 Magazines

1.9 Journals

1.10 Audio-Visual Materials

1.11 Films

1.12 Documentaries

1.13 Tutorials

1.14 Compilation of AVP Reports

1.15 Sound recordings

1.16 Special Materials

1.17 Theses and Dissertations

1.18 Cartographic materials

1.19 Two-dimensional materials

1.20 Three-dimensional materials

1.21 Globes



- 1.22 Realia
 - 1.23 Models
 - 1.24 Electronic Resources
 - 1.25 Online Electronic Resources
 - 1.26 Web Sites - Open Access and Full-Text
 - 1.27 Web Sites – Bibliographic
 - 1.28 Electronic Journals
 - 1.29 Data Files
 - 1.30 CD-ROM
2. The collection shall be balanced and represent different subject discipline and may include materials that are sensitive in nature but needed in teaching.
 3. The library shall be responsible in providing materials that support the curriculum, teaching and research.
 4. The library personnel are responsible for developing tool for collection development and evaluation.
 5. Recognized library standards, curriculum alignment, budget planning and facilities will determine and reflects the size of the collections in coordination from colleges and campuses

e. Collection Development Policies and Guidelines:

The policies and guidelines in relation to collection development, the library adopts the Philippine Association of Academic and Research Librarians (PAARL) Standards and CHED Requirements for Academic Libraries common to all programs. The following policies and guidelines were excerpted from the PAARL Standards and CHED Requirements.



1. For College:

- 1.1 There shall be a year-round and carefully planned program of selecting and procuring library materials.
- 1.2 All faculties of the academic departments should actively participate in the selection and acquisition of print and non-print materials especially in their area of discipline, and in developing procedures to facilitate and effectively carry out the selection and acquisition activities.
- 1.3 The collection shall consist of quality, up-to-date and relevant resources that support the library's mission to meet the curricular, instructional, research and recreational needs of its clientele.
- 1.4 Collection should be in variety of formats, including print or hard copy, non-print materials such as DVD's, CD's, CD/DVD ROM, maps, globes, charts etc, online resources and other media.
- 1.5 In keeping with progress in information and communication technology, the availability of e-resources may be considered substantial compliance in lieu of books and other required print materials, provided that the required minimum collection of 3-5 professional titles per subject shall still be maintained.
- 1.6 An initial core collection of 10,000 well selected books for university libraries, usually selected with the aid of standard list and other selection tools, is deemed necessary to meet the educational needs of students and faculty.
- 1.7 At least twenty percent (20%) of the book collection should have been published within the last 5 years*.
- 1.8 Recognition should be given to changes in curricular offerings, and new academic programs. Equally, recognition



should be given to library contributions to consortia or other resource-sharing programs.

- 1.9 Every major field of specialization shall be covered by at least 3 foreign journals and 2 local journal titles for undergraduate program, and 6 foreign and 4 local titles, 2 of which are refereed, for the graduate program.
- 1.10 The academic library shall provide **Filipiniana** materials equivalent to 10% of the total collection. It is recommended that this Filipiniana collection be separated from the general collection for purposes of identity, preservation, and functionality of use.
- 1.11 As far as budget permits, the recommended ratio of volumes to combine total student population and teaching faculty should be 10:1. The recommended annual growth rate of the collection shall be maintained at five percent, and in accordance with program offerings and enrollment.
- 1.12 Even if the institution meets the above minimum requirements, it should spend the budget allocated for library materials to further develop and update its resources.
- 1.13 A regular deselection program shall be undertaken to keep the collection relevant and up-to-date, particularly in the fields of science and technology. A three (3) to five (5) percent replacement of older materials each year is recommended.
- 1.14 The provision of textbooks is not the responsibility of the library but a maximum of five (5) copies of frequently used titles shall be provided.
- 1.15 In the matter of reserve books, a provision of at least one copy for every twenty-five (25) students is deemed sufficient.



- 1.16 The library should have a continuing and effective program to evaluate its collections, resources, and online databases, both quantitatively and qualitatively. Such an evaluation program should consider the following:
- an increased research activity among the faculty and students as an outcome of the use of the print and non-print collection of the library.
 - extent of use of relevant print and non-print resources, particularly journal articles, as incorporated in the course readings or syllabi in all levels, to maximize utilization of the library collections.
- 1.17. Collections should be in English or Filipino or the other major local vernaculars, especially on Philippine Literature. However, Foreign Languages in French, Japanese, and Chinese for the Graduate School students is also acquired as provided in the program.

(Excerpted from PAARL Standards for Academic Libraries for 2010, CHED Requirements for Academic Libraries common to all programs, PAASCU and PACUCOA Standards)

(Excerpt from <https://paslinews.files.wordpress.com/2009/08/standards-for-philippine-school-libraries.pdf>)

4.10 Responsibility of Selection and Acquisition

In any academic institution, the official responsibility for selection resides in the LRC Advisory Committee and the actual responsibility has been delegated to the University Librarian. The faculty of each college and campus shall be responsible in selecting and/or requesting library materials for their respective field of



specialization. The Librarian has the responsibility for selecting the core collection in order to maintain a well-balanced collection.

a. Selection Guidelines

1. The authority and responsibility for the selection of library materials rest ultimately with the University Librarian. The selection is delegated to the faculty, students, administrators and staff.
2. The basic tools (pricelist, catalogs and other selection tools) shall be provided to the different department.
3. All requests for purchase of library materials are handled by the librarian/ staff in charge with the acquisition.
4. All request shall be screened by the LRC Advisory Committee in terms of:
 - 4.1 Relevance to the curriculum
 - 4.2 Present library strength and weaknesses
 - 4.3 Future development of the collection as a whole
 - 4.4 Benefit to the academic community as a whole.
5. Deans, Department Chairpersons should inform the library in advance of new course offerings or changes so that adequate time can be provided by adding library materials to support such changes or additions.
6. The library's fiction books will include a wide variety of contemporary works of fiction representing all genres to satisfy the diverse interest and recreational needs of the students.
7. Textbooks are not the priority of the library.

4.11 Selection Criteria

a. Books

1. Authority- author should be credible and well known in his field.



2. Accuracy- the information presented should be accurate and correct.
3. Currency- The information should be up-to-date (depending to the subject being tackled) to meet the information needs of the user.
4. Organization and Content- the information should be presented in a way that it could be easily understood by the reader.
5. Suitability of the subject content- the subject content of the book should be suitable for the level of the knowledge of the reader.
6. Cost- price of the book should be just for its quality.

b. Journals and magazines

1. Purpose of Article - article should be substantial with research and scholarly ideas to add to the body of scholarly knowledge.
2. Organization and Content – the information should be presented in a way that it could be easily understood by the reader.
3. Currency - the information should be up-to-date (depending to the subject being tackled) to meet the information needs of the user.
4. Bibliography – the works contain a bibliography of the sources. It should be sufficient appropriate for the content.
5. Usefulness - articles should be relevant to the research/topic needs of the institution.
6. Authority - should be written by researchers and subject experts.
7. Coverage- the article should be reviewed whether it covers the topic comprehensively, partially, or just an overview.
8. Illustrations - charts, graphs, maps, photographs, etc. were used to illustrate concepts, relevant and clear and professional-looking.
9. Frequency – the frequency of the publication should be considered.



c. Audio Visual Materials and other non-print materials

1. Curricular relevance- highest priority is given to materials which are essential to supporting the curriculum.
2. Cost- price of the AV materials should be just for its quality.
3. Authority- reputation of the creator (director, playwright, composer)
4. Quality of technical production.
5. Appropriateness of video presentation.
6. Inclusion of social, political or economic themes or viewpoints not presented elsewhere.
7. Popular films will be acquired if they are of lasting interest or of potential use as social documents.
8. Language- the Library primarily acquires non-print materials in English or foreign films with sub titles.

d. Electronic Resources

1. In the assessment of the e-resources' quality and usability, the following questions should be answered:
 - 1.1 Is additional hardware or software required to use it?
 - 1.2 Is the product networkable?
 - 1.3 What is the means of accessing data (e.g., are passwords required)?
 - 1.4 Is the resource available at all times (e.g. Internet resources)?
 - 1.5 Are there special security requirements beyond what the library usually provides?
 - 1.6 Is the resource stable (i.e., is the software "buggy")?
2. **User friendliness**
 - 2.1 Is the screen design easy to read and follow?
 - 2.2 Is the interface already in use at the Library and familiar to users?



3. Searching functionality

- 3.1 Are keyword and Boolean operators available?
- 3.2 Is response time acceptable?
- 3.3 Currency?
- 3.4 How often updated?

4.12 Selection and Acquisition Procedures

a. Step:

1. Through LRC Advisory Committee, the librarian disseminates selection tools (price list, trade literature, catalogs and other selection tools) to the colleges for them to identify the books to be requested.
2. Students and/or faculty's request must be formal by accomplishing the requisition form and forward it to the library. The request must be reviewed by the LRC Advisory Committee of their department and must be noted by the Dean of the College.
3. Upon the receipt of the request, the library then conducts bibliographic searching to determine if the requested library material is already available in the library or not.
4. If the library finds that the requested title is already available in the library and with enough volumes, the librarian informs the requesting party about the disapproval of the request.
5. If the library does not have any copy of the requested library materials, the request will be processed and it will be endorsed to the Budget Officer and University President for final approval.
6. Approved request will be forwarded to the Supply Office for processing of the procurement.
7. Purchased library materials will be forwarded to the library for circulation.



4.13 Duplicates

Multiple copies of books / LRC materials will be acquired where a need has been determined. Duplicates will be purchased in paperback editions if possible.

4.14 New Editions

In case of a title which has been gone through several editions, the library will opt to acquire the latest edition unless the previous edition has been classified to be either valuable for its historical content or the latest edition does not contain helpful or substantial information found in the previous editions.

4.15 Policies and Guidelines for Gifts and Donations

The LRC accepts gifts and donations from any institutions/ organizations. However, the donor must accept the following terms and conditions:

- a. Materials will be evaluated according to the selection criteria identified above.
- b. Donated LRC materials will become the sole property of the LRC and the LRC reserves all the rights in the management, organization and dissemination of the donated LRC materials.
- c. An official letter of acknowledgement will be sent to the donor/s including the number of items donated.
- d. Any donated material not used in the collection may be given to the adopted school of the institution.

4.16 Weeding/De-Selection of Library Materials

Weeding or de-selection is the official removal of book/ LRC material from the collection. This ongoing process of discarding obsolete, unused, or damaged materials is essential to maintain an authoritative collection that is responsive to the needs of the users of the LRC.



a. General Criteria for Weeding:

1. Poor Content:

- 1.1 Outdated and obsolete information (especially on subjects that change quickly).
- 1.2 Trivial subject matter, including topics that are no longer of interest or that were dealt with superficially due to their popularity at a specific point in time, as well as titles related to outdated popular culture.
- 1.3 Mediocre writing style, especially material that was written quickly to meet popular interest that has passed.
- 1.4 Inaccurate or false information, including outdated information and sources that have been superseded by new titles or editions.
- 1.5 Unused sets of books (although you may keep specific volumes if they meet local needs and are used).
- 1.6 Repetitious series, especially series that are no longer popular or that were published to meet a popular demand that no longer exists.
- 1.7 Superseded editions (in general, it is unnecessary to keep more than one previous edition, discarding as new editions are added).
- 1.8 Resources that are not on standard lists or that were never reviewed in standard review sources.
- 1.9 Material that contains biased, racist, or sexist terminology or views.
- 1.10 Unneeded duplicates, especially if they are worn or tattered.
- 1.11 Self-published or small press materials that are not circulating, especially if they were added as gifts.



2. Materials/Books of Poor Appearance:

- 2.1 Worn out, ragged items.
- 2.2 Poorly bound or poorly printed editions.
- 2.3 Rebound editions that are worn and shabby or have torn pages.
- 2.4 Items that are dirty, shabby, warped, bug infested, or otherwise marked up.
- 2.5 Mutilated, or 'edited' by patrons
- 2.6 Books with very small print or poor-quality pictures
- 2.7 Scratched CDs or DVDs, brittle film or magnetic tape (in the case of video and audiocassettes)
- 2.8 Media that is beaten up from wear or has broken or missing parts.
- 2.9 Books with yellowed, brittle, torn, taped, or missing pages.
- 2.10 Books with dust jackets or cover art that is dated, especially on children's and young adult books

3. Unused Materials

- 3.1 Items that have not circulated within the past 3-5 years and not actually used for reference or in-house research.
- 3.2 Duplicate copies that are no longer needed, regardless of condition.
- 3.3 Periodicals that are not indexed.
- 3.4 Periodicals that is available in full-text databases.
- 3.5 Unused volumes in sets or series.
- 3.6 Unneeded titles in subject areas that are less frequently used.
- 3.7 Materials on the 'hot topics' that were popular more than five years ago.



- 3.8 More books that are needed on any single subject.
- 3.9 Formats that is no longer popular in the institution, especially if the technology needed to use the format is no longer owned by institution.
- 3.10 Material that is no longer important to the collection because of changes in local demographics, school curricula, or other factors.

4. Weeding Procedures and Schedules

- 4.1 Weeding of materials is usually done at the end of the academic year/summer; except for worn/damaged materials that needs immediate action.
- 4.2 Librarians use the criteria to deselect books and other materials.
- 4.3 Prepare listings on all books and other materials to be discarded by program and by course.
- 4.4 Forward the list of books and other materials to the concerned Academic Department thru the LRC Advisory Committee for review and final evaluation/de-selection.
- 4.5 Academic department returns the list of books and other materials for action implementation
- 4.6 Remove copy information of the deselected materials from the online catalog/shelf list.
- 4.7 Mark the library material with a note "DISCARDED" or "REMOVED" for its identification.
- 4.8 Upon the approval of authorities for condemnation, librarian in-charge will turn-over the deselected materials to the property for disposal.



4.17 Copyright

The table below is the suggested copyright markers to use as a guideline along with the other criteria suggested.

Dewey Classification	Maximum Number of Years it should be Housed
000	3-5
100	10
200	10
300	5-10
400	10
500	10
600	5-10
700	5-15
800	Flexible
900	10
Biographies	Flexible
Fiction	Flexible /Check for Appropriateness
Encyclopedia	5-7
Reference	Evaluated on an individual basis
Atlas	5-10
Periodicals	3 Years
Almanacs	3 Years in Reference, 3 Years in Circulation
Videos	15



4.18. Organization of Materials

a. Organization of the Library Collection

The library adopts the “open shelves system” which allows the users to freely browse the collections and give them a great access to the materials they needed. The organization of the library collection is based on the Dewey Decimal Classification (DDC) Scheme wherein the collection is classified into ten (10) main divisions.

The library provides two main sections, the reference section and the general circulation section where the library materials are housed. Furthermore, Filipiniana collections are separated from the Non-Filipiniana collections to filter the information source and to faster the information retrieval.

b. Preliminary Preparation of the newly purchased library materials

1. Physical Examination of the materials

Examine the book physically for its any defect. If the library material had been found with any defects, report and turn it over to supply and property office for proper action.

2. Stamping of Ownership

To identify the library materials as property of the library, stamp of ownership should be stamped on the library materials on its different parts such as:

- 2.1 Every side of the book
- 2.2 Lower margin of page 31 of the material (secret page)
- 2.3 Title page
- 2.4 At the back of the Book Cover
- 2.5 Book Card



2.6 Book pocket

c. Accessioning the library materials

Accession number of the library materials is a unique code to identify a specific library material. Therefore, a specific library material should have a unique accession number to distinguish its identity from other library materials housed in the library. The accession number should be placed on the following parts of the library materials:

1. Upper margin of the cover
2. Verso of the title page
3. Lower margin of page 31 (secret page)
4. Title page

d. Cataloging and Classification

Listed below are the tools that the library uses in cataloging its library materials:

1. Dewey Decimal Classification Scheme
2. Sear's List of Subject Heading
3. Cutter's Three-Figure Author Table
4. RDA

e. Cataloging and Classification Rules:

1. Resource Description and Access (RDA) should be used in descriptive cataloging of the material as it has replaced the AACR2r.
2. Sear's List of Subject Heading should be used in assigning the subject of the material.
3. DDC should be used in classifying the materials.



f. Cataloging and Classification Procedure:

1. Descriptive Cataloging

1.1 Conduct a bibliographic searching to determine whether the library already has a copy of the material being processed. If the library already has a copy of the material being processed, the cataloger may opt to do copy the information contained the catalog.

1.2 Provide shelf list slip for storage and retrieval.

1.3 If the material being processed contains CIP, the cataloger may opt to do “copylogging”

2. Subject cataloging

2.1 In subject cataloging, the cataloger must follow the rules stated in the Sear’s List of Subject Heading.

3. Classification

3.1 The procedure in classifying the library materials is the same with the rules and procedures set by the DDC Manual.

3.2 Three Figure Author table should be used in assigning the author number of the materials.

g. Procedure for Mechanical Processing of the Library Materials

1. Print call number of books and other information resources in a sticker paper.
2. Put the call number on the lower portion (1 inch form the base) of the spine of the book.
3. If the book is very thin, call number will be placed on the lower left corner of the book (1 inch from the base).
4. Fasten the book pocket at the verso of the back cover of the book. If the inside back cover of the book contains important information, fasten the book pocket and due date slip on the flyleaf of the book.
5. Provide the books with a plastic cover.



h. Preservation of Library Materials

1. Care and Handling of Library Materials

- 1.1 Handle library materials carefully.
- 1.2 Support book spines and covers when holding a book.
- 1.3 Do not fold the page of the book. Instead, use a book mark.
- 1.4 Highlighting of the passages of the books using a highlighter should not be allowed.
- 1.5 Keep the library materials away from water which can cause deformation and staining of the book.
- 1.6 Eating and drinking near the library materials should be avoided as this practice would lead to the damage of the book.

2. Guidelines on Binding of Journals

- 2.1 The binding should be as conservative as possible.
- 2.2 The binding should be as non-damaging to the text block as possible and should not shorten its useful life.
- 2.3 The bound volume should be opened to a 180° position so it could be photocopied easily.

i. Inventory Policies and Guidelines

1. The library conducts library inventory every end of academic year (April-May).
2. Do shelf reading properly and arrange the shelf list cards.
3. Match Shelf list cards against the books and other materials on the shelves.
4. Place a “missing” note in the shelf list if the book is missing and an “existing” note if the book is existing.



5. Pull out books with discrepancy in the record and/or labels for its correction.
6. Make a list of missing books.
7. Forward inventory report to the property office.
8. Materials are considered lost after 3 consecutive inventories.

Chapter 5 **Learning Hubs Policies and Guidelines**

5.1 Roles and Responsibilities

- a. A Learning Hub Team shall be organized. It will be composed of the Director for Learning Resource Center, Head for Learning Hubs, College and campus Learning Hub Coordinators, College Deans, Campus Directors and the VPAA.
- b. Each college shall prepare a room or rooms that will serve as a learning hub for students. Each learning hub will be managed by the Learning Hub coordinator, designated by college deans or campus directors. They shall oversee all the operations during the implementation of the project.
- c. The Learning Hubs and Language Testing Services office shall conduct pre-assessment through ocular and preliminary survey, as to the feasibility of the project.

5.2 Learning Hub Team Functions

The Learning Hub Team shall:

- a. Formulate and implement necessary procedures and policies to keep the project intact.
- b. Assign coordinators to guide the end users.
- c. Prepare monitoring, evaluation and impact assessment tools to gauge the effectiveness of the project.



- d. Establish partnership/linkages with external stakeholders (parents, community, etc.)
- e. Provide data about the status of the students as per request by parents.

5.3 Learning Hub Coordinators Functions

The Learning Hub Coordinators shall:

- a. Serve as an over-all manager of the hub.
- b. Assign personnel to assist students throughout the duration of the project.
- c. Orient the end users about the procedures/policies in the hub.
- d. Maintain order inside the hub.
- e. Impose discipline among end users.
- f. Coordinate with the learning hub team for smooth operations.
- g. Formulate applicable rules and strategies to achieve seamless transactions inside the hub.
- h. Prepare monitoring and evaluation report for future reference

5.4 General Guidelines Inside the Hub

- a. Only the coordinator and assigned personnel have the authority to allow students to enter the hub.
- b. Only academic-related tasks and activities are allowed inside.
- c. Services may include internet usage, printing, typing, tutorial sessions and other subject-related activities.
- d. Proper monitoring of attendance shall be observed. User's card will be provided for each student.
- e. Each student is given one and a half (2 ½) hour per week to make use of the hub services. (*Subject to modification by college or campus to consider the context*).
- f. Proper health protocols shall be observed at all times.



- g. Students may ask assistance from the coordinator or assigned personnel.
- h. Students must strictly adhere to their respective schedules to give equal opportunity to others.
- i. Students must observe silence and good rapport with the persons in the hub.
- j. Unwanted chatting is strictly prohibited.
- k. All equipment in the hub are solely intended for use by students as per attendance. No one is allowed to bring any equipment outside the hub.
- l. Electrical outlets must be secured before leaving the hub.
- m. Littering is highly discouraged.
- n. Any misbehavior shall not be tolerated.

5.5 Guidelines in the use of Internet

- a. Hub coordinators have the autonomy to make their own scheme on internet use.
- b. Internet is not to be used to access unacceptable material such as illegal activities, pornography or extreme violence.
- c. Access to any offensive sites by any user must be immediately reported to the coordinator or assigned personnel.
- d. Students should be considerate of others and use internet efficiently.
- e. In order to monitor students' search history, incognito browsing will not be allowed.

***Failure to follow these rules may result in losing the privilege of using the internet.**



Chapter 6

Disaster Preparedness Plan

The Disaster Preparedness Plan shall provide the Learning Resource Center with set of procedures, guidelines, and priorities for clients, personnel and disaster responders before, during, and after an emergency situation or disaster. The disaster response strategy shall correspond with the institution's policies without redundancy or contradictory procedures. The plan is a "living document," subject to review every two years and changed as needed in response to emergency drills, changes within the Learning Resource Center, and post-disaster assessment in the event of a true disaster.

LRC personnel, library-in-charge, and coordinators recognizes its responsibility to maintain a state of preparedness in the event of an emergency or disaster that threatens staff, patrons, collections, or the building. The plan establishes procedures for damage mitigation, post-disaster treatment, and conservation of materials. Resources for the recovery and salvage phases of an emergency are contained in this plan.

6.1 Emergency Section

The Emergency Section of the Disaster Plan contains concise information for any LRC personnel who must respond effectively to an emergency in the unit. Often, staffs who had little or no training in emergency response must initiate the call. They will need directions that are easy to follow and what the LRC Team and the Disaster Response Team have determined best. The Emergency Section describes precisely how a staff member should respond and who is to be called. Emergency numbers are listed, and a telephone tree is included, in an alphabetical listing of key people. Laminated copies of these procedures shall be disseminated widely and kept where staff can find them easily.



The Emergency Procedures are a brief step-by-step set of directions for fire, water, power outage, or vandalism threats to the Library collections.

The Emergency Priority Notification List is a listing of the titles, names, and telephone numbers of people in the order in which they are to be notified if there is a collection emergency. Each person has a backup. It is up to these people to keep each other informed about absences or vacations so a gap in communications will not occur in times of emergency. If neither person on the priority notification list can be reached, the caller must proceed to the next person and notify each successful contact about those who were unreachable.

The Emergency Notification Telephone Tree is a graphic representation of those who are to be called and how the notification of the emergency will be handled. This assures that communication does not break down. Each person on the tree has a responsibility for ensuring the notification of the next person on the list and must continue calling until someone is reached or the designated backup is contacted. Communication is the key to the success of a disaster response.

The Emergency Telephone Numbers ensure that all staff key to an effective response are listed in alphabetical order so numbers can be located readily at times of stress.

6.2 Emergency Procedures

Emergency instructions shall be posted at all public service points. Detailed instructions and procedures must be present in public areas. Regular disaster risk reduction orientation for clients and personnel must be coordinated with the university Disaster Risk Reduction Management office (DRRMO).

6.3 Disaster Response

Disaster response covers the initial phase of the LRC's reaction to a collection emergency. Depending upon the extent of the disaster, the time represented may



be a few hours or several days. This phase is not over until the damaged collections have been removed and stabilized and the rest of the collections are protected from further damage. Then, planning shall proceed and decisions can be made for how recovery will be undertaken.

6.4 Disaster Recovery

The disaster recovery section shall contain necessary information about the techniques and methods that can be employed for recovering a variety of damaged collection materials.

6.5 Disaster Rehabilitation

After a disaster, the most time-consuming steps come once the collections are dried and ready to be returned to the shelves. They must then be sorted, cleaned, repaired, rebound, rehoused, prepared for the shelves with new security tags and shelf labels, and replacements must be ordered. Fumigation may even have been necessary. Finally, many catalog and shelf list records may need correction or notation. All plans that can be made ahead of time for how this might be accomplished and who would be involved will help provide economies of time and expense.

Any materials that have been damaged by water will require more shelf space after drying. As a result, a shift of collections and new space configurations will be required. In the best of circumstances at least 10% more shelf space will be needed.

That is assuming response has been swift and decisions appropriate. If there has been a delay in stabilizing damaged collections, up to 100% more space may be required. A timely response is clearly advisable.

This section includes a list of key disaster rehabilitation steps to remind the Disaster Team of components they will need to address.



6.6 Prevention and Protection Measures

The Disaster Team shall be responsible in conducting yearly internal and external surveys to check for potential problems and for making recommendations to the RSU Officials about how they might be addressed. Although ideal solutions shall be considered, acceptable alternatives shall also be presented until the ideal can be reached within a reasonable period of time.



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