



# COLLEGE LIBRARY



# Instructions Manual



Republic of the Philippines  
**BULACAN AGRICULTURAL STATE COLLEGE**  
San Ildefonso, Bulacan  
Tel./Fax No.: (044) 762-1427

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**ADMINISTRATIVE COUNCIL RESOLUTION NO. 05, s. 2017**

**A Resolution Approving the Bulacan Agricultural State College  
Library Procedures and Work Instructions Manual**

WHEREAS, Bulacan Agricultural State College (BASC), as an agency of the Philippine Government, adheres to the policies of fellow government institutions in order to contribute to national goals set by the present administration;

WHEREAS, the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems composed of NEDA, DBM, OP, DoF and PMS, has issued Memorandum Circular No. 2016-1 citing the guidelines on the grant of Performance-Based Bonus for FY 2016 under Executive Order Nos. 80 and 201 whereby Item 5.0 (b) requires for the establishment of a Quality Management System (QMS) for at least one core process by any international certifying body approved by the AO 25 IATF or ISO-aligned QMS documentation of its QMS for one core process;

WHEREAS, BASC sees the need to prepare and publish a College Library Procedures and Work Instructions Manual in order to comply with the said provision; and

WHEREAS, when it was presented to the body during the Administrative Council Regular Monthly Meeting for the month held on April 17, 2017, the members of the Council approved the draft of the BASC Library Procedures and Work Instructions Manual as presented.

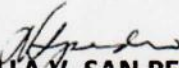
RESOLVED, therefore, on motion duly seconded and thereby adopted during this Regular Meeting of the BASC Administrative Council held April 17, 2017 at the BASC Conference Room, that an Administrative Council Resolution approving BASC Library Instructions Manual be drafted.

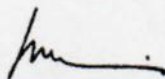
RESOLVED FURTHER, that duly approved and signed Resolution be posted on the College website and in other media as well where it is needed.

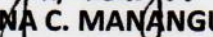
Signed:

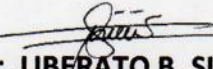
  
**GERARDO I. MENDOZA, Ph.D.**


College President & Presiding Chair, BASC Administrative Council

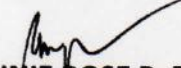
  
**PRISCILLA V. SAN PEDRO, Ph.D.**  
VP for Academic, Cultural & Sports Affairs


  
**HERMINIO B. GIRON, Ph.D.**  
VP for Administration, Finance &  
Business Affairs

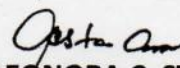
  
**JOSEFINA C. MANANGUIT, Ph.D.**  
VP for Research, Extension & Training

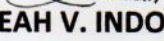
  
**Engr. LIBERATO B. SILVERIO**  
Director for Instruction

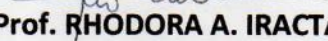
  
**ROBERTO C. WAGAN, Ed.D.**  
Director for the Office of Student Affairs


  
**Prof. ANNIE ROSE P. PAGDANGANAN**  
Director for Planning

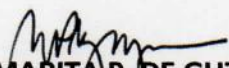
  
**MINERVA D. ARCILLA**  
Director for Administrative & Support Services


  
**MA. LEONORA C. STA. ANA, Ph.D.**  
Director for Sports & Cultural Affairs


  
**LEAH V. INDON**  
Director for Research

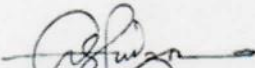
  
**Prof. RHODORA A. IRACTA**  
Director for Extension & Training

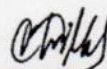
  
**RODRIGO G. BUENAVENTURA**  
Director for College Auxiliary & Business Office

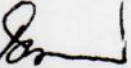
  
**MA. MARITA P. DE GUZMAN**  
Director, Financial Management  
Office

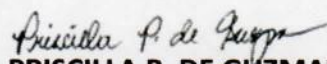
  
**MELCHOR I. PASTRANA, Ph.D.**  
Dean, Institute of Agriculture

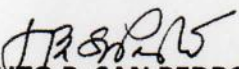
  
**Prof. OFELIA V. SILVERIO**  
Dean, Institute of Education, Arts  
& Sciences

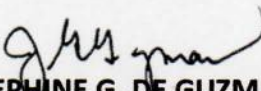
  
**Engr. ALVIN G. QUIZON**  
Dean, Institute of Engineering &  
Applied Technology


  
**Prof. CESAR T. VILLANUEVA**  
Dean, Institute of Management

  
**RICHARD F. SARMIENTO**  
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Presidential Asst., External Affairs,  
Resource Generation & Cooperation  
& OIC-Office of the Registrar

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### Registration for Library

Key steps	Response Time (under normal condition)	Person/s in charge	Location
<p><b>For Students, Faculty, and Staffs:</b></p> <p>Fill up the respective Library Registration Forms for Library Record purposes.</p>	1 minute	Librarian	Library
↓			
<p>Present your College Library Card valid for the current semester in all library.</p>	1 minute	Librarian	Library
<p><b>For Alumni Students and Researchers:</b></p> <p>Present your validated IDs and referral letters from the school/institution you came from.</p>	5 seconds	Librarian	Library
↓			
<p>The Librarian will issue payment slip worth 30.00Php for outsider who wants to do research at BASC Library.</p>	1 minute	Librarian	Library
↓			
<p>Permit card is issued one day after the payment is made.</p>	5 seconds	Librarian	Library

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### The College Library Card

#### Application for Library Card

Key steps	Response Time (under normal condition)	Person/s in charge	Location
<b>For New Students:</b>			
<div style="border: 1px solid black; padding: 5px; text-align: center;">           Present their registration forms for the current semester         </div>	5 seconds	Librarian/ Library Staff	Library
↓			
<div style="border: 1px solid black; padding: 5px; text-align: center;">           Fill out the Library Information Sheet         </div>	1 minute	Librarian/ Library Staff	Library
↓			
<div style="border: 1px solid black; padding: 5px; text-align: center;">           Submit two copies of 1"x1" ID picture to assigned staff members or the College Librarian.         </div>	1 minute	Librarian/ Library Staff	Library
↓			
<div style="border: 1px solid black; padding: 5px; text-align: center;">           Pay 20.00php for the processing of your Library ID Card to the College librarian.         </div>	5 minutes	Librarian/ Library Staff	Library
<b>Note :</b> The finished Library ID Card shall bear the signature of the College Librarian.			
<b>For Old Students:</b>			
<div style="border: 1px solid black; padding: 5px; text-align: center;">           Present Registration forms for the current semester and Library ID cards to the College Librarian for Validation.         </div>	5 seconds	Librarian/ Library Staff	Library



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<b>For Students shifting from one degree to another:</b>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Present the registration forms for the current semester and the previous Library ID Card</div>	5 seconds	Librarian/ Library Staff	Library
↓			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Fill out the Library Information Sheet</div>	1 minute	Librarian/ Library Staff	Library
↓			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Submit one copy of 1"x1" ID picture to assigned staff member or the College Librarian</div>	1 minute	Librarian/ Library Staff	Library
↓			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Pay 20.00php for the processing of your Library ID Card to the College Librarian.</div>	5 minutes	Librarian/ Library Staff	Library
<b>Loss / Damaged Library ID Card :</b>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Inform the librarian about the loss/damage of the Library ID Card;</div>	5 seconds	Librarian/ Library Staff	Library
↓			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Present the registration forms for the current semester</div>	1 minute	Librarian/ Library Staff	Library





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↓				
↓	Submit one copy of 1"x1" ID picture	1 minute	Librarian/ Library Staff	Library
↓	Pay 25.00php for the processing of your Library ID Card to the College Librarian	5 minutes	Librarian/ Library Staff	Library


### Library Card Application Form

ID NO. _____		
Surname: _____	First Name: _____	MI. _____
Address: _____		
Course/Year: _____		
Date Applied: _____		

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**The Library Card**

**Bulacan Agricultural State College**  
San Idefonso, Bulacan



**COLLEGE LIBRARY CARD**

\_\_\_\_\_ is a student of the Bulacan Agricultural State College during the term indicated on the reverse side.

ID no. \_\_\_\_\_

*Marie Lou R. Reyno*  
**MARIE LOU R. REYNO**  
College Librarian III

\_\_\_\_\_  
Signature of Student


\_\_\_\_\_  
Address of Student

**CERTIFICATE OF ENROLLMENT**

Course	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	Summer

The owner of this card is entitled to the use of the library of the Bulacan Agricultural State College, (Subject to its rules) and is responsible for all books and materials issued in the number and name appearing on the face of this card.

**(STRICTLY NON-TRANSFERABLE)**

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### Borrowing of Library Materials for Library Personnel

*Library personnel are entitled to borrow from the library provided all normal circulation procedures are carried out.*

#### Step by Step Procedure

Sign the book card (*inserted in the pocket pasted at the back cover of the book*) with his/her full name




Present the filled up book card together with the book to the Librarian at the Circulation Desk.



The Librarian Stamps in the date due slip when the book will be returned to the library.




**Note:** *Book may be returned before the due date, but is considered overdue if returned to the library after due. The book may renew after its due date if there is no demand for it.*


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### Utilization of Resources

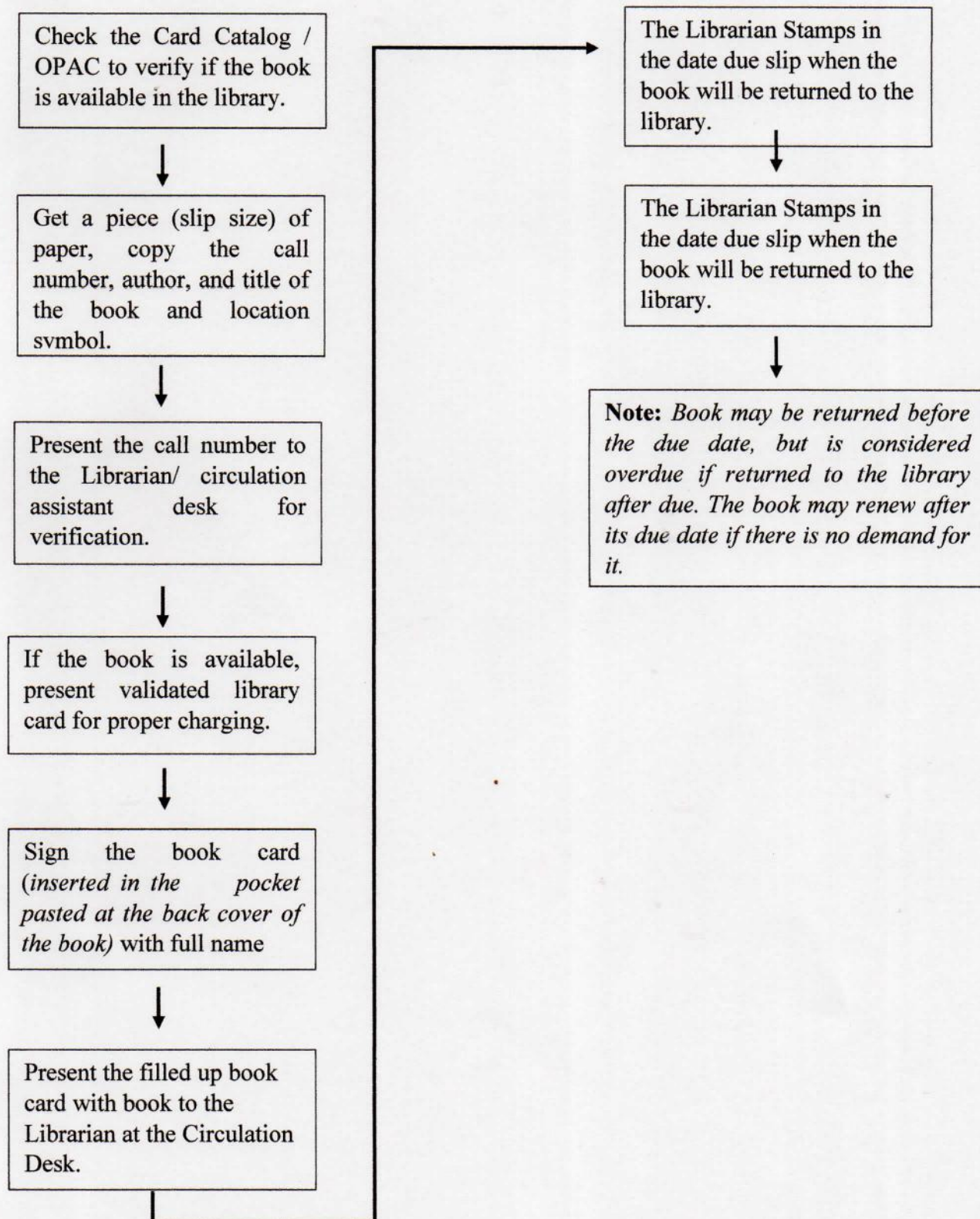
Kinds of Material for Circulation	Loan Period	Overdue Fines
<b>General Reference Books</b> (e.g. encyclopedias, dictionaries, atlases, books in sets and the likes)	Not for Check-Out	N/A
<b>General Circulation</b> (Includes International & Filipino Authors)	1 book for 3 Days	Php10.00 / day (excluding Saturdays, Sundays and Holidays)
<b>Reserve Collection</b>	1 book for Overnight Use	Php 10.00/ day Php 2.00/ appointed hour Php 1.00/succeeding hour (excluding Saturdays, Sundays and Holidays)
<b>Filipiniana Collection</b>	1 book for Overnight Use	Php 10.00/ day Php 2.00/ appointed hour Php 1.00/succeeding hour (excluding Saturdays, Sundays and Holidays)
<b>Fiction Book</b>	2 fiction books for 1 week	Php10.00 / day (excluding Saturdays, Sundays and Holidays)
<b>Theses / Dissertations Collection</b>	Not for Check-Out	N/A


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<b>Serials, Maps and Globes</b>	Can be charged-out only when the faculty needs them for classroom instruction. Materials have to be returned right after the class.	N/A
<b>Audiovisual Materials</b>	Can be charged-out only when the faculty needs them for classroom instruction. Materials have to be returned right after the class.	N/A

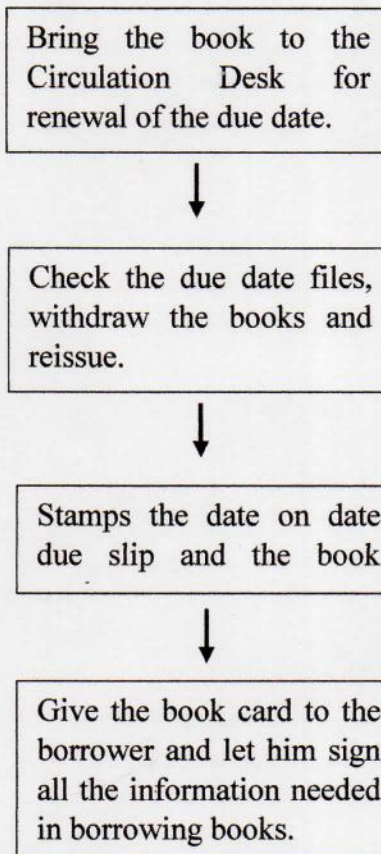
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### Procedures in Borrowing of Books




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### Process of Book/s Renewal








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**Receipt Form for Library Overdue Fines**

<b>BULACAN AGRICULTURAL STATE COLLEGE</b> <b>College Library</b>	
No. _____	Date _____
RECEIVED FROM _____	
THE SUM OF PESOS _____	
AS PAYMENT FOR _____	
P _____	_____
	SIGNATURE

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**Technical Services  
Acquisition  
Steps of Acquisition Process**

**Request Processing**

- Bibliographic information of each item shall be assessed, completed, and organized by subject.



**Preorder Work**

- Involve bibliographic verification or searching.



**Consult the OPAC, Shelf- List, and Accession Number of the books**


- To determine the number of copies of a certain Title available in the library.
- To determine the need for additional copies to be acquired.



Materials to be purchased shall be listed in the Purchase Request (PR) form of the College and signed by the College Librarian.



The PR will be forwarded to the Office of the President for approval. Once approved, it goes to the Bids and Awards Committee (BAC) for the processing of request until the preparation of the Purchase Order.

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### Ordering, Order Placement, and Receiving Procedure


Books received are checked against delivery



They are collated to make sure that no pages are missing or that they are not defective in other ways.



Items found to be defective or other than those ordered are then set aside and later returned to their source as soon as possible.

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**Descriptive Cataloging**  
**Steps in Descriptive Cataloging**


Provide bibliographic description on a 3 x 5-inch process slip using the ISBD and the AACR2 as bases of format content.



Search author and title entry in the OPAC



Proceed to subject cataloging and classification.

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### Steps of Subject Cataloging and Classification

Using the LCSH and the FLSH, the cataloger shall provide appropriate subjects for material being cataloged.




The cataloger shall provide added entries, if there shall be any, to complete the tracings.



If appropriate subject shall not be available in the LCSH or the FLSH :

- The cataloger shall consult a specialized thesaurus appropriate to the material being cataloged.
- Refer to the OPAC of the Library of Congress, Philippine e-Library, etc.

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## Descriptive Cataloging and Subject Cataloging


### Sample Cards

#### Author Entry

<p>LB      McDevitt, Teresa M. 1115      Child development and education / Teresa M. McDevitt, .M33 Jeanne Ellis Ormrod. -- Upper Saddle River, New Jersey; 2002 Columbus, Ohio : Merrill Prentice Hall, c2002. xx, 584p. : ill., figs, tabs.</p> <p style="padding-left: 40px;">Includes bibliographical references and index. ISBN 0-13-761933-2</p> <p style="padding-left: 40px;">1. Child development. 2. Adolescent psychology. 3. Educational psychology. I. Ormrod, Jeanne Ellis. II. Title</p>
---

#### Title Entry


<p><b>Child development and education.</b></p>
<p>LB      McDevitt, Teresa M. 1115      Child development and education / Teresa M. McDevitt, .M33 Jeanne Ellis Ormrod. -- Upper Saddle River, New Jersey; 2002 Columbus, Ohio : Merrill Prentice Hall, c2002. xx, 584 p. : ill., figs, tabs.</p> <p style="padding-left: 40px;">Includes bibliographical references and index. ISBN 0-13-761933-2</p> <p style="padding-left: 40px;">1. Child development. 2. Adolescent psychology. 3. Educational psychology. I. Ormrod, Jeanne Ellis. II. Title</p>

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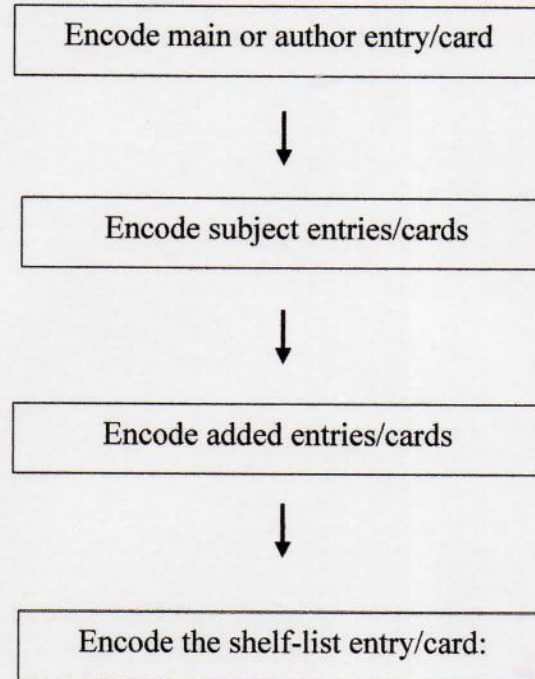
### Subject Entry

#### EDUCATION


LB McDevitt, Teresa M.  
 1115 Child development and education / Teresa M. McDevitt, Jeanne .M33  
 Ellis Ormrod. -- Upper Saddle River, New Jersey; Columbus, Ohio :  
 2002 Merrill Prentice Hall, c2002.  
 xx, 584p. : ill., figs, tabs.  
 Includes bibliographical references and index.  
 ISBN 0-13-761933-2

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### Card Reproduction





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### Filing of Cards


Sort catalog into author/author added entry cards, title added title entry cards, subject cards, and shelf-list cards.



If a card catalog already exists, interfile alphabetized sorted cards into their proper order from the top of the card starting on the second.



If a card catalog does not exist yet, alphabetize the sorted cards using the ALA rules for filing, then file the alphabetized cards in their proper order.

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### Procedures for Deselection

Locate on book shelf books that are to be deselected.



List deselected materials.



Withdrawal remarks are written in the accession record and shelf list files for proper identification, guidance, and future reference.



Catalog cards of deselected materials are pulled out from the card catalog.



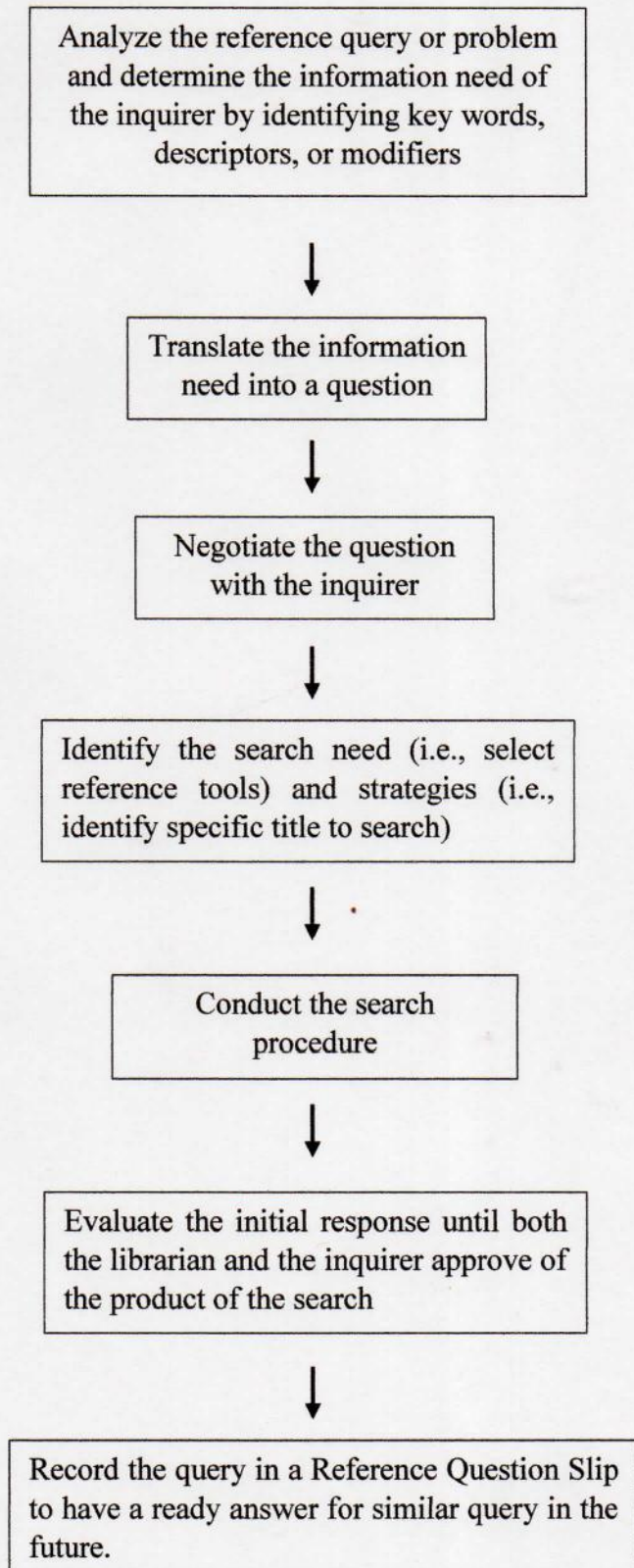
Deselected materials can be transferred to the stockroom donated to other libraries or sold to junk purposes, not to be burned.



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## The Reference Process

### Step by Step Procedure





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### Charging and Discharging of General Reference Books

For inside Reading	For Photocopying
Borrowers select reference books/sources from the OPAC and from the shelves	Borrowers select reference books/sources from the OPAC and from the shelves
Borrowers pull out the book cards, write their full names on the cards, attach their Library ID Cards, and give these to the librarians/library staff members for checking	Borrowers pull out the book cards, write their full names on the cards, attach their Library ID Cards, and give these to the librarians/library staff members for checking and filing
When borrowers return a reference books/sources, the librarians/library staff members collate these, pull out the cards with the borrowers' Library ID Card and book card from the file	Librarians/library staff members stamp the corresponding date and time the reference books/sources shall be expected to be returned on the date due slip at the back of the book
Librarians/library staff members return the Library ID Cards to the borrowers, the book cards to the book pockets and the books to the shelves	If borrowers option to photocopy outside the library they shall be given 30 minutes to 1 hour to return the reference book/sources
	When borrowers return a reference books/sources, the librarians/library staff members collate these, pull out the cards with the borrowers' Library ID Card and book card from the file
	Librarians/library staff members return the Library ID Cards to the borrowers, the book cards to the book pockets and the books to the shelves



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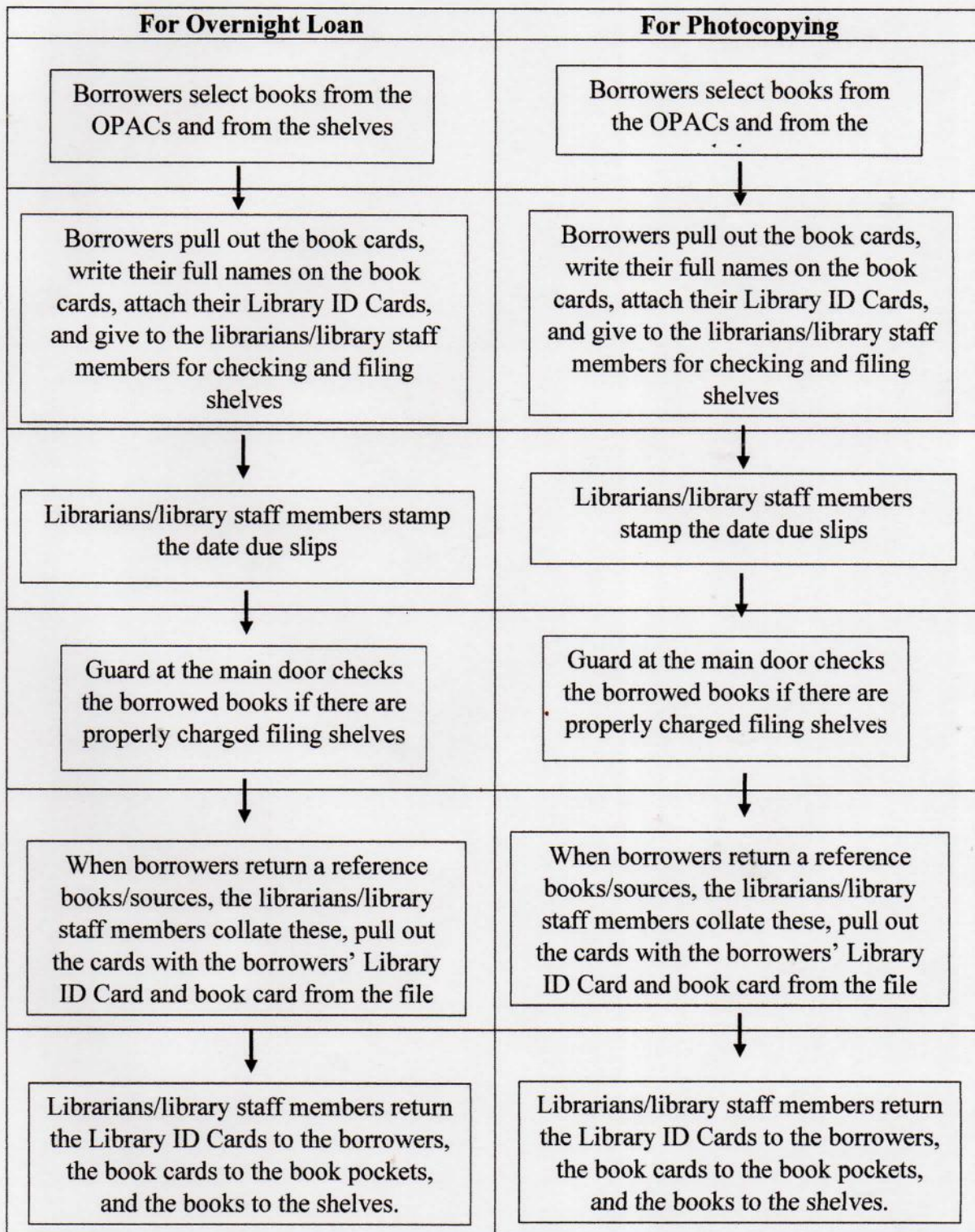
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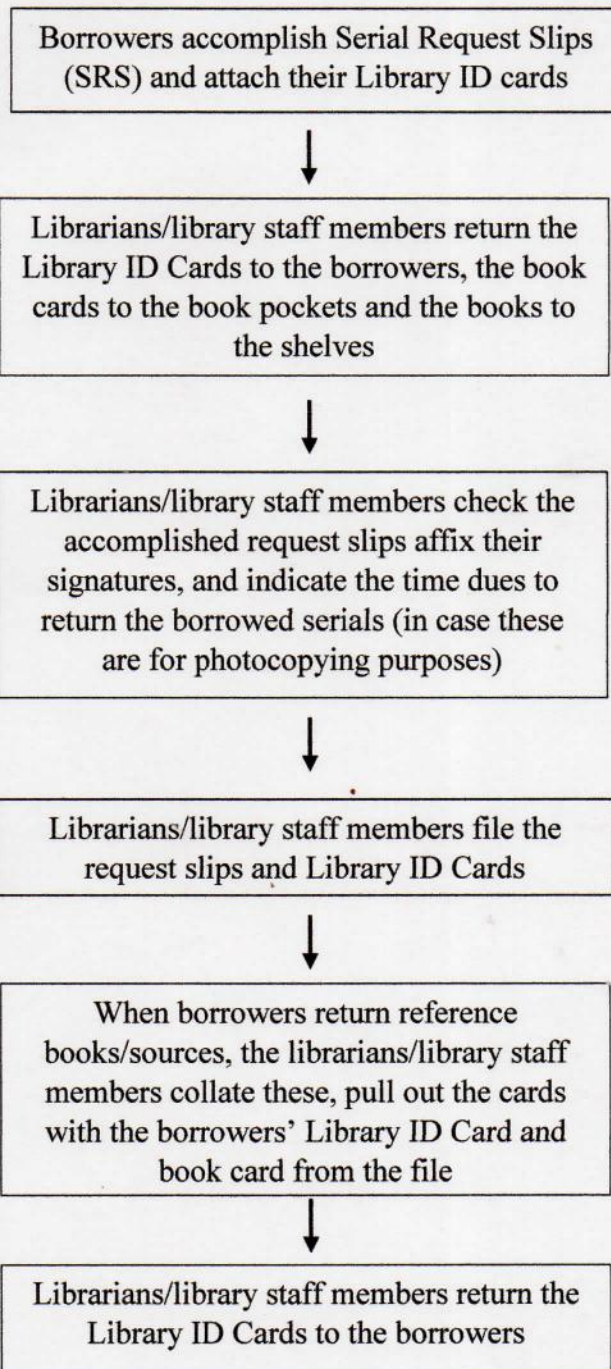
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### Charging and Discharging of Reserve and Filipiniana Collection



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**Serial Services**  
**Charging and Discharging**  
**Step by Step Procedures**





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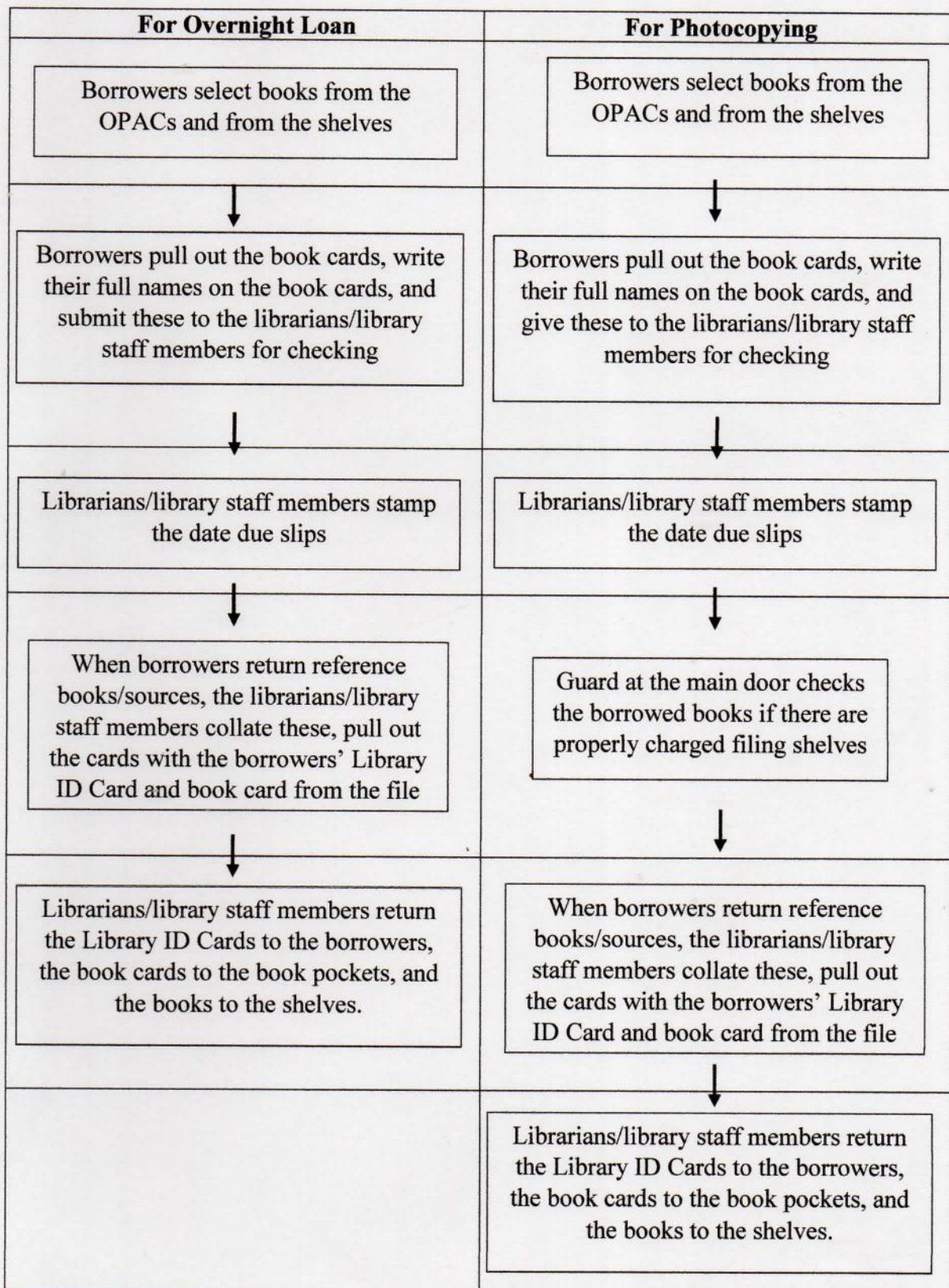
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### Circulation Services

#### Charging and Discharging of Circulation Books



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### **Shelf-Reading**

#### **Step by Step Procedure**

Scan the shelves and examine the call numbers of the books to see that each item stands on the shelf in proper order




Pull out and insert misshelved books to their corresponding places according to their call numbers

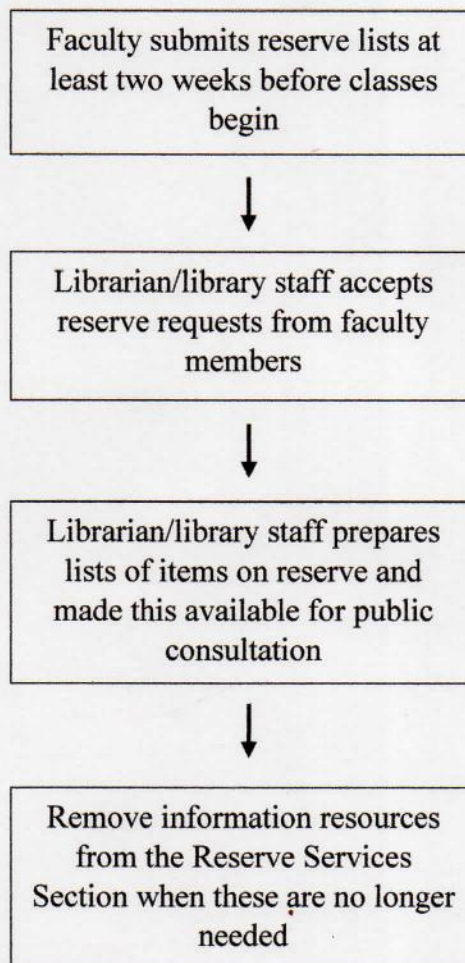


In the case of books returned by borrowers, insert them to their proper places on the shelves based on their call numbers



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**Reserve Services Procedure**  
**Placing Information Resources on Reserve**



**Note:** Charging and discharging of information resources at the Reserve Services Section and Filipiniana Section shall be the same as those observed at the circulation services unit for overnight loan and photocopying Services.