

Bulacan Agricultural State College

LIBRARY OPERATIONS MANUAL

**LIBRARY DEPARTMENT
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan
Philippines
2016**

PREFACE

This Operations Manual was created and developed to serve as a guidebook to internal college administration and library staff to provide basic information about the College Library policies and procedures upon which the library system carries out its services and activities. The primary contents are the expository of the organization structure and its policies concerning personnel and collection management.

Contents of this manual are organized logically into eleven major parts numbered with Arabic and numeric symbols and were conceptualized from accumulated knowledge, actual library practices, experiences, and observations on the needs and demands of clients. Universal principles and practices in librarianship were also considered. Various authoritative information resources in Library Science and Management had been also consulted to come up with a Manual that would serve as a ready-reference for library staff members, library users, and college administration.

As this Operations Manual goes through a series of meetings and discussions with all stake holders where the procedures and functions and policies are deliberated in detail, over and again to draft the final policy, hence, this Operations Manual will be the source that library staff will consult concerning any confusion about any function or procedure.

Further, this Operations Manual is purposely designed along with its by-laws to reveal the main areas of organization, the division of work, the interrelationship of the various administrative levels as well as to serve as a blue print, showing the detailed techniques and routines of the library system. As to manage the needs and demands of library users and with the changing times, this Operations Manual is intended to be reviewed and updated regularly.

TABLE OF CONTENTS

Cover Page	1
Preface	2
Table of Contents.....	3
I. Definition of Terms and Acronyms	9
II. General Information	14
2.1 College Vision	14
2.2 College Mission	14
2.3 BASC Library Goals	14
2.4 BASC Library Objectives	14
2.4.1 General	14
2.4.2 Specific	15
III. Brief History of BASC Library	16
IV. Components of BASC Library System	17
4.1 The Main Library/the College Library	17
4.1.1 Service Areas	17
4.1.1.1 Office of the College Librarian	17
4.1.1.2 Technical Services	17
4.1.1.3 Reader's Services	17
4.1.1.3.1 Reference Services	17
4.1.1.3.2 Serial Services	17
4.1.1.3.3 Circulation Services	17
4.1.1.3.4 Reserve Services	18
4.1.1.4 Special Materials/Services	18
4.1.1.4.1 Filipiniana Section	18
4.1.1.4.2 College Archives/ Theses Section	18
4.1.1.4.3 Internet Services	18
4.1.1.4.4 Audiovisual Room	18
4.1.1.4.5 Photocopying Service Area	18
4.2 The Institutional/ Branch/ Unit Libraries	18
4.2.1 The Graduate Studies Library	19
4.2.1.1 Registration for Library	19
4.2.1.2 Library Collections	19
4.2.1.3 Services and Facilities of Graduate School Library.....	20
4.2.1.3.1 New Acquisition Display	20
4.2.1.3.2 Journal Collection	20
4.2.1.3.3 Master's Theses and Dissertations Collection	20
4.2.1.3.4 Borrowing Privileges	20
4.2.1.3.5 Fines	20
4.2.1.3.6 Loss of Graduate School Books	20
V. Organization and Management	21

5.1 Organizational Structure of the Library	21
5.2 The BASC Library Committee	22
5.3 The College Librarian	22
5.3.1 Duties and Responsibilities	23
5.4 Library Assistant.....	24
5.4.1 Duties and Responsibilities	24
5.5 Library Student Assistant.....	24
5.5.1 Qualifications	24
5.5.2 Duties and Responsibilities	25
5.5.3 Guidance in Selecting Library Student Assistants	25
5.5.4 Criteria in Selecting Applicants	26
5.5.5 Rules and Regulation for Library Student Assistants	26
5.6 Library Staff / Personnel	27
5.6.1 Responsibilities and Duties	27
5.6.2 Library Personnel Policies and Standards	28
5.6.2.1 Recruitment and Selection of Library Personnel..	28
5.6.2.2 Qualifications Standards	29
5.6.2.3 Employment Status.....	30
5.6.2.4 Personnel Development Program.....	30
5.6.2.5 Library Personnel Relations.....	31
5.6.2.6 Conduct and Ethical Standards of Library Personnel	
5.7 Library Office Rules and Regulations	32
5.7.1 Attendance.....	32
5.7.2 Punctuality.....	33
5.7.3 Office Time.....	33
5.7.4 Snacks and Lunch Breaks.....	33
5.7.5 College ID.....	33
5.7.6 Proper Attire.....	33
5.7.7 Protection of Library Property.....	33
5.7.8 Borrowing of Library Materials.....	34
5.7.9 Utilization of Library Equipment and Supplies.....	34
5.7.10 Cleanliness of Library Premises.....	34
5.7.11 Conduct in the Library.....	34
5.7.12 Study Outside Library Work.....	34
5.7.13 Lost Property.....	35
5.7.14 Procedures in Reporting Accidents.....	35
VI. Operation, Control and Supervision.....	36
6.1 General Library Rules and Regulations.....	36
6.1.1 Authorized Users.....	36
6.2 Hours of Services.....	36
6.3 Utilization of Resources.....	36

6.4	Guidelines in Borrowing Books for Faculty members and staff.....	38
6.5	Borrowing Procedures.....	38
6.5.1	Borrowing of Books.....	39
6.6	Loss of Library Privileges.....	40
6.7	Handling Fines and Lost Books.....	40
6.7.1	Penalties.....	40
6.8	Books Lost But Paid Records.....	41
6.8.1	Lost but paid.....	41
6.8.2	Lost but replace.....	41
6.9	Renewal of Books.....	42
6.10	Library Clearance.....	42
6.10.1	Employees.....	42
6.10.2	Students.....	43
6.10.3	Keeping Circulation Statistics.....	43
6.11	Circulation of Books.....	44
6.11.1	General Rules.....	44
6.12	Circulation Books.....	45
6.13	Subject Reserve Books.....	46
6.14	Special Materials.....	46
6.15	Internet.....	47
6.16	Photocopying.....	47
6.17	Use by Non-Members of the College.....	47
6.18	Mutilation and Theft Cases.....	48
6.19	Instructional Media Services	48
6.19.1	Objective.....	48
6.19.2	Services.....	48
6.20	Library Log In Practices.....	48
VII.	Sections of the Library.....	49
7.1	Reference Section.....	49
7.1.1	Reference Functions.....	49
7.1.2	Instruction in the Use of the Library.....	49
7.2	Referral Letter.....	50
7.3	General Policies of Reference Services.....	50
7.4	Returning of Books.....	50
7.5	Serial Section.....	50
7.6	Circulation Section.....	50
7.6.1	Purpose of Circulation Service.....	51
7.7	Circulation of Regular Books.....	52
7.7.1	For Students.....	52
7.7.2	For Faculty.....	52
7.8	Reserve Book Service.....	52

7.8.1 Organization of the Reserve Books.....	52
7.8.2 Policies on Reserve Books.....	53
7.9 Audiovisual Room.....	53
7.9.1 Policy on the Lost and Damaged Electronic Resources.....	53
7.10 Theses Section.....	53
7.11 Internet Section.....	53
7.12 Technical Section.....	53
VIII. Library Services.....	54
8.1 Technical Services.....	54
8.1.1 Selection and Acquisitions.....	54
8.1.1.1 Selection.....	54
8.1.1.2 Filipiniana Materials.....	57
8.1.1.3 Acquisitions.....	57
8.1.1.4 Ordering, Order Placement, and Receiving.....	58
8.1.1.5 Alternatives to Acquiring Information Resources through Purchase.....	59
8.1.1.6 Technical Processes (Cataloging and Classification)	
8.1.2 Preservation, Conservation and Deselection.....	66
8.1.2.1 Preservation and Conservation.....	67
8.1.2.2 Deselection or Weeding.....	67
8.1.3 Duplication and Reproduction of Materials.....	70
8.1.4 Accepting Gifts.....	71
8.2 Public Services.....	72
8.2.1 Access to Library Services and Resources.....	72
8.2.1.1 Service Hours.....	72
8.2.1.2 Control Desk.....	72
8.2.1.3 The Library ID Card.....	73
8.2.1.4 The Borrower's Record.....	74
8.2.1.5 Library Registration.....	74
8.2.1.6 Library Research Tools.....	74
8.2.2 The Reference Services.....	74
8.2.2.1 Objectives.....	74
8.2.2.2 The Reference Collection.....	75
8.2.2.3 The Reference Process.....	75
8.2.2.4 Charging and Discharging.....	75
8.2.3 Serial Services.....	77
8.2.3.1 Objectives.....	77
8.2.3.2 The Serials Collection.....	77
8.2.3.3 Organization of and Access to Serials.....	77
8.2.3.4 Charging and Discharging.....	78
8.2.4 Circulation Services.....	78

8.2.4.1 Objectives.....	78
8.2.4.2 Circulation Procedures.....	79
8.2.5 Reserve Services.....	82
8.2.5.1 Objectives.....	82
8.2.5.2 Reserve Services Procedures.....	82
8.2.6 Library User Education.....	83
8.2.6.1 Objectives.....	83
8.2.6.2 Activities.....	83
IX. Preservation of Library Collection.....	85
9.1 Care of the Books Collection.....	85
9.2 Physical Upkeep of Material.....	85
9.2.1 Making final decision on items to be bounded, mended, or discarded.....	85
9.2.2 Negotiating with binding agent.....	86
9.2.3 Supervising upkeep processes.....	86
9.2.4 Preliminary sorting.....	86
9.2.5 Cleaning and treating for prevention.....	86
9.2.6 Repairing.....	86.
9.2.7 Duplicating missing pages.....	87
9.2.8 Disinfecting books.....	87
9.2.9 Preparing materials for binding.....	87
9.2.10 Keeping bindery records.....	87
9.2.11 Inspecting books returned from the bindery.....	87
9.3 Care, Handling and Storage of Books.....	87
9.4 Emergency Drying Procedures of Water Damaged Collections.....	89
9.4.1 Safety Precautions.....	89
9.4.2 Air-drying.....	89
9.4.2.1 Air-drying Paper Documents, Maps, Posters, etc..	89
9.4.2.2 Air-drying framed items.....	89
9.4.2.3 Air-drying books.....	89
9.4.2.4 Air-drying photographic materials.....	90
9.5 Care of Shelves Files and Catalogs.....	90
9.5.1 Activities.....	90
9.5.1.1 Planning Shelving Arrangements.....	90
9.5.1.2 Shelving Procedure.....	90
9.5.1.3 Shelving and Filing.....	90
9.5.1.4 Keeping Shelves and Files orderly.....	90
9.5.1.5 Physical upkeep of catalogs.....	91
9.5.1.6 Physical maintenance of catalog.....	91
X. Publicity and Promotion.....	92
10.1 Publicity and Promotional Materials.....	92
10.1.1 Annual Report.....	92

10.1.2 Library Newsletters.....	92
10.1.3 Library Guides and Handbooks.....	92
10.1.4 Current Awareness Bulletin.....	92
10.1.5 Acquisition or Accession list.....	92
10.1.6 Exhibits and Displays.....	92
10.1.7 Library Posters.....	93
10.1.8 Library Logo.....	93
10.1.9 Library Orientation/ Library Tour.....	93
XI. APPENDICES	
APPENDIX A – Sample Cards	94
APPENDIX B – Library Card Application Form and Sample Library ID.....	97
APPENDIX C - Borrower’s Card.....	98
APPENDIX D – Resolution No. 06 Series of 2006 – Code of Ethics for Librarian.....	99
APPENDIX E – Code of Ethics for Philippine Librarian.....	101

I. DEFINITION OF TERMS AND ACRONYMS

Accession Number – Refers to the unique number assigned to a bibliographic item in the order in which it added to a library collection, recorded in an accession record maintained but the technical services department.

Accession Record – Refers to a list of Bibliographic items added to a library collection in the order of their addition. Normally such a list includes the accession number, brief bibliographic identification, sources, and price paid for each item.

Acquisition – Refers to the process of securing materials for the library collection, whether by purchase, as gifts, or through exchange programs.

Bindery – Refers to books that need repair and loose issues of journals that are combined or bound into a single volume sent out of the library system to a company which binds them.

Bulacan Agricultural State College (BASC) - is a Chartered State College and a non-sectarian institution of higher learning established for the agricultural development of the country in general and the Central Luzon Region in particular.

Call Number - Refers to the combination of numbers and letters that provide a unique description of each item in a library collection.

Card Catalog - Refers to a card file, arranged by author, title, and subject, listing all items owned by a library.

Cataloging - Refers to the process of creating entries for a catalog.

Charging – Refers to the lending of information resources to library users.

Circulation Books – Refer to stack books which can be borrowed for longer period than overnight

Circulation desk – Refers to location or area in each library where you check out, return or renew items, ask about missing items, or inquire about fines.

Citation – Refers to a reference or footnote to an item; it contains the author, title, date of publication and any information needed to locate the item.

Classification Scheme - Refers to a classification system which uses numbers and/ or letters, to represent the subject content of materials.

Collation – Refers to thorough examination of all parts of the books returned by borrowers, to find out missing pages, mutilated parts, and any other damages.

Collection - Refers to the resources in any format that the Library acquires or provides access to including online resources accessible via the Library webpage.

Conservation - Refers to the aspect of preservation activity which implies the active use of preventive measures, or processes of repair of damaged materials to ensure the continued existence of individual library materials.

Copyright - Refers to the legal right to control the production, use and sale of copies of a literary, musical, or artistic work.

Cross References – Refer to a word or heading that directs you from one part of a book, catalog, or index to another part.

Discharging - Refers to the cancelling out the borrower's responsibility for information resources.

Due date - Refers to the date by which borrowed books and materials should be returned. To extend the loan period for materials, the item should be renewed before due date so that fines are not incurred.

Exchange - Refers to the process by which books or other library materials as manuscripts, periodical, maps, prints, photographs, electronic resources are exchanged between the PSU and another library, institution or organization.

E-Resources - Refer to any work encoded and made available for access through the use of computer.

Filipiniana - Refers to the publication dealing with the Philippines in whatever language they may be written and place where they may have been printed.

Fines - Refer to the amount of money which is paid by the borrower if materials are not returned on time.

Gift - Refers to Library materials offered by a known person or persons, corporation, institution or agency that BASC may choose to accept or reject.

Holdings - Refers to the materials owned or held by a library.

Index – Refers to points to where information can be found.

Internet – Refers to electronic communications network that connects computer networks and organizational computer facilities in various places in the world.

ISBN – Refers to (International Standard Book Number) A four-part, ten-character code given a book before publication as a means of identifying it concisely, uniquely, and unambiguously.

ISSN – Refers to (International Standard Serial Number) The International numerical code that identifies concisely, uniquely, and unambiguously a serial publication.

Issue - Refers to a single uniquely numbered or dated part of a periodical or newspaper.

Journal – Refers to type of periodical which contains signed scholarly articles. Journals are usually published by academic or association presses and include bibliographies.

Library Committee - Refers to the body or a person that deals with library activities. They also play an effective and important role to run the library efficiently.

Library Personnel – Refers to serve as the primary source for the Library Administration in planning personnel policies and procedures of the library.

Library Student Assistant - Assists staff with daily routine library operations.

Linkages – Refers to organized group of people, institutions/agencies and philanthropic individuals with whom the College establishes and strengthens connection with for augmenting resources.

Newspaper - A serial issued at stated, frequent intervals containing news, opinions, advertisements, and other items of current, often local, interest.

OPAC - (Online Public Access Catalog)- A computerized catalog of books and other items in the library
Overdue- Material which is not returned to the library by its due date is considered overdue.

Periodical – Refers to all materials published at regular intervals and intended to be continued indefinitely.

Photocopying – Refers to a process where a usually printed material is copied and formed by the action of light usually on an electronically charged surface.

Platonix Library System – Refers to Platonix Library System was developed by Filipino librarian. The library software is competitive with foreign information systems both in performance and costs. It is one of the most dynamic, comprehensive, and easy to use library information systems ever built to computerize and manage information centers, libraries, and data banks. It offers the most extensive set of modules, features and routines to automate library functions. Primarily designed for use by librarians, information specialists and record managers. Microsoft Access 97 is the database backend.

Preservation – Refers to all the managerial and financial considerations, including storage and accommodation provisions, staffing levels, policies, techniques, and

methods involved in preserving library and archival material and the information contained in them.

Professional Librarians - Refer to someone who has a degree in Library and Information Science.

Publication - A book, periodical, musical score, and etc., that has been "brought before the public"; in other words, a work that has been printed and distributed.

Public services – Refer to those library activities where direct contact with the customer occurs on a daily basis.

Qualification standards - Refer to the minimum requirements necessary to perform work of a particular occupation successfully and safely.

Readers Services - Refer to the section of the library that provides resources to the library patrons for home reading in and outside the library.

Reference Desk – Refers to location in each library where you can get help in using the library and received answers to your questions.

Reference materials - A selection of library materials used by reference librarians and information assistants to help people find information or do research.

Reference collection - Contain many sources of information, such as dictionaries, directories, almanacs, encyclopedias, atlases, and statistical compilations. They may also have bibliographies, indexes, and abstracts. Reference materials usually do not leave the library.

Reference process – Refers to the whole transaction between the inquirer and the librarian ending up with the solution to the inquirer's problem.

Renewal – An extension of the loan period for a charged library materials. As long as no one else requests the book, renewals are unlimited.

Reserved Materials – A selection of specific books, periodical articles and other materials which faculty have indicated that students must read for a particular course.

Selection – Refers to process of choosing appropriate information resources that best serve the needs of the College constituents.

Serials - Refers to the journals or newspaper in electronic or hard-copy format.

Shelf list - The part of BASC library's card catalog which is arranged by Dewey Decimal Call number rather than by author or title.

Subject Heading - A term or phrase used in indexes and library catalogs to describe the content of library materials in a standardized way.

Subject Reserve Books - Refer to books placed on reserve to give a fair chance of use by each student enrolled in the subject.

Technical Services - Refer to the behind-the-scene activities that a library undertakes to process library materials loaned for the Users.

Weeding – Refers to the systematic review of the collection in search of materials that can be withdrawn and discarded or moved to an alternate storage.

Withdrawn - Refers to item that are no longer in the Library collection.

II. GENERAL INFORMATION

2.1 COLLEGE VISION

The Bulacan Agricultural State College as an outstanding higher education in the nation with its provision of affordable and excellent education.

2.2 COLLEGE MISSION

The Bulacan Agricultural State College shall strive for excellence in Agriculture and other allied disciplines. It shall provide for and address ever-changing educational needs and services for those seeking to expand their intellectual horizons. It shall address national and international issues and be established as a major presence and contributor to the progress of the global community.

2.3 BASC LIBRARY GOALS

2.3.1 To provide materials and information services that are responsive to the needs of the academic and non-academic community and ensure their maximum accessibility and expeditious delivery

2.3.2 To provide pleasant, safe, accessible and well maintained building and facilities which enhance the use of the library's resources.

2.3.3 To develop and maintain an effective staff committed to the provision of quality service.

2.3.4 To facilitate public access to library collection and services and improve the efficiency of library operations through the appropriate application of automated systems for information retrieval, management and support services.

2.4 BASC LIBRARY OBJECTIVES

2.4.1 General

a. To develop, organize and maintain a collection of books, government documents, maps, pamphlets, pictures, photographs, newspapers clippings, computer files, machine readable databases, videotapes, audiotapes, and other materials needed to meet the information, research, instructional and related needs of the students, faculty and administrative staff.

b. To support college research and instruction programs by the preparation and dissemination of bibliographic and reference guides and appropriate information services.

c. To publicize and promote awareness and use of the library's resources and services to students, faculty and administrative staff through public relations programs and staff participation to campus activities.

d. To stimulate and encourage students to develop lifelong habits of good learning, reading, study and research.

2.4.2 Specific

To achieve these objectives, the library must constantly strive for:

a. Effective administration and competent staff;

b. Adequate financial support;

c. Adequate staffing;

d. Efficient organization of library materials;

e. Efficient services to customers;

f. Clean, safe and adequate facilities;

g. Continuing staff development and training.

III. BRIEF HISTORY OF BASC LIBRARY

The Bulacan Agricultural State College Library started its operation and services upon the establishment of the school on June 6, 1952. It was a room located at the Administration Building. From its establishment, non-librarian personnel manned the library. In 1960, the library was transferred at the Vocational Agricultural Building with one English teacher acting as librarian and assisted with several student assistants.

In August 1986, the College Library was placed under the administration and supervision of a qualified and experienced academic college librarian. Despite the lack of full time library staff, the librarian managed to revamp the library administration and practices, starting with the mechanical and technical processing of collection (which fortunately at the time was still small with no reference collection just small numbers of non-fiction books, outdated classical fiction books and textbooks for secondary education). The librarian began using the Dewey Decimal Classification System and Anglo American Cataloging Rules Part 2 (AACR2) for descriptive and subject cataloging of library books. For the first time a proper public card catalog with author, title subject and added entries were provided for library users. Based on the librarian's proposal, the amount allocated for the purchase of library books and other reading materials was increased and periodical subscriptions were allowed, a development much appreciated by teaching and non-teaching staff of the college.

When the library moved into its own building in 1989, it has already established proper library procedure and rendered three major services (mechanical and technical, circulation and reference of the reader's service and auxiliary service-administration, selection and acquisition.)

As per approved by BASC Board of Trustees, the extension of the library was constructed. This was intended for a bigger book stack area. By the end of 2008, the book stack area was organized into the following sections such as: Reference, Filipiniana, Reserve, General Circulation and Theses/Dissertations.

On January 2009, the library began implementing the Open Shelf System where the faculty, students and guests have free access to the increasing collections of book.

IV. COMPONENTS OF BASC LIBRARY SYSTEM

4.1 The Main Library/The College Library

The College Library as it is today is a two-storey building located beside the Administration Building. In 2009 the College Library began implementing the Open Shelf System where the faculty, students and guests have free access to the increasing collections of book.

4.1.1 Service Areas. Below are the present service areas of the Main Library. Other services or sections shall be added if it shall be deemed necessary.

4.1.1.1 Office of the College Librarian. Administers and supervises the entire library system. Provides consultation and guidance on the library and information services.

4.1.1.2 Technical Services. Responsible for the acquisition and classification of library materials. Upon acquisition, books and other library materials undergo different mechanical and technical processes. They should first be made ready for circulation and use.

4.1.1.3 Readers' Services. Include the following collections/services:

4.1.1.3.1 Reference Services. Include basic reference sources (e.g., dictionaries, encyclopedias, almanacs, yearbooks, handbooks, manuals, guidebooks, atlases, gazetteers, biographical sources, bibliographies, etc.) as well as undergraduate and graduate theses/dissertations.

4.1.1.3.2 Serial Services. Include journals, magazines, newspapers, annual reports, proceedings, monograph series, transactions of societies, and other serials arranged alphabetically by title. Maintain also a self-indexed information file on various subjects clipped from dailies/newspapers.

4.1.1.3.3 Circulation Services. Include books which relate to and supplement each curriculum offered by the College as well as those for general, cultural, voluntary, and recreational reading.

4.1.1.3.4 Reserve Services. Include books for the different courses in great demand during each semester.

4.1.1.4 Special Materials/Services. Include the following collections/services:

4.1.1.4.1 Filipiniana Section. Includes books about the country by Filipinos or by others in whatever subject or language published in or outside of the country.

4.1.1.4.2 College Archives and Theses Section. Include the vital documents about the establishment of the Bulacan Agricultural State College, the College annual reports, and other publications as well as other related documents. The library also holds a vast collection of undergraduate's theses, master's theses and dissertations. It is for inside use only for undergraduate students while graduate students can only photocopied 10% of the entire thesis.

4.1.1.4.3 Internet Services. This facility is one medium in which instruction and learning have been more challenging, rich, and relatively more accessible. One can browse and retrieve information, rare articles, and news bits from around the globe, or cruise along the vast info-superhighway in a matter of minutes.

4.1.1.4.4 Audiovisual Room. Reference books in digital format or Electronic Resources are located in Audiovisual Room. Materials found in this section are VHS tapes, interactive instructional CD- ROMs, VCDs, DVDs, and audiocassette tapes.

4.1.1.4.5 Photocopying Service Area. Caters to the needs of library users who want to photocopy or reproduce information through transparencies.

4.2 The Institutional/Branch/Unit Libraries.

Despite the largeness of the Main Library, branch libraries have also been established because the various colleges/units are geographically situated far apart from each other and have different types of population to cater to. The branch libraries are: Institute of Agriculture, Institute of Engineering and Applied Technology, Institute of Education, Arts and Sciences, Institute of Graduate Studies, and Laboratory High School.

4.2.1 The Graduate Studies Library

The Graduate School Library is located at the extension of the Main Library. This library caters to the needs of Graduate students, faculty members and staff of the school. Users of this section are subject to its rules and regulations.

4.2.1.1 Registration for Library

Students, faculty and staff must fill up their respective Library Registration Forms for library record purposes. Undergraduate and graduate students including faculty and staff should present their college Identification Card valid for the current semester in all library transactions.

Alumni, students and researchers from other schools are requested to present their validated IDs, together with referrals from their Librarian. Students and researchers from other schools and other individuals who may intend to use the library's resources and facilities are also requested to present their validated IDs and referral letters from the schools/institutions they came from. Materials to be used by non-members of BASC researches are limited within the library premises only.

4.2.1.2 Library Collections

The Graduate Library supplies standard works and collection on the following subject fields:

a. Education. A collection on professional teaching methods, educational psychology, educational development and school organization and administrative on elementary and secondary level. Books on more formal aspects of higher education are also present.

b. Agriculture. There is a comprehensive coverage in the area on various subjects of agriculture, such as theory and general principles and application.

4.2.1.3 Services and Facilities of Graduate School Library

4.2.1.3.1 New Acquisition Display. Every section of the library including Graduate School section has this service. It contains newly acquired books in different fields of graduate school. It gives information to clients what are new materials added to the collection of the Graduate School Section.

4.2.1.3.2 Journal Collection. Graduate school library holds research journal from different colleges.

4.2.1.3.3 Master's Theses and Dissertations Collection. IGS Library holds collection of master's theses and dissertations from different universities and institution. It is for inside use only but can be photocopied 10% of the entire thesis/dissertations.

4.2.1.3.4 Borrowing Privileges. Students, Faculty and employee may borrow 1 book and can be taken out for home use for 1 week subject to renewal if no reservation has made for it.

4.2.1.3.5 Fines. The IGS Library imposes fines who do not return the library material at the loan period. Students who fail to return the book on time shall pay twenty (Php 20.00) per week, per book. Library card shall also be confiscated for violators.

4.2.1.3.6 Loss of Graduate School Books. Any person who loses a book shall replace it with the same title, author and latest edition of the book. If the said book is no longer available in the book store, it can be substituted with another title provided it is on subject and latest edition. The other option is to pay the current price plus Php 50.00 to cover the processing fee. A corresponding book fine must also be paid.

V. ORGANIZATION AND MANAGEMENT

In accordance with the organizational structure of the College, the College Library shall be guided by a well-defined organizational chart (Figure 1). The College Library is headed by the College President. The College Librarian reports directly to the Vice President for Academic, Cultural & Sports Affairs and the Director for Instruction and has the overall supervision and management of the main library.

The College Librarian is assisted by one (1) Assistant Librarian, two (2) Library Personnel and four (4) trained Student Assistants.

5.1 Organizational Structure of the Library

FIGURE 1



5.2 The BASC Library Committee.

The BASC College Library Committee shall be headed by the College President and chaired by the Vice President for Academic, Cultural & Sports Affairs, Vice President for Administration, Finance, Planning and Business Affairs, Vice President for Research, Extension and Training with the Director for Instruction as Vice Chairman, Institute Deans as members, College Librarian and Assistant Librarian. A Library Committee shall exist in an advisory capacity which discusses matters of policy for the continued development and improvement of library resources and services. It serves as a link between the library and its users.

The BASC Library Committee concerns particularly with:

- 5.2.1** Assisting in the selection of materials for acquisition in various fields;
- 5.2.2** Advising the librarian of the library needs and on the policy of reproducing materials for research and instruction;
- 5.2.3** Developing a general library service program of the College;
- 5.2.4** Formulating, interpreting, revising and implementing library policies in relation to the improvement of library resources for instruction and research;
- 5.2.5** Participating actively in book selection processes, weeding and discharging of outdated books, preparation of library budget, making recommendations on approaches and strategies on the integration of library program with other academic activities of the different departments, and reviewing the library's developmental plan and makes recommendations in accordance with the college's mission and objectives.
- 5.2.6** Each Committee member shall serve for a period of two (2) years. The members shall meet once every school year and the minutes of the meeting shall be presented to the Academic Council.

5.3 The College Librarian

The College Librarian shall be licensed, educationally qualified, and competent with a master's degree in Library Science and 5 years successful work experience at a supervisory level. The College Librarian coordinates with all College Dean through the Vice President for Academic, Cultural and Sports Affairs and Director for Instruction in supporting the instructional, research and curriculum requirements for all academic programs offered by the College. The head librarian shall direct and supervise the total operation of the library system and shall be responsible for developing and maintaining the administration of its resources and services.

5.3.1 Duties and Responsibilities

5.3.1.1 Exercises general administration and supervision of personnel and library resources and services of the library.

5.3.1.2 Selects and acquires library resources, through various methods, to meet the information needs of faculty and students.

5.3.1.3 Catalogs and classifies the library resources, prepares indexes and bibliographies for easy access and retrieval of information.

5.3.1.4 Establishes library systems and procedures for the render of information, circulation of materials, and dissemination of information, reference and research assistance and education of users.

5.3.1.5 Prepares and ensures the implementation of plans, programs and projects for the development and growth of the library in terms of collection, services, space and structures of facilities.

5.3.1.6 Prepares reports, library manuals and handbooks and information bulletins.

5.3.1.7 Conducts annual inventory of library collection and equipment.

5.3.1.8 Establishes relationship with other libraries and institutions having collections so as to benefit students need occasionally need to access resources of other libraries and scholars elsewhere who need occasional use of the College's resources.

5.3.1.9 Establishes linkages with institutions and/or agencies with resources for library enrichment.

5.3.1.10 Solicits donations (book and other library materials) and funding for the purchase of library materials.

5.3.1.11 Organizes, conserves and prepares documents/archival materials relative to the history of the Institute, in particular and the College, in general.

5.3.1.12 Does related work assigned by superiors from time to time.

5.4 Library Assistant.

The Library Assistant shall assist and aid the College Librarian during library hours and as per call beyond the library operation. He/She shall have appropriate educational attainment, be registered librarians, and preferably holders of a master's degree.

5.4.1 Duties and Responsibilities

5.4.1.1 Responsible for the overall operations of the service desk;

5.4.1.2 Maintains all statistical records;

5.4.1.3 Updates information file;

5.4.1.4 Maintains proper utilization of photocopying services;

5.4.1.5 Performs annual physical inventory;

5.4.1.6 Encodes library documents;

5.4.1.7 Shelf reads books and other library materials;

5.4.1.8 Maintains preservation and up-keep of library materials;

5.4.1.9 Maintains data banking to the library system;

5.4.1.10 Does library housekeeping.

5.5 Library Student Assistant

5.5.1 Qualifications

5.5.1.1 He/She should be a bona fide student of the College.

5.5.1.2 He/She should have no failing grades in the previous semester.

5.5.1.3 He/She should be morally and physically fit

5.5.1.4 He/She should be honest, dependable and has a good working attitude.

5.5.1.5 He/She should present a letter of consent from their parents or guardian.

5.5.2 Duties and Responsibilities

- 5.5.2.1** Updates shelf-list cards and other bibliographical records filing.
- 5.5.2.2** Updates catalogue cards.
- 5.5.2.3** Validates student records.
- 5.5.2.4** Prepares bibliographical listings of newly acquired books.
- 5.5.2.5** Repairs slightly mutilated library materials.
- 5.5.2.6** Conducts inventory of library materials.
- 5.5.2.7** Maintains cleanliness and orderliness of the library premises.
- 5.5.2.8** Assists in providing answers to inquiries requiring specific information.
- 5.5.2.9** Provides assistance to users on the use of card catalog and other access tools.
- 5.5.2.10** Provides assistance in retrieving books and other library materials.
- 5.5.2.11** Maintains book collection in all sections of the library.

5.5.3 Guidance in Selecting Library Student Assistants

The need for student library assistants is very necessary. Their presence proves to be of big help to the librarians that may be relieved from some routinely duties in the library.

- 5.5.3.1** Advertise for the need of student assistants either through bulletin board or through class adviser.
- 5.5.3.2** Screen interested applicants – either by the College Librarian alone or through the assistance of the Office of the Students Affairs. Interview is important aspect of the selection procedure. To learn something about the personal qualifications of the student.
- 5.5.3.3** Orientation and actual training.
 - a. Introduce them to the general policies of the library:
 - b. Give comprehensive instruction on:
 - b.1 Housekeeping and mechanical duties
 - b.2 Shelf reading and shelving
 - b.3 Circulation work

b.4 Repairing and mending worn out or damage library materials

5.5.3.4 When the student is employed, she/he is asked to agree to a definite work schedule.

5.5.3.5 Compensation. The students employed in the library will get an hourly wage of Php. 10.00 from funds allocated in the library fee budget collected from students.

5.5.4 Criteria in Selecting Applicants

5.5.4.1 Grades are considered important as an indicator of the student's general intelligence and ability.

5.5.4.2 Good Moral Character

5.5.4.3 Honest, dependable and has good working attitude.

5.5.4.4 With parent's consent.

5.5.5 Rules and Regulation for Library Student Assistants

The primary function of library student assistants is to serve the readers or library users in a prompt and courteous manner. Since the student assistants represent the library, they are expected to give the kind of service they would like to receive - quality services.

5.5.5.1 Absences - Student assistants shall not be allowed to take an absent except for emergency and sickness reasons.

5.5.5.2 Work Assignments - A student assistant is required to render four (4) hours a day and/or maximum of 60 hours a month. Work load is also given to each student assistant to refrain from overlapping of work assignments.

5.5.5.3 Assistance to Library Users - Student assistants are expected to be knowledgeable to retrieving of library collection, hence, elementary reference service is required to be learned by the student assistants.

5.5.5.4 Closing of the Library - Student assistants must ensure that the library is neat, in proper order and all equipment are turned off before leaving the library.

5.5.5.5 Confidentiality - Library records are confidential documents. Hence, student assistants are not allowed to disclose library users' ID numbers, addresses or loaned books.

5.5.5.6 Dress - Proper attire must be worn at all time.

5.5.5.7 Duty Hours - Student assistants are expected to arrive on time and stay for the entire shift. If he/she is unable to work on his/her shift, he/she must make an arrangement with his/her substitute.

5.5.5.8 Logbook - Student assistants are required to log-in and out at the time of arrival and departure from the library. At the end of the month, student assistants are requested to submit their daily time records.

5.6 Library Staff/Personnel.

The library shall be staffed with qualified personnel. The professional staff shall have appropriate educational attainment, be registered librarians, and preferably holders of a master's degree. The support staff shall have also appropriate educational attainment and eligibilities. The library shall aim to meet the required number of qualified professional librarians and support staff in accordance with standards for academic libraries in the Philippines.

5.6.1 Responsibilities and Duties

Under general supervision:

5.6.1.2 Shelve, shelf-read and arrange books and other library materials on the shelves.

5.6.1.3 Record and file cards of borrowed books and daily circulation statistics.

5.6.1.4 Place book accessories

5.6.1.5 Mend and repair books and other library materials.

5.6.1.6 Clip articles of research value for the vertical file.

5.6.1.7 Assists in the preparation of exhibits, displays, bulletin and other activities in library publicity.

5.6.1.8 Assists in the inventory of all resources in the collection and properties of the library

5.6.1.9 Do routine maintenance and upkeep of the library and its facilities.

5.6.1.10 Assist in the preservation, upkeep and security of library materials and properties.

5.6.1.11 Other duties that may become necessary.

5.6.2 Library Personnel Policies and Standards (Based from Presidential Decree No. 807 Civil Service Decree of the Philippines)

5.6.2.1 Recruitment and Selection of Library Personnel

Opportunity for government employment shall be open to all qualified citizens and the positive efforts shall be exerted to attract the best qualified to enter the service. Library personnel shall be selected on the basis of fitness to perform the duties and assume the responsibilities of the positions.

When a vacancy occurs in a position in the first level of the Career Service, the library personnel who occupies the next lower positions in the occupational group under which the vacant position is classified, and in other functionally related occupational groups and who are competent, qualified and with the appropriate civil service eligibility or passer of the Licensure Examination for Librarian shall be considered for promotion.

If the vacancy is not filled by promotion as provided herein the same shall be filled by transfer of present employees in the government service, by reinstatement, by re-employment of persons separated through reduction in force, or by appointment of persons with the civil service eligibility for clerical staff and professional license for College Librarian position.

A qualified next-in-rank library employee shall have the right to appeal initially to the department head and finally to the Office of the President an appointment made (1) finally in favor of another next-in-rank library employee who is not qualified, or

(2) in favor of one who is not next-in-rank, or (3) in favor of one who is appointed by transfer and not next-in-rank, or by reinstatement, or by original appointment if the library employee making the appeal is not satisfied with the written special reason or reasons given by the appointing authority for such appointment: *Provided*, That final appeal shall be to the department head concerned if the appointment is issued to a qualified next-in rank library employee. Before deciding a contested appointment, the Office of the President shall consult the Civil Service Commission. For this purposes, qualified *next-in-rank*" refers to a library employee appointed on a permanent basis to a position previously determined to be next-in-rank to the vacancy proposed to be filled and who meets the requisites for appointment thereto as previously determined by the appointing authority and approved by the Commission.

Qualification in an appropriate examination shall be required for appointment to the positions of College Librarian and Administrative Aide in the first and second levels in the career service in accordance with the Civil Service rules, except as otherwise provided in this Decree: *Provided*, That whenever there is civil service eligible actually available for appointment, no person who is not such an eligible shall be appointed even in a temporary capacity to any vacant position in the library, except when the immediate filling of the vacancy is not permanent, in which cases temporary appointments of non-eligible may be made in the absence of eligible actually and immediately available.

The appropriate examinations herein referred to shall be those given by the Human Resource Management of the College: *Provided, however*, that nothing herein shall affect eligibilities acquired prior to the effectivity of this Civil Service Law: *Provided, further*, That a person with a civil service eligibility or professional license acquired by successfully passing an examination shall be qualified for a College Librarian or Administrative Aide position requiring a lower eligibility if he possesses the other requirements for appointment to such position.

5.6.2.2 Qualification Standards

A qualification standard expresses the minimum requirements for College Librarian and Administrative Aide

positions in terms of education, training and experience, license or eligibility, physical fitness, and other qualities required for successful performance. The degree of qualifications for College Librarian shall be at least a Bachelor's Degree in Library and Information Science or Education major in Library Science, a licensed librarian, has attended to trainings conducted by accredited library organizations and has experience in library management.

The Administrative Aides are support staff which include the paraprofessionals and staff doing clerical work. The educational qualifications for paraprofessionals shall be Bachelor's degree in any related field in Library and Information Science and the clerical staff shall likewise be a holder of a Bachelor's degree and civil service eligibility.

5.6.2.3 Employment Status

Appointment in the library service shall be permanent. A permanent appointment shall be issued to a person who meets all the requirements for any library positions to which he is being appointed, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

5.6.2.4 Personnel Development Program

The development and retention of a competent and efficient work force in the library service is a primary concern of the College. It is the policy of the school that a continuing program of career and personnel development be established for all library personnel at all levels. Such career and personnel development plans which shall include provisions on merit promotions, performance evaluation, in-service training grants, job rotation, suggestions and incentive award systems, and such other provisions for library personnel's health, welfare, counseling recreation and similar services. The College shall encourage the librarians to attend seminars, workshops, trainings, and conferences and to finish their graduate studies in Library Science.

5.6.2.5 Library Personnel Relations

The College provides leadership and assistance in developing its library personnel relations programs. Every head of the College Library shall take all proper steps toward the creation of an atmosphere conducive to good supervisor-employee relations and the improvement of employee morale.

5.6.2.6 Conduct and Ethical Standards of Library Personnel (Based from Section 12 of Republic Act No. 6713)

All library personnel of the BASC Library should be guided according to the following rules:

5.6.2.6.1 It is the policy of the Library System to promote a high standard of ethics in library service. Library personnel shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

5.6.2.6.2 It is the responsibility of heads of the Campus Library to establish measures and standards that will ensure transparency of and openness in public transactions, such as biddings, purchases', other internal transactions, including contracts, status of projects, and all other matters involving public interest.

5.6.2.6.3 Every head of the Campus Library shall establish information systems and networks that will affect the widest possible dissemination of information regarding the provisions of the Code, and the policies and programs relative thereto.

5.6.2.6.4 As general rule, when a request whether written or verbal, can be disposed of promptly and expeditiously the library personnel in charge to whom the same is presented shall do so immediately, without discrimination, and in no case beyond fifteen (15) working days from receipt of the request.

5.6.2.6.5 In case of written requests, petitions or motion, sent by means of letters, telegrams, or the like, the library employee

in charge shall act on the same within fifteen (15) working days from receipt thereof.

5.6.2.6.6 Except as otherwise provided by law or regulation, and as far as practicable, any written action or decision must contain not more than three (3) initials or signatures. In the absence of the duly head of the Campus Library, the library employee next-in-rank or in-charge or the person duly authorized shall sign for and in his behalf.

5.6.2.6.7 All heads of the Campus Libraries shall render a full and complete report of performance and accomplishments on semestral basis.

5.6.2.6.8 Every library employee, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary or contractual workers, shall file under oath their statement of assets, liabilities and net worth and a disclosure of business interests and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households.

5.7 Library Office Rules and Regulations

5.7.1 Attendance

- a. Regular attendance is expected from the library personnel.
- b. Each day on arrival and on leaving, logging in/out is required.
- c. If unable to report to work because of sickness or emergency reasons, a message should be sent to the College Librarian or to his immediate superior as early as possible on the same day so that proper arrangement and adjustment could be made.
- d. Prior approval of requests for permission to absent other than illness must be secured before a staff can absent himself/herself.
- e. Vacation leaves should be filed three days before the effective date and should be duly signed by the Campus Executive Director.
- f. Library employee should give notice of their whereabouts when they leave the library, such as when they transact official business in other departments of the Campus.
- g. Library employee who desires to leave the Campus during official hours covering a period of not more than four (4) hours shall

accomplish the "Permit to Leave Form" approved by the Campus Executive Director or his authorized representative before leaving his/her work station.

- h. Library employee leaving the Campus on official business or official time should accomplish the "Authority to Travel Form", approved by the Campus Executive Director.

5.7.2 Punctuality

- a. Promptness in reporting to work is strictly observed.

5.7.3 Office Time

- a. Chatting, gossiping, loitering, or engaging in non-official activities while on duty is strictly prohibited.

5.7.4 Snacks and Lunch Breaks

- a. Library personnel are given 15 minutes snacks break in the morning and another 15 minutes snacks break in the afternoon.
- b. Lunch breaks are arranged with the library to maintain continuity in library services. Each employee is given an hour for his/her lunch break.
- c. Since the library adopts the "NO NOON BREAK" policy, flexible time shall be observed.

5.7.5 College ID

- a. All library personnel on duty are required to wear their College ID for proper identification.

5.7.6 Proper Attire

- a. All library personnel must wear their uniform or for some circumstances, dress appropriately to command respect. T-shirts and denims are strictly prohibited.

5.7.7 Protection of Library Property

- a. Library personnel including student assistants should assume responsibility for the protection and preservation of the library's collection.

5.7.8 Borrowing of Library Materials

- a. Library personnel are entitled to borrow from the library provided all normal circulation procedures are carried out.
- b. Library personnel must sign the book card with his/her full name and have the book date stamped in the Circulation Desks.
- c. Library personnel must respond to recall and return limited loans on time in the way that other users are expected to.
- d. No library personnel may borrow any library material for his/her brother/sister, son/daughter, or friend who is not a student of BASC or other school.
- e. Library personnel are not allowed to borrow unprocessed library materials.
- f. The number of books that the library personnel may borrow is covered by the same rule that applies to faculty.

5.7.9 Utilization of Library Equipment and Supplies

- a. The use of office machines (typewriter, computer, etc.) and supplies shall be used exclusively for library activities.

5.7.10 Cleanliness of Library Premises

- a. Housekeeping is part of the daily routine of the personnel in the library. They must follow strictly the rule on cleanliness inside the library premises.

5.7.11 Conduct in the Library

- a. All College Libraries are non-smoking area.
- b. All public contacts should be handled in a friendly and courteous manner on the basis of merit and impartiality. Engagement in an altercation with library users is discouraged.

5.7.12 Study Outside Library Work

- a. With prior endorsement of the College Vice Presidents and approval of the President, library personnel may be allowed to pursue further studies. Library employee who will undergo on a study leave must inform his/her immediate superior in advance for adjustment and change of work schedules in the library.

5.7.13 Lost Property

- a. Lost and found belongings in the library should be handled by the College Librarian and takes whatever steps practicable to inform the owner.

5.7.14 Procedures in Reporting Accidents

- a. It is the duty of library personnel to make himself/herself familiar with the procedures in handling accidents within the library premises. Every personnel is required to submit a written report on the incident occurred. Then report immediately to the Administrative Officer of the College.

VI. OPERATION, CONTROL AND SUPERVISION

6.1 General Library Rules and Regulations

6.1.1 Authorized Users

The resources of the college library are open to the following, subject to the rules and regulations governing their use:

6.1.1.1 All bona-fide members (students, faculty and staff) of the schools in campus;

6.1.1.2 Former members of the Faculty, alumni, and former students who were honorably discharged;

6.1.1.3 Graduate and Undergraduate students of other component colleges of the University;

6.1.1.4 Scholars/Researchers and members of other educational institutions and agencies, and other private individuals, if permitted by the regulations of the library.

6.2 Hours of Services

Monday – Friday	7:00 am to 6:00 pm
Saturday (IGS Library only) (NO NOON BREAK) Except Holiday	8:00 am to 4:00 pm

6.3 Utilization of Resources

6.3.1 Courtesy and respect shall be observed at all times. Any user must comply with all rules and regulations in the use of the library. The library practices the open-shelf system, whereby library users are allowed to enter the stacks, for maximum resources utilization.

6.3.2 The College Identification Card serves as the pass in the use of the library and its resources. The NO ID, NO ENTRY is strictly enforced. The ID card is presented upon entrance and every time a book or material is borrowed.

6.3.3 The ID card is non-transferable. Library privilege should be exercised personally. The owner of the ID card is responsible for all materials borrowed on it. Anyone found lending or using someone else's ID card will be penalized.

6.3.4 The ID card is validated every semester.

6.3.5 Lost Library Card will be replaced after one week. Ten (Php10.00) pesos will be charged to those who will apply for a duplicate and change of library card provided the old is surrendered.

6.3.6 General reference books, pamphlets, serials, theses/dissertations and other restricted materials are for inside reading only.

6.3.7 All borrowed materials should be returned promptly. Borrowing period varies with the type of materials, as follows:

6.3.7.1 *General circulation books* may be borrowed for a maximum of three (3) days subject to renewal if not in demand.

6.3.7.2 *Fiction books* may be borrowed for a week subject to renewal if not in demand. Borrowers are allowed two (2) books at a time for one (1) week to be renewed for another week if there are no demands for them.

6.3.7.3 *Reserve books* materials which are frequently used and limited in numbers. These can be used/read inside the reading area two (2) hours if there has been no request for them.

6.3.8 A user may borrow only one (1) reserve book at a time. Materials placed on reserve maybe charged out for overnight between 4:00-5:00 p.m. and should be returned the following day, except Saturday, Sunday and Holidays before 9:00 a.m.

6.3.9 A lost book must report immediately to avoid accumulation of fines. It must be replaced with the same kind or paid not later 2 weeks after the librarian has been notified of the loss.

6.3.10 Students will not be allowed to borrow books for home use one (1) week before the Final Examination.

6.3.11 Bringing any bag or attaché case into the library shall be prohibited.

6.3.12 Smoking, excessive noise, unseemingly behavior, disturbance or any other conduct interfering with the proper use of the library shall be forbidden.

6.3.13 Cell phones must be set on silent mode.

6.3.14 Eating shall not be allowed in the public service areas.

6.3.15 Silence must be firmly observed inside the library. Loud conversation, loud laughter and other unnecessary noise are strictly prohibited.

6.3.16 The library must be kept clean. Littering on the table or floor is not allowed. Waste baskets are provided inside the library for cleanliness purpose.

6.4 Guidelines in Borrowing Books for Faculty members and Staff

With the object to minimize the unreturned books by some faculty and staff and to give our students the maximum opportunity of using library books, effective immediately the following guidelines shall be strictly observed.

6.4.1 All faculty and staff should sign the book card before the issuance of the book.

6.4.2 Faculty and staff may be allowed to borrow a maximum of 3 books at a time for a maximum of 4 months subject to renewal if not in demand.

6.4.3 Books that are limited in number are not allowed for home loan use. They may be used for an hour for reproduction.

6.4.4 Duplicate of books may be borrowed by the faculty or heads of departments for a semester. However, recall of books may be done any time for the need of other library users.

6.4.5 No faculty and staff shall be allowed to borrow (home loan use) library book unless he/she has returned books previously borrowed. Record of the borrower shall be checked first before the issuance of any books.

6.4.6 General reference books, serials, such as newspapers, magazines, journals, theses and dissertations and other non-books materials are for library use only. However, they may be taken out for reproduction.

6.4.7 A lost book while on loan should be reported immediately to the librarian. The book should be either be paid or replaced with the same title or of later edition.

6.5 Borrowing Procedures

The BASC Library is using both the computerized system and the manual system adopting the modified the Anglo-American Cataloging Rules 2nd edition (AACR2), Platonix Library System and online public access catalogs (OPAC).

The system makes use of:

- a. Book cards bearing call number, author and short title for each.
- b. University ID bearing name, address, etc.
- c. Book pocket, which reports information on book card.
- d. Date due slip

6.5.1 Borrowing of Books

The following steps are devised for all the borrowers in the BASC Library and shall be implemented strictly unless otherwise revised or altered.

6.5.1.1 Check the card catalog / OPAC to verify if the book is available in the library.

6.5.1.2 Get a piece (slip size) of paper, copy the call number, author, and title of the book and location symbol if any.

6.5.1.3 Present the call number to the librarian/circulation assistant in desk for verification.

6.5.1.4 If the book is available, present validated library card for proper charging. Every book which may be borrowed from the library is equipped with date due slip and book card inserted in the pocket pasted at the back cover of the book.

6.5.1.5 The borrower removes card from the pocket, fill up the card and present this with the book to the librarian.

6.5.1.6 The librarian stamps in the date due slip when the book will be returned to the library. The library card and the book card are clipped together, and then filed until the book is returned.

6.5.1.7 Book may be returned before the due date, but is considered overdue if returned later than the date started in the card. Student may renew book after its due date if there is no demand for it.

6.6 Loss of Library Privileges

6.6.1 Non-compliance with the library rules and regulations shall result in the suspension of the library privileges of the offender.

6.6.2 The College Librarian or unit librarians can expel from the library building anyone who disturbs or annoys others or who is damaging books or any other property of the library.

6.6.3 The College Librarian or unit librarians shall send a written warning to a borrower who fails to return a material after two recall notices have been sent.

6.6.4 If the written warning is ignored, the College Librarian or unit librarians may suspend temporarily the borrowing privileges of the offender until the material is returned and the accrued fines are paid.

6.6.5 If the offenders refuse to pay for the outstanding charges, such as fines, replacement costs of damaged books or repair of damaged properties, the College Librarian or unit librarians can withhold their borrowing privileges until their accounts are cleared or subject to pertinent institutional rules.

6.6.6 Repeated offenses may lead to total loss of library privileges, including the use of any of the unit libraries. These may also lead to disciplinary action as provided under the College rules for student/staff/faculty conduct.

6.7 Handling Fines and Lost Books

6.7.1 Penalties

6.7.1.1 Library privileges of students with unsettled accounts are suspended.

6.7.1.2 Mutilation and stealing of library materials. Any students who shall willfully, maliciously or wantonly tear, deface mutilate, injure or destroy any book, pamphlet, periodical, manuscript, map and other property of the college library materials and property shall be punished.

6.7.1.3 Losses (Books, serials, audio-visual and other non-print materials) - to be paid by the borrower at its current price. The lost library materials should either be paid for or replaced within 15 days but not later than 30 days after date of report of loss.

6.7.1.4 Five pesos (Php 5.00) fine per day, including Saturdays, Sundays and Holidays for every unreturned home reading books and general circulation books, but not exceeding the price of the book.

6.7.1.5 Ten pesos (Php 10.00) fine per day for reserved books; two pesos (Php 2.00) fine for succeeding hour that the book is unreturned and one peso (Php 1.00) in case the reserved book is returned one hour delayed from its appointed hour of return.

6.7.1.6 If the book is lost, borrower should notify the librarian.

6.7.1.7 The levy overdue charge maybe stopped with effect from the date of notice of loss. If he finds the book, fines collected in only from the time the reported that the book was lost.

6.7.1.8 If the book is lost, the borrower either replaces an exact copy of the book or pays its price plus the processing fee of fifty pesos (PhP 50.00).

6.7.1.9 All payments should be made directly at the Cashier's Office.

6.8 Books Lost But Paid Records

6.8.1 Lost but paid

6.8.1.1 A record of lost book but paid is maintained. Payment of the lost books should be made at the Cashiers' Office.

6.8.1.2 The note "lost" and the date the book was lost, OR No. and its date are indicated on the accession record.

6.8.1.3 Library staff in-charge is notified for the lost books and the shelf list is marked lost and the date.

6.8.1.4 Library staff in-charge withdraws completely the record from the card catalogue except those with accompanying added copies which are not lost.

6.8.2 Lost but replace

6.8.2.1 Replacement of the book lost should be the exact copy of the book.

6.8.2.2 The following should be checked before accepting the replacement:

- i. copyright date of the book;
- ii. publisher;
- iii. title of the book;
- iv. author;
- v. the format whether it is cloth bound or paper bound; and
- vi. ISBN

6.9 Renewal of Books

To renew a book, borrowers should bring the book to the Circulation desk for renewal of the due date.

Desk Assistant:

6.9.1 Checks the due date files and withdraws the books and reissue the book.

6.9.2 Stamps the date on date due slip and the book card.

6.9.3 Give the book card to the borrower and let him sign all the information needed in borrowing books.

6.10 Library Clearance

To ensure that library users have no accountabilities before they shall go on vacation, leave, or separate from the College, they must secure a library clearance. Rules and regulations pertaining library clearance shall be as follows:

6.10.1 Employees

6.10.1.1 Library clearance for faculty members whether regular, temporary and contractual is required to clear himself/herself from any library accountabilities every end of the semester.

6.10.1.2 BASC employees granted scholarship, either academic or short-term training grants, for a period of one month or are likewise required to get a library clearance.

6.10.2 Students

6.10.2.1 All students (graduating and non-graduating) are required to get their library clearance one week before the final examination.

6.10.2.2 Students applying for honorable dismissal, transcript of records and diploma are likewise required to get library clearance.

6.10.3 Keeping Circulation Statistics

6.10.3.1 Statistics are made for the daily attendance.

6.10.3.2 Statistics are made for books, periodicals and other materials used inside or outside the library. Students are required to sign at the logbook for periodicals.

6.10.3.3 Library assistant should note down the following data:

Attendance of the students, faculty and outside researchers.

6.10.3.4 Home circulation.

6.10.3.5 Reading room circulation of books and periodicals.

6.10.3.6 Book circulation is noted according to their classification.

6.10.3.7 Statistics of reference questions asked should be jotted down with their corresponding sources where answer can be found.

6.10.3.8 Sum up statistics after each day.

6.10.3.9 Statistical report should be done quarterly and at the end of the year cumulative total is taken.

6.11 Circulation of Books

Circulation or stack books shall refer to those which can be borrowed for longer period than overnight. Rules and regulations pertaining to the use of circulation or stack books shall be as follows:

6.11.1 General rules

6.11.1.1 No library material of any kind may be taken from any library by any person unless a record of withdrawal is made thereof. Any person drawing a book from the libraries, or having it charged against him for use is held accountable for it until its return.

6.11.1.2 General reference and reserve books, single-copy books, periodicals and other special collections are to be used in the libraries only. In the event that the photocopier is not available in the library, users are allowed to loaned out the materials but to be returned an hour.

6.11.1.3 Theses and dissertations are for room use only. Reproduction in whole or in part of the material is not allowed. Their use is restricted to Graduate students. However, any undergraduate student (within the BASC System only) may, upon the recommendation of his/her faculty/thesis adviser, access the collection (if the undergraduate collection is deemed inadequate for research purposes).

6.11.1.4 Undergraduate Students are allowed to borrow three books for overnight use during Mondays to Thursdays and five books of different titles on Fridays. Graduate students may borrow three books of different titles on Saturdays. No person may hold a loan of more than two volumes at one time.

6.11.1.5 As a general rule, a book for home use is loaned from 3:00 PM and should be returned on or before 9:00 AM the following class day.

6.11.1.6 The use of computers and computer based resources is restricted to research purpose and on a first come-first served basis.

6.11.1.7 During the semester, faculty members may borrow five (5) books and be returned after one week. Books may be renewable twice depending upon the availability of material.

6.12 Circulation Books.

6.12.1 Students may borrow up to five circulation books at a time for 3-7 days depending on the demand of the books, while faculty or staff members may borrow 10 circulation books at a time for 14 days.

6.12.2 Borrowing shall be done during service hours.

6.12.3 Library users shall not be allowed to borrow if they have still overdue books or unpaid library accounts.

6.12.4 A library user who fails to return a borrowed book from the stacks shall be fined Php20.00 for the first day lapsed and Php10.00 for each succeeding day.

6.12.5 A lost book must be reported immediately to the College Librarian. Borrowers shall be required to replace a lost book and to settle this within 30 days from report of loss. In case an actual replacement is not available, library books lost by users shall be replaced by related books as determined by the College Librarian.

6.12.6 Damaged book, torn pages, or marked pages must be reported to the College Librarian as soon as these are noticed and subject to pertinent rules. Damaged books refer to those which are no longer usable as assessed by the College Librarian or Unit Librarian.

6.12.7 To renew, the borrower must present the borrowed book first before requesting for renewal.

6.12.8 A loan may be renewed twice if nobody needs it.

6.12.9 Borrowers who fail to return or renew books after two recall notices have been sent to them shall pay the charges to the College

Cashier, and shall be given disciplinary actions for non-compliance of rules.

6.12.10 The College Librarian can recall any borrowed books before the due date. A recalled book must be returned within 3 days from the date of recall notice from the library, otherwise the material shall be considered overdue after this date.

6.13. Subject Reserve Books

These shall refer to books placed on reserve to give a fair chance of use by each student enrolled in the subject. Rules and regulations pertaining the use of subject reserve book shall be as follows:

6.13.1 Reserve books shall be used in the library only. However, they can be borrowed overnight and during weekends.

6.13.2 A library user may borrow up to three books at a time depending on the demand of the books.

6.13.3 Overnight loans must be returned on or before 9:00 A.M. of the following service day.

6.13.4 A library user who fails to return a book on the due date shall be fined Php10.00 for the first hour lapsed and Php5.00 for each succeeding hour.

6.14 Special Materials

These shall include reference books, serials, theses/dissertations, information files, visual materials such as maps, globes, posters, pictures, transparencies, video/radio cassette tapes, VCDs/DVDs, CD-ROMs/DVD-ROMs and other audiovisual and electronic media materials. Rules and regulations pertaining the use of special materials shall be as follows:

6.14.1 Because of their nature, special materials shall be preferably for "library use" only.

6.14.2 Audiovisual and electronic media materials as well as needed equipment may be borrowed for classroom and training purposes.

6.14.3 Reference books, serials and information/vertical files may be borrowed for photocopying purposes.

6.15 Internet. Internet use within the library shall be for academic and research purposes only. Rules and regulations pertaining the use of the Internet shall be as follows:

6.15.1 Internet user must ask permission from the library staff before using external storage devices.

6.15.2 Only relevant information related to academic and research work shall be downloaded.

6.15.3 Computer games and access to pornographic or offensive materials shall not be allowed.

6.15.4 An Internet fee of Php10.00 per hour shall be collected from each user.

6.16 Photocopying.

To facilitate information gathering by users, photocopying service shall be provided in the library. Rules and regulations on the use of information resources for photocopying shall be as follows:

6.16.1 Borrowers must ask permission from the librarian at the desk and materials to be photocopied must be charged properly.

6.16.2 Theses and dissertations shall not be allowed to be photocopied.

6.16.3 The cost of photocopying shall be as follows: medium paper – Php 1.00 and long paper – Php 2.00

6.17 Use by Non-Members of the College

6.17.1 BASC alumni and former students honorably discharged from the College may, on the discretion of the librarian, use the library resources within library premises.

6.17.2 Visitors/Researchers from other institutions may avail of the library resources within the library premises and are allowed to use two books at a time only.

6.18 Mutilation and Theft Cases

Any students who shall willfully, maliciously or wantonly tear, deface mutilate, injure or destroy any book, pamphlet, periodical, manuscript, map and other property of the college library materials and property shall be punished. The College Librarian may determine without prejudice to the nuisance, in appropriate cases, additional penalty of suspension or expulsion as covered by BASC Student Handbook, which provides for disciplinary action.

6.19 Instructional Media Services

The IMS is one of the major units of the library. It houses and circulates an adequate collection of audiovisual equipment and materials.

6.19.1 Objective

To provide the Bulacan Agricultural State College academic community with audiovisual resources and services to meet their instructional and research needs.

6.19.2 Services

Film viewing, conferences, seminars, meetings, group discussion and etc.

6.20 Library Log In Practices

6.20.1 All library users are required to ***log in*** upon entrance and ***log-out*** before leaving the library.

6.20.2 Smoking, eating, sleeping, loud talking, entertaining visitors and unnecessary noise which may be caused by cell phones within the library premises are strictly prohibited.

6.20.3 Lending the College Identification Card may subject the owner of the card to a fine of PhP 20.00 for the first offense, and at the discretion of the librarian, on second offense, suspension of library privileges for not more than 2 weeks.

6.20.4 Library courtesy should always be observed, i.e. priority is given to the student who made the first demand for the material.

6.20.5 Charging of Laptop, net book, cellular phone and other gadgets are prohibited inside the library

6.20.6 The library adopts the Open Shelf System. Therefore, library users are requested to deposit their bags, folders, umbrellas, and etc. except valuable things at the baggage counter upon entrance.

VII. SECTIONS OF THE LIBRARY

7.1 Reference Section

Reference work is the service rendered by a librarian in aid of some sort of study, the reference librarian as an interpreter of library resources and reference literature as dictionaries, encyclopedias, almanacs and other books held in the library for consultation.

The reference service of the college library is intended to the needs of faculty and administrators as well as the students. In working in all these groups - students, faculty, administrators, and outsiders. The reference purpose is: (1) to provide answers to inquiries requiring specific information, (2) to teach the students to use the library, (3) to provide bibliographical and other research assistance, and (4) to locate and make available and commonly used materials not in the college library.

7.1.1 Reference Functions

7.1.1.1 Reference/Directional Assistance

The basic function provided by anyone who serves as a reference librarian is to give informational and directional assistance to the users of the library.

- a) Separate Service Desks
- b) Telephone
- c) Correspondence

7.1.2 Instruction in the Use of the Library

- a) General Orientation / Tours
- b) Compilation of Library Guides and Finding Aids
- c) Classroom Instruction/Bibliographic Lectures
- d) Orientation and Training of Library Staff

7.2 Referral Letter

Qualified researchers from other institutions are allowed to use the BASC College Library and its collection subject to the rules and regulations for a limited period of time. These researchers are requested to present their valid ID, Library Card and referral letter from the College Librarian of their school.

BASC students who wish to go to other libraries to supplement their research should secure a referral letter at the Circulation/Reference Section of the library signed by the College Librarian.

7.3 General Policies of Reference Services

7.3.1 Reference Librarian should act as facilitator between the user and resources of the library.

7.3.2 The reference staff should make every effort to familiarize the clientele library procedures, requirements location of materials, services and other resources.

7.3.3 Reference service requires relatively long open hours, needs to facilitate self-help.

7.3.4 Concise easily understood, attractive signs of shelf labels are a help in directing researches to the books they need.

7.3.5 Librarian should constantly review the volumes selected for this prominent collections often deleting to the books they need.

7.4 Returning of Books

Library Users are required to leave the reference materials (books, clippings, maps, etc.) they used on the table, the librarian and student assistants are willing to shelve those materials for them.

7.5 Serial Section

This section holds current and back issues of local and foreign journals, magazines and other periodical materials. Current issues of newspapers are displayed in front of the circulation counter.

7.6 Circulation Section

Circulation work is that phase of library activity which most exposed to observation by the library's patrons. It is concerned with charging out the materials to the reader, receiving, and returning them to the shelves of files or where they are kept.

7.6.1 Purpose of Circulation Service

7.6.1.1 To make the collection available for the clients.

7.6.1.2 Responsible for the arrangement of the books on the shelves according to the classification system utilized by the library.

7.6.1.3 Responsible for keeping statistics in library loans and users of the library.

7.6.1.4 Facilitate a smoothly running system of borrowing and returning of library materials.

7.6.1.5 Moreover to render full assistance to readers using the library.

Circulation Policies	
1. Library Users	Requirements for Entry
a.) Enrolled Students	Validated Library Card and College Identification Card for the current semester
b.) Faculty/Staff	Employee's Identification Card
c.) Administrators	Identification Card
d.) Alumni	Identification Card
e.) Off-Campus Researchers (scholars, students and employees/staff from other institutions and agencies)	Identification Card, Referral Letter and registration fee of Php. 20.00

7.7 Circulation of Regular Books

All materials may be borrowed without restriction except for reference books, certain government documents, theses, dissertations, serials, ephemeral materials & AV materials are not circulated but they can be used inside the library purposes only.

7.7.1 For Students

Books are circulated for one week duration for fiction books and three days or one week for non-fiction books.

7.7.2 For Faculty

Faculty members are given special privileges with the understanding that all the materials charged out will be returned or renewed at the end of the semester or at the end of the regular academic year.

7.8 Reserve Book Service

Reserve materials are those in which class assignments have been made; they are kept together in one place and administered under special rules and regulations.

In BASC Library, the reserve book collection is the most used portion of the collection, and the one that answers most appropriately to the term "Books that support the curriculum" and materials of instruction. Books become reserved when an instructor asks the library to place them on shelves not open to students, and to lend them for an hour or two at a time.

7.8.1 Organization of the Reserve Books

At the beginning of the term, the instructors give a list of books to the librarian to be reserved for his classes. The important thing is for the instructor to give the librarian sufficient time to prepare the books for the purpose. Before the instructor gives any list, he should have talked with the librarian regarding the book needs of his class.

In case the library does not have enough copies of the book and order could be placed early enough so as to be able to provide the said books to the student in time.

7.8.2 Policies on Reserve Books

7.8.2.1 Reserve books may usually be borrowed after school or during the last period for home use as overnight.

7.8.2.2 Reserve books must be returned by a specified time the following morning usually at least by the end of the half hour after school opens.

7.8.2.3 Fines are strict enough to ensure prompt return of the books.

7.8.2.4 Reserve book should be borrowed for one hour to be renewed for another hour if nobody asks for the same book.

7.9 Audiovisual Room

Reference books in digital format or Electronic Resources are located in Audiovisual Room. Materials found in this section are VHS tapes, interactive instructional CD- ROMs, VCDs, DVDs, and audiocassette tapes.

7.9.1 Policy on the Lost and Damaged Electronic Resources

A lost or damaged electronic resources shall be replaced by the same or later edition of the item. If replacement is not possible, the borrower shall pay 50% of the current price of the lost or damaged material included here the processing fee.

7.10 Theses Section

The library holds a vast collection of undergraduate's theses, master's theses and dissertations. It is for inside use only for undergraduate students while graduate students can only photocopied 10% of the entire thesis.

7.11 Internet Section

This facility is one medium in which instruction and learning have been more challenging, rich, and relatively more accessible. One can browse and retrieve information, rare articles, and news bits from around the globe, or cruise along the vast info-superhighway in a matter of minutes.

7.12 Technical Section

Responsible for the acquisition and classification of library materials. Upon acquisition, books and other library materials undergo different mechanical and technical processes. They should first be made ready for circulation and use.

VIII. LIBRARY SERVICES

The operation of the College Library shall be organized into two broad categories of services: technical services (those with very limited public contact) and public services (those where direct contact with the library user occurs on a daily basis).

8.1 Technical Services

Technical services shall refer to the library tasks carried on that are concerned with the processing of library materials in order make them accessible to the users. These shall comprise the functions of selection and acquisitions, cataloging and classification, preservation, conservation, deselection, and other related activities.

8.1.1 Selection and Acquisitions. Selection and acquisitions shall be the two primary processes involved in developing the collection of the College Library System.

8.1.1.1 The selection of books in Bulacan Agricultural State College is vested on the Library Committee consisting of Vice Presidents, Deans of Institutes, the College Librarian and one faculty support staff. The deans, as well as the faculty members, examine the books. Requisition is made by the librarian after their recommendations for purchases are concurred in by the College Librarian who makes careful and periodic study of the needs.

8.1.1.1.1 The College Librarian and her staff members spearheaded by the acquisitions librarian shall be charged with the selection of information resources with the recommendations and assistance from those who use the library such as administrators, the Library

Committee, faculty members, researchers/subject specialists, extensionists, other non-teaching staff members, and students.

8.1.1.1.2 Selection of information resources for purchase shall be done through organized exhibits. This shall ensure the selection of appropriate information resources to be included in the existing library collection.

8.1.1.1.3 Formats of information resources to be included in the library collection shall be based on the Collection Policy Statement of the BASC Library System and standards regarding the collection of academic libraries in the Philippines.

8.1.1.1.4 Selected books for purchase shall be entered into the book Requisition Slip by the selector providing the following information: Author/s, Title, Place of Publication, Publisher, Edition, (if there is any), Copyright/Publication Date, Number of Copies, Paper Quality, Binding, Approximate Cost, Requester, Department/College, and Remarks.

8.1.1.1.5 In general, the library's policy on book purchases is to procure the best books that will satisfy the customers of the library within the budget limitations.

The following are the criteria for selecting **non-fiction books**.

8.1.1.1.5.1 Timeliness. Only books published within the past three (3) years from the current date, except on Literature, History, Fine Arts and Filipiniana materials.

8.1.1.1.5.2 Appropriateness to curricular courses by the College.

8.1.1.1.5.3 Relevance to the needs of the community.

8.1.1.1.5.4 Instructional and research values.

8.1.1.1.5.5 Authoritativeness, i.e., the credibility of the author and publisher.

8.1.1.1.5.6 Format, i.e., the quality of paper, presence of illustrations and readability.

8.1.1.1.5.7 Cost. Book dealers with lowest prices shall be given priority.

On the other hand, the selection criteria for **fiction books** are the following:

8.1.1.1.5.8 Literary quality

8.1.1.1.5.9 Popular appeal

8.1.1.1.5.10 Originality

8.1.1.1.5.11 Aesthetic presentation

8.1.1.1.5.12 Format

8.1.1.1.6 Scope of the collection

8.1.1.1.6.1 Resources should provide the needed information of Bulacan Agricultural State College.

8.1.1.1.6.2 The book collection should include reference for general topics.

8.1.1.1.6.3 Collection should contain resources needed for various courses offered by the College.

8.1.1.1.6.4 Collection should contain periodicals and other non -book materials that will support the user's search for relevant and current information.

8.1.1.1.6.5 Collection should include recreational, popular and fictional materials such as classics and novel to meet the interest of the customers.

8.1.1.1.6.6 The collection should contain opposing views on controversial issues which are of interest to the users.

8.1.1.1.6.7 Collection should include Filipiniana and local history materials

8.1.1.2 As for Filipiniana materials, the foregoing selection criteria are applied with more tolerance considering the scarcity of local publications in the book market.

8.1.1.3 Acquisitions. This shall refer to the process of obtaining library materials selected for inclusion in the collection through purchases, gifts, and exchanges. It shall focus primarily on the procedures required to actually procure the resources identified through selection.

8.1.1.3.1 Steps of the Acquisitions Process. The acquisitions process shall consist of the following steps: request processing, pre-order work, ordering, order placement, and receiving.

8.1.1.3.1.1 Request Processing. Bibliographic information of each item shall be assessed, completed, and organized by subject.

8.1.1.3.1.2 Preorder Work. Preorder work shall involve bibliographic verification or searching. Verification shall be done to establish the existence of a particular item. Searching, on the other hand, shall be done to establish whether the library needs to order the item. In case selected books have not been part of those selected from organize exhibits, acquisition tools such as Books in Print, publisher'/dealers' catalogs, reviews in journals, national bibliographies, subject bibliographies, online public access catalogs (OPACs), online databases, and the websites shall be used to verify correct bibliographic and other data necessary for ordering of books.

8.1.1.3.1.2a The OPACs shall be consulted to determine whether the library owns a certain item, while the shelf-list and accession of book shall be used to determine the number of copies of a certain title available in the library and ultimately, to

determine the need for additional copies to be acquired.

8.1.1.3.1.2b The College Library System shall be guided by the principle that users should be exposed to more titles on a subject rather than to one title with several copies of it. The library shall maintain its stature as a reference and research library rather than a textbook library. Hence, acquisition (through purchase) per title shall not exceed five copies except in extreme cases when such title needs to be in more than five copies because it is required by many curricular programs.

8.1.1.3.1.2c Upon completing the necessary data needed for the materials to be purchased, each material shall be listed in the Purchase Request (PR) form of the College signed by the College Librarian, and forwarded to the Bids and Awards Committee (BAC) for the processing of the request until the preparation of the Purchase Order (PO).

8.1.1.4 Ordering, Order Placement, and Receiving. The following procedure shall be observed in ordering, order placement, and receiving. The College Librarian must keep track of all materials acquired. Delivery receipts and invoice are kept for as long necessary.

8.1.1.4.1 Books received are checked against delivery receipts.

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

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

8.1.1.4.4 Arrangements for replacement are made necessary.

8.1.1.5 Alternatives to Acquiring Information Resources through Purchase.

The following alternatives shall be done to augment the financial resources of the College for the acquisition of information resources:

- 8.1.1.5.1** Establishing partnerships/linkages;
- 8.1.1.5.2** Seeking out sources of gifts and exchanges;
- 8.1.1.5.3** Acquiring and organizing supplementary sources (i.e. vertical/information files);
- 8.1.1.5.4** Encouraging instructional production/development by instructors/professors; and
- 8.1.1.5.5** Identifying free-based online information resources.

8.1.1.6 Technical Processes (Cataloging and Classification).

The Library of Congress Classification Scheme shall be used to systematically organize and arrange the information resources of the BASC Library System. Cataloging and classification shall be the primary activities involved in organizing information resources for them to be easily accessed or retrieved.

Cataloging is the process of making entries for a catalog. In a broader sense, it refers to all the processes connected with the preparation and maintaining of the catalog, including classification, the assignment of subject headings, and subject indexing (subject cataloging). In a narrower sense, it refers to the determining of the kinds of entry, the headings, bibliographical descriptions (descriptive cataloging), and references needed for the adequate recording of books and other materials in a catalog. Descriptive cataloging also involves the determination of access points by means of names and titles.

Classification refers to the systematic arrangement by subject of books and other materials on shelves or of catalog and index entries in the manner which is most useful to those who read or who seek a definite piece of information.

8.1.1.6.1 Cataloging is a subset of Bibliographic Control, a field in librarianship which deals with the organization of

information. Cataloging is considered a technical service of a library which all other services are dependent upon.

The cataloguing department exists for such a purpose: organize information. If a library doesn't have this function, the old adage of "finding a needle in a haystack" would be an understatement. In fact, the more appropriate statement would be: "finding a particular needle in a stack of needles".

8.1.1.6.2 Records exist in all aspects of the universe of knowledge including those that are expressed verbally: music, arts, etc.). And it is the role of catalogers to provide some organization to this otherwise chaotic universe.

8.1.1.6.3 To do this, catalogers implement standardized and universally accepted methods of presenting all types of library materials to its customers. The Anglo-American Cataloging Rules 2nd Edition (AACR2) is still the best and preferred method of providing bibliographic descriptions to materials owned by a library. Thus, the BASC Library follows it. The Dewey Decimal Classification (DDC) and the Library of Congress Classification (LCC) schemes are the most common classification.

8.1.1.6.4 Bibliographic records produced and maintained by the BASC Library is of world-class standards as evident by the MARC21 (Machine Readable Cataloging – 21st century) implementation, an act initiated and made popular by no less than the Library of Congress in the United States.

8.1.1.6.5 Objectives of the Cataloging Section

8.1.1.6.5.1 To organize library materials for effective use by the library customers through:

8.1.1.6.5.1a *Cataloging* – which is describing each title in bibliographic terms, according to cataloging rules (i.e. Anglo-American Cataloging Rules, 2nd ed., 2002 revision)

8.1.1.6.5.1b *Subject analysis* – which is identifying the contents of each title and representing these by appropriate subject headings.

8.1.1.6.5.1c *Classification* – which means applying to each title a symbol representing its place in a classification scheme designed to arranged books systematically on the library shelves; and

8.1.1.6.5.1d *Proper distribution* of processed materials to their respective units/sections.

8.1.1.6.5.2 To improve bibliographic control over materials by participating in the production and maintenance of permanent bibliographic records for public and staff use in the form of Card Catalog (composed of the Author, Title and Subject card catalogs), the Shelf-list and the New Acquisitions List.

8.1.1.6.5.3 Facilitate easy access to the bibliographic information of the library collection through the maintenance and updating of the Online Public Access Catalog (OPAC) records thru automated catalog database.

8.1.1.6.6 Cataloging Process and Policies

The BASC Library shall perform the cataloging process to assist library users and staff in the determination and the location of available information resources in answer to their specific needs.

8.1.1.6.6.1 Descriptive Cataloging.

In descriptive cataloguing, the following shall be observed:

a. The tools that shall be used shall be the International Standard Bibliographic Description (ISBD) and the Anglo-American Cataloging Rules 2nd edition (AACR2).

b. The third level of bibliographic description shall be used to describe the bibliographic record.

c. The areas of description shall include: title and statement of responsibility, edition, material type, physical description, series, notes, and standard number.

d. The access points that shall be considered shall be the: personal author, corporate body, and uniform title.

d.1 *Personal Author*. This shall refer to the person chiefly responsible for the creation of the intellectual or artistic contents of a work (e.g., writers of books and composers of music shall be the authors of the works they create; compilers of bibliographies shall be the authors of these bibliographies; cartographers shall be the authors of their maps; and artists and photographers shall be the authors of the works they create; and performers shall be the authors of sound recordings, films, and video recordings). For example: Whitten, Jeffrey L.

d.2 *Corporate Body*. This shall refer to the organization or a group of persons that shall be identified by a particular name and acts, or shall act as an entity (e.g., associations, institutions, business firms, non-profit enterprises, governments, government agencies, projects and programs, religious bodies, local churches, and conference). For example: Asian Development Bank.

d.3 *Uniform Title*. This shall refer to the title which shall bring together entries for different publications of the same work, when those publications shall have different titles proper.

8.1.1.6.6.2 Steps of Descriptive Cataloging.

Descriptive cataloging shall involve the following steps:

- a. Provide bibliographic description on a 3 x 5-inch process slip using the ISBD and the AACR2 as bases of format content;
- b. Search author and title entry in the OPAC; and
- c. Proceed to subject cataloging and classification.

8.1.1.6.6.3 Subject Cataloging and Classification.

In subject cataloging and classification, the following tools shall be used:

- a. Library of Congress Subject Headings (LCSH) 25th edition;
- b. Library of Congress Classification Schedules;
- c. Filipiniana List of Subject Headings (FLSH) ; and
- d. Cutter's Table.

8.1.1.6.6.4 Steps of Subject Cataloging and Classification.

Subject cataloging, and classification shall involve the following steps:

- a. Using the LCSH and the FLSH, the cataloger shall provide appropriate subjects for material being cataloged.
- b. The cataloger shall provide added entries, if there shall be any, to complete the tracings.
- c. 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 catalogued, or, refer to the OPAC of the Library of Congress and the Philippine e-Library.

d. The cataloger shall assign corresponding call number to the cataloged material.

8.1.1.6.6.5 Mechanical Preparation of Cataloged Library Materials.

The following steps shall be done in the mechanical preparation of cataloged library materials:

a. Encode and print call numbers on appropriate paper.

b. Cut and paste call number on the spine of the cataloged book, 1 inch from the bottom. For spiral and thin materials, provide call numbers on the left side of the front cover.

c. Provide book accessories, i.e., book pocket, book card, and date due slip.

d. Cover material with plastic for preservation.

e. Shelve cataloged materials at the new acquisitions display area.

8.1.1.6.6.6 Card Reproduction.

In reproducing cards, the following steps shall be involved:

a. Encode main or author entry/card:

a.1 Encode the call number two spaces from the top and two spaces from the left side of card.

a.2 Encode the author's name at the first indention on the third line from the top of the card alongside the class number. Type last name first, followed by the comma, one space, then first, and middle names or initials. If main entry is corporate entry, type corporate name as written in the book. If entry runs over one line, drop to line beginning at the third indention.

a.3 Encode the title starting on the second indention just below the author's name. If title transcription runs over, next line and every line thereafter starts on the first indention.

a.4 Encode the imprint (place of publication, publisher and date of publication or copyright date) after the title transcription, a full stop, a space, dash, and a space in the same transcription paragraph. If copyright is used, type a lower case letter c before the date.

a.5 Encode collation (i.e., physical description of the book, such as extent of item, other physical details, dimensions, and accompanying material, if there is any) next line below the title transcription paragraph starting on the second indention.

a.6 Encode in the series area each series statement before a full stop, a space, area, such title proper of series, series author, series number, and subseries).

a.7 Encode the standard number.

a.8 Encode the tracings (indications of added entry card) at the bottom of the card just above the hole, starting transcription paragraph on the second indention.

a.9 Encode cards for unit libraries.

b. Encode subject entries/cards:

b.1 Encode in all capital letters on the second line indention. If the subject runs over, type on the next line starting on the third indention.

b.2 Proceed to steps a.1 to a.7 of Encode main or author entry/card.

c. Encode added entries/cards:

c.1 Encode the co-author/title entry on the second line starting on the second indentation. Capitalize only the first letter of the first word/name (articles excluded) and first letters of proper nouns.

c.2 Proceed to steps a.1 to a.7 of Encode main or author card.

d. Encode the shelf-list entry/card:

d.1 Follow steps a.1 to a.8 of Encode main or author entry/card.

d.2 Encode the additional accession number/s and corresponding location/s of the book.

8.1.1.6.6.7 Filing of Cards.

The following steps shall be observed in filing of cards:

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

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

c. 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.

8.1.2 Preservation, Conservation and Deselection

Preservation shall refer to the library activity concerned with the retardation of the deterioration of materials to ensure that the information survives in a usable form for as long as it is wanted.

Conservation shall refer to the aspect of preservation activity which implies the active use of preventive measures, or processes of repair of damaged materials to ensure the continued existence of individual library materials. Deselection or weeding shall refer to the systematic review of the collection in search of materials that can be withdrawn and discarded or moved to an alternate storage.

8.1.2.1 Preservation and Conservation

The following shall be done to preserve and conserve information resources in the library:

8.1.2.1.1 Information resources shall be kept or shelved in places where they cannot be exposed to direct sunlight;

8.1.2.1.2 Books shall be shelved in such a way that shelves shall not be full to avoid wear and tear;

8.1.2.1.3 Slightly damaged but still usable information resources shall be repaired and bound;

8.1.2.1.4 Newly acquired books shall be covered with celluloid; and

8.1.2.1.5 Good ventilation shall be maintained.

8.1.2.2 Deselection or Weeding

Deselection or the systematic withdrawal of defective, obsolete, and worn out books of non-core volumes from a primary collections are of the library is done periodically. This rejecting, removing or weeding of materials from the library shelves save space and make a room for new materials.

Deselection or weeding shall also be done to maintain quality collection. The following criteria for deselection or weeding shall be considered:

8.1.2.2.1 Books that are infested, shabby or worn out

8.1.2.2.2 Badly printed books that are unreadable

8.1.2.2.3 Books which are beyond repair

8.1.2.2.4 Books with too many missing pages

8.1.2.2.5 Superseded editions

8.1.2.2.6 Obsolete books, especially in science and technology

8.1.2.2.7 Unused books for the past 5-15 years

8.1.2.2.8 General references maybe deselected after 10-

8.1.2.2.9 15 years except General references on history, Literature, Fine arts, and Filipiniana materials

The following factors shall also be considered on what not to weed:

8.1.2.2.10 Research value;

8.1.2.2.11 Out of print;

8.1.2.2.12 Local;

8.1.2.2.13 Balance;

8.1.2.2.14 Rare items; and

8.1.2.2.15 Listing.

8.1.2.2.16 Weeding and Replacement

Weeding and selection are twins. Both keep the collections functional and current. Live and active library collection provides rooms for weeding subject to government and College policies and procedures. Weeding shall be done regularly during summer not later to avoid disruptions of library usage.

The following criteria for weeding shall be used by the BASC Library System:

a. Last date of circulation. If the material has not been used in ten years, it is weeded. (Conversely, where the material is being used constantly, it should be kept in good condition, possibly duplicated).

b. Physical condition. If the condition is bad, the item is weeded, although a decision must be made whether to replace it or not. Worn out materials due to high demand shall be repaired and/or replaced. On the other hand, worn out materials that are no longer in demand and/or obsolete shall be discarded from the collection.

c. Timeliness. The following materials shall be discarded from the collection: a) Out-of-date materials, particularly

in the sciences and technology. However, materials on history, literature and philosophy do not always become obsolete based on their publication or copyright dates. Some of them may even become rare materials as they become older. b) Materials no longer in demand or do not support the curriculum or current university programs. c) Superseded editions no longer used. Careful evaluations shall be made for newer and older editions before discarding or else both shall be maintained.

d. Reliability. Viewpoints change and must be reflected in the collection. Past years' reliable explanations may no longer be useful, particularly, if there are good titles that support the outdated view.

e. Language. Where changes of the teaching programs or the activity of the library have outstripped books in foreign languages they should be discarded. Languages other than English and Filipino shall be checked gradually.

f. Ephemera. Certain subject areas which are no longer used, are no longer timely, or no longer reliable, shall be weeded out from the collection.

g. Duplicates. When there are many duplicates and none seems to be circulating or used, all except a single copy is discarded. At a later date (one or two years) the single copy shall be reconsidered for weeding.

In addition to the above criteria, legal bases on weeding shall be recognized. Required forms (such as the form used for reporting waste materials) shall be used and shall be signed by concerned officers.

What not to weed. The following factors shall be considered on what not to weed:

a. Research value. Materials with research potential shall not be weeded out from the collection (e.g., materials in humanities and social sciences).

b. Out of print. Out of print titles which are still of use shall be retained.

c. Local. Local history, humanities, and social science materials shall be retained, no matter what their condition or lack of use.

d. Balance. When the weeding of a title is going to throw off the balance of materials in a subject area, careful thought shall be given to the decision. For example, a certain title may be the only one available in population studies, although it is outdated and in poor condition.

e. Rare items. Care must be given to weeding valuable material, no matter how little it is used.

f. Listing. If the material is listed in a standard current core bibliography, it may be retained. Standard lists shall be considered in deciding what to retain or not and/or replaced.

8.1.2.2.17 Procedures for Deselection

1. Locate on book shelf books that are to be deselected.
2. List deselected materials.
3. Withdrawal remarks are written in the accession record and shelf
 - i. list files for proper identification, guidance, and future reference.
4. Catalog cards of deselected materials are pulled out from the
 - i. card catalog.
5. Deselected materials can be transferred to the stockroom,
 - i. donated to other libraries or sold to junk shops for recycling
 - ii. purposes, not to be burned.

8.1.3 Duplication and Reproduction of Materials

BASC Library recognizes and adheres to the provision of **Section 188 of the R. A. 8293** otherwise known as the *Intellectual Property Code* of the Philippines regarding the duplication of material, which states:

- a. Any library or archive whose activities are not for profit may, without the authorization of the author or copyright owner, make a single copy of the work by reprographic reproduction.
- b. Where the work by reason of its fragile character or rarity cannot be lent to user in its original form.
- c. Where the works are isolated articles contained in composite works or brief portions of other published works and the reproduction is necessary to supply them, when this is considered expedient, to persons requesting their loan for purpose of research or study instead of lending the columns of booklets which contain them;
- d. Where the making of such a copy is in order to preserve and, if necessary in the event that it is lost, destroyed or rendered unusable... Notwithstanding the above provisions, it shall not be permissible to produce a volume of work published in several volumes or to produce missing tomes or pages of magazines or similar works, unless the volume, tome or part is out of stock..."

8.1.4 Accepting Gifts

BASC Library accepts gifts of materials or funds on the basis of the relevance of these gifts to its own holdings and the interest of the schools which it serves. The gifts must have a major educational contribution to the institution, and in enriching research and teaching.

The library follows the following guidelines with regard to gifts.

- a. Gifts and/or donations are subject to the same criteria of selection that applies to purchase materials.
- b. Separate or special shelving for gift items is not provided. Gifts will be placed in the circulating collection of the library unless they meet the criteria for the reference or archive collection areas.
- c. Bookplates indicating that the item is a gift will be placed on the item if the donor desires.
- d. Whatever money the library received as gift will be used as part of emergency fund of the library.
- e. Librarians are free to decide which part of the gifts should be accepted or integrated into the collection discarded, sold, or exchanged.

f. The library has the right to refuse gift collection especially when the cost of processing the material exceeded the worth of the collection.

g. Books donated which are not useful in the library collection may be discarded.

h. Whatever gift is received it should be acknowledged promptly through letter, telephone call, or personal talk to the donor.

i. Memorial gifts are accepted using the same criteria as purchase materials. Gifts of money are accepted to purchase resources in accordance with the selection criteria. Memorial bookplates are placed on the item

8.2 Public Services

Public services shall refer to those library activities where direct contact with the customer occurs on a daily basis. These shall include circulation, reference, reserve, serials, media, and other special services. **Readers' services** is the other term for public services, although it may imply paper-based information resources. Public services is a broader term to encompass all services offered directly to the users.

8.2.1 Access to Library Services and Resources

For a library user to have a maximum access to the information resources, facilities, and services of the BASC Library System, the following shall be provided or observed:

8.2.1.1 Service Hours

The Main Library shall be open for service from 7:00 a.m. to 6:00 p.m. with no noon break from Monday to Friday except on holidays while the Graduate School Library shall be open for service from 8:00 a.m. to 4:00 p.m. with no noon break every Saturday.

8.2.1.2 Control Desk

For better accessibility to the sources of information, the BASC Library System shall adopt an open-shelf system. Hence, a control desk shall be maintained at the main door to safeguard library properties. Upon entering the library, clients shall be required to present their valid Library Identification (ID) Cards (for students), College Employee ID Cards or Appointments (for other College constituents), and referral letters in addition to the School/Agency ID Cards (for non-BASC users) to the guard on duty, and to leave their bags in the depository shelf. An ID Card shall be non-transferable. Forgery shall be a major offense.

Likewise, when clients go out, they must present their books and other belongings for inspection.

8.2.1.3 The Library ID Card

The Library ID Card shall be a basic requirement for the use of information resources and facilities of the BASC Library System. Hence, upon enrollment, freshmen or new students must apply for their Library ID Card immediately.

8.2.1.3.1 New students applying for a Library ID Card shall be required to:

- a. Present their registration forms for the current semester;
- b. Fill out the Library Information Sheet; and
- c. Submit two copies of 1"x1" ID picture to assigned staff members or the College Librarian.

8.2.1.3.1.1 The finished Library ID Card shall bear the signature of the College Librarian.

8.2.1.3.2 Old students shall be required to present their registration forms for the current semester and their Library ID Cards to the College Librarian for validation.

8.2.1.3.3 Students shifting from one degree course to another shall be required to change their previous Library ID Cards. To re-apply for another Library ID Card, they shall present their registration forms for the current semester and their previous Library ID Card, fill out the Library Information Sheet, and submit one 1"x 1" picture to the concerned library staff.

8.2.1.3.4 In case of loss or damage of Library ID Card, application for another one shall be allowed. Before the re-issuance of a Library ID Card, the applicant must:

- a. Inform the librarian about the loss/damage of the Library ID Card;

b. Secure an Affidavit of Loss from the Administrative or Designated Officer;

c. Pay Php20.00 for the Affidavit of Loss and Php25.00 for the replacement of an to the Cashier's Office;

d. Present the Affidavit of Loss and official receipt to the concerned library staff; and

e. Submit one copy of 1"x1" ID picture.

8.2.1.3.4.1 The finished ID Card shall bear the signature of the College Librarian

8.2.1.4 The Borrower's Record. The Borrower's Record shall be used when a library user loans a book or books from 3-7 days. When the Borrower's Record is filled up, a library user must surrender it for replacement at no extra cost. Lost Borrower's Record shall be reported immediately. A replacement shall be issued upon payment of P10.00.

8.2.1.5 Library Registration. Before entering every public service area, a library user must fill out the registration form with the required information.

8.2.1.6 Library Search Tools. For easy and fast access to information, the BASC Library shall provide users with a web-based Online Public Access Catalog (OPAC), a component of the Integrated University Library Information System (IULIS) and other search tools such as local area network (LAN)-based OPAC, library card catalog, indexes, lists, and subject bibliographies.

8.2.2 Reference Services. These services shall be geared toward making information available to library users.

8.2.2.1 Objectives.

Reference services at the BASC Library shall have the following objectives:

8.2.2.1.1 To provide answers to inquiries requiring specific information;

8.2.2.1.2 To help library users find information for themselves; and

8.2.2.1.3 To teach them how to use library resources and how to do library research.

8.2.2.2 The Reference Collection.

The reference collection shall refer to the basic information resources needed for reference work. This shall include reference sources generally categorized as follows: bibliographies, indexes, dictionaries, directories, encyclopedias, atlases and gazetteers, handbooks and manuals, bibliographical sources, yearbooks and almanacs, and pamphlet collections. This shall also include theses and dissertations.

8.2.2.3 The Reference Process.

Reference process shall be the whole transaction between the inquirer and the librarian ending up with the solution to the inquirer's problem. A basic element in the reference process shall be the interview which shall be typically shared by the library user and the reference librarian. The following steps shall be observed in the conduct of the reference process:

- a. Analyze the reference query or problem and determine the information need of the inquirer by identifying key words, descriptors, or modifiers;
- b. Translate the information need into a question;
- c. Negotiate the question with the inquirer;
- d. Identify the search need (i.e., select reference tools) and strategies (i.e., identify specific title to search);
- e. Conduct the search procedure;
- f. Evaluate the initial response until both the librarian and the inquirer approve of the product of the search; and
- g. Record the query in a Reference Question Slip to have a ready answer for similar query in the future.

8.2.2.4 Charging and Discharging.

Charging shall refer to the lending of information resources to library users, while discharging shall refer to the cancelling out the borrower's responsibility for information resources. Procedures of charging

and discharging of reference books/sources for specific purposes shall be as follows:

8.2.2.4.1 For Inside Reading

8.2.2.4.1a Borrowers select reference books/sources from the OPACs and from the shelves;

8.2.2.4.1b 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;

8.2.2.4.1c When borrowers return a reference books/sources, the librarians/library staff members collate these, pull out the cards with the borrowers' Library ID Card from the file, then cross out the names of the borrowers on the book cards; and

8.2.2.4.1d 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.

8.2.2.4.2 For Photocopying

8.2.2.4.2a Borrowers select reference books/sources from the OPACs and from the shelves;

8.2.2.4.2b 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;

8.2.2.4.2c Librarians/library staff members stamp "For photocopying only" and the corresponding date and time the reference books/sources shall be expected to be returned on the date due slip sat the backs of the book. If borrowers opt to photocopy outside the library they shall be given 30 minutes to 1 hour to return the reference book/sources borrowed.

8.2.2.4.2d When borrowers return reference books/sources, the librarians/library staff members collate these, pulls out the book cards with the borrowers' Library ID Card from

the file, then crosses out the names of the borrowers on the book cards; and

8.2.2.4.2e 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.

8.2.3 Serial Services

The primary role of the serial services shall be to provide current information (i.e., new ideas and news of recent developments in subjects of interest) from serial publications. A serial is a publication issued in successive parts usually at regular intervals and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, numbered monographic series, proceedings, transactions, and memoirs of societies.

8.2.3.1 Objectives

The serial services shall have the following objectives:

8.2.3.1.1 To provide serial publications in support of the various programs of the College and the general interest of the College constituents;

8.2.3.1.2 To assist library users to identify and find serials to satisfy their specific purposes; and

8.2.3.1.3 To teach library users on the use of electronic and online information resources containing serial publications.

8.2.3.2 The Serials Collection

Serials that shall be acquired through paid subscription shall entail a high level of selectivity. Priority shall be given to those that directly support the various programs of the College. Subscription to local newspapers, magazines, and periodicals shall be based on needs and demands. Vertical/information files shall form an essential part of the serial collection.

8.2.3.3 Organization of and Access to Serials

Serial collection shall be organized alphabetically by title until such time that this will also be classified as the book collection. To inform library users on other special collections or services of the library which also offer serials, directional signs shall be provided in a strategic place at the serial services.

8.2.3.4. Charging and Discharging

Charging and discharging of serial publications and vertical/information files shall involve the following steps:

8.2.3.4.1 Borrowers accomplish Serial Request Slips (SRS) and attaches their Library ID cards;

8.2.3.4.2 Librarians/library staff members check the accomplished request slips affix their signatures, and indicate the time dues to return the borrowed serials(in case these are for photocopying purposes);

8.2.3.4.3 Librarians/library staff members file the request slips and Library ID Cards;

8.2.3.4.4 When borrowers return borrowed serial publications and vertical/information files, librarians/library staff members collate these pull out the request slips and Library ID Cards from the file and cross out the names of the borrowers; and

8.2.3.4.5 Librarians/library staff members return the Library ID Cards to the borrowers.

8.2.4 Circulation Services

The primary role of circulation services shall be to make the needed information resources available to library users and to provide assistance pertaining to their problems in their researches and studies. The circulation services unit shall include books which relate to and supplement each curriculum as well as those for general, cultural, voluntary, and recreational reading.

8.2.4.1 Objectives

Circulation services shall be guided by the following objectives:

8.2.4.1.1 To assist in guiding library users to the locations of information resources and services within and outside the library;

8.2.4.1.2 To provide all books requested by library users promptly;

8.2.4.1.3 To lend cataloged books to legitimate users of the library;

8.2.4.1.4 To assist library users in the use of the OPACs and other search tools and make them realize that these are vital keys to the information resources of the library; and

8.2.4.1.5 To identify and offer appropriate and adequate information resources as substitutes for those requested by library users but are not readily available or have been charged out.

8.2.4.2 Circulation Procedures

The following procedures shall be observed in the various circulation activities:

8.2.4.2.1 Charging and Discharging

The procedures in charging and discharging of circulation books for specific purposes shall be as follows:

8.2.4.2.1a For Inside Reading

a.1 Borrowers select books from the OPACs and from the shelves;

a.2 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;

a.3 When borrowers return circulation books, the librarians/library staff members collate these, pull out the book card with the borrowers' Library ID Cards from the file, then cross out the names of the borrowers on the book cards; and

a.4 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 after the process of collation.

8.2.4.2.1b For Overnight Loan

b.1 Borrowers select books from the OPACs and from the shelves;

b.2 Borrowers pull out the book cards, write their full names on the book cards, and give these to the librarians/library staff members for checking;

b.3 Librarians/library staff members stamp the date due slips;

b.4 Staff at the main door of the library checks the borrowed book if it is properly charged;

b.5 When borrowers return a books loaned overnight, the librarians/library staff members collate these, pull out the book cards with the borrowers' Library ID Cards from the file, then cross out the names of the borrower on the book cards and on the due date slips; and

b.6 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.

8.4.2.1c For Photocopying

c.1 Borrowers select books from the OPACs and from the shelves;

c.2 Borrowers pull out the book cards, write their full names on the book cards, attach their Library ID Cards, and give to the librarians/library staff members for checking and filing;

c.3 Librarians/library staff members stamp "For photocopying only" and indicate the date and time the books are expected to be returned on the date due slips at the back of the books;

c.4 Guard at the main door checks the borrowed books if there are properly charged;

c.5 When a borrowers return a books, the librarians/library staff members collate these

pull out the book cards with the borrower's Library ID Cards from the file, cross out the names of the borrowers on the book cards, and on the date due slips; and

c.6 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.

8.2.4.2.2 Collation

Collation shall entail a thorough examination of all parts of the books returned by borrowers, to find out missing pages, mutilated parts, and any other damages. Collation procedure shall be as follows:

a. Check all the pages of the book to see if there are missing pages, mutilated parts, and any other damages;

b. Sign below the name of the last borrower, and place the book on the trolley for shelving; and

c. Report immediately any damage incurred to the College Librarian for appropriate action. The last borrower shall always be responsible for any damage incurred.

8.2.4.2.3 Shelving

The following steps shall be observed when shelving books:

a. Check the books for shelving if these were collated; and

b. Sort books by call number to facilitate shelving.

8.2.4.2.4 Shelf-Reading

To maintain the library collection in proper arrangement, library staff shall regularly check the order of books on the shelves. Shelf-reading shall involve the following steps:

- a. Scan the shelves and examine the call numbers of the books to see that each item stands on the shelf in proper order;
- b. Pull out and insert misshelved books to their corresponding places according to their call numbers;
- c. In the case of books returned by borrowers, insert them to their proper places on the shelves based on their call numbers.

8.2.5 Reserve Services

The reserve services section shall include information resources assigned by faculty members in their classes and those with only one copy identified in heavy demand during each semester.

8.2.5.1 Objectives

Reserve services shall have the following objectives:

8.2.5.1.1 To enable faculty members to place information resources on restricted loan for a limited period (i.e., from "library use only" to overnight loan);

8.2.5.1.2 To enhance the teaching process by enabling faculty members to temporarily supplement library collections in support of their courses; and

8.2.5.1.3 To guarantee that assigned information resources will be made available for students to use when these are needed.

8.2.5.2 Reserve Services Procedures

Reserve services shall observe the following procedures:

8.2.5.2.1 Placing Information Resources on Reserve:

a. Faculty submits reserve lists at least two weeks before classes begin;

b. Librarian/library staff accepts reserve requests from faculty members;

c. Librarian/library staff prepares lists of items on reserve and made this available for public consultation; and

- d. Remove information resources from the Reserve Services Section when these are no longer needed.

8.2.5.2.2 Charging and Discharging

Charging and discharging of information resources at the Reserve Services Section shall be the same as those observed at the circulation services unit for inside reading and overnight loan.

8.2.6 Library User Education.

To maximize the use of the library resources, facilities, and services and to promote lifelong learning among University constituents and other library users, a continuing library user education program shall be carried out.

8.2.6.1 Objectives

The objectives of the library user education program shall be the following:

- a. To acquaint new library users on the basic information on using the library including the rules and regulations to be observed;
- b. To show to new library users where the resources and services are found;
- c. To give new library users the opportunity to meet the library staff who will be serving them later; and
- d. To develop library users' knowledge and skills on the use of search tools, information resources, and equipment as well as on proper documentation and bibliography making.

8.2.6.2 Activities

To achieve the objectives of the library user education program, the following activities shall be done:

- a. Orientation and guided library tours;
- b. Lecture-demonstrations, workshops, and hands-on exercises on the use of information resources, facilities, and equipment;
- c. One-on-one instruction;

d. Preparation of users' guides, handbooks, and other printed and online library instructional materials; and

e. Other activities that shall be deemed necessary.

CHAPTER IX

PRESERVATION OF LIBRARY COLLECTION

The primary objective of preservation of the library collection is to guarantee that the collections last in good condition for as long as they are needed. Preservation should never be limited to the treatment of a few select items. The most cost-effective way to establish longevity is to prevent deterioration.

9.1 Care of the Books Collections

9.1.1 Requirements for the proper care of the collection:

- a. Adequate space for the storage of books, with proper control of temperature and humidity.
- b. Space at the end of the shelves to allow for expansion without a constant shifting of volumes.
- c. Liberal use of supporters to hold books in place.
- d. Special shelving for quarto and folio books which require careful handling.
- e. Provision for housing rare and finely ported materials.

9.1.2 Books Like other materials things, wear out, and it is necessary to make a continuous check in the collection to find worm volumes which need to be mended or rebound. The decision to rebind, replace, or withdraw a worm volume is based on answers to such questions as there.

- a. Is the title available in a better edition?
- b. Is there a later edition or more recent materials in other books?
- c. Is the old edition important for historical purposes or does it contain something of value not in a more recent edition?
- d. Is the title out of present and difficult to replace?
- e. Are there several duplicate copies which are no longer in use lying idle in the shelves?

9.2 Physical Upkeep of Material

9.2.1 Making final decision on items to be bounded, mended or discarded

The duty is professional to the extent that decision requires knowledge of the value of books from the standpoint of demand, content and rarity. It also requires judgment as to relative cost and feasibility of binding and

mending, the extent of usefulness, both present and potential, of the items in question and the possibility of replacement.

9.2.2 Negotiating with binding agent

Negotiations concern such matters as price, standards of materials and workmanship and the length of time the material must be inaccessible. The negotiations may be merely verbal or they may involve detailed contracts.

9.2.3 Supervising upkeep processes

This duty includes checking on the quality of work done for the library by commercial or other binderies and on the efficiency of the mending and preservation methods within the library. Occasional conferences on the physical condition of the library collection will stimulate suggestions for improvements in methods and procedures.

9.2.4 Preliminary sorting

This duty includes the sorting of books that are in poor condition, into large groups consisting of those which are completely worn out, those which must be rebound if they are to be retained in the collection and those which can be mended if it is decided they are worth the time. The final sorting has been described under the professional duties section.

9.2.5 Cleaning and treating for prevention

Books in constant use require frequent cleaning of both covers and pages. This is done by washing, erasing and using various commercial cleaners. Special skill and knowledge of materials and methods are necessary where rare books are concerned. Certain bindings such as leather, sheepskin, and vellum require special treatment at intervals to prevent drying and cracking.

9.2.6 Repairing

This duty involves a careful examination of the book or other item to be repaired, deciding on the kind of treatment needed and selecting materials best suited to do the work. The rest is a matter of neat and careful handwork and skill in the use of book repair tools and equipment. Repairing include such processes as mending torn leaves, inserting loose leaves, sewing in loose signatures, re-casing books which have broken away from their covers, putting on new backs and covers, reinforcing fragile maps and plates. Repairing rare items involve special care.

9.2.7 Duplicating missing pages

When the book has one or two missing pages but it otherwise repairable, the missing text is sometimes typed from a duplicate copy to be put in the proper place when the volume is repaired or rebound. The BASC Library reproduces missing pages by a photocopying process.

9.2.8 Disinfecting books

This consists of disinfecting by one of several approved methods, books which have been in quarantined house or in possession of someone with an infectious disease. Most health authorities now agree that exposing the pages to sunlight is all that is necessary and many libraries no longer fumigate books.

9.2.9 Preparing materials for binding

The amount of detail involved in this work varies according to existing agreement with binding agents. In the case of newspapers, magazines or serials, the tasks includes arranging and tying together the separate items that are to be bound in each volume and indicating exactly what is to be printed on the cover.

9.2.10 Keeping bindery records

Part of the bindery process consists of keeping a charge record of the titles and volumes of materials sent to the bindery, and discharging them when they are returned. Record showing the number of circulations before binding and between binding and discarding are often kept, as a guide in formulating policies in physical upkeep. A check of the materials against the binders' invoice is made when shipments are returned.

9.2.11 Inspecting books returned from the bindery

This consists of examining the volume to see that they are complete and in the case of periodicals and other serials that the numbers are in proper sequence. The printing on the cover must be checked to be sure it is correct and the quality of materials and workmanship will also be examined.

9.3 Care, Handling and Storage of Books

9.3.1 Damage to a book is cumulative. The repeated incorrect handling and storage of a book can quickly transform a new book into a worm or even an unusable one. Proper and storage in stable, cool, clean, non-humid environment can prolong its life.

9.3.2 The environment around the book is a major concern because unacceptable levels of temperature and humidity will accelerate deterioration. For example, the high humidity in an attic or basement can promote mold growth, cockle pages, attract insect. Extremely low humidity, as found above hot radiators, can dry out leather binding.

9.3.3 Direct sun-light, with a large ultraviolet (UV) component, will fade leather and cloth. Blue leather fades to dull green and red leather to brown, especially along the spine of the book.

9.3.4 Dust, dirt and grime from handling can adversely affect books as well. Many people shelve their books in closed glass cases away from brightly lit windows or damp exterior walls to minimize the amount of dust and grime that will accumulate.

9.3.5 How we handle and use book contributes to its longevity. If a book will not lie flat, do not use force to open future. The covers should always be supported when the book is open.

9.3.6 Many books are damaged by the habit of pulling the books off the shelf with the head cap or the top of the spine. It is a much better practice to push the two adjoining books inward and remove the book by grasping the spine.

9.3.7 Place similar sized books, next to other on the shelf vertically, packing them neither too loosely nor tightly. This will help to prevent warping of a tall book next to a short book.

9.3.8 The use of paper clip and marking pens to make notations should be discouraged since clip will rust or crimp the pages and pens often bleed through the pages, obscuring text.

9.3.9 The folding of page corner is also damaging as it will often cause the page corner to break off over time.

9.3.10 The practice of using rubber or string to tie-up a book should be avoided because both will cut into brittle pages and damage fragile corners. A flat, soft ribbon (such as cotton twill tape), can be used to tie up the books as an immediate and temporary solution. An excellent way to protect fragile books is with a box that is custom made to the dimension of the book. Books with dry flaking leather covers can be wrapped in adjoining books and the rest of the pages.

9.4 Emergency Drying Procedures of Water Damaged Collections

9.4.1 Safety Precautions. Wear protective, latex gloves and long sleeves. If mold is present, wear a respirator. Some mold species are toxic; if any health effects are observed, contact a doctor and / or mycologist. When cleaning items with dry mold, make sure the mold spores are drawn away from you i.e. by the use of a vacuum cleaner. Wash your hands after handling materials with mold.

9.4.2 Air –drying. Use fans to provide maximum air circulation. But do not aim fans directly at the drying materials. Absorb excess moisture using a clean sponge, paper or bath towels, etc. Do not blot on hand-written ink of fragile surfaces. Do not use printed newsprint for blotting, ink can transfer.

9.4.2.1 Air-drying Paper Documents, Maps, Posters, etc. Paper is very fragile when wet and must be handled with care, provide adequate support. Blot excess water off the documents. Do not attempt to separate individual items while very wet. You may leave them in stacks on higher than ¼ "to dry.

If pages cannot separate safely they can be interleaved using absorbent or separating materials, such as waxed paper. Change interleaving materials until item is dry.

Clean, undusted window-screens stacks with bricks or wood blocks between them will provide a drying surface with maximum air circulation. If drying items on a hard surface, cover area with maximum air circulation. If drying items on a hard surface, cover area with absorbent materials and change when wet. When items are almost dry, place them between protective sheets such as unprinted newsprint and put a light weight on them to flatten.

9.4.2.2 Air-drying framed items. Place the frame glass-side and remove the backing materials. Carefully remove object and air-dry. If the object is stuck to the glass, do not remove, instead dry frame with object inside, glass side down on a flat surface.

9.4.2.3 Air-drying Books. Fan books open and stand on top or bottom edge; never stand hem on the front edge. Stand book on driest edge first to provide support. As the book dries turn it upside down to the opposite edge every few hours.

Place a sheet of waxed paper larger than the pages between the front and back cover and adjacent page before standing on edges. Replace the interleaving as it becomes saturated. When the book is no longer wet, but

still cool to the touch, close and place on a solid surface with a slight weight to keep distortion to a minimum. Check frequently to ensure that no mold is growing.

9.4.2.4 Air-drying Photographic Materials. Some historical photographs are very sensitive to water damage and may not be recoverable. Most prints, negative and color sides can be air-dried. The emulsion (picture or image) side should be face up. Avoid touching the front surface of wet or damp photographic prints or negatives.

9.5 Care of Shelves Files and Catalogs

The usefulness of any library collection depends upon the ease and speed with which books and other library materials can be located when needed. To this end, books are shelved according to some predetermined classification and in relative location to others within the collection. Problems incident to shelving and filing oversized books, documents, maps, posters, and other non-book materials such as films, music, etc, require special care.

9.5.1 Activities

9.5.1.1 Planning Shelving Arrangements. In planning shelving arrangements the librarian takes into consideration such matters as the kind of readers, frequency with which materials are called for; kind and type of materials to be shelved in relation to available space, kind of shelf labels and directional guide to be used and the location of them.

9.5.1.2 Shelving Procedure. This activity is concerned with when and how books are returned to their correct location after use.

9.5.1.3 Shelving and Filing. Books, pamphlets and other library materials must be sorted and returned to their proper location after use. Methods of doing the jobs vary greatly, but arrangements in the shelves follows the library's classification scheme except for such materials oversized books, maps, records, magazines, picture, which by their nature require special housing locations of such collection are usually indicated by a distinguishing mark or label.

9.5.1.4 Keeping shelves and Files orderly. This task includes aligning books so that shelves are "dressed", providing supports to keep books upright and stacking and typing unbound magazines and documents etc. to the end that stacks area are orderly in appearance.

9.5.1.5 Physical upkeep of catalogs. Since a card catalog is a perpetual index continually added to and in constant use, its physical condition must be watched. When drawers become too crowded for easy consultation, cards must be shifted and space adjusted. This requires revising labels on drawer and after inserting additional guide.

9.5.1.6 Physical maintenance of catalog. In order to maintain the good appearance of a card catalog it will frequently be necessary to replace soiled or worn cards and to make new guide and drawer labels.

CHAPTER X

PUBLICITY AND PROMOTION

Publicity is one of the methods used to create good public relations. The variety of services the library is offering must be disseminated to the community and organizations. BASC Library issues a number of different publications for promotion of the library and its services, promotion of specific services, programs and / or library materials, encouraging library use, provision of community/organization information, and reporting.

10.1 Publicity and Promotional Materials

10.1.1 Annual Report. Emphasizes the major aspects of library services, the collection, personnel, individuals and groups served, special events and activities. The report which is usually prepared by Chief Librarian provides details of the previous year's activities, including statistical data. The report is usually given to the officials responsible for library operations and should also be made available to the general public.

10.1.2 Library Newsletters. Newsletter sometimes called house organ, are useful publications. Ideally, they should be issued frequently or at least regularly, in an attractive format with useful, mostly shorter items of interest.

10.1.3 Library Guides and Handbooks. Guides provide information about the library and the rules for its use, and handbooks provide information about the library materials and how to use them.

10.1.4 Current Awareness Bulletin. This may include general library publicity and announcements (new members of library staff, new services; general news items; details of those contents of recently received documents, which are of interest to clients, typically and especially of periodical articles.

10.1.5 Acquisition or Accession list. It refers to a list of documents received by the library. It is produced as a by-product of the cataloging and classification operations. Arrangement is by the author, class number or in random order which depends on the date the item becomes available.

10.1.6 Exhibits and Displays. These are accepted useful promotion tools because of their tested ability to attract people's interest. They serve as attractive, decorative show pieces, as well as educational aids. Most important, they bring people to the library.

10.1.7 Library Posters. They are used for display to draw attention to materials, services and events both inside and outside the library. They are produced in array of sizes, colors and styles, and for a variety of purposes.

10.1.8 Library Logo. This is an identifying graphic symbol. In the Commercial world, logos are usually referred to as trademarks and are considered part of a company's visual image. In the case of libraries, a logo can be used as a symbol for the library staff itself, or as graphic illustration of the materials and services of the library. The primary purpose of the library logo is to serve as an identification mark for the library's external communications, on flyers and stationary and on bookmobiles, signs and exhibits.

10.1.9 Library Orientation/Library Tour. Tour of the library can be valuable, for they familiarize users with the collection, services and staff.

CHAPTER XI

APPENDICES

APPENDIX A

SAMPLE CARDS

F

500 Pedregosa, Elma F.

P34s Science and technology I / Elma F. Pedregosa, Ella R

1996 Samia -- Rev. ed. – Quezon City: FNB Educational,
C1996.

294 p. : ill.; 26cm. – (SEDP)

Author entry

Samia, Ella R.

F

500 Pedregosa, Elma F.

P34s Science and technology I / Elma F. Pedregosa, Ella R

1997 Samia -- Rev. ed. – Quezon City: FNB Educational,

Added entry for joint author

Science and Technology 1

F

500 Pedregosa, Elma F.

P34s Science and technology I / Elma F. Pedregosa, Ella R

1996 Samia -- Rev. ed. -- Quezon City: FNB Educational,
C1996.

Title entry

SCIENCE

F

500 Pedregosa, Elma F.

P34s Science and technology I / Elma F. Pedregosa, Ella R

1997 Samia -- Rev. ed. -- Quezon City: FNB Educational,
C1997.

TECHNOLOGY

F

500 Pedregosa, Elma F.

P34s Science and technology I / Elma F. Pedregosa, Ella R

1997 Samia -- Rev. ed. -- Quezon City: FNB Educational,

Subject entry


APPENDIX B

LIBRARY CARD APPLICATION FORM

ID NO. _____		
Surname:	First Name:	MI.
Address:		

LIBRARY CARD

Bulacan Agricultural State College
San Ildefonso, Bulacan



COLLEGE LIBRARY CARD

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

ID no. _____ Signature of Student

Marie Lou R. Reyno
MARIE LOU R. REYNO
College Librarian III Address of Student

CERTIFICATE OF ENROLLMENT

Course	1 st Sem.	2 nd 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)

APPENDIX D

**Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Manila**

**BOARD FOR LIBRARIANS
Resolution No. 06 Series of 2006**

CODE OF ETHICS FOR LIBRARIANS

WHEREAS, Sec. 8 (h), Article II of R.A. No. 9246, known as the "Philippine Librarianship Act of 2003," and Sec. 8 (h), Rule II of Res. No. 05, Series of 2004, known as the "IRR of the Philippine Librarianship Act of 2003", empower the Board to adopt and prescribe a Code of Ethics for Librarians;

WHEREAS, since May, 2004 the Board had consulted on the prescription, adoption and promulgation of this Code with the Philippine Librarians Association, Inc. (PLAI) and other different professional library associations including the CHED, the academe, and other entities, private and public;

WHEREAS, the final draft of this Code had been submitted by the Board to the foregoing associations and sectors for their comments and recommendations before the final adoption thereof; and

WHEREAS, any Registered Librarian who violates the said Code, after due hearing in an administrative case conducted by the Board against him/her, shall be subject to the disciplinary action of either the revocation of his/her certificate of registration or suspension thereof (Sec. 11 (i), Art. II; Sec. 23, Art. III of R.A. 9246; and Sec. II (i) and (m) of Rule II and Sec. 23, Rule III of Res. No. 05, Series of 2003);

NOW, THEREFORE, the Board resolves, as it is hereby resolved, to prescribe, adopt, and promulgate the "Code of Ethics for Librarians" appended and marked as "Annex "A" and made an integral part of this Resolution;

RESOLVED, FURTHER, this Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or any newspaper of general circulation in the Philippines.

Let copy of this Resolution be circularized through the schools / colleges / universities offering the librarianship course to the users thereof for their information and guidance.

Done in the City of Manila this 13th day of Sept. 2006

(Sgd.) PERLA T. GARCIA
Chairman

(Sgd.) CORAZON M. NERA
PERALEJO
Member

(Sgd.) ELIZABETH R.
Member

Attested:

(Sgd.) CARLOS G. ALMELOR
Secretary, Professional Regulatory Boards

Approved:

(Sgd.) LEONOR TRIPON-ROSERO
Chairperson

(Sgd.) AVELINA A. DE LA REA
VALDECANTOS
Commissioner

(Sgd.) RENATO B.
Commissioner

APPENDIX E

“CODE OF ETHICS FOR PHILIPPINE LIBRARIANS”

PREAMBLE

Librarians, mindful of their role in the development of knowledge and culture and the enrichment of people’s lives, seek the highest standards of ethical behavior in their relations with their schools, their clients/employers, the librarianship profession and colleagues, agencies and associations and the public.

Librarians with the State, Society and Public

Librarians shall uphold the Constitution, obey the laws of the land, and respect duly constituted authorities.

Librarians shall promote literacy and education of the public by making the resources and services of the library known and accessible to its users.

Librarians shall uphold and promote the right to information as well as abide by the provisions of the intellectual property law.

Librarians shall be partners with the community they serve in inculcating nationalism practicing Filipino values and preserving the country’s historical, cultural, and intellectual heritage.

Librarians with Librarianship Profession

Librarians shall uphold the dignity and integrity of the profession

Librarians shall keep their reputation above reproach and shall so conduct themselves to gain public esteem and respect for the library and for the profession.

Librarians shall not assist in the unauthorized practice of librarianship.

Librarians shall treat each other with respect, courtesy, and sincerity and shall avoid maligning the reputation, competence, and capability of their colleagues. They shall not use any unfair means to gain professional advancement.

Librarians shall strive to improve, enhance, and upgrade their professional knowledge, skills, and competencies through formal and informal means.

Librarians shall endeavor to uphold the highest standards in the practice of the profession. They shall adopt and live by this motto: C A N I - Constant and Never-ending Improvement of the quality and standards of professional services.

Librarians shall adhere to the principles of due process and equality of opportunity in their relationship with fellow workers especially their colleagues.

Librarians shall maintain membership, participate and cooperate in the endeavors of library association/s to enhance the effectiveness of the profession.

Librarians shall participate and cooperate in all the endeavors of library association/s to enhance the effectiveness of the profession.

Librarians shall be vigilant in the protection of all library resources placed under their care.

Librarians shall be entitled to a just and fair fee for consultancy and other professional services.

Librarians with the Suppliers, Publishers, Dealers, etc.

Librarians shall choose suppliers and publishers exclusively on the basis of the quality of goods, costs, and services.

Librarians shall refuse all personal gratuities.

Librarians shall never enter into business transactions prejudicial to the library, but unwisely favorable to their own interest.

Librarians with the Clients and/or other Users of their Professional Services.

Librarians shall provide courteous, prompt, adequate, skillful and accurate responses to all requests for assistance.

Librarians shall keep in confidence, information acquired in the course of professional service. They shall protect the client's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired through the library.

Librarians shall render impartial service to all library users regardless of their race, beliefs, age, gender, or social status.

Librarians shall refuse gifts or favors from clients and library suppliers for personal interest. They shall avoid using the library's resources to the detriment of services which the library render to its users.

DISCIPLINARY ACTION

A Registered Librarian who is found guilty for violation of any provision in this Code by the Board after his/her investigation shall be subject to a disciplinary action of

either revocation of his/her Certificate of Registration or suspension thereof which the Board shall impose thereto after his/her due investigation.

SEPARABILITY CLAUSE

Any provision or portion of this Code that the Court may declare as not constitutional, not valid, or not enforceable shall not affect the constitutionality, validity, and enforceability of other provisions thereof.

Done in the city of Manila this 13th day of Sept. 2006