Republic of the Philippines

## BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan

COLLEGE LIBRARY

## LIBRARY

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Bulacan Agricultural State College Library

The purpose of this handbook is to provide information and direction concerning the policies and procedures of the Bulacan Agricultural State College Library. The revision and updating of this manual is done on a regular basis and is a continuing process. If you have any questions or concerns, please contact the library staff.

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## Bulacan Agricultural State College Library Vision Statement:

The Bulacan Agricultural State College Library as an outstanding knowledge service provider by fully integrating and enhancing its services and resources to support institution's mission.

## Bulacan Agricultural State College Library Mission Statement:

The Bulacan Agricultural State College Library promotes academic excellence through the provision of relevant resources and innovative services that facilitate lifelong learning and meet the informational, educational and recreational needs of the library users.


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## I. ACCESS TO LIBRARY SERVICES

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

### 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.

The Graduate Studies Library shall be open for service from 8:00 a.m. to 4:00 p.m. with no noon break every Saturday.

### 1.2 Control Desk

For accessibility to the sources of information, the Bulacan Agricultural State College Library System adopts an Open-Shelf System. Hence, a control desk shall be maintained at the main door to safeguard library properties. Upon entering the library premises, clients shall be required to present their valid Library Cards (for students), College Employee ID Cards or appointments (for faculty and non-teaching staff) and referral letters in addition to the school/agency Library Cards (for visitors and researchers) to the staff on duty, and to leave their bags in depository shelf/baggage counter. Likewise, when clients leave the library premises, they must present their books and other belongings for inspection.
1.3 Circulation Desk, Clients shall find information on the library resources, check out materials, access course reserves, pay library fines and fees and ask for assistance. The staff and student assistants at the circulation desk are available to help the clients find the information needed, or direct them to the appropriate area and individual.

## II. SECTIONS OF THE LIBRARY

Reference materials, print periodicals and vertical file collection are located on the first floor of the library, in the Reference area. Print periodicals include both current and back issues bound journals and magazines. These items are available for library use only.

The second floor of the library houses the General Collection (Main Stacks): General Circulation Books, Reserves, Filipiniana Books and Theses/Dissertations.

## 1. Reference Section

Direct instruction and assistance are given to clients regarding the use of reference resources and facilities in the library.

General reference collections include the following: dictionaries, encyclopedias, atlases, gazetteers, biographical directories, almanacs, and yearbooks.
2. 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.

## 3. Serials Section

This section holds current and back issues of local and foreign journals, magazines and other periodical materials. Current issues of newspaper are displayed in reference section.

## 4. Circulation Section

Responsible for the processing of library materials being borrowed and returned by the library clients. Other functions of the section are:

- Issues overdue notices to borrowers; and
- Prepares statistical reports of users/borrowers.


## 5. Audiovisual Section

Electronic resources and reference books in digitized formats are house in the Audiovisual Room. Materials found in this section are VHS tapes, interactive instructional CD-ROMs, VCDs, DVDs, and audiocassette tapes.

## 6. Internet Section

This facility is medium in which instruction and learning became 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 information superhighway in a matter of minutes. The library has WIFI connectivity.

## 7. Theses Section

The library holds vast collection of undergraduate's theses, master's thesis and dissertations. It shall be used inside the library premises only and 10\% of the entire thesis can only be photocopied.
8. Archives Section

Serves as a repository of the records and materials with significant historical/research value, produced and received by the College Library.

## III. LIBRARY SERVICES

## 1. Circulation Service

Checking out and returning of library materials to users by the library staff designated at the circulation desk.

## 2. Reference Service

Library staff may answer simple reference questions, compile bibliographies, locate simple bibliographical information, and assist readers to locate or select books.

## 3. Orientation

Librarians provide an overview of the library facilities, general use of the library, rules and regulations, services available, library hours and where to go for assistance to the library users during the orientation of freshmen students every start of academic year.

## 4. Library Instruction

The library offers instructional services to help the users become more adept at identifying, locating, and accessing print and electronic information resources for their research.

## 5. Readers Advisory Service

If the library users do not know the specific topic they want to read, the librarian suggests specific title and author which will coincide with the user's particular interest.

## 6. Information and Referral (I \& R)

A service available at no charge, providing contact information about other organizations, agencies, and individuals qualified to offer specific information and services, both free and fee-based.

## 7. Current Awareness

Bulletin board of new acquisition (listing of new addition to the library)
Documents Delivery Service (Photocopying of requested journals or books)
8. Indexing

Periodicals, magazines, journals and newspaper provide the best source of up-to-date information. Articles from these materials are indexed and compiled alphabetically by subject, author and title which are accessible on the OPAC. Each article entry includes the following: title, author, title of the magazine, journal or periodical, volume, number, pages, and date.

## 9. Internet Services

Computer units are available for library users for surfing the Internet and accessing CD-ROMs.

## 10. WIFI Connectivity

To better meet the clients' demand for online information and services, library users have the free access on the WIFI inside the library.

## 11. Online Database

The library provides free online subscription to local and foreign online databases to the college for an unlimited access to the subscribed online databases via IP authentication and remote access for research purposes.

## 12. Library Websites and Facebook Page

To be used for marketing of library resources and services.

## 13. Information Technology Channels:

a. Science and Technology Academic and Research -Based Openly Operated Kiosk Station (STARBOOKS). Developed by the Science and Technology Information Institute (STII), an agency of the DOST that contains thousands of digitized science and technology resources in various formats (text and video/audio) placed in specially designed "pods" set in a user-friendly interface.
b. Bangko Sentral ng Pilipinas (BSP) Knowledge Resource Collection. The Bulacan Agricultural State College Main Library housed updated BSP publications such as books, reports, guides, manuals, primers and brochures, as well as provide access to online publications and research assistance services to the stakeholders of the Institution.
c. The Technology Empowerment for Education, Employment, Entrepreneurship, and Economic Development (Tech4ED). One of the programs of the Department of Information and Communication Technology that aims to bridge the digital divide and provide ICT-enabled services to the unserved and underserved areas in the country. It gives communities access to information, communication, technology. Government services, non-formal education, skills training, telehealth, job markets and business portals.
d. Philippine eLib. The Philippine eLib is a collaborative project of the National Library of the Philippines (NLP), University of the Philippines (UP), Department of Science and Technology (DOST), Department of Agriculture (DA), and the Commission on Higher Education (CHED). Funded through the e-Government Fund of the Philippine Government, the project hopes to provide for the information needs of all sectors of society in a convenient, affordable, and efficient way of delivery

## 14. Special Services

a. Bulacan Agricultural State College E-Library Mobile Application (BELMApp);
b. Library Automated Attendance;
c. Virtual Library Facilities Set-Up Navigation

## IV. LIBRARY RESOURCES

1. Nonfiction Books - are fact-based and are subjects about history, education, science, the arts, philosophy and others.
2. Fiction Books - are works of imagination, such as novels and collection of short stories.
3. Reference Books - includes dictionaries, encyclopedias, atlases, gazetteers, biographical directories, almanacs, and yearbooks.
4. Serials - includes periodicals such as magazines, journals, newspapers and bulletins of organizations usually published in a daily, weekly, monthly or quarterly schedule.
5. Vertical files - collections of miscellaneous printed materials such as pamphlets, articles, clippings, pictures, leaflets, and other ephemeral materials.
6. Theses / Dissertations / Narrative and Comprehensive Reports - the college library holds collection of undergraduate and graduate school theses and dissertations from this institution and from different colleges and universities. These are for inside use only but can be photocopied $10 \%$ of the entire thesis and dissertation.
7. Online Resources - free e-Lib subscription to local and foreign online databases and e-books. The college is entitled to an unlimited access to the subscribed online databases via IP-authentication and remote access for research purposes.
8. Archival Materials - historical records and documents of Bulacan Agricultural State College with significant value to the institution.

## V. FINDING RESOURCES IN THE LIBRARY

Bulacan Agricultural State College library collection materials can be checked out by BASC students, faculty, administrators and staff.

## TO CHECK OUT MATERIALS

Members of the BASC Community: students, faculty, and staff must present their BASC Library Card in order to checkout library materials. Materials located in the library main stacks ( $2^{\text {nd }}$ floor of the library) may be checked out of the library. Reference books, periodicals, magazines and vertical file collection located in the $1^{\text {st }}$ floor of the building are available for library room use only.

1. KOHA INTEGRATED LIBRARY SYSTEM


The BASC Library uses Koha Integrated Library System that facilitates the organization of the collection.


The Online Public Access Catalog (OPAC) allows the library users to search the library collection quickly and easily.

1. Type the keywords of the textbook.
e.g., Textbook: The Nature and Property of Soils

Keyword: Soils; and
2. After entering the keywords, users may select from the dropdown lists:

Specific field search may be done by clicking the Advanced Search (More Options) appearing in the monitor:
a. Author - when searching for specific author/s;
b. Title - when searching for specific titles;
c. Subject - when searching under a subject;
d. Call Number - searching only for call numbers.

## 2. HOW TO SEARCH THE STACKS/ GENERAL COLLECTION AND ARRANGEMENT OF LIBRARY MATERIALS

Items in the library collections are arranged according to LIBRARY OF CONGRESS CLASSIFICATION SYSTEM. The call number indicates where an item is located on the Shelf. Books, serials, and other library resources are organized into collections where they can easily be identified and located.

Non-Fiction Books are arranged on the shelves according to their call number. The call number follows the Library of Congress Classification Scheme, that divides the branches of knowledge. There are 21 main (LC) Library of Congress call number classification or classes:

| A | General Works |
| :--- | :--- |
| B | Philosophy. Psychology. Religion |
| C | Auxiliary Sciences of History |
| D | World History and History of Europe, Asia, Africa, Australia, New <br> Zealand, etc. |
| E | History of the Americas |
| F | History of the Americas (US, British, Dutch, French and Latin <br> America) |
| G | Geography. Anthropology. Recreation |
| H | Social Sciences |
| J | Political Science |
| K | Law |
| L | Education |
| M | Music and Books on Music |
| N | Fine Arts |
| P | Language and Literature |
| Q | Science |
| R | Medicine |
| S | Agriculture |
| T | Technology |
| U | Military Science |
| V | Naval Science |
| Z | Bibliography. Library Science. Information Resources (General) |

## 3. CALL NUMBER

Each book in the library has a unique "call number" which is a combination of letters and numbers. A call number is like an address that describes the exact location of the book and tells the client where to find the shelves. It also indicates the subject matter of the book. Each call number may contain three, four, or five lines.


1. Fiction Books- The library gives fiction a "Fic" classification found out the first line of the call number, with an author code below it for the second line. Fiction books are arranged alphabetically by the author's last name.
2. Serials - Current serials are displayed on rack for easy access. Back issues are indexed and bound or kept in boxes.
3. Vertical File Collection - these materials are stored in a filing cabinet called the vertical file. Items are kept in folders and arranged alphabetically by subjects and by call number.
4. Theses/Dissertations - are arranged on the shelves by call number.
5. E-resources - are saved on a cloud storage which are arranged by call number.

## VI. LIBRARY PROCESSES

## A. ISSUANCE OF LIBRARY CARD

The Library Card shall be a basic requirement for the use of information resources and facilities of the Bulacan Agricultural State College Library System. Hence, upon enrollment, freshmen or new students must apply for their Library Card immediately. The Library Card shall be non-transferable.
a. New students applying for a Library Card shall be required to:

- Present their enrollment forms for the current semester;
- Fill out the Library Information Sheet; and
- Submit two pieces of 1 " $\times 1$ " ID picture to the assigned staff.

The official Library Card shall bear the signature of the Head Librarian.
b. Old students shall be required to present their enrollment forms for the current semester and their Library Cards for validation.
c. In case of lost or damaged Library Card, application for a new card shall be allowed. Before the re-issuance of a Library Card, the applicant must:

- Inform the librarian about the loss/damage of the Library Card;
- submit one 1" x1" picture; and
- pay Php25.00 for the replacement of the library card to the concerned library staff.

The official Library Card shall bear the signature of the Head Librarian.
d. Graduated students or students that are no longer enrolled are required to surrender or return their obsolete library cards.
e. Returned and obsolete library cards are not transferable and cannot be recycled, they are stored in a secured box until such time they will be disposed following a safety process.
f. Issue of Clearance Certificate. After the student completes the course or if a student leaves the school, they have to obtain a clearance certificate from the librarian, which will be issued to them after verifying the following aspects:

- Dues outstanding, if any, have been paid; and
- Library card has been surrendered to the library.

| Steps | Process | Responsible |
| :--- | :--- | :---: |
| $\mathbf{1 0 . 1}$ | Present the enrollment form to the Librarian | Library Staff |
| $\mathbf{1 0 . 2}$ | Issue the library card application form to the students | Library Staff |
| $\mathbf{1 0 . 3}$ | Fill out the library information sheet | Library Staff |
| $\mathbf{1 0 . 4}$ | Check and compare the information sheet to the student's <br> Enrollment Form | Section <br> Librarian |
| $\mathbf{1 0 . 5}$ | New students applying for a Library Card shall be required to: <br> b. Sill out the Library Information Sheet; and <br> The finished Library Card shall bear the signature of the College <br> Librarian. <br> Old students shall be required to present their registration/ enrolment <br> forms for the current semester and their Library Cards for validation. <br> Students shifting from one degree course to another shall be <br> required to change their previous library Cards. | Library Staff |
| To re-apply for another Library Card, they shall present their <br> registration forms for the current semester and their previous Library <br> Card, fill out Library Information Sheet and submit one (1) picture to <br> the concerned library staff. <br> In case of loss or damage of Library Card, application for another <br> one shall be allowed. Before the re-issuance of a Library Card, <br> applicant must: <br> a. Inform the librarian about the loss/ damage of the Library Card; <br> b. Submit one (1) copy of 1"x1" photo. <br> c. Pay Php25.00 for the replacement of the library card to the <br> concerned library staff. <br> The finished library card shall bear the signature of the College <br> Librarian |  |  |
| $\mathbf{1 0 . 6}$ | Library Registration. Before entering every public service area, a <br> student with library card must register to the Koha Integrated Library <br> System with the required information. | IT Support |
| Staff |  |  |$\quad$| Issue a receipt to the student for the Library Card issuance |
| :--- |



## REGISTRATION TO THE LIBRARY AUTOMATED ATTENDANCE AND KOHA INTEGRATED LIBRARY SYSTEM

All students with Library Cards, faculty and staff with employee ID are required to register once to the Library Automated Attendance and KOHA Integrated Library System to monitor the number of users and to access the library resources and facilities.

## 1. Library Automated Attendance

LOG IN AND SIGN UP SET UP



## USER'S PROFILE SET UP

ATTENDANCE FORM SET UP




2. KOHA Intergrated Library System Registration Form


Library Card number
First name

Middle name
Last name
Date of Birth
Gender
Street Address
Municipality / City
Email
Contact number
Institute
If below 18 years old
Parents / Guardian
Contact number
Relationship

$\square$

## B. PROCESSING OF BORROWING AND RETURNING OF LIBRARY MATERIALS (PRINTED)

| Process | Responsible |
| :---: | :---: |
| Log in into the Automated Attendance System of the Library | Information and Reference Desk/ Support Staff |
| Present the Library Card | Information and Reference Desk/ Support Staff |
| Validate student's data to Koha Integrated Library System | Circulation Librarian |
| KOHA Integrated Library System | Circulation Librarian |
| BORROWING OF BOOKS <br> For Inside Reading <br> a. Issuance and Retrieval of Library <br> b. Borrowers read the selected books <br> c. Borrowers should leave the book/s in the reading table or trolley after use <br> For Overnight Loan <br> a. Borrowers pull out the book cards, write their full name on the book cards, and give these to the librarians/ library staff members. <br> b. Librarians/ library staff members stamp the date due slips. <br> c. Staff at the main door of the library checks the borrowed book if it is changed. <br> For Photocopying <br> a. Borrowers select books from the OPACs, KOHA or from the shelves <br> b. Borrowers pull out the book cards, write their full names on the book cards, attach their Library Cards, and give to the librarians/library staff members for checking and filing | Circulation Librarian |
| Record the borrowed book in the system and let the circulation students/faculty/staff fill out the borrower's book card. Indicate Librarian date due in the borrower's card. | Circulation Librarian |
| RETURNING THE BORROWED BOOK IN THE LIBRARY <br> For Overnight Loan <br> a. When borrowers return a book loaned overnight, the librarians/library staff members collate these, pull out the book cards with the borrower's Library Cards from the file, then cross out the names of the borrowers on the book cards and on the due date slips. <br> b. Librarians/library staff members return the Library Cards to the borrowers, the book cards to the pockets, and the books to the shelves. <br> For Photocopying <br> a. When a borrower returns a book, the librarian/library staff members collate these, pull out the cards with the borrower's Library Cards from the file, cross out the names of the borrower on the book cards, and on the due date slips. <br> b. Librarians/library staff members return the Library Cards to the borrower's the book cards to the pockets, and the books to the shelves. | Circulation Librarian |
| Record the returned book in the KOHA Integrated Library Circulation System. If the returned book is overdue, necessary fines will be imposed to the student. The student pays fine incurred and the librarian issues receipt. | Circulation Librarian |



## C. ACCESSIBILTY OF E-RESOURCES USING THE BASC LIBRARY MOBILE APPLICATION



APPLICATION LOADING


## SIGN UP

REGISTER BUTTON
LOGIN BUTTON
REGISTER FORM

User must sign in to avalid Google account to proceed into registration form.


USER'S ACCOUNT






| Process | Responsible |
| :--- | :---: |
| Register with a valid information into the BASC <br> E-Library Application | Student/Faculty |
| Log in using correct details | Student/Faculty |
| Download, Browse and Research E-Resources <br> of the Mobile Application | Student/Faculty |
| Compile Information of logins report from <br> Google Drive | IT Support Staff |



## D. RETENTION AND DISPOSAL OF RETURNED AND OBSOLETE LIBRARY CARDS AND LIBRARY INFORMATION SHEETS

| Steps | Process | Responsible |
| :---: | :--- | :---: |
| $\mathbf{1 0 . 1}$ | In case of lost or damaged Library card, application for another <br> one shall be allowed. Before the re-issuance of a Library card, <br> applicant must: <br> a. Inform the librarian about the lost/ damage of the Library <br> card; <br> b. Submit one (1) copy of 1"x1" picture. <br> c. Pay Php25.00 for the replacement of the library card to the <br> concerned library staff. | Library Staff |
| $\mathbf{1 0 . 2}$ | The finished library card shall bear the signature of the College <br> Librarian. | Remention or Renewal of Library Card is valid for one (1) <br> semester Present student enrollment form for the current <br> semera library card for validation of the Library Card. |
| $\mathbf{1 0 . 3}$ | Graduated students or students no longer enrolled are required <br> to surrender or return their Library Card. | Library Staff |
| $\mathbf{1 0 . 4}$ | Old library card is non-transferable and cannot be recycled. <br> Inform students that their cards can be disposed following a <br> safety process. | Library Staff |
| $\mathbf{1 0 . 5}$ | After the clearance has been approved, the students' data are <br> deleted from the master files in the computer system. | Library Staff |
| $\mathbf{1 0 . 6}$ | Prepare the list of records for disposal for the approval of the <br> College Librarian then the old library card must be stored in a <br> box. | Librarian |
| $\mathbf{1 0 . 7}$ | Obsolete and returned Library cards are disposed by cutting into <br> pieces and must be thrown in the garbage bin. | Library Staff |
| $\mathbf{y}$ |  |  |



## VII. PENALTIES

1. Library privileges of students with unsettled accounts are suspended.
2. Mutilation and stealing of library materials.

Any student who shall willfully, maliciously or wantonly tear, deface, mutilate, damage or destroy any book, pamphlet, periodical, manuscript, map and other property shall be punished.
3. Losses (books, serials, audio-visual and non-print materials) - to be paid by the borrower at its current price. The lost of library materials should either be paid or replaced within 15 days but not later than 30 days after date of report loss.

## 4. Overdue items

 Reserved BooksPhp 2.00 after appointed hour
Php 1.00 for the succeeding hour
Php 10.00 per day

## VIII. GENERAL RULES AND REGULATIONS

1. Secure a library card from the Librarian in order to avail library privileges. No student will be allowed to borrow any resource materials unless he/she has a validated library card for the current semester.
2. Library card is absolutely non-transferrable. Any student lending his library card or using the card of another student will be subjected to disciplinary action. Moreover, the one who will lend the library card will be held responsible for all resource materials borrowed.
3. Lost library card will be replaced after one week. Twenty-five pesos (Php 25.00) will be charged to those who will apply for a duplicate and change of library card provided the old is surrendered.
4. General reference books, pamphlets, serials, theses/dissertations, and other restricted materials are for inside the reading room use only.
5. All borrowed materials should be returned promptly. Borrowing period varies with the type of materials, as follows:
a. General Circulation books may be borrowed for a maximum of three (3) days subject for renewal if not in demand.
b. 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.
c. Reserve book materials which are frequently used and limited in numbers. These can be used/read inside the reading area for two (2) hours if there has been no request for them.
6. A user may borrow only one (1) reserve book at a time. Materials placed on reserve may be charged out for overnight between 4:00 pm to 5:00 pm
and should be returned the following day, except Saturday, Sunday and Holidays before 9:00 am.
7. A lost book must be reported immediately to avoid accumulation of fines. It must be replaced with the same kind or paid not later than 2 weeks after the librarian has been notified of the lost.
8. Students will not be allowed to borrow books for home use one (1) week before the final examination.
9. Observe silence. Loud conversation, loud laughter and other unnecessary noise are strictly prohibited.
10. Keep the library clean. Do not litter on the table and floor. Use the waste baskets provided for this purpose.

## IX. PROPER CONDUCT IN THE LIBRARY

Proper conduct is expected to all library users. Unnecessary noise, loud conversation, smoking, eating and defacing library furniture and equipment in the library premises are strictly prohibited. Violation of the provision is at the discretion of the librarian subject to suspension of library privileges for two (2) weeks.

