Republic of the Philippines
**BULACAN AGRICULTURAL STATE COLLEGE**
Pinaod, San Ildefonso, Bulacan

## College Library
# Library Handbook

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.

Revised by:
LEANELLE D. REYNO, RL, MLIS
College Librarian III

Layout Artist:
JUBERT G. CLARES
Support Staff

BASC Library Website: http://www.library.basc.edu.ph/
Tel No. (044) 762-0080
Facebook Page:
https://www.facebook.com/bascmainlibrary/

## Bulacan Agricultural State College Library Vision Statement:

A globally-engaged knowledge service provider by fully integrating and enhancing its services and resources to support lifelong learning needs of library clientele.

## 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.

## Bulacan Agricultural State College Library Goals:

- Enhance existing collection and services
- Improve users' access to information and information literacy
- Provide state-of-the-art learning facilities
- Adapt new trends for automated library services
- Establish linkages and networking

## Bulacan Agricultural State College Library Objectives:

1. To acquire comprehensive, relevant library resources in print and electronic format aligned with academic programs of the institution
2. To provide local and remote easy access to the library collection and services
3. To create both physical and virtual learning commons that promote active learning and collaboration
4. To adapt to changing trends and technologies to stay relevant, and efficient in meeting the diverse and evolving needs of the library users
5. To sustain a local, regional and international linkages/networking with other institutions and organizations for resource-sharing

# LIBRARY STAFF

## Main Campus Library



**LEANELLE D. REYNO, RL, MLIS**
*College Librarian III*



**DIANE HAZEL T. SANTIAGO**
*Internet / AVR Staff | BASC- Tech4Ed Center*



**ALYSSA A. APOSTOL**
*Reference | Learning Commons Staff*



**CLARISSE GIA L. PABLO**
*Circulation Staff | BASC Sineliksik Bulacan Research Hub*



**JUBERT G. CLARES**
*Reference | Theses | Graduate Studies Staff*

## CAVM Campus Library



**Joyce Anne S. Bernabe, RL, MLIS**
*CAVM Campus | College Librarian I*

## Graduate Studies Library



**Jessa G. Sabenacio, RL, MLIS**
*Graduate Studies Librarian*

## DRT Campus Library



**Yadah A. Madlangbayan**
*BASC-DRT Campus | Library-In-charge*

**TABLE OF CONTENTS**

# I. ACCESS TO LIBRARY SERVICES AND RESOURCES

## 1. Service Hours

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

| Libraries | Hours | Days |
|---|---|---|
| Main Library | 7:00 am – 6:00 pm | Monday to Friday |
| Graduate Studies Library | 7:00 am – 4:00 pm | Monday to Friday |
| | 7:00 am – 5:00 pm | Saturdays |
| College of Agriculture and Veterinary Medicine Library | 7:00 am – 5:00 pm | Monday to Friday |
| | 8:00 am – 5:00 pm | Saturdays |
| BASC DRT Campus Library | 8:00 am – 5:00 pm | Monday to Friday |

*Table 1. Library Service Hour*

A no-noon break policy is being observed in all libraries. However, Library service may be extended on Saturday if Saturday classes will be conducted.

## 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 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. Likewise, when clients leave the library premises, they must present their books and other belongings for inspection.

## 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.

## 4. The Library Card

The Library 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 Card immediately. The Library Card shall be non-transferable. Forgery of this card shall be treated as a major offense.

a. New students applying for a Library Card shall be required to:
- present their Certificate of Registration forms for the current semester;
- fill out the Library Card Application Form; and
- submit one piece of 1"x 1" ID pictures to assigned staff.

The official Library Card shall bear the signature of the Head Librarian.

a. Old students shall be required to present their Certificate of Registration forms for the current semester and their Library Cards for validation.
b. Students shifting from one degree to another and in case of a lost or damaged Library Card, application for another one 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 and fill out the letter request for replacement of the library card;
- Present requirements such as one 1"x1" ID picture, and Certificate of Registration; and
- Secure the order of payment and pay ₱50.00 for the replacement of the library card at the Cashier's Office and submit the official receipt to the assigned library staff.

The official Library card shall bear the signature of the Head Librarian.

a. Graduate students or students no longer enrolled are required to surrender or return their library cards.

b. Returned and obsolete library cards are not transferable and cannot be recycled. They should be securely stored in a box until they can be disposed of.

### 5. 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), KOHA Integrated Library System and other search tools such as local area network (LAN)-based OPAC, library card catalog, indexes, lists, and subject bibliographies.

## II.   LIBRARY FACILITIES

### 1. Reference Section

This section houses general reference collections including the following: dictionaries, encyclopedias, atlases, gazetteers, biographical directories, almanacs, and yearbooks.

### 2. Technical Section

The acquisition and classification of library materials are managed in this section. 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 the newspaper are displayed in the 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 Room

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 section contains computer units intended for the use of students, faculty members and staff for research and educational purposes.

## 7. Theses/ Dissertations Section

The library holds a vast collection of undergraduate theses, master's theses, and dissertations. It is arranged by call numbers on the shelves according to Library of Congress Classification System, The College Librarian is in-charge of organizing the Theses Collection through cataloging and classification. Theses and dissertations shall not be allowed to be photocopied nor captured. Library users who will be caught taking picture will be reprimanded for first offense and captured photo must be deleted by the College Librarian. For succeeding offenses, the offender will be banned from using the library for 1 month. Library users are allowed to photocopy only the approval sheet of the theses and dissertation.

### 7.1 Website Uploading of Theses/Dissertation Abstract

The abstracts of Theses/dissertations are scanned and converted into PDF file along with the title and author. After the conversion, the PDF file will be uploaded to the KOHA ILS.

## 8. Archives Section

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

## 9. Filipiniana Section

The Learning Commons is a collaborative and innovative space designed to support and enhance the learning experience of library users. It serves as a hub for academic resources, technology, and services aimed at fostering a dynamic and interactive learning environment. Additionally, the space often includes areas for group study, individual workstations, technology-equipped areas, and expert assistance from librarians/library staff.

## 10. Reserve Section

This includes books for the different courses in great demand.

## 11. BASC SINEliksik Bulacan Research Hub

The research hub aims to function as a library, museum, and archive in one, housing documentary films, learning modules, heritage books, posters, and other publications related to the local history and heritage of Bulacan.

## 12. Learning Commons

The Learning Commons is a collaborative and innovative space designed to support and enhance the learning experience of library users. It serves as a hub for academic resources, technology, and services aimed at fostering a dynamic and interactive learning environment. Additionally, the space often includes areas for group study, individual workstations, technology-equipped areas, and expert assistance from librarians/library staff.

## III. LIBRARY SERVICES

### 1. Reference Service

This includes basic reference sources (e.g., dictionaries, encyclopedias, almanacs, yearbooks, handbooks, manuals, guidebooks, atlases, gazetteers, biographical sources, bibliographies, etc.). Library staff may answer simple reference questions, compile bibliographies, locate simple bibliographical information, and assist readers to locate or select books.

### 2. Circulation Services

This service is intended for lending and borrowing of library materials.

### 3. Reserve Services

This includes books for the different courses in great demand during each semester.

### 4. Use of the Book Dropbox

The Library provides one book drop box for the convenience of the users of the BASC community. The outdoor book drop box station is located at the main entrance of the college and is meant for returning books only.

### 5. 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.

## 6. 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.

## 7. Referral Service

This service is provided to all enrolled students, faculty members and staff of the institution who may wish to read and make use of library materials from the other libraries.

## 8. Current Awareness

This service keeps library users informed about the latest resources, upcoming events, and other related library activities. and ensures easy access to the materials needed for users' research, studies, and personal interests. This is done through bulletin board displays, e-bulletin board, library newsletters, and posting via the official website and social media pages.

## 9. Indexing

Periodicals, magazines, journals, and newspapers 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.

## 10. Internet Services

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

## 11. WIFI Connectivity

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

## 12. Remote Access to Electronic Resources

The library provides access to both subscribed and open access electronic resources, including e-books, e-journals, and other online materials relevant to support the educational needs of users.

### 13. Interlibrary Loan

The library provides interlibrary loan services, allowing users to access books and materials from our partner institutions if requested resources are not available in our collection.

### 14. Audiovisual Room

The audiovisual Room is designed for film viewing, conferences, seminars, group discussion, and meeting purposes only. This room also houses materials such as reference books in digital format or Electronic Resources VHS tapes, interactive instructional CD- ROMs, VCDs, DVDs, and audiocassette tapes.

### 15. Document Delivery Service

The library offers delivery of requested journal articles, book excerpts, e-resources, and other materials available in the library, in accordance with copyright laws and fair use provisions. These documents are scanned, photocopied and can be picked- up in person or sent electronically via Facebook messenger or email.

### 16. Photocopying Service

This caters to the needs of library users who want to photocopy or reproduce information through transparencies. Rules and regulations shall be as follows:
   a. Borrowers must ask permission from the librarian at the desk, and materials to be photocopied must be charged properly.
   b. The cost of photocopying shall be as follows: short paper – ₱1.00 and long paper – ₱1.50.

### 17. Issuance of Certificate of No Duplication of Thesis Title

This service verifies the originality of a thesis title, by assuring that it has not been previously used or duplicated. The certificate serves as an official documentation to support the uniqueness of the proposed thesis topic. This is given online through Messenger or onsite.

### 18. Other Online and Special Services
### A. Virtual Reference Service

This online service allows librarians to deliver reference services online that provide fast and real-time help to users and answer research-related questions through digital platforms such as e-mail, Facebook messenger, phone calls, and websites.

## B. Online Library Orientation

This service aims to orient new library users to resources, services, and facilities, available in the library.

## C. Online Public Access Catalog (OPAC)

The BASC Library uses the KOHA Integrated Library System that facilitates the organization of the collection. One of its modules is the Online Public Access Catalog (OPAC) which allows library users to search the library collection quickly and easily. This can be accessed on-site and off-site.

## D. Bulacan Agricultural State College E-Library Mobile Application (BELMApp)

The BELMApp is a convenient digital platform that provides students with access to a wide range of academic resources and materials on their mobile devices. Users can easily search for and access links to online educational resources like e-books, e-journals, research papers, and other educational content anytime, anywhere. The application offers a user-friendly interface for browsing, reading, and downloading materials, making it a valuable tool for students to enhance their learning experience on the go.

## E. Library Automated Attendance

The Library Automated Attendance is a system that automatically records and tracks the attendance of library patrons. By using technology such as barcode scanners, the system can quickly and accurately log when individuals enter or exit the library. This helps library staff efficiently monitor visitor traffic and ensure accurate attendance records without the need for manual tracking.

## F. Virtual Library Facilities Set-Up Navigation

The Virtual Library Facilities Set-Up Navigation features enable users to efficiently navigate and explore the virtual library's diverse facilities. Users can easily move through different sections of the virtual library, such as reading areas, study rooms, digital collections, and reference desks, using intuitive controls and interactive interfaces. This feature enhances user experience by providing a seamless way to access and utilize the various resources and services available within the virtual library environment.

**G. Science and Academic and Research-Based Openly Operated Kiosk Station (STARBOOKS)**

This stands for Science and Technology Academic and Research Based Openly Operated Kiosk Station developed by the Science and Technology Information Institute (STII), an agency of the DOST. It 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.

## IV. LIBRARY RESOURCES

1. **Reference Books** – 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.

2. **Reserve Books** - This includes books for the different courses in great demand.

3. **General Circulation** – are foreign authored book covering the different areas of discipline. These books may be borrowed for longer period than overnight.

4. **Filipiniana books** – are Philippine related books authored by Filipinos or by others in whatever subject or language, and published in or outside of the country.

5. **Fiction Books** – are works of imagination, such as novels and collection of short stories.

6. **Serials** – includes periodicals such as magazines, journals, newspapers and bulletins of organizations usually published in a daily, weekly, monthly or quarterly schedule.

7. **Vertical files** – collections of miscellaneous printed materials such as pamphlets, articles, clippings, pictures, leaflets, and other ephemeral materials.

8. **Theses/Dissertations** - the college library holds a collection of undergraduate and graduate school theses and dissertations from this institution and different colleges and universities. These are for inside use only.

9. **Online Resources** – The library provides a list of open educational databases that can be accessed through various digital platforms such as BASC E-Library Mobile Application, Library Website and KOHA Integrated Library System.

10. **Archival Materials** – historical records and documents of Bulacan Agricultural State College with significant value to the institution.

11. **Bangko Sentral ng Pilipinas (BSP) Knowledge Resource Collection** – are BSP publications such as books, reports, guides, manuals, primers, and brochures.

12. **BASC SINEliksik Bulacan Research Hub Collections** – these are learning modules, heritage books, posters, and other publications related to the local history and heritage of Bulacan.

13. **Special Materials** – These include information files, visual materials such as maps, globes, posters, pictures, transparencies, video/radio cassette tapes, VCDs/DVDs, CD ROMs/DVD-ROMs and other audio-visual and electronic media materials.

14. **Government Publications** – these are printed publications, regardless of physical format, from different government agencies including State Universities and

## V. FINDING RESOURCES IN THE LIBRARY
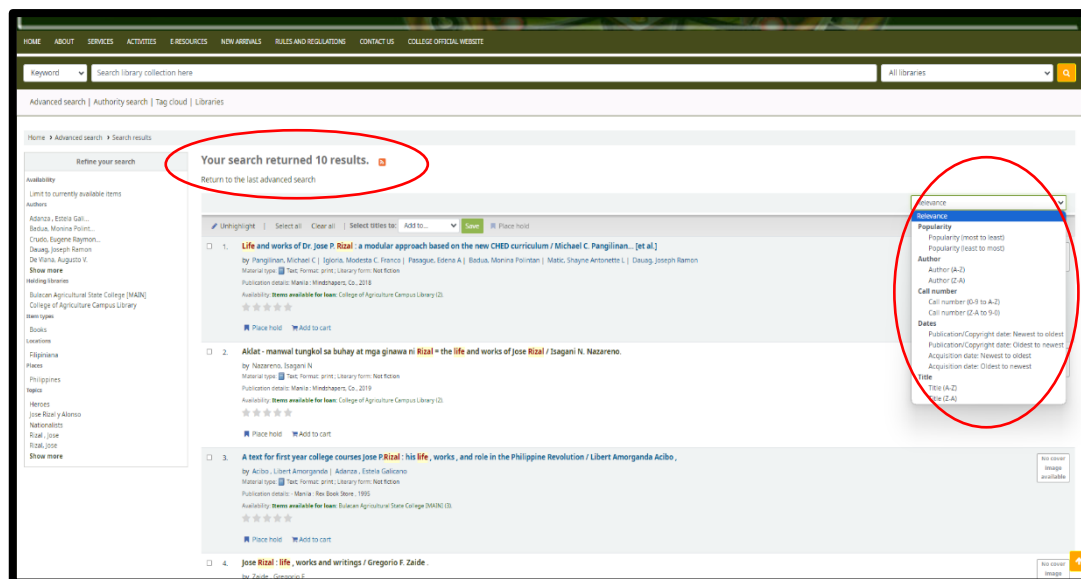
### 1. Online Public Access Catalog (OPAC)

It is an online database of all of the resources held in the library. You can search OPAC to locate books in the library. It lists the number of the items, whether they are in the library or out on loan, and their call number.

To search the OPAC you can either choose to enter your search words in the box at the top of the OPAC or click on the 'Advanced search' link to perform a more detailed search.
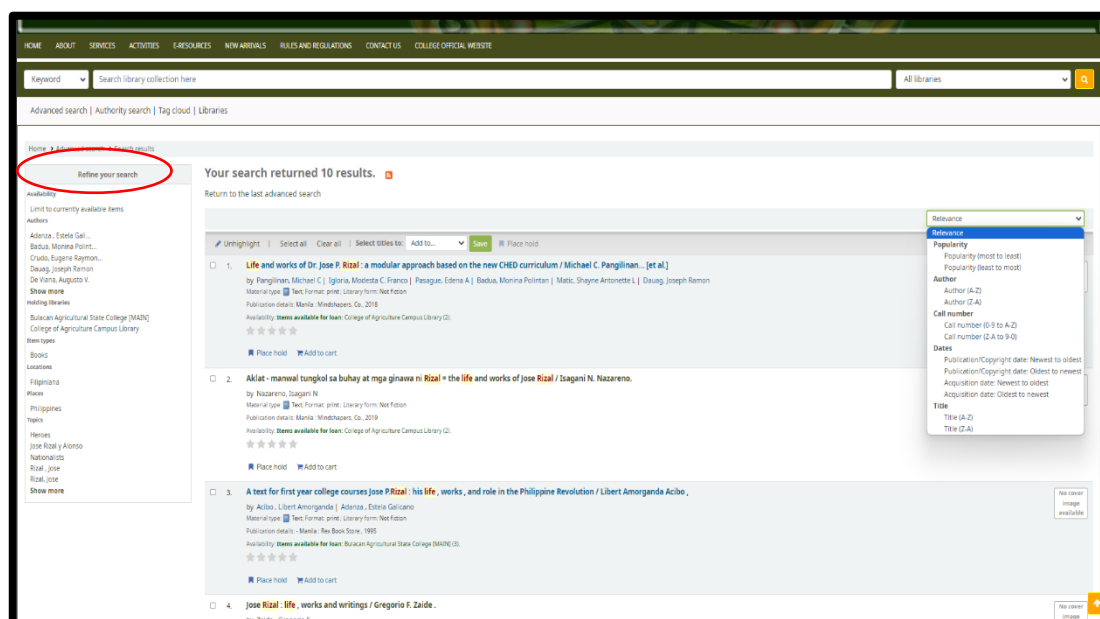
Type the keyword you want to search then choose what type of resources.

After performing a search, the number of results found for the search will appear above the results. To change the sort order of these results, you can choose another sorting method from the drop-down menu on the right.



To filter your results, click on the links below the 'Refine your search' menu on the left of your screen.

When you click on a title from the search results, you're brought to the bibliographic detail of the record.



Below each title, there will be the item type, current location available, call number and status.

## 2. Library of Congress Classification System.

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.

1. **Non-Fiction** Books such as Reference Books, General Circulation, Filipininana, and Reserve 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 Zealand, etc. |
| E | History of the Americas |
| F | History of the Americas (US, British, Dutch, French and Latin 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) |

*Table 2. Library of Congress Classification Scheme*

2. **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.

3. **Serials** – Current serials are displayed on rack for easy access. Back issues are indexed and bound or kept in boxes.
4. **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.
5. **Theses/Dissertations** – are arranged on the shelves by call number.
6. **E-resources** – are saved on a cloud storage and are arranged by call number.

## 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.



LC Call number

Call number

| Fil. | — Location Symbol |
| SB404.9 | — Class number |
| S 567 | — Cutter number |
| 2017 | — Date |
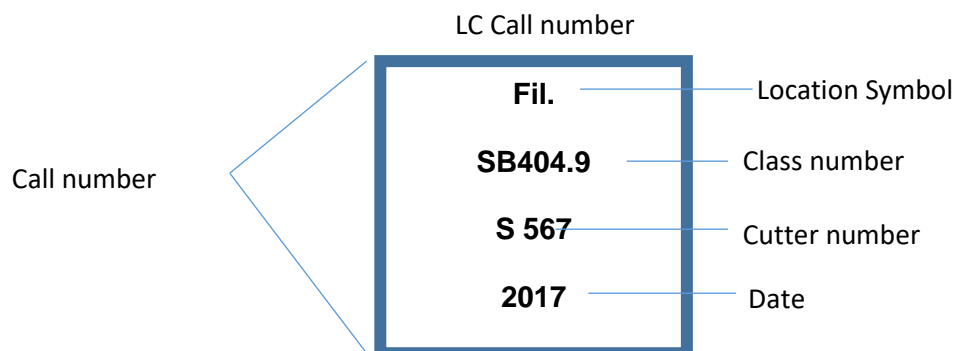
Font Size         :      10

Font Style      :      Verdana

Box Size       :      1"x1"

Text Alignment  :      Left Aligned

| Item Type | Call Number Color | Hex |
|---|---|---|
| Action Research/Narrative Report | Black | #000000 |
| Circulation | Red | #C00E00 |
| Filipiniana | Blue | #0070C0 |
| Fiction | Brown | #663300 |
| Reference | Purple | #7030A0 |
| Reserve | Black | #000000 |
| Thesis and Dissertation | Green | #00B050 |

*Table 3. Call Number Color Code*

## 4. BASC E-Library Mobile Application (BELMApp)

An android application developed mainly for online resources and web linkages that are compiled for the users to help with their research and studies. Users can browse journals, articles, and e-books through open-access databases.

### 4.1 Procedures on how to access (BELMApp)

1. **Sign-up form.** Register using a Google account (user must register a valid Google account).
2. **Log-in form.** The user must enter a username and a valid password to open the application homepage (the password to enter is set during registration).
3. Long press the log-in button to proceed to the application homepage.
4. **Homepage.** Users can access e-resources after registration.

**APPLICATION LOADING**



**SIGN UP**

**REGISTER BUTTON**

**LOG IN BUTTON**

**REGISTER FORM**

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

## LOG IN

User must enter a valid password to open the application homepage.

The password to enter is the password you have set during your registration.

**CLOSE APPLICATION BUTTON**

**PASSWORD TEXT BOX**

**SHOW/HIDE PASSWORD**

**LOG IN BUTTON**

**REGISTER BUTTON**

## HOME PAGE

**CLOSE APPLICATION BUTTON**

**USER BUTTON**

**MENU BUTTONS**

BASC LIBRARY MOBILE APPLICATION Home page.

Contains the option menu for the users which include (BASC Library, Library Online, Websites, and Grammar Checker).

## BORROWERS FORM



**USER'S ACCOUNT**

ATTENDANCE FORM — HOME

# BORROW BOOKS

Book Title

Books Author

Accession Number

BORROW

**EMPLOYEE BORROWED LIST**

Search list...

- HOME BUTTON
- ATTENDANCE BUTTON
- BOOK'S INFORMATION
- BORROW BUTTON
- BORROWED LIST INFORMATION



**BASC MAIN LIBRARY**

Library information and familiarize with the facilities.

RULES AND REGULATIONS

LIBRARY SECTIONS

LIBRARY ORGANIZATIONAL STRUCTURE

LIBRARY SERVICES

- MENU BUTTONS

HOME

- HOME BUTTON

# LIBRARY ONLINE



HOMEPAGE BUTTON

ANNOUNCEMENT SITE BUTTON

LIBRARY WEBSITE PORTAL
BUTTON
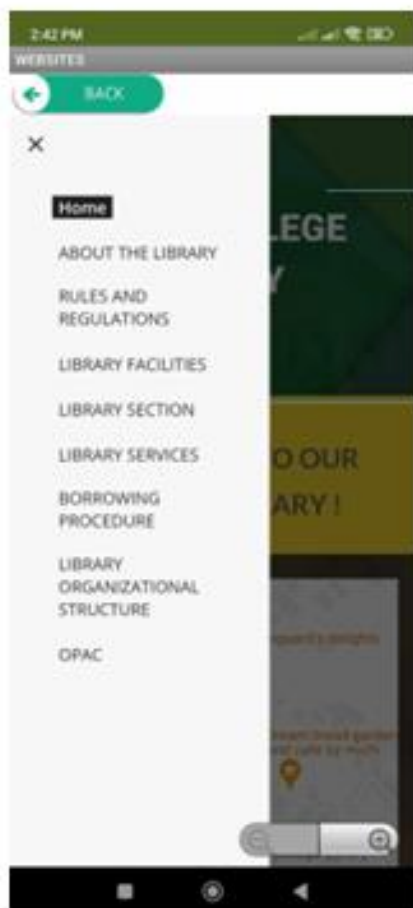
LIBRARY WEB PORTAL

LIBRARY ONLINE TOPICS

This is the BASC LIBRARY WEBSITES PORTAL in which user can also browse the library information and familiarize with the facilities.

It includes also posting updates for any online linkage which could help the users.

**HOMEPAGE BUTTON**

**OPEN ACCESS DATABASES BUTTON**

Open access online resources which users can download e-books, e-journals, articles, and theses and dissertations for free.
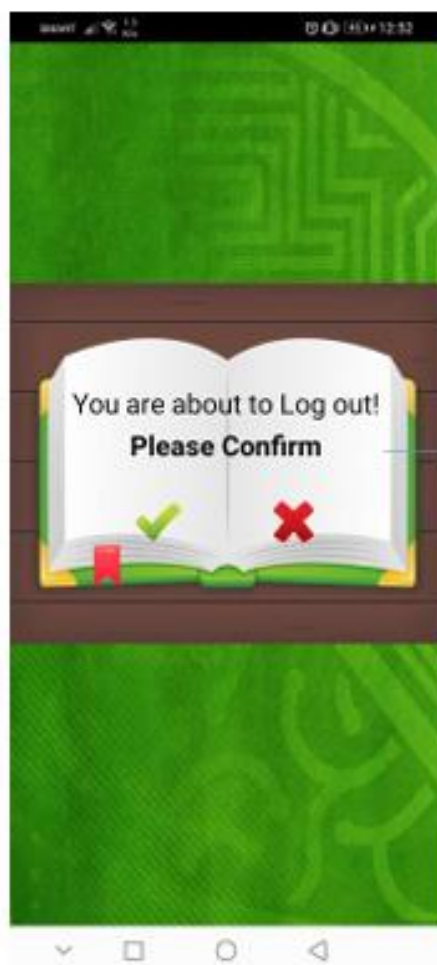


**LOG OUT WARNING MESSAGE**

# SIGN UP AND LOG IN SET UP

## SIGN UP

**1**

**Authentication**

REGISTER NOW >

Already Registered ? Log in Here

**ACCESS**

*Kinakailangan

Mag-sign in upang magpatuloy

Upang punan ang form na ito, dapat naka-sign in ka. Mananatili kang anonymous.

I-ulat ang Pag-abuso

MAG-SIGN IN

Password *

Click Register Button to submit another entry of access using

Sign Up into your Google account to Register

**2**

**Authentication**

REGISTER NOW >

Already Registered ? Log in Here

Google

Mag-sign in

Gamitin ang iyong Google Account

Email o telepono

Nakalimutan ang email?

Hindi mo ito computer? Gamitin ang Guest mode upang pribadong mag-sign in. Matuto pa

Gumawa ng account     Susunod

Filipino *

Tulong     Pagkapribado     Mga Kataga

Enter your Google account

**3**

**Authentication**

REGISTER NOW >

Already Registered ? Log in Here

**ACCESS**

*Required

Email address *

Your email address

User Name *

Your answer

Password *

Your answer

Input the necessary information needed

**4**

**Authentication**

REGISTER NOW >

Already Registered ? Log in Here

Full Name *

Your answer

Course/Job/Department/Instituti on *

Your answer

Submit

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy

Google

Click here if you are already registered

Submit your response to grant your access

## LOG IN

**1**

Enter the password you saved

Long press the button to log in

**2**

Click to show and hide password

Invalid password message

## BORROWER'S FORM SET UP

**1**

**BORROW BOOKS**

Book Title

Books Author

Accession Number

BORROW

**EMPLOYEE BORROWED LIST**

Search list...
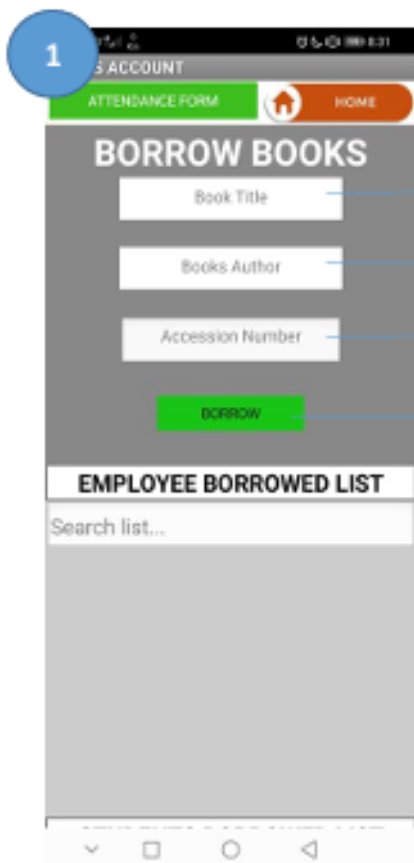
Enter the necessary book attribute

Enter the necessary book attribute

**2**

**BORROW BOOKS**

ENGLISH

JUAN

123456

BORROW NEW

You have successfully enlisted your borrowed books!

(4/27/2021 8:33:27 ENGLISH JUAN BL27 0123 Glwb LIBRARY 123456)

**STUDENTS BORROWED LIST**
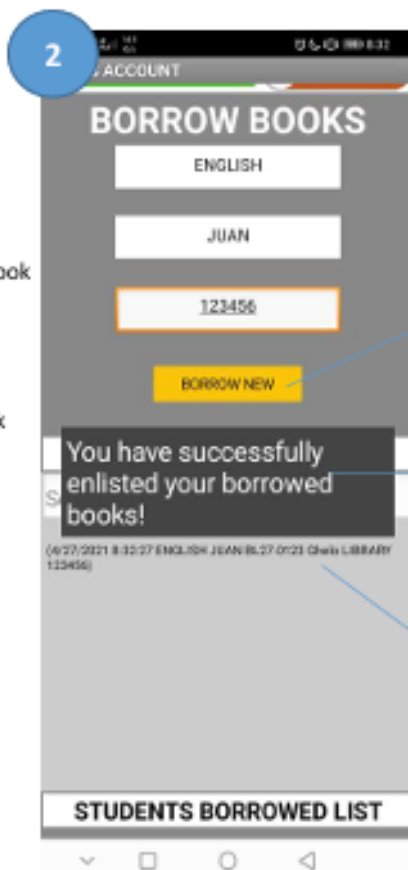
Click Borrow new button to add list of your borrow books

Confirmation message for enlisted borrowed books

List of borrowed books

## VI.  LIBRARY RULES AND REGULATIONS

### 1. Authorized Users

a. All bonafide members' students, faculty, and staff of the schools in campus;

b. BASC alumni and former students honorably discharged from the College upon presentation of alumni identification card and use the library resources within library premises; and

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

Specific provisions for external clients include:

1. Any client not connected with Bulacan Agricultural State College or local residents who wants to avail of the services of the library must present the following:

    a. Validated school ID or Library Card, Employee ID, or any Valid ID from the government.

    b. Non-members of the BASC community are required to pay a fee of thirty pesos (Php30.00) per person for each visit per person for the use of materials or other facilities. All materials shall be for room use only.

    c. Request/Referral Letter from the Librarian of the school if students are presently enrolled.

### 2. Library Log In Process

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

b. Lending the College Library Card may subject the owner of the card to a fine of Php20.00 for the first offense, and at the rule of the librarian. Second offense merits suspension of library privileges for not more than 2 weeks.

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

d. The library adopts the open shelf system. Therefore, library users are requested to deposit their bags and belongings, i.e., folders, umbrellas, and etc. except for valuable things to be placed at the baggage counter upon entrance.

### 3. Rules and Regulations for Circulations of Books

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

b. As a general rule, a book for home use is loaned from 4:00 PM and should be returned on or before 9:00 AM the following class day.

c. To renew, the borrower must present the borrowed book first before requesting for renewal. A loan may be renewed twice if nobody demands it.

d. 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.

e. Who fail to return or renew books after two recall notices shall pay the charges to the College Cashier Office, and shall be given disciplinary actions for non-compliance to rules.

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

g. 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 possible, library books lost by users shall be replaced by related books as determined by the Head Librarian.

| Kinds of Material for Circulation | Loan Period | Overdue Fines |
|---|---|---|
| General Reference Books<br><br>(e.g. encyclopedias, dictionaries, atlases, books in sets and the likes) | Not for Check-Out | N/A |
| General Circulation Books | Undergraduate Students: three books for 3-7 Days<br><br>Graduate Studies Students: three books one week | Php10.00 / day<br><br>*(excluding Saturdays, Sundays and Holidays)* |

| Kinds of Material for Circulation | Loan Period | Overdue Fines |
|---|---|---|
| | Teaching and Non-Teaching Staff: three books for 4 months subject to renewal if not in demand | |
| Reserve Books | 1 book for Overnight Use | Php 10.00 / day<br><br>Php 2.00 / appointed hour<br><br>Php 1.00 / succeeding hour<br><br>*(excluding Saturdays, Sundays, and Holidays)* |
| Filipiniana Books | 1 book for Overnight Use | Php 10.00 / day<br><br>Php 2.00 / appointed hour<br><br>Php 1.00 /succeeding hour<br><br>*(excluding Saturdays, Sundays and Holidays)* |
| Fiction Books | 2 fiction books for 1 week | Php10.00 / day<br><br>*(excluding Saturdays, Sundays and Holidays)* |
| Theses / Dissertations Collection | Not for Check-Out | N/A |
| Serials, maps and globes | Can be charged-out only when the faculty needs them for classroom instruction. Materials have to be returned right after the class. | N/A |

| Kinds of Material for Circulation | Loan Period | Overdue Fines |
|---|---|---|
| Audiovisual Materials | Can be charged-out only when the faculty needs them for classroom instruction. Materials have to be returned right after the class. | N/A |

*Table 4. Library Circulation Policy: Loan Periods and Overdue Fines*

4. **Guidelines in Borrowing Books for Teaching and Non-Teaching Staff**

   To minimize problems with unreturned books by some faculty and staff and to give our students the maximum opportunity of using library books, the following guidelines shall be strictly observed:

   a. All Library users should sign the book card before the issuance of the book.

   b. Library user 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.

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

   d. 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.

   e. No Library user 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.

   f. General reference books, serials, such as newspapers, magazines, journals, theses and dissertations and other non-books materials are for library use only.

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

*Library personnel are entitled to borrow books provided that all normal circulation will be carried out.*

## 5. Borrowing Procedures

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

Check the card catalog and KOHA Integrated Library System to verify if the book is available in the library.

↓

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

↓

Present the call number to the Librarian/ circulation assistant desk for verification.

↓

If the book is available, present validated library card for proper charging.

↓

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

↓

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

↓

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

↓

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

## 6. Renewal of Books

To renew a borrowed book, borrowers should bring the book to the Circulation Desk for renewal of the due date. The following procedure is observed:

```
┌─────────────────────────────────────────────────────┐
│  Bring the book to the Circulation Desk for renewal  │
│              of the due date.                         │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│  Check the due date files, withdraw the books and    │
│                   reissue.                            │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│     Write the date on due date slip and the book     │
│                     card.                             │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│   Give the book card to the borrower and complete    │
│   all the information needed in borrowing books.      │
└─────────────────────────────────────────────────────┘
```
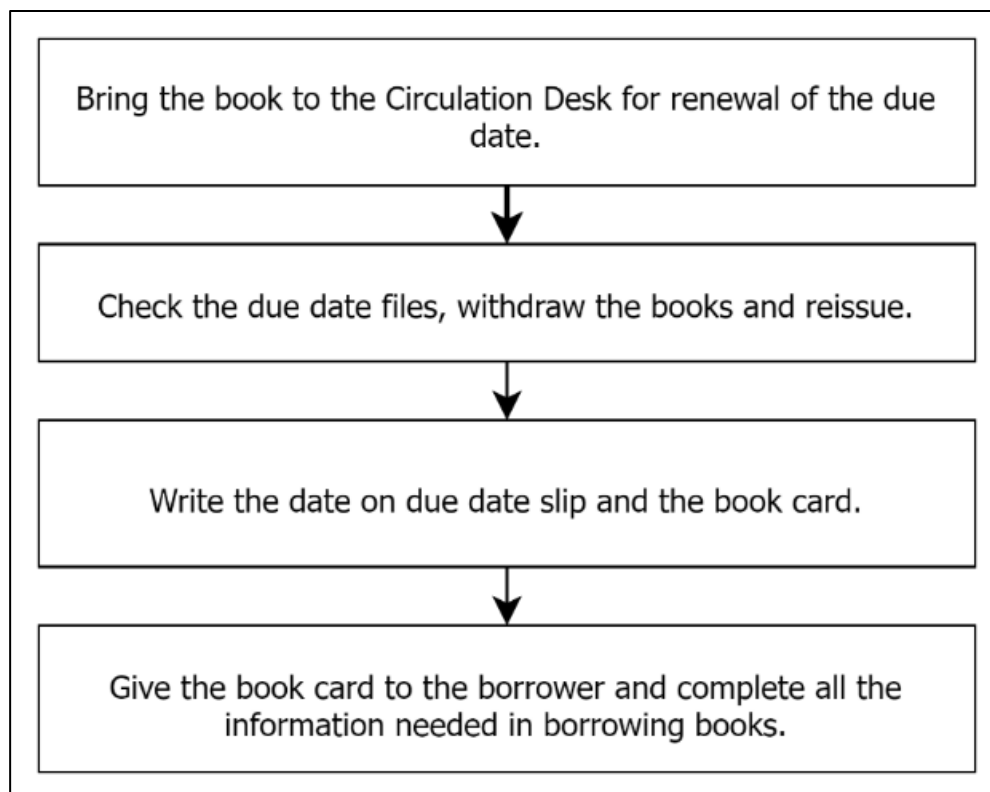
## 7. Library Clearance

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:

### 7.1 Employees

a. 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.

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

### 7.2 Students

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

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