

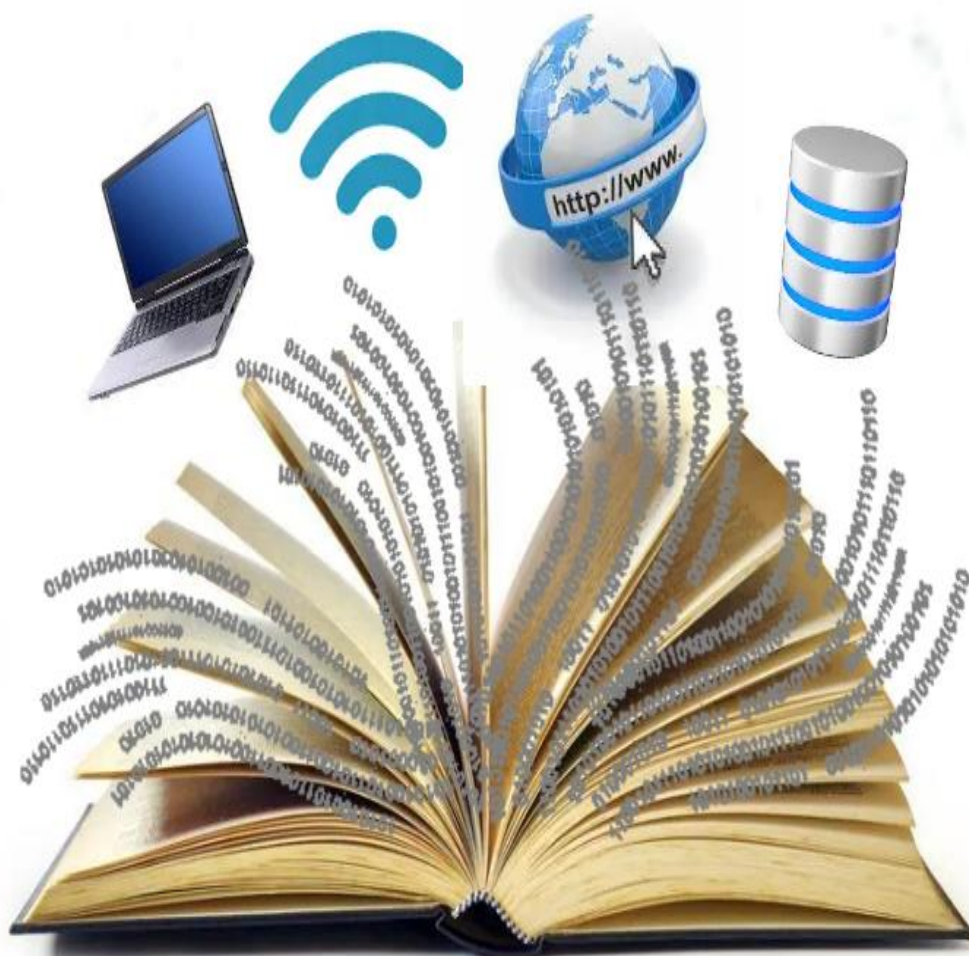


AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Bunawan Campus | Trento Campus

LIBRARY OPERATIONS MANUAL

BOT Resolution No. 23-022, Series of 2023



- about the cover

The cover reminds us of universal principles and practices in librarianship. The book denotes that knowledge is freely shared with the academic community and the adaption of Information Technology in the library helps to manage the effectiveness and efficiency of the delivery of library services. The library strives to provide resources and services that foster learning opportunities, assist literacy and education, aid in the development of new ideas, enrich people's lives, and encourage lifelong learning.

PREFACE

In order to inform the library users and stakeholders such as students, faculty, researchers and community on the policies and procedures that the library system uses to carry out its services, programs, and activities, this Library Operations Manual is created and developed. The primary contents include the functions of staff, the organizational structure and its policies concerning personnel and collection management. This manual is organized logically conceptualized from accumulated knowledge, actual library practices, experiences, and observations on the needs and demands of library patron. Through collective practices and principles of librarianship were also considered and consulted to make this manual a ready-references for library personnel and administration.

This operations manual goes through a series of meetings and discussions together with the library committee where the procedures and functions and policies are deliberated in detail. Indeed, this Operations Manual will be the source that library staff will consult concerning any misperception about any function or procedure.

This operation manual, is formulated to describe the primary organizational areas, the division of labor, and to display the specific procedures and methods used by the library system. As well as to adapt to the changing times and the requirements and desires of library patrons. This is meant to be continuously examined and updated.

Table of Contents

Preface	iii
1. INTRODUCTION	1
2. ASSCAT VISION	1
3. ASSCAT MISSION	1
4. ASSCAT CORE VALUES	1
5. QUALITY POLICY	1
6. ASSCAT LRC VISION, MISSION, GOALS AND OBJECTIVES	2
7. HISTORY OF ASSCAT LIBRARY	3
8. LIBRARY LOCATION	4
8.1 Main Campus-Bunawan	4
8.2 Trento Campus	4
9. ADMINISTRATION	5
9.1 Library Organizational Structure	5
9.2 Library Advisory Committee	6
9.2.1 Composition of the Library Advisory Committee	6
9.2.2 Functions of the Advisory Committee	6
9.3 Library Staff	6
9.3.1 Professionals	6
9.3.2 Para- professional	6
9.4 Duties and Responsibilities of the library staff	6
9.4.1 Head Librarian	6
9.4.2 Campus/College-based Librarian	7
9.4.3 Technical Librarian	7
9.4.4 Reader's Services Librarian	8
9.4.5 Serials Librarian	8
9.4.6 E- Resources Librarian	8
9.4.7 Information Literacy/Learning Commons Librarian	9
9.4.8 Library Support Staff	9

9.4.9 Library Student Assistants	10
10. LIBRARY SERVICES	11
10.1 Service Hours	11
10.1.1 LRC-Main Campus	11
10.1.2 LRC-Trento Campus	11
10.2 Technical Services	11
10.2.1 Selection and Acquisition	11
10.2.2 Book Processing	11
10.2.3 Periodic Evaluation/Inventory of Library Collections	12
10.3 Readers' Services	12
10.3.1 Reference and Information Services	12
10.3.2 Library Instruction	12
10.3.3 Readers' advisory	12
10.3.4 Inter/Intra- library loans	12
10.3.5 Document delivery	13
10.3.6 Selective dissemination of Information	13
10.3.7 Remote access to electronic resources	13
10.3.8 Learning Management System	13
10.3.9 Turnitin	13
10.3.10 Teleconferencing	13
10.3.11 OPAC	13
10.3.12 Book Padala or courier	13
10.3.13 Book picks up and drop off designated areas	14
10.3.14 Scanning and digitization	14
10.3.15 Photocopy	14
10.3.16 Electronic database instruction and training	14
10.3.17 Library Orientation	14
10.4 Extension Services	14
10.4.1 Guidelines to Book Donations	14
10.5 Library Survey	14

10.6 Conduct of Research	15
11. LIBRARY RESOURCES	15
11.1 Collection Resources	15
11.1.1 General References	15
11.1.2 Subject references	15
11.1.3 Reserve books	15
11.1.4 Filipiniana References	15
11.1.5 Fiction books	15
11.1.6 Serials Collection	15
11.1.7 Non-Print Materials/Audio- Visual Resources	16
11.1.8 Special Collections	16
11.1.9 Electronic Resources	16
12. GENERAL POLICIES	17
12.1 Library Rules and Regulation	17
12.1 E-library Rules and Regulation	18
12.2 Security Policy	18
13. BORROWING PRIVILEGES	19
13.1 Borrowing of Library Resources	19
13.2 Overdue/ Penalties	20
13.3 Borrowing procedures of printed and e- resources for New Normal	20
13.4 Eligible Borrowers	20
13.5 Entrance Requirements	20
13.6 Entry procedures for New Normal	20
13.7 Categories of Library Users	20
13.8 Library Card	21
13.9 Library Clearance	21
13.9.1 Students	21
13.9.2 Faculty/Staff	21
13.10 Provision to use the multimedia services	21
14. COLLECTION DEVELOPMENT POLICY	22

14.1 Sources of Funds	22
14.1.1 Fiduciary funds	22
14.1.2 Regular fund (MDS)	22
14.1.2 STF	22
14.1.3. Fines/ Photocopies	22
14.2 Responsibility for Selection	22
14.3 Selection Tools	23
14.4 Selection Criteria	23
14.4.1 Print books	23
14.4.2 Fiction	23
14.4.3 Audio Visual Materials	23
14.4.4 Non- Book Materials	24
14.4.5 Periodicals	24
14.4.6 Pamphlets	24
14.4.7 Clippings	24
14.4.8 Local History	25
14.4.9 Government Publications	25
14.4.10 Maps and Atlases	25
14.4.11 Newspapers	25
14.4.12 Electronic Resources	25
14.5 Donation, Exchange of Gift	25
14.5.1 License agreement	26
14.6 Acquisition Process	27
14.7 Conservation and Preservation of Library Resources	27
14.7.1 Environment	27
14.7.2 Handling	27
14.7.3 Binding	28
14.7.4 Repair	28
14.7.5 Replacement	29
14.7.6 Deselection	29

14.7.7 Other Criteria for Deselection of Library Materials	30
14.7.8 Weeding	31
14.7.9 Digitization	32
14.8 Guidelines for Open Educational Resources	32
14.9 Guidelines for Reproduction of Works	32
15. REFERENCES	33
16. APPENDICES	35
16.1 Disaster Preparedness Plan	
16.2 Library Strategic Plan	
16.3 Procedures and Work Instructions	



INTRODUCTION

The library is the heart of any educational institution. It is an avenue for facilitating effective and efficient delivery of instruction. It provides a rich source of instructional materials that serve as avenues of learning. The library is indispensable in fostering educational growth and in promoting institutional development. Proper use of this facility ensures better delivery of services.

ASSCAT VISION

ASSCAT as the premier agro- industrial Higher Education Institution in Caraga Region capable of producing morally upright, competent and globally competitive human resource to effectively implement sustainable development.

ASSCAT MISSION

ASSCAT shall primarily provide higher professional, technical instruction for special proposes and promote research, and extension services, advanced studies and progressive leadership on agriculture, education, forestry, inland fisher, engineering, arts and sciences and other relevant fields.

ASSCAT CORE VALUES

Assertive

Service-Oriented

Spiritually- Motivated

Compassionate

Accountable

Timely

QUALITY POLICY

Agusan del Sur State College of Agriculture and technology's vision to be a premier agro-Industrial Higher Education Institution in Caraga region is fostered by the following principles:

- Sustaining quality education experience and community engagement;
- Encouraging optimum resource management
- Developing an environment that is conducive for intellectual and personal growth; and
- Generating relevant knowledge through innovative thinking.

To continually improve our Quality Management System, we commit to comply with all applicable requirements and provide service excellence in our four-fold functions.



THE LIBRARY VISION, MISSION GOALS AND OBJECTIVES

VISION

The LRC envisions itself as the center of intellectual pursuit by providing various formats of library information resources and services.

MISSION

The LRC commits itself to providing its academic community with high-quality, appropriate services, required facilities, and well-balanced resources relevant to the teaching-learning process, research, and extension services.

GOALS

To enrich the intellectual, physical, artistic, social, and spiritual growth and development of library patrons through the wise and responsible use of library resources.

OBJECTIVES

1. Acquire books and other instructional materials that support and reinforce the curriculum, meet the needs, and enhance the abilities and interests of the patrons;
2. Guide patrons in choosing books and other learning materials to meet both personal and curricular needs;
3. Provide electronic resources and internet access to expand the variety of information available for the academic and research requirements of library patrons;
4. Develop patrons' skills and resourcefulness in using books and electronic resources, and encourage the habit of personal investigation;
5. Ensure access to adequate, well-selected, and well-organized library resources;
6. Simplify and organize open-shelf services to enable independent library reference searching;
7. Promote linkages with other libraries and librarians to expand access to collections and enhance professional development.



7. HISTORY OF ASSCAT LIBRARY

In 1948, the library was established when Mr. Jose F. Luna assumed the position of principal. At that time, most of the library's holdings were books, with only a few general references such as dictionaries and encyclopedias.

In 1975, Mrs. Thelam Y. Estremos joined as Faculty School Librarian until she was succeeded by a professional librarian, Mrs. Ludivina de la Cruz. From then on, the accessioning and classification of library collections formally began. The library gradually expanded its collection through various means, including book donations from the province of Agusan del Sur.

Further support came when Congressman Ceferino S. Paredes Jr. sponsored Batas Pambansa House Bill No. 1432, which was supported in the Senate by Senator Edgardo J. Angara through Bill No. 1690, leading to the conversion of SANAC into a State College. A portion of the library fund was utilized for the procurement of additional resources. Over time, the library continued to improve its equipment and facilities.

In 2008, the main library building was constructed through a donation from the Bunawan Local Government Unit, spearheaded by Hon. Mayor Gilbert G. Elorde. That same year, the library also received books and non-print collections such as VHS tapes, CDs, and transparencies, amounting to 4.5 million pesos. With greater capital outlay, the quality of library operations and management significantly improved.

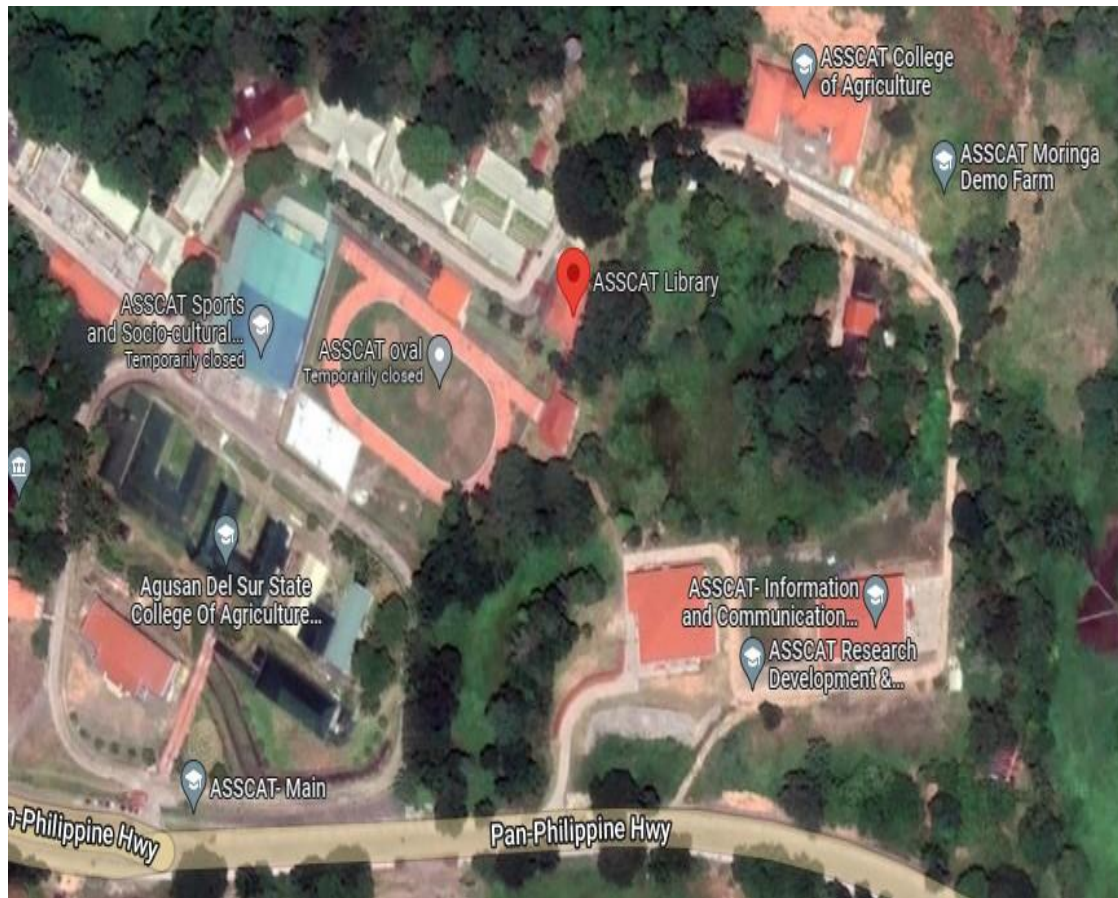
On November 18, 2015, the construction of a two-story library building was completed to accommodate more users and to provide additional space for professional librarians managing the overall library services.

At present, the delivery of library services is fully supported by computer technology, utilizing state-of-the-art software and databases to provide access to the ASSCAT community, even in far-flung areas. The library has also become more responsive to the demands of online teaching and flexible learning modalities. Furthermore, it has established and sustained strong collaborations with partner libraries—both national and international—as well as other government agencies, greatly enhancing access to a wide range of resources.



8. LIBRARY LOCATION

8.1 Main Campus – Bunawan



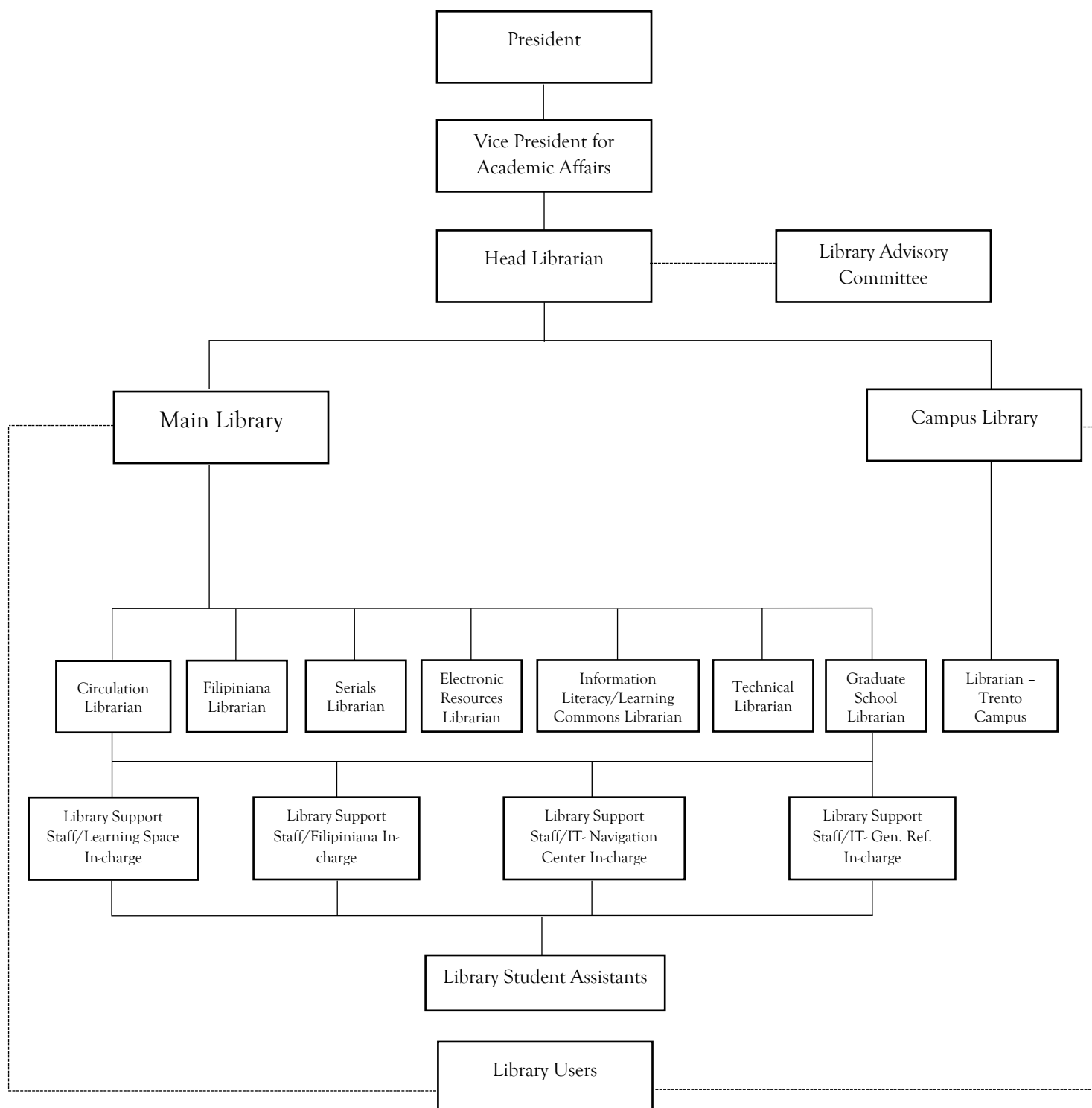
8.2 Trento Campus





9. ADMINISTRATION

9.1 Library Organizational Structure





9.2 Library Advisory Committee (LAC)

9.2.1 Composition of the Library Advisory Committee

The Library Advisory Committee is composed of the Vice President for Academic Affairs as Chairman, the Head Librarian as Vice Chairman, the deans of every college, and the president of the Supreme Student Council as a member. A selected librarian will be designated as secretary. The committee is responsible for making plans on library matters.

9.2.2 Functions of the Advisory Committee

- a. Serve as a conduit between the library and its users;
- b. Set library policies, rules and procedures and periodically reviews them;
- c. Regularly reviews and evaluates the Collection Development Policies;
- d. Participates in the selection and acquisition of library materials and resources; and
- e. Reviews and evaluates Library Development Plan.

9.3 Library Staff

9.3.1 Professionals: Librarians and other specialists preferably of Information Technology.

9.3.2 Para- professional: Supports staff including library technicians and clerks

9.4 Duties and Responsibilities of the library staff

9.4.1 Head Librarian

- a. Supervise the operations of the College Library in pursuit of the vision of institutional and program excellence;
- b. Exercise direct supervision of the library staff of the college library adhering to the principle of excellent client services;
- c. Prepare an annual budget proposal to support the entire library operation for consideration and approval of the top management;
- d. Organize the library and its resources and facilities and see to it that the students and personnel make full use of them;
- e. Propose, recommend, coordinate on the implementation of programs and projects pertaining to library matters;
- f. Implement policies, procedures, rules and regulations of the library to the fullest for effective and efficient library function;
- g. Formulate development/ strategic plan to ensure continuous improvement of programs, resources and services;
- h. Ensure cost effectiveness in all aspects of library operations;



- i. Performs other related functions assigned by the College President or by his authorized representatives; and.
- j. Ensure library survey to assess and improve library services.

Qualifications:

1. Master degree holder in (MAEd in Library Science or MSLIS/MLIS)
2. Licensed Librarian
3. Library works experience

9.4.2 Campus/College-based Librarian

- a. Formulates, supervises and monitors personnel and library operations;
- b. Determines budget and prepares documents for the implementation of projects and acquisition of library materials needed in the delivery of library services;
- c. Examines, evaluates and request for purchase the materials presented by the different book dealers or publishers for acquisition;
- d. Facilitates recommended book titles by the faculty for acquisition ad library collection;
- e. Establishes classifying and cataloguing policies of materials;
- f. Organizes and classifies all available materials;
- g. Keeps, maintains and updates library files and records; and
- h. Coordinates with the librarians with regards to the library programs and their implementation.

Qualifications:

1. Library and Information Science graduate.
2. Licensed Librarian
3. With or without experience.

9.4.3 Technical Librarian

- a. Recommends to the head librarian on the implementation of selection and acquisition policy;
- b. Establishes policies on cataloging, classification and preservation of books and e-resources in coordination with the head librarian;
- c. Processes books and other e-resources by cataloging and classifying them according to Dewey Decimal Classification System (DDCS);
- d. Maintains records and statistics of processed books and other e-resources;
- e. Process bibliographic searching;
- f. Conduct inventory of books holdings and other e -resources annually; and
- g. Performs other functions as may be assigned by his/her direct supervisor.

Qualifications:

1. Library and Information Science graduate.
2. Licensed Librarian



3. With or without experience.

9.4.4 Reader's Services Librarian (Circulation/Filipinana/Reference/Reserve Section)

- a. Establishes policies on circulation and reference services in coordination with the Head Librarian.
- b. Charges/ Loans-out books and other materials to library patron.
- c. Assists library patron in their research needs.
- d. Handles reference questions.
- e. Keep records of book and other resources loaned out to library patron.
- f. Files and maintains statistical records in loaned books and other resources.
- g. Monitor overdue library materials.
- h. Conducts library orientation, and general library instruction.
- i. Determine book collection needs of the library patron.
- j. Performs other functions as may be assigned by his/her direct supervisor.

Qualifications:

1. Library and Information Science graduate.
2. Licensed Librarian
3. With or without experience.

9.4.5 Serials Librarian

- a. Indexes important articles in magazines, pamphlets and journals.
- b. Clip and mounts vertical files and assigned subject headings.
- c. Controls and circulation services of all the resources of the section.
- d. Bind periodical collection.
- e. Organize special collections such as theses and dissertation, etc.
- f. Assists library patron in their research needs.
- g. Performs other functions as may be assigned by his/her direct supervisor.

Qualifications:

1. Library and Information Science graduate.
2. Licensed Librarian
3. With or without experience.

9.4.6 E- Resources Librarian

- a. Promote the use of digital tools and resources;
- b. Maintain and market available electronic content for web and mobile-enabled interactive services that provide a quality user experience;
- c. Identifies, develops and delivers patron instruction in the use of digital technologies including the development and delivery of library activities;
- d. Performs professional library work in collection development, including acquisition, evaluation, selection, and weeding of digital library materials;



- e. Provides information, readers advisory and reference services;
- f. Collects, maintains and reports e- resources statistical data;
- g. Takes charge of the Audio-Visual Section;
- h. Organizes and maintains the audio-visual collections;
- i. Prepares and submits reports; and
- j. Performs other functions as may be assigned by his/her direct supervisor.

Qualifications:

- 1. Library and Information Science graduate.
- 2. Licensed Librarian
- 3. **With or without experience.**

9.4.7 Information Literacy/Learning Commons Librarian

- a. Design, develop, and deliver information literacy programs, workshops, and tutorials for students, faculty, and staff.
- b. Teach users how to evaluate, access, and use information ethically and effectively.
- c. Provide orientation sessions on library resources, databases, and research tools.
- d. Manage and supervise the operations of the Learning Commons, ensuring a conducive learning environment.
- e. Provide reference and research assistance in-person, online, and via digital platforms.
- f. Facilitate collaborative learning by supporting group study areas, technology spaces, and flexible learning setups.
- g. Performs other functions as may be assigned by his/her direct supervisor.

Qualifications:

- 1. Library and Information Science graduate.
- 2. Licensed Librarian
- 3. **With or without experience.**

9.4.8 Library Support Staff

- a. Provide assistance in readers services (whether in- person or remote);
- b. Assist patron with using OPAC, computers and other resources;
- c. Perform basic circulation task;
- d. Perform shelving duties, ensuring all library materials are in the correct place according to library classification system;
- e. Maintain and organize library materials to ensure the collection is easy to browse and access (covering, stamping and call numbers labeling);
- f. Monitor the condition of library materials, reporting damaged and lost items;
- g. Helps in inventory process and management;
- h. Clean and organize all areas of the library to ensure good housekeeping;
- i. Ensure the safety and security of library materials and facilities;
- j. Assist in enforcing library policies and usage.



AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Library Operations Manual

- k. Monitor the library environment to ensure that patron adhere to library guidelines.
- l. Assist in managing the preservation and conservation of library materials;
- m. Perform other functions as may be assigned by his/her direct supervisors.

Qualifications:

- 1. Information Technology/Information System graduate or any four-year course.
- 2. **With or without experience.**

9.4.9 Library Student Assistants

- a. Help patrons with basic information requests and directions within the library.
- b. Sort and shelve books, magazines, and other materials accurately according to the library's classification system.
- c. Maintain order, cleanliness, and organization in all library sections, including library collections, equipment, furniture, and fixtures, ensuring that materials are correctly placed.
- d. Create displays, signage, or promotional materials as directed by library staff.
- e. Help maintain library equipment by reporting issues and ensuring proper setup.
- f. Perform other related jobs as may be assigned by their direct supervisor.



10. LIBRARY SERVICES

10.1 Service Hours

10.1.1 LRC-Main Campus

The service hours of the library depend on the needs of the user community and on the availability of the library staff. Usually, the following service hours may be followed:

Generally, the library shall remain open from:
Monday to Friday: 7:00AM to 5:00PM
Saturday: 8:00 AM to 5:00 PM

10.1.2 LRC-Trento Campus

Monday to Friday: 7:00AM to 5:00PM

The library may extend its service hours depending on the requests of the users and the availability of library staff.

Note: The library will remain closed on General Holiday, National, Gazetted and Local holidays.

10.2 Technical Services

10.2.1 Selection and Acquisition

- a. The acquisition of books is a pre-requisite for a library. It is the operation consists in handling orders and receiving materials selected for inclusion in the collection.
- b. Acquisition is done based on curricular offering programs; the emphasis is on the needs of the students and faculty. Weak areas or have least copies are given priority to ensure a well-balanced collection.
- c. Acquisition of library materials can be secured through purchase, donation, gifts and exchange.

10.2.2 Book Processing

- a. Collating – Newly acquired/purchased books are collated to check for missing pages or publication defect. Books with defective pagination and printing are to be returned to the publisher/agent for replacement.
- b. Stamping of mark of ownership – books and other library materials owned by the college should bear the stamps of ownership. Stamp of ownership should appear in seven (7) parts of the book. Two (2) sides verso of the front cover, title page, secret page, the last printed page and the two (2) sides verso of the back cover.



- c. Accessioning – All books acquired by the library are to be entered in the accession book record.
- d. Cataloging and classification – All materials are classified and catalogued based on the updated Dewey Decimal Classification Scheme, Sears List of Subject Headings, A. C. Cutter's Three Figure Author's Table, MARC21 or Dublin Core and HEGIS Code for the Theses and Dissertation for standardization.
- e. Binding and repair – Binding is an act of reinforcing the library materials for longer usage. Binding takes place when the physical condition of the book still warrants binding. Materials in the serials section are to be bounded if the issues for one series are already completed.

10.2.3 Periodic Evaluation/Inventory of Library Collections

This procedure applies in determining the existing materials, missing materials, assessing materials in relation to the needs of instructional units. An annual inventory will also determine the development of existing collection and assess how the quality and quantity of collection meets the needs of the borrowers.

- a. Inventory process shall be done by actual physical count/ checking -in of the library resources versus the library accession records/unique barcodes.
- b. Librarian shall prepare the inventory report and report of the lost library resources submitted to the Supply Office/Supply Office.

10.3 Readers' Services

10.3.1 Reference and Information Services

Provides with direct, personal assistance to the library patron seeking information and also provide information service is provided in anticipation of various needs of the library patron.

10.3.2 Library Instruction

Also called bibliographic instruction, user education and library orientation, consists of "instructional programs designed to teach library users how to locate the information they need quickly and effectively.

10.3.3 Readers' advisory

Service that involves suggesting library resources to a reader through direct or indirect means.

10.3.4 Inter/Intra- library loans

Maximizes the use of the bibliographic collections of the participating institutions.



10.3.5 Document delivery

A library service which copies non-returnable literature required by library users, including book chapters, images, journal articles, manuscripts, maps, reports, and other library collections and then emails or sends them to library users directly or indirectly.

10.3.6 Selective dissemination of Information

Refers to tools and resources used to keep a user informed of new resources on specified topics, including the current-awareness services used to inform about new library acquisitions.

10.3.7 Remote access to electronic resources

The ability to access a computer / server remotely through a network connection. The users have leverage to research remotely away from the library while retaining access to a distant computer or network.

10.3.8 Learning Management System

Software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials or learning and development programs. Electronic materials available in the LRC are integrating in the LMS.

10.3.9 Turnitin

Plagiarism detection software that scans student work for matched text by comparing the work to a large database of student work, publications, and materials on the internet.

10.3.10 Teleconferencing

A live audio or audio-visual meeting with two or more participants that can collaborate even when they are geographically dispersed.

10.3.11 OPAC

An online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

10.3.12 Book Padala or courier

Student can request books for padala at his/her own expenses for the freight.



10.3.13 Book picks up and drop off designated areas

Request books and other instructional materials must be submitted in advance appointment for a contactless pickup.

10.3.14 Scanning and digitization

Converting files into pdf.

10.3.15 Photocopy

Library users have easy access to photocopying facilities, which enable them to reproduce selected pages from books and journals for academic purposes.

10.3.16 Electronic database instruction and training

Program design to teach the library patron on the use of e- resources.

10.3.17 Library Orientation

Program offers first year students an introduction to the library's resources and services. the program also touches on academic integrity the intrigues in the art of database searching. The objectives of orientation is to familiarize students with the library facility, resources and services.

10.4 Extension Services (Cooperative Programs, Local and Regional Activities)

Extension services is very essentials of higher education institution to developed and promote in community service learning by means of: reading circles, exhibitions, book display and donations, special talks.

10.4.1 Guidelines to Book Donations:

- a. In good condition: clean, attached covers, intact bindings, no loose pages and no active or past damage from water or mold.
- b. Relevant to the community and interest.
- c. Approved letter from the College President.
- d. Property Transfer Report from Supply Office.
- e. Implementation.

10.5 Library Survey

Conducting annual library surveys is essential for ensuring that the LRC remains responsive to the needs of patrons and continues to provide valuable and relevant services.



10.6 Conduct of Research

Conducting research to improve library and information services, keeping LRC relevant, effective, and responsive to the changing needs of patrons and the community, making data-driven decisions, implementing best practices, and innovating in ways that enhance experiences and service quality.

11 LIBRARY RESOURCES

11.1 Collection Resources

11.1.1 General References

Refers to encyclopedias, dictionaries, year books, atlases, almanacs, handbooks and other books in sets.

11.1.2 Subject references

Materials for specific subjects and for general education.

11.1.3 Reserve books

Books that are heavy demand of the library patron placed inside for reserve section as recommended by the concerned faculty members.

11.1.4 Filipiniana References

Books in this section includes all book publications about the Philippines, its people and culture regardless of author and language and/or generally, works written by Filipinos, written in Filipino and in the vernacular; Philippine government publications; publications containing substantial portions or chapters regarding the Philippines and works dealing on the application of scientific thought and methodology to Philippines.

11.1.5 Fiction books

Refers to literature created from the imagination. Mysteries, science fiction, romance, fantasy, chick lit, crime thrillers are all fiction genres. Fictional literatures (pocketbooks) for home reading.

11.1.6 Serials Collection

Materials in this section are important source of vast information. These include journals, magazines, pamphlets, leaflets, and similar publications which are published periodically or at stated intervals and series.



- a. Current Periodicals – the latest issues of periodicals received are placed in the periodicals section.
- b. Vertical file collection – it includes pamphlets or monographs materials, brochures, newspapers clippings placed and filed in the cabinet

11.1.7 Non-Print Materials/Audio-Visual Resources

- a. Videotapes – collections can be used only at the AV room and may be loaned to the various colleges upon request subject to existing rules and regulations.
- b. CD- ROM – these collections is designed to store computer data in the form of text and graphics, as well as hi-fi stereo sound.
- c. Maps/ Globes – collections of International, Philippines maps. These can be borrowed as visual aids in teaching inside the classroom, subject to the policy of the library.

11.1.8 Special Collections

- a. Thesis and Dissertations – a collection of unpublished researches of undergraduate and graduate students.
- b. ASSCAT Publications – a collection of publication by ASSCAT constituents (researches, school organ, ASSCAT Quarterly publication, annual reports, etc.)
- c. Exchange materials – a collection of materials coming from different partner institutions and agencies.
- d. Rare books, archival collection – these collections are of unique value and importance to the study of material culture, history, literature and other subjects.

11.1.9 Electronic Resources

- a. Internet/Wi- fi – provides links to various library sites, specializing in almost every topic and they can be accessed directly from any part of the world.
- b. Online databases – These databases contain scholarly and peer-reviewed articles written by credible authors, such as journalists, researchers and experts in their field. Since databases provide powerful search tools for narrowing results, library patron are able to more quickly find the information they need.
- c. E- book/E-journals/E-newspaper – a non-editable library references converted to a digital format to be read on any digital device such as computer screens or mobile devices.
- d. Teleconferencing (Zoom/Google Meet) – A live audio or audio visual meeting with two or more participants and can collaborate even geographically dispersed.
- e. Digital resources – are documents in analog format such as pictures, audio, videos, that has been converted into digital form like photos, CDs and DVDs.
- f. OPAC – an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.



12 GENERAL POLICIES

The main purpose of these rules is to safeguard the common interest of all patrons and to enable the library to carry out its functions as efficiently as possible, failure to observe these rules which leads to cancellation of the privileges. Handling the resources as they are costly and precious in nature.

12.1 Library Rules and Regulation

Library users are expected to:

- a. NO LIBRARY card, no entry.
- b. Observe SILENCE.
- c. Keep the library clean.
- d. Keep things in order.
- e. Handle books and other materials with care.
- f. All bags, envelopes, portfolios and umbrellas must be left on the depository. However, valuable items such as electronic gadgets, and cash must be brought inside.
- g. Cell phones must be in the silent mode.
- h. Loud conversation and group discussion are not allowed inside the reading area.
- i. Smoking and eating in the library are strictly prohibited.
- j. All used books must be returned properly on the designated carrels.

- k. Library patron are expected to return promptly all borrowed materials on due time to give other users a fair chance of utilizing the library resources.
- l. Materials should be returned to the library from which they were borrowed. Make sure that the return is properly checking in/ recorded.

- m. The borrower is responsible for the loan books he loans out. The library has no obligation to send overdue notices.
- n. The borrower has a right to ask. Receive a receipt copy for the transaction recorded.
- o. No library materials of any kind may be taken out unless proper withdrawal is made thereof.
- p. The library reserves the right to accommodate First Come, First Serve basis to all users.
- q. The library has a right to inspect all carried items at the exit control desk.
- r. Cancellation or suspension of library privileges for repeated overdue returns of library materials is a valid reason for suspending borrowing privileges for a certain period to be determined by the librarian.
 - t1. First Offense (1st warning), a fine of P50.00.
 - t2. Habitual lateness (two or more) is automatically suspended for borrowing privileges within the semester.
- s. Loan privileges shall be suspended for those with unreturned materials.
- t. Unauthorized withdrawal of library material, mutilation or defacing will mean loss of all the library privileges.
- u. All graduate students must submit one (1) hard copy of his/her thesis.



12.2. E-library Rules and Regulations

- a. Library Card is compulsory to access e-library.
- b. E-library is to be used for academic/research purposes only.
- c. Patron has a time limit of 30 minutes, renewable for another 30 minutes if there is no demand of the computer units.
- d. Changing the settings and display of the computers kept in the e-library is not permitted.
- e. Handle computer, hardware, software and its accessories carefully.
- f. Online chatting in the e-library is not allowed.
- g. Browsing of dating, social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- h. Playing games on computers is strictly prohibited in the entire premises.
- i. Patron is not allowed to carry eatables and drinks in the entire premises.
- j. Users are not allowed to use flask drives in saving files, otherwise saved through personal e-mails.
- k. All bags, envelops and portfolios must be left on the depository areas. However, valuable items must be brought inside.

12.3 Security and Control Policy

LRC intended to preserve the library's resources for future use and maintain a secure and respectful environment for all patrons.

- a. Identification and access: All patrons must present a library card to access the library. Only authorize patron are permitted to utilize guest requires prior approval.
- b. Surveillance: The libraries are equipped with CCTV cameras strategically place to monitor the all areas.
- c. Handling Guidelines: Clear signage and staff assistance are provided to instruct users on proper handling of books, equipment and resources. Patron are prohibited from bending, marking or otherwise damaging library materials.
- d. Reporting and Accountability: Patron are encourage to report any damages or irregularities to library staff. Incident of theft, mutilation or loss will result in sanctions, which may include fines, suspension of borrowing privileges.
 - d.1. Lost Books or any library materials must be reported at once. The fine for an overdue book or library material shall cease at the time of reporting it lost. A replacement of the same title is due to any lost. If replacement copy is not available, assessment shall be made according to the current cost of the book/library materials. If the book/library material is returned, the cost of the book will be refunded.
 - d.2. Mutilated or damaged library materials – materials with missing pages, or materials with mutilated or damaged pages should be reported immediately; a Php 50.00 fee will be charged for materials deemed suitable for rebinding and a replacement of original materials for those deemed too damaged for repair or have missing pages.



d.3. Lost/Damaged of IT Equipment: Equipment lost while on loan must be reported immediately. Lost equipment must be replaced or paid within one (1) week after it was reported lost. If the borrower fails to settle the transaction,

computation of fine (P50.00 per hour) will start after the one-week grace period until the account has been settled. The equipment must be paid or replaced according to the value determined by the Accounting/Supply Office. Any damage or malfunction in any of the equipment should be reported immediately. For computers or any equipment returned that are damaged but still repairable, the borrower will be liable for the repair charges of the equipment and for the equipment returned that are damaged and are beyond repair the LRC office will charge the borrower based on the cost as determined by the Accounting/Supply Office.

13 BORROWING PRIVILEGES

13.1 Borrowing of Library Resources

No library materials of any kind may be taken out unless proper withdrawal is made thereof.

- a. Charging out books/materials should be made at the charging counter.
- b. Borrowing starts at exactly 4 :00 p.m.
- c. All library users may borrow a book for take home use provided that it should be returned on the specified returned date on the receipt. Hence, failure to comply within the specific date due will be charge for penalty.
- d. For students, a maximum of two (2) books are allowed for loaning out for three (3) days. The borrowed books must be returned before 10 a.m.
- e. For regular faculty, a maximum of three (3) books are allowed for loaning out for 150 days, or one (1) semester equivalent.
- f. For COS faculty, a maximum of three (3) books are allowed for loaning out for 15 days, and items are renewable.
- g. The following library materials are for inside reading only, however maybe taken out for 30 minutes for photocopying purposes. A “request for takeout form” will be given and to be presented at the entrance/ exit counter in – charge just in case the library photocopy machine is out of service.
 - g1. General References – encyclopedia, atlases, gazetteers, annual, dictionaries, yearbooks, almanac, etc.
 - g2. Periodicals, newspapers, vertical files, and journals
 - g3. Reserve books are for inside use only for two (2) hours, renewable for another two (2) hours if there are no prior request.
 - g4. Theses, Dissertations, Research papers and other unpublished materials acquired by the library are **for inside reading only to protect and secure the exclusive rights of the college, creators, researchers...** under article 2 2.1 “copyright” of ASSCAT INTELLECTUAL PROPERTY POLICY, BOT Res. 19-008 Series of 2019.



AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Library Operations Manual

Note: Loaning out of books/library materials will start in the 2nd week of the semester. All borrowed books/library materials must be returned two (2) weeks before the end of the semester. Failure to return borrowed items will result in a charge of Php 200.00 and suspension of borrowing privileges.

13.2 Overdue/ Penalties

- a. An item is considered overdue if it is not returned on the due date.
- b. Fines are charged to ensure the prompt return of library resources so that other users inconvenienced in the use of the library resources.
- c. A fine of P10.00/day is charged on failure to return the library resources.

13.3 Borrowing procedures of printed and e- resources for New Normal

- a. Go to <https://asscat.edu.ph/learning-resource>
- b. Check the Online Public Access Catalog (OPAC) if the printed materials is readily available in the library.
- c. Go to ASSCAT Library facebook page (<https://www.facebook.com/ASSCATLibrary>).
- d. Click message box
- e. Fill- out the Google form via online for requested books
- f. Check the librarians' response.

13.4 Eligible Borrowers

The library and its facilities are available to all bonafide students, faculty members and school personnel in active service from the two campuses (Bunawan and Trento) who want to read/ or do research work.

Alumni and walk- in clients may use the library upon presentation of valid ID and referral letter from the institution of origin is required. Library materials are only available to them for inside reading and photocopy use.

13.5 Entrance Requirements

Every user is required to log in at the library system kiosk, located near the entrance door and present their library card.

13.6 Entry procedures for New Normal

- a. Library patron should wear a face mask at all times.
- b. Upon entering the library, disinfect with 70% solution alcohol and have your temperature checked.
- c. Only two (2) users will occupy the table constantly to enforce social distancing.
- d. Library patron will use the entrance door to enter the library and exit door of they want exit the library.
- e. Library patron are required to use the OPAC for searching.

13.7 Categories of Library Users



- a. Faculty and Staff- applies to all faculty and staff regardless of status either regular, substitute, part-time, job order or contractual.
- b. Undergraduate Students- regular use of the library requires a payment of Php 250.00 for per semester and a validated library card.
- c. Graduate Students- regular use of the library requires a payment of Php 500.00 for per semester and a validated library card.
- d. Alumni- former ASSCAT students who graduated from ASSCAT.
- e. Walk- in Clients- researchers from outside institutions or organization.

13.8 Library Card

Freshmen or transferees of ASSCAT students are given a library card for free. In case of loss, immediate notification shall be made to the College Librarian and the owner is advised to pay to the cashier the required amount of Php 35.00 for re-issuance.

It should be noted that the library card is non- transferable therefore only the owner is allowed to transact at the library. When used by proxy borrowers, it will be confiscated and shall be claimed by the owner. Tampered and mutilated library cards will be confiscated from the bearer.

13.9 Library Clearance

13.9.1 Students

At the end of each semester, all students are required to secure library clearance. Only those who have settled their obligations (if any) will be cleared. Clearance will only be signed upon the presentation of the library card. Once a student is cleared, he will no longer enjoy the library services such as loaning out of books or other library materials and may only be allowed to entry to a specified area in the library.

13.9.2 Faculty/Staff

All personnel whether permanent or job order are obliged to be cleared from the library upon separation from service or upon retirement. They must have returned all the library materials charged in their name in order to get clearance from the librarian.

13.10. Provision to use the multimedia services

- a. Audio Visual Center is exclusive to ASSCAT Faculty, students, and staff Use.
- b. Use is subject to Audio Visual Center hours and availability and is for academic purposes only.
- c. Reservation shall be made a week before the viewing date.
- d. Audio-Visual materials are for library/AVR use only. Materials must be returned right after the viewing period.
- e. Equipment malfunction should be reported immediately to the librarian.
- f. Proper decorum should be observed at all times.
- g. Eating, drinking, and sleeping are prohibited.



14 COLLECTION DEVELOPMENT POLICY

The Collection Development Policy is written to provide the librarian, library personnel-in-charge, faculty, library advisory committee and administration with the guidance and directions in carrying out collection program activities in a cost-efficient and user-relevant manner. In addition, collection management encompasses the selection and acquisition of information sources, the balancing of open and closed access storage, and the display and availability of the collection and their exploitation. The collection included published and unpublished materials physically held in ASSCAT, and, increasingly, the provision of access to remote electronic information sources. This document is intended to codify the policies of the ASSCAT LRC in these areas; and to inform both staff and users. A number of general principles underlie it:

- a. The policy will be implemented across the ASSCAT LRC Library system.
- b. Collection development at the ASSCAT LRC is primarily focused on the literature and information needs of the students and staff.
- c. Resources are provided as a collective resource for the whole community.
- d. Support instruction, extension, and research programs.

14.1 Sources of Funds

The library income is derived from various sources, including the income earned from fines and research fees and also;

14.1.1 Fiduciary funds

This is the library fee collected from the students every semester during enrolment. The total amount depends on the number of students officially enrolled. Such fund can be claimed through request of library needs.

14.1.2 Regular fund (MDS)

This is the budget allocated by the Department of Budget and Management (DBM) for the library of the institution.

14.1.2 STF

Every college appropriate certain percentage from the annual allocation given to the Institution by the DBM to ensure the availability of their references need.

14.1.3. Fines/ Photocopies – other ways of augmenting financial resources.

14.2 Responsibility for Selection

The participation for the selection of materials lies in the hands of all members of the library advisory committee and faculty, with the collaboration of the librarians not violative in the Intellectual Property Code. However, the acquisition of library resources is the responsibility of the librarian. Also, librarian oversees the growth and



maintenance of the collection and ensures that the core collection is maintained and well-balanced. The new acquisitions of library materials reflect the needs of the students, the faculty and the goals of the institution.

14.3 Selection Tools

Library materials can be selected through the following:

- a. The use of price lists of books and journal catalogues.
- b. The use of reviews and annotation published in some reviewing journals, review from newspapers, websites and other publications.
- c. The recommendations and suggestions from use
- d. Book Fair.

14.4 Selection Criteria

The following are the selection criteria to be considered:

14.4.1 Print books

Books relevant to the curricular offerings of the college. These are the books used as textbooks for different subject's areas offered for the course published within the last five (5) years in combination of print and electronic format.

- a. Authority. The author is reputable
- b. Appropriateness. Recent publication shall have priority over older materials.
- c. Demand shall be a major factor for the selection.
- d. Physical characteristics. Hardbound materials shall generally be preferred over paperback.
- e. Collection Fit. The materials will fit the need of the users.
- f. Content. It should have a substantive research value.

14.4.2 Fiction

- a. Style – be readable
- b. Theme – well stated ideas; thematic story.
- c. Plot – Believable; shows originality and imagination, with logical sequence of events and well-constructed.
- d. Setting – well described
- e. Characterization – Believable character; good character development.
- f. Significance – holds the reader's interest throughout the story; reputation of the publisher, and has literary merit.
- g. Treatment – vitality and consistency in character depiction, valid psychology and insight into human nature.

14.4.3 Audio Visual Materials

- a. Programming (Use of Materials) – Media are usable in formal instructional situation; valid for credential use; consideration of the primary audience: adult,



children, and all ages; in- house circulation available to individual and to groups with instruction by the library staff.

- b. Content – Purpose of the items with user's guide; Appropriate length of the program; Well organized materials and easy to follow story lines; Sufficient and accurate; Regency if the copyright.
- c. Technical – Necessity of the visual materials; Visual are in proper focus, effective composition and appropriate shots; Edited materials; Contribution of the audio materials to the overall impact; Synchronized visual and audio; Varied formats are used and viewed by small or large groups.
- d. Format – Best format for the stated purposes of the producer; Least expensive and appropriate for the content.

14.4.4 Non- Book Materials

In acquiring non book materials always consider the cost (processing, maintenance and acquisition), citation analysis worth or use, core list and polling (refer to the use of recommended tools or journals and other methods on what to buy or keep)

14.4.5 Periodicals

In general, selection policies for periodical are parallel to those with books. The purpose of the selection process is to obtain periodicals which are important to the accomplishment of reference and research works in various subject areas, as well as to provide general and popular reading.

Periodical subscription are recommended in the same manner as other resources. Initial purchase will be the entire volumes of the current year. Selection of periodical is based upon the following:

- a. Accuracy of content
- b. Demand
- c. Represents point of view or subjects needed in the collection
- d. Cost of subscription in relation to potential use and reputation of the publisher.

14.4.6 Pamphlets

Selection is based on the need for the subject matter, the authority of the author or publisher, the timeliness of materials and the presentation of representative points of view or levels of interest often not published in book form.

14.4.7 Clippings

Selection if clippings materials is based upon the need for the subject matter, timeliness and topic of current issues.



14.4.8 Local History

The purpose of local history collection is to acquire and preserve materials related to the history, geography, geology and cultures of Mindanao specially Agusan del Sur province. Selection of materials include clippings, local papers and other publications.

14.4.9 Government Publications

Government publications are selected for the general collection and for general public interest and also for the support of the curriculum offerings. Particular attention is given to government publications which are of high current interest in contemporary affairs.

14.4.10 Maps and Atlases

Selection of maps atlases are based upon the needs of the curriculum, accuracy and comprehensiveness.

14.4.11 Newspapers

The library purchases the following types of newspaper:

- a. Significant local newspapers;
- b. Representative newspapers from major centers in the Philippines. This group is determined by the following criteria:
 - b1. The reference value of the newspaper;
 - b2. The reflection of original opinion on local and national issues;
 - b3. The stature of the newspapers in the national and international sense.

14.4.12 Electronic Resources

- a. Authority. The author is reputable
- b. Appropriateness. Recent publication shall have priority over older materials.
- c. Demand shall be a major factor for the selection.
- d. Collection Fit. The materials will fit the need of the users.
- e. Content and functionalities. It should have a substantive research value.
- f. Device, format and distribution

14.5 Donation, Exchange of Gift

The College Librarian regards the deselecting process as having the same priority as selection of new materials. Gifts are accepted, with the understanding that the library may add them to the collection at its discretion or dispose of them if they do not meet

the standards for selection. As a general rule, gift books will be added to the collection based on the same criteria as purchased material. The library reserves the right to determine the retention, location, cataloging treatment, and other considerations related



to the use or disposition of all gifts. The library assumes no responsibility for appraisal of gift items, nor can the library accept items under restricted conditions.

Exchange of library materials obtained through cooperative institutional agreements between the LRC and other libraries, universities or research institutes. The libraries offered for exchange with the understanding that those which would enrich its collection will be retained, and others disposed of in an appropriate manner. It is expressly understood that the participating libraries intend to collaboratively cooperate and coordinate to maximize the wide access to information and make optimal use of resources. Corresponding with exchange partners to set up exchanges and resolve problems, including discontinuing exchanges when partners are no longer willing or able to participate.

14.5.1 License agreement

The use of purchased/ subscribed electronic resources policies and rules are stipulated are as follows:

- a. License Grant – grants license is a non-exclusive, non-transferable, perpetual license to use the licenses product and to provide access to the licensed products electronically via the internet only to authorized users at authorized sites or via remote access in the accordance with terms and conditions.
- b. Authorized Uses – License and its authorized users may:
 - b1. Access, Search, Browse and view the licensed products;
 - b2. Download and print documents for the scholarly or research use of authorized users and make a reasonable umber of photocopies of a printed article for the scholarly or research use of authorized users;
 - b3. Print a reasonable number of pages from an eBook and make a reasonable number of photocopies of those printed pages for the scholarly or research use of authorized users.
- c. Audit – License shall maintain accurate and complete records concerning its use of the license products.
- d. Installation – support provides following installation support to license
 - d1. general assistance with implementation of licensed product.
 - d2. guidance and provision of general instruction and background materials.
- e. Continuing support – provides following continue support to license
 - e1. Troubleshooting individual problems.
 - e2. Soft- copy of e-book saved in external drive
 - e3. As practicable, maintenance of discussion groups via phone calls or e-mail.
 - e4. Support programs with 24/7 Hotline technical support.
- f. Licensee Responsibilities
 - f1. License shall be responsible for verifying status of authorized users, providing list of valid IP address.
 - f2. License shall use reasonable efforts to maintain sufficient with respect to such IP address as to prevent us of license products by anyone than authorized users.



14.6 Acquisition Process

In acquiring library materials in a variety of formats, the demand of library users is a priority, including books on reserve and books that are frequently used. The number of copies depends on the institution's budget or librarian's authority. *However, only one copy for those not frequently used.* The following are processes for acquiring library materials:

- a. The Librarian secures electronic copy of price list, book catalogs from dealers and sends to the Deans of College for book title selection by their faculty member.
- b. Patron will identify the book titles they need for their references approved by the Deans of every College using electronic copy stated in letter a.
- c. List of identified titles by the patron will be submitted to the librarian for consolidation.
- d. Final checking of the selected materials will be conducted based on the selection criteria and based on the library records to verify if the materials were not previously purchased to avoid unwanted duplications.
- e. The Library Advisory Committee (LAC) will recommend for purchase to the HEAD of the Procuring Entity (HOPE).
- f. The Purchase Request (PR) will be prepared by the librarian.
- g. The Purchase Request (PR) attached with the copy of the approved Pre-Procurement Management Plan (PPMP) will be countersigned by the accountant and will be submitted to the SUC President for approval.
- h. Submit to the supply office the approved Purchase Request (PR) for acquisition process.
- i. When all the items have been purchased, it will be issued to the library being the end-users.

Note: The Higher Education Institution (HEI) reserves the right to prescribe textbooks and other instructional materials in both print and electronic formats for use in its courses and programs. To ensure accessibility for all students and faculty, the HEI shall provide copies of all required instructional materials to the library.

14.7 First Aid Treatment/Conservation and Preservation of Library Resources

To conserve damaged and deteriorated materials first aid treatment, washing, de-acidification and humidification are also considered in handling and storing documents.

14.7.1 Environment

- a. Proper handling and storage in a stable, cable, non-humid environment.
- b. Shelve books in closed glass cases away from brightly lit window to maximize the amount of dust that will be accumulated.
- c. Food and drinks should never come close to the library materials; they can stain paper.
- d. Keep the area clean to avoid pest infestation.

14.7.2 Handling

- a. Use pencil- any writing implement except a pencil when working around records. An accidental movement can create a permanent mark on a record.



- b. An alkaline (buffered) paper flag to leave notes or hold your place such as Permalife- Self-stick, or notes on colored acidic paper. The self-stick notes can be difficult to remove after time has passed, or if they are exposed to water. Colored or acidic paper can cause staining and may bleed if exposed to water.
- c. A polyester sleeve to hold pieces of a documents together- Any pressure- sensitive tape. No adhesive tape is “archival”
- d. Clean, dry hands- Any substance on your hands such as lotion or “tacky Finger”. Your hands should also be clean and free from any substance that could stain or damage records or their containers, such as ink, toner, food residues or tobacco. Also, saliva to wet your fingers before turning a page, Food residues and enzymes in saliva can damage paper and inks. Rubber finger guards may reduce your sense of touch, and can cause inadvertent tearing of fragile papers.
- e. A clean, soft, dusting brush- This gently removes surface dust and grime.
- f. White twill tape to secure damage volumes. If you are tying rolled record, first use a piece of 10-point card or polyester around the roll before tying, so the tape does distort the documents.
- g. Clean, sturdy housing.
- h. Housing that are large enough to allow you to safely place house, and remove the records.
- i. Print boxes or other flat boxes with one side that drops, for safe placement and removal of oversized records.
- j. Spacers to hold records in partially shelves upright. This keeps records from drifting down and developing distortions.
- k. Cleaning solutions which have been approved by the Preservation Research and testing Lab.
- l. Stainless steel paper clips and staples. Always apply new fasteners over an alkaline (buffered) paper strip, such as Perm life, to protect the records. This also identifies the fastener as new as approved for use.
- m. Brushes, cloth diapers, plain papers products can be used, while commercial dusting cloths. These may have impregnated with chemicals which can damage records.

14.7.3 Binding

Represents a major investment on the part of the College towards preserving and making accessible printed materials. The goal of library binding is to make materials available in original format for as long as needed at the lowest possible cost.

- a. Journals subscription for the whole year are sent to permanent binding.
- b. Books on paperback edition that are used regularly are also sent to the bindery for longer use by the library clientele.

14.7.4 Repair

- a. Ensure that all items in library circulation are in its best physical condition.
- b. Regular weekly shelf- checking of loose pages or tattered cellphone cover must be done by the staff.



- c. Any library material found to be physically damaged shall be automatically be repaired.

14.7.5 Replacement

An item is considered for replacement if it is either the last copy in the library's collection or if demand warrants maintaining the number of copies in the collection.

- a. If a borrower lost a book while on loan, the borrower is asked to replace the book with the same title and edition if possible.
- b. If the book is not available anymore, the borrower will be asked to look for a substitute title with the same subject with copyright not less than 3 years, on its original paper and on hardbound edition.
- c. If payment should be made, it should be +10% of the actual present cost to cover freight and other processing expenses.

14.7.6 Deselection

A periodic evaluation of existing collection of library resources both print and non- print must be undertaken. Also, weeding or deselection program must be done annually to keep the collection more relevant and up-to-date.

The criteria used to identify titles for deselection from the collection are reviewed first on a regular basis by the librarian in charge. The criteria used are:

a. General Collection

If the book is superseded by edition of general collection title it becomes candidate for deselection; also damaged, and ling- overdue genera; collection titles. General collection titles acquired prior to 1975, which have not circulated since then become candidate for deselection. However, decision to withdraw is made on title-by-title basis by appropriate library coordinators in consultation with the collection development librarian.

b. Reference Materials

The reference section has established specific deselection policies for many of the reference titles which revised or superseded editions are regularly received. Superseded editions of titles for which policies have not been formulated become candidates for deselection.

Periodic evaluation of the works already in the reference collection is as important as acquisitions of new materials, since the reference collection is a working collection of important, frequently consulted publication. Careful, regular and systematic deselecting remove older and less desirable works from the reference collection.

The reference collection follows the same principles and guidelines in deselecting as in acquisitions for new materials. Since each discipline covered by the reference



collection requires different types of materials; it is impossible to establish absolute standards to be followed. However, some general criteria which should be considered in deselecting are:

- b1. Significance of the publication
- b2. Age and currency of the publication
- b3. Availability of the latest edition
- b4. Physical condition of the publication
- b5. Duplication of the content is more recent works
- b6. Language of the publication

The reference collection is deselected in two ways:

- b7. Automatic deselecting of older editions of work and
- b8. Periodic deselecting by librarians of superseded edition.

The reference section is deselected systematically each year. The following procedures are followed:

- b9. A schedule for the review of the collection is drawn up at the beginning of each fiscal year.
- b10. Librarians reviews titles the designated section placing deselecting slips in those items which should be considered for deselection form the reference collection.

c. Serials

Each year, librarians and review serial holdings and evaluate titles which receives infrequent use. Recommendations for cancellation are made in the light of curricular needs and budgetary considerations.

d. Audio- Visual Materials

Damaged audio- visual material become candidates for deselection. Amount of use and obsolesce are important factors in the decision.

e. E- Resources

Deselection of electronic resources may arise when the content of materials is no longer relevant to library users, there is low usage, the content is outdated, or the content is superseded by a new edition.

14.7.7 Other Criteria for Deselection of Library Materials.

a. Appearance/ Condition

Use caution to avoid discarding classics and rare books. Look for books that are worn out, dirty, with yellow brittle or missing pages, badly printed, poorly bound or with significant disfigurements.

b. Age of materials



Different subjects have different age requirements, while science books tend to date quickly. Books on mythology are probably valuable for years. State of the art changes rapidly in some areas, such as computer science, that books are almost outdated by the time they are distributed.

Specific criteria considered for deselection include the following:

- b1. Any title with out- of- date content.
- b2. Information that is no longer accurate
- b3. Books that perpetuate sexual or racial stereotype (without redeeming value such as historical perspective, etc.).
- b4. Any title over 10 years' old that is not on a standard list.
- b5. Fiction best sellers of ephemeral value after 10 years.
- b6. Textbook after 10 years.
- b7. Medicine, inventions, radio, television, and between 5 to 10 years.
- b8. Travel books after 10 years.
- b9. Economics, science and useful arts after 10 years
- b10. Encyclopedias at least 10 years, preferably 5.
- b11. Almanac, directories, yearbooks – get latest editions and keep for historical purposes for 5 to 10 years.

c. Superfluous/Duplicate Volumes

Second copies may not be necessary. Check circulation frequently and weed materials that do not fit the general purpose of the library.

d. Content

Not only dated information, but materials that are poorly written or incorrect should be removed. Look for titles for which later editions may be available and preferable.

e. Shelf time

Books that have not been checked out for five or more years should be considered for deselection.

14.7.8 Weeding

Procedure for Weeding of a Collection

- a. Evaluate the material using the criteria stated in the CDP.
- b. Remove the book card and the purpose slip from the book.
- c. Stamp the reverse side of the front and back cover and the secret page the word "Discarded" and the date.
- d. Indicate in the accession number on the card corresponding to the remark "Discarded" and the date.
- e. Withdraw all the records



- f. Indicate in the accession book record in its corresponding accession number under the column status the word “Discarded” and the date.
- g. List down the selected materials recommended for weeding.
- h. Submit the report to the Supply Officer.
- i. Follow up for approval.

14.7.10 Digitization

Digitization is the process of converting information into a digital format. Digitizing information makes it easier to preserve, access and share. Books or any document considered to be historically and culturally significant are subject to be digitized to preserve the natural physical condition of a material and books of a single volume, out of print and frequently circulated may also be digitized subject to copyright edition.

When to refrain from discarding collection?

- a. When materials are produced by a local author or faculty member, or local topic;
- b. When the subject matter of the collection is unique and is out of print;
- c. When the illustrator is famous, or the collection contains unusual photographs or illustrations;
- d. When a book enjoys a fair collection;
- e. When the book is an award-winning work (National Book Award, etc.);
- f. When the collection is source material;
- g. When the collection is part of a series;
- h. When the collection reflects the mores of a period.

14.8 Guidelines for Open Educational Resources

As Stated by UNESCO’s mandate in OER in Section 1.3, Open Educational Resources (OER) are freely accessible and publicly available teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use, reuse, modification, and sharing with others that is for academic and research purposes only.

14.9 Guidelines for Reproduction of Works

Under the Copyright Act, Section 12. 185.1. of Republic Act No. 8293 certain photocopying of copyrighted works criticism, comment, news reporting, teaching for educational purposes may take place without the permission of the copyright owner under the doctrine of “fair use.”



REFERENCES

- Agusan del Sur State College of Agriculture and Technology. (n.d.). Intellectual property policy.
- Agusan del Sur State College of Agriculture and Technology. (2024). Research, innovation, development and extension manual of operations: BOT resolution no. 24-029 series of 2024.
- Barclay, D. A. & Scott, E. D. (2011). The library renovations, maintenance, and construction handbook. Neal-Schuman Publishers.
- Pymm, B. (2000). Learn library Management. DocMartix.
- Republic act no. 8293 : An act prescribing the intellectual property code and establishing the intellectual property office, providing for its powers and functions, and for other purposes. (1997). <https://www.officialgazette.gov.ph/1997/06/06/republic-act-no-8293/>
- Robertson, G. (2015). Disaster planning for libraries: Process and guidelines.
- Sing, P. (2014). Library information science and systems. Discovery Publishing.
- UNESCO. (2022). UNESCO's mandate in OER. <https://www.unesco.org/en/open-educational-resources/mandate>



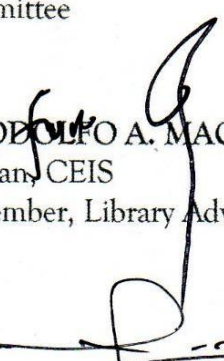
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

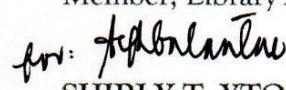
Library Operations Manual

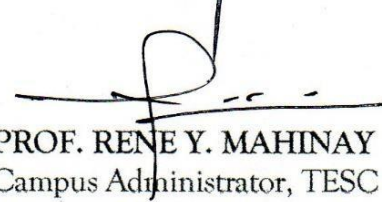
Signed:

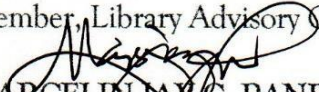
Library Advisory Committee

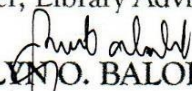

RODRIGO L. BONGGOLAN JR. Ph. D.
Dean, College of Agriculture
Dean, Graduate School
Faculty trustee
Member, Library Advisory Committee

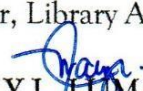

RODOLFO A. MACALAM, D. Eng.
Dean, CEIS
Member, Library Advisory Committee

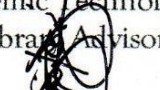

SHIRLY T. YTOC, Ph.D.
Dean, College of Teacher Education
Member, Library Advisory Committee

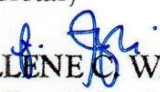

PROF. RENE Y. MAHINAY
Campus Administrator, TESC
Member, Library Advisory Committee

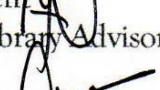

MARCELIN JAZ C. PANES
Director, ICT
Member, Library Advisory Committee


JOCELYN O. BALOLOT
Focal Academic Technologies Center
Member, Library Advisory Committee

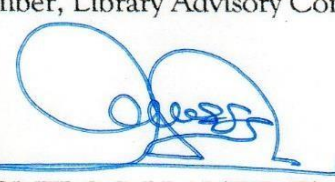

CHELLY L. EUMANAS, MLIS
Head Librarian- Designate
Secretary


JAZTINE RENE ESTRELLA
SSG President
Member, Library Advisory Committee

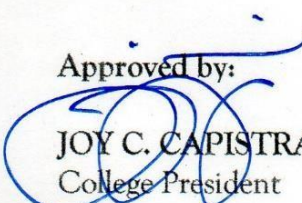

ELLENE C. WASIL, RL
College Librarian III


FRANCISCO V. DELA PENA JR.
Librarian, TESC


RACHEL M. PATANGAN, Ph. D.
Dean, College of Arts and Sciences
Member, Library Advisory Committee


CARMELO S. LLANTO, Ph. D.
VP for Academic Affairs and Quality Assurance
Chairman, Library Advisory Committee

Approved by:


JOY C. CAPISTRANO
College President



AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Library Operations Manual

Effectivity

This Library Operations Manual was created to provide guidance to librarians, library staff, administration and library customers on the use of library resources and its facilities. This Manual will be adopted upon approval by the Board of Trustees. This will be subject to review and revision by the Library Advisory Committee whenever necessary or as need arises.

Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Bunawan, Agusan del Sur

LEARNING RESOURCE CENTER



DISASTER PREPAREDNESS PLAN

RATIONALE

This *Disaster Preparation Plan* of the *Learning Resource Center (LRC)* of the *Agusan del Sur State College of Agriculture and Technology (ASSCAT)*, Bunawan, Agusan del Sur was crafted in recognition to the present realities that catastrophes are becoming more frequent and more damaging due to the environmental degradation and climate change.

As the College is moving forward to development, it ensures that all stakeholders of this academic community understand the risks they are facing and might face in the future. For the past decades, the province of Agusan del Sur is known to be a flooded stricken area during the months of December, January and February, yet, it is also known as a typhoon-free area. However, as our environment experiences manmade destructions, this type of hazard the typhoons, become one of the high risks of the province.

It is the policy of the **Agusan del Sur State College of Agriculture and Technology (ASSCAT)** to operate the LRC safely and to strive to be well-prepared in case of an emergency or disaster so as to minimize injuries, and loss of LRC property in accordance with the RA 10121 or otherwise known as the Philippine Disaster Risk Reduction and Management Act (DRRM) Act.

The College in coordination with the Local Government Unit of Agusan del Sur and as mandated by the law, designed the risk reduction measures that is more relevant and sustainable. The LRC being one of the units of the College and is vulnerable to these risks must be aware to all these hazards and be equipped with all the knowledge to mitigate the risk, thus, this Disaster Preparedness guide is necessary.

OBJECTIVES

The general objectives of this plan is to develop, promote, and implement an effective emergency management program for its information resources, facilities, equipment, personnel and users and to secure that it prepares for, responds to, and recovers from large emergencies and disasters.

Specifically, this guide aims to:

1. Ensure that the personnel are well – trained to follow safety precaution practices and handles emergencies and disasters as the need arises.
2. Make sure that all plans and programs are anchored to the ASSCAT Emergency and Response Team (AERT) in the implementation of the methods and procedures in mitigating disaster risks.
3. Protect the LRC building, furniture and collections from any damage caused by catastrophes other than natural calamities.

The tables shows the plans and programs to mitigate the risks

Area of Concern	Details	Time Frame	Person Involved	Budget
Purpose	This plan outlines the strategies for safeguarding library collections, particularly special and archival materials, during a disaster. It includes measures for prevention, response, recovery, and long-term preservation, focusing on microfilming and digitization	Initial planning	Library Personnel Administration AERT Planning Officer Municipal DRRM Team	5,000.00
Risk Assessment	Identify and assess risks: - Fire - Flooding - Earthquakes - Power Failure - Theft/Vandalism - Humidity/Dryness issues affecting collections	Review annually	Library Personnel Administration AERT Planning Officer Municipal DRRM Team	
Prevention Strategies	- Fire suppression systems. - Humidity control. - Proper shelving and storage for archival materials. - Secure access to special collections.	Daily	Library Personnel	500, 000.00
Disaster	Fire: Immediate evacuation, call	Immediate	Library Personnel	2,000,000.00

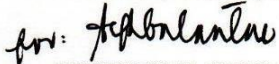
Response Procedures	for professional help. - Flood: Relocate materials to higher ground, emergency drying. - Theft/Vandalism: Notify authorities, secure collection. - Power Failure: Use backup power systems.	activation upon disaster;	Administration AERT Planning Officer Municipal DRRM Team	
Salvage and Recovery	Material Salvage: - Prioritize recovering high-value items. - Post-Disaster Recovery: Air-drying, freeze-drying, or restoring damaged materials. - Record and assess damaged items.	Post-disaster; Recovery within 1 month	Library Personnel Administration AERT Planning Officer Municipal DRRM Team	500,000.00
Microfilming of Special Collections	Microfilming Strategy: - Convert rare or fragile materials into microfilm for preservation. - Prioritize documents with high research or historical value.	On going/ google drive	Library Personnel	5,000,000.00
Digitization of Archival Materials	Digitization Strategy: - Digitize high-priority archival materials (rare books, manuscripts, photographs, maps, etc.) to create digital backups.	Initial planning	Library Personnel	5,000,000.00
Backup and Storage of Digitized Materials	- Use cloud storage and offsite backups for digital files. - Ensure that backups are regularly updated and securely stored. - Ensure digital copies are available for access in case of emergency.	On going/ google drive	Library Personnel	5,000,000.00
Emergency Preparedness Training	Training for Staff: - Disaster response procedures, including salvage techniques, microfilming, and digitization. - Hands-on workshops for staff on emergency recovery operations.	Yearly	Library Personnel Administration AERT Planning Officer Municipal DRRM Team	5,000.00
Post-Disaster Evaluation	Evaluate the effectiveness of the disaster plan. - Assess recovery efforts and update strategies based on lessons learned.	Post-disaster; Review within 1 month	Library Personnel Administration AERT Planning Officer Municipal DRRM Team	100,000.00
Long-Term Preservation and Monitoring	- Implement long-term monitoring of microfilmed and digitized materials. - Regular check-ups on physical and digital copies to ensure their integrity. - Schedule regular digitization	Initial planning	Library Personnel	1,000,000.00

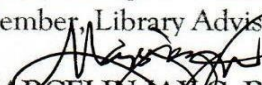
	updates to preserve materials as technology advances.			
TOTAL				19,110,000.00

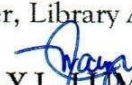
Signed:

Library Advisory Committee


RODRIGO L. BONGGOLAN JR. Ph. D.
Dean, College of Agriculture
Dean, Graduate School
Faculty trustee
Member, Library Advisory Committee

for: 
SHIRLY T. YTOC, Ph.D.
Dean, College of Teacher Education
Member, Library Advisory Committee


MARCELIN JAY C. PANES
Director, ICT
Member, Library Advisory Committee

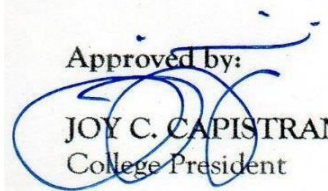

CHELLY L. LUMANAS, MLIS
Head Librarian- Designate
Secretary

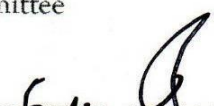

ELLENE C. WASIL, RL
College Librarian III


RACHEL M. PATANGAN, Ph. D.
Dean, College of Arts and Sciences
Member, Library Advisory Committee

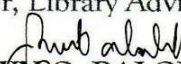

CARMELO S. LLANTO, Ph. D.
VP for Academic Affairs and Quality Assurance
Chairman, Library Advisory Committee

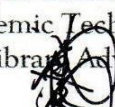
Approved by:

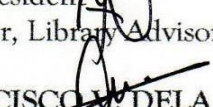

JOY C. CAPISTRANO
College President


RODOLFO A. MACALAM, D. Eng.
Dean, CEIS
Member, Library Advisory Committee


PROF. RENE Y. MAHINAY
Campus Administrator, TESC
Member, Library Advisory Committee


JOCELYN O. BALOLOT
Focal Academic Technologies Center
Member, Library Advisory Committee


JAZTINE RENE ESTRELLA
SSG President
Member, Library Advisory Committee


FRANCISCO M. DELA PENA JR.
Librarian, TESC



STRATEGIC PLAN

This strategic plan provides guidance for the library, detailing current strengths and assets, future goals and aspirations, an action or implementation plan, and how the library will evaluate progress. It provides a framework by which to measure successes, and involving community members in the planning process ensures that library goals, services, and programs support the community and its goals.



Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Bunawan, Agusan del Sur

Office of the Learning Resource Center

FIVE-YEAR STRATEGIC PLAN
CY-2022-2026

OFFICE: Learning Resource Center (LRC)

General Objectives: To extend easy access of comprehensive, quality and appropriate collection, provide modern and comfortable venue, offer state-of-the-art facilities and equipment and render quality service to the stakeholders by enhancing professional competencies of the personnel to stay relevant to the fourth industrial revolution and to better serve the patrons.

Area of Concern	Goals/Objectives	Strategic Action/s	Means of Verification	Time Frame				
				2022	2023	2024	2025	2026
1. Administration	1. Revision of LRC Manual of policies, procedures and operations.	1. Revise the LRC Manual of operations. 2. Present to LAC for comments & suggestions. 3. Edit the document according to LAC comments & suggestions. 4. Seek approval from the LAC.	1. Request letter for LAC meeting. 2. Minutes of the meeting. 3. Attendance Sheet. 4. Approved LRC Manual.	4 th quarter 75% accomplish	1 st quarter 100% accomplish			
	Craft LRC Disaster preparedness manual	1. Craft the LRC Disaster Preparedness Manual.	1. Request letter for LAC meeting.		2nd Quarter 50% accomplish			



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence





Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

		2. Present to LAC for comments & suggestions. 3. Edit the document according to LAC comments & suggestions. 4. Seek approval from the LAC.	2. Minutes of the meeting. 3. Attendance Sheet. 4. Approved Disaster Preparedness Manual.		3 rd Quarter 100% Accomplish			
	Periodic monitoring and evaluation of LRC services and utilization.	1. Conduct User's Satisfaction Survey	1. 1.Survey questioner 2. Data 3. Result of the survey	Every 4 th Quarter	Every 4 th Quarter	Every 4 th Quarter	Every 4 th Quarter	Every 4 th Quarter
	Conduct Research	1. Coordinate with the RDEC. 2. Presentation of Research proposal. 3. Conduct research	1. Attendance during the research proposal presentation. 2. Certificate of presentation 3. Research Output.	1 st -4 th quarter		1 st -4 th quarter		1 st -4 th quarter
	Update and comply accreditation and	Prepare and submit updated documents for:	Updated and submitted documents.	1 st - 4 th quarter	1 st - 4 th quarter	1 st - 4 th quarter	1 st - 4 th quarter	1 st - 4 th quarter



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
 mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
 website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence





Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

	evaluation documents.	• ISO • AACUP accreditation • RQAT • TESDA • Etc.						
2. Personnel	Conduct benchmarking to make continuous improvements and implement changes to embrace the sustaining and disruptive technologies brought by the 4 th IR.	1. Prepare activity design 2. Seek approval from the College President 3. Prepare travel documents 4. Travel	1. Activity design 2. Travel Order 3. Travel report 4. Pictures	1 st – 4 th quarter	1 st – 4 th quarter	1 st – 4 th quarter	1 st – 4 th quarter	1 st – 4 th quarter
	Attendance to seminars/ webinars, conferences & Librarians Congress	1. Seek travel order from the College President. 2. Prepare travel documents 3. Travel 4. Attend seminar	1. Certificate of participation 2. Certificate of appearance 3. Travel report 4. Pictures	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises
	Encourage staff to engage in continuing education to equip oneself with multiple	1. Submit Letter of intend to the College President 2. Enroll to selected college/university	1. Certificate of Enrollment 2. TOR 3. Diploma	Every semester	Every semester	Every semester	Every semester	Every semester



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
 mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
 website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence





Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

	new skills and knowledge							
	Seek membership to professional organizations	1. Attend conference/seminars to professional organizations. 2. Pay membership.	1. Certificate of memberships 2. Official receipts	1 st – 4 th quarter	1 st – 4 th quarter	1 st – 4 th quarter	1 st – 4 th quarter	1 st – 4 th quarter
	Hire license librarians and support staff to comply with the minimum requirements of Section 3.a.2 of CMO No. 22, Series of 2021	1. Evaluate the student-staff ratio 2. Prepare Personnel Request Form 3. Seek approval from the College President 4. Hire staff	1. Approved Personnel Request Form 2. Approved/ Notarized Contract of Service	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises
	Propose librarian for plantilla positions	1. Conduct performance evaluation of librarians. 2. Seek recommendation from the LAC. 2. Submit proposal for plantilla position to the Office of the College President.	1. Approved proposal. 2. Appointment		1 librarian.		2 librarians	
	Renew professional licenses.	1. Prepare documents required for renewal	Renewed Professional License	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises



Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

		2. Apply for renewal						
	Conduct team building to build a stronger unit of employees.	1. Prepare activity design 2. Seek approval from the LAC 3. Seek approval from the College President 4. Conduct team building	1. Approved activity design 2. Program of activities 3. Pictures 4. Reports					
3. Collection Development	Purchase and subscribe adequate, relevant and current books and journals (print & electronic) to support the curricular offerings of the College.	1. Conduct collection mapping to know what subject areas need additional references. 2. Submit to the lack the result of collection mapping and ask recommendation to conduct book fair. 3. Seek approval from the College President to conduct book fair. 4. Conduct book fair. 5. Prepare PR for the selected titles. 6. Seek approval from the President for the PR.	1. Result of collection mapping 2. Approved request from the College President to conduct book fair. 3. List of selected book titles. 4. PR 5. PO 6. RIS	3 rd quarter	3 rd quarter	3 rd quarter	3 rd quarter	3 rd quarter



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
 mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
 website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence





Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

		7. Submit PR to the Procurement office for purchase.						
	Subscribe more print and electronic journals to update the collection.	1. Select titles of journals from the selection tools. 2. Prepare PR for subscription. 3. Seek approval from the College President 4. Submit to the Procurement Office for acquisition.	1. List of selected journals relevant to the program offerings. 2. Approved PR 3. PO 4. Certificate of subscriptions	1 st quarter	1 st quarter	1 st quarter	1 st quarter	1 st quarter
	Organize collection that shall conform to international metadata standards to ensure efficient identification and retrieval.	1. Record the newly acquired books to the Accession Book Record. 2. Stamp the books with the seal of ownership. 3. Catalogue the books by encoding the bibliographic data of each book in the library automation system.	1. Accession Book Record 2. List of newly processed books. 3. Barcoded books.	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises



Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

		- Classify the books according to the Dewey Decimal Classification Scheme - Barcode the books - Place call number at the spine of each book. - Cover the books with plastic cellophane to ensure longer use. - Shelve and arrange books according to its classification number.						
	Disseminate the right books/instructional materials to the user at the right time.	- Answer patron's query regarding the LRC collection online and onsite. - Acquire a user-friendly platform for easy access and usage of patrons to e-resources online. - Answer patron's query promptly through email, messaging and	- Screen shots on line's patrons' request. - PR - PO - RIS - User's statistics - Statistics of book utilization	All year round	All year round	All year round	All year round	All year round



Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

		mobile phone texts and calls. 4. Immediately sends electronic instructional materials upon request. 5. Help students in their search of books onsite. 6. Lend books to patrons.						
	Annual weeding of damaged books and ICT equipment.	1. Prepared Inventory Report of Unserviceable Properties. 2. Seek recommendation from the LAC for condemnation. 3. Submit inventory report to the Supply Office.	1. Inventory Report of Unserviceable Properties received by the Supply Office.	2 nd quarter	2 nd quarter	2 nd quarter	2 nd quarter	2 nd quarter
		1. Acquire RFID for books and CCTV cameras to safeguard the LRC collection, facilities and equipment and most especially the lives of	1. PR 2. PO 3. RIS 4. Pictures		1 st quarter			



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
 mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
 website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence





Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

		the LRC patrons and personnel.						
	Preserve collection to ensure longer utilization.	2. Perform simple repair by mending torn-out pages of books that are still fit for repair. 3. Reinforce binding if possible. 4. Apply insecticides/pesticides to bookshelves to get rid of termites, silverfish, etc., that may destroy the bookshelves and book collection.		As the need arises	As the need arises	As the need arises	As the need arises	As the need arises
4. Services and Utilization	Promote and market LRC collection, services and utilization.	1. Conduct orientation program every semester to students and faculty regarding the LRC personnel, collection, services and utilization. 2. Coordinate with the faculty handling English subjects and	1. Invitation program for the College Orientation. 2. Student attendance during the orientation program.	1 st - 4 th Quarter	1 st - 4 th Quarter	1 st - 4 th Quarter	1 st - 4 th Quarter	1 st - 4 th Quarter



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
 mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
 website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence





Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

		give instructions to neophyte students regarding the LRC and how to use it. 3. Post newly acquired books to bulletin boards and to the official FB page and website of the LRC. 4. Update LRC website and FB page to promote LRC services, collections, facilities and equipment to users.	3. Request letter to English subject faculty and list of attendance of their students. 4. Screenshots					
	Conduct extension service to adopted barangay of the College.	1. Prepare activity design 2. Request for lack Meeting and present the activity design to seek for recommending approval. 3. Seek approval from the College President 4. Conduct extension service.	1. Approved activity design 2. Request letter to the LAC 3. Minutes of LAC meeting 4. Attendance sheet 5. Attendance of participants 6. Pictures	3 rd Quarter	3 rd Quarter	3 rd Quarter	3 rd Quarter	3 rd Quarter



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
 mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
 website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence





Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

E. Physical Facilities	Provide a state-of-the-art physical facilities and ICT equipment to create an inviting atmosphere for study and research.	1. Prepare proposal for the construction of LRC building. 2. Present to the LAC 3. Submit proposal to the Office of the college President.	1. Proposal for building construction 2. Minutes of LAC meeting 3. Attendance Sheet of LAC meeting.	100% accomplish				
	Establishment of the Learning Commons that can provide dedicated learning spaces for discussion, creation and innovation.	1. Prepare budget proposal for the establishment of the Learning Commons. 2. Present to the LAC 3. Submit proposal to the Office of the College President.	4. Proposal for the establishment of the Learning Commons. 5. Minutes of LAC meeting 4. Attendance Sheet of LAC meeting.				100% Accomplish	
	Provide adequate basic infrastructure to support the IT enabled operation and services.	1. Prepare budget proposal for ICT equipment. 2. Present to the Finance Committee	1. Approved Budget proposal	1 st – 4th Quarter	1 st – 4th Quarter	1 st – 4th Quarter	1 st – 4th Quarter	1 st – 4th Quarter



Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

		3. Seek approval from the College President.						
	Perform continually and efficiently the technical and reader's services of the LRC.	1. Prepare PR for the renewal of the Destiny Library Manager (DLM) - Library automation System support maintenance. 2. Seek approval from the College President. 3. Submit PR to the procurement Office for renewal of the support maintenance of the DLM.	1. Approved PR 2. Official Receipt	2 nd Quarter	2 nd Quarter	2 nd Quarter	2 nd Quarter	2 nd Quarter
F. Financial Support	Prepare realistic budget to meet the LRC's objectives	1. Prepare budget proposal for the total operations of the LRC. 1. Present budget to the Finance Committee. 2. Seek approval from the College President.	1. Approved budget proposal 2. Attendance to the presentation of budget.	3 rd Quarter	3 rd Quarter	3 rd Quarter	3 rd Quarter	3 rd Quarter
	Propose for a rational increase of	1. Benchmark library fee with other SUCs to	1. Benchmark Documents		100% accomplish			



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
 mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
 website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence





Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

Office of the Learning Resource Center

	library fee to escalate the budget that is solely used for LRC development.	set a realistic level of library fee. 2. Prepare proposal for the increase of library fee. 3. Present to the LAC. 4. Present to the Academic and Administrative Council Meeting. 5. Seek approval from the BOT.	Proposal for the increase of library fee. 2. Proposal for the increase of library fee. 3. Minutes of Meetings 4. Attendance Sheets. 5. BOT resolution.					
G. Linkages	Strengthen linkages both national and international to expand resource sharing.	1. Seek membership to library networks. 2. Seek financial benefactors for books and other instructional materials, physical facilities and equipment of the LRC.	1. Certificate of membership 2. MOA/MOU	1 st - 4 th Quarter	1 st - 4 th Quarter	1 st - 4 th Quarter	1 st - 4 th Quarter	1 st - 4 th Quarter



Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Bunawan, Agusan del Sur

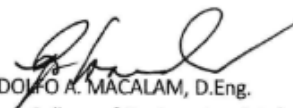
Office of the Learning Resource Center

Prepared by: 
ELLENE C. WASIL
College Librarian III
Secretary, Library Advisory Committee

Noted by: 
CHELLY L. LUMANAS, MLIS
Head Librarian-Designate
Member, Library Advisory Committee

Recommending Approval:

RODRIGO L. BONGOLAN, JR. Ph.D.
Dean, College of Agriculture
Dean, Graduate School
Faculty Trustee
Member, Library Advisory Committee


RODOLFO A. MACALAM, D.Eng.
Dean, College of Engineering & Information Sciences
Member, Library Advisory Committee


MARY GRACE O. REYES, Ph.D.
Dean, College of Teacher Education
Member, Library Advisory Committee



Administration Building, P-1, San Teodoro, Bunawan, Agusan del Sur
mobile no: +639483679266 | e-mail address: op@asscat.edu.ph
website: <https://asscat.edu.ph> | Facebook page: <https://www.facebook.com/ASSCATARISE>

Accountability | Responsiveness | Innovativeness | Selflessness | Excellence

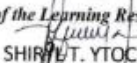




Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Bunawan, Agusan del Sur

Office of the Learning Resource Center

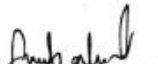
Office of the Learning Resource Center


SHIRLEY T. YTOC, Ph.D.
Dean, College of Arts and Science
Member, Library Advisory Committee


PROF. RENE Y. MAHINAY
Campus Administrator, TESC
Member, Library Advisory Committee


MARCELLIN JAY C. PANES, MEP-CE
Director, ICT
Member, Library Advisory Committee


FRANCISCO V. DELA PEÑA, RL
Librarian TESC
Member, Library Advisory Committee


JOCELYN O. BALOLOT
Focal, Academic Technologies Center
Member, Library Advisory Committee


IAN ALBERT S. DELA PEÑA
Student Trustees
Member, Library Advisory Committee


SHEILA G. REYES, Ph. D.
VP for Academic Affairs and Quality Assurance
Chairman, Library Advisory Committee

Approved:


JOY C. CAPISTRANO, Ph.D.
College President

Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Bunawan, Agusan del Sur

LEARNING RESOURCE CENTER



Procedures and Work Instructions

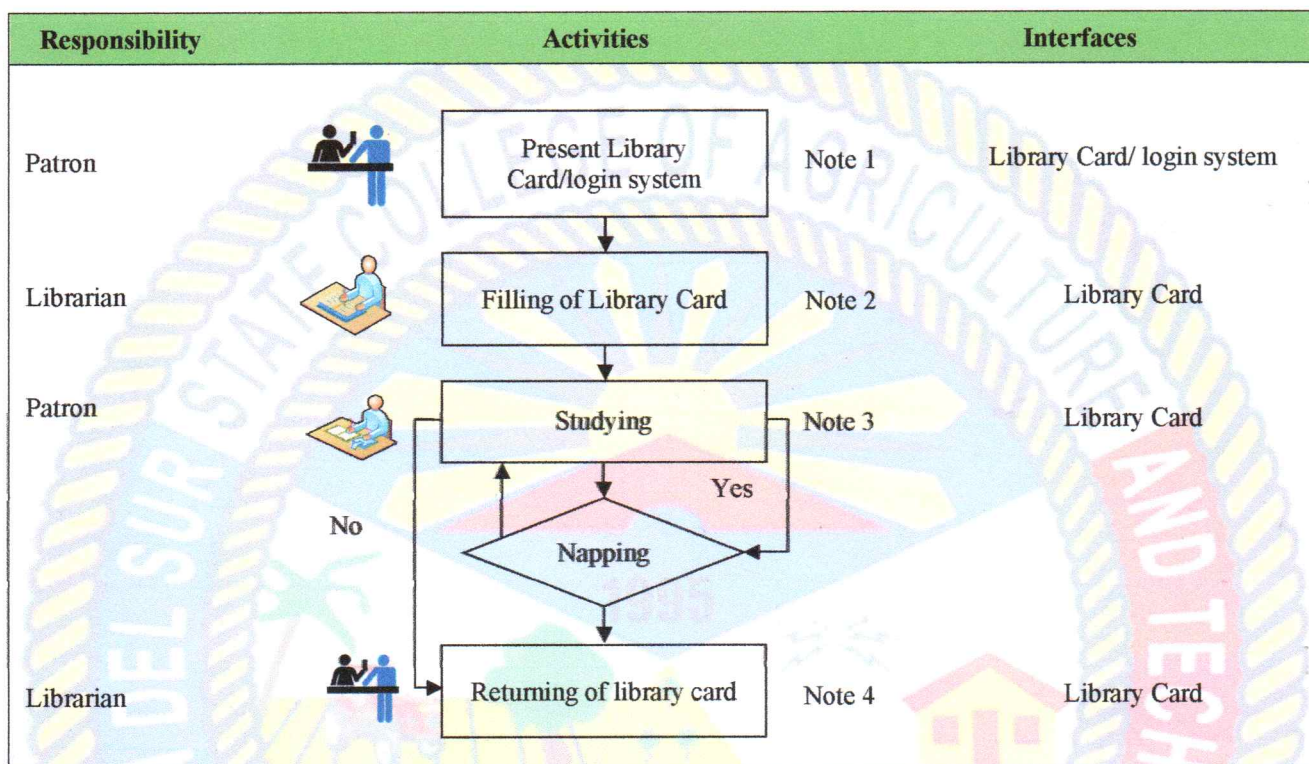
PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-07 | Rev 0 | Effective on 07/31/2024 | Page 1 of 2



TITLE	FIFTEEN (15) MINUTES OF NAPS AT THE LEARNING SPACE
OBJECTIVE	To provide innovative services intended to offer a quiet and comfortable space for library user to rest and recharge after library study.
SCOPE	Limited only to library patron.



NOTE 1:

1. The patron will surrender his or her library card to the librarian and login system.

NOTE 2:

1. The librarian files the library card.

NOTE 3:

1. After study, the patron may take a fifteen-minute nap to recharge.

NOTE 4:

1. The librarian will return the library card to the patron.

DOCUMENTED INFORMATION GENERATED:

1. Library Card
2. Login system

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-07 | Rev 0 | Effective on 07/31/2024 | Page 2 of 2



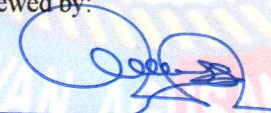
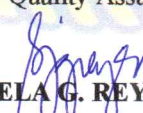
REFERENCES:

1. Library Card
2. Login system

POLICY:

- a. Patron may nap for fifteen (15) minutes only to ensure fair access to all.
- b. Patron is responsible for maintaining cleanliness and hygiene within the napping area.
- c. Handle the napping stuff with care.
- d. Patron who exceeds the time limit may be asked to vacate the area to allow others to use it.
- e. Patron is expected to respect the privacy and personal space of others. Strictly to CAMERA/Cellphone Allowed.

By adhering to this policy, patron can enjoy peaceful and rejuvenating experience in the napping area while respecting the needs and comfort of others. The library staff reserves the right to modify or update this policy as necessary to maintain a positive environment for all users.

Prepared by:  CHELLY L. LUMANAS Head, Learning Resource Center Process Owner Date: 07/16/2024	Reviewed by:  CARMELO S. LLANTO, Ph. D. Vice President for Academic Affairs and Quality Assurance  SHIELA G. REYES, Ph. D. Quality Management Coordinator Date: 07/16/2024	Approved by:  JOY C. CAPISTRANO College President Date: 07/16/2024
---	---	---

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-06 | Rev 0 | Effective on 07/31/2024 | Page 1 of 2



TITLE	DISSEMINATION OF ELECTRONIC RESOURCES
OBJECTIVE	To provide an efficient, effective and easy access of electronic resources.
SCOPE	This covers the access to bibliographic databases, electronic reference books, search engines for full text books, and digital collections of data.

Responsibility	Activities	Interfaces
Student	 Input of data	Note 1 Log sheets
E- resources In-charge	 Preparation of available unit	Note 2 Library Card
Student	 Searching	Note 3 E-resources/ Search engines
Student	 Time-out	Note 4 Library Card

NOTE 1:

- The patron filled- out the log sheets for attendance.

NOTE 2:

- The E-resources In-charge gets the library card of the patron and provides a time limit of 30 minutes; renewable for another 30 minutes if there is no demand of the computer units.

NOTE 3:

- The patron starts searching using the search engines.

NOTE 4:

- The patron claims the library card.

DOCUMENTED INFORMATION GENERATED:

- Library Card
- Library Database
- Log sheets

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

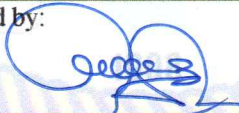
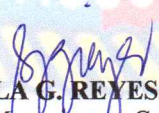
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-06 | Rev 0 | Effective on 07/31/2024 | Page 2 of 2



REFERENCES:

1. Library Database
2. Library Card

Prepared by:  CHELLY L. LUMANAS Head, Learning Resource Center Process Owner	Reviewed by:  CARMELO S. LLANTO, Ph.D. Vice President for Academic Affairs and Quality Assurance  SHIELA G. REYES, Ph.D. Quality Management Coordinator	Approved by:  JOY C. CAPISTRANO College President
Date: 07/16/2024	Date: 07/31/2024	Date: 07/31/2024

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-05 | Rev 0 | Effective on 07/31/2024 | Page 1 of 2



TITLE	PHOTOCOPYING SERVICES
OBJECTIVE	To provide additional library service to client apart from book lending services.
SCOPE	This process covers only the photocopying services of printed materials available in the library.

Responsibility	Activities	Interfaces
Student	 Get books from the shelves	Note 1 Books/Instructional Materials
Photocopier In-Charge	 Request for Photocopy	Note 2 Books/Instructional Materials
Student	 Pay Due Amount	Note 3 Photocopied Materials
Photocopier In-Charge	 Issue Temporary Receipts	Note 4 Temporary Receipts
Photocopier In-Charge	 Record Income	Note 5 Logbook
Photocopier In-Charge	 Remit Income to the Cashier's Office	Note 6 Official Receipt
Photocopier In-Charge	 Submit reports to the Business Management Office	Note 7 Official Receipt

NOTE 1:

- The student gets the book/ instructional materials from the shelves and present to the in-charge of the photocopying services.

NOTE 2:

- The student will go to the photocopying in-charge and arrange as to what pages in the book and how many copies are to be photocopied.

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-05 | Rev 0 | Effective on 07/31/2024 | Page 2 of 2



NOTE 3:

1. After the photocopying was done, the in-charge will issue a temporary receipt to the students for the amount due to its service.

NOTE 4:

1. At the end of the day, the in-charge will remit all the income to the Cashier's Office.

NOTE 5:

1. The Cashier will then issue the official receipt for the amount remitted.

NOTE 6:

1. At the end of the month, the in-charge will consolidate all the income.

NOTE 7:

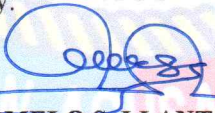
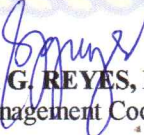
1. All the income and will submit report to the Business Management Office.

DOCUMENTED INFORMATION GENERATED:

1. Logbook
2. Official Receipt

REFERENCES:

1. Logbook
2. Official Receipt/Temporary Receipts
3. Books/Instructional Materials

Prepared by:  CHELLY L. LUMANAS Head, Learning Resource Center Process Owner Date: 07/16/2024	Reviewed by:  CARMELO S. LLANTO, Ph.D. Vice President for Academic Affairs and Quality Assurance  SHIELA G. REYES, Ph. D. Quality Management Coordinator Date: 07/31/2024	Approved by:  JOY C. CAPISTRANO College President Date: 07/31/2024
--	---	--

REFERENCE ONLY

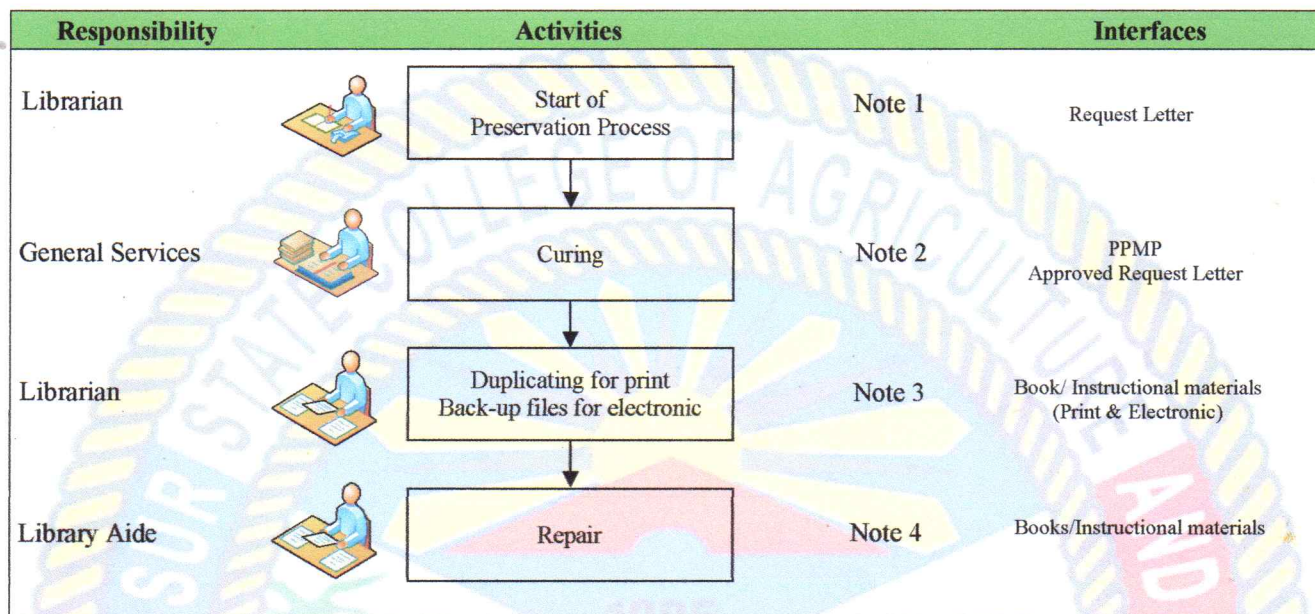
PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-04 | Rev 0 | Effective on 07/31/2024 | Page 1 of 2



TITLE	PRESERVATION OF THE INFORMATION SOURCES
OBJECTIVE	To guarantee that all information sources with substantive research value will be given extra care for maximum utilization.
SCOPE	Limited only to the care and maintenance of the library collection.



NOTE 1:

- The librarian will send a request letter from the College President to conduct curing to all furniture in the library to avoid termites' infestation.

NOTE 2:

- The approved request will be forwarded to the Head of General Services for immediate action.

NOTE 3:

- All instructional materials with substantive research value will be duplicated to ensure the preservation of the important information.

NOTE 4:

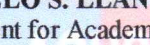
- Damage books/ instructional materials that are still fit for repair should be given attention for immediate repair to prevent more damage.

REFERENCE ONLY

DOCUMENTED INFORMATION GENERATED:

- ## REFERENCES:

- 1

Prepared by:  CHELLY L. LUMANAS Head, Learning Resource Center Process Owner	 CARMELO S. LLANTO, Ph.D. Vice President for Academic Affairs and Quality Assurance  SHIELA G. REYES, Ph. D. Quality Management Coordinator	Approved by:  JOY C. CAPISTRANO College President
Date: 07/16/2024	Date: 07/31/2024	Date: 07/31/2024

REFERENCE ONLY

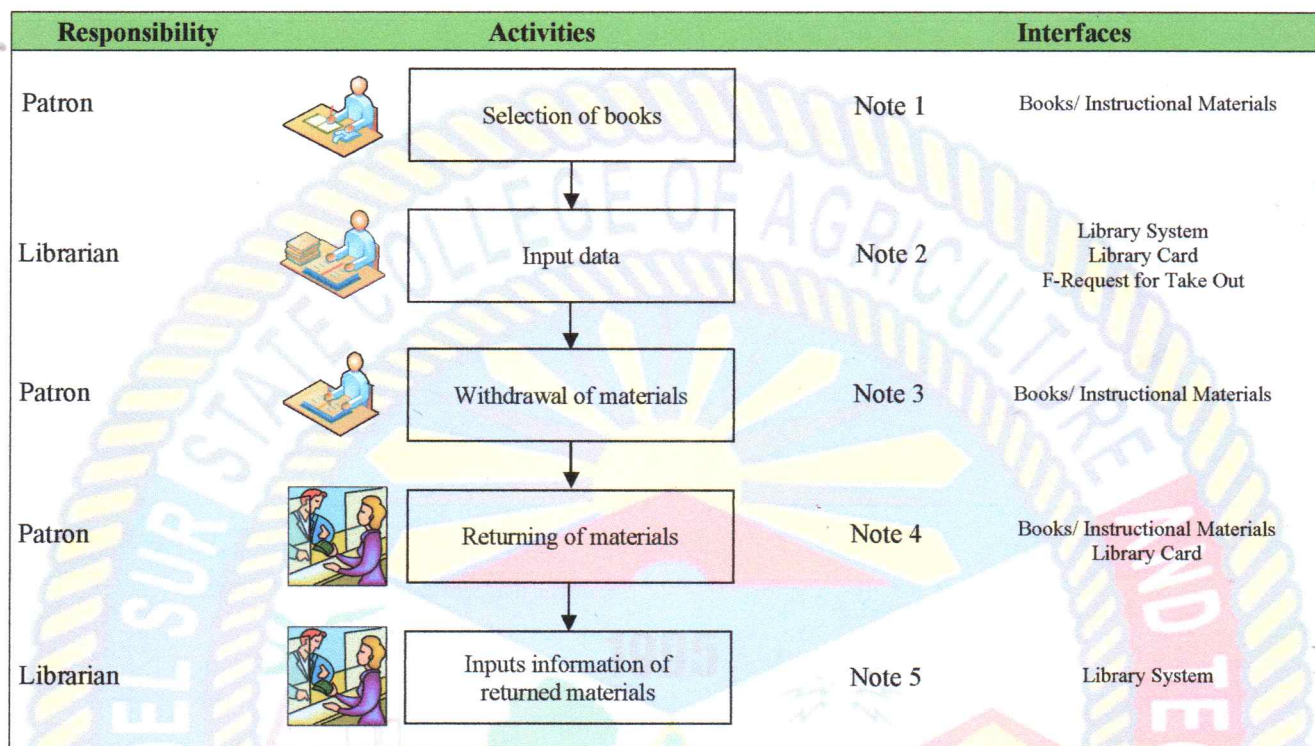
PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-03 | Rev 0 | Effective on 07/31/2024 | Page 1 of 2



TITLE	DISSEMINATION OF INFORMATION SOURCES
OBJECTIVE	To provide an efficient and effective circulation of the Library Collection.
SCOPE	Limited only to the borrowing and returning of library books and other instructional materials.



NOTE 1:

1. The patron gets the books/instructional materials from the shelves and present to the librarian.

NOTE 2:

1. The librarian inputs the bibliographic data of the books/instructional materials and the borrower's information to the library system.
2. In case electric interruption, manual borrowing will be done using the Request for takeout form for the patron.

NOTE 3:

1. The patron brings out the books/ instructional materials for home use.

NOTE 4:

1. The patron returned the borrowed books/instructional materials to the Circulation desk.

NOTE 5:

1. The librarian inputs the returned materials.

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-03 | Rev 0 | Effective on 07/31/2024 | Page 2 of 2



New Normal (electronic resources)

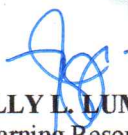
1. The patron asks the librarian through Facebook page, electronic mail, and SMS for possible references needed for their research.
2. The librarian will automatically send the possible links and available PDF references related to the subject inquired.

DOCUMENTED INFORMATION GENERATED:

1. Library Card
2. Library System
3. F-Request for Take Out

REFERENCES:

1. Library System
2. Library Card
3. Book
4. Other Instructional Materials

Prepared by:  CHELLY L. LUMANAS Head, Learning Resource Center Process Owner Date: 07/16/2024	Reviewed by:  CARMELO S. LLANTO, Ph.D. Vice President for Academic Affairs and Quality Assurance  SHIELA G. REYES, Ph. D. Quality Management Coordinator Date: 07/31/2024	Approved by:  JOY C. CAPISTRANO College President Date: 07/31/2024
---	--	---

REFERENCE ONLY

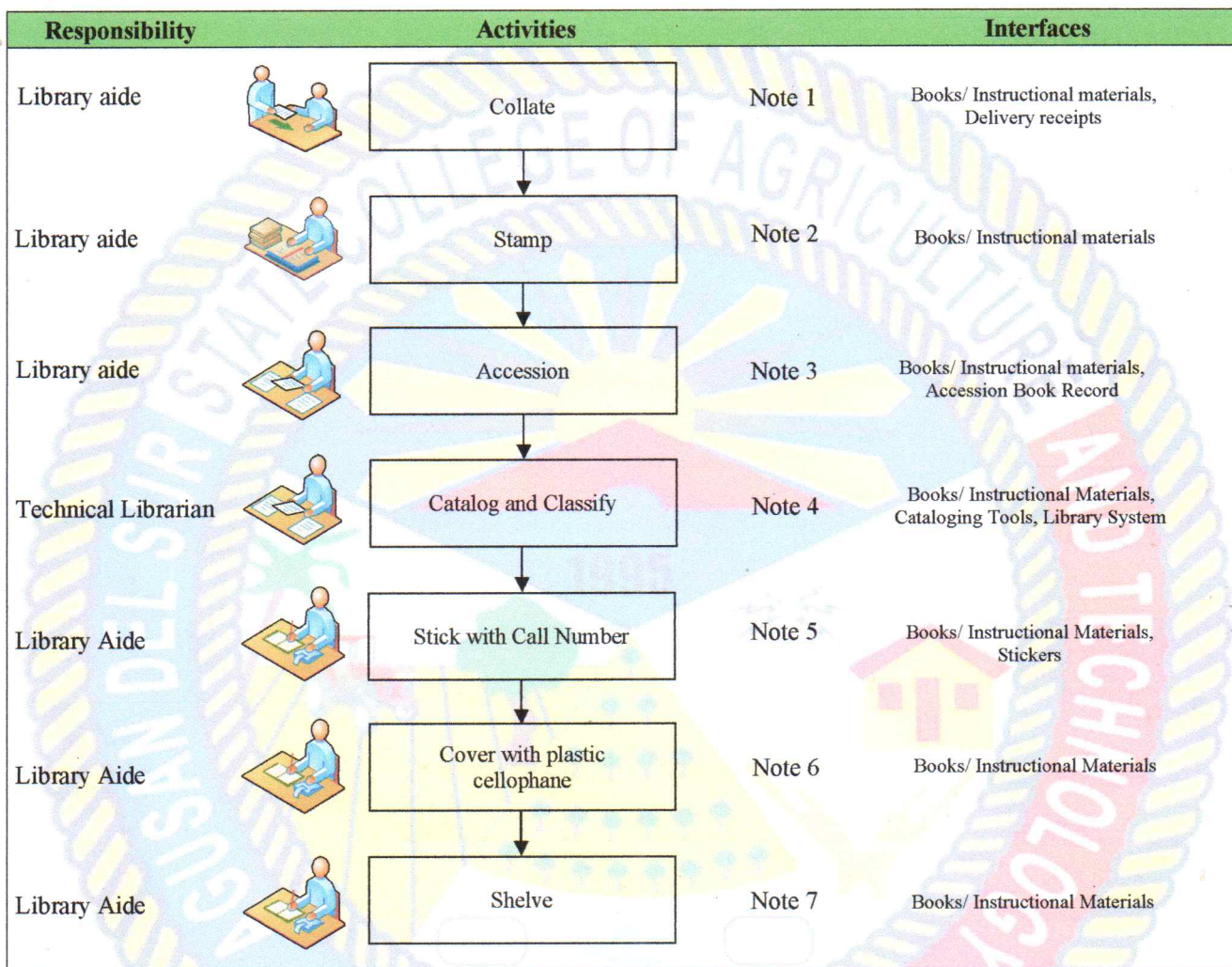
PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-02 | Rev 0 | Effective on 07/31/2024 | Page 1 of 2



TITLE	ORGANIZATION OF THE LIBRARY COLLECTION
OBJECTIVE	To ensure an efficient and effective mechanical and technical process of the Library Collection.
SCOPE	Limited only from the collating up to the shelving of the library collection.



NOTE 1:

1. Check the newly acquired books/instructional materials to make sure that there will be no missing pages and other forms of defect.
2. In case of defects, the item will be returned to the supplier.

NOTE 2:

1. All newly acquired materials will be stamped with the ASSCAT Library seal of ownership.
2. The seal of ownership will be stamped at the verso and recto of the cover of the book, the first and last printed page, the title page and the secret page.

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-02 | Rev 0 | Effective on 07/31/2024 | Page 2 of 2



NOTE 3:

1. Bibliographic data of the books/ instructional materials will be recorded to the accession book record.
2. Each book/instructional materials will bear the unique accession number based from the accession book record.

NOTE 4:

1. The Technical Librarian will catalog and classify the books/instructional materials using online catalog.
2. In case internet connection is not available manual cataloging will be done using the Dewey Decimal Classification System, the Sear List of Subject Headings and the Three-figure author's table.

NOTE 5:

1. The library aid will stick the call number each book.

NOTE 6:

1. Encode the call numbers based on the subject classification assigned by the classifier.
2. Stick the 18X20 cm. call numbers sticker at the spine of the book.

NOTE 7:

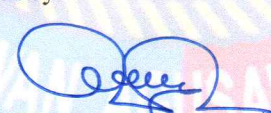
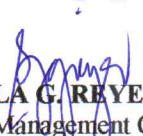
1. Protect the book from dust and water by covering with plastic cellophane.
2. Shelves the books/instructional materials ready for circulation to the users.

DOCUMENTED INFORMATION GENERATED:

1. Stickers

REFERENCES:

1. Books/Instructional Materials
2. Delivery Receipts
3. Accession Book Record
4. Cataloging Tools
5. Library System
6. Stickers

Prepared by:  CHELLY L. LUMANAS Head, Learning Resource Center Process Owner Date: 07/16/2024	Reviewed by:  CARMELO S. LLANTO, Ph.D. Vice President for Academic Affairs and Quality Assurance  SHIELA G. REYES, Ph. D. Quality Management Coordinator Date: 07/31/2024	Approved by:  JOY C. CAPISTRANO College President Date: 07/31/2024
---	--	---

REFERENCE ONLY

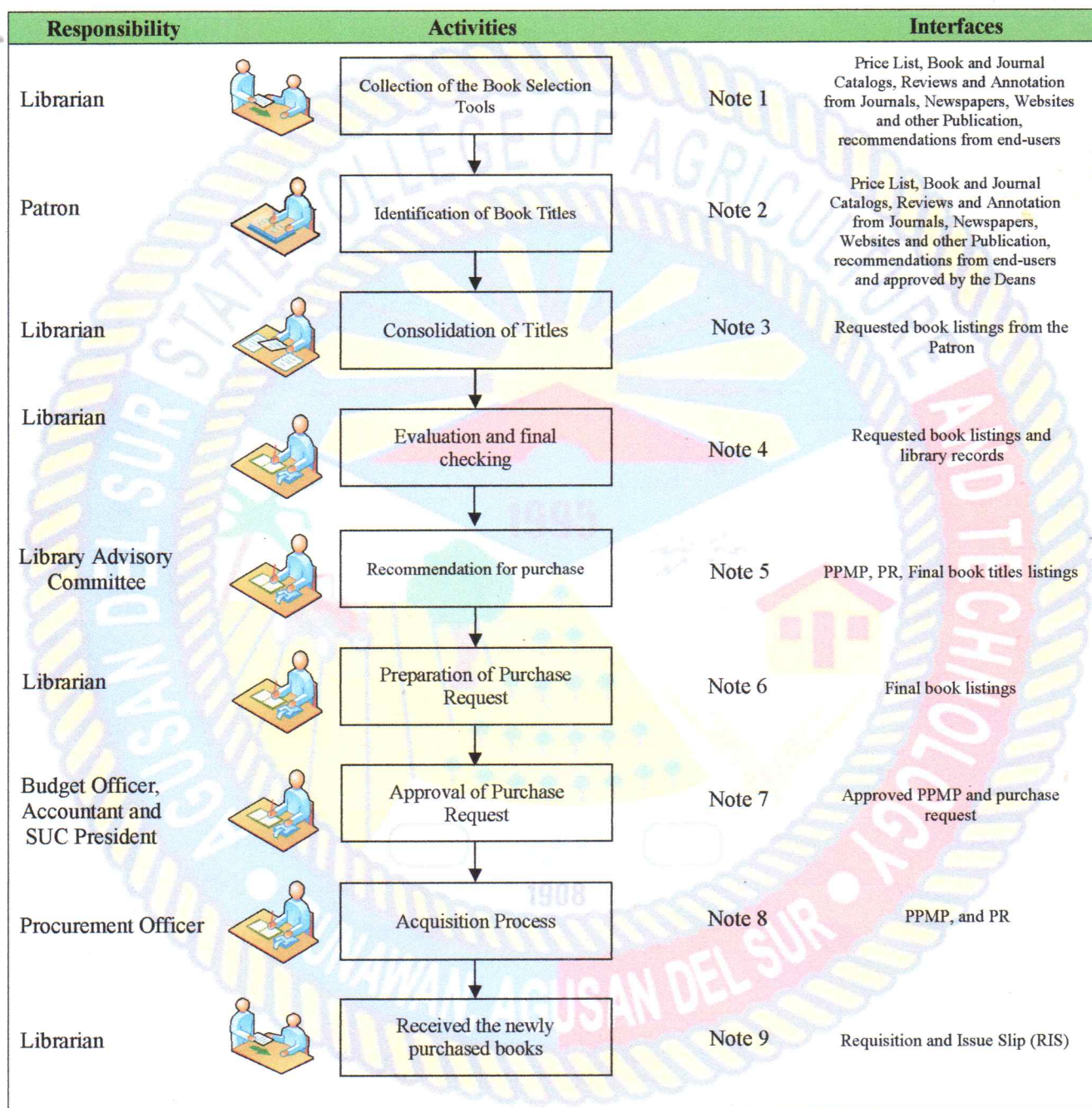
PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-01 | Rev 0 | Effective on 07/31/2024 | Page 1 of 3



TITLE	SELECTION AND ACQUISITION OF LIBRARY MATERIALS
OBJECTIVE	To develop a comprehensive library collection.
SCOPE	Limited only to library books and other instructional materials.



NOTE 1:

- The Librarian secures price lists, book catalogs from book dealers and sends to the Deans of College for book title selection by their faculty member.
The librarian will secure electronic price list and electronic book catalogs from book dealers, and sends it to the Deans of the College for electronic book title selection by their faculty members.

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE

OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-01 | Rev 0 | Effective on 07/31/2024 | Page 2 of 3



NOTE 2:

1. Patron will identify the book titles they need for their references approved by the Deans of every College.
Using the electronic price list and catalogs, the patron will identify the electronic book titles they need for their references approved by the Deans of every College.

NOTE 3:

1. List of identified titles by the patron will be submitted to the library for consolidation.

NOTE 4:

1. Final checking of the selected materials will be conducted based on the selection criteria and based on the library records to verify if the materials were not previously purchased to avoid unwanted duplications by the librarian.

NOTE 5:

1. The Library Advisory Committees (LAC) will recommend for purchase to the Head of the Procuring Entity (HOPE).

NOTE 6:

1. The Purchase Request (PR) will be prepared by the librarian.

NOTE 7:

1. The Purchase Request (PR) attached with the copy of the approved Pre-Procurement Management Plan (PPMP) will be countersigned by the accountant and will be submitted to the SUC President for approval.

NOTE 8:

1. Submit to the procurement office the approved Purchase Request (PR) for the acquisition process.

NOTE 9:

1. When all the items have been purchased, it will be issued to the library being the end-user.

Direct Selling for additional existing references.

NOTE 1:

1. The Librarian will secure the price list, or book catalogs from book suppliers.

NOTE 2:

1. The librarian will select titles for additional references for a specific subject
2. Go back to Notes 7, 8 and 9.

REFERENCE ONLY

PROCEDURES AND WORK INSTRUCTIONS MANUAL

AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Section 32 | PAWIM-LIS-01 | Rev 0 | Effective on 07/31/2024 | Page 3 of 3

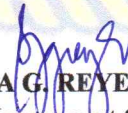


DOCUMENTED INFORMATION GENERATED:

1. PPMP
2. Purchase Request (PR)
3. Final book title listings
4. Requisition and Issue Slip (RIS)

REFERENCES:

1. PPMP
2. Purchase Request (PR)
3. Final book title listings
4. Requisition and Issue Slip (RIS)

Prepared by:  CHELLY L. LUMANAS Head, Learning Resource Center Process Owner Date: 07/16/2024	Reviewed by:  CARMELO S. LLANTO, Ph.D. Vice President for Academic Affairs and Quality Assurance  SHIELA G. REYES, Ph. D. Quality Management Coordinator Date: 07/31/2024	Approved by:  JOY C. CAPISTRANO College President Date: 07/31/2024
--	---	--

REFERENCE ONLY