



LIBRARY

Accomplishment Report



2020



“Accomplishment comes from making positive efforts, even in the face of negative circumstances.”

~Ralph Marston~



Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

*To be a leading GREEN institution of higher learning in the global community by 2030
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)*

Office of the College Librarian

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Accomplishment Report 2020

INTRODUCTION

The Carlos Hilado Memorial State College-Fortune Towne Campus Library is committed to a user-centered approach in all aspects of its programs and services. Based on its five-year strategic plan, its focus is on promoting intellectual growth and creativity by developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills, and offering research assistance.

The year 2020 was a challenge to the College Library as a result of COVID-19 pandemic wherein face-to-face classes were suspended and quarantine protocols were implemented. It is during that time that Librarians and Library Staff developed strategies and new services in order to continue its library services delivery to its library users especially the students.

This Accomplishment Report highlights the significant achievements for Calendar Year 2020 that despite the pandemic, the library continues its support and delivery of quality service to CBMA students, faculty, staff, Administrators, and even to its community.

Objective 1

Provide information resources attuned to instructional and research needs of the academic community

Strategies

Upgrade and procure print, non-print, and electronic resources

ACCOMPLISHMENTS

The College Library was able to acquire 445 titles and 766 volumes of books through purchase and donations. There is an increase in the books acquisition compared to 2019 Acquisition Report.

The Library has an active Periodicals Subscription to 23 titles. It has also subscriptions to Philippine E-Journals Premium and IGI Infosci Journals.

➤ *Books Acquisition Report 2020*

CALL NUMBER	Copyright 2014 - Below		Copyright 2015 - 2019		TOTAL	
	Titles	Volumes	Titles	Volumes	Titles	Volumes
000 - 099	0	0	46	63	46	63
100 - 199	5	5	18	43	23	48
200 - 299	0	0	0	0	0	0
300 - 399	33	35	71	128	104	163
400 - 499	14	15	7	22	21	37
500 - 599	3	3	12	21	15	24
600 - 699	30	30	143	264	173	294
700 - 799	3	3	13	22	16	25
800 - 899	4	4	19	42	23	46
900 - 999	1	1	14	49	15	50
Fiction	8	8	1	8	9	16
TOTAL	101	104	344	662	445	766



➤ *Periodicals Acquisition Report 2020*

	Titles	Volumes
Professional Journals	14	18
Magazines	16	49
TOTAL	30	67

➤ *Subscriptions to E-Journals*



➤ *BookFair*

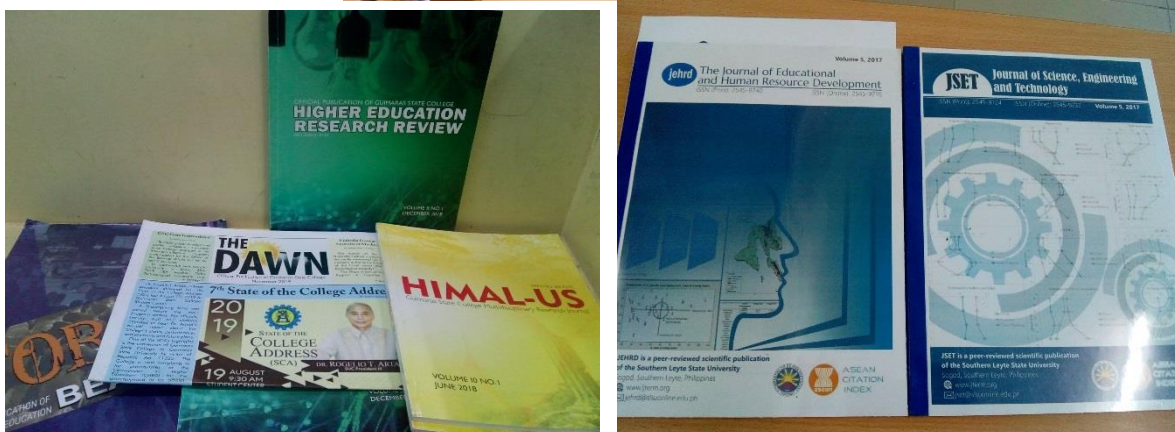
The College Library facilitated a 2-day bookfair dated February 27-28, 2020 that was participated by six (6) Book Dealers/Jobbers who were able to display their instructional resources for browsing and selection of CBMA Faculty members and students.



➤ **Donations**



Ms. Analyn P. Panhilason received the books donated by CD Books International, represented by Ms. Winnie C. Amor.



Research Journals from Guimaras State College and Southern Leyte State University

Objective 2

Provide library space with proper ventilation

Strategies

Establish a separate Graduate School Library at the BA Building

ACCOMPLISHMENTS

The College administration approved the proposal for the conversion of the ICT Laboratory (4 rooms) into Library Extension. With this development, the library will be able to cater more students for the additional space provided.

Objective 3

Enhance human skills and knowledge in the field of library information science and technology

Strategies

- Conduct at least 2 in-service training for Job Order personnel and Student Assistants
- Attendance of the librarians to continuing professional education activities

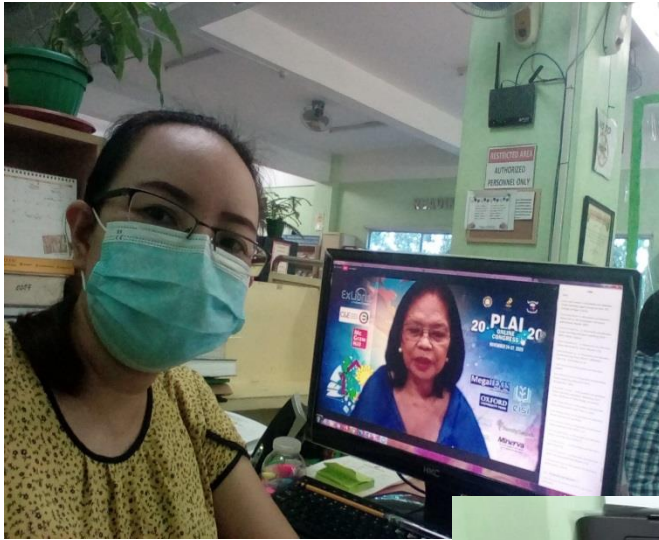
ACCOMPLISHMENTS

Due to the pandemic, in lieu of in-service training, the Job Order Personnel attended various webinars and online trainings related to the field of library information science and technology.

- 2-day Remote Graphic Design Training (November 12-13, 2020)
- The Rise of the Cybercrime: Tips for Library Staff and Library Users (October 26, 2020)

- Online Library Help: Best Practices in Digital Reference Services (September 18, 2020)

Likewise, the Librarians were able to attend various webinars and continuing professional education activities.



Attendance of Librarians to different webinars to related to the field of library information science and technology:

❖ *Dr. Ruvy M. Tuble*

- ✓ Course Certificate: Initiating and Planning Projects
UCI Division of Continuing Education
University of California, Irvine
December 20, 2020
- ✓ Course Certificate :Create Class Rewards with Google Slides
Coursera Project Network
December 20, 2020
- ✓ Course Certificate: Create an Effective Project Character in Canva
Coursera Project Network
December 20, 2020
- ✓ Librarian-Doctor of Veterinary Medicine
Central Bicol State University of Agriculture
CBSUA, Pili, Camarines Sur
December 1-5, 2020
- ✓ Course Certificate: Research Data Management and Sharing
The University of North Carolina of Chapel Hill
The University of Edinburgh
November 24, 2020
- ✓ Libraries as Catalysts in the New Normal Environment: Changes.
Reforms. Transformations (November 24-27, 2020)
- ✓ Course Certificate: Write Professional Emails in English
Georgia Institute of Technology
November 18, 2020
- ✓ Course Certificate: Quantitative Methods
University of Amsterdam
Nov.16, 2020
- ✓ Course Certificate: Setting Up a Digital Library with EPIC
Coursera Project Network
November 15, 2020

- ✓ First Southeast Asian Librarians Leadership Convergence (November 10-11, 2020)
- ✓ Copyright for Educators & Librarians
Duke University
Emory University
The University of North Carolina at Chapel Hill
November 9, 2020
- ✓ Libraries Relevance: Will Librarians Digital Transformation
University of the Assumption
Future Library and Information
Professionals of the Philippines
November 06, 2020
- ✓ Innovative Insights and Humanizing Library Service in the New Normal
Nueva Ecija Librarians Association Inc.
November 06, 2020
- ✓ Course Certificate: Understanding Research Method
University of London
SOAS University of London
October 31, 2020
- ✓ Webinar: Maintaining Psychological Well-being Amidst COVID-19 (October 28, 2020)
- ✓ The Rise of the Cybercrime: Tips for Library Staff and Library Users
Quezon City Public Library
October 26, 2020
- ✓ 4th Marina G. Dayrit Lecture Series (MGDLS) 2020
“The Shift to Online-Based Education: How Libraries can Support Faculty and Students Adapt to Online Learning”
Philippine Association of Academic/ Research Librarians, Inc.
September 30, 2020

- ✓ **Design Thinking for Librarians: Approaches to Problem –Solving in Time of Pandemic and Beyond**
Association of Special Libraries of the Philippines, Inc. (ASLP)
Regalo Touching Lives
September 28, 2020

- ✓ **Online Library : Curating Resources for Access**
Philippine Librarian Association, Inc.(PLAI)
Regalo Touching Lives
September 11, 2020

- ✓ **“Librarians in Action”**
Philippine Librarians Association, Inc.
August 28, 2020

- ✓ **Discover Emerald Case Studies and How to Apply it in your Learning**
Emerald Publishing
Aug 21, 2020

- ✓ **Three- hour webinar on “Libraries & Pandemic: Personal and Institutional Preparedness of Libraries and Librarians in Western Visayas”**
Philippine Librarian Association, Inc.
Western Visayas Region Librarians Council
August 20, 2020

- ✓ **LibSpeak 2020: Know thy LIPs**
University of the Philippines
Future Library Professional of the Philippines
August 17, 2020

- ✓ **The Library at your Fingertips: Planning and Developing School Library Programs in the New Normal**
Philippine Association of School Librarians, Inc.
Regalo Touching Lives
August 15, 2020

- ✓ **“Library Leadership: Challenges and Opportunities in the Time of COVID-19 and Beyond**
NOCEI Library Committee
August 13, 2020
- ✓ **Webinar on Online Accreditation System**
The Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACUP), Inc.
August 10-12, 2020
- ✓ **“Libraries and Mental Health: How to Cope up with Stress, Anxiety and Depression During Covid-19 Pandemic”**
Quezon City Public Library
Regalo Touching Lives
- ✓ **Survive and Thrive: Reinventing Library Services During Pandemic**
Philippine Librarian Association, Inc.
Southern Tagalog Region Librarians Council
July 24, 2020
- ✓ **Prepared, Not Scared: Libraries Amidst COVID-19 Pandemic**
July 20, 2020
- ✓ **Responding New Normal Environment or Pandemic: Keeping your Staff, Patrons & Facilities Safe**
Philippine Librarians Association, Inc.
June 26, 2020
- ✓ **Facts Matter: How to Get Away with Infobesity During Infodemic?!**
Philippine Association For Media and Literacy (PAMIL)
May 15, 2020
- ✓ **The New Normal Reality: Unraveling the New Dimensions in Research, Education, Instruction and Operations (May 14, 2020)**
- ✓ **New Rules on Administrative Cases in the Civil Service (March 11-13, 2020)**

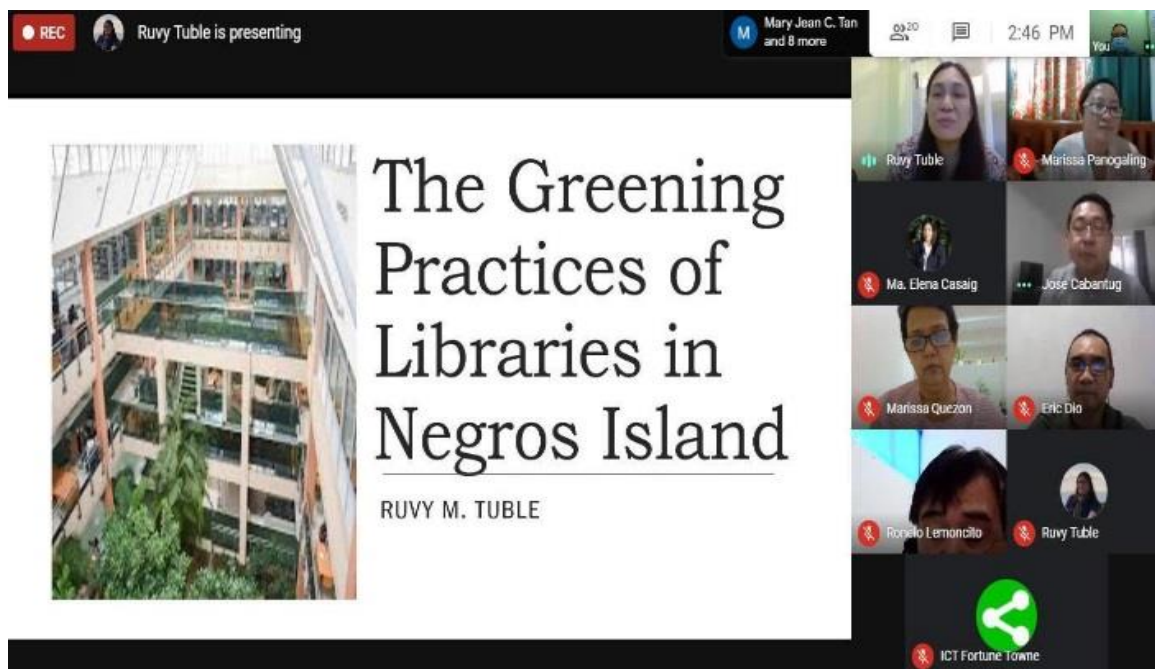
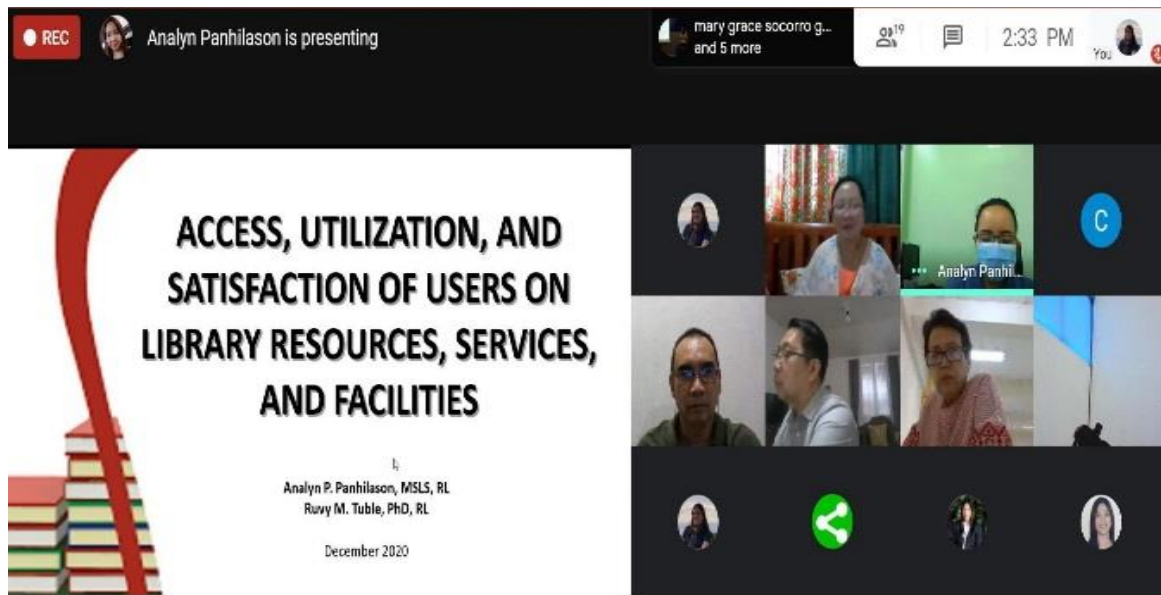
- ✓ 3rd Philippine Environment Summit “Paradigm (re) Shift: Heeding Nature (February 26-28, 2020)
- ✓ Planning/Workshop on the Context of the Organization, Risk & Opportunity Management and Organization’s QOP and QOM (January 28-31, 2020)

❖ *Ms. Analyn P. Panhilason*

- ✓ The Challenging Future of the Library Technical Services in the New Normal (December 5, 2020)
- ✓ First Southeast Asian Librarians Leadership Convergence (November 10-11, 2020)
- ✓ The Rise of the Cybercrime: Tips for Library Staff and Library Users (October 26, 2020)
- ✓ Distress or De-Stress? A Talk on How to Take Care of Oneself during Tough Times (October 10, 2020)
- ✓ Webinar: What is Greening CHMSC? (September 21, 2020)
- ✓ Survive and Thrive: Reinventing Library Services during Pandemic (July 24, 2020)
- ✓ Staying Connected: Communicating with Library Users Amid the Pandemic (July 4, 2020)
- ✓ Drafting Library Policy Guidelines Under the New Normal (June 29, 2020)
- ✓ Responding to New Normal Environment or Pandemic: Keeping your Staff, Patrons, & Facilities Safe (June 26, 2020)
- ✓ Facts Matter: How to Get Away with Infobesity During Infodemic (May 15, 2020)
- ✓ The New Normal Reality: Unraveling the New Dimensions in Research, Education, Instruction and Operations (May 14, 2020)
- ✓ Planning/Workshop for Campus-Wide Process Owners on SWOT and Pestle Analysis and Crafting of New QOP and QOM (January 24, 2020)

The Librarians presented 2 research proposals during In-house Review held on December 18, 2020:

1. Access, Utilization, and Satisfaction with Library Resources, Services, and Facilities
2. The Greening Practices of Libraries in Negros Occidental



Objective 4

Provide quality customer satisfaction

Strategies

Conduct customer satisfaction survey

ACCOMPLISHMENTS

100% of the respondents rated the library VS and above in the feedback report and analysis conducted August – December 2020.



Other Accomplishments

Online Learning Library Assistance

The Online Learning Library Assistance (OLLA) was the newest service of the CHMSC-FT Library formally launched in May 27, 2020. Olla is the Virtual Reference Assistant that may reach through Facebook page created to assist in the research works of CHMSC-FT library users.



Figure 1 presents the summary of Online Learning Library Assistance Report by users from May-December 2020. The data shows that the users that belong to the Top 3 with the highest frequency of Online Learning Library Assistance were from BS in Management Accounting with 79, BS in Business Administration with 67, and MBA with 62. Furthermore, the data indicates that the newest library service had reached the library users and found it useful as face-to-face transactions had been suspended and it also prove that the library remains relevant to its library users.

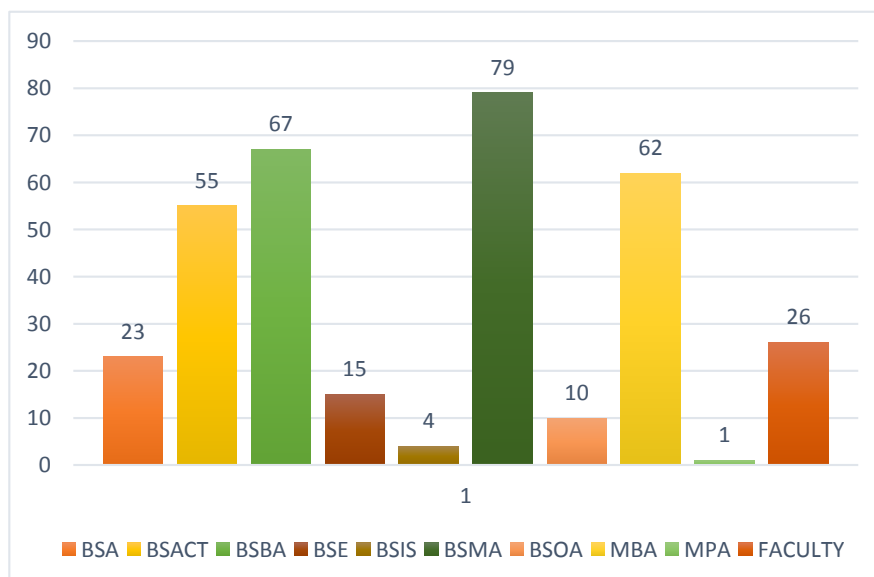


Figure 1. Summary of Online Learning Library Assistance Report by Users

Online Document Delivery

In the suspension of face-to-face transactions due to COVID-19 pandemic, many library users had turned to the library's document delivery service. Library users may request for e-book or request for scanning of print materials subject to fair use.

Figure 2 presents the Frequency on Document Delivery by Users from May-December 2020. The data shows that MBA tops on the Document Delivery with 108 frequencies, followed by BS in Management Accounting with 77 frequencies and BS in Business Administration with 65. Furthermore, it implies that those pursuing their master's degree has higher demands on their research and information needs compare to the undergraduate. It also signifies that Online Document Delivery Service is very relevant especially in this time of a pandemic.

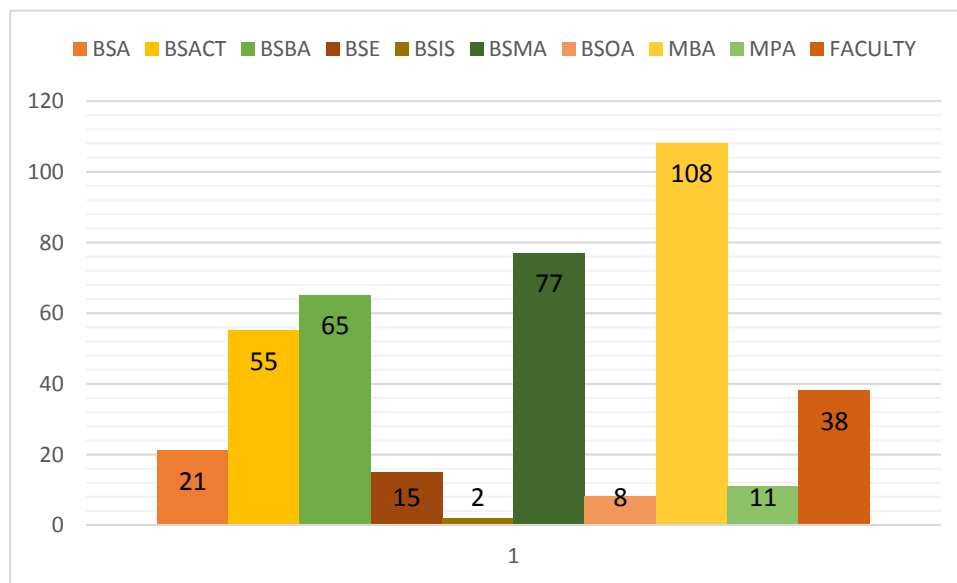


Figure 2. Frequency on Document Delivery by Users

Circulation Services

Table 1. Summary of Borrowing Transactions of the Library Users

LIBRARY USERS	PURPOSE	JAN	FEB	MAR	TOTAL	GRAND TOTAL
UNDERGRADUATE STUDENTS						
BSA	RESEARCH	323	265	12	600	1,128
	PHOTOCOPY	5	1	-	6	
	OVERNIGHT	267	255	-	522	
	TOTAL	595	521	12	1,128	
BSACT	RESEARCH	39	9	-	48	168
	PHOTOCOPY	7	0	-	7	
	OVERNIGHT	69	43	1	113	
	TOTAL	115	52	1	168	
BSMA	RESEARCH	123	92	5	220	455
	PHOTOCOPY	12	1	-	13	
	OVERNIGHT	120	102	-	222	
	TOTAL	255	195	5	455	
BSBA-FM	RESEARCH	89	76	-	165	260
	PHOTOCOPY	2	1	4	7	
	OVERNIGHT	55	33	-	88	
	TOTAL	146	110	4	260	
BSE	RESEARCH	46	7	-	53	157
	PHOTOCOPY	5	1	-	6	
	OVERNIGHT	64	34	-	98	
	TOTAL	115	42	0	157	
BSIS	RESEARCH	39	38	-	77	129
	PHOTOCOPY	-	-	-	0	
	OVERNIGHT	22	30	-	52	
	TOTAL	61	68	0	129	
BSOA	RESEARCH	54	45	-	99	167
	PHOTOCOPY	7	4	-	11	
	OVERNIGHT	40	17	-	57	
	TOTAL	101	66	-	167	
TOTAL		1,388	1,054	22	2,464	
GRADUATE STUDENTS						
MBA	RESEARCH	9	46	-	55	75
	PHOTOCOPY	4	15	-	19	
	OVERNIGHT	1	-	-	1	
	TOTAL	14	61	0	75	
MPA	RESEARCH	-	23	-	23	24
	PHOTOCOPY	-	1	-	1	
	OVERNIGHT	-	-	-	0	
	TOTAL	-	24	-	24	
TOTAL		14	85	0	99	
FACULTY						
FACULTY	RESEARCH	17	9	-	26	419
	PHOTOCOPY	2	4	-	6	
	OVERNIGHT	230	157	-	387	
	TOTAL	249	170	-	419	
GRAND TOTAL		1,651	1,309	22	2,982	

Table 1 presents the Summary of Borrowing Transactions of the Library Users from January-March 2020. The data shows that there were 2,982 customers availed the Circulation Services in the duration of three months before the pandemic. Students of BS in Accountancy tops among the library customers who availed the Circulation Services with 1,128 in frequency. They were followed by BS in Management Accounting with 455 in frequency and Faculty with 419. Furthermore, it also revealed that in March there was a sudden drop of borrowing transactions which is obviously caused by the COVID-19 pandemic.

As presented in Figure 3, the data revealed that majority of Graduate and Undergraduate Students preferred to borrow books for research while majority of the Faculty chose to borrow books for overnight use. This entails that most of the students preferred to study and do their research in the library.

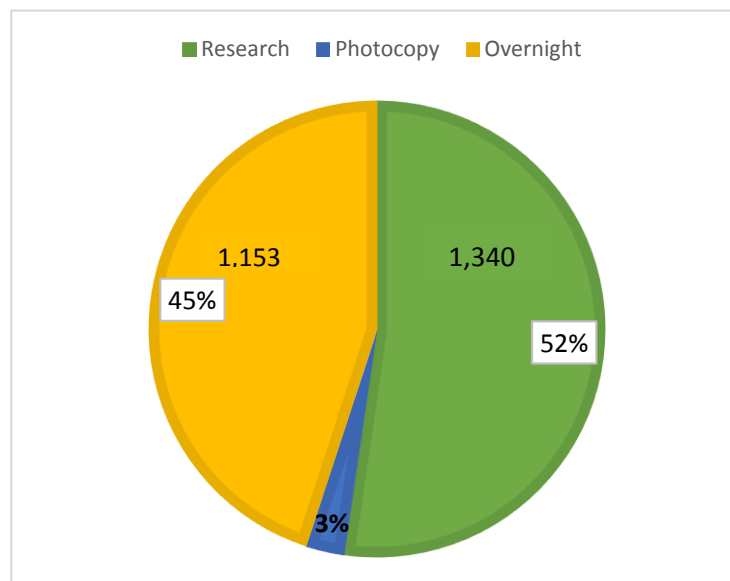


Figure 3. Borrowing Transactions Report of Students by Purpose

Photocopy Services

A total of 574 library users availed the Photocopy Services from January to March 2020. As shown in Figure 4, Outside Researchers are the top users who availed the Photocopy Services. As to the students, BS in Accountancy, BS in Information Systems, and BS in Management Accounting are the Top 3 programs that availed the service.

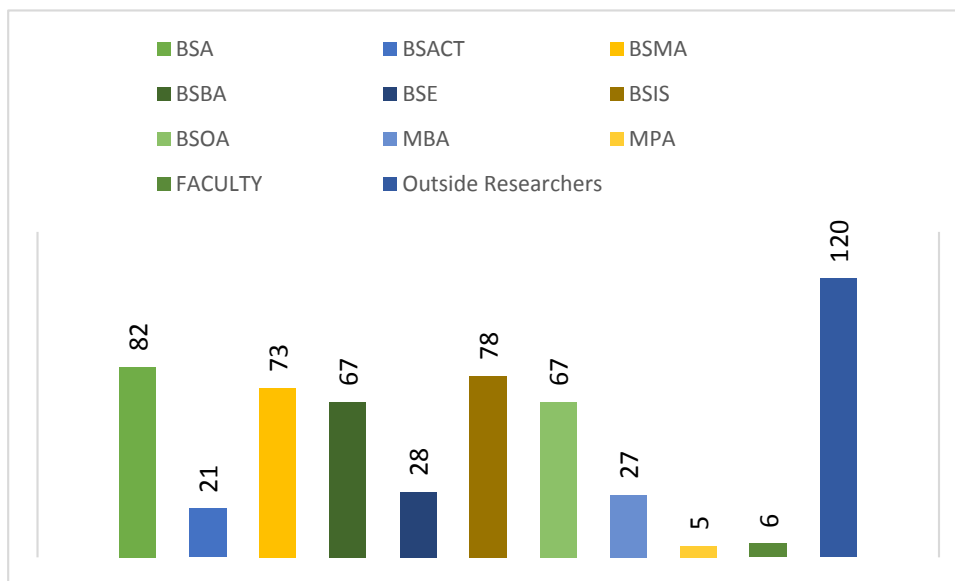


Figure 4. Photocopy Services Utilization

Printing Services

A total of 1,047 library users availed the Printing Services from January to March 2020. As shown in Figure 5, students of BS in Information Systems tops among the library users who availed the Printing Services with 365 in frequency. They were followed by BS in Business Administration with 213 frequencies and BS in Management Accounting with 117.

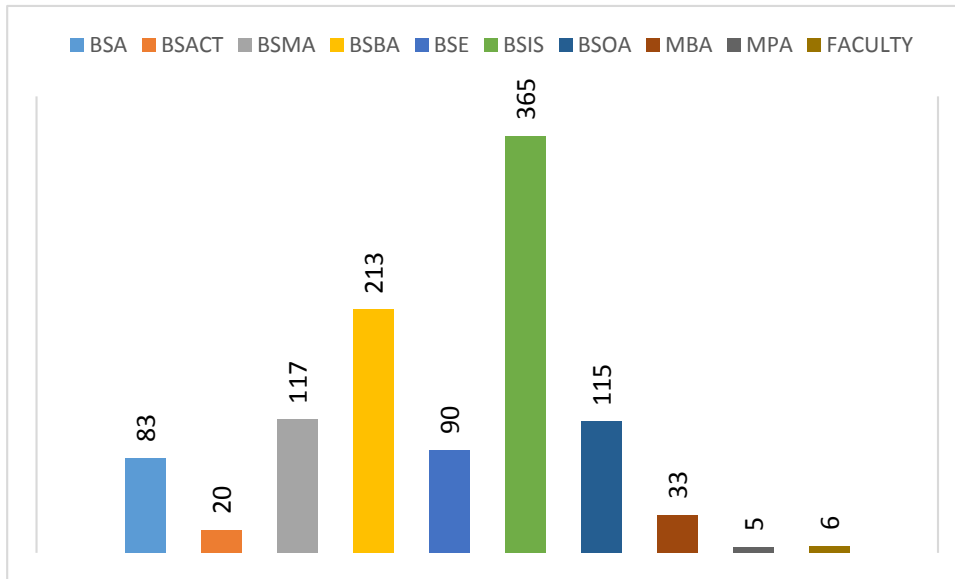


Figure 5. Printing Services Utilization

Internet and Computer-Aided Research Services

A total of 9,326 library users availed the Services from January to March 2020 to access online information through Internet, WIFI and Mobile Learning to comply with their research requirements. As shown in Figure 6, among the Internet and Computer-Aided Research Services, Internet Research got the highest utilization with 4,302 frequency.

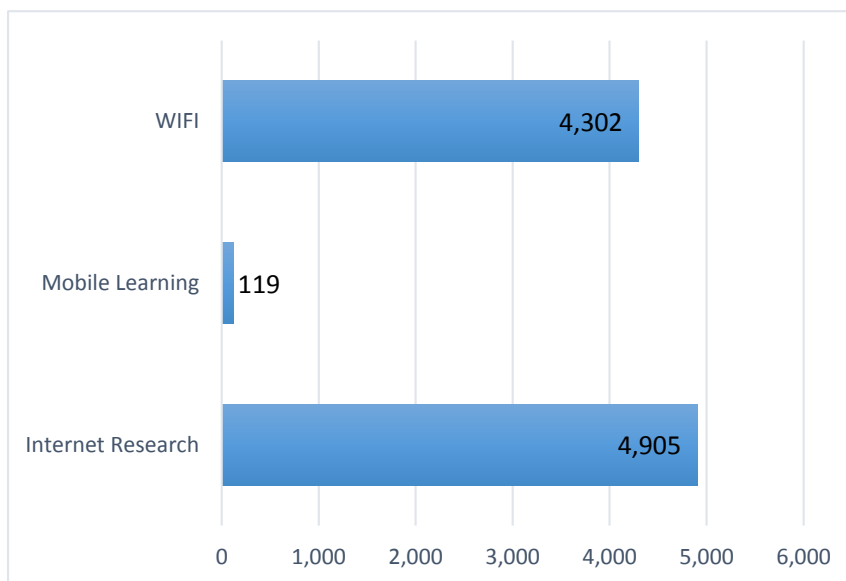


Figure 6. Internet and Computer-Aided Research Services Utilization

Specifically, a total of 4,905 library users availed the Internet Services for their research from January to March 2020. As presented in Figure 7, BS in Information Systems has the highest utilization of the service among the library users with 1,485 frequency. It is followed by BS in Management Accounting with 956 and BS in Business Administration with 775 frequency. This entails the high demands of students in accessing information through the internet.

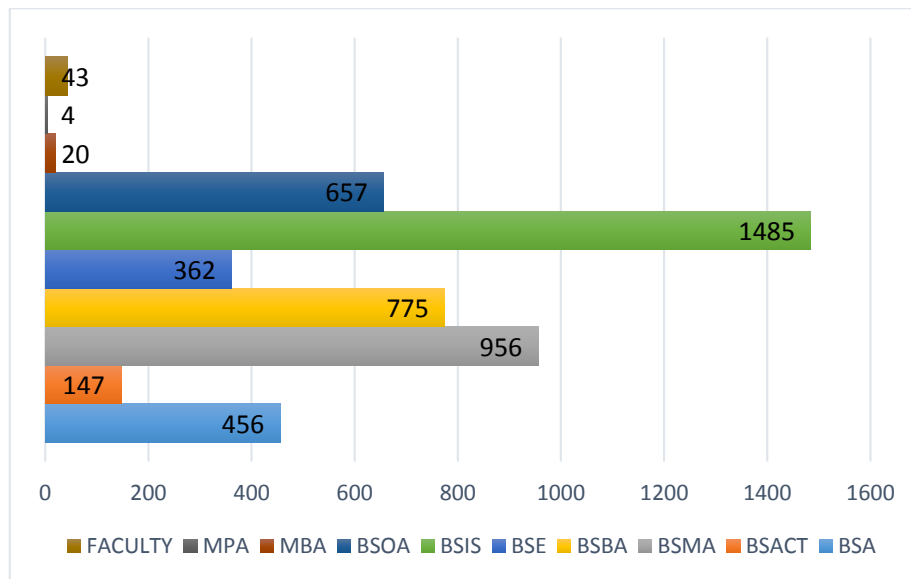


Figure 7. Internet Research Services Utilization

Moreover, Figure 8 presents the WIFI Utilization Report. The data revealed that among the library users, BS in Information Systems, BS in Business Administration, and BS in Management Accounting are the Top 3 programs with the highest utilization of the WIFI services with the frequency of 1,367; 797; and 778 respectively. This entails the consistency in the report that the said three programs have the high demands as to the connectivity to the internet. Furthermore, these students found the service useful for fast way in accessing information they need.

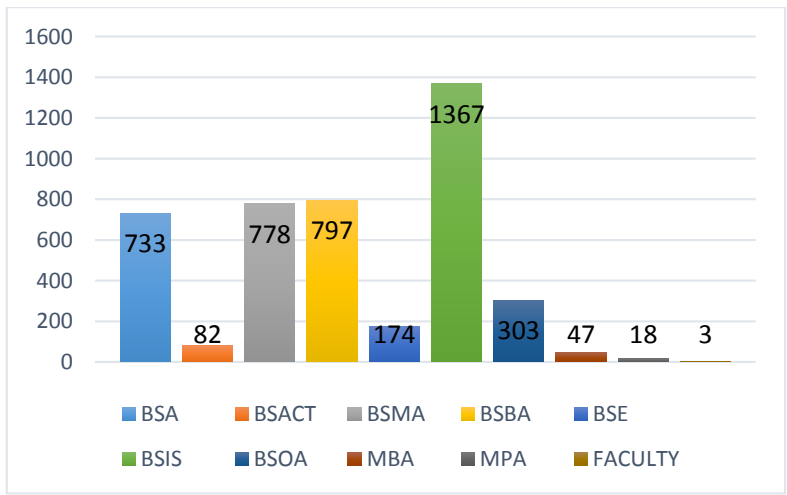


Figure 8. WIFI Utilization

Figure 9 presents the Mobile Learning Services Utilization. The data shows that for January to March 2020, there were 119 library users who availed the Mobile Learning Services. Among the library users, BS in Management Accounting, BS in Business Administration, and BS in Accountancy were the top programs when it comes to the utilization of the said service. BS in Management Accounting has 49 in frequency, BS in Business Administration has 24, and BS in Accountancy has 19. This proves that Mobile Learning Services attracts the students in doing their research in the library.

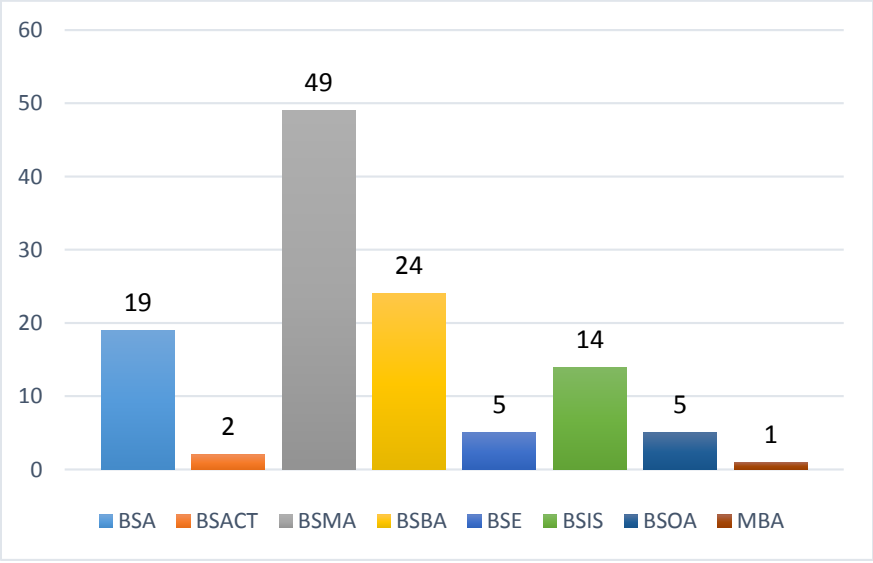


Figure 9. Mobile Learning Services Utilization

Library User Admission

Table 2 presents the Library User Admission Report by Type of Users from January-March 2020. The data shows that the College Library was able to serve 26,565 customers in CY 2020. Furthermore, BS in Accountancy tops among the library users who frequently entered the Library with 6,327 frequencies. BS in Management Accounting followed with 5,452 frequencies and BS in Information Systems with 4,822. The data also revealed that January has the most numbered library user admission.

Table 2. Library User Admission Report by Type of Users

Course	Jan	Feb	March	Total
BSA	2,561	2,466	1,300	6,327
BSACT	389	234	172	795
BSBA	1,809	1,630	779	4,218
BSE	681	524	319	1,524
BSIS	2,016	1,773	1,033	4,822
BSMA	2,242	2,069	1,141	5,452
BSOA	1,141	921	680	2,742
TOTAL	10,839	9,617	5,424	25,880
MBA	73	132	81	286
MPA	28	83	29	140
TOTAL	101	215	110	426
FACULTY	86	48	13	147
STAFF	17	7	-	24
TOTAL	103	55	13	171
Outside Researchers	45	31	12	88
Grand Total	11,088	9,918	5,559	26,565

ISO AUDIT

The College Library is one of the units of the College that underwent Internal Audit, ISO follow up audit and Surveillance Audit.

- **1st Cycle ISO Internal Audit**



The Internal Auditors, Dr. Charyl Ann Gallo and Ms. Lucia Tumulak checked and evaluated the library processes to ensure the delivery of quality library services as well as validated the QOP and QOM of the library last June 25, 2020

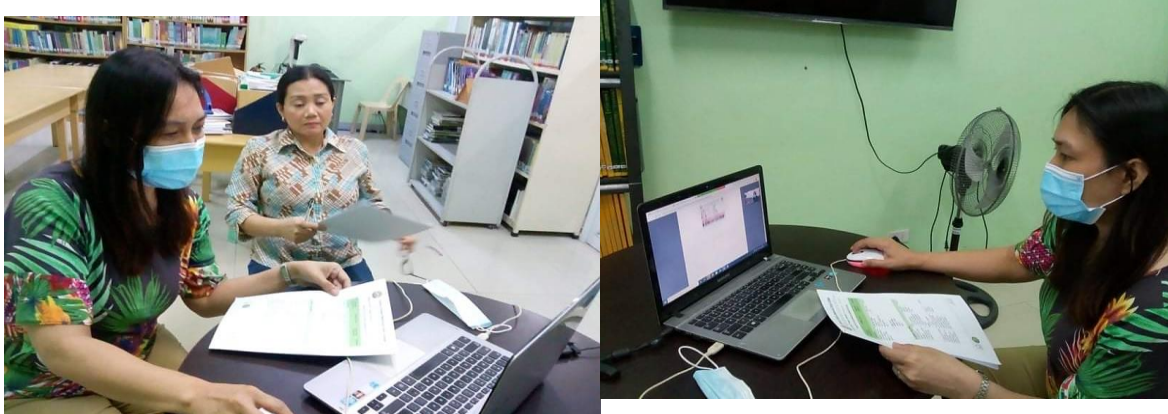
- **5th ISO Surveillance Audit**



The Librarians underwent 5th ISO Surveillance Audit that was conducted virtually last November 12, 2020

CHED NQAT

The Library supports the College when the Graduate School underwent evaluation for the COPC of MBA and MPA that was held virtually last November 20, 2020 for MBA and November 23, 2020 for MPA. The Librarians prepared and presented the supporting documents that were required by the CHED.



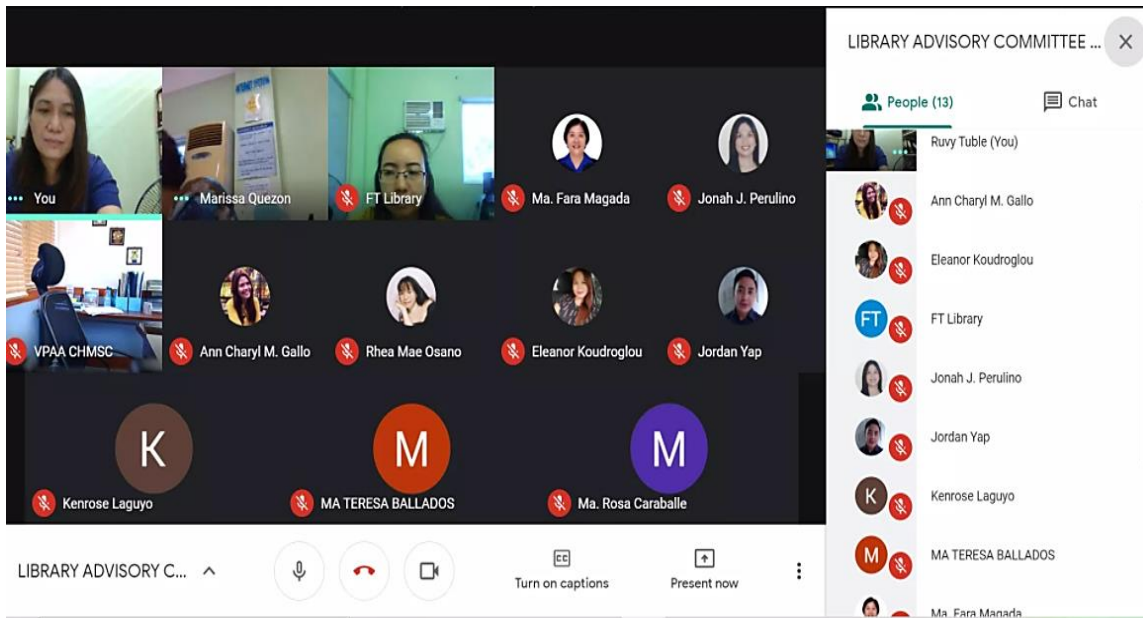
ACADEMIC UNIT PRESENTATION

The Librarians attended the academic unit presentation of COPC/AACUP/ISO Compliance Report that was held on November 6, 2020 and November 9, 2020.

Recommendations/Findings	Action/Taken or To be Taken	Start-End	Estimated Budget	Source of Fund/Budget	Remarks
Books may be registered in the library system for OPAC viewing by the clientele The institutions may add funding to boost the internet connection of the library to ensure faster downloading and to eliminate downtime as the library maintains a growing collection of e-Resources and Open Access materials.	Books were already registered in the Library System for OPAC viewing since 2011, accessible within the premise only Proposed to acquire a new library system that could be attached to the webpage for remote access of OPAC, Circulation, and Services Installation of DICT hotspot with 15 mbps; required log in every 30 minutes Proposed for additional static internet subscription for e-library (Dombas)	December 2020-February 2021 Dec 2020- Feb 2021	500,000.00 2890/month (for verification)	Income Income	100% Accomplished Coordinate with ICT (in-house development or purchased) Coordinate with ICT Director for recommendation
PHYSICAL SET-UP & FACILITIES					
Provisions on the allocation of budget for a bigger space in the library may be considered to meet the minimum requirement of 10% of the total enrollees of the college. The administration may give priority consideration on the provision of a bigger Learning Common space and facilities to meet the CMO standards and the expanding demands of the diverse clients.	Conversion of IT Lab Rm 21-24 into Library Extension Conversion of Room 201, BMA Bldg to Research and Information Common for Graduate Students Submitted the Proposed Plan; Shelve, Subject to availability of Fund & priority of the College	November 2020-January 2021	1,300,000.00 200,000.00 60,000,000	MOS (LO) MOS (LO) Note: same with COPC Note: same with COPC	Project Proposal, BOC, PA, Supplemental PMP- for approval Proposal was kept for future use

LIBRARY ADVISORY COMMITTEE / BOARD

The Librarians actively participated in the Library Advisory Committee/Board meetings.



Local Library Advisory Committee Virtual Meeting was held on November 3, 2020 presided by Dr. Marissa S. Quezon, CBMA Dean and attended by Program Chairs and Student Representatives.



Institutional Advisory Library Board Virtual Meeting was held on December 18, 2020 presided by Dr. Jay Estrellas, VPAA and attended by Librarians.

LIBRARIANS MEETING

The Librarians attended the Librarians Meeting that was presided by Dr. Cynthia Maleficio on December 23, 2020.



Cynthia M. is presenting

10:41 AM

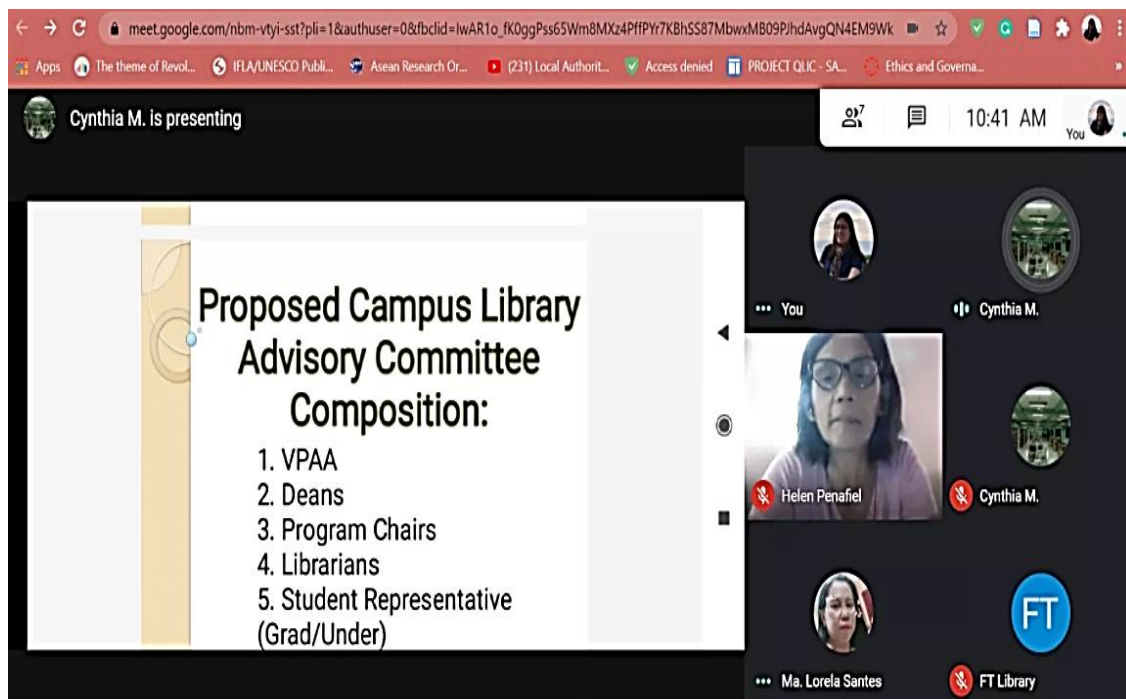
Librarians' Meeting via Google Meet

10:00 A.M., December 23, 2020

Agenda:

1. Revision of the name "Library Advisory Committee"
2. Composition of Campus Library Advisory Committee
3. Functions of Campus Library Advisory Committee
4. Duties and Responsibilities of Campus Library Advisory Committee
5. Other matters

Participants: You, Cynthia M., Helen Penafiel, Ma. Lorela Santes, FT Library



meet.google.com/nbm-vtyj-sst?pli=1&authuser=0&fbclid=IwAR1o_fK0ggPss65Wm8MXz4PFPY7KBhSS87MbwxB09PjhdAvgQN4EM9Wk

Cynthia M. is presenting

10:41 AM

Proposed Campus Library Advisory Committee Composition:

1. VPAA
2. Deans
3. Program Chairs
4. Librarians
5. Student Representative (Grad/Under)

Participants: You, Cynthia M., Helen Penafiel, Ma. Lorela Santes, FT Library

LIBRARY STAFF MEETING



○ *1st Quarter Meeting*

Conducted 1st Quarter Library meeting on January 10, 2020 with the following agenda:

- ✓ 2019 Accomplishment Report
- ✓ 2019 Performance Review
- ✓ 2020 Action Plan: OPCR, QOP, QOM, Calendar of Activities
- ✓ 2020 Budget Plan and 2019 Expenditures
- ✓ 2020 Personnel Work Plan
- ✓ Library Manual
- ✓ Book Fair
- ✓ 1st Quarter PR
- ✓ 1st Quarter Activities
- ✓ Other Matters

- *2nd Quarter Meeting*

Conducted 2nd Quarter Library meeting on June 10, 2020 with the following agenda:

- ✓ Health protocols under the new normal
- ✓ Calendar of activities for the 3rd quarter
- ✓ Unreturned books
- ✓ Renewal of contract of Job Order Personnel
- ✓ Training-workshop for Virtual Reference Assistance
- ✓ Other Matters

- *3rd Quarter Meeting*

Conducted 3rd Quarter Library meeting on August 25, 2020 with the following agenda:

- ✓ Upcoming AACCUP Accreditation
- ✓ Draft of the Library Guide for the New Normal
- ✓ Issuance of the Library Card
- ✓ Work Assignment
- ✓ Other Matters
 - Launching of OLLA
 - Library Newsletter
 - Inventory and Weeding out of Books

○ *4th Quarter Meeting*

Conducted 4th Quarter Library meeting on November 18, 2020 with the following agenda:

✓ Administration

- Performance Review 2020
- 2020 Accomplishment Report
- Library Budget 2021
- Library Manual (dissemination)
- ISO (QOP 2021, Risk and Opportunity Registers)
- Action Plan 2021
- Accreditation – Area VII Preparation of documents

✓ Staff Development

- Seminars/Trainings
- Opportunities for Professional Development
- 11th Library Day

✓ Collection Development

- Status of Books' Request
- Book/Periodicals/E-Resources Catalogue for 2021 PR
- OER Update (Inclusion in Webpage)

✓ Services and Utilization

- 2020 Statistics (1st Quarter c/o LibSystem, Online)
- Library System Issues and Concerns
- Core Faculty Book Utilization (AACUP Findings)
- Internet subscription – Library Extension
- Documentation of Online Freshmen Orientation

✓ Physical Set-up and Facilities

- Status of IT Lab 21-24
- Project Proposal

- ✓ Linkages
 - Mapping 2017, 2018, 2019, 2020
- ✓ Other Matters

ORIENTATION OF LIBRARY'S NEW STUDENT ASSISTANTS

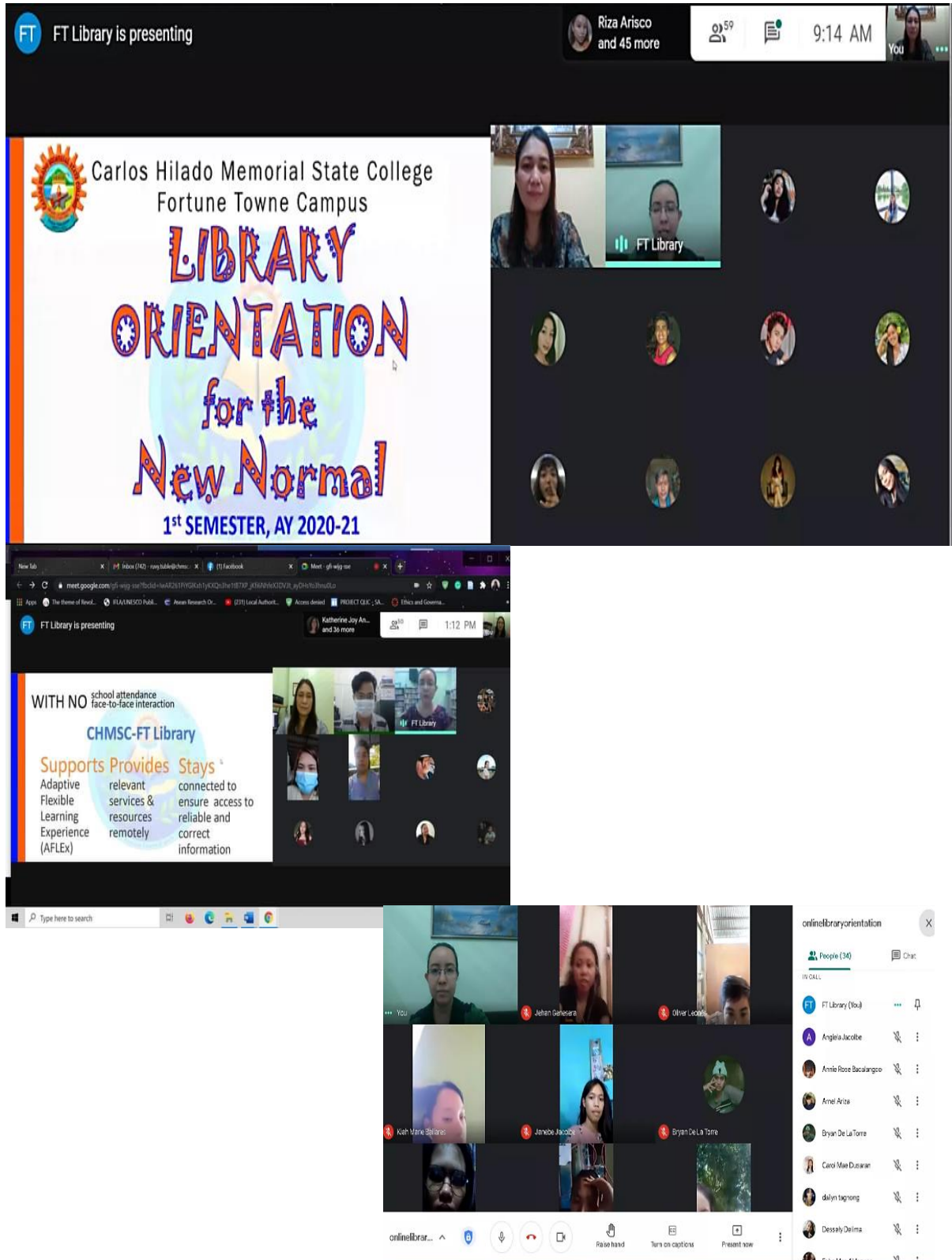
The College Library conducted an orientation to its new student assistants on January 29, 2020.



The New Student Assistants listens attentively and actively participated to the orientation conducted by Ms. Analyn P. Panhilason.

LIBRARY ORIENTATION

The Librarians conducted a week-long virtual orientation of the library services this new normal to freshmen students on November 17-21, 2020.



LOVE YOUR LIBRARY MONTH

The CHMSC-FT Library celebrated the *Love Your Library Month* with the following activities:

- An Expression of Love: A Letter Writing Contest
- I love My Library: A Video Making Contest



The Librarians and Library Personnel during the Love Your Library Month Celebration



The Librarians with the Top 3 Winners of "*An Expression of Love: a Letter Writing Contest*"

1. Micah M. Tiolo – BSA I
2. Cristopher T. Tubong – BSA I
3. Jaica F. Villas – BSA I

The Librarians with the Top 3 Winners of "*I love My Library: a Video Making Contest*"

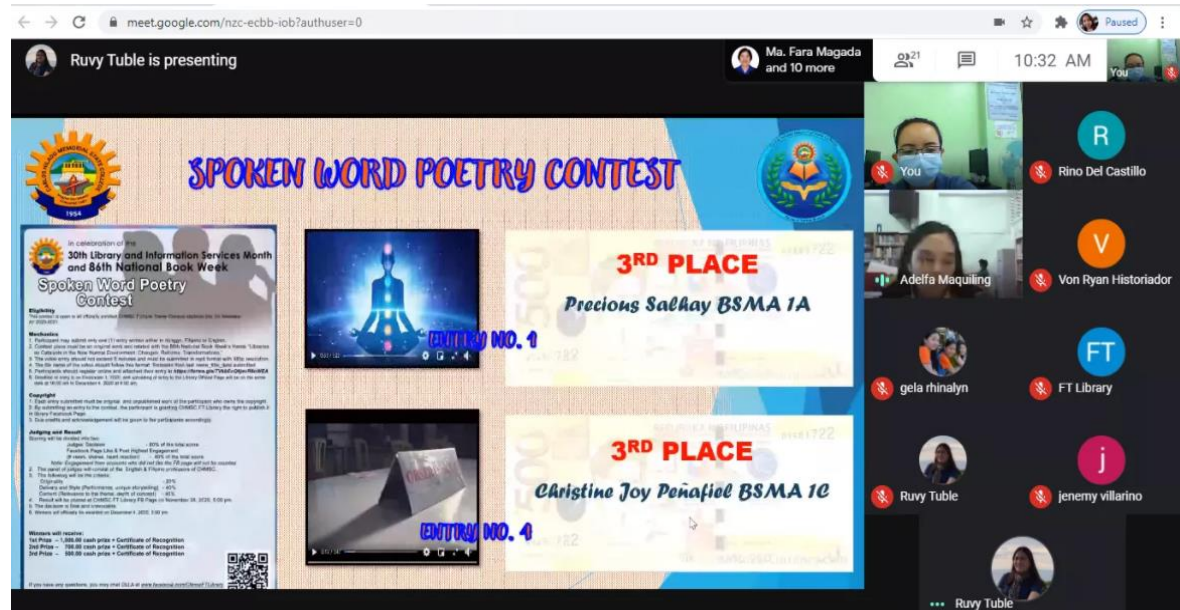
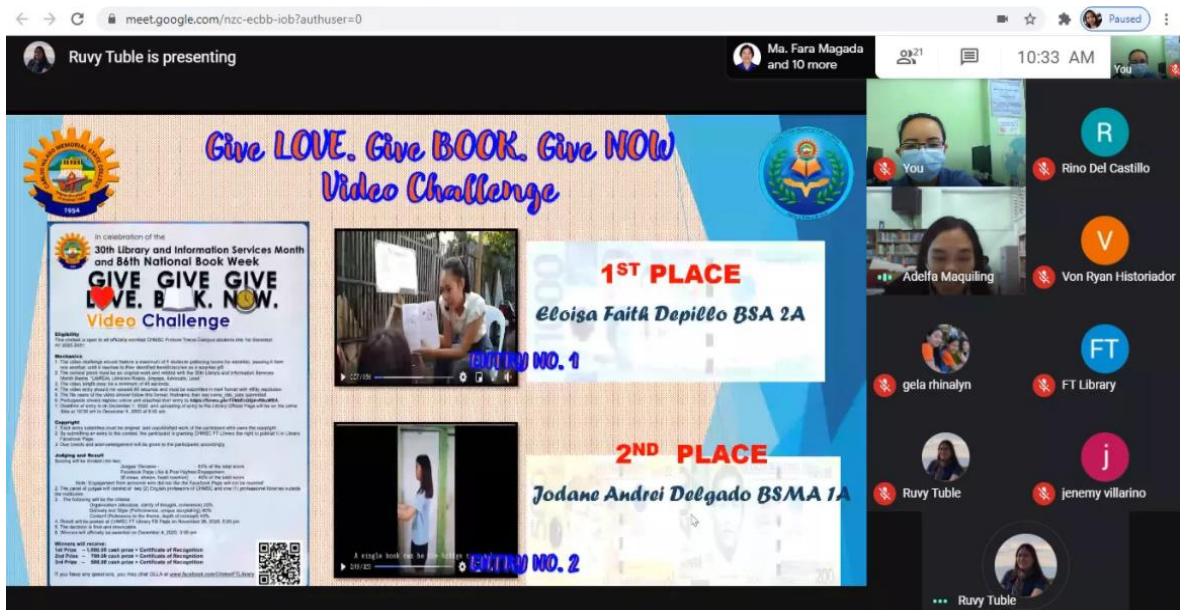
1. Ricmar B. Manzano – BSA I
2. Eloiza Faith B. Depillo – BSA I
3. John Bryan Sandico – BSMA I



30th LIBRARY AND INFORMATION SERVICES MONTH & 86th NATIONAL BOOK WEEK

The Library celebrated the 30th Library and Information Services Month & 86th National Book Week with the following activities:

- Give Love. Give Book. Give Now Video Challenge
- Spoken Poetry Contest
- Recognition of Top Borrowers and Top Users



During the culminating activity of LIS Month and National Book Week, the CHMSC-FT Library had its annual recognition of Top Borrowers and Top Users and the recognition was the first ever virtual awarding ceremony.

Congratulations
TOP BORROWERS 2020

Students:
 1. Von Ryan G. Historiador - MBA
 2. Jane A. Burgos - BSA

Faculty:
 1. Ma. Chariz T. Demapula
 2. Ernesto A. Java Jr.

CONGRATULATIONS
TOP LIBRARY USERS 2020
ONLINE LEARNING LIBRARY ASSISTANCE (OLLA)

★★★

Students:
 1. Erika V. Magallanes - BSACT
 2. Gigi S. Villaherмосa - BSACT

Faculty:
 1. Ma. Fara Magada
 2. Lorna Viliran

Inspirational Message
 Dr. Rino C. del Castillo
 Executive Director

Telling Actual Library Experience (TALE): Impact of the Library to Academic Success
 Jenemy J. Villarino, CPA
 BSA Batch 2019

Inspirational Response from the Awardees
 VON RYAN G. HISTORIADOR
 Top Borrower
 Student Category

ERIKA V. MAGALLANES
 Top Library User
 Student Category

INTERNET CONNECTION

The College Library is one of the recipients of the DICT Free WIFI and it was installed on September 22, 2020.



INVENTORY

The College Library conducted its annual inventory on July 10-30, 2020.



WEEDING OUT OF OUTDATED BOOKS AND IT EQUIPMENT AND SUPPLIES

The College Library was able to discard 395 volumes of outdated books and various unserviceable IT equipment and office supplies in October 2020.



The Librarians evaluating the books to be weeded out assisted by a library staff



Unserviceable IT Equipment and Supplies were pulled out and endorsed to Property Office.

LIBRARY EXTENSION PROGRAM

The College Library turned over 135 volumes of books to its adopted library, the Bacolod City National High School – SHS Library on December 3, 2020. The books were received by its SHS Principal, Mr. Allan Pomada and Ms. Muyco, the Library-Incharge.



Mr. Allan Pomada received the books donated by the CHMSC-FT Library and signed the Acknowledgement Receipt.



LIBRARY LINKAGE

- The College Library initiated collaboration with UPNCPAG and PIDS
- Sent Vol 15 and 16 issues of Tukib, the official research publication of CHMSC, to Aklan State University, Capiz State University, Northern Iloilo Polytechnic State College, Iloilo Science and Technology-University, Negros Oriental State University, and Central Philippine State University for exchange.