

2016 LIBRARY ACCOMPLISHMENT REPORT

CARLOS HILADO MEMORIAL STATE COLLEGE
COLLEGE OF BUSINESS MANAGEMENT & ACCOUNTANCY

Goals give us a clear picture of what we want to accomplish.
~ Roberto Zoia



ADMINISTRATION

A

Effective Management & Stewardship



Accomplishment 2016

CHMSC-FT Library's planning aligns with the College' Strategic Framework. On an annual basis, in conjunction with the College budget and planning cycle, the Library reviews activities of the previous academic year, looks at opportunities and challenges going forward, and establishes priorities and service levels for the next year budget and plan. The summary of accomplishments indicated below for CY 2016 initiatives are a snapshot of how the Library stimulates excellence in research and instruction through its collections, people, partnerships and services, and its physical and virtual spaces.

A. Administration

STRATEGIC PRIORITIES: EFFECTIVE MANAGEMENT AND STEWARDSHIP

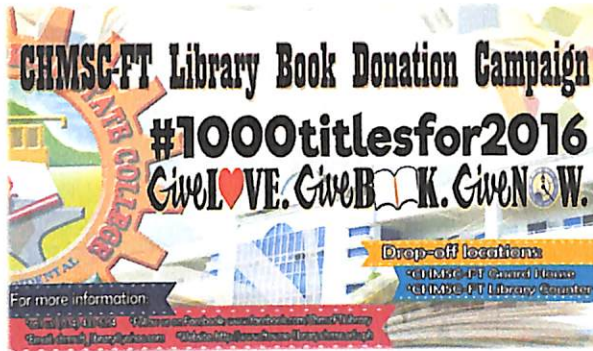
- Envisioned:**
- Empowered personnel and quality production
 - Monitored library operation and services
 - Guide the overall achievement of goals and objectives
 - Sustainable library programs and activities
 - Appropriate approaches in implementing rules and regulations
 - Engagement in developing and nurturing practices worthy of emulation

“Exercising responsible leadership for effective use of the human, financial and other resources available to meet the organization's objectives”

- Accomplishment:**
- Kept up a systematic and continuous program in monitoring and evaluating performance of library personnel by conducting: daily monitoring of work assignment and accomplishment, quarterly staff meeting discussing various issues and concerns and solicit ideas for the improvement of the services.



- Facilitated the Local Library Advisory Committee Meeting to discuss the status of library collection per program vis a vis CHED and AACCUP requirements, participation of LAC in selection of books, periodicals, and multimedia



- Year 2 of Book Drive campaign program "Give Love Give Book Give Now"
- Recognition of Mrs. Ruvy M. Tuble as one of the recipients of the 2016 Distinction for Exemplary Award in managing the campus library
- Continue collaborating with fellow librarians in other campuses for the homogeneity of processes and transaction flow in preparation of ISO certification (ISO

9001:2008), review of policies and organizational structure

- Introduction and implementation of Green Library Practices such as proper waste segregation, recycling and reuse of paper waste, water conservation, and energy cost reduction (carry out earth hour every 1st Wednesday of the month, by reducing the percentage of lightings from 10:a.m. to 3:00 p.m. to 75%, by installing an automatic shut off or sleep mode to computer units which are not in use within 5 minutes, and by gradual replacement of fluorescent to LED tube lamp).
- Developed awareness campaign on how to lower carbon footprints and campaign it through pledges
- Implemented revised policies on Library Card Replacement
- Put into practice the revised and approved Library Organizational Structure



What is a Carbon Footprint?

Your carbon footprint is a measurement of the amount of greenhouse gases produced by the activities in your daily life. One main source of greenhouse gas is burning fossil fuels. That includes the gas in your car and the coal burned at your power plant. Scientists have concluded that humans are producing more greenhouse gases than ever before. These gases trap heat in our atmosphere, causing our planet to warm up and changing our climate.

Your carbon footprint, the amount of potential impact your daily life has on the environment. By reducing the amount of greenhouse gases produced by your lifestyle, you can reduce your footprint and help slow climate change on Earth.

Source: (www.srmo.edu/AcademicAffairs/Sustainability/Climate-Action-Pledge)



A CALL FOR URGENT ACTION TO COMBAT CARBON FOOTPRINT

Man has managed to deteriorate his habitat, the Earth, beautiful and fragile is damaging as result of industrial evolution. If we will not help to repair what can be repaired, what future awaits our children and future humanity? To prepare the future, we will be more conscious and fair. We will work hand in hand to rejuvenate Earth for her to be still capable of providing a shelter for its inhabitants. Today, let us do our share because our planet is running out of steam. Her natural means to compensate men's ecological point is degrading, the natural balance are now altered and the erosion of biodiversity reached its peak level. No one can ignore the fact that Earth has reached our unprecedentedly point of vulnerability and how damage is visible to our naked eye. We have a duty of solidarity towards the next generations. We have to make an immediate actions. According to Seneca, "It's not because things are difficult that we dare not venture, it's because we dare not venture that they are difficult." So, as individual and member of academe/learning institution, we are soliciting your support to lower carbon footprint. Let us pay our ecological compensation by taking a PLEDGE!

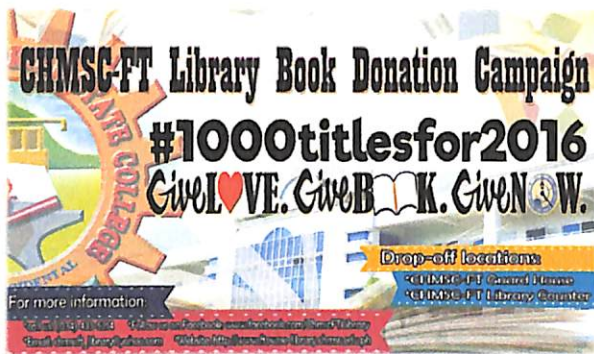
CARBON FOOTPRINT PLEDGE

What can I pledge? (Check as many as you can undertake)

I _____ hereby pledge that I will
 write your name here

- Turn off lights when leaving room or when not needed
- Turn off the electric fans when not in use.
- Turn off your computer when not in use (don't leave it on just to keep Facebook or Twitter active).
- Unplug electronics that are not in use.
- Close windows and doors when heat is on.
- Pack foods in re-usable containers (wasteless lunches)
- Use real spoon and forks instead of plastic ones.
- Use re-usable water bottle.
- Use both sides of the paper.
- Use recyclables for crafts and arts.
- Sort waste properly (3Rs: Reduce, Reuse, Recycle).
- Turn off water while brushing teeth.
- Walk, bike or take Public Utility Jeep to school.
- Buy and eat organic food.
- Use renewable cloth tote-style bag for packaging.
- Volunteer to plant tree/s.
- Encourage Others to Conserve.

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 College of Business Management & Accountancy, Estefania, Bacolod City



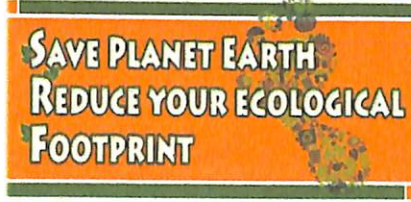
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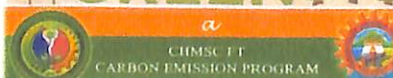


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STAFF DEVELOPMENT

B

Enhance personnel's professional competency and personal values for effective and efficient service provisions



STAFF DEVELOPMENT

B

Enhance personnel's professional competency and personal values for effective and efficient service provisions



“Designing processes, programs and activities to improve the skills, competencies and overall performance of library staff”



B. Staff Development

STRATEGIC PRIORITIES: CONTINUOUS ENHANCEMENT OF PERSONNEL'S PROFESSIONAL COMPETENCY ALONG LIS AND OTHER-RELATED FIELDS

Envisioned:

- Increased administrative support for staff continuous learning and knowledge acquisition
- Sustain in-service training among non-professional library staff and student assistants
- Expanded learning opportunities through benchmarking and attendance to trainings and seminars
- Effective work relationship and healthy workplace

Accomplishment:

- The College Librarian granted a Doctorate Scholarship through Faculty and Staff Development Program
- The College Librarian participation in the international benchmarking of best library practices in Singapore specifically in Nanyang Technological University Lee Wee Nam Library, National Library, and National University of Singapore Central Library
- The College Librarian engagement in professional association's activities being the Negros Occidental Librarian's Association (NOCLA) Academic Libraries Representative
- The College Librarian engagement in conducting an echo-lecture on the new knowledge as well as the latest trends learned and acquired through attendance to trainings and seminars to the library staff
- Conducted a one-week in-service training to new student assistants
- Celebrated the 7th Annual Library Day, Personnel (clerks and student assistants) had given seminar-workshop and benchmarking of the library best practices both on state-owned and private higher educational institutions in Iloilo City to wit: West Visayas State University -University Learning Resources Center, University of Iloilo-PEN Library, and Iloilo Science and Technology-University Library on December 20-12, 2016.



West Visayas State University -University Learning Resources Center



Iloilo Science and Technology-University Library



University of Iloilo-PEN Library

- The library support staff attendance to the following seminars:
 1. "Developing harmonious perspective in the workplace attuned to Developing a CHMSC Green Culture" on May 25-27, 2016 at Tinagong Dagat Beach Resort, Sipalay City, Negros Occidental.
 2. Emerging technology trends library environment on October 24, 2016 at Silliman University Dumaguete City.
 3. Handling Complaints: Improving Library Service and Customer Relations and Benchmarking: Benefits Derived and Implementation Seminar on December 20-21, 2016 at WVSU ULRC-AVR, LaPaz, Iloilo City



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"Emerging technology trends library environment" October 24, 2016 at Silliman University Dumaguete City.

- The College Librarian attendance to trainings and seminars on: Gender Mainstreaming in SUC's Operation and Women Leadership, Research Capability for Librarians and Information Professionals, Go Green: Sustainable Libraries and Learning Spaces in the 21st Century, Training-Workshop of Senior Accreditors on Higher-Level Programs (Level 3 and 4) and Training Workshop of Senior Accreditors on Team Leadership, ISO 9001:2015 Quality Management Systems Documentation Course, and Library as a Place: Continual Learning in the New Information Landscape.



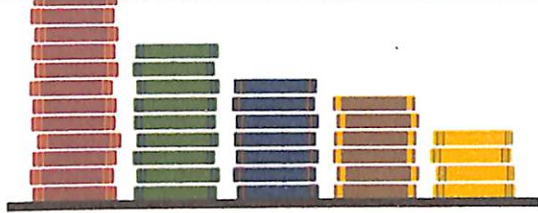
COLLECTION DEVELOPMENT

C

Support the instruction through continuous upgrading of library collection based on CHED and other Accrediting Agency requirements



C. Collection Development



“Emphasis is on having a balanced collection considering the depth and breadth in appropriate taxonomy and could meet the education needs of students and faculty”

STRATEGIC PRIORITIES: SUPPORT THE INSTRUCTION THROUGH CONTINUOUS UPGRADING OF LIBRARY COLLECTION BASED ON STANDARD REQUIREMENTS

Envisioned:

- Reinforced the core collection as part of the ongoing collection development process
- Continued support for current research and academic priorities through subscription of periodicals (journals and magazines) and online databases
- Collaboration with stakeholders in the identification of appropriate references to be acquired and utilized

Accomplishment:

- Library's collections development activities continue to focus on print resources. Similarly, acquisition of digital/electronic and non-print collections supplements the print collections.

Print. Acquisition of **926** titles and **1152** volumes of **BOOKS**

380 titles and **413** volumes **DONATION**

500 titles and **678** volumes **PURCHASED**

Acquisition of **54** titles of student's unpublished research papers, thesis, capstone, and feasibility studies were turned over to the library for references.

BSIS Capstone Project Study
 (35 titles; 46 volumes)

BSBA-FM Feasibility Study
 (19 titles; 19 volumes)

Periodical Subscription:

41 titles and **260** volumes of Magazines;

7 titles and **30** volumes of Journals were cataloged and displayed for utilization.

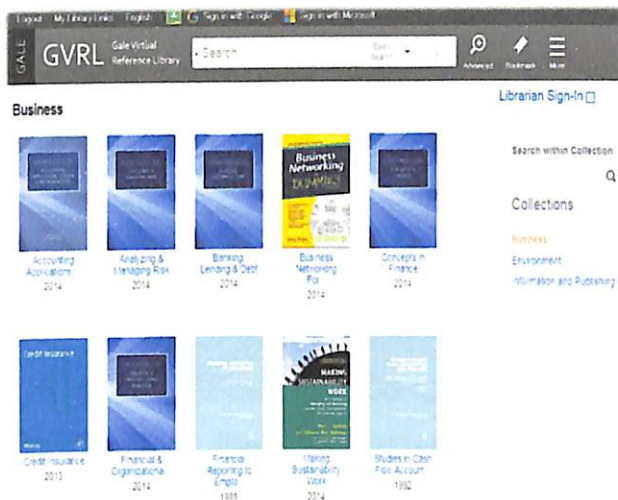
Non-Print. **29** titles and **33** volumes of audio-visual materials (CD-ROM and DVD) were added to existing pool of references.

Annual Acquisition Report

Classification	2016	
	Title	Volume
BOOKS		
000-099	93	98
100-199	38	45
200-299	55	57
300-399	167	244
400-499	14	22
500-599	30	31
600-699	286	409
700-799	23	24
800-899	32	32
900-999	37	38
Fiction	148	149
Biography	3	3
Total	926	1152
Periodicals		
Magazines	41	260
Journals	7	30
Total	48	290
GRAND TOTAL	974	1442



E-Resources. Subscribed to electronic database (Cengage Philippine Collection, Gale Virtual Reference Library, and Infotrac Customs). Obtained additional of 486 titles of



e-books in the field of information system, management, research, literature, technology, languages/grammar, accounting, general information references, and social sciences, to compliment the print resources. Established online links on free databases which could be accessed in the library web portal <http://ftowne-library.chmsc.edu.ph/>.

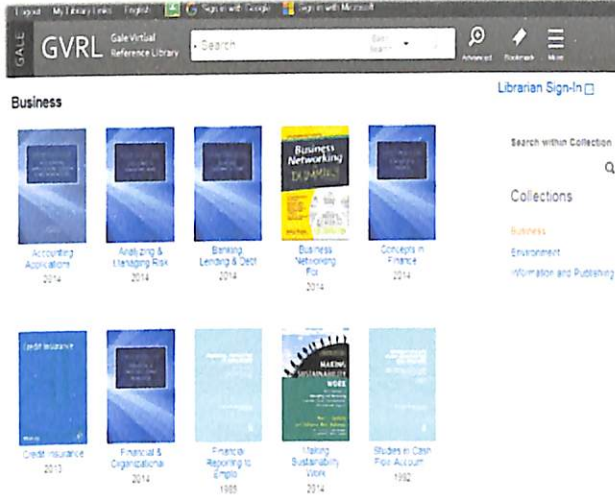
- Annual Book Fair was successfully achieved with the participation of the management, stakeholders, and book jobbers/vendors. Four (4) book publishers and vendors joined the event and exhibited their most recent books particularly in the field of Accountancy, Business, Management, and Information Systems. Faculty members personally evaluated the contents of books in line with the subjects they are teaching to be recommended for procurement.



- Involvement of the faculty members on collection development was gradually realized through their submission of the lists of references to be acquired for the specific subject they are teaching.



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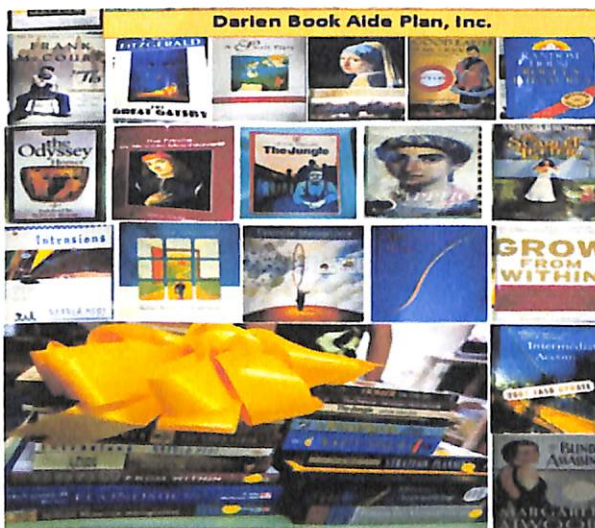
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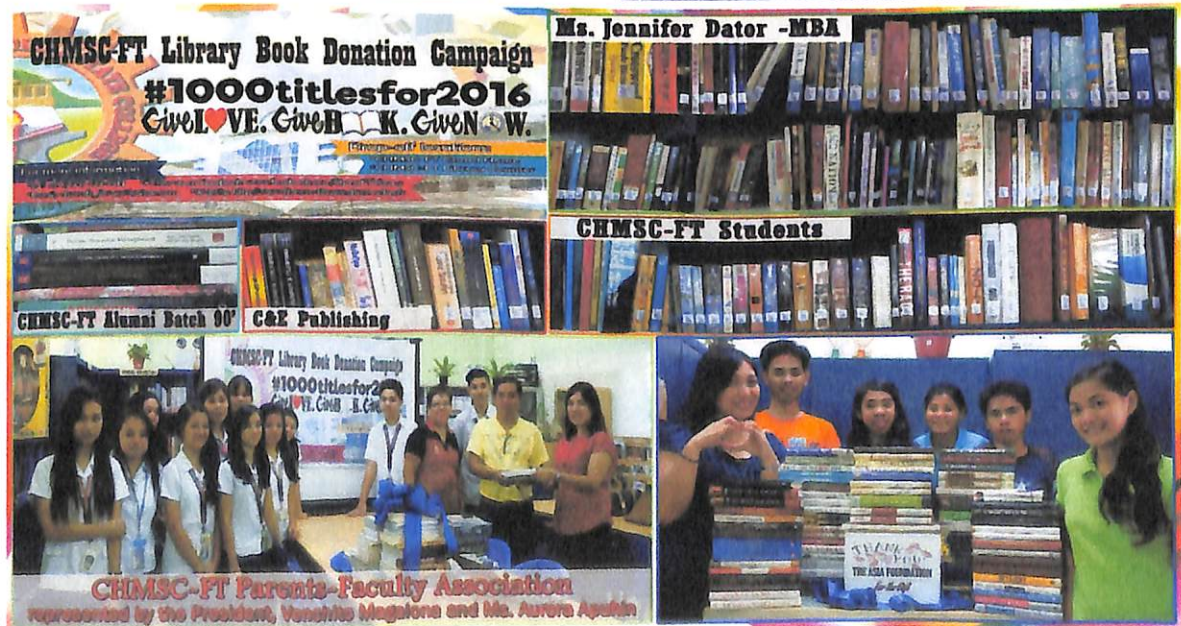
- Conducted an annual item-level inventory of books, periodicals, and library equipment. During the activity, 23 volumes and 20 titles were deselected from the shelves and were processed to be weeded out from the collection.




- Launched the "GiveLove GiveBooks GiveNow" campaign and was able to gather 380 titles and 413 volumes of book donation.



No.	Donor	Materials	No. of Titles	No. of Volume
1	C&E Publishing	Books	18	19
2	CD Books International, Inc.	Books	22	22
3	DD Knowledge Seller	Books	13	13
4	The Asia Foundations	Books	68	88
5	Darien Book Aide Plan, Inc.	Books	19	19
		Magazine	1	1
6	CHMSC-FT Parents-Faculty Association	DVDs and CDs	5	5
		Books	63	68
7	Alumni Batch 1990	Books	6	6
8	Glydel Joy	Books	3	3
9	Cecil Silvestre - BSOA IV	Books	24	24
10	Framelle Anne L. Enumerables - BSACT II	Books	7	7
11	Marivic Gale, CPA	Books	23	23
12	Ms. Jennifer Dator, MBA	Books	75	82
		Books	13	13
13	Eprol Espinosa-Faculty	Books	10	10
14	Lucia Tumulak	Books	2	2
15	Dennis Secong	Books	8	8
Total			380	413



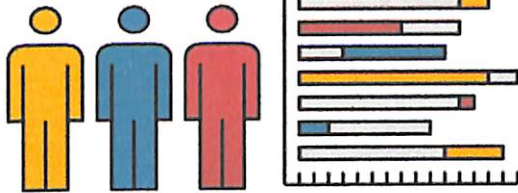


SERVICE AND UTILIZATION

D Support the instruction through provision of effective and appropriate services



D. Service and Utilization



“Demonstrate the value of Library services and resources by taking into account the potential areas for change and development to suit the present needs of clients”

STRATEGIC PRIORITIES: SUPPORT THE INSTRUCTION THROUGH PROVISION OF EFFECTIVE AND APPROPRIATE SERVICES

Envisioned:

- Comprehensive Library assessment, marketing and communications strategies
- Increased access to appropriate information resources and services
- Support the instruction through provision of effective and efficient services
- Increased awareness of information services and resources
- Easier information discovery and use
- Effective, sustainable human and technical web infrastructure

Accomplishment:

A. Services:

- Installation of Barcode Reader System for Entrance Module
- Recognition of Annual Library Top and Best User both for faculty and student category
THE BEST USER AWARDEE



STUDENTS' CATEGORY: Cris Predes BSACT IV, Joseph Iver Juesna BSA III, and Char Lee Magan BSOA IV

FACULTY CATEGORY: Mr. Danilo Eñano, Ms. Kenrose Laguyo, and Mr. Ronilo Lemoncito.

TOP BORROWERS:



Mark Anthony Checa BSAI V, Jomar Pios BSA II, Jerry Cido BSA II.



MOST NUMBERED LIBRARY USERS
 Bachelor of Science in Accountancy



- Presented in Figure 2 and Table 1, for the graduate program, a total of 519 students visited the library for their research and other needs. The Master in Business Administration graduate students were frequent library users since six in every 10 (64%) of them visited the library compared to four in every 10 (36%) graduate students who were enrolled in the Master in Public Administration program. The data further suggests that the library services and holdings for the advanced courses are more enticing to the MBA students hence motivated them to go to the library every Saturday.

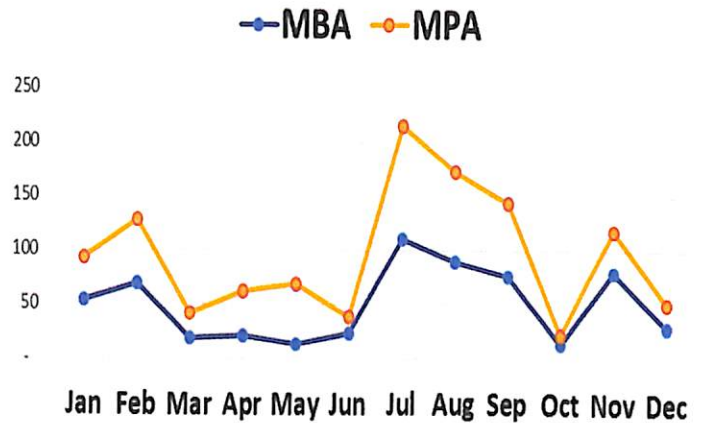


Figure 2. Admission/Attendance Report graduate

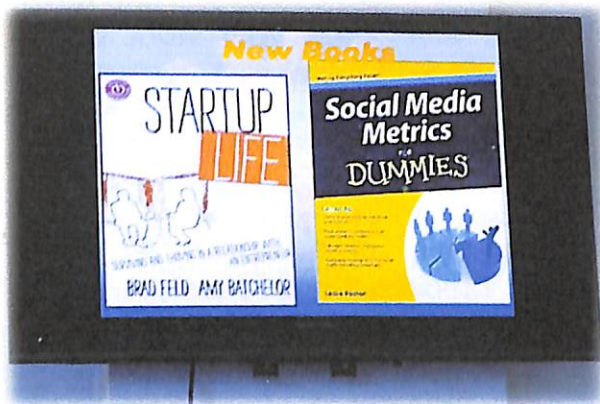
- In a calendar year, as reflected in the table 1, 727 faculty members visited the library for various reasons like to avail the circulation, reference, photocopy, and internet services. Likewise, 185 staff were also recorded being in the library for whatever purpose it may serve them best.
- Lastly, records show that the busiest month was November, followed by September, January and February. (See table 1, below)

Table 1 Library User Admission report by type of users

Course	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BSA	3,002	2,840	2,738	1,296	670	2,365	3,536	3,372	3,279	2,390	4,390	1,371	31,249
BSACT	2,471	2,624	2,363	70	220	1,873	1,988	2,068	2,320	1,922	3,267	1,091	22,277
BSBA	1,628	1,465	1,433	761	592	1,293	1,769	2,135	2,794	2,315	1,837	598	18,620
BSE	524	703	582	75	81	209	474	376	435	319	744	307	4,829
BSIS	492	563	536	11	9	498	624	522	699	451	927	199	5,531
BSOA	1,585	1,570	1,289	19	6	556	875	674	767	737	1,132	474	9,684
TOTAL	9,702	9,765	8,941	2,232	1,578	6,794	9,266	9,147	10,294	8,134	12,297	4,040	92,190
MBA	54	70	20	22	14	24	110	89	76	14	79	30	602
MPA	39	58	22	40	54	14	105	83	68	8	39	21	551
TOTAL	93	128	42	62	68	38	215	172	144	22	118	51	1,153
FACULTY	202	141		74	51	43	33	56	31	49	38	9	727
STAFF	12	20		11	12	14	32	22	10	8	42	2	185
TOTAL	214	161	-	85	63	57	65	78	41	57	80	11	912
Grand Total													94,255



- Strengthened information literacy program "INFOFEED" through developing an online tutorial for proper finding, evaluating, and using of information which is accessible in library webpage
- Establishment of TV Board for Selective Information Dissemination



<http://ftowne-library.chmssc.edu.ph/infofeed-2/>

- Publication of the Library InfoEdge Newsletter volume 5
- Promotion of Open Access, Open Data and Open Education Resources
- Promotion of QR apps for android

gadgets to access OPAC, Library Website, Online Subscription, and etc.

- Website content revision and development based on user experience assessment, web analytics and staff feedback
- User education regarding library policies, operations, and services was given to 768 new undergraduate and 51 graduate students. Likewise, individual orientation was conducted to newly hire part-time faculty of the College. Each was given a copy of library guide for references.

B. Utilization Data:

Admission/Attendance Report

College Library was able to serve 93,621 customers in CY 2016.

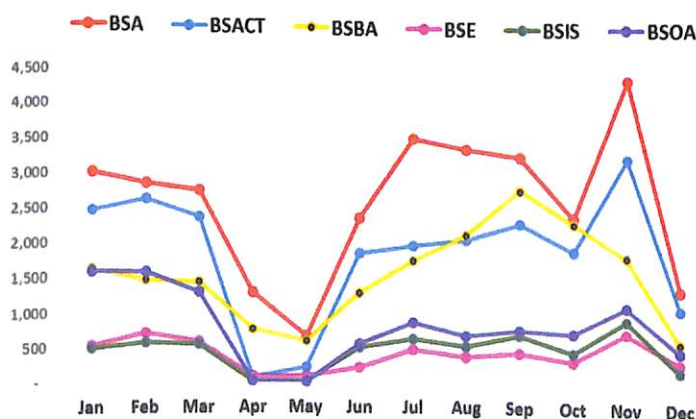


Figure 1. Admission/Attendance Report undergraduate

- As reflected in Figure 1 and Table 1, for undergraduate programs, students from BS in Accountancy, BS in Accounting Technology, and BS in Business Administration are the top three most frequent library users as indicated by 33%, 24%, and 20% library visits, respectively. This implies that their instructional culture requires them to go to the library and utilize the varied services and resources to further supplement what they learn/study in the classroom setting. It could also be seen in the table that students from BS in Entrepreneurship

and BS in Information Systems barely pay a visit in the library. The low utilization of BSE is quite understandable since they occupied the last spot as to enrolment data. However, the BSIS students' low library attendance is noteworthy and needed intervention because they ranked 3rd in terms of population.



Circulation Services Report

The data of the user's access to books collections in the Reserve, Circulation, Graduate School and Filipiniana Sections are presented and further analyzed for program improvement.

- Data show that there were 28,618 borrowing transactions that took place in 2016. In Figure 3 shows that more than half or 52% borrowed books were for overnight or home use, 41% for library use or research, and 7% loaned it for photocopy purpose. These imply that library users preferred to borrow books for home use so that they will have enough time to browse and copy the information they wanted and for them to be able to save of the photocopy charges.

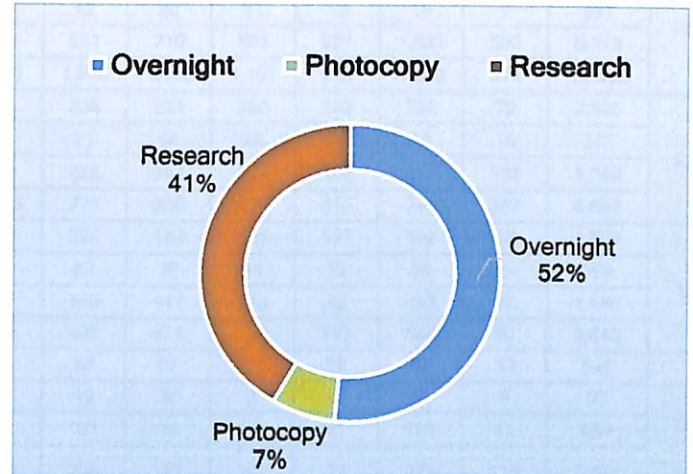


Figure 3. Borrowing Transactions Report as to Purpose

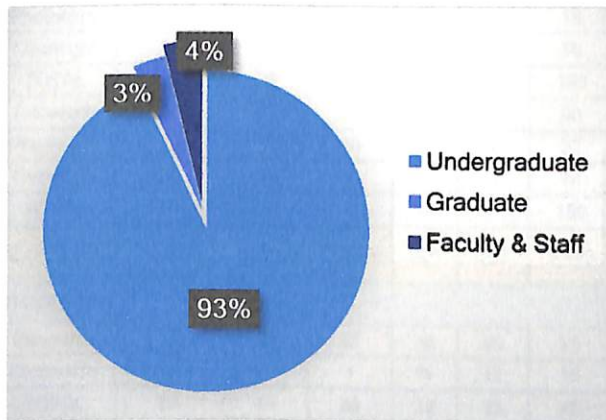


Figure 4. Circulation Service as to Type of Users

- When grouped according to type of users, Figure 4 shows that 93% of borrowing transactions were accounted for undergraduate students, 3% for graduate students and 4% for faculty and staff.



Table 2. Summary of the Borrowing Transactions of the Library Users

Library Users	Purpose	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	Grand Total
UNDERGRADUATE STUDENTS															
BSA	Research	421	345	266	322	114	630	705	640	556	385	760	307	5,451	12,406
	Photocopy	50	40	21	8	8	341	42	58	31	16	15	7	637	
	Overnight	745	533	295	371	93	370	851	710	564	221	1,065	500	6,318	
	TOTAL	1,216	918	582	701	215	1,341	1,598	1,408	1,151	622	1,840	814	12,406	
BSACT	Research	312	265	216	16	5	341	336	253	280	190	232	79	2,525	6,584
	Photocopy	33	26	17	6	1	63	21	50	25	25	34	16	317	
	Overnight	514	479	127	16	3	619	422	362	373	102	533	192	3,742	
	TOTAL	859	770	360	38	9	1,023	779	665	678	317	799	287	6,584	
BSBA	Research	102	90	70	71	46	370	224	189	205	107	102	28	1,604	3,643
	Photocopy	31	48	36	12	10	38	57	35	41	12	34	5	359	
	Overnight	162	150	28	89	57	187	145	147	113	42	533	27	1,680	
	TOTAL	295	288	134	172	113	595	426	371	359	161	669	60	3,643	
BSE	Research	23	79	69	3	-	74	85	57	23	32	67	30	542	1,492
	Photocopy	7	12	2	-	-	14	19	6	9	2	17	5	93	
	Overnight	66	84	22	1	-	67	101	84	119	41	189	83	857	
	TOTAL	96	175	93	4	-	155	205	147	151	75	273	118	1,492	
BSIS	Research	26	6	2	-	-	104	72	31	26	13	72	20	372	791
	Photocopy	10	3	4	-	-	18	21	5	6	6	7	5	85	
	Overnight	35	27	6	1	-	58	59	40	38	7	45	18	334	
	TOTAL	71	36	12	1	-	180	152	76	70	26	124	43	791	
BSOA	Research	141	88	83	4	-	90	88	40	32	43	81	47	737	1,692
	Photocopy	12	12	10	-	-	32	17	8	11	12	14	1	129	
	Overnight	23	148	46	-	-	74	129	100	121	40	127	18	826	
	TOTAL	176	248	139	4	-	196	234	148	164	95	222	66	1,692	
TOTAL		2,713	2,435	1,320	920	337	3,490	3,394	2,815	2,573	1,296	3,927	1,388	26,608	
GRADUATE STUDENTS															
MBA	Research	29	28	35	16	26	25	32	22	18	4	56	32	323	484
	Photocopy	28	20	1	16	12	15	12	18	14	2	6	17	161	
	TOTAL	57	48	36	32	38	40	44	40	32	6	62	49	484	
MPA	Research	31	14	22	19	24	28	38	24	8	6	42	25	281	448
	Photocopy	15	26	19	18	6	12	10	16	9	4	13	19	167	
	TOTAL	46	40	41	37	30	40	48	40	17	10	55	44	448	
TOTAL		103	88	77	69	68	80	92	80	49	16	117	93	932	
FACULTY & STAFF															
FACULTY	Research	6	6	10	2	1	-	1	5	14	8	6	1	60	1,056
	Photocopy	-	2	1	1	-	-	-	-	-	5	1	-	10	
	Overnight	85	85	12	66	20	158	122	66	50	37	212	73	986	
	TOTAL	91	93	23	69	21	158	123	71	64	50	219	74	1,056	
STAFF	Research	1	-	-	-	-	-	-	2	-	-	-	-	3	22
	Photocopy	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Overnight	1	-	1	-	2	-	5	1	2	-	6	1	19	
	TOTAL	2	-	1	-	2	-	5	3	2	-	6	1	22	
TOTAL		93	93	24	69	23	158	128	74	66	50	225	75	1,078	
GRAND TOTAL		1,741	1,602	625	616	244	1,613	1,927	1,597	1,443	519	2,834	1,006	28,618	



Internet Utilization Report

- A total of 28,678 library users accessed online information through internet services to complete their assignments, research works, and other academic requirements. The data is 170% higher than that of CY 2015 with 8,647 recorded utilizations. This implies that students most likely find these library services as a tool that aid their learning needs.
- Data on Table 3 show that students of BS in Accounting Technology, BS in Accountancy, and BS in Business Administration are consistent were the top 3 courses with 8,243, 7,976, and 6,119 frequencies. This entails high demands of accessing online information for academic requirement's completion for these programs. Moreover, it is interesting to note that BS in Office Administration students ranked 4th with 3,484 usages though they were fifth from the six undergraduate programs in terms of population. Furthermore, their records of internet utilization surpassed BS in Information Systems who ranked 2nd in the number of enrolled students.

Table 3. Internet Access Utilization Report

Course	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BSA	674	948	1,310	538	291	420	493	719	996	738	521	328	7,976
BSACT	890	1,412	1,315	6	3	480	350	487	974	823	1,024	479	8,243
BSBA	318	571	571	179	101	259	324	646	1,304	855	645	346	6,119
BSE	181	123	85	37	-	26	48	63	121	90	84	70	928
BSIS	101	198	158	-	-	159	122	133	373	199	212	71	1,726
BSOA	689	739	626	6	-	184	107	247	295	203	231	157	3,484
TOTAL	2,853	3,991	4,065	766	395	1,528	1,444	2,295	4,063	2,908	2,717	1,451	28,476
MBA	7	13	1	-	-	-	1	2	4	-	-	-	28
MPA	-	-	1	-	1	-	2	-	-	1	1	-	6
TOTAL	7	13	2	-	1	-	3	2	4	1	1	-	34
FACULTY	30	71	28	15	11	-	1	6	3	-	2	1	168
STAFF	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	30	71	28	15	11	-	1	6	3	-	2	1	168
Grand Total													28,678

Reference and Information Services

- Conducted group INFOFEED Lecture Series to students enrolled in Basic Research: Plagiarism, Citation 101, and Citation 102.
- Conducted individual INFOFEED Literacy instructions to 58 undergraduate and 16 graduate students
- Issued 51 Inter-Library Loan research permits to 37 undergraduate and 12 graduate students and 2 faculties who want to research in other libraries



PHYSICAL STRUCTURE & AMENITIES

E Provide a facility/set-up that fosters study, teaching and research for the users and conducive work environment for the staff



E. Physical Set-up

STRATEGIC PRIORITIES: ENHANCING STUDENT LEARNING EXPERIENCE THROUGH PLEASANT, SAFE, AND SECURED ENVIRONMENT

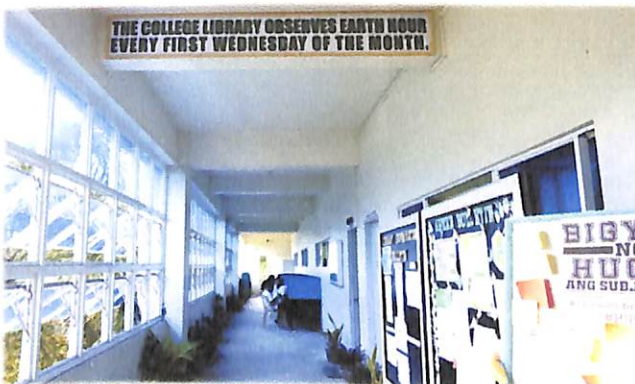
"Emphasis is on having a library that is attractive and ergonomically designed to provide safety and comfort, and to promote operational efficiencies and effectiveness of use"

Envisioned:

- Compelling good experience and learning environment with a rich array of research materials, equipment, furniture and fixtures
- 25% increase in learning/study spaces
- Reduction in Library operating costs
- Improved access to valuable and unique scholarly resource

Accomplishment:

- Developed a plan considering the conservation energy by having an earth hour, by reducing the percentage of lightings from 10:00 a.m. to 3:00 p.m. to 75%, by installing an automatic shut off or sleep mode to computer units which are not in use within 5 minutes, and by gradual replacement of fluorescent to LED tube lamp.



- Installation of window pane in the library to protect the area from rain drops on the alleys and to reduce solar glare during day time
- Conversion of Library Porch to Reading Area to accommodate at least 25 users
- Provision of Librarians Office



- Acquisition of 2 Smart TV for information dissemination, lecture presentation, and movie viewing
- Acquisition of 10 Tablets for the establishment of Mobile Searching Services (MSS)
- Acquisition of 1 ACER Laptop for INFOFEED lecture series presentation
- Acquisition of 3 high powered UPS to preserve the computer units from damaged by frequent low power supply.
- Acquisition of 5 Corei7 computers to be used as additional computer workstations for access to online information and electronic resources.



- Restructured the arrangement by moving the clippings to periodical area



LINKAGES

F Build up strong networking/linkages with other libraries and organizations