2017 LIBRARY ACCOMPLISHMENT REPORT

CARLOS HILADO MEMORIAL STATE COLLEGE
COLLEGE OF BUSINESS MANAGEMENT & ACCOUNTANCY

You measure the size of the accomplishment by the obstacles you have to overcome to reach your goals.

~ Booker T. Washington

Accomplishment 2017

The Library, being the heart of the College, supports the its mission, "to be a leading green institution in higher and continuing education committed to engage in quality instruction, development-oriented research, sustainable lucrative economic enterprise, and responsive extension and training services through relevant academic programs to empower a human resource that responds effectively to challenges in life and act as catalyst in the holistic development of a humane society." This accomplishment report list the unit's key statistics and achievements for calendar year 2017 in partnership with and in service of CBMA students, faculty, and administrators.

A. Administration

STRATEGIC PRIORITIES: EFFECTIVE MANAGEMENT AND STEWARDSHIP

Objectives:

- To initiate and monitors plans/actions to provide the library sustainable services and adequate resources, equipment, and facilities.
- To ensure that the library activities and programs are in congruence with the College VMGO and Institution's mandate.
- To supervise the library personnel ensuring that they will be able to do their functions effectively and efficiently in their respective area of responsibility.

Activities:

- Prepare previous year's accomplishment report.
- Prepare the unit's action plan based on its Five Year Development Plan.
- Collaborate with other campus librarians on the acquisition/development of library system.
- Participate/represent the library in the College various programs and activities to facilitate the realization of its mandate.

Accomplishment:

- Accomplishment report was submitted to the College key officials and was disseminated to various stakeholders through posting in the Library Website and through InfoEdge newsletter.
- Devised the unit's action plan based on its Five Year Development Plan, PPMP, and Budget allocation.
- External Campus librarians met and discussed the acquisition and the specification of the new library system. Likewise, the homogeneity of processes and transaction flow in preparation of ISO certification (ISO 9001:2015) and schedule for review of policies and organizational structure were prioritized.

- 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 resources.

- The three years old "Give Love Give Book Give Now" book drive was able to gather 328 titles and 331 volumes of book donation.

- Stringent implementation of Green Library

CHMSC-FT LIBRARY
BOOK DONATION CAMPAIGN
#1000TITLESFOR2017
GIVE GIVE GIVE
LOVE. BOOK. NOW.

DROP-OFF LOCATIONS:
☑ CHMSC-FT Guard House
☑ CHMSC-FT Library Counter
FOR MORE INFORMATION:
✆ Call us! (034) 433-5214
✉ Email: chmscft_library@yahoo.com
Follow us on Facebook: www.facebook.com/ChmscFTLibrary
Website: http://www.ftowne-library.chmsc.edu.ph

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 lightings to LED tube lamp).

Other Accomplishment:

Involvement in Greening Advocacy

COASTAL CLEANING AND MANGROVE PLANTING
with TOG6 PAF @ Punta Tay-tay Bacolod City,
August 24, 2017

STREET CLEANING at right side of CHMSC-FT
October 26, 2017

TREE PLANTING
CHMSC-Fortune Towne, July 28, 2017

ESTABLISHING A BOTANICAL AND VEGETABLE GARDENS

B. Staff Development

STRATEGIC PRIORITIES: CONTINOUS ENHANCEMENT OF PERSONNEL'S PROFESSIONAL COMPETENCY AND PERSONAL VALUES FOR EFFECTIVE SERVICE PROVISIONS

Objectives:

To strengthen human resource skills and knowledge in the field of library information science and technology

Activities:

- Enrolment of the Librarian in the Doctorate Program
- Attendance in training, seminars, and workshop and other related fields
- Conduct an in –service training to new student assistants regarding library operations, resources, services and work attributes they should possess as they handle frontline services
- Re-orientation of the library personnel in rendering effective and efficient services
- Reassignment of the current librarian and hiring of additional professional librarian to meet the staffing ration requirement
- Facilitate effective group dynamics activity and in-service training workshop to Job Order Personnel and student assistants during Annual Library Day

Accomplishment:

- Completed Academic Requirements (PhD in Development Management)
- The College Librarian attendance to ALBASA seminar and PLAI Congress

- Conducted a one-week in-service training to new student assistants

- The library support staff attendance to the following seminars:

  1. CHMSC General Administrative Support Staff Seminar Workshop with the theme "The Role of Non-Teaching Personnel in Gearing CHMSC Towards Excellence in Government Service and as a Green Institution" June 8-10, 2017 @ Bahura Resort and Spa Km 19, Maayong Tubig, Dauin, Negros Oriental.
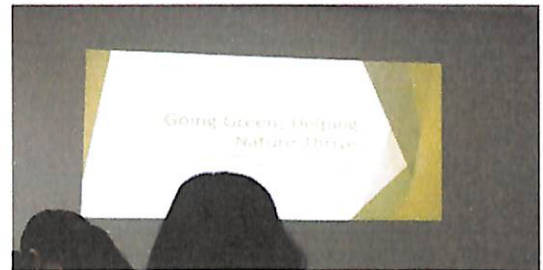
  2. The Librarian conducted seminar on Green customers service to support staff
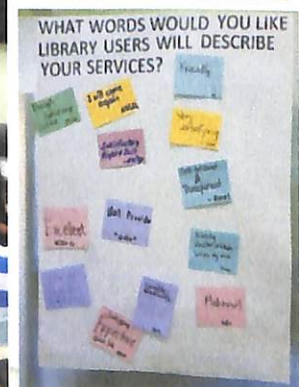
3. Celebrated the 8th Annual Library Day, Personnel (clerks and student assistants) had given seminar-workshop Librarianship 2030: Trends and Issues at Sta. Fe Resort on December 28, 2017.
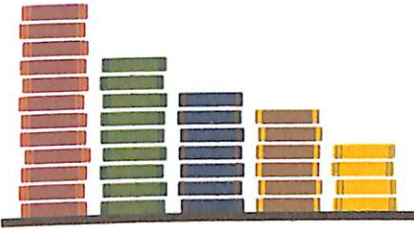

4. Library Staff Seminar Workshop with the theme "Awareness of Library Operations: Key to Effective and Quality Services" CHMSC Main Campus, Ground Floor Green Building, Talisay City on December 29, 2017.

C. Collection Development

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

Objectives:

- To acquire additional book references
- To subscribe to periodical references (magazines and journals) of at least 3 international titles and 2 local titles per courses
- To establish and develop digital collection (e-resources)
- To maintain accessible and high standard collection relevant to course offering

Activities:

- Require faculty members to submit at least 3 titles of references (current edition) per subject taught
- Facilitate the procurement of the requested books especially on the professional subjects of the 8 programs
- Organize book exhibit/fair for the faculty to select or handpicked the references they want to be added in the library collection
- Initiate activities and programs that could encourage grants and donors from external sources
- Require the Department Chair to submit international and local of references per program
- Monitor periodical subscription.
- Subscribe to e-resources (database) related to Business Management and Accountancy field
- Facilitate the acquisition of additional non-print materials to complement the print resources
- Download free e-resources (e-books and e-journals) from the web on different subjects
- Conduct yearly item-level inventory for the library collections
- Update matrix of collection as to the number of titles and volume available per subject vis a vis new acquisitions and utilization report
- Conduct weeding and deselecting of resources to keep the collection relevant and update

Accomplishment:

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

A. Print.

I. Books. Acquisition of **971** titles and **1220** volumes

307 titles and **307** volumes __DONATION__

500 titles and **678** volumes __PURCHASED__

Acquisition of **105** titles of student's unpublished research papers, thesis, capstone, and feasibility studies were turned over to the library for references.

BSIS Capstone Project Study

(**31** titles; **31** volumes)

BSBA-FM Feasibility Study

(**19** titles; **19** volumes)

BSOA Thesis

(**30** titles; **30** volumes)

MBA & MPA Thesis

(**13** titles; **13** volumes)

Annual Acquisition Report

CLASSIFICATION			TITLE	VOLUME
A. PRINT				
BOOKS	Generalities	(000-099)	136	163
	Philosophy	(100-199)	34	37
	Religion	(200-299)	16	17
	Social Sciences	(300-399)	177	204
	Languages	(400-499)	38	38
	Pure Sciences	(500-599)	71	79
	Applied Sciences	(600-699)	319	497
	Arts and Recreation	(700-799)	24	25
	Literature	(800-899)	50	51
	History	(900-999)	23	26
	Fiction		83	83
		Total	971	1220
PERIODICALS	Magazines		19	245
	Journals		16	30
		Total	35	275
STUDENT'S UNPUBLISHED RESEARCH PAPERS	Capstone		31	31
	Feasibility Study		19	19
	Seminar Paper		12	12
	Thesis Graduate Students		30	30
	Thesis Undergraduate Students		13	13
		Total	105	105
B. NON-PRINT				
CDs			23	28
DVDs			12	12
MAPs			2	2
		Total	37	42
C. E-RESOURCES				
	GALE Infotrac Custom 100			
	GVRL E-Books			
	IPeL Subscription to Emerald Journals			
	Business Insights: Global			
	DOST-STARBOOK			

II. Periodical Subscription:

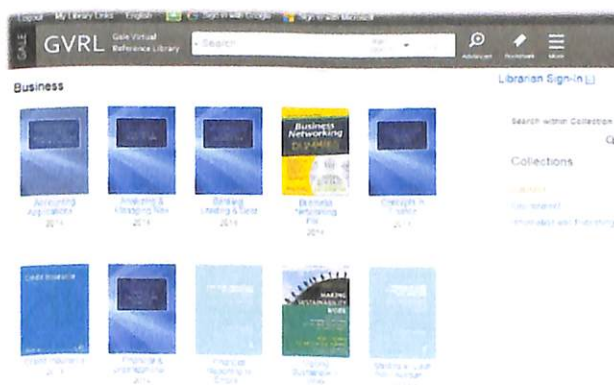**19** titles and **245** volumes of Magazines;

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

B. Non-Print. **37** titles and **42** volumes of audio-visual materials (CD-ROM and DVD) were added to existing pool of references.

C. E-Resources. Subscribed to electronic database (Cengage Philippine Collection, Gale Virtual Reference Library, and Infotrac Customs). Obtained additional of **528** 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 through http://ftowne-library.chmsc.edu.ph/.

- Annual Book Fair was successfully done with the participation of the management, stakeholders, and book jobbers/vendors. Five (5) 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.

Dr. Jo Dean-CBMA, the Librarian, and the exhibitors pose after the giving of the certificate of appreciation
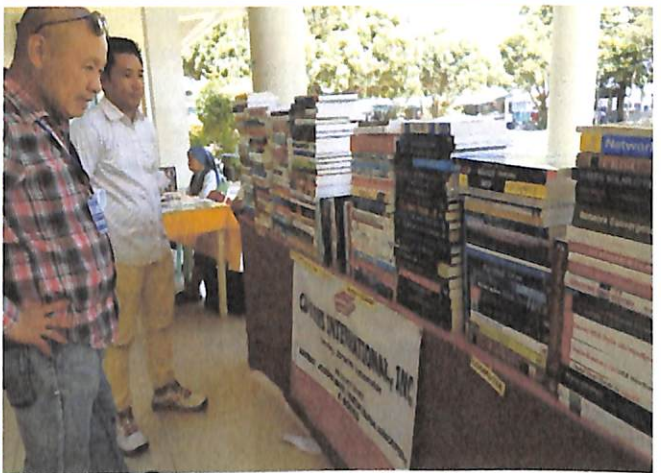
- Conducted an annual item-level inventory of books, periodicals, and library equipment. During the activity, 10 books were deselected from the shelves and were processed to be weed out from the collection.
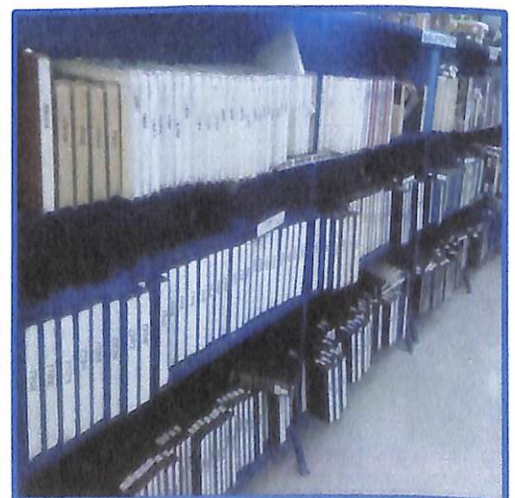
- The year-old "Givelove GiveBooks GiveNow" campaign was able to gather 328 titles and 331 volumes of book donation.

BOOK DONATION CAMPAIGN
as of December, 2017

| No.	Donor	Materials	No. of Titles	No. of Volume
1	Ms. Elisa Banagudos	Books	80	80
2	CD Books International, Inc.	Books	87	87
3	DD Knowledge Seller	Dictionary	1	1
4	New Century Books	Books	6	6
5	Global International Education Link Enterprises Co.	Books	5	5
6	Great Books Trading	Books	46	46
7	Page One	Books	10	10
8	EEW Commodities	Book	1	1
		Journals	2	2
9	VP DTOPs Book Store	Books	13	13
10	Ms. Liz Guillema	Books	64	64
		Magazines	1	4
11	Ms. Lucy Tumulak	Books	11	11
12	Palacio de Malacañang	Book	1	1
	TOTAL		**328**	**331**

Page One Trading

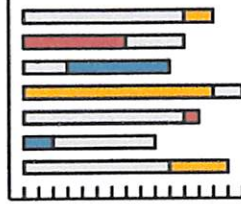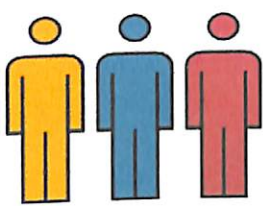CD Books International, Inc.

Great Books Trading
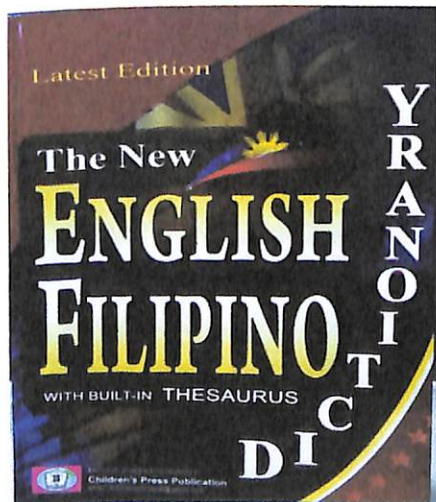
DD Knowledgeseller

D. Service and Utilization

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

Objectives:

To develop and maintain library services that promote high utilization, access, and user satisfaction

Activities:

- Develop an online survey through the local library website
- Develop a teaching program through INFOFEED tailored both graduate and undergraduate programs
- Publish library newsletter 6th issue
- Implementation of the practice of staff name tags
- Create an ICT inclined services like provision of computer tablets for users who prefer to use portable devices
- Generate, compile, and use statistical data on utilization of various services and resources to improve the library collection and operations

Accomplishment:

A. Services:

- Conducted an online survey with "TALE" acronym for : Tracking Actual Library user Experience on 1st semester of AY 2017-2018

TALE: Online Survey

- Required

Name (optional)
Your answer

Type *
- ○ Undergraduate Student
- ○ Graduate Student
- ○ Alumni

Course *
- ○ MBA
- ○ MPA
- ○ BSA
- ○ BSACT
- ○ BSIS
- ○ BSBA
- ○ BSOA
- ○ BSE

The library is necessary for my academic endeavors because...

- ☐ It provides diverse collection which is adequate for my needs
- ☐ Online resources (e.g. journals, databases, ebooks) meet my learnings
- ☐ Library staff provide accurate answers to my inquiries
- ☐ Library staff are approachable and helpful
- ☐ Library staff treat me fairly and without discrimination
- ☐ Opening hours meet my needs
- ☐ Printing and photocopying facilities in the library meet my needs
- ☐ A computer is available when I need one
- ☐ Course - specific resources are easy to find and access
- ☐ The internet service is available and useful to my academic needs
- ☐ Access to electronic resources is easily available
- ☐ The Online Public Access Catalog is easy to use
- ☐ The library website is functional and provides useful information learning and research needs
- ☐ Library Information literacy program help me with my learning and research needs
- ☐ The items I'm looking for on the shelves are usually there.
- ☐ I can get wireless access in the library when I needed to
- ☐ The library anticipates my learning and research needs
- ☐ I am informed about library policies, programs, and services through various dissemination avenues (e.g. newsletter, TV Board, Bulletin Board)
- ☐ Library has clear and user-friendly signages
- ☐ The library is a good place to study and the ambiance is conducive to learning

- Book barcoding

- Recognition of Annual Library Top and Best User both for faculty and student category

THE BEST USER AWARDEE

STUDENTS' CATEGORY: Pomar Pios - BSA III, Jerry Cido - BSA III and Sheena Mae Tondo – BSA III

FACULTY CATEGORY: Mr. Manuel I Ramos, Ms. Kenrose Laguyo, and Lucy Tumulak.

TOP BORROWERS

STUDENTS' CATEGORY: Ramy Frias - BSE I, Christian Palencia - BSA III and Ronald Hilario – BSA III

FACULTY CATEGORY: Ms. Jonah Peruleno, Mr. Rene Bayona and Ms. Mary Jean Tan

- Strengthened information literacy program "INFOFEED" through developing an online tutorial for proper finding, evaluating, and using of information which is accessible in library webpage http://ftowne-library.chmsc.edu.ph/infofeed-2/
- Establishment of TV Board for Selective Information Dissemination

INFORMATION LITERACY SCHEDULE	
Monday	InfoFEED
Tuesday	Library Acquisition
Wednesday	Environmental Awareness
Thursday	Motivational Quotes
Friday	Theme of the Month, Last Friday of the month "movie Viewing"

- Publication of the Library InfoEdge Newsletter volume 6
- 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.
- 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 91,025 customers in CY 2017 as reflected in Table 1. Record show that the busiest month was February, followed by January and March.

Table 1. Library User Admission Report by Type of Users and by Month

USERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BSA	3,639	3,943	3,415	153	156	1,817	2,894	3,240	2,687	1,891	2,459	1,076	27,370
BSACT	3,029	3,374	2,656	15	40	1,978	3,051	3,195	2,748	2,406	2,298	984	25,774
BSBA	1,674	1,488	1,751	53	121	1,203	1,687	1,246	1,516	1,463	983	164	13,349
BSE	737	770	556	5	37	263	327	272	264	259	219	135	3,844
BSIS	918	803	772	13	42	720	780	512	511	791	731	350	6,943
BSOA	1,930	1,655	2,660	55	50	599	757	605	805	896	898	446	11,356
TOTAL	11,927	12,033	11,810	294	446	6,580	9,496	9,070	8,531	7,706	7,588	3,155	88,636
MBA	155	53	67	8	16	57	284	157	85	101	44	34	1,061
MPA	4	17	5	2	-	52	54	74	70	55	26	29	388
TOTAL	159	70	72	10	16	109	338	231	155	156	70	63	1,449
FACULTY	169	100	5	13	9	50	146	42	30	58	68	64	754
STAFF	27	23	-	30	3	18	14	24	7	10	24	6	186
TOTAL	196	123	5	43	12	68	160	66	37	68	92	70	940
											GRAND TOTAL		91,025
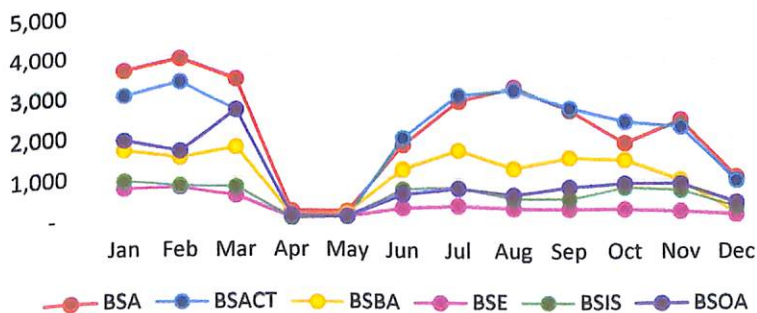
Figure 1. *Attendance Report of the Undergraduate Students*

- Specifically, as shown in Table 1 and Figure 1, 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 27,370, 25,774, and 13,349 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.

- Presented in Figure 2 and Table 1, for the graduate program, a total of 1,449 students visited the library for their research and other needs. The Master in Business Administration graduate students were frequent library users with 1,061 records of admission. The Master in Public Administration students have only a library attendance record of 388. 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.
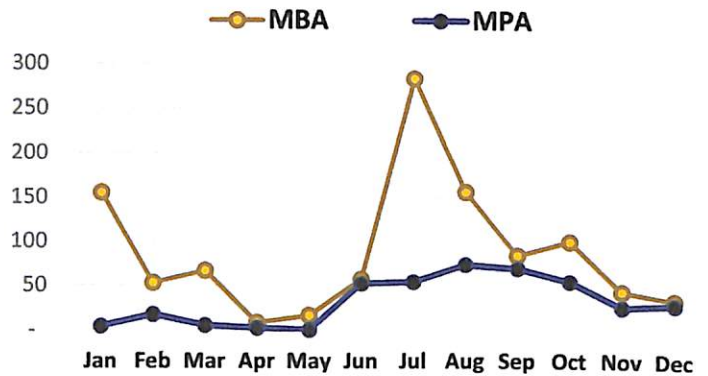
Figure 2. Attendance Report of the Graduate Students

- In a calendar year, as reflected in the Table 1, data shows that there are 754 faculty members who visited the library for various reasons like to avail the circulation, reference, photocopy, and internet services. Likewise, 186 staff were also recorded being in the library for whatever purpose it may serve them best.

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 analyze for program improvement.

- Data show that there were 25,646 borrowing transactions that took place in 2017. Figure 3 shows that more than half or 51% borrowed books for overnight or home use, 44% for library use or research, and 5% loaned it for photocopy purpose. This implies 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.
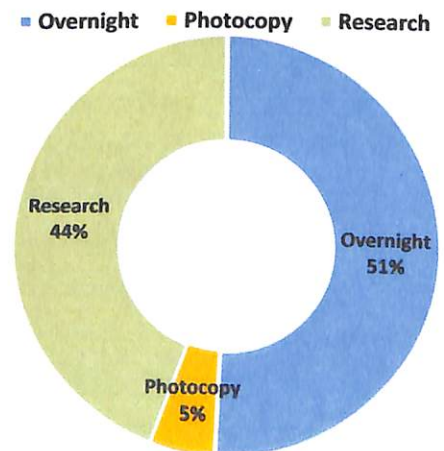
Figure 3. Borrowing Transactions Report by Purpose

- When grouped according to type of users, Figure 4 shows that 91% of borrowing transactions were accounted for undergraduate students, 3% for graduate students and 6% for faculty and staff.

■ Undergraduate ■ Graduate ■ Faculty & Staff

3%
6%
91%
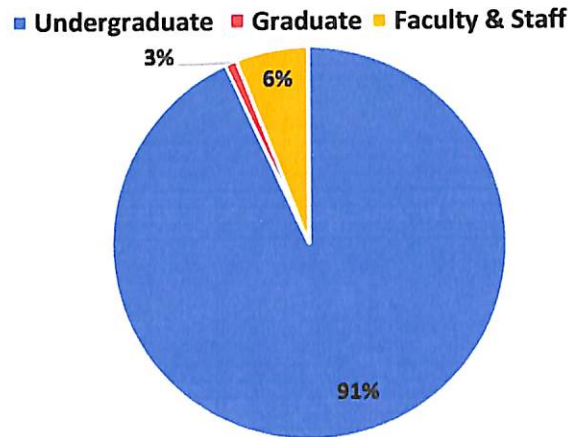
Figure 4. Circulation Service as to Type of Users

- When grouped according to type of services being highly utilized, Figure 5 shows that Internet Research Services was the most utilized library services with 48%, followed by Circulation services with 42%, and WiFi services with 5%. This implies that majority of the library users prefer to access information from online resources in the library. The dropped in Circulation Services utilization data from previous year's data is accounted for this reason. Thus, the management will look into the provision of additional ICT equipment and online databases for the users to access their needed information to the avenues they are comfortable of.

5% 3% 2%
42%
48%

- Circulation Services
- Internet Research Services
- Wifi Services
- Photocopy Services
- Printing Services

Figure 5. Type of Library Services Being Highly Utilized

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

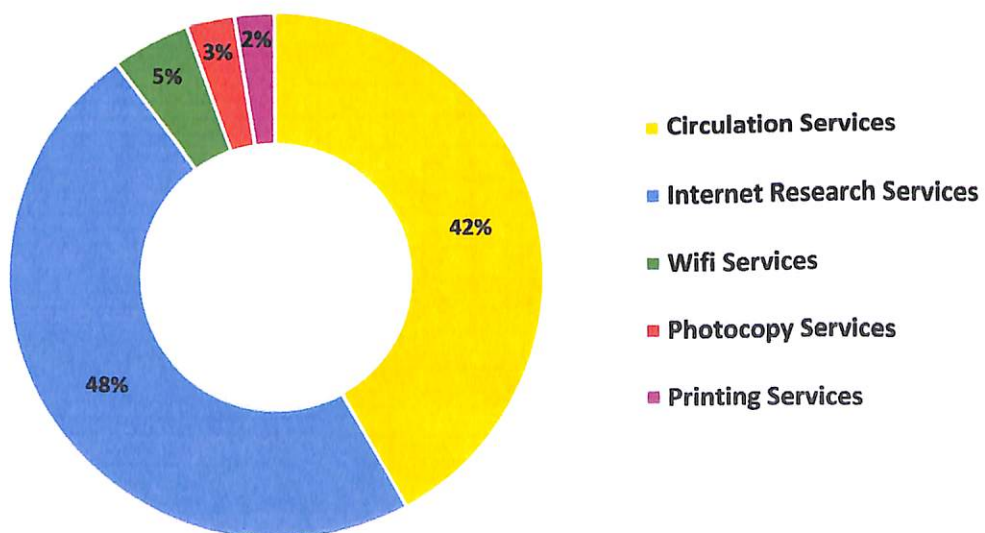| Library Users	Purpose	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	Grand Total
Undergraduate Students															
BSA	Research	448	503	490	43	24	300	505	527	504	442	928	377	5,091	
	Photocopy	24	23	18	-	-	17	30	27	12	25	23	8	207	11,059
	Overnight	623	697	488	80	35	463	789	724	637	50	851	324	5,761	
	TOTAL	**1,095**	**1,223**	**996**	**123**	**59**	**780**	**1,324**	**1,278**	**1,153**	**517**	**1,802**	**709**	**11,059**	
BSACT	Research	254	184	225	-	-	244	553	652	457	486	355	123	3,533	
	Photocopy	38	39	24	-	-	42	68	34	25	45	47	19	381	7,361
	Overnight	490	485	239	-	-	340	449	488	466	41	324	125	3,447	
	TOTAL	**782**	**708**	**488**	**-**	**-**	**626**	**1,070**	**1,174**	**948**	**572**	**726**	**267**	**7,361**	
BSBA	Research	79	67	91	-	10	131	143	89	89	65	97	39	900	
	Photocopy	20	15	14	1	-	17	40	18	8	5	12	7	157	1,680
	Overnight	113	50	21	-	-	102	111	58	76	4	74	14	623	
	TOTAL	**212**	**132**	**126**	**1**	**10**	**250**	**294**	**165**	**173**	**74**	**183**	**60**	**1,680**	
BSE	Research	62	50	36	-	-	21	44	29	51	29	9	6	337	
	Photocopy	15	16	10	-	-	8	11	1	6	3	6	1	77	1,013
	Overnight	139	128	42	-	-	42	76	47	66	9	34	16	599	
	TOTAL	**216**	**194**	**88**	**-**	**-**	**71**	**131**	**77**	**123**	**41**	**49**	**23**	**1,013**	
BSIS	Research	46	15	24	-	-	58	66	23	25	31	29	3	320	
	Photocopy	6	2	2	-	-	4	17	4	6	6	-	1	48	779
	Overnight	37	37	12	-	-	61	73	71	51	2	56	11	411	
	TOTAL	**89**	**54**	**38**	**-**	**-**	**123**	**156**	**98**	**82**	**39**	**85**	**15**	**779**	
BSOA	Research	51	84	43	-	-	70	83	88	117	67	57	11	671	
	Photocopy	1	4	2	-	-	7	27	9	10	12	18	-	90	1,528
	Overnight	128	123	62	-	-	76	130	76	96	7	59	10	767	
	TOTAL	**180**	**211**	**107**	**-**	**-**	**153**	**240**	**173**	**223**	**86**	**134**	**21**	**1,528**	
TOTAL		**2,574**	**2,522**	**1,843**	**124**	**69**	**2,003**	**3,215**	**2,965**	**2,702**	**1,329**	**2,979**	**1,095**	**23,420**	
Graduate Students															
MBA	Research	19	6	4	2	2	55	49	32	3	9	29	1	211	
	Photocopy	17	8	1	2	2	26	32	16	18	13	37	5	177	388
	TOTAL	**36**	**14**	**5**	**4**	**4**	**81**	**81**	**48**	**21**	**22**	**66**	**6**	**388**	
MPA	Research	12	3	1	3	1	65	42	16	27	16	15	17	218	
	Photocopy	18	3	1	2	6	24	11	29	5	2	18	9	128	346
	TOTAL	**30**	**6**	**2**	**5**	**7**	**89**	**53**	**45**	**32**	**18**	**33**	**26**	**346**	
TOTAL		**66**	**20**	**7**	**9**	**11**	**170**	**134**	**93**	**53**	**40**	**99**	**32**	**734**	
Faculty & Staff															
FACULTY	Research	5	6	3	7	-	12	15	10	6	8	9	5	86	
	Photocopy	-	-	1	-	-	1	-	1	-	-	1	-	4	1,482
	Overnight	145	101	54	27	61	171	181	123	148	104	207	70	1,392	
	TOTAL	**150**	**107**	**58**	**34**	**61**	**184**	**196**	**134**	**154**	**112**	**217**	**75**	**1,482**	
STAFF	Research											1		1	
	Photocopy													-	10
	Overnight	1	3			5								9	
	TOTAL	**1**	**3**	**-**	**-**	**5**	**-**	**-**	**-**	**-**	**-**	**1**	**-**	**10**	
TOTAL		**151**	**110**	**58**	**34**	**66**	**184**	**196**	**134**	**154**	**112**	**218**	**75**	**1,492**	
Grand Total		**2,791**	**2,652**	**1,908**	**167**	**146**	**2,357**	**3,545**	**3,192**	**2,909**	**1,481**	**3,296**	**1,202**	**25,646**	

Internet Utilization Report

- A total of 29, 241 library users accessed online information through internet services to complete their assignments, research works, and other academic requirements. 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 Office Administration, BS in Accountancy, and BS in Accounting Technology, are were the top 3 courses with 7,869, 6,840, and 6,694 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 Business Administration students ranked 4th with 4,864 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	559	738	721	43	45	1,352	559	489	622	952	515	245	6,840
BSACT	631	818	688	74	86	976	234	945	1,002	263	826	151	6,694
BSBA	442	495	516	6	21	599	250	456	1,258	485	212	124	4,864
BSE	98	88	138	-	-	133	55	58	89	25	2	2	688
BSIS	262	321	233	-	-	288	157	262	274	261	13	6	2,077
BSOA	745	549	1,100	-	-	948	283	244	818	1,045	1,149	988	7,869
TOTAL	2,737	3,009	3,396	123	152	4,296	1,538	2,454	4,063	3,031	2,717	1,516	29,032
MBA	10	5	4	3	6	46	19	2	2	-	-	-	97
MPA	4	2	1	2	4	24	12	-	2	1	1	-	53
TOTAL	14	7	5	5	10	70	31	2	4	1	1	-	150
FACULTY	6	1	3	1	15	12	1	6	2	-	1	1	49
STAFF	-	-	-	-	3	5	-	-	1	-	1	-	10
TOTAL	6	1	3	1	18	17	1	6	3	-	2	1	59
											Grand Total		29,241

Selective Dissemination of Information

- Conducted Orientation for InfoFEED Lecture Series by Emerald Group Publishing
  www.emeraldgrouppublishing.com/support/training/guides.htm

- Establishment of the Mobile Searching Services
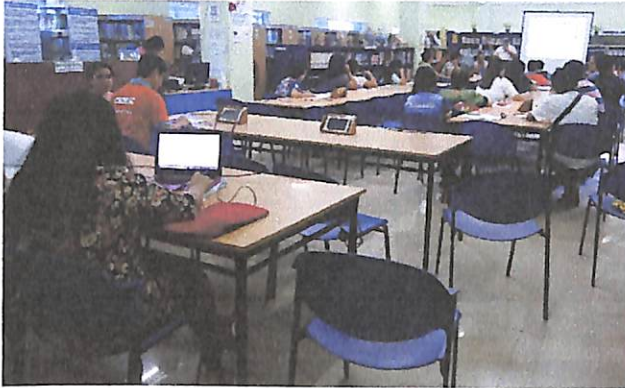
E. Physical Set-up

STRATEGIC PRIORITIES: PROVISION OF THE ADEQUATE AND APPROPRIATE SPACE AND FACILITIES TO SERVE THE ACADEMIC COMMUNITY

Objective:
To establish space extension to enhance the seating capacity of the library

Activities:
- Improve and design the porch area to accommodate additional chairs and tables for reading area extension
- Tiling the porch area floor and closing it with glass door for safety of the materials
- Acquire additional furniture and fixtures for the storage and retrieval purposes as well as in the provision for reading comfort
- Acquire additional ICT equipment like tablets and computers for virtual research practices

Accomplishment:
- Conversion of Library Porch to Reading Area to accommodate at least 25 users

- 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
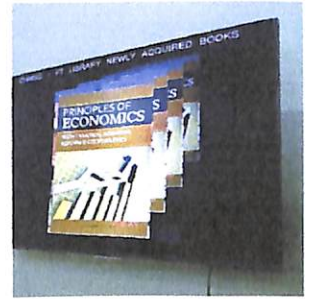
- Additional 4 3-seater Reading Tables for group reading and study

- Acquisition of 2 Smart TV for information dissemination, lecture presentation, environmental awareness, motivational quotes and movie viewing

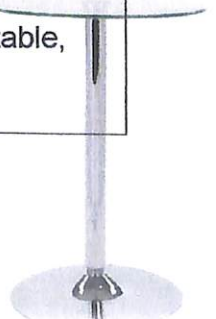- Acquisition of 10 Tablets for the establishment of Mobile Searching Services (MSS)

- Acquisition of 1 Scanner

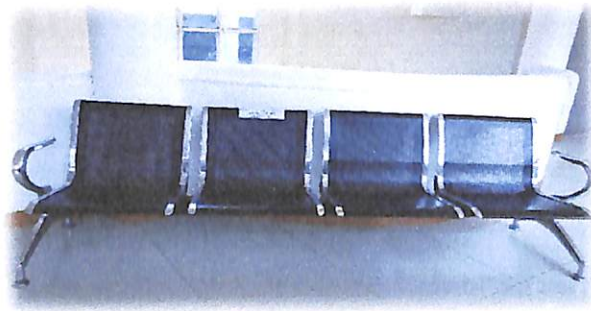- Acquisition of 1 Adjustable, Tall Table

- Acquisition of 3 Sofa

- Acquisition of 5 Corei3 computers online searching and access to electronic resources.
- Restructured the library lay-out by moving the Clippings to Periodical Area

- Acquisition of bench from Alumni

F. Linkages

STRATEGIC PRIORITIES: BUILD UP STRONG NETWORKING AND LINKAGES WITH OTHER HIGHER LEARNING INSTITUTION LIBRARIES, ORGANIZATIONS, AND INDIVIDUAL BENEFACTORS

Objective:

To establish networking/alliance beyond the institution to enhance the resources

To continuously engaged with professional organization to create network of relationships among fellow librarians and academic libraries

Activities:

- Leveraging of collaboration with consortia partners for exchange of publications, consortium for online database subscription, etc.
- Library engagement in the NOCLA, PLAI-NIRLC, PAARL and other organizations that promotes professional advancement through conducts of various activities related to library and information science field

Accomplishment:

- Continuous engagement in professional association's activities being the Negros Occidental Librarian's Association (NOCLA) Academic Libraries Representative
- Exchange of Publications with other learning institutions like Aklan State University –Ibajay Campus, Guimaras State College, Riverside College, Negros Oriental State University,