CARLOS HILADO MEMORIAL STATE COLLEGE
Alijis Campus I Binalbagan Campus I Fortune Towne Campus I Talisay Campus

READING IS KNOWLEDGE

2018
LIBRARY
Annual Accomplishment

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

OFFICE OF THE COLLEGE LIBRARIAN

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Accomplishment 2018

The College Library commits itself to provide its academic community with essential and appropriate services, required facilities, and balanced collection of materials and resources necessary in meeting the current and future needs of school programs and users' informational, instructional, and personal requirements. This accomplishment report lists the unit's key statistics and achievements for calendar year 2018 in partnership with and in service of CBMA students, Faculty, and administrators.
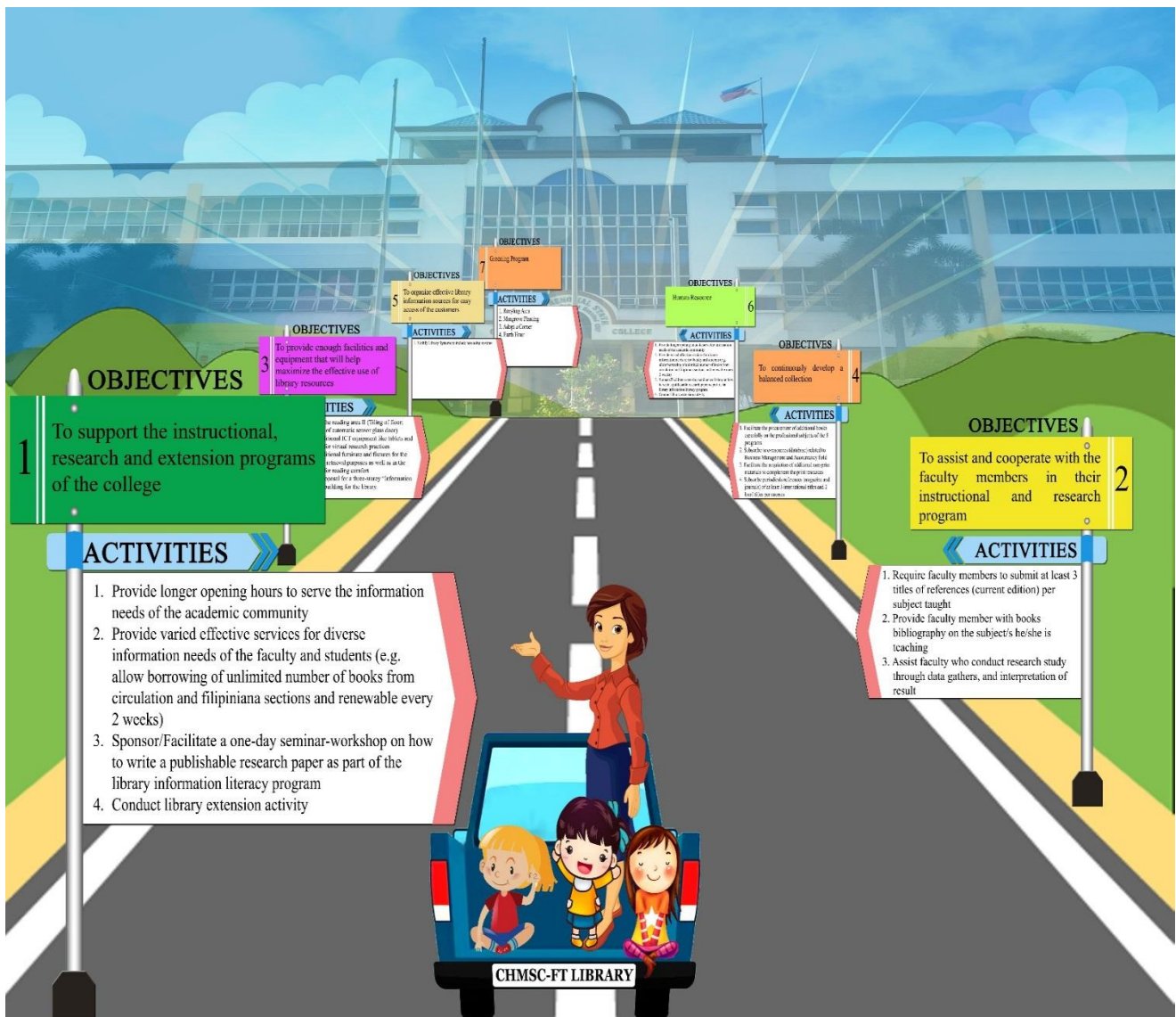
Accomplishments

Library Hours »»

To serve the information needs of the academic community, the library is open Monday to Friday, 8:00 AM to 7:00 PM and Saturday, 8:00 AM to 5:00 PM. The library is accessible to its users for 64 hours a week.

Admission/Attendance Report »»

Table 1 presents the Library Users Admission Report by type of users and by month. The data shows that the College Library was able to serve 61,616 customers in CY 2018.

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

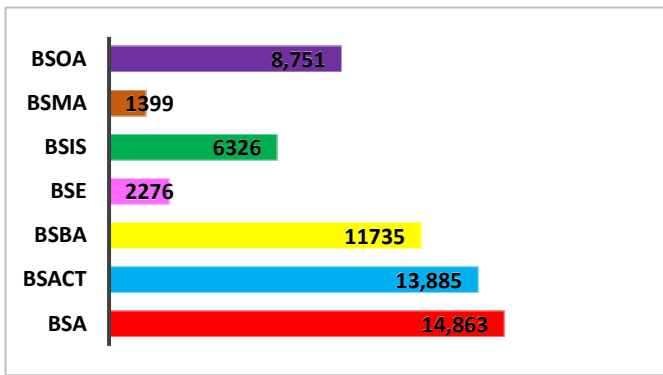| UNDERGRADUATE STUDENTS												
USERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BSA	2,445	2,086	1,991	22	201	1,149	1,891	1,900	290	756	1,627	505	14,863
BSACT	2,522	2,025	2,693	7	425	841	1,532	1,629	163	679	1,029	340	13,885
BSBA	785	835	1,531	34	519	1,131	2,202	2,272	336	945	918	227	11,735
BSE	310	224	336	0	82	140	400	254	50	189	234	57	2,276
BSIS	623	558	985	7	344	511	850	711	107	701	588	341	6,326
BSMA						168	301	224	35	142	286	90	1,246
BSOA	1,121	1473	2273	24	230	467	1,063	650	117	379	660	294	8,751
TOTAL	7,806	7,201	9,809	94	1,801	4,407	8,239	7,640	1,098	3,791	5,342	1,854	59,082
GRADUATE STUDENTS												
MBA	66	136	34	0	1	99	166	151	45	62	80	15	855
MPA	74	80	9	0	1	30	54	66	26	11	103	7	461
TOTAL	140	216	43	0	2	129	220	217	71	73	183	22	1,316
OUTSIDE RESEARCHERS												
OUTSIDE RESEARCHERS	22	14	21	4	1	2	40	7	20	5	2	3	141
FACULTY AND STAFF												
FACULTY	191	77	83	5	5	68	121	98	13	21	77	84	843
STAFF	18	11	20	1	7	20	17	20	6	44	35	35	234
GRAND TOTAL	8,177	7,519	9,976	104	1,816	4,626	8,637	7,982	1,208	3,934	5,639	1,998	**61,616**

Figure 1. Summary of Admission/Attendance Report Undergraduate by Course
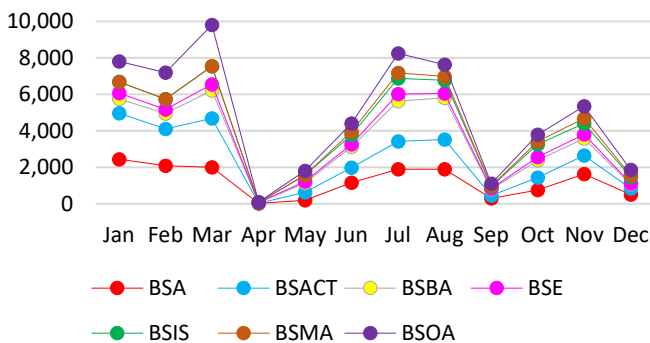
Figure 2. Admission/Attendance Report Undergraduate by Month

Specifically, the data in Table 1 and Figure 1 reveals that students from BS in Accountancy, BS in Accounting Technology, and BS in Business Administration are the top three most numbered library users as indicated by 14,863, 13,885, & 11,735 library visits, respectively.

Figure 2 presents the Library Users Admission Report by Undergraduate program and by month. The data shows that the month of March, July and January are the top three most numbered visited by library users with 9,809, 8,239, & 7,806 library visits respectively.

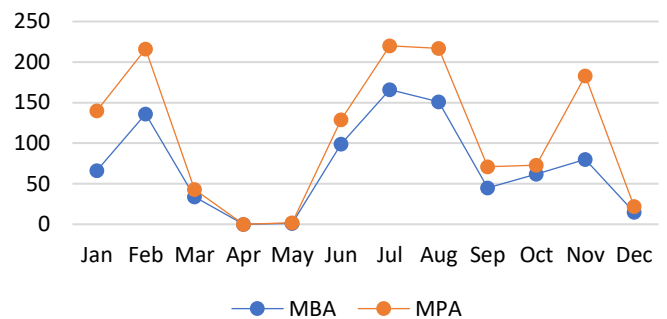As presented in Table 1 and Figure 3 for the

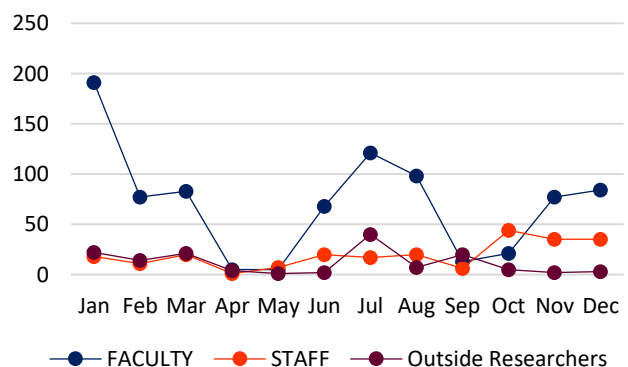*Figure 3. Admission/Attendance Report Graduate Students*

Graduate Program, a total of 1,316 students visited the library for their research and other needs. The Master in Business Administration student's frequent library users with 855 in admission. The Master in Public Administration students have only a library attendance record of 461. 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 4. Admission/Attendance Report Faculty, Staff, & Outside Researchers

In a calendar year, as reflected in the Table 1 & Figure 4, data shows that there are 843 faculty members who visited the library for various reasons like to avail the circulation, reference, photocopy and internet services. Likewise, 234 staff and 141 outside researchers were also recorded being in the library for whatever purpose it may serve them best.

Circulation Services Utilization Report

Table 2 presents the Summary of Borrowing Transactions of the Library Users. The data shows that the College Library was able to serve 22,178 customers in CY 2018. 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.

Table 2. Summary of 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	571	420	286	300	24	962	505	504	527	107	342	99	4,647	8,914
	PHOTOCOPY	6	2	10		17	43	30	27	12	2	4	2	155	
	OVERNIGHT	477	394	136	80	35	463	789	724	637	4	293	80	4,112	
	TOTAL	1,054	816	432	380	76	1,468	1,324	1,255	1,176	113	639	181	8,914	
BSACT	RESEARCH	276	217	190	244		626	553	457	652	59	103	54	3,431	5,915
	PHOTOCOPY	17	16	7		42		68	34	25	-	32	7	248	
	OVERNIGHT	152	123	40			340	449	488	466	-	128	50	2,236	
	TOTAL	445	356	237	244	42	966	1,070	979	1,143	59	263	111	5,915	
BSMA	RESEARCH						11	6	6	12		29	8	72	116
	PHOTOCOPY											-	-	-	
	OVERNIGHT						4	5	5	7	1	16	6	44	
	TOTAL	-	-	-	-	-	15	11	11	19	1	45	14	116	
BSBA-FM	RESEARCH	100	82	70	131	10	261	143	89	89	17	50	13	1,055	1,747
	PHOTOCOPY	17	10	2	1	17		40	18	8	2	13	3	131	
	OVERNIGHT	50	107	28			102	111	58	76	2	18	9	561	
	TOTAL	167	199	100	132	27	363	294	165	173	21	81	25	1,747	
BSE	RESEARCH	31	11	9	21		71	44	51	29	8	16	3	294	693
	PHOTOCOPY	6	4	2		8		11	1	6	-	3	1	42	
	OVERNIGHT	38	39	9			42	76	47	66	-	36	4	357	
	TOTAL	75	54	20	21	8	113	131	99	101	8	55	8	693	
BSIS	RESEARCH	15	10	14	58		123	66	25	23	-	7	7	348	734
	PHOTOCOPY	5	6	1		4		17	4	6	-	1	2	46	
	OVERNIGHT	22	33	14			61	73	71	51	-	12	3	340	
	TOTAL	42	49	29	58	4	184	156	100	80	-	20	12	734	
BSOA	RESEARCH	36	36	71	70		153	83	117	88	3	48	13	718	1,333
	PHOTOCOPY	5	6	7		7		27	9	10	1	6	6	84	
	OVERNIGHT	54	24	12			76	130	76	96		43	20	531	
	TOTAL	95	66	90	70	7	229	240	202	194	4	97	39	1,333	
TOTAL		1,878	1,540	908	905	164	3,323	3,215	2,800	2,867	205	1,155	376		19,452
GRADUATE STUDENTS															
MBA	RESEARCH	36	4	3	15		27	18		5		11		119	152
	PHOTOCOPY	1	-	1		12		8	10			-	1	33	
	TOTAL	37	4	4	15	12	27	26	10	5	-	11	1	152	
MPA	RESEARCH	2	-		12		21	9	13			2		59	77
	PHOTOCOPY	-	-			9		4		4		-	1	18	
	TOTAL	2	-	-	12	9	21	13	13	4	-	2	1	77	
TOTAL		39	4	4	27	21	48	39	23	9	-	13	2		229
FACULTY & STAFF															
FACULTY	RESEARCH	2	5	2	12		279	15	6	10		8		339	1,878
	PHOTOCOPY	-				1	7		1				1	10	
	OVERNIGHT	197	126	81	27	61	171	181	213	148	54	191	79	1,529	
	TOTAL	199	131	83	39	62	457	196	220	158	54	199	80	1,878	
STAFF	RESEARCH	-	1		300		305						1	607	619
	PHOTOCOPY	-												-	
	OVERNIGHT	4	1	1	-	5						1		12	
	TOTAL	4	2	1	300	5	305	-	-	-	-	1	1	619	
TOTAL		203	133	84	339	67	762	196	220	158	54	200	81		2,497
GRAND TOTAL		2,120	1,677	996	1,271	252	4,133	3,450	3,043	3,034	259	1,368	459		**22,178**

Table 3. Summary of Borrowing Transactions by Purpose

PURPOSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
RESEARCH	1,069	786	645	1,163	34	2,839	1,442	1,268	1,435	194	616	198	11,689
PHOTOCOPY	57	44	30	1	117	50	205	104	71	5	59	24	767
OVERNIGHT	994	847	321	107	101	1,259	1,814	1,682	1,547	61	738	251	9,722
TOTAL	2,120	1,677	996	1,271	252	4,148	3,461	3,054	3,053	260	1,413	473	22,178

In Table 3 and Figure 5 shows that more than half or 53% borrowed books were for library use or research, 44% for overnight or home use, and 3% borrowed it for photocopy purpose. This imply that library users preferred to borrow books for research.
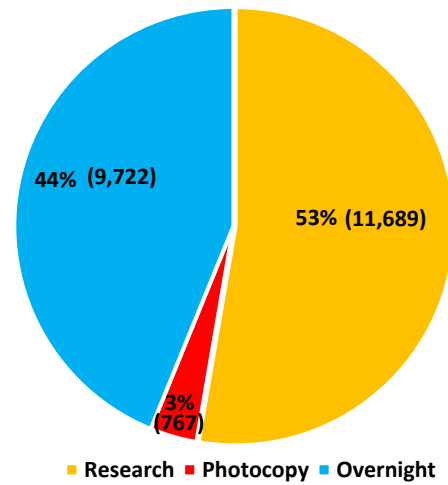
Figure 5. Borrowing Transactions Report by Purpose

Internet and Computer-Aided Research Utilization Report

A total of 33,837 library users accessed online information through Internet, WIFI and Mobile Learning 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.

Mobile Tablet	Wifi	Internet Research	Total
229	1,060	32,548	33,837
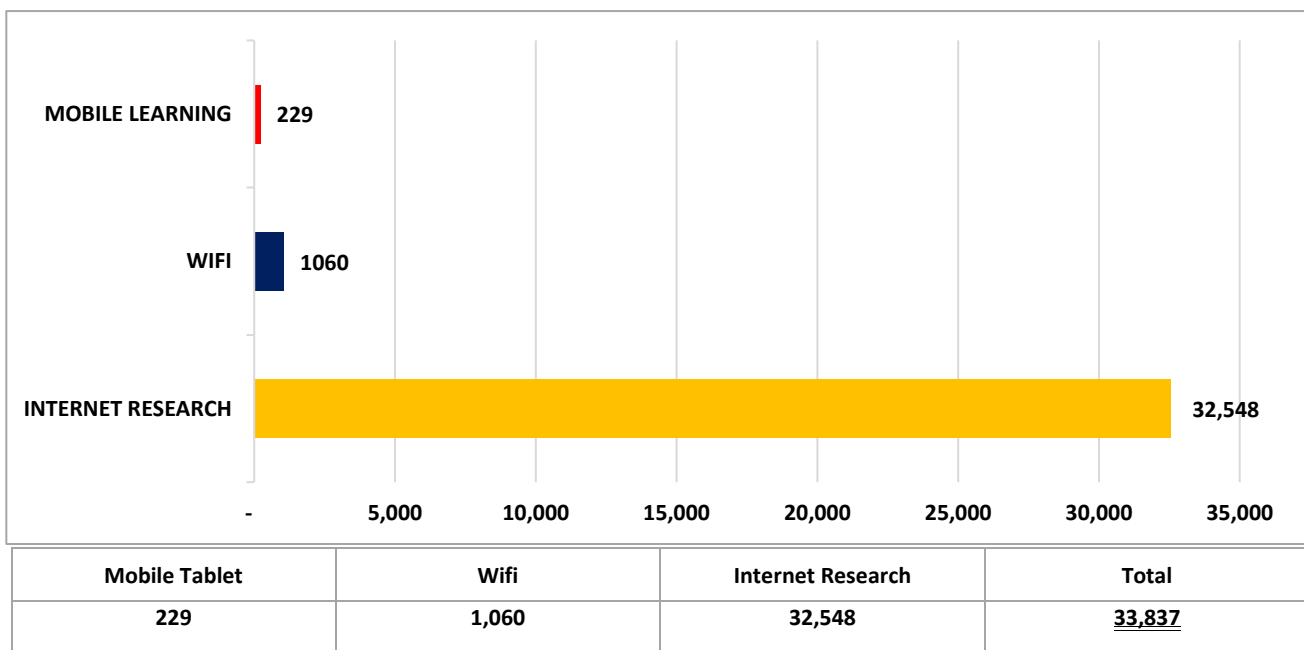
Figure 6. Summary of Internet and Computer-Aided Research Utilization

Specifically, Table 4 presents the Internet Access Utilization Report. The data shows that students of BS in Office Administration, BS in Business Administration and BS in Accounting Technology, were the top 3 courses with 10,229, 7,685, and 5,572 frequencies. This entails high demands of accessing online information for academic requirement's completion for these programs.

Table 4. Internet Access Utilization Report

COURSE	JAN	FEB	MAR	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BSA	1381	1219	1620	8	149	299	314	90	108	29	5,217
BSACT	1324	1288	1525	12	122	330	362	451	114	44	5,572
BSBA	1995	2029	2148	5	261	463	414	208	119	43	7,685
BSE	189	89	393	0	1	21	23	4	5	5	730
BSIS	432	56	588	6	117	206	255	327	59	73	2,119
BSMA	0	0	0	-	11	17	39	26	13	7	113
BSOA	2861	3018	3551	3	144	176	214	129	87	46	10,229
TOTAL	8182	7699	9825	34	805	1512	1621	1235	505	247	31,665
MBA	125	182	27	2	7	23	1	14	4	4	389
MPA	27	25	14	1	0	14	10	2	0	0	93
TOTAL	152	207	41	3	7	37	11	16	4	4	482
FACULTY	179	61	77	0	4	17	5	5	0	0	348
STAFF	22	11	20	0	0	0	0	0	0	0	53
TOTAL	201	72	97	0	4	17	5	5	0	0	401
GRAND TOTAL	8,535	7,978	9,963	37	816	1,566	1,637	1,256	509	251	32,548

Moreover, Table 5 presents the WIFI Service Utilization Report. The data shows that students of BS in Accounting Technology, BS in Business Administration and BS in Office Administration, were the top 3 courses with 293, 211, and 186 frequencies respectively. This entails high demands of accessing online information through WIFI Services for academic requirement's completion for these programs.

Table 5. WIFI Access Utilization Report

COURSE	JAN	FEB	MAR	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BSA	40	26	30	4	18	36	7	9	4	0	174
BSACT	66	50	42	5	39	68	12	8	2	1	293
BSBA	30	19	22	6	43	63	14	11	3	0	211
BSE	1	0	1	0	1	3	0	0	1	0	7
BSIS	26	22	23	2	21	21	7	9	3	0	134
BSMA	0	0	0	0	0	0	0	0	0	0	-
BSOA	37	50	48	1	1	22	19	5	2	1	186
TOTAL	200	167	166	18	123	213	59	42	15	2	1,005
MBA	2	6	2	0	2	6	2	8	1	0	29
MPA	12	6	0	0	2	3	0	0	0	0	23
TOTAL	14	12	2	0	4	9	2	8	1	0	52
FACULTY	1	-	2	0	0	0	0	0	0	0	3
STAFF	0	-	0	0	0	0	0	0	0	0	-
TOTAL	1	0	2	0	0	0	0	0	0	0	3
GRAND TOTAL	215	179	170	18	127	222	61	50	16	2	1,060

Table 6 presents the Mobile Learning Services Utilization Report. The data shows that a total of 229 availed the Mobile Learning Service.

Table 6. Mobile Learning Services Utilization Report

COURSE	JAN	FEB	MAR	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BSA	7	3	2	2	7	0	14	7	0	1	43
BSACT	9	9	3	2	5	4	4	1	2	3	42
BSBA	5	5	1	6	20	13	11	1	-	0	62
BSE	2	0	0	0	1	2	1	1	-	1	8
BSIS	0	2	0	8	9	3	2	1	1	1	27
BSMA	0	0	0	0	0	0	0	0	0	0	0
BSOA	13	1	2	1	6	3	7	1	1	1	36
TOTAL	36	20	8	19	48	25	39	12	4	7	218
MBA	-	-	-	-	3	6	-	-	-	-	9
MPA	-	1	-	-	1	-	-	-	-	-	2
TOTAL	0	1	0	0	4	6	0	0	0	0	11
GRAND TOTAL	36	21	8	19	52	31	39	12	4	7	229

Photocopy Services

Table 7 presents the Photocopy Utilization Report. The data shows that a total of 3,545 customers availed the Photocopy Service.

Table 7. Photocopy Utilization Report

Course	Jan	Feb	Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BSA	36	96	34	12	83	95	69	26	34	12	497
BSACT	82	53	45	45	112	125	100	68	152	40	822
BSBA	56	21	22	25	134	174	215	73	121	25	866
BSE	5	5	3	3	12	34	29	19	25	8	143
BSIS	15	7	9	21	36	45	83	39	79	15	349
BSMA	0	0	0	2	24	26	5	14	17	6	94
BSOA	44	21	55	24	96	99	111	48	62	32	592
Total	238	203	168	132	497	598	612	287	490	138	3,363
MBA	7	13	6	20	14	11	13	10	1	4	99
MPA	12	7	0	7	9	8	0	1	1	0	45
Total	19	20	6	27	23	19	13	11	2	4	144
FACULTY	3	2	1	0	2	3	4	6	7	5	33
STAFF	1	0	0	0	0	0	1	0	0	0	2
VISITORS	1	0	0	0	0	2	0	0	0	0	3
Total	5	2	1	0	2	5	5	6	7	5	38
Grand Total	262	225	175	159	522	622	630	304	499	147	3,545

Printing Services

Table 8 presents the Printing Utilization Report. The data shows that a total of 1,053 customers availed the Printing Service.

Table 8. Printing Utilization Report

Course	Jan	Feb	Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BSA	9	27	7	4	32	35	26	12	21	1	174
BSACT	3	17	21	7	40	22	29	32	16	2	189
BSBA	3	6	8	7	43	51	57	33	27	8	243
BSE	0	0	0	1	2	2	7	2	1	0	15
BSIS	0	8	4	4	29	18	31	20	33	13	160
BSMA	0	0	0	0	13	1	6	2	9	3	34
BSOA	17	38	28	5	31	18	13	13	8	4	175
Total	**32**	**96**	**68**	**28**	**190**	**147**	**169**	**114**	**115**	**31**	**990**
MBA	7	10	0	6	4	2	4	0	0	1	34
MPA	1	2	1	0	0	7	3	1	0	0	15
Total	**8**	**12**	**1**	**6**	**4**	**9**	**7**	**1**	**0**	**1**	**49**
FACULTY	1	2	0	0	1	1	1	3	2	0	11
STAFF		0	0	0	0	0	1	0	0	0	1
VISITORS		2	0	0	0	0	0	0	0	0	2
Total	**1**	**4**	**0**	**0**	**1**	**1**	**2**	**3**	**2**	**0**	**14**
Grand Total	**41**	**112**	**69**	**34**	**195**	**157**	**178**	**118**	**117**	**32**	**1,053**

When grouped according to types of services being highly utilized, Figure 7 shows that Internet and Computer-Aided Research Services were the most utilized library services with 56%, followed by Circulation Services with 37% and 7% for Photocopy & Printing Services. This implies that the majority of the library users prefer to access online resources for their research and information needs in the library. The dropped in Circulation Services utilization data from the previous 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 information to the avenues they are comfortable of.
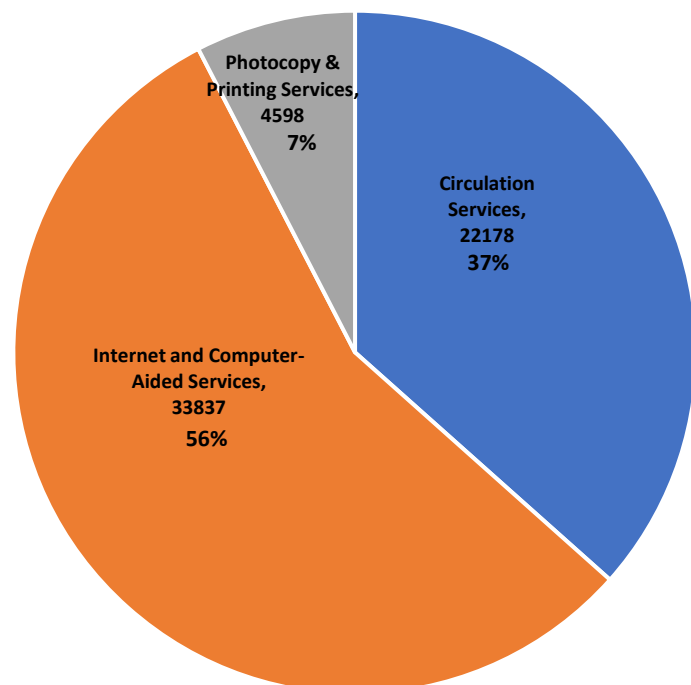
Figure 7. Borrowing Transactions Report by Purpose

Orientation of Library policies, preservation and care of library materials and resources and dissemination of resources among new students

Graduate Students

Undergraduate Students

Dissemination of Library Handbook among students

Ms. Ruvy Tuble discussed the Online Subscription to the freshmen students

ISO CERTIFICATION

ISO Audit for Library was done successfully for the Auditor acknowledged some of the strengths and best practices which was mentioned during the closing program.

Mr. Soler, ISO Auditor with Ms. Kenrose Laguyo and Ms. Ruvy Tuble during the actual evaluation

ACCREDITATION LEVEL II

Prepared substanctial and relevant documents to support each benchmark statements for the 7 parameters of Area VII during AACCUP 2nd Level Survey for the CBMA eight curricular offirings (MBA, MPA, BSA, BSACT, BSBA BSE, BSIS, and BSOA)

Prof. Cheryl C. Bejec and Prof. Fe Alavanza - AACCUP Accreditors check and evaluate the documents for Area VII

AALLUP Accreditors with the CHMSC Fortune Towne Faculty and Staff after the closing ceremony

CHED EVALUATION

Complied CHED requirements for the Library during Regional Quality Assessment Team (RQUAT) Monitoring of the CBMA undergraduate programs.

CHED Assessor with the CHMSC Fortune Towne Area Chair

During the actual evaluation

Recognition of Top Users and Top Borrowers

The Library celebrated the 3rd World Book Day with the theme, "#ShareAStory" on March 1,2018. One of its activities were the recognition of 2017-2018 Top Users and Borrowers both for Faculty and Student Category. Top Program/Course with most library users were also recognized. Lastly, deserving Student Assistants were recognized as an appreciation of their commitment and service to the academic community by bestowing "Service Awards."
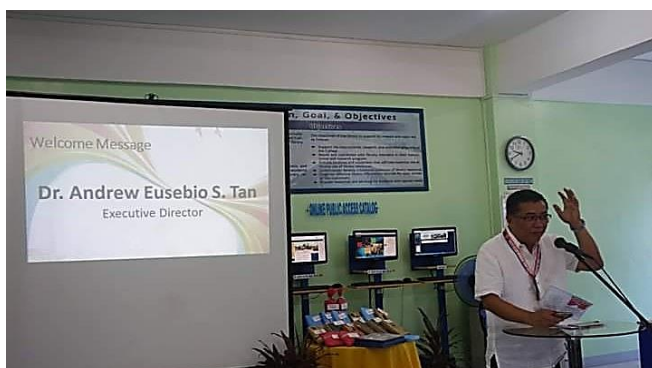
Dr. Andrew Eusebio S. Tan, the Executive Director on his welcome message

Mr. Jordan Yap delivers his Inspirational Message

TOP USERS

TOP BORROWERS

Student Category: Mr. Pomar R. Pios, one of the Top 3 Users. The other Top Users were Jenemy J. Villarino and Melle Rose H. Casible of BSA.

Student Category: The Top 3 Borrowers were Ronald Hilario, Shena Jean Tondo, and Dhay Mark John Gallo of BSA with Ms. Ruvy M. Tuble, the College Librarian.

Faculty Category: Mr. Ronelo Lemoncito and Prof. Manuel Ramos, the 2 of the Top Users with Ms. Ruvy M. Tuble, the College Librarian. The other Top User is Dr. Patchito L. Moreno.

Faculty Category: Ms. Jonah Perulino and Dr. Ma. Fara Magada, the 2 of the Top Borrowers with Ms. Ruvy M. Tuble, the College Librarian.

MOST NUMBERED LIBRARY USERS	STUDENT ASSISTANTS SERVICE AWARD

BS Accountancy was recognized as the Most Numbered Library Users	The Student Assistants Service Awardee: Mary Jane Buenasuerte, Leonelyn Acosta, and Jimmy Discaya with Ms. Ruvy M. Tuble, the College Librarian. The other awardee was Ian Donn Destajo.

Library Extension Activity

Conducted extension program in one of the schools in Bacolod City

In Celebration of World Book Day the library staff held an extension program to Estefania Elementary School in line with the 3rd World Book Day with a theme "#ShareAStory". Included in the program of activities are Storytelling among Grade Three (3) pupils and Book Donations.

Grade three students of Estefania Elementary School with Mrs. Ruvy M. Tuble

STORYTELLING

Grade three students of Estefania Elementary School actively listened and participated in storytelling together with the library staff, student assistants headed by Mrs. Ruvy M. Tuble the College Librarian.

BOOK DONATION

During the Turnover of Book Donations to Estefania Elementary School

Mangrove Planting, Coastal Clean-up and Feeding Program

The library staff joined the Philippine Air Force (TACP) Bacolod in Mangrove Planting, Coastal Clean-up and Feeding Program in Barangay Pahanocoy, August 21, 2018

CHMSC-FT Library spend time with the nature

Before   *After*
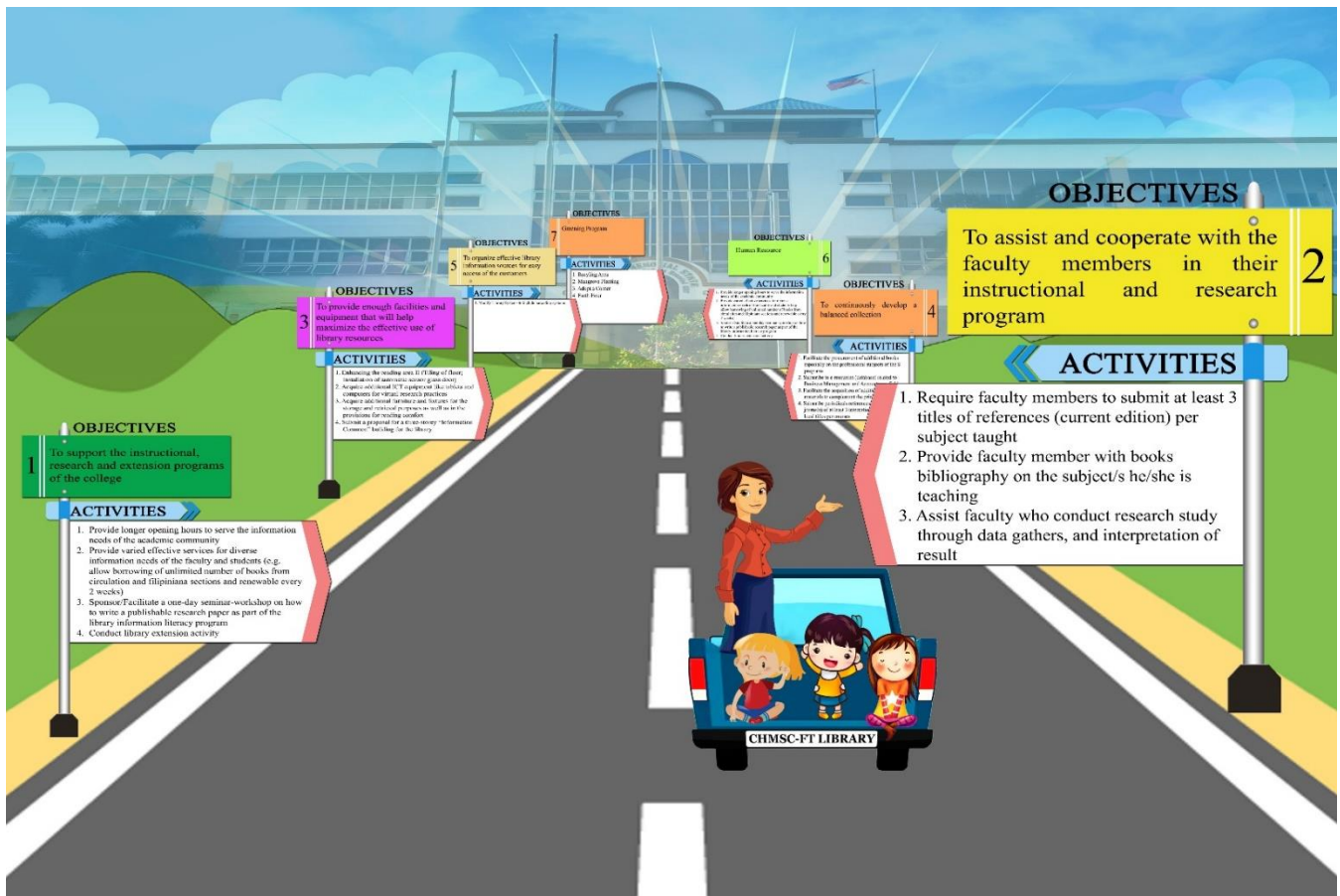
Accomplishments

The Project proposal on Library Notification Service though SMS and email were approved on October 2, 2018

Book Fair

The Library facilitated a Book Fair dated February 5-6 and July 2019 with five (5) Book dealers/jobbers who were able to display their instructional resources for browsing and selection of the CBMA faculty members and students.

Dr. Jay Jay Pisueña – BSBA Chairperson, Ms. Marissa Panogaling – Instructor, Ms. Kenrose Laguyo – BSACT Chairperson and CHMSC students actively participated in the selection of titles for additional references dated February 5-6, 2018 (left to right)

Five Book dealer/jobbers who participated in February 5-6 2018 Book Fair
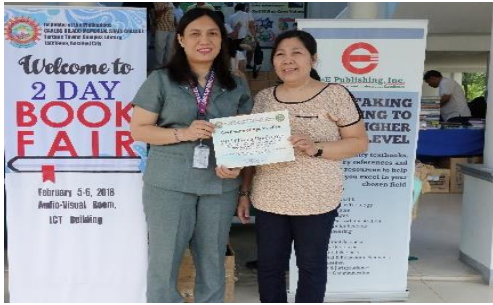
VP DTOPS Books Store

Rex Book Store

C & E Publishing

MegaTEXT Book Store

Great Books Trading

Three (3) Book dealer/jobbers who participated in Book Fair

CD Books International

Great Books Trading

Linar Educational Material

Dr. Teresa Lopo – PPDM Coordinator, Mr. Conrad Albela –BSBA Instructor, and Prof. Manuel Ramos – BSA Instructor actively participated in the selection of titles for additional references dated July 26-27, 2018 (top - bottom)
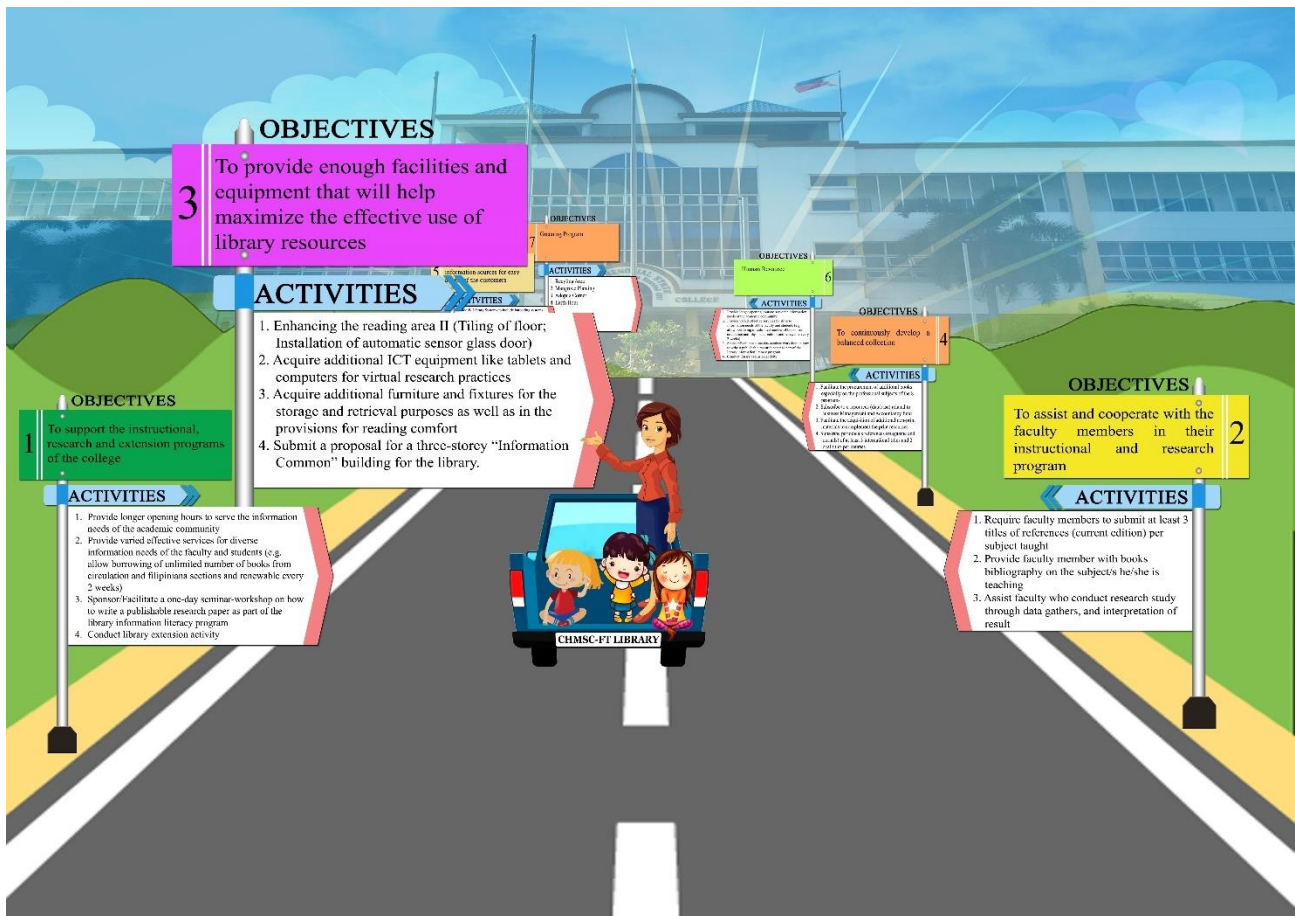
Accomplishments

- Submitted PR for the purchase of supplies, equipment, and furniture and fixtures amounting to 117,067.20.
- Unserviceable computers, furniture, fixtures and other equipment were discarded
- Additional computer for Library Attendance was installed outside the library
- Library's Reading Area 2 was tiled and 4 LED fluorescent lamp were replaced for the comfort and convenience of the library's clientele.
- Re-arrange and transfered the Filipiniana Section
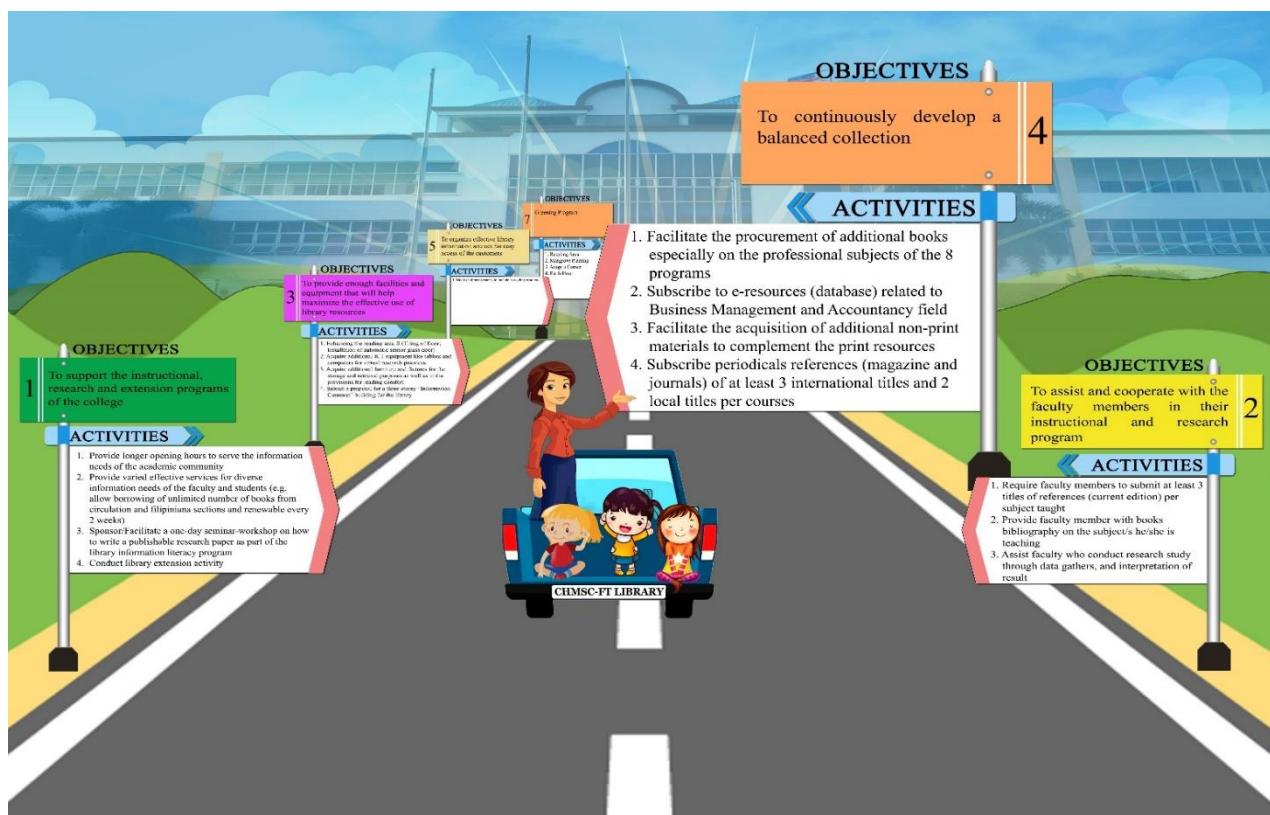
Accomplishments

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

Table 9 presents the Acquisition Report & Table 10 presents the Donation Report. The data shows that a total of 329 titles and 492 volumes acquired books both purchased and donation.

Table 9. Acquisition Report

Classification			Title	Volume
A. Print				
BOOKS	Generalities	(000-099)	26	28
	Philosophy	(100-199)	10	19
	Religion	(200-299)	2	2
	Social Sciences	(300-399)	71	100
	Languages	(400-499)	15	19
	Pure Sciences	(500-599)	14	19
	Applied Sciences	(600-699)	136	228
	Arts and Recreation	(700-799)	8	17
	Literature	(800-899)	16	22
	History	(900-999)	7	14
	Fiction		24	24
		Total	329	492
Periodicals	Magazines		23	160
	Journals		16	29
		Total	39	189
Student's unpublished research Papers	Capstone		0	0
	Feasibility Study		0	0
	Seminar Paper		0	0
	Thesis Graduate Students		17	17
	Thesis Undergraduate Students		18	19
		Total	35	36
B. Non-Print				
CDs			17	17
DVDs			4	4
Maps			0	0
		Total	21	21
C. E-resources				
Gale Infotrac Custom 100				
GVRL E-Books				
IPeL Subscription to Emerald Journals				
Business Insights: Global				
DOST-Starbook				
ProQuest				

Print Resources

Book:

241 titles & 315 volumes of purchased

88 titles & 114 volumes of donations

Periodical Subscription:

Table 9 shows that a total of 39 titles and 189 volumes of periodicals were added to the library's collection.

Table 10. Donation Report

Assorted Books		
Donor	**Title**	**Volume**
Banko Sentral ng Pilipinas	16	20
CD Books International, Inc.	30	30
Engr. Johnson Apacible	6	6
Office of the President	5	10
Manuel I. Ramos Class Project	4	15
Marlene Aguilar	6	12
Marifi Reyes	21	21
Total	**88**	**114**
Equipment/Supplies		
DONOR	**Item Descriptions**	**UNIT**
Great Books Trading	Security Lock cable, black, 2 meters length with Security Hardware Cable Lock & Two keys use for gadgets	10

23 titles & 160 volumes of Magazines; 16 titles & 29 volumes of Journals were cataloged and displayed for utilization.

Student's unpublished research papers:

Acquisition of 35 titles of student's unpublished research papers & Graduate School Theses were turned over to the library for references.

Undergraduate Theses: 18 titles & 19 volumes

MBA & MPA Theses: 17 titles & 17 volumes

Non-Print Resources

CDs & DVDs:

17 titles and 17 volumes of CDs; 4 titles and 4 volumes of DVDs were processed

E-Resources:

Downloaded 63 titles of e-books and 13 e-journals

BOOK DONATIONS

MARLENE AGUILAR

ENGR. JOHNSON APACIBLE
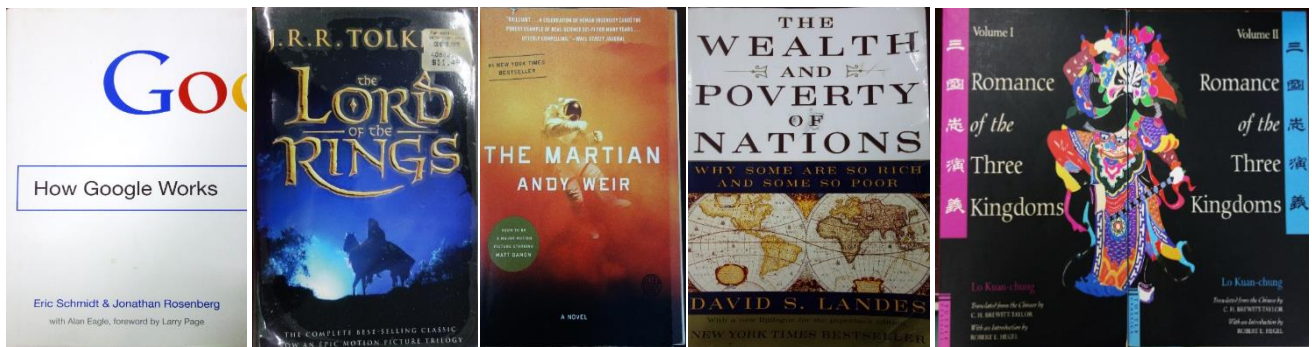
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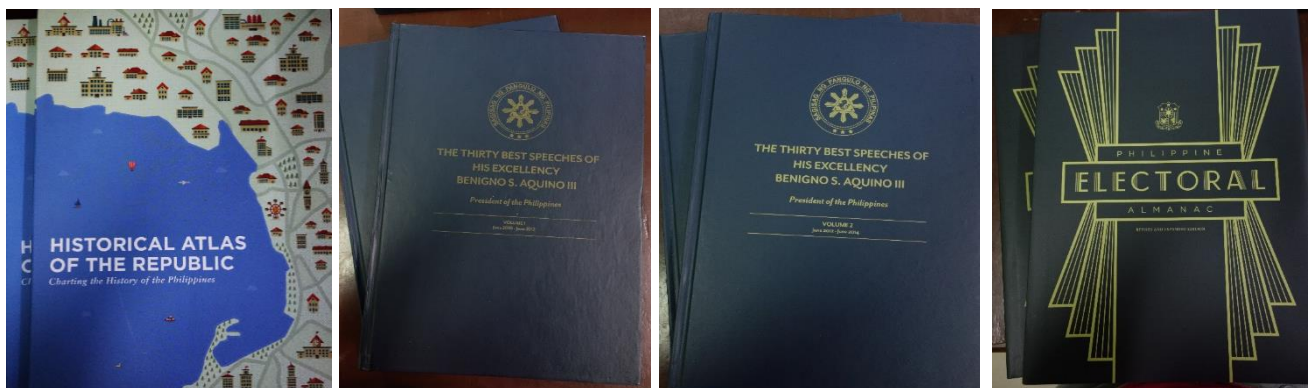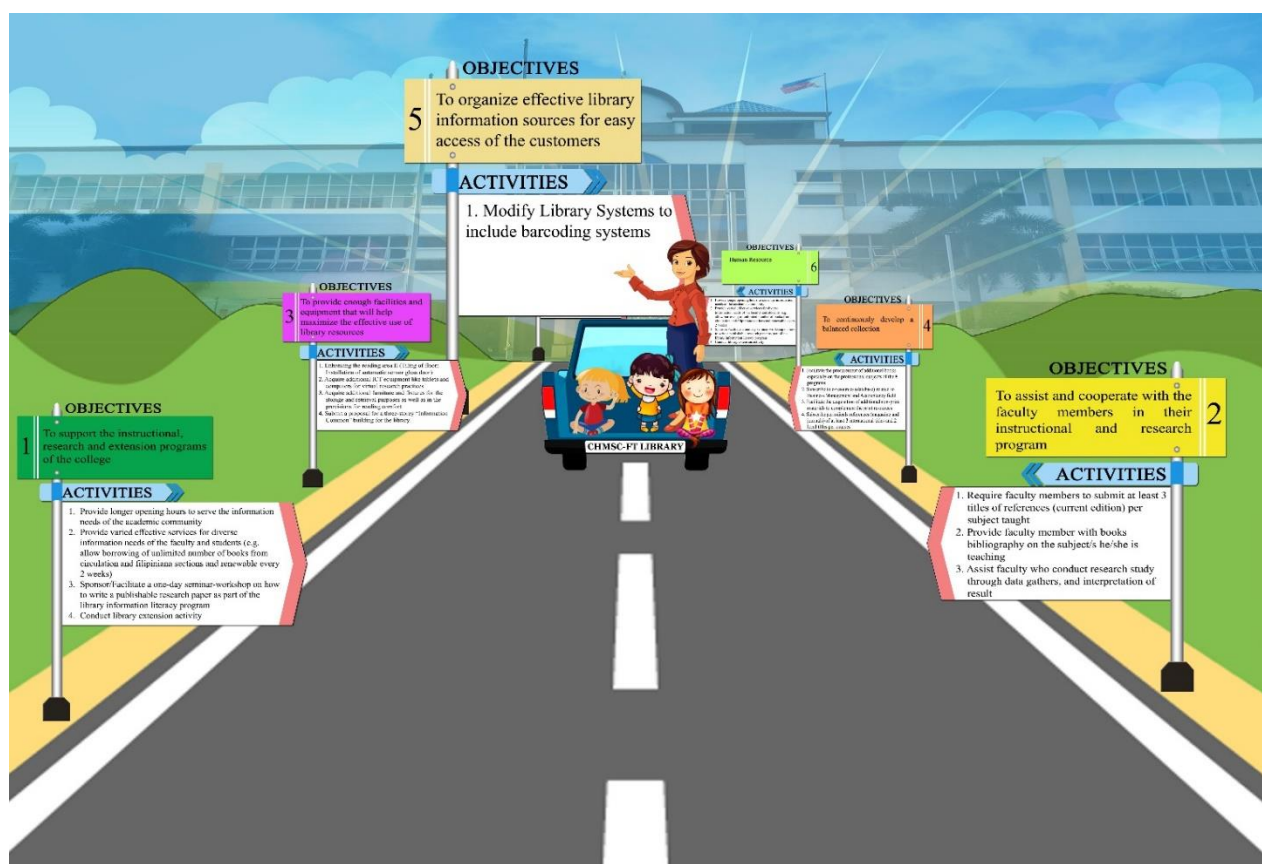
Accomplishments

A total of 329 titles and 492 volumes of books received from January 2018 to December 2018 were processed (stamping of ownership, covering, putting of book pocket and card, encoding of data in the Library System) for use.

Objective 6: Human Resource

1. **Attend to various activities and Seminar-Workshops by the College**
2. **Attend Library-related trainings and seminar-workshops**
3. **Facilitate In-Service Training for Library Staff**

Accomplishments

The Librarians attended the following activities and seminar-workshops organized by the College:

- Seminar on "Integrity, Transparency, and Accountability in Public Service" on July 31-August 1, 2018
- Traverse Abroad Info Drive Training workshop and Style Guide Info Session on August 13, 2018
- COTO workshop on November 8, 2018

- **Opening Salvo on the 118th anniversary celebration of CSC and Quiz Bowl on September 4, 2018**

The Librarians with GASS Personnel participated in the opening salvo of the 118th anniversary celebration of CSC and Quiz Bowl

- **Seminar on Anti-Sexual Harassment Act on September 6, 2018**

- **Orientation/re-orientation on CSC Rules and Regulations on September 19, 2018**

- **Forum on Gender Sensitivity in the Workplace**

CHMSC-Fortune Towne Campus actively participated in the Forum on Gender Sensitivity in the workplace dated December 7, 2018 at AVR, CHMSC Talisay Campus

Ms. Analyn P. Panhilason was hired as College Librarian I

Library Trainings, Seminar and Workshops participated by the Librarians:

- Ms. Ruvy M. Tuble attended the 2018 STARBOOKS Convention Visayas Cluster on August 1-3, 2018 held in Tacloban City
- Ms. Ruvy M. Tuble attended the CE Logic
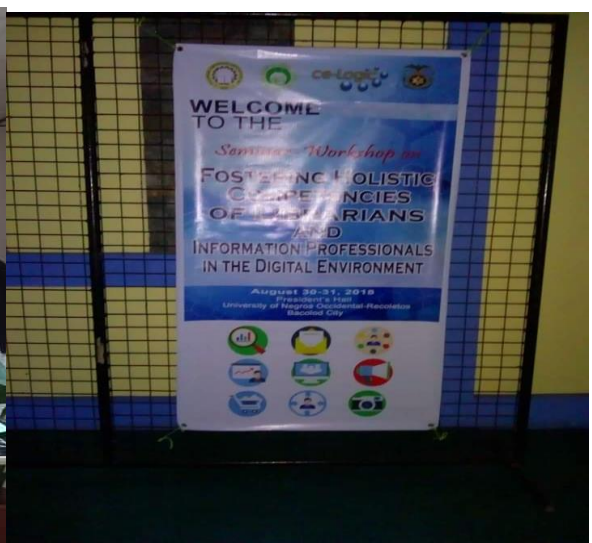
Ms. Analyn P. Panhilason attended the seminar-workshop on "Fostering Holistic Competencies of Librarians and Information Professionals in Digital Environment on August 30-31, 2018 held in University of Negros Occidental-Recoletos

Conducted Library Staff Meeting

First Quarter, Agenda: Performance review, action plan, calendar of activities 2018, ISO survey, Hiring of support Staff replacement of Mr. Sy

Second Quarter, Agenda: ISO Certification, AACCUP 2nd survey Visit, CHED visit, Enrollment, Hiring of Support staff, sending/mailing of publication to other institutions

Third Quarter, Agenda: Financial work plan 2019, Project Procurement Management Plan 2019, Accomplishment Updates for 1st and 2nd quarters, Book Fair, Proposal for Information Common" Building for the Library and Library Notification Services and Extension Services (Green Week) In-Service Training

Fourth Quarter, Agenda: Clearance signing, TALE (Tracking Actual Library Experience), 3rd Quarter Accomplishment Report, AACCUP and CHED results, SA's Duties and Responsibilities, Upcoming National Book Week Activities and Semestral Activity.

Library Advisory Committee Meeting: Dr. Marissa S. Quezon, Dean of CBMA together with the six (6) Area Chair namely Prof. Joena Balladares - BSOA, Ms. Lucia Tumulak - BSA, Dr. Jayjay Pisueña - BSBA, Dr. Ernesto Java - BSE, Ms. Kenrose Laguyo - BSACT, and Isagani Agudo - BSIS

LIBRARY STAFF MEETING attended by Library Staff and Student Assistants

9th Library Day

The College Library held the 9th library day with the theme "Synergy and Empowerment for Quality Service Delivery" on December 15-16, 2018 at Mambukal Resort. In-service training for staff and library student assistants were conducted with the following topics:

- Creating Synergy at its Best
- Demonstrating our Value: Practical Approaches to Effective Collaborative Library Services
- Defining Individual Roles for Quality Service Delivery

Ms. Diwani Duropan – CHMSC FT Guidance Counselor discussed about Creating Synergy at its Best

Demonstrating our Value: Practical Approaches to Effective Collaborative Library Services discussed by Ms. Ruvy Tuble

Ms. Analyn P. Panhilason with Student Assistants on Defining Individual Roles for Quality Service Delivery

Objective 7: Greening Program

Accomplishments

CHMSC Green Week

In celebration of CHMSC Green Week, the library held an Environmental Book Display, joined in Adopt A Corner and distributed Carbon Footprint Flyers to students.

Environmental Book Display

Library Staff display books related to environmental awareness and protection

CARBON FOOTPRINT

ENVIRONMENTAL AWARENESS

Adopt A Corner

CHMSC-FT Library Staff do the plant propagation and clean up

Objective 8: Strengthen Linkages

Accomplishments

BSP MOU SIGNING

Banko Sentral ng Pilipinas invited CHMSC on Signing of Memorandum of Understanding together with other officials and updated their collections of the Knowledge Resource Corner

July 5, 2018 CHMSC joins in signing of Memorandum of Understanding, represented by Ms. Ruvy M. Tuble

CHMSC Staff with Bacolod City Mayor Evelio "Bing" Leonardia, BSP President and CHMSC President Renato M. Sorolla during the signing of MOU

BSP Knowledge Resource Corner

*BSP updated the collection of the Knowledge Resource Collection*

Exchange-Publication:

- Send CHMSC publications (Pangusisa, Disclosures, Tukib, & InfoEdge) to 10 Higher Education Institutions (HEI's) in the country
- Received publications from different State College and Universities
    - Jose Rizal Memorial State University, Hinoban-on, Library Xpress-STEPS, ILS, WPU-Palawan, WVSU, NONESCOST, Tarlac College of Agriculture -Tarlac, TUP-Visayas, & UNO-R.
- Received publications from Aklan State University
    1. Mungo as third crop after rice cropping (Palayamanan Techoguide Series 4)
    2. Indigo: planting stock production and propagation
    3. Corn as third crop after rice cropping
    4. Traditional management practices and utilization of maganhop
    5. Mga Tradisyonal na kasanayan sa pamamahala at paggamit ng maganhop
    6. Aso mo, aso ko, mahal ko: (mga mahahalagang kaalaman tungkol sa rabis at responsableng pag-aalaga ng aso)

Exchange publication from Jose Rizal Memorial State University

Received publications from different State College and Universities
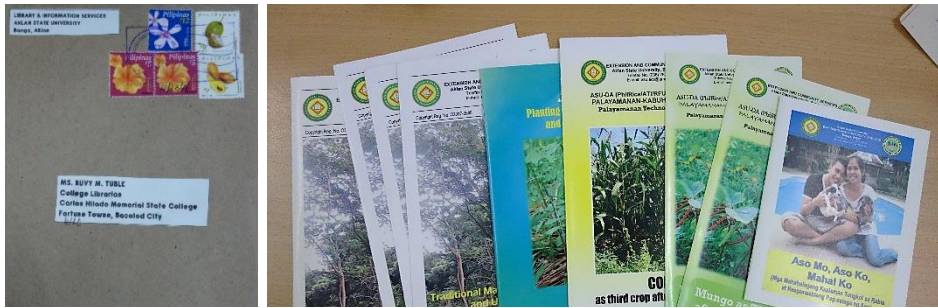
Exchange publication from Aklan State University

VIRTUTIS: UNO-R

WESTWIND: Western Philippine University-Main Campus

LIBRARY XPRESS: Nanyang Technological University, Singapore

Exchange publication from TUP-Visayas

- Facilitate the MOA signing between CHMSC and DOST STII for STARBOOKS database (January - March 2018)
- Orientation with DOST personnel as to STARBOOKS Utilization and Report (January 19, 2018

Poster Making Contest

The CHMSC-FT Library was recognized on its support during the *Regional National Book Week 2018 Celebration* of the PLAI-Negros Island Region Librarians Council

Mr. Rodly C. Monserate of BSIS 3-B was among of the Top 3 Winners in the Poster Making Contest of the said activity.

Benchmarking Activity

The Library Personnel had a benchmarking activity to three (3) academic libraries in Bacolod City on October 26, 2018.

Colegio San Agustin Bacolod

CHMSC-FT Library Staff together with the CSA-B Library Staff

University of St. La Salle Bacolod

USLS Director of Libraries together with CHMSC-FT Library Staff
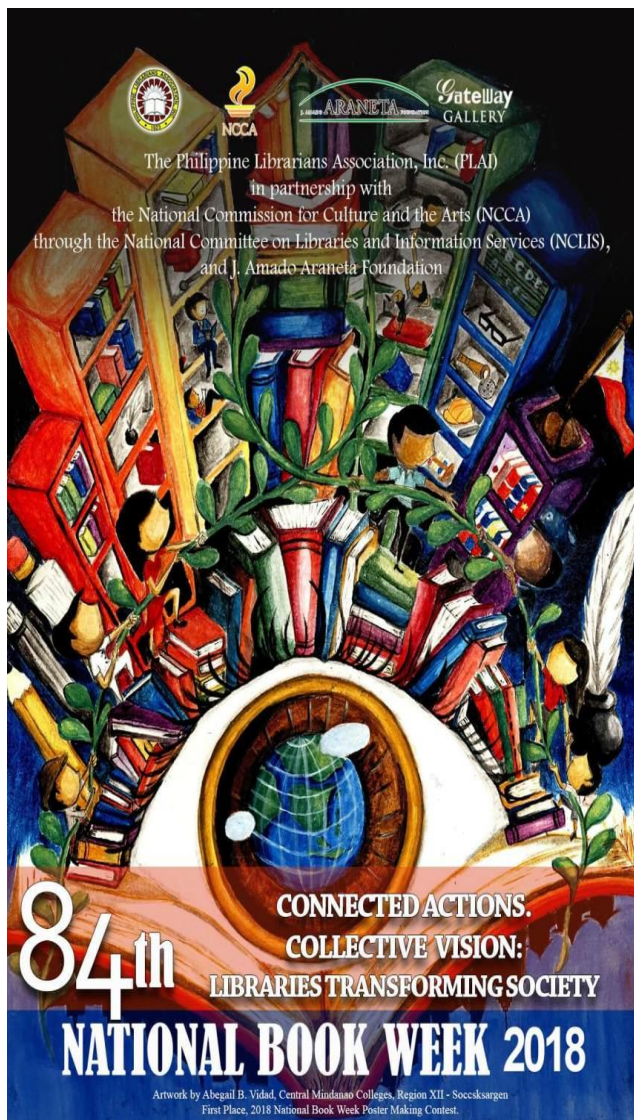
University of Negros Occidental – Recoletos

CHMSC-FT Library Staff with Fray Luis De Leon Librarians

Other Accomplishments

The College Library celebrated the 84th National Book Week on November 24-30, 2018 with the following activities:
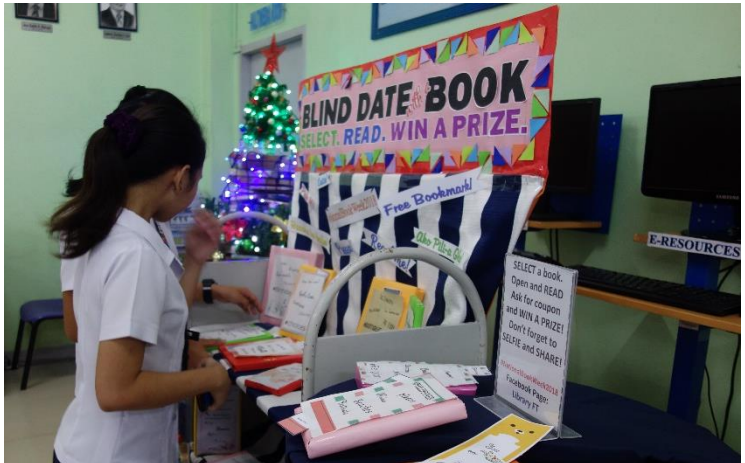
- Blind Date with a Book
- Egg hunting

Blind Date with a Book

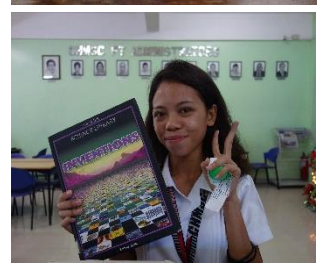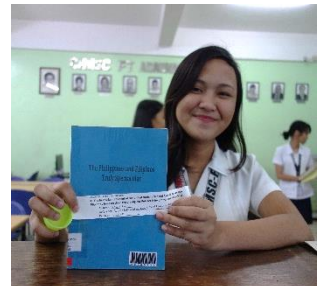*Dr. Teresa Lopo - PPMD Coordinator participated in Blind Date w/ a Book*

Registrar's Office staff Ms. Joan Labrador & Gretchin Positar also enjoy the activity

Various students actively participated and Date with the Book

Egg hunting

Hunters searches for the references

Hunters accomplished and answer the question

BSA I enjoy the EGG HUNTING