



Carlos Hilado Memorial State College

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



CHMSC

LIBRARY AND INFORMATION SERVICES

LIBRARY OPERATIONS MANUAL

BOT Resolution No. 86, s. 2019

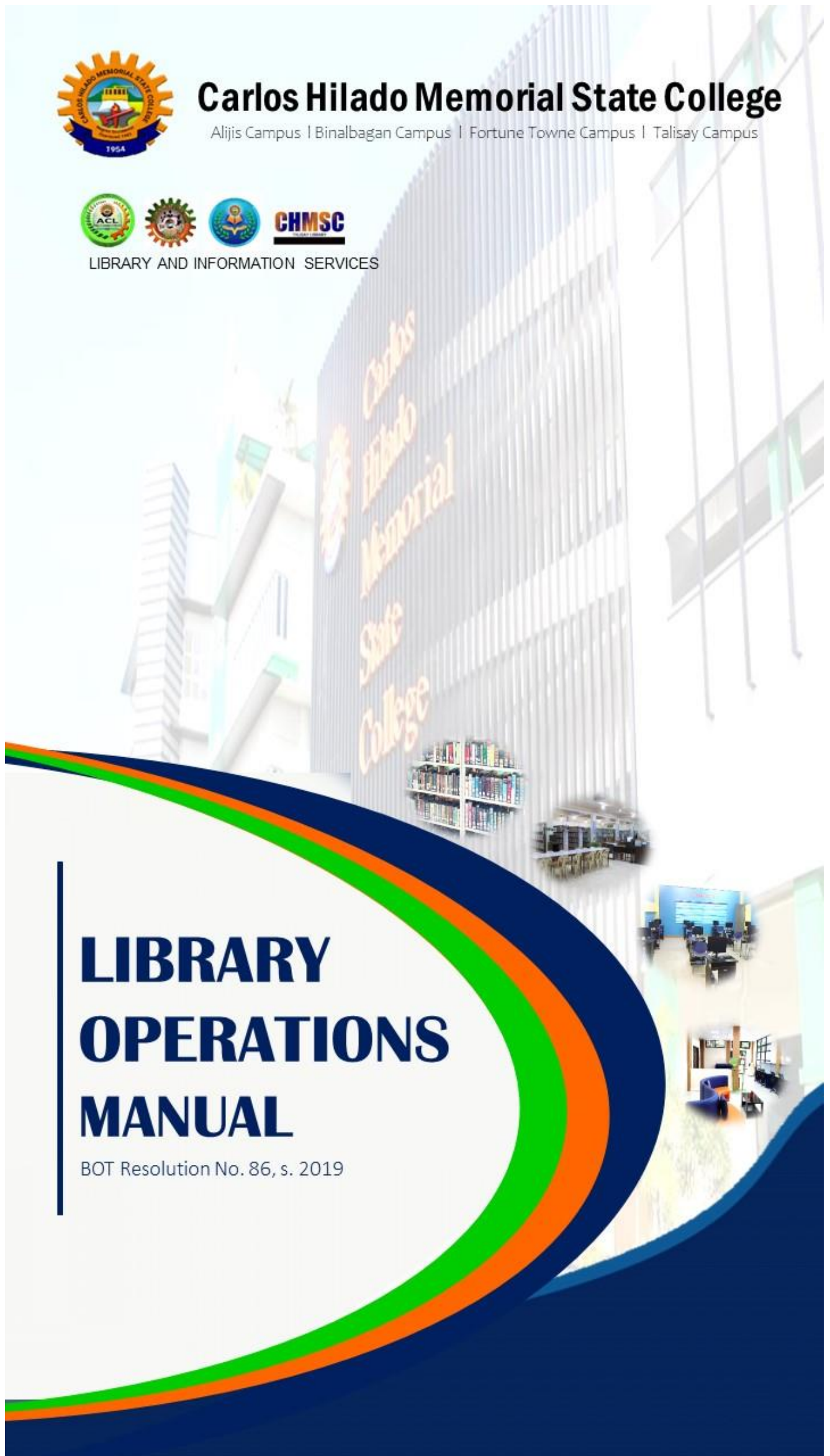


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INTRODUCTION

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

CHMSC HISTORY

Carlos Hilado Memorial State College, formerly Paglaum State College, is a public educational institution that aims to provide higher technological, professional and vocational instruction and training in science, agriculture and industrial fields as well as short term or vocational courses.

It was Batas Pambansa Bilang 477 which integrated these three institutions of learning: the Negros Occidental College of Arts and Trades (NOCAT) in the Municipality of Talisay, Bacolod City National Trade School (BCNTS) in Alijis, Bacolod City, and the Negros Occidental Provincial Community College (NOPCC) in Bacolod City, into a tertiary state educational institution to be called Paglaum State College. Approved in 1983, the College Charter was implemented effective January 1, 1984, with Mr. Sulpicio P. Cartera as its President.

The administrative seat of the first state college in Negros Occidental is located at the Talisay Campus which was originally established as Negros Occidental School of Arts and Trades (NOSAT) under R.A. 848, authored and sponsored by Hon. Carlos Hilado. It occupies a five-hectare land donated by the provincial government under Provincial Board Resolution No. 1163.

November 24, the Negros Occidental School of Fisheries (NOSOF) at Binalbagan was integrated into CHMSC as per BOT Resolution No. 46 series of 2000.



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The renaming of the college to Carlos Hilado Memorial State College was effected by virtue of House Bill No. 7707 authored by then Congressman Jose Carlos V. Lacson of the 3rd Congressional District, Province of Negros Occidental, and which finally became a law on May 5, 1994.

CHMSC QUALITY POLICY

We commit to deliver higher education services in conformance with established standards through competent Human Resource and Functional Systems adherent to the Principle of continual improvement for customer's satisfaction.

The CHMSC VISION

To be a leading GREEN institution of higher learning in the global community by 2030.

GREEN stands for Good governance, Research-oriented, Extension-driven, Education for sustainable Development and Nation-building.

Mission

A leading 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 acts as catalyst on the holistic development of humane society.

Mandate

Carlos Hilado Memorial State College shall primarily provide higher technological, professional and vocational instruction and training in science/agricultural, in industrial fields as well as short-term technical vocational courses. It shall provide research, advance studies and progressive leadership in its area of specialization.



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The CHMSC LIBRARY, VISION, MISSION, GOAL and OBJECTIVES

Vision

By 2022, the library will be a one stop learning venue by providing various library information resources and services.

Mission

The 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 programs and users' informational, instructional, and personal requirements. It assumes a pivotal role in institutional development through its commitment to achieve success and efficient delivery of services in various aspects of institutional instruction, research, and public service.

Goal

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

Objectives

The objectives of the library to support its mission and vision are as follows:

1. Support the instruction, research, extension and production programs of the institution.
2. Continuously develop a balanced collection of library resources
3. Provide facilities that will help maximize the effective use of library resources.
4. Organize effective library information sources for easy access of the customers.
5. Assist and coordinate with faculty members in their instructional and research needs.
6. Provide services to customers with special needs.

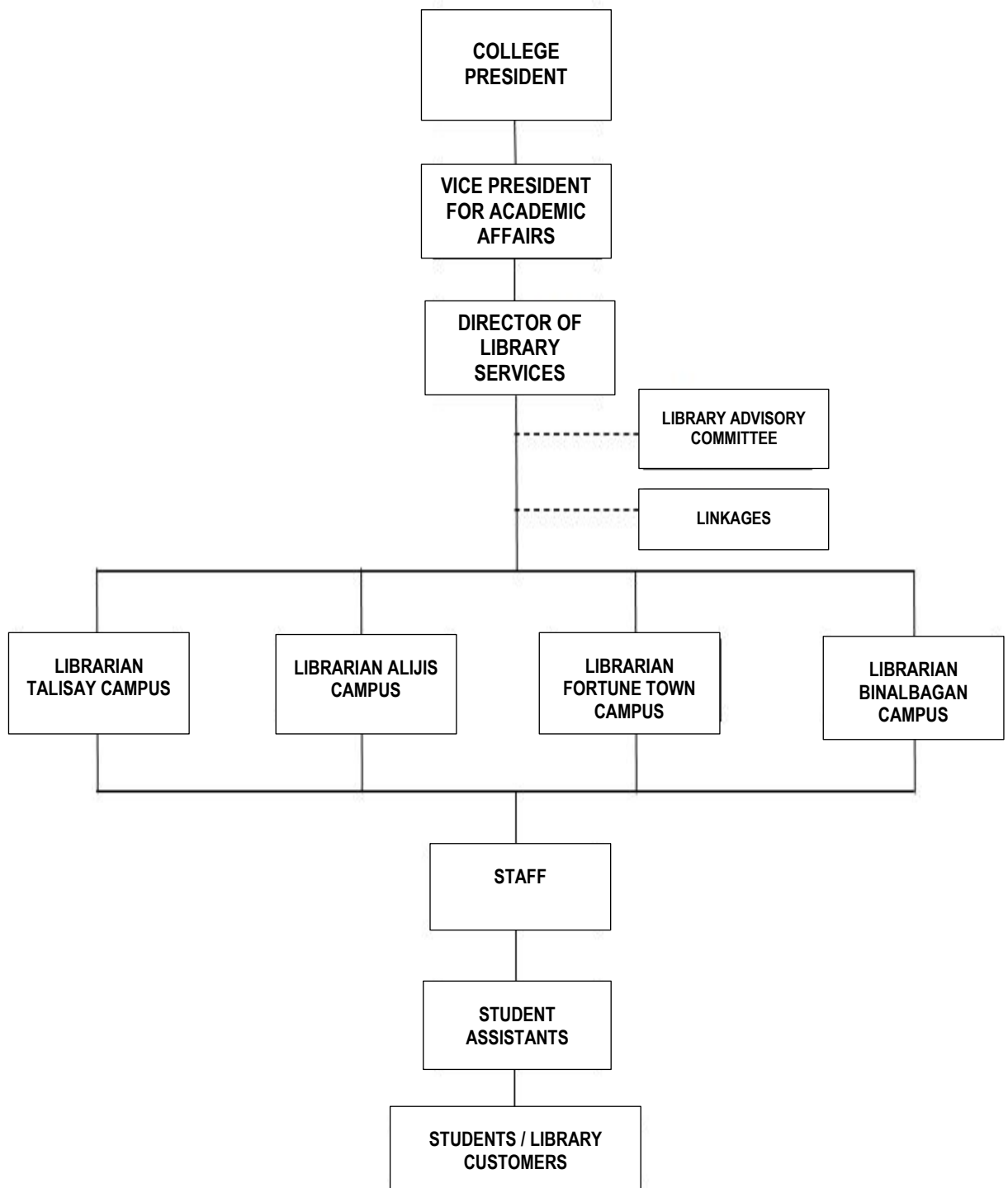


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ADMINISTRATION

Library and Information Services Organizational Structure





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DUTIES AND RESPONSIBILITIES

Director of Library Services

1. Supervise the operation of the libraries;
2. Sign the library purchase request;
3. Formulate library policies and guidelines in coordination with the Library Advisory Committee;
4. Assist the VPAA in the formulation of policies and guidelines in the operation of libraries in coordination with the Library Advisory Committee;
5. Coordinate with the campus librarians the implementation of the programs, activities and projects;
6. Prepare and submits library reports and accomplishments;
7. Call meetings with the librarians as need arises; and
8. Perform other functions as may be assigned by the President.

Campus Librarian

1. Formulates the vision, mission, goals and objectives;
2. Supervises and monitors personnel and library operations;
3. Formulates and implements library policies;
4. Determines budget and prepares documents for the implementation of projects and acquisition of library materials needed in the delivery of library services;
5. Examines, evaluates and requests for purchase the materials presented by the different book dealers or publishers for acquisition;
6. Facilitates recommended book titles by the faculty for acquisition as library collection;
7. Establishes classifying and cataloguing policies of materials;
8. Organizes and classifies all available materials;
9. Keeps, maintains and updates library files and records;
10. Coordinates with the librarians of other campuses of CHMSC with regards to library programs and their implementation;



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11. Initiates plans, designs and takes actions to provide services that correspond to the needs of the customers;
12. Instructs library customers the proper use of library and its resources;
13. Supervises the maintenance of the library in terms of cleanliness, organization and safekeeping;
14. Establishes linkages with other libraries, information centers and agencies;
15. Prepares correspondence, reports, plans and submit to the head of the agency;
16. Attends seminars, conferences, workshops and meetings related to library activities; and
17. Perform other functions as may be assigned by the President.

In-charge of the Technical Services

1. Assist the head librarian of the processing (accessioning, cataloging, etc.) of print and non-print materials;
2. Maintains updated and systematized records of said materials for easy access and retrieval;
3. Prepares and distributes new acquisition list, and prepares list of resources by subject/course;
4. Prepares and submits reports as required by the head librarian;
5. Attends to the needs of library clientele; and
6. Performs other duties assigned by the supervisor.

Sections In-Charge (Circulation, Reserve, Periodicals,

Filipiniana, Graduate School)

1. Organizes and maintains the sections and its collections;
2. Keeps and maintains records of the sections;
3. Prepares and submits reports;
4. Attends to the needs of library users;
5. Performs other duties assigned by the supervisor.



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Audio-Visual Section In-Charge

1. Takes charge of the Audio-Visual Section;
2. Organizes and maintains the audio-visual collections;
3. Prepares and submits reports;
4. Attends to the needs of library clientele; and
5. Performs other duties assigned by the supervisor.

Internet Section In-Charge

1. Maintains cleanliness and orderliness;
2. Refers to head librarian computer units for repair;
3. Assists the clients on how to operate the computer and in surfing the internet; and
4. Performs other duties assigned by the supervisor.

Maintenance In-Charge (for Fortune Towne Campus)

1. Maintains cleanliness and orderliness of the library;
2. Shelves books and other printed resources;
3. Mans the baggage counter area;
4. Helps in repairing damaged library resources; and
5. Performs other duties assigned by the supervisor.

Student Assistants

1. Maintains cleanliness and orderliness of the library;
2. Organizes books in the shelves;
3. Repairs worn out books under the supervision of the library staff;
4. Attends to the needs of the library users;
5. Performs other duties assigned by the supervisor.

ORGANIZATION OF LIBRARY MATERIALS

The Library adopts the close and open shelf system. The Dewey Decimal Classification System (DDC) is used in classifying books and non-book materials as well as the arrangement in the shelves.



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SERVICES OFFERED

The Library provides the following services:

- a. Circulation
- b. Reference and Information
- c. Information Dissemination
- d. Online Public Access Catalog (OPAC)
- e. Faculty and Student Orientation
- f. Photocopy
- g. Internet and Computer-Aided Research
- h. Wi-Fi-Zone
- i. Barcoding
- j. Depository Services
- k. Issuance of Library Cards
- l. Audio-visual

LOCATION OF THE LIBRARY

- | | |
|------------------------|--------------------------|
| ➤ Talisay Campus | 2nd floor LSAB |
| ➤ Alijis Campus | 2nd floor Admin Building |
| ➤ Fortune Towne Campus | 2nd floor ICT Building |
| ➤ Binalbagan Campus | Library Building |

LIBRARY SECTIONS

- A. **Filipiniana Section.** This section contains books from almost all fields of study and of Filipino concepts.
- B. **Circulation Section.** This section contains books from almost all fields of study and of foreign concepts.
- C. **Periodical Section.** This section contains bound and unbound serials.
- D. **Reserve section.** This section contains all kinds of reading materials requested by the subject teachers as required reading materials for courses offered during the semester/summer.



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- E. **General Reference Section.** This section contains encyclopedias, dictionaries, almanacs, handbooks and materials of general interests.
- F. **Internet Section.** This section contains resources such as e-books, e-journals and online information.
- G. **Other Library Collection** includes fiction books, maps, vertical files, clippings, tarpaulin, charts, pictures, CD Roms /DVD's and unpublished materials such as feasibility studies, theses (undergraduate and graduate), project studies, and dissertations.

LIBRARY RULES AND REGULATIONS

I. LIBRARY HOURS

Regular Semester and Summer

Talisay Campus

7:30 AM – 5:30PM – Monday to Friday

8:00AM – 5:00PM – Saturdays

Fortune Towne Campus

7:30 AM – 7:00PM – Monday to Friday

8:00AM – 5:00PM – Saturdays

Binalbagan Campus

7:30 A.M. – 5:00 P.M. - Monday to Friday

8:00AM – 5:00PM – Saturdays

Alijis Campus

7:30 A.M. – 6:00 P.M. - Monday to Friday

II. LIBRARY CUSTOMERS

1. Bonafide students of the institution
2. Teaching and Non-Teaching Staff
3. Alumni and Visitors with current ID
4. Students from other schools (with referral letter from their librarian)



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III. GENERAL RULES

1. Library customers with valid identification card are allowed entrance to the library. For CHMSC students, they must be in proper uniform, with school I.D. and library card.
2. A visitor must present an Identification card and visitor's I.D. issued by the Security Guard.
3. Valuable things such as cell phone, money, laptop, jewelry etc. should not be left in the depository area. The person in-charge is not accountable for the loss of these items.
4. Personal book/s may be brought inside the library provided permission should be sought from the person assigned at the entrance.
5. Customers must log in their library card number in the computer at the entrance upon entering the library.
6. Appropriate way should be utilized for entrance to and exit from the library.
7. Silence should be observed at all times.
8. Eating, sleeping, smoking and project making are strictly prohibited.
9. Customers going in and out of the library are required to have their things checked and inspected before leaving.
10. Orderly and proper use of library furniture and equipment must be observed.
11. Books and other reading materials should be handled with care.
12. Books taken from the open shelves area should be placed on the designated shelves or area for easy return by the library staff to appropriate shelves.
13. Library material reported lost or damaged must be replaced by the borrower with the latest edition of the same title. If the library material is not available in the market, replacement of any current library material of the same subject is allowed provided the value is not less than the actual amount of the lost or damaged one.



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14. All library materials must be properly processed before taken out of the library. Anybody caught stealing any library materials shall be subjected to disciplinary action.
15. Customers (students, faculty and staff) are not allowed to borrow any library materials for use by other customers.
16. Library card should be used to borrow books and other reading materials.
17. Students are given a maximum of three (3) working days to return overdue book, or else they will be banned from library services for the rest of the current semester. The ban is not lifted even the book is returned or fine is paid during the ban period.
18. Students who borrowed book for home use and who cannot return on due date can make use of borrower's entry slip to avail of library services but for three (3) working days only as far as policy in banning is concerned.
19. A fine slip is issued to students who have overdue fines and valid for three (3) working days only. It can be used to avail of library services provided a student is not yet banned.
20. Cell phones should be set in a silent mode.
21. Taking pictures of unpublished materials is prohibited.
22. Charging of cell phones is strictly prohibited.
23. Home use of books is not allowed three days before the mid-term and final examinations as well as during the said examinations. It will resume on the last date of mid-term examination. Moreover, during and after signing of clearance, photocopy is allowed provided clearance form is attached with the Library card.
24. Payment for overdue library materials and library card replacement should be made at the cashier's office.



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IV. RESERVE SECTION

1. Borrowing of books is done through queuing system (first come first served basis)
2. The faculty is required to recommend titles of books and other materials to be placed in this section which will serve as texts or major references in the subject/s they are teaching.

V. LIBRARY CARD

1. Library Card is issued by the Library.
2. Library card is required upon entry in the library and in the use of its facilities and materials.
3. New student is required to present the registration form, Official receipt and submit 2 pieces 1x1 identical I.D. picture during the enrolment for the processing of the library card.
4. A student who lost the Library card can temporarily use the library card processing slip to avail of library services for 2 days only while replacement or application for the card is on process. The student, however, is not allowed to take out library materials.
5. A student who has no Library card due to unpaid overdue fines can use the fine slip issued to avail of library services for 3 days until the account is settled. The student, however, is not allowed to take out library materials.
6. Old student must present the registration form to validate the library card.
7. Pay at the cashier's office Php 50.00 for lost library card, Php 10.00 for damaged library card and Php 10.00 for damaged library card jacket.
8. A student is required to submit an Official Receipt and 1 pc. 1x1 ID picture for the replacement of Library Card.
9. Validated library card is required in the signing of clearance.
10. Misrepresentation or falsification of Library card owned by others shall be subjected to the action of Student Disciplinary Tribunal.



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11. Since library card is non-transferrable, students caught using others student's Library Card as well as the one who lent the Card shall be subjected to disciplinary action.

VI. DEPOSITORY AREA

1. Only customers of the Library are allowed to deposit their things in this area.
2. Valuable things such as cellphone, money, laptop, jewelry etc. should not be left in this area. The library in-charge is not accountable for the loss of these items.
3. Customers must log in the logbook and will be issued a numbered claim card for easy return of deposited items.
4. The numbered claim card must be taken cared of. Once lost, immediately report the matter to the one in-charge to secure belongings.
5. Things unclaimed from the depository will be kept and can be claimed starting the next day.

VII. ENTRANCE

1. Library customers are required to log their library card number in the computer. Visitors, part- time faculty are required to log in the logbook.
2. The entrance in charge shall be allowed to check personal books and laptops.

VIII. EXIT

1. Customers must show the purpose slip of the book or other library materials to be taken out.
2. Customers must present their things and allow the in-charge to check them before they are taken out of the library.



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IX. BORROWING AREA/COUNTER

1. A borrower must have a Library Card.
2. The borrower should check the condition of the book to be borrowed. Penalty for damage shall be charged to borrower.
3. Book card shall be filled up with the date, name and Library Card number.
4. The book card shall be handed to the in - charge to process the borrowing of book/s.

X. READING AREAS

1. Customers must observe silence.
2. Books taken from the open shelves must be returned at the designated returning areas.
3. Chairs must be returned properly before leaving the area.
4. Making of projects in technology courses is strictly prohibited.

XI. LAPTOP AREA

1. Use of Laptop should be limited to research or educational purposes only.
2. Use of websites such as; Facebook, Twitter, Youtube, Google+, etc. and viewing movies is strictly prohibited.

XII. INTERNET AND COMPUTER AIDED RESEARCH AREA

1. Silence must be observed at all times.
2. Students, faculty, staff and visitors/researchers can avail of the services provided in this area.
3. Social Networking Sites such as; Facebook, Twitter, Youtube, Google+, etc. are strictly prohibited.
4. A customer must approach the Computer Administrator at the counter to be allowed access to the computer.
5. Each researcher is allowed 30 minutes per day. An extension time is given as permitted by the Computer Administrator.



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6. Transferring of data to the USB is allowed.
7. Proper care of the computer units and their accessories must be observed.
8. E-lib and ScienceDirect data base are available.
9. Cleanliness must be observed all the time.

XIII. BORROWING OF BOOKS

1. CHMSC library adopts the open shelf-system except in the Reserve section.
2. The library customers are free to withdraw the books needed directly from the shelves.
3. If the book needed is not found in the shelves, assistance from any of the library staff may be sought.
4. Customers may ask assistance from the in-charge when borrowing books in the Reserve section. Give the title or the author of the book or the name of the subject teacher to easily find the book.

XIV. BORROWING PRIVILEGES

Any bonafide CHMSC student who has a properly - validated Library card can borrow books from the Library subject to its rules and regulations. However, a student, faculty or staff who has an overdue record is not allowed to borrow another item until the material is returned and fine is paid.

A. PHOTOCOPY (Graduate, Undergraduate Students, Faculty and Staff)

1. Abstract of unpublished materials such as; feasibility studies, theses and dissertations is allowed for photocopy inside the library.
2. Library materials for photocopy shall be taken out for 30 minutes only.
3. A maximum of three books may be taken out of the library at a time.
4. Photocopy of library materials outside the library starts at 7:30 AM to 5:00 PM, Monday to Friday and 8:00 AM to 4:30 PM during Saturday.



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5. Photocopy services are available in the library at a cost of Php 1.25 for short bond paper and Php 1.50 for long bond paper.
6. Visitors/Alumni, faculty and staff from other campuses are not allowed to take out the materials for photocopy. But they can avail of the photocopy services of the library.

B. OVERNIGHT OR HOME USE

Undergraduate Students

1. Three (3) book titles from Circulation and Filipiniana sections are allowed.
2. One (1) book title from Reserve section is allowed.
3. Unlimited fiction book for a period of one (1) week are allowed.
4. Borrowing of books from Circulation, Filipiniana and Reserve sections starts at 3:00 P.M.
5. Borrowed books should be returned on the due date on or before 10:00 A.M. to avoid overdue fines.
6. A fine slip issued to student who has overdue fines is valid for three (3) working days only. It can be used to avail of library services provided a student is not yet banned.
7. A student is given a maximum of three (3) working days to return overdue book, or he else will be banned from library services for the rest of the current semester. The ban is not lifted even the book is returned or fine is paid during the ban period.
8. Students who borrowed book for home use and who cannot return on due date can make use of borrower's entry slip to avail of library services but for three working days only as far as policy in banning is concerned.
9. To renew the books, they must be presented to the counter for a change of due date, unless otherwise called for by another user. They can be renewed twice a semester.



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TCP and Graduate School Students

Graduate and TCP students are allowed to borrow books.

Faculty Members

1. Unlimited number of books is allowed from Circulation and Filipiniana sections and renewable every 2 weeks.
2. Two (2) serial titles for 1 week are allowed unless needed by another user.
3. Borrowed books should be returned on due date to avoid overdue fines.
4. The Dean shall countersign the book card before the book can be borrowed by the part-time faculty.

Administrative Support Staff

1. One (1) book title for 1 week is allowed
2. Borrowed books should be returned on due date to avoid overdue fines.

XV. POLICIES ON THE USE OF AUDIO – VISUAL ROOM

In order to utilize this facility properly, AV users are expected to follow these policies:

1. Faculty, staff, students and club organizations recognized by the college can avail the use of audio-visual facilities.
2. The audio-visual room will be used for film showing only as required by the subject teacher.
3. Reservation should be made at least three (3) days before the scheduled date of activity. It should be done during working days/hours. Users should fill out the Reservation Form. No reservation and utilization will be done during Saturdays, Sundays and Holidays.
4. The librarian must be informed if reservation will be postponed or cancelled at least 4 hours before the scheduled time.
5. The NO SMOKING and NO EATING policies must be observed.



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6. The requesting teacher must accompany the class during the time when they are using the AVR.
7. AV users must clean the area, arrange the chairs, lights and air conditioners must be turned off and doors should be locked after use.
8. AV materials and facilities cannot be taken out.
9. AV materials and facilities damaged or destroyed due to carelessness are to be charged against the user.
10. In cases where classes are suspended on the day of scheduled use of AVR, the user may reschedule the date of his/her reservation.
11. AV services are available from Monday to Friday from 8:00-12:00 in the morning and 1:00 pm to 5:00 pm only.

XVI. CHARGES/FINES

Researchers (outsider) – Php 30.00/day is charged provided there is referral letter from the librarian of the school where they come from.

Photocopy (outside the library) – Php 5.00/hour or a fraction of an hour is charged for every material returned after 30 minutes it was discharged from the counter.

Overnight or Home Use

Circulation and Filipiniana Sections – Php 1.00/day for every book returned after 10:00 A.M. of the due date excluding holidays, Saturdays and Sundays.

Reserve Section – Php 1.00 / hour or fraction of an hour after 10:00 A.M. of the due date.

Fiction Books – Php 1.00/day for every book returned after its due date.



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XVII. CLEARANCE SIGNING

Students (Graduates and Undergraduates)

1. Signing of semestral clearance for students is done at the end of every semester.
2. Library card is a requirement.
 - 2.1 Graduating students who lost their library card should execute affidavit of loss.
 - 2.2 Non-graduating students who lost their library card should pay 50 pesos as penalty and for issuance of new library card.
3. A student must not have any accounts in the library.
4. All borrowed materials must be returned.
5. Signing of clearance for students who would like to get credentials from the registrar is done anytime within library hours. (If no library card, affidavit of loss is required.)

Faculty

1. Semester or year end, study leave, resignation, transfer to other campuses, retirement clearance.
2. Return of all borrowed materials.

Administrative Support Staff

1. Resignation, transfer to other campuses, and retirement clearance
2. Return of all borrowed materials

XVIII. LOST and DAMAGE LIBRARY MATERIALS (All Library Customers)

1. Lost book or library material should be reported immediately to the librarian to stop the fines.



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2. Library material reported lost or damaged must be replaced within two weeks from the time the material was reported lost or damaged. Failure to comply for the said period, the 1 peso per day fines will resume.
3. If the library material is not available in the market, any title of current edition of the same subject; provided the value is not less than the actual amount of the lost one.
4. Book/s returned with missing or damage pages will be the responsibility of the last borrower. Customers must check the book before leaving the charging counter.

XIX. EXAMINATION WEEK

1. Home use of books is not allowed three days before the mid-term and final examinations as well as during the said examinations.

XX. RESPONSIBILITIES OF THE BORROWER

1. The borrower is held responsible for all the books signed out. Books should be returned on or before its due time to avoid penalty.
2. Borrower should see to it that material returned is properly recorded before leaving the counter.
3. Book user should return the materials to the returning area.
4. Lost book or library material should be reported immediately to stop the fines.
5. Book reported lost or damage must be replaced with the latest edition of the same title for a period of 2 weeks from the time the material was reported lost or damaged. Failure to comply for the said period will be charged an overdue fine of Php 5.00/day.
6. If the book is not available in the market, any current book of the same subject provided the value is not less than the actual amount of the lost one.

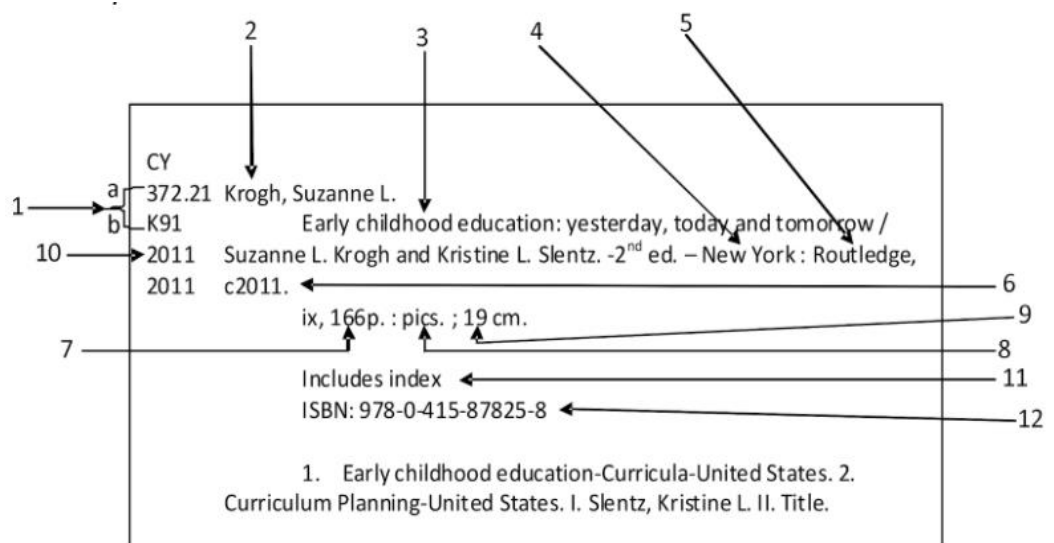


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XXI. USE OF THE CARD CATALOG

1. The card catalog is the master list of the book collection of the library. CHMSC library card catalog is located at the reading area near the entrance. It composed of cards separately arranged alphabetically by author, title and subject. See and See also reference cards are included and also arranged alphabetically.
2. A Library customer can use the cards to check if the library has a collection of the book needed. The author card is used when the customer is familiar with the author of the book; the title card when familiar with the title of the book and subject card when familiar with the subject area of the book. The "See" reference card refers the researcher to the term used as a subject in the subject card while the "See also" reference card refers the researcher to another related term/s for further research.
3. For example, the researcher wants to know whether the library has a book on Early Childhood Education: Yesterday, Today and Tomorrow by Suzanne L. Krogh and Kristine L. Slentz, the following cards maybe check:



1. Call Number
Book Classification
Author's Number
2. Author
3. Title
4. Place of Publication
5. Publisher
6. Copyright Date
7. Number of Pages
8. Pictures
9. Size
10. Copyright Date



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11. Notes
12. ISBN
13. Joint Author (another entry for author card)
14. Title Entry
15. } Subject
16. }
17. Location Mark
18. Year Received

AUTHOR CARD

CY Slentz, Kristine L., jt. author ← 13
372.21 Krogh, Suzanne L.
K91 Early childhood education: yesterday, today and tomorrow /
2011 Suzanne L. Krogh and Kristine L. Slentz. -2nd ed. – New York : Routledge,
2011 c2011.
 ix, 166p. : pics. ; 19 cm.

 Includes index
 ISBN: 978-0-415-87825-8

TITLE CARD

CY Early childhood education: yesterday, today and tomorrow ← 14
372.21 Krogh, Suzanne L.
K91 Early childhood education: yesterday, today and tomorrow /
2011 Suzanne L. Krogh and Kristine L. Slentz. -2nd ed. – New York : Routledge,
2011 c2011.
 ix, 166p. : pics. ; 19 cm.

 Includes index
 ISBN: 978-0-415-87825-8



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SUBJECT CARD

CY EARLY CHILDHOOD EDUCATION-CURRICULA-UNITED STATES ← 15
372.21 Krogh, Suzanne L.
K91 Early childhood education: yesterday, today and tomorrow /
2011 Suzanne L. Krogh and Kristine L. Slentz. -2nd ed. – New York : Routledge,
2011 c2011.
 ix, 166p. : pics. ; 19 cm.

 Includes index
 ISBN: 978-0-415-87825-8

17 → CY CURRICULUM PLANNING-UNITED STATES ← 16
372.21 Krogh, Suzanne L.
K91 Early childhood education: yesterday, today and tomorrow /
2011 Suzanne L. Krogh and Kristine L. Slentz. -2nd ed. – New York : Routledge,
18 → 2011 c2011.
 ix, 166p. : pics. ; 19 cm.

 Includes index
 ISBN: 978-0-415-87825-8

XXII. PURPOSE OF COLLECTION DEVELOPMENT POLICY

The Collection Development Policy is written to provide the librarian, library personnel-in-charge, faculty, and administration with guidance and directions in carrying out collection program activities in a cost-efficient and user-relevant manner. Such activities include selection, acquisition, and evaluation of library collections for weeding. In addition, this policy is intended for the public to understand why certain materials are added to the library collection and why others are not.

Sources of Funds

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



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

Income refers to funds incurred by the library from fines and other library charges.

Responsibility for Selection

The responsibility for selection of the materials lies in the hands of all members of the faculty and the professional library staff. However, the ultimate responsibility for materials selection and development of a strong and well-balanced collection rests in the Librarian, who oversees the growth and maintenance of the collection. The Librarian ensures that the core collection is maintained, and that new acquisitions reflect the needs of the students, the faculty, and the goals of the institution.

Policies in the Selection of Books/Periodicals (Procured or Donation)

The following should be considered:

- a. The mission, vision and mandate of the institution.
- b. The intellectual content which is relevant to the program offerings of the different departments of the institution.
- c. The availability of funds.
- d. The population of the students and faculty.
- e. Recency
- f. The basic General Reference books.
- g. The basic standard titles.
- h. The specific subjects on various discipline based on the program offerings
- i. Percentage of the Filipiniana collection
- j. Availability of library materials
- k. Percentage of core collection.
- l. Relevance of donated materials.
- m. Durability and quality of books.



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- n. Cost and quality (quality should be weighed over cost, but budget constraint should be considered).
- o. Acquisition of back issues of professional periodicals to complete the volume and issues.

Selection Procedure

1. The Librarian sends communication and price lists to the Deans asking recommendations of materials from the faculty members along their area of specialization. Moreover, the librarian also approaches personally the faculty members asking them for their recommendation by showing to them available pricelist or catalogs from various booksellers, publishers, and book stores. In cases when the materials are available for evaluation, (e.g. book fair) the faculty members are invited to select, evaluate and recommend for purchase the materials necessary to their subject taught.
2. The Deans shall send back the pricelist with the signature or initial of the faculty members written beside the title or price of the recommended materials. If the faculty members have their own list not in the pricelist, they can submit to the librarian or through their Dean the recommended titles with the title, author, copyright date and price. Likewise, the faculty members also sign in the pricelists presented to them by the librarian. Whereas the book sellers who conducted the book fair, they submit to the librarian the recommended titles by the faculty.
3. The librarian checks the recommended titles against the existing collection and to the request on process to avoid duplication except when needed.
4. The recommended titles are encoded for signature and prioritization by the faculty member who recommended them.
5. The recommended titles are sent to the Dean of the respective department for approval and to be included in the purchase request form for procurement.



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6. The approved titles are selected by the librarian as to priority of needs such as:
 - a. major subjects
 - b. board programs
 - c. weak collection
 - d. availability of funds
 - e. population of students
 - f. price
 - g. copyright year
7. Purchase request is made and to be signed by the Deans of the departments.

Procurement

Criteria Used in the Procurement of Books/ Periodicals and other library materials.

1. Recommended by the faculty members with the approval of their respective Dean.
2. Additional copies to book titles which are frequently used.
3. Standard titles for General Reference Collections.
4. Update edition of the books which the library has the oldest edition.
5. Other books that can be added to some disciplines with weak collection.

PRESERVATION OF LIBRARY MATERIALS

1. Environment

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



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2. Handling

- a. Books should be layed flat when it is being opened.
- b. In opening the book, use the upper right tip of the page.
- c. Book cover should be supported when the book is open.
- d. In getting the book from the shelves, push the two adjoining books inward and remove the book needed by grasping the spine.
- e. Do not use paper clips and marking pens to make notation in the book.
- f. Using of rubber bond and string to tie up a book is not allowed because both will cut into brittle pages and damage fragile pages.
- g. Wet finger should not be used to turn pages.
- h. Never use book or any library document for writing surface.
- i. Do not press down on the spine of the books while photocopying.
- j. Books should be supported upright on the shelf by other books or bookends.
- k. Each layer of bookshelf should occupy $\frac{3}{4}$ of books being shelved.

3. Repair and Maintenance

- a. Always check the physical condition of the books in the shelves.
- b. Pull them out if found damage or need repair.
- c. Place them on the repair table
 1. Fix torn out pages / replace missing pages
 2. Change damage cover and the plastic sheeting
 3. Replace filled-up book cards, purpose slip, call number and colored tape

WEEDING OF LIBRARY MATERIALS

General Criteria for the Withdrawal of Materials and Exemptions

- Physical condition beyond repair
 1. Materials shall be replaced if they meet selection criteria and if options are available.



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2. Materials may be rebound if valuable and still useful, and, if possible, kept protected.

- Excess number of duplicate copies is made available when:
 1. No longer needed for the academic program, and
 2. Exceptions that include popular works, history, and literature for which demand may fluctuate.
- Superseded editions
 1. A “next-to-last” edition may be kept depending on subject, length of time between editions, circulation, or extend of revision.
 2. Some references work will be kept in all revision depending on demand and usefulness.
 3. These editions include those with materials cumulated in a newer edition.
- Materials not suitable for the collection

Outdated material:

 1. Anything more than 5 years old should be checked for usefulness.
 2. Exceptions include materials in the humanities subject areas, crafts, and gardening.

Insufficient use will be considered but not use as a sole factor.

Broken sets or runs are possible when missing volumes are needed for sets to be useful but are not available or too expensive to be purchased.

Journals:

1. Broken runs of unindexed journals
2. Broken runs of older journals of little use or no longer purchased or published

When to Refrain from Discarding Collections

- a. When materials is produced by a local author or faculty member, or local topic;
- b. When the subject matter of the collection is unique and is out of print;
- c. When the illustrator is famous, or the collection contains unusual photographs or illustrations;



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- d. When a book enjoys a fair collection;
- e. When the book is an award-winning work (Pulitzer, etc.);
- f. When the collection is a source material;
- g. When the collection is part of a series;
- h. When the book has an excellent extensive bibliography that is still useful,
- i. When the collection reflects the mores of a period.

Procedure for Weeding of a Collection

1. Evaluate the material using the criteria stated in the CPD.
2. Remove the book card and the purpose slip from the book.
3. Stamp the reverse side of the front and back cover and the secret page the word "Discarded" and the date.
4. Indicate in the accession number on the card corresponding to the book remark "Discarded" and the date.
5. Withdraw all the records.
6. Indicate in the accession book record in its corresponding accession number under the column status the word "Discarded" and the date.
7. List down the selected materials recommended for weeding.
8. Submit the report to the Supply Officer.
9. Follow up for approval.

EFFECTIVITY

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



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Prepared by:
Library Advisory Committee Members:

Dean, College of Education (Talisay Campus)

Dean, College of Industrial Technology
(Talisay Campus)

Dean, College of Arts and Sciences
(Talisay Campus)

Dean, Institute of Information Technology
(Alijis Campus)

Dean, College of Business Management
(Fortune Towne Campus)

Dean, College of Fisheries
(Binalbagan Campus)

Librarian – Talisay Campus

Librarian – Fortune Towne Campus

Librarian – Alijis Campus

Librarian – Binalbagan Campus

President, Student Federation

Approved by:

Board of Trustees

APPENDICES



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TERMINOLOGIES/DEFINITION OF TERMS

- **Accession Number** is unique number assigned to a bibliographic item in the order in which it is added to the library collection and recorded in an accession record.
- **Acquisition** is the process of securing materials for the library collection, whether by purchase, gift/donation, or through exchange.
- **Call Number** refers to the combination of numbers and letters that provide a unique description of each item in a library collection.
- **Card Catalog** refers to a card file, arranged by author, title, and subject, listing all items owned by a library.
- **Cataloging** refers to the process of creating entries for a catalog.
- **Circulation Section** refers to the section which contains books from almost all fields of study and of foreign concepts.
- **Collection** refers to the resources in any format that the library acquires.
- **Copyright** is the legal right to control the production, use and sale of copies of a literary, musical, or artistic work.
- **DDC** refers to the Dewey Decimal Classification System. It is a system to classify the library materials.
- **Due Date** refers to the date by which borrowed books and materials should be returned.
- **Fines** is the amount of money which is paid by the borrower if materials are not returned on time.
- **Holdings** refer to the materials owned or held by the library.
- **Index** refers to where the information can be found.
- **Library Advisory Committee** refers to the body which serves as a link between the library and the academic community.
- **Library Card** refers to a card issued by a library to students entitling them to borrow materials.
- **Online Public Access Catalog (OPAC)** is a computerized catalog of books and other items in the library.



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COMPOSITION OF CHMSC INSTITUTIONAL LIBRARY ADVISORY COMMITTEE

Chairperson-	Vice President for Academic Affairs
Secretary -	Head Librarian
Members -	Dean, College of Education
	Dean, College of Industrial Technology
	Dean, College of Arts and Sciences
	Dean, College of Engineering
	Dean, College of Computer Studies
	Dean, College of Business, Management and Accountancy
	Dean, College of Fisheries
	Dean, College of Criminal Justice
	Librarian, Talisay Campus
	Librarian, Fortune Towne Campus
	Librarian, Alijis Campus
	Librarian, Binalbagan Campus
	President, Student Federation



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CITIZEN'S CHARTER

1. Application of Library Card Issuance

Office of Division	College Library			
Classification	Simple			
Type of Transaction	G2C – for government services whose client is the transacting public			
Who may avail	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2 pcs. 1x1 identical recent ID Picture 2. Enrollment form		1. Photo studio 2. Registrar's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the 2pcs. 1x1 identical recent ID Picture	a. Check the ID picture if it complies with the required size b. Check recency c. Issue student's record Form	None	5 minutes	Librarian
2. Fill out the Student's Record Form	a. Check the Data in the Form b. Issue library card claim slip		10 minutes	
3. If officially enrolled, present enrolment form and give the claim slip	a. Check the form if officially enrolled b. Receive the claim c. Issue library card		5 minutes	
TOTAL:		NONE	20 minutes	



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2. Borrowing of Books

Borrowing of books for oversight see

Office of Division	College Library			
Classification	Simple			
Type of Transaction	G2C – for government services whose client is the transacting public			
Who may avail	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Library Card		College Library		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scan the Borrower's Card barcode and hand-in to the in-charge	Receive the Borrower's Card	None	5 minutes	Librarian
2. Present the books to be borrowed	Check the book/s to be borrowed		10 minutes	
3. Scan book/s' barcode	a. Print the borrower's slip b. Check the data c. Sign the borrower's slip d. Hand-in the slip to the borrower for signature		15 minutes	
4. Sign the borrower's slip and return the slip to the in-charge	a. Receive the borrower's slip b. Give to the borrower his, her copy		5 minutes	
5. Receive the borrower's copy and bring the book/s	a. File library's copy of borrower's slip		5 minutes	
TOTAL:		NONE	40 minutes	



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3. Returning of Books

Borrowing of borrowed books

Office of Division	College Library			
Classification	Simple			
Type of Transaction	G2C – for government services whose client is the transacting public			
Who may avail	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Borrower's Slip		College Library		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the borrower's slip	<ul style="list-style-type: none"> a. Receive the borrower's slip b. Pull out the library card c. Match library's copy of borrower's slip d. Scan the library card's barcode 	None	5 minutes	Librarian
2. Present the books to be returned	<ul style="list-style-type: none"> a. Check book/s conditioned b. Click the accession box of the book/s in the system c. Save the date d. Stamp date and return in the borrower's slip (borrower and library's copy) e. Give to the borrower his, her copy with the library card 		10 minutes	
3. Receive the borrower's copy	File library's copy of the borrower's card		3 minutes	
TOTAL:		NONE	18 minutes	



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ADDENDUM

Guidelines for Onsite Use in the New Normal

Library Set-Up

1. The library shall accommodate 50 percent seating capacity of the library.
2. Two-meter distance shall be observed between seats as protocol for social distancing.
3. All library sections shall be opened to serve the users.
4. Alcohol/Sanitizers shall be placed in strategic areas in the library.
5. Signages shall be placed as direction guides for the users.
6. Quarantine area/room shall be provided for confining the returned book/s before putting back in the shelf.

Library Use

1. Library users may make reservations through the library's official email and Messenger to secure seats in the library.
2. Walk-in library users may be accommodated subject to the allowed number of seats set by the library.
3. Upon entering the library, each user will be given a seat number, to ensure that the allowed number of seats are complied with.
4. Library users must scan their library cards at the entrance as part of the attendance and contact tracing procedure.
5. Transferring of chairs by the library users will not be allowed.
6. Social distancing and wearing of face masks will be strictly implemented inside the library.
7. Library users are required to surrender their seat number at the exit area upon leaving the library.



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Borrowing of Books

1. Library borrower may contact the library through the official library Facebook Messenger account, email, or may call the library to request the books they want to borrow.
2. Library borrower must send the picture of their validated library card to process their request.
3. Confirmation message and instructions will be sent to the requester when books are ready for pick up.
4. Borrowed books will be placed at the exit gate guard house for pick up.
5. Upon presentation of the validated library card, books will be released to the borrower.

Returning of Books

1. Library borrower may contact the library through the official library Facebook Messenger account, email, or may call the library when returning the books.
2. Upon confirmation from the library, library borrower may drop the borrowed books in the book drop box provided at the exit gate guardhouse.
3. Library borrower fills up the Books Returned Form provided at the exit gate guardhouse.
4. Confirmation message for returned books will be sent to the borrower.

Use of Book Padala

1. Library borrower may opt to use the services of Grab and Maxim for claiming and returning borrowed books.
2. Library borrower must inform the library through the official library Facebook Messenger account, email, or may call the library if they will use the "Book Padala" service.



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3. To claim the books, the rider must present the picture of the borrower's validated library card. Upon confirmation, books shall be released to the rider.
4. To return the books, the rider drops the borrowed books in the book drop box provided at the exit gate guardhouse and fills up the Books Returned Form. Confirmation message for returned books will be sent to the borrower.
5. Library borrower shall shoulder the cost of the "Book Padala" service.
6. Loss or damage of books during the "Book Padala" delivery, shall be the accountability of the borrower.

Safety Measures

1. Borrowing and Returning of Library Materials
2. Library materials used within the library shall be gathered in one area and will be subjected for quarantine/disinfection before returning to the shelf.
3. Returning of Books for Home Use
4. Returned books will be dropped by the borrower in the book drop box located in the Circulation Section of the Library
5. Books will be quarantined for one (1) week before returning to the shelf.



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Programs/Innovations in times of Pandemic

As a service unit, the library has created ways to deliver its services to its users despite the pandemic and no face-to-face classes. The creation of the official website of campus libraries caters to its user's research needs. It stores the college's subscribed online databases: ProQuest, IGI Global, and Philippine E-Journal. It has an open-access database that users can access for free.

The Librarians select these open-access databases to give the users a flexible learning experience that can be useful to their research and academic requirements. It also provides current information like the New Acquisitions and Newly subscribed periodicals.

The official website is created as a one-stop-shop for all the library needs of the users. It also includes e-reference desk to cater online inquiries in a real time setting and provide quick responses. The library offers online services such as Virtual Reference Assistant, Electronic Resources, Document Delivery Service, Online Renewal, Book Padala, Library Website and Facebook Page.

1. **Virtual Reference Assistant (VRA)** - used by the library to represent its online library services. It represents the librarians and library staff who work hard to deliver quality services to their library users online.
2. **Electronic Resources** - a collection of subscribed and open-access online databases such as electronic journals, magazines and books.
3. **Document Delivery Service** - online delivery of scanned pages/chapters of books available in the library subject to copyright law under "fair use."

Online delivery of scanned/photographed resources:

- Book pages/ chapters
 - Journal articles
4. **Online Renewal** - the borrower can renew borrowed books online. Just send a message on our official email and Facebook messenger.
 5. **Book Padala** - borrower may opt to use the services of Grab and Maxim for claiming and returning borrowed books.
 6. **Library Website** – a library website for each campus serves as the library's portal to all its available resources and services.



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7. **Facebook Page** – Being the most popular social media, the library uses this platform to market the library and keep clients updated and actively involved in the different activities of the library.

	Alijis Library	https://www.facebook.com/LIBRARYALIJIS/
	Binalbagan Library	https://www.facebook.com/CHMSC-Binalbagan-Library-102540271580967/
	Fortune Towne Library	https://www.facebook.com/ChmscFTLibrary/
	Talisay Library	https://www.facebook.com/chmscTalisayLibrary
	Alijis Library	(034) 434 - 1429
	Binalbagan Library	(034) 388 - 9032
	Fortune Towne Library	(034) 433 - 5214
	Talisay Library	(034) 700 – 0006 loc 118
	Alijis Library	http://libraryalijis.chmsc.edu.ph/
	Binalbagan Library	https://chmscblibrary.wixsite.com/elibrary
	Fortune Towne Library	http://ftowne-library.chmsc.edu.ph/
	Talisay Library	https://sites.google.com/view/chmsc-talisaylibrary/home
	Alijis Library	chmscalibrary@gmail.com
	Binalbagan Library	chmscblibrary@gmail.com
	Fortune Towne Library	ft.library@chmsc.edu.ph
	Talisay Library	library.talisay@chmsc.edu.ph

Note: Approved by the Library Advisory Committee dated November 18, 2021.