



**SSCT**

*"For Nation's Greater Heights"*

I.6. A library Development Plan is prepared in consultation with the institution's officials and stakeholders.



**SURIGAO STATE COLLEGE  
OF TECHNOLOGY**

"For Nation's Greater Heights"

Document Code No.	FM-SSCT-PLN-004
Revision No.	00
Effective Date	20 September 2013
Page No.	1 of 2

**ACTION PLAN**

Department/Office: Library  
 KRA: Instruction  
 Goal: GOAL I. LIBRARY COLLECTION: Maintain updated library collection

Issue (Unmet target): \_\_\_\_\_  
 \_\_\_\_\_



Objectives	Tasks (what you need to do to achieve your objectives)	Success Indicator (how you can identify your success)	Time Frame (by when you need to achieve the task:)	Resources (what resources you need for each task)	Accountable Person (who is responsible to implement, monitor and evaluate)	Remarks
1. Acquire library resources (electronics and print) that are necessary for research, instruction, outreach and other user services to support lifelong learning	1.1. Send letters to the Deans and Program Chairs for their references request	List of requested resources	September	Accumulation of resource titles for requisition	Acquisition Librarian	
	1.2. Conduct book fair for the faculty members	Consolidated selected resources	November	Accumulation of resource titles for requisition	Acquisition Librarian	
2. Subscribe and renew annual online database for academic and research use	2.1. Facilitate or conduct product demo for online subscription	Selected online database	August	Accessibility of online database for the users	Acquisition Librarian	
3. Conduct library resources evaluation	3.1 Make an inventory using Library integrated system	Summary of accounted and non-accounted library resources	June to July	List of weeding out library resources	All librarians	



Document Code No.	FM-SSCT-PLN-004
Revision No.	00
Effective Date	20 September 2013
Page No.	2 of 2

**GOAL II. SERVICES AND PROGRAMS: Expand quality library services and promote learner-centered, data-driven and innovative environment.**

<b>Objectives</b>	<b>Tasks (what you need to do to achieve your objectives)</b>	<b>Success Indicator (how you can identify your success)</b>	<b>Time Frame (by when you need to achieve the tasks)</b>	<b>Resources (what resources you need for each task)</b>	<b>Accountable Person (who is responsible to implement, monitor and evaluate)</b>	<b>Remarks</b>
1. Conduct information literacy for the library users	1.1. Coordinate College Deans for the schedules of Information Literacy	Modules for first year and students taking up research course	November	Existing of Module 1 for freshmen	Head librarian	
2. Enhance virtual library services	2.1. Frequent update of FB page or Webpage 2.2. Increase e-Library collection	Active FB page Accessible E-Library	August August	Existing FB Page Existing E-Library	Reference librarians	
3. Conduct information dissemination of library resources	3.1. Promote and disseminate library services and programs through a regular announcement of its new acquisitions, resources, facilities through library Facebook page and monthly posting on bulletin board.	Update FB page and bulletin board	August	Existing bulletin board and FB Page	Reference librarians	

Prepared by: IVY B. NIABANTO

Designation: Head Librarian

Date: May 30, 2022

Noted by: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
 Narciso Street, Surigao City

"For Nation's Greater Heights"



CERTIFICATE NUMBER: AJA19-0225

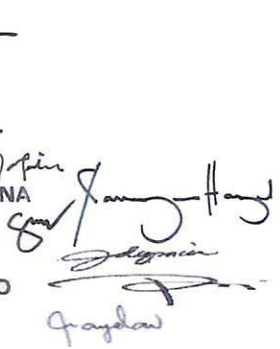
## LIBRARY STRATEGIC PLAN (2022 to 2026)

GOAL I. LIBRARY COLLECTION: Maintain updated library collection								
OBJECTIVES	STRATEGIES	PPAs	SUCCESS INDICATOR	TARGETS				
				2022	2023	2024	2025	2026
1. Acquire and renew library resources (electronics and print) that are necessary for research, instruction, outreach and other user services to support lifelong learning	1.1. Create Library Committee to review Collection Development Policy of library materials and resources	1.1.1. Send letters to the Deans and Program Chairs for their references request	List of requested resources	Accumulation of resource titles for requisition				
		1.2. Conduct book fair for the faculty members	Consolidated selected resources					
2. Subscribe annual online database for academic and research use	2.1. Collect pricelists from different electronic resource dealers	2.1.1. Facilitate or conduct product demo for online subscription	Selected online database	Accessibility of online database for the users				
3. Conduct library resources evaluation	3.1. Invite library committee to participate library resources evaluation	3.1.1. Make an inventory using Library integrated system	Summary of accounted and non-accounted library resources	List of weeding out library resources				
GOAL II. FACILITIES: Provide State of the Art Technology								
OBJECTIVES	STRATEGIES	PPAs	SUCCESS INDICATOR	TARGETS				
				2022	2023	2024	2025	2026
1. Automation of library services	1.1. Allocate budget for Library Management System in the PPMP	1.1.1. Procure Library Management System for three campuses (Malimono, Mainit and Del Carmen)	Acquired library system	Functional library system for the three campuses				
		1.1.2. Enhance/maintain subscription of library integrated system	Functional integrated library system					
2. Establish Learning Resource Center for Mainit and Malimono Campus	2.1. Propose design for infrastructure of Learning Resource Center	2.1.1. Coordinate Campus directors for the planning of LRC	Functional Learning Resource Center	Functional Learning Resource Center (LRC) for Mainit and Malimono Campus				
		2.1.2. Canvass furniture needed for Learning Resource Center	Functional furniture for the LRC					
3. Restore Learning Resource Center for Del Carmen and City Campus	3.1. Coordinate Del Carmen Campus librarian and Building Estate for City Campus	3.1.1. Follow up for the restoration of LRC	Restored Learning Resource Center					


GOAL III. SERVICES AND PROGRAMS: Expand quality library services and promote learner-centered, data-driven and innovative environment.								
OBJECTIVES	STRATEGIES	PPAs	SUCCESS INDICATOR	TARGETS				
				2022	2023	2024	2025	2026
1. Conduct information literacy for the library users	1.1. Create modules for information literacy program	1.1.1. Coordinate College Deans for the schedules of Information Literacy	Modules for first year and students taking up research course	Existing of Module 1 for freshmen		Existing of Module 2 for the students taking up research course		
2. Enhance virtual library services	2.1. Benchmark other university libraries for the improvement of virtual library services	2.1.1. Frequent update of FB page or Webpage	Active FB page	Existing FB Page				
		2.1.2. Enhance E-Library collection	Accessible E-Library	Existing E-Library				
3. Conduct information dissemination of library resources	3.1. Create a design for dissemination of library services and programs	3.1.1. Promote and disseminate library services and programs through a regular announcement of its new acquisitions, resources, facilities through library Facebook page and monthly posting on bulletin board.	Update FB page and bulletin board	Existing bulletin board and FB Page				
4. Organize outreach program	4.1. Find an adopted community	4.1.1. Coordinate with Extension Office on the conduct of outreach activity	Documented activity on mobile library	Existing MOA				

Prepared by:

IVY B. MABANTO  
 LORENA C. BADIOLA  
 ALONA S. MENIL  
 REY G. ALVARADO  
 RITCHELLE VERA A. LALISAN  
 HAZEL ANN GRACE A. SARAGENA  
 JEACHELLE QUIDAY  
 JOVELYN PAO DE GRACIA  
 PRECIOUS MARIELLE D. ENARIO  
 DONNALYNE P. MAYDAN



Approved by:

  
 KRISTOPHER M. NGILANGIL,  
 Planning Officer

## INSTITUTIONAL STRATEGIC PLAN


Strategic Goals and Objectives	Success Indicator (targets and measures)	Key Performance (Accomplishments)	Targets (Success Indicators) <i>(Programs, Activities, Projects)</i>				
			2017	2018	2019	2020	2021
<b>Strategic Goal 1. Maximize library collection</b>							
<b>Objectives</b>							
1. Purchase new titles of printed (books and journals) and non-printed materials (e-resources) that support the curriculum of its discipline.	Achieve library collection based on the standards of each library branch	Effective Collection development program	Acquires 500 volumes for books, and subscribes 2 journal titles (local & international) for each program	Acquires 600 volumes for books, and complete the required subscription of journals (local & international) for each program	Acquires 700 volumes for books, and maintain the required subscription of journals (local & international) for each program	Acquires 800 volumes for books, and maintain the required subscription of journals (local & international) for each program	Acquires 900 volumes for books, and maintain the required subscription of journals (local & international) for each program
2. Evaluate library materials by weeding out of outdated resources at least once for every five years.	Increase updated resources in each library branch	Effective Collection development program	Carefully evaluate and review collection development policy for effective implementation of collection development program	Weed out the outdated library materials			
3. Subscribe other online resources for academic and research use	Choose the best online resources that support its program offered in this institution	Continuing online subscriptions for electronic resources through Consortium	Subscribes online database which consists of ejournals and ebooks through consortium	Renew subscriptions for online database	Renew subscriptions for online database	Renew subscriptions for online database	Renew subscriptions for online database
<b>Strategic Goal 2. Implement online access to wide range of library resources</b>							
<b>Objectives</b>							
1. Implement online library access by putting into Destiny Library Manager Software as a library system.	Increase usage of library services within and outside the campus	Fully computerized library operation	Ongoing entries of library material (printed or non printed) to library system	Ongoing entries of patrons' information to library system	Fully computerized library system	Upgrading all entries in library system	Upgrading all entries in library system

2. Implement current awareness program for information dissemination purposes	Increase users' awareness towards library resources and services	Users' Awareness Program	Put into the bulletin board, Library Facebook, and Library newsletter to inform the users about the library resources and its services.	Maintain and update Users' Awareness Program	Maintain and update Users' Awareness Program	Maintain and update Users' Awareness Program	Maintain and update Users' Awareness Program
<i>Strategic Goal 3. Support continuing professional education to all library personnel</i>							
1. Send library personnel to any programs of continuing professional education such as seminars, workshops, and trainings.	Dessimantion of knowledge and skills towards the library personnel	Continuing Professional Education	One representative of each library branch will send to any programs of continuing professional education	One or more qualified representative of each library branch will send to any programs of continuing professional education	One or more qualified representative of each library branch will send to any programs of continuing professional education	One or more qualified representative of each library branch will send to any programs of continuing professional education	Any qualified librarian of each library branch will send to any programs of continuing professional education
	100% librarians acquire Master's Degree or Doctorate Degree	Continuing Professional Education	1 librarian will finish Master's degree and other librarian will proceed Doctor's degree	1 librarian still going on Doctor's degree	1 librarian still going on Doctor's degree	1 librarian still going on Doctor's degree	1 librarian will finish Doctor's degree
<i>Strategic Goal 4. Design the libraries into a learning commons image that suits the 21st century users</i>							
1. Create a place suitable and conducive for learning	Transforming library into Learning Commons	Traditional library transforming into Learning Commons	Making plan for expansion	Renovation	Renovation	Renovation	Transforming Learning Commons
<i>Strategic Goal 5. Establish linkages/cooperation with other institutions or organization</i>							
1. Avail membership to library organizations in the local, national and international	The school register as a member of ALINET and PLAI	Membership of 1 local organization and 1 international organization	Register as a member of ALINET and PLAI	Renew membership of local and international organization	Renew membership of local and international organization	Renew membership of local and international organization	Renew membership of local and international organization

Prepared by:

  
**IVY B. MABANTO**  
 College Librarian I

Noted by:

  
**MAURICIO S. ADLAON, Ph.D.**  
 Planning Director