



O.2. The library organizational structure is well-designed and effectively implemented.



*"For Nation's Greater Heights"*

# **LIBRARY and LEARNING RESOURCE CENTER**

# **MANUAL**



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### ***SSCT VISION***

An excellence-driven institution of higher learning committed to produce holistic and globally competitive

### ***SSCT MISSION***

To provide relevant, high quality and sustainable instruction, research, production, and extension programs and services within a culture and credible and responsive institutional governance

### ***SSCT GOALS***

1. Foster applications of the discipline and provide its learners with industry-based training and education particularly in engineering, technology and fisheries.
2. Conduct and utilize studies for the development of new products, systems and services relevant to Philippine life and of the global village.
3. Promote transfer of technology and spread useful technical skills, thus empowering its learners and the activities.

## **LIBRARY PERSONNEL**

### **PROFESSIONAL**

#### **HEAD LIBRARIAN**

1. Administer efficient working of all full time and temporary employees and evaluate all performance of librarians and assist to develop various library instruction programs and assist staff and students for same.
2. Design an efficient information literacy program for all level of students
3. Develop and prepare annual library reports to assist in accreditations of various college programs and coordinate with library committee and ensure compliance to all user requirements through all library collections.
4. Manage and assist to acquire all materials and ensure compliance to all development policy and evaluate all collections for curriculum and supervise all library services for all community outreach programs and literacy processes.
5. Prepare and documents all library policies and supervise procurement and maintenance of all equipment and facilities.
6. Participate in all meeting and workshops for library services and provide all required information to staff and faculty and develop all library services collection activities.
7. Do other tasks as needed.

#### **ACQUISITION LIBRARIAN**

1. Selects and orders books, periodicals, films, and other materials for library: Reviews publishers' announcements and catalogs, and compiles list of publications to be purchased.
2. Compares selections with card catalog and orders-in-process to avoid duplication.
3. Circulates selection lists to branches and departments for comments.
4. Selects vendors on basis of such factors as discount allowance and delivery dates.
5. Compiles statistics on purchases, such as total purchases, average price, and fund allocations.
6. Recommend acquisition of materials from individuals or organizations or by exchange with other libraries.
7. Develop, formulate rules and regulations, adhering to high quality standards that will ensure smooth flow of acquisition department.
8. Prepares list of bibliographic references in all programs.
9. Participates fully in the collection development program and develops bibliographic references and writing or revisiting collection policy as assigned.
10. Actively participates in library committees as assigned.
11. Do other tasks as needed.

### **USER AND READERS SERVICES LIBRARIAN**

1. Plan, coordinate, and manage the overall operation of the User and Readers Services Section including circulation, stacks maintenance, online/onsite reserve, instructional technology equipment collections, document delivery, and interlibrary loan.
2. Train, develop and supervise unit personnel (library staff and student assistants)
3. Serve as a member of the Library's Management Team and play a leadership role in collaborative development of library policies and strategic plans including setting and implementing short-term and long-term operational goals and objectives for the unit.
4. Serve as a backup person for the System/IT personnel.
5. Provide oversight under direction of head librarian for library events and public relations.
6. Manage an automated circulation system and performs statistical analysis and summarizes findings in applicable reports, surveys and other communication mediums.
7. Serves as liaison with other departments and students within the College in order to provide information on available resources, programs and/or services.
8. Collates and summarizes the statistical report submitted from the circulation staff
9. Do other tasks as needed.

### **PERIODICAL LIBRARIAN**

1. Answers queries regarding library resources.

2. Lend out serial library materials to its users for photocopy and inside reading.
3. Receives acquired serial publications and updates the Serial Publications Logbook.
4. Monitors the Frequency of Material Usage and Group of Clients using it through daily, weekly, monthly and yearly basis
5. Submits statistical report every 1<sup>st</sup> week of the month to the User and Readers Services Librarian
6. Encode descriptive cataloging data for periodicals, theses and dissertations into the Integrated Library System
7. Take charge of the maintenance, organization, and security of materials in the Periodical Section
8. Records and checks resources in the Periodical Section
9. Assist in maintenance of cleanliness and orderliness of the library and its premises
10. Assist in securing the safety of the library
11. Monitor the students who enter the Periodical Section
12. Update monthly the log-in Book to get total of clients/users (course/program) for Statistical Report
13. Arrange the materials in their proper shelves
14. Encode important reports requested and do other tasks as needed

### **FILIPINIANA LIBRARIAN**

1. Answers queries regarding library resources
2. Lend out books and other library materials to its users for overnight, photocopy and inside reading
3. Maintains orderliness of the library materials at the assigned section

4. Monitors the Frequency of Books Usage and Group of Clients using it through daily, weekly, monthly and yearly basis
5. Submit statistical reports every 1<sup>st</sup> week of the month to the User and Readers Services Librarian
6. Monitor the users who enter the Filipiniana Section
7. Encode important reports requested and do other tasks as needed.

#### **REFERENCE LIBRARIAN**

1. Answers queries regarding library resources
2. Lend out books and other library materials to its users for overnight, photocopy and inside reading
3. Maintains orderliness of the library materials at the assigned section
4. Monitors the Frequency of Books Usage and Group of Clients using it through daily, weekly, monthly and yearly basis
5. Submit statistical reports every 1<sup>st</sup> week of the month to the User and Readers Services Librarian
6. Monitor the users who enter the Reference Section
7. Encode important reports requested and do other tasks as needed.

#### **CATALOGUER**

1. Categorize and classify library materials, including books, CDs, Films, newspapers or other documents.
2. Follow library standards and guidelines when classifying documents.
3. Consider rules of Anglo-American Cataloguing Rules, Library of Congress subject heading policies, Dewey Decimal Classification of

Library of Congress Classification System, MARC21 and catalog materials in categories of advanced specialized backgrounds.

4. Ensure all materials can be retrieved conveniently using standardized methods.
5. Perform original and copy cataloging adapt online records according to guidelines in all subject areas and languages.
6. Develop and maintain parts of the catalog that pertain to collections under specific jurisdiction.
7. Evaluate and improve technical services policies and procedures.
8. Maintains quality control of records the library's online catalog, including authority work
9. Do other tasks as needed.

#### **SCHOOL LIBRARIAN**

1. Manage the library and supervises each section, enforcing rules and regulation with maintenance of discipline in the library
2. Catalogs, classifies, selects and secures books and other instructional/reference materials in the library
3. Organizes, directs and initiates a system by which the library and its resources are made accessible to the students, faculty, researchers and all library and its users
4. Recommend the Campus Director policies, resources, information and research
5. Guides the teachers and students in their quest for resources, information and research
6. Provides library instruction to students and client to foster continuous and efficient use of the library

7. Conducts periodic inventories of books, periodicals, equipment and other library resources
8. Plans programs, exhibits and display related to Book Week Celebration and library related activities
9. Establishes linkages with other libraries, agencies and the community in terms of building up the resources through solicitation, exchange and other means
10. Prepares indexes and list of bibliographies of books and other instructional aids in connection with the curriculum and determines the subject of documents, articles of magazines, newspapers and other periodicals according to the "Readers Guide" or any form, subject and entries under which readers will likely locate them
11. Prepares and submit required reports
12. Do other tasks as needed.

#### **VISITING LIBRARIAN**

1. Oversees the implementation and all library operations in the satellite libraries.
2. Monitors and supervises the librarians and library staff in the satellite libraries.
3. Selecting, developing, cataloguing and classifying library resources.
4. Selects and orders books, periodicals, films, and other materials for library: Reviews publishers' announcements and catalogs, and compiles list of publications to be purchased.
5. Prepare list of bibliographic references in all programs
6. Do other tasks as needed.

## **PARAPROFESSIONAL**

#### **DESIGNATED LIBRARIAN**

1. Develop and manage convenient, accessible library and information services.
2. Prepare reports related to library and information services, technology and media services, resources and activities
3. Develop and maintain special indexing systems and files for special collections
4. Ensure an accurate inventory of resources
5. Ensure efficient retrieval by users
6. Maintain inventories, compile statistics and generate reports as required
7. Respond to daily on-site requests for information
8. Train library users to effectively search the library catalogue, Internet and other electronic resources.
9. Provide an interlibrary loan service for both book and audiovisual materials and maintain records
10. Maintain records for the interlibrary loan service
11. Maintain circulation files, records and statistics
12. Conduct Library Instructions to the users
13. Do other tasks as needed.

#### **CIRCULATION STAFF**

1. Answers queries regarding library resources.

2. Lend out books and other library materials to its users for overnight, photocopy and inside reading.
3. Maintains orderliness of the library materials found at the assigned section.
4. Monitors the Frequency of Books Usage and Group of Clients using it through daily, weekly, monthly and yearly basis.
5. Submits statistical reports every 1<sup>st</sup> week of the month to the Circulation librarian.
6. Take charge of the maintenance, organization and security of materials in the Circulation section
7. Assist in maintenance of cleanliness and orderliness of the library and its premises
8. Monitor the users who enter the Circulation Section
9. Arrange the materials in their proper shelves.
10. Encode important reports requested and do other tasks as needed

#### **TECHNICAL STAFF**

1. Process and accession new acquired materials.
2. Maintain backup copies of data files
3. Assists with the evaluation and development of collections
4. Assists with the evaluation and assessment of library programs
5. Assumes other duties assigned by the Circulation Librarian
6. Encode important reports requested and do other tasks as needed.

#### **RESERVE SECTION IN-CHARGE**

1. Answers queries regarding library resources
2. Lend out books and other library materials to its users for overnight, photocopy and inside reading
3. Assist in maintenance of cleanliness and orderliness of the library and its premises
4. Monitors the Frequency of Books Usage and Group of Clients using it through daily, weekly, monthly and yearly basis
5. Submits statistical reports every 1<sup>st</sup> week of the month to the Circulation Librarian
6. Arrange the materials in their proper shelves
7. Monitor the students who enter the Reserve Section.
8. Encode important reports requested and do other tasks as needed.

#### **INSPECTION IN-CHARGE (EXIT AND ENTRANCE)**

1. Ensures that all library users log in/signed in at the Destiny/Infolib library system
2. Answers queries regarding library resources
3. Ensure that all library resources are properly processed before they are brought outside the library premises.
4. Make sure that bags and other document binders are inspected before users are allowed to exit from the library
5. Handles Daily Users Statistics and prepares the summaries daily, weekly, monthly and annually
6. Submits statistical report every 1<sup>st</sup> week of the month to the



Circulation Librarian or Designated Librarian

7. Encode important reports requested and do other tasks as needed.

### **e-LIBRARY IN-CHARGE**

1. Answers queries regarding electronic resources
2. Performs maintenance tasks for computer hardware and software/data entry
3. Encodes descriptive cataloging data for e-resources into Destiny/InfoLib Integrated System
4. Downloads e-resources from any available sites
5. Provide technical assistance to library staff/personnel in the processing documents.
6. Monitor the students who enter the eLibrary Section
7. Performs miscellaneous job-related duties as assigned.

### **LIBRARY WEB DEVELOPER AND MAINTENANCE**

1. Develops, designs and delivers web site structure for Internet/Intranet sites
2. Documents, tests, implements and maintains webpages and multimedia design using appropriate applications
3. Maintains technical expertise in web design tools and acts as technical resource for software in field of expertise
4. Performs miscellaneous job-related duties as assigned
5. Prepare materials data for monthly posting in the Bulletin Board as well as photograph activities for documentation.

### **LIBRARY ENCODER**

1. Help in the maintenance of the library and its resources and premises
2. Arrange the materials in their proper shelves
3. Checks the materials for turn pages, lost pages, damage before shelving
4. Put the necessary books accessories like book cards/book jackets/date due cards and others
5. Assist in a accessioning and cataloguing process
6. Encode library data, reports and other information communications for the library
7. Do other tasks as needed.

## **GENERAL INFORMATION**

### **Library Hours**

The library is open for service on the following schedule:

MONDAY – FRIDAY      8:00 am – 5:00 p.m.

### **Arrangement of Books on Shelves**

The purpose of classification is to locate books on similar subjects close together on the shelves, and to allow new titles to be incorporated with them. The Dewey Decimal Classification System, used by this library, has ten major subject divisions which are divided with decimal expansion to provide

**DUTIES AND RESPONSIBILITIES OF LIBRARY PERSONNEL**  
(As of May 2022)

**I. TECHNICAL SERVICES**

SECTION	JOB DESCRIPTION	PERSON ASSIGNED	EDUCATIONAL REQUIREMENTS	EDUCATIONAL ATTAINMENT	SKILLS
1. Management	- Management works	IVY B. MABANTO	- Librarian - Master's Degree of Library and Information Science	- Librarian - Master's Graduate in Library and Information Science	- Management skills
2. Acquisition Section	- Acquiring and ordering library resources	LORENA C. BADIOLA	- Librarian - Graduates in Bachelor of Library and Information Science	- Librarian - Complete Academic Requirements of Master's Degree in Library and Information Science	- Ability to exercise initiative and independent judgment of library resources
3. Cataloguing Section	- Catalogs, classifies, selects and secures books and other instructional/reference materials in the library	REY G. ALVARADO	- Librarian - Graduates in Bachelor of Library and Information Science	- Librarian - Graduates in Bachelor of Library and Information Science	- Ability to classify and catalog library resources
4. E-Library	- Cataloguing, Archiving and downloading e-resources from available sites and other maintaining tasks for computer hardware and software or other data entries needed for E-library Section	JEACHELLE QUIDAY IVY B. MABANTO	- Librarian - Graduates Bachelor of Library and Information Science - IT graduates	- Librarian - Graduates in Bachelor of Library and Information Science	- Information Visualization skills - Computer literacy hardware and software - HTML/CSS skills

**II. READER'S SERVICES**

SECTION	JOB DESCRIPTION	PERSON ASSIGNED	EDUCATIONAL REQUIREMENTS	EDUCATIONAL ATTAINMENT	SKILLS
1. Circulation Section	- Providing information to the users in any types of resources	ALONA S. MENIL	- Librarian - Graduates in Bachelor of Library and	- Librarian - Master's of Education in Library Science	- Reference Interview skills - Communication skills

2. <b>Filipiniana Section</b>	- Archiving and making analytic entry for Filipiniana resources	<b>HAZEL ANN GRACE SARAGENA</b>	Information Science - Librarian - Graduates in Bachelor of Library and Information Science	- Librarian - Graduates in Bachelor of Library and Information Science	- Curator skills - Communication skills
3. <b>General Reference Section</b>	-Recommending, interpreting, evaluating, and/or use information resources to help patrons with specific information needs.	<b>RITCHELLE VERA A. LALISAN</b>	- Librarian - Graduates in Bachelor of Library and Information Science	- Librarian - Graduates in Bachelor of Library and Information Science	- Interpersonal skills - Reference Interview Skills
4. <b>Periodical Section</b>	- Processing current issues of magazines and newspapers, handling and storing the binding older issues of periodical resources	<b>JEACHELLE QUIDAY</b>	- Librarian - Graduates in Bachelor of Library and Information Science	- Librarian - Obtained Master's units in MLIS	- Interpersonal skills - Communication skills
5. <b>Exit/Entrance/Inspection Section</b>	- Responsible for securing library resources before users brought outside the library premises	<b>MARY JANE G. GO</b>	- Graduates in any of Bachelor's Degree	- Bachelor of Elementary Education - Obtained Master's units in MAEd major in English	- Communication skills

Prepared by:



**IVY B. MABANTO, MLIS**

Head Librarian

# POSTED ORGANIZATIONAL CHART

A.Y. 2020-2021

