Surigao City Campus

SURIGAO STATE COLLEGE OF TECHNOLOGY

SSCT

"For Nation's Greater Heights"

Bachelor of Science in Electrical Engineering

S.4. There is a duly approved and widely disseminated Library Manual or written policies and procedures covering the library's internal administration and operation.

SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City, Philippines 8400
Tel. Nos. (086) 826-6346; 231-7741 Telefax: (086) 826-6346
Official Website: www.ssct.edu.ph

EXCERPT FROM THE MINUTES OF THE 61ST REGULAR BOARD MEETING OF SSCT-BOARD OF TRUSTEES HELD ON JULY 11, 2014 AT THE CONFERENCE ROOM, ALMONT INLAND RESORT, BUTUAN CITY

After thorough deliberation, the SSCT – Board of Trustees adopted:

RESOLUTION NO. 19 S. 2014

Approving the Revised Administrative Manual and Library Manual

APPROVED

Certified true and correct:

ROWENA A. PLANDO, Ph.D.
Board Secretary V

Attested:

GLORIA C. GEMPARO, Ph. D., CSEE
SUC President II/BOT Vice-Chairman

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LIBRARY and LEARNING RESOURCE CENTER

MANUAL

TABLE OF CONTENTS

SSCT Vision	1
SSCT Mission	1
SSCT Goals	1
Purpose of the Library Manual	2
Library Mission	2
Library Vision	2
Library Goals and Objectives	3
Philosophy	4
Library Advisory Committee	4
Library Organizational Structure	7
Library Personnel	8
Professional	8
Paraprofessional	11
GENERAL INFORMATION	
Library Hours	14
Arrangement of Books on Shelves	14
Where to Find What?	15
Location Map	16
Main Library Floor Plan	18
LRC Floor Plan	19
Emergency Exit Plan	20
READERS SERVICES	
Categories of Library Users	22
Eligible Borrowers	22
Entrance Requirements	22

General Policies 22
Borrowing of Library Resources (Faculty & Staff) 23
Borrowing of Library Resources (Students) 23
Borrowing of Library Resources (Overnight) 24
Borrowing of Library Resources (Photocopy) 24
Borrowing of Library Resources (Inside Reading) 24
Overdues/Penalties 24
Entry Procedures for New Normal 24
Borrowing Procedures for New Normal 25
Returning Procedures for New Normal 25
Library Virtual Reference Assistance 25
Library Clearance 25

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.

PURPOSE OF THE LIBRARY MANUAL

This manual is an effort to make you feel at ease in the library. Hopefully, it will answer some of your questions concerning library services and will aid you in using the library more effectively.

The Library Staff is tasked to help the users in the pursuit of academic excellence. They have the knowledge and understanding of available resources and materials and how they are organized in order to easily locate information available on a subject.

LIBRARY MISSION

The SSCT Library strives to support the curricular programs of the college and to enhance the teaching-learning process for students, faculty, staff, alumni, and other researchers.

LIBRARY VISION

SSCT Library envisions to become a leading College Learning Resource Center in all types of information sources in the fields of technology, education, sciences, arts, engineering and information and communications technology. It also aims for a reliable, rapid access, easy retrieval, transfer of

relevant information to its users and establish linkages with other academic libraries globally.

LIBRARY GOALS & OBJECTIVES

In line with its Mission and Vision, the SSCT Library shall attain the following goals and objectives:

1. To provide relevant and updated information sources necessary to support the curricular, recreational, and professional needs of the clienteles;
2. To establish and monitor the collection for optimal use and effective library service delivery;
3. To instruct users in basic library skills and to assist them in making effective use of information using many formats so that they can make optimum use of the library; and
4. To encourage students, faculty, staff, and other prospective users to continue their growth and development through the use of resources and services of the library

PHILOSOPHY

The Surigao State College of Technology Library believes in providing relevant and up-to-date information and information sources supportive to the four fold function of the College carried out through instruction, research, extension, and production.

THE LIBRARY ADVISORY COMMITTEE

Composition

Ideally, the committee shall consist of representatives from the student body, members of the faculties, college administration, and the head of the library, who shall act as the ex-officio secretary of the committee.

In the case of SSCT, the members will each come from the Supreme Student Government, different academic departments of the College, Administrative Officer appointed by the College President, the College Librarian III, who shall act as the ex-officio secretary of the committee, and chaired by the Dean of Programs and Standards.

General Functions

- Sets policies, rules and procedures for the College library and periodically reviews them.
- Reviews the functions of the library with regards to its support to the academic programs of the institution.
- Participates in the selection and acquisition process of library materials and resources.

- The Committee shall meet at least four times in an academic year with 50% of its membership consisting a quorum.
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the library.
- To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
- To consider and put forward the views of students regarding their problems and solutions sought thereof.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- To formulate action plan for the development of library infrastructure, facilities, products and services.

Specific Functions

Chairman

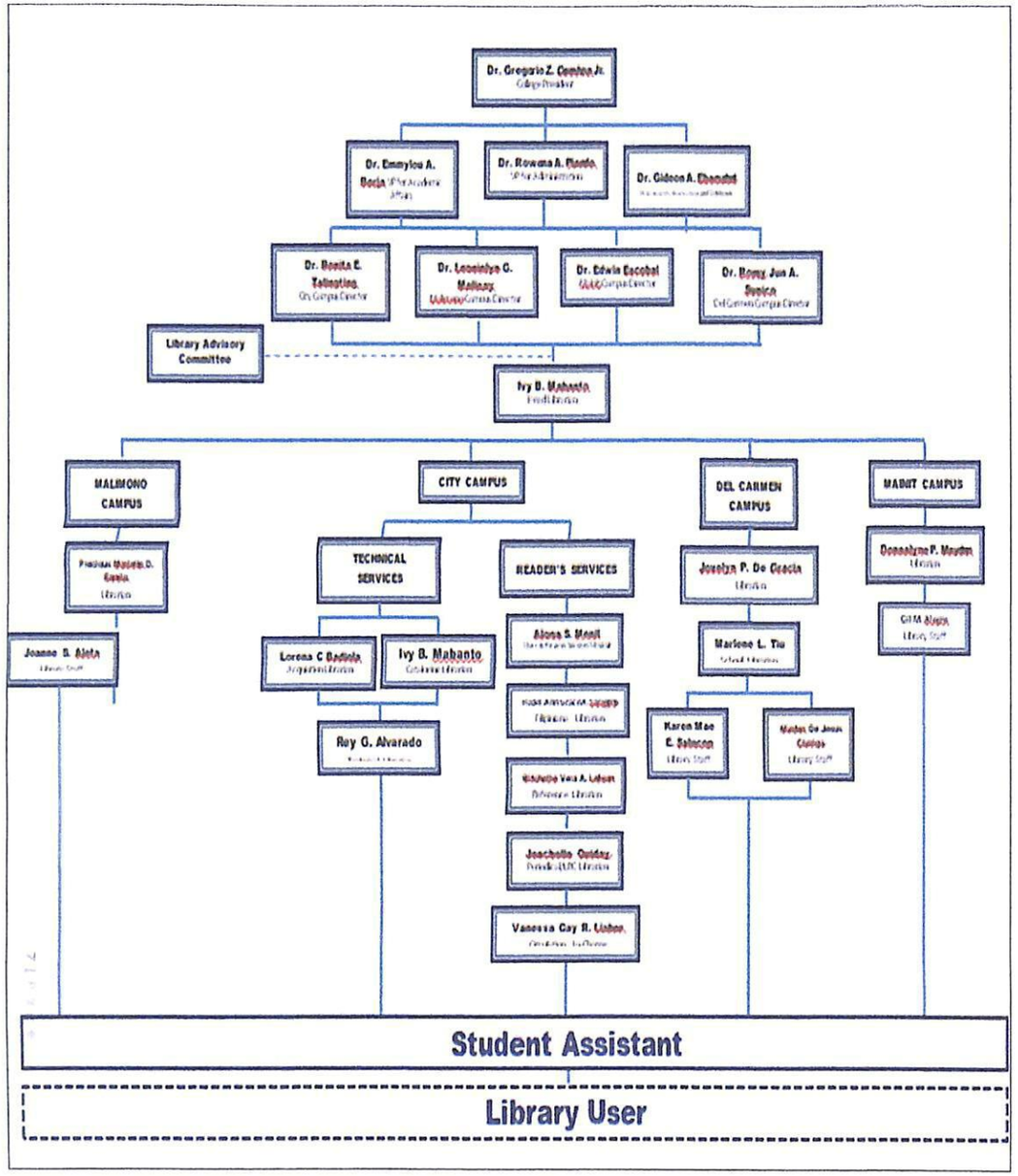
- Maintain regular contact and communication with the College President and with the Head Librarian to exchange information. Keep the College President informed as to the meetings, activities, and concerns of the Library Advisory Committee.
- Plan, prepare, and set the agenda for each LAC meeting, with input from the Head Librarian

- Preside at LAC meetings.
- Arrange for programs at LAC meetings to address the interests of library users, with input from College President and the Head Librarian
- Serve as the official spokesperson for the LAC.

Secretary

- Prepare and distribute the minutes of each LAC meeting to include:
  - Send a copy of the minutes to the College President.
  - Ensure that a copy of the LAC agenda and minutes are posted for public information at the library bulletin.
  - Arrange for meeting notices to be posted at the library and communicated to the membership and the College President so that they are informed of meetings at least seven days in advance.
  - Prepare and distribute LAC correspondence as needed.
  - Maintain an LAC archive with minutes, correspondences, and records.

LIBRARY ORGANIZATIONAL STRUCTURE



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 1st 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 1st 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 1st 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 1st 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 1st 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 1st 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

for even the smallest topic. For example, 300 is the major class for *social sciences*, and one of its divisions is 370 which represent Education. A subdivision of the education classification is 378, which represents *higher education* and 378.16 is the number for *educational measurement and student placement*.

There are still further divisions, even for the smallest of subject variations, made possible by adding numbers after the decimal point. Therefore, all books with a like number will be on one subject, and the entire collection, classified and arranged by the Dewey System, will progress along the stacks from subject to subject as shown below.

The Call Number

Every book is given a classification number according to the subject matter it covers. The class number for *electric arc welding* is 671.52, and since there are many books on this subject, it is necessary to have a means for distinguishing one book from another. This distinction is made by assigning an author number in addition to the classification number. This number arranges all books in the same class alphabetically according to the author's surname. The following example will illustrate the make-up of the call number:

621.319 621.319 ® Dewey classification number
Sch® First three letters of the author's surname or main entry

The arrangement of books on the shelves follows the outline of the classification system. Books with the following call numbers will appear on

the shelves in this order,
with numerical placement being the primary classification:

610.3	610.712	610.73	610.73	610.73	610.736
Nat	Fur	Ala	Bro	Smi	Atw

Notice that .712 comes before .73 in the 2nd and 3rd examples. Each number is
read independently. In this instance, .71 comes before .73. It is not read as seven-twelve.

When you pull books from the shelves, please leave them on the tables, top of the shelves so the staff can count them in statistics and make sure they are returned to their proper placement.

Where to Find What?

GENERAL REFERENCE SECTION

- Encyclopedias
- Dictionaries
- Atlases & Almanacs
- Gazetteers
- Annuals

PERIODICALS/ RESEARCH SECTION

- Magazines
- Journals
- Newspapers
- Undergraduate Researches

- Theses
- Dissertations

RESERVED SECTION

- Books used as texts by the Instructors

FILIPINIANA SECTION

- Publications by Filipino/ foreign authors about the Philippines

CIRCULATION SECTION

- Book references in all subjects from Generalities—Geography& History

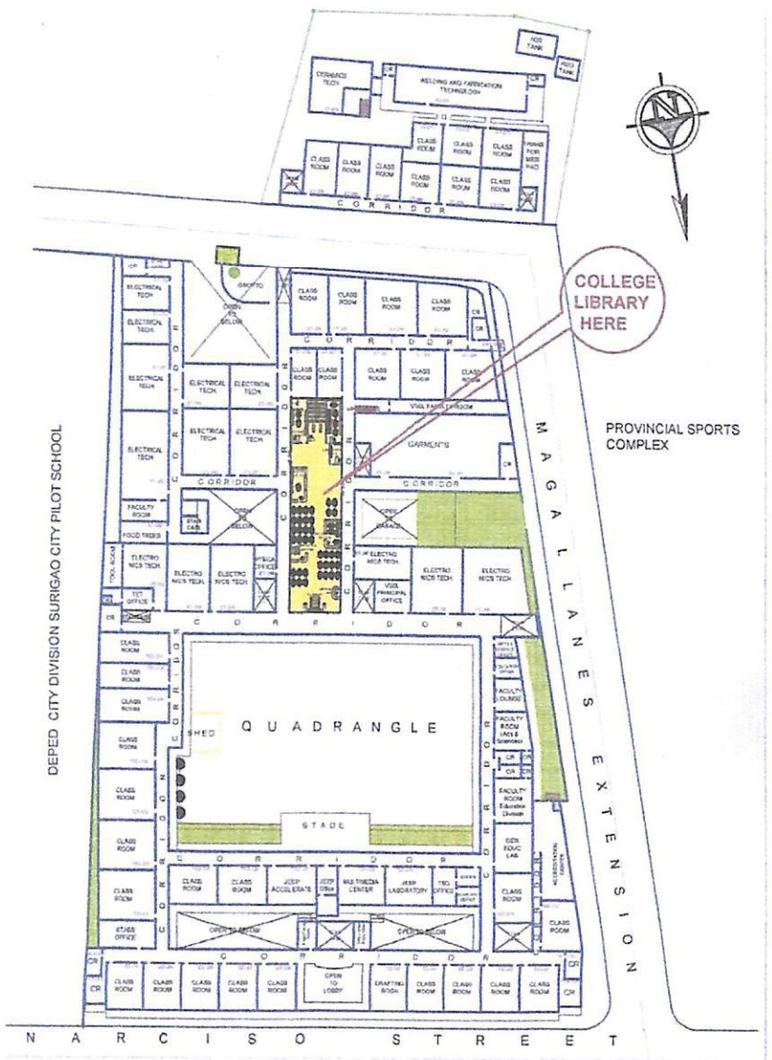
AUDIO-VISUAL SECTION

- VCDs, CDs collection

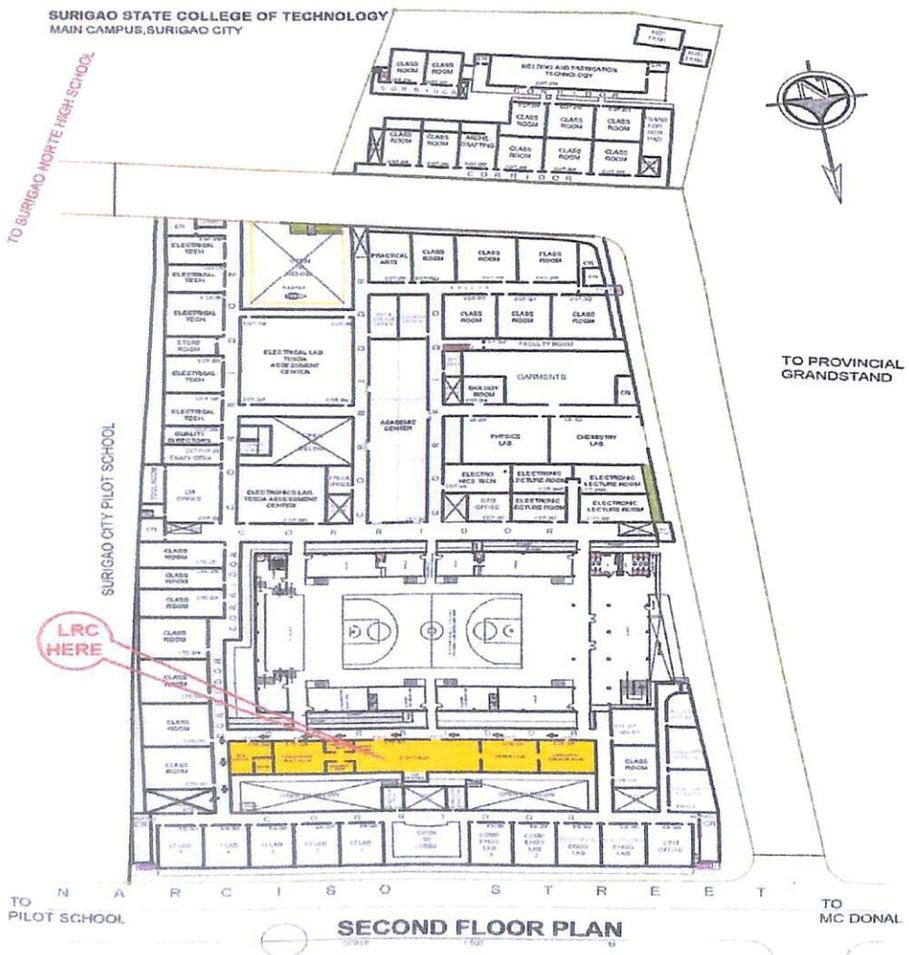
E-LIBRARY SECTION

- *E-books*
- *E-journals*

LOCATION MAP – College Library

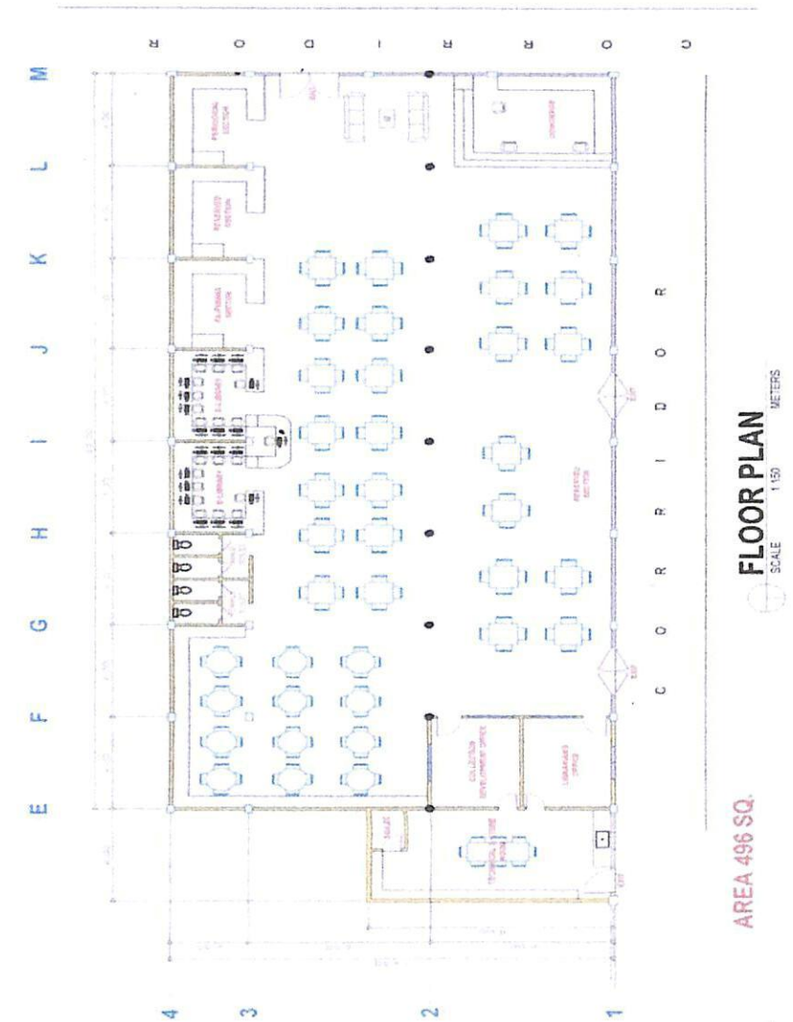


LOCATION MAP – *Learning Resource Center*

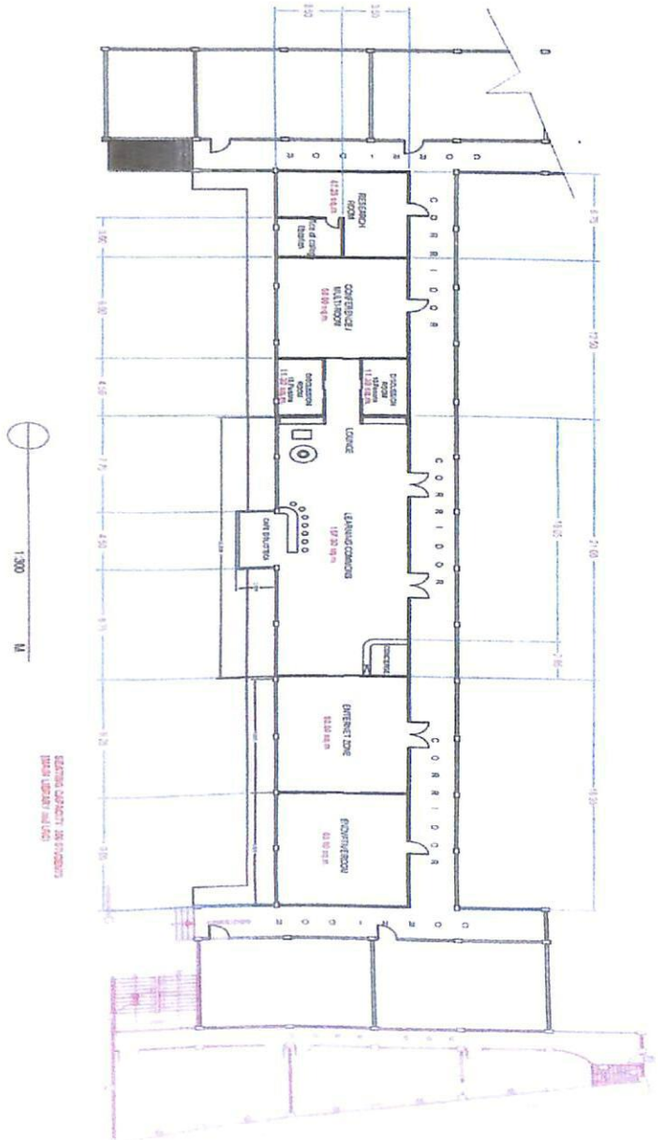


LEARNING RESOURCE CENTER

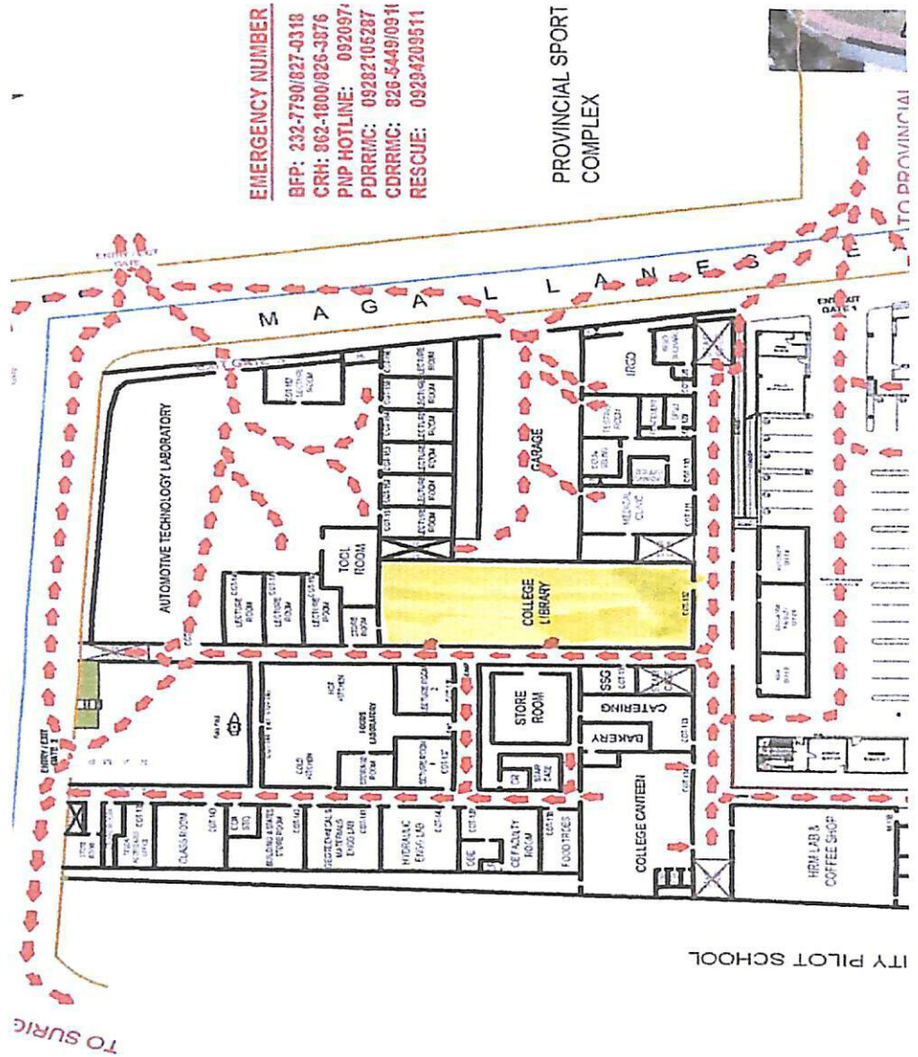
LIBRARY FLOOR PLAN- College Library



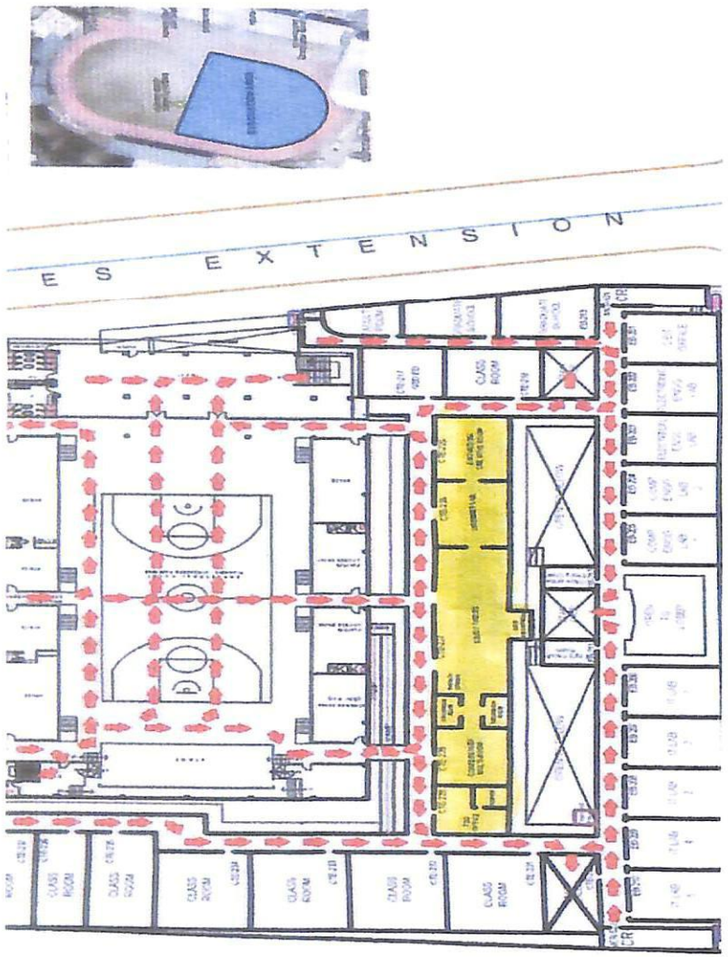
LIBRARY FLOOR PLAN- Learning Resource Center



EMERGENCY EXIT PLAN- College Library



EMERGENCY EXIT PLAN- Learning Resource Center



READERS SERVICES

Categories of Library Users

1. Faculty and Staff – applies to all faculty and staff regardless of status either regular, substitute, part-time, job order or contractual
2. Students – students who are currently enrolled in SSCT
3. Alumni – former SSCT students who graduated from either Technology or Degree programs
4. Walk-in Clients - researchers from outside institutions or organizations

Eligible Borrowers

The library and its facilities are available to all bonafide students, faculty members and school personnel in active service from the three campuses (Surigao City, Malimono, & Del Carmen) who want to read and/or do research work.

Alumni and walk-in clients may use the library upon presentation of a valid ID. They will be issued a special library card by the College Librarian which will entitle them to use the library after paying to the Cashier an authorized library user's fee of P50 per visit per day. Library materials are only available to them for inside reading and photocopy use.

Entrance Requirements

Every user is required to log in at the library system kiosk located near the entrance door.

The Library Card

Freshmen or Transferee SSCT students are given a library borrower's card upon presentation of the ID receipt and recent 1x1 photo. In case of loss, immediate notification shall be made to the College Librarian and the owner is advised to pay to the cashier the required amount for a re-issuance of a Library Card.

Visiting users shall present a valid and current Identification Card to the College Librarian before special permit will be issued.

It should be noted that the library card is non-transferrable therefore only the owner is allowed to transact at the library. When used by proxy borrowers, it will be confiscated and shall be claimed by the owner. Tampered and mutilated library cards will also be confiscated from the bearer.

General Policies

1. No library card, no entry.
2. Each borrower is responsible for the proper use and safety of all library materials charged to his or her name. DO NOT LOAN YOUR CARD TO ANOTHER STUDENT.
3. The library is a study area in which reasonable QUIET IS ESSENTIAL. Walking along the library corridors and standing-by must be done in silence or subdued voice tones. Neither playing nor running is allowed.
4. The library is an area for study and learning. EATING, DRINKING, AND ALL TOBACCO PRODUCTS ARE PROHIBITED. CELL PHONES AND PAGERS MUST BE MUTED.
5. Return books to the library when you have finished with them. Other students may need them.
6. Bags and other bulky materials shall be submitted for inspection before leaving the library premises.
7. VANDALISM (defacing, marking, cutting, mutilating or damaging library resources in any way shall not be tolerated. Whoever is caught shall be subject to disciplinary action and/ or will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.

Borrowing of Library Resources (Faculty and Staff)

1. Active faculty and staff have the privilege of borrowing more than (1) one book provided with the following loan period policies:
    a. Titles with one copy should be returned after three (3) days.
    b. Titles with three (3) or more copies and considered as textbook or reference in a course offered in the current semester should be returned after two (2) weeks.
    c. Titles not applicable with the above criteria should be returned after thirty (30) days.
2. Textbook/reference books usage is prioritized to the faculty handling the subject.
3. Textbooks/reference books currently in use for the semester may not be loaned to any faculty/staff not handling the subject for their personal use.
4. Newspapers are not to be brought outside the library premises especially during schooldays.
5. Theses, Dissertations, Research Papers, and other unpublished

materials acquired by the library are not to be taken out.

Borrowing of Library Resources (Students)

1. Charging out of books/ materials should be made at the charging counter.
2. The following library materials are for inside reading only, however maybe taken out for 30 minutes for photocopying purposes. A "take out pass number" will be given and to be presented at the entrance/exit counter in-charge.
    a. General References – encyclopedias, atlases, gazetteers, annuals, dictionaries, yearbooks, almanacs, etc.
    b. Periodicals, newspapers, vertical files, and journals
    c. Books with only 1 copy in circulation
3. Reserved books with several copies may be loaned out for overnight/weekend provided a copy will be left in the library for early library users in the next service day. It will be charged out between 4:00 to 5:00 p.m. and due at the first hour of the following service day but not later than 9:00 a.m.
4. Theses, Dissertations, Research Papers, and other unpublished materials acquired by the library are for inside reading only. Photocopying and/or Overnight/Weekend Use is strictly prohibited.
5. Fiction books may be loaned out for a week
6. Students may borrow one book at a time.

Borrowing of Library Resources (Overnight)

1. Borrowing starts at exactly 4:00 p.m.

2. A library user may borrow a book for take home use provided that it should be returned on the next day not later than 9:00 a.m. Hence, failure to comply within the specific date due will be charge for a penalty imposed by the Library In-Charge.
3. Users who are habitual late in returning book may result to suspension of borrowing privileges based on the sanctions
4. Where an item is lost or stolen, report immediately to the librarian.

Borrowing of Library Resources (Photocopy)

1. Library users are allowed to bring the book outside for photocopy use must be returned within 30 minutes only.
2. No borrowing transaction for photocopy use 30 minutes before closing time.
3. Failure to return book will be charge for a penalty.

Borrowing of Library Resources (Inside Reading)

1. Borrowers may bring 1 to 3 books from the shelves.
2. Make sure to check out the books at the Circulation desk.
3. Borrowed books must not be brought out outside library premises.

Overdues/Penalties

1. An item is considered overdue if it is not returned on the due date.
2. Fines are charged to ensure the prompt return of the books/resources so that others are not inconvenienced in the use of the library resources.

3. A fine of P5.00 plus P2.00 each additional hour is charged for books not returned before 9:00 a.m. The amount of P10.00 is charged on failure to return for one (1) day.
4. Fines for OVERNIGHT/PHOTOCOPY are also imposed to borrowers who failed to return within the said time/hour.

    5.1. First Offense (1st Warning), P5.00 plus P3.00 on the succeeding service hours shall be collected.

    5.2. Second Offense (2nd Warning) P10.00 plus P6.00 on the succeeding service hours shall
    be collected.

    4.3 Third Offense (Last Warning), offenders shall render "LABOR OF LOVE" in the library.

    4.4 Habitual late (more than three times "Fines Payment"), automatically suspended for borrowing privileges.

Entry Procedures for New Normal

1. Users should wear a face mask at all times.
2. Upon entering the Library, disinfect with 70% solution alcohol and have your temperature checked.
3. Only two users will occupy a table to constantly enforce social distancing.
4. Users will use the entrance door to enter the library and exit door if they exit the library.
5. Users are not allowed to enter the circulation section. Only the circulation librarian/in-charge will retrieve the book you want to borrow.
6. Users are required to use the OPAC for searching.

Borrowing Procedures for New Normal

1. Check the OPAC (ONLINE PUBLIC ACCESS CATALOG) first if the library resource you want to borrow is available.
2. Get the needed details and fill out the CALL SLIP.
3. Give the CALL SLIP to the library in charge.
4. Upon receipt of book you want to borrow, write your NAME, CALL NUMBER, ACCESSION NUMBER, and YOUR SIGNATURE at the CHECK OUT LOGBOOK.

Returning Procedures for New Normal

1. Write your NAME, CALL NUMBER, ACCESSION NUMBER and Signature to the CHECK IN LOGBOOK.

Library Virtual Reference Assistance

1. Check the OPAC (ONLINE PUBLIC ACCESS CATALOG) first if the library resource you want to borrow is available.
2. Fill-out Google form via online for requested books or ebooks.
3. Check email for librarian's response.

Library Clearance

Students

At the end of each semester, all student users are required to secure library clearance. Only those who have settled their obligations (if any) will be cleared. Clearance will only be signed upon the presentation of the Library

Card. Once a student is cleared, he will no longer enjoy library services such as loaning out of books or other library materials and may only be allowed entry to a specified area in the library.

Faculty

Fulltime

All faculty members are obliged to be cleared from the library at the end of every school year, separation from government service or upon retirement. They must have returned all the library materials charged in their name in order to get clearance from the librarian.

Part-time

Instructors hired on part-time basis should be cleared from the library at the end of every semester.

Staff

All personnel whether permanent or job order are obliged to be cleared from the library upon separation from service or upon retirement. They must have returned all the library materials charged in their name in order to get clearance from the librarian.

TECHNICAL SERVICES

Collection Development Policy

Introduction

Collection management at the Surigao State College Library aims to ensure that the Library's collections provide the best possible support for the teaching and research of the institution. Collection management encompasses the selection and acquisition of information resources, the balancing of open and closed access storage, and the display and availability of the collections and their exploitation. The collections include published and unpublished materials physically held in SSCT, and, increasingly, the provision of access to remote electronic information resources. This document is intended to codify the policies of the Surigao State College Library in these areas, and to inform both its staff and users. A number of general principles underlie it:

- The policy will be implemented across the Surigao State College Library system.
- Collection development at the SSCT Library is primarily focused on the literature and information needs of the students, faculty and staff.
- Resources are provided as a collective resource for the whole user community.
- Information resources in all formats are covered.

- The policy is designed to be flexible and responsive to the changing needs of users.
- The fulfilment of the policy may be restricted by budgetary constraints.

Budget Allocation

The Library's income is derived from various sources, including the income earned from library fees, fines and research fees. However, the College also appropriates a certain percentage from the annual allocation given to the Institution by the Department of Budget and Management.

The great majority of the Library's non-pay budget is allocated to the acquisition of subject literature, in the form of periodicals, monographs, electronic formats. Periodical and monograph funds are, for the most part, allocated to academic departments to spend as they wish; the Library retains central control of budgets for reference materials, Official Publications, and multiple copies of recommended student texts. Departments are encouraged to supplement their allocations. Furthermore, additional funds will be sought to ensure the availability of an adequate level of resources.

Selection/ Acquisition

The Library exists to make information available to its users in a timely manner. In recent years, three factors have developed which moderate the traditional model of collecting locally for all needs. First, the vast rise in the amount of information produced has meant that there is too much available to collect comprehensively even in narrow fields, let alone across the broad areas covered by the institution's curriculum and research interests.

Second, the development of new electronic media for storage and transmission has led to publications which may be accessed but which are not available for local acquisition. Third, the increasing cost, especially of serials, means that the Library must increasingly rely on accessing some material from outside its own resources, both through inter-library loan and through reciprocal access to other libraries.

Nonetheless, the Library continues to build and maintain its collection as the most efficient way to meet the majority of users' information needs, and will continue for the foreseeable future to purchase various categories of materials:

Monographs and audio-visual materials

- Effective selection depends upon a successful partnership between each academic department and the Library.
- To encourage this partnership, the Librarian liaisons with each department in all aspects of the service. The balance of selection responsibilities between academic staff and the Librarian varies from department to department according to local agreement.

Official Publications

- The Library aims to hold a full collection of Government publications and journals.

- For all other official publications, priority is given to areas of teaching and research in the College and to those of general interest.

Reference Collection

- Selected by the librarian and paid for from Library funds. Departments can recommend items.
- Materials which may be classed as Reference include, but are not limited to encyclopedias, dictionaries, directories, atlases and almanacs. Electronic versions will be acquired where the balance of cost and accessibility is favourable.
- The collection is designed to meet the basic research, curricular, and information needs of the institution.
- Texts marked as essential or highly recommended on reading lists will be considered for extra copies by relevant Library staff. Factors that will be taken into account include the number of students needing the text at any one time,available funds, the likelihood that students will buy their own copies, mode of learning, and usage of existing copies. The ratio of copies to students and the maximum number of copies is based on CHED Memorandum Order which allows the library to acquire five (5) copies for every title. New editions of recommended textbooks, of which the library is aware, will usually be

purchased without reference to teaching staff.

Journals

- Journals held in the Library are selected by Departments. Since the selection of journals requires a continuing commitment to the base cost of the title, including maintenance, equipment, and storage space, new titles require the cancellation of an existing title to provide the funding. When finances demand, the Library from time to time invites Departments to review their subscriptions. Journal usage surveys may be conducted to inform these decisions.
- In recent years, the development of electronic journals has radically transformed scholarly communication. Many established journals are available electronically as well as in print, and some newer journals are only available online. The Library realises that providing access to parallel collections in both print and electronic format is economically untenable. The greater functionality and desktop access of electronic journals have led to them becoming increasingly popular. As a result the Library intends gradually to move by continual review of print subscriptions towards a model of exclusive electronic access to journals, with the print version obtained only where necessary.

This policy will be advanced wherever publisher stipulations and user needs and preferences permit.

Unpublished Researches (Project Studies, Theses, Dissertations, etc.)

- Only one (1) copy in every title is deposited in the Library. These will form as part of the major holdings in the Research Section.

Gifts

- The Library is always grateful for the offer of items for stock
- Items already held will only be accepted if the existing copy is in demand.
- Unsolicited gifts will be accepted if they are appropriate to the Library's collections in terms of level and subject matter.
- Items not held by the Library will be considered by the Librarian. Generally the Library will not accept outdated textbooks, popular magazines or mass-market paperbacks, and most materials in poor condition, or in outmoded formats.
- Large monographic sets and named collections, where ownership will pass to the Library will be assessed according to their relevance to the Institution, and the space and personnel resources required holding, process and retaining them.
- Offers of deposit collections (where the donor retains ownership) will usually be declined.

- It is a condition of acceptance that donations will not necessarily be retained permanently by the Library.
- Academic staff may be consulted, but the Librarian's decision is final.

Excluded Material

- It is not the primary goal of the Library to build up extensive collections of manuscripts, rare printed books, and personal papers, and these are only acquired if there is an overwhelming case for them.
- Fiction, except to support teaching and research.
- Obsolete formats.
- Material in languages unlikely to be known bythe users in that subject.
- Subject areas not taught, researched or practiced at the Surigao State College of Technology, or specifically funded by other organisations.

Levels of Collecting Intensity

The SSCT Libraries use the following collection levels defined by the old Research Libraries Group Conspectus as follows:

1. Minimal Level: A subject area in which few selections are made beyond very basic books.

2. Basic Information Level: A collection of up-to-date general materials that serves to introduce and define a subject.

3. Instructional Support Level: A collection that is closely tied to the needs of the curriculum:
    1. Undergraduate Support level: a collection that is adequate to support undergraduate instruction.
    2. Upper Level/Graduate Support level: A collection that is adequate to support undergraduate instruction and most upper level / graduate instruction or independent studies.

4. Research Level: A collection that includes major published source materials required for research needs.

5. Comprehensive level: A collection in which the Library includes all significant works of recorded knowledge for a necessarily defined and limited field.

Location and Availability of Material

The Surigao State College of Technology Library comprises of four site libraries one in every Campus. The collection strength of the other campuses varies depending on their curricular offerings. The SSCT City Campus Library contains the larger bulk of material for teaching and research needs of its users. Any duplication between campus libraries is to provide for local user needs.

The following policies apply to specific categories of material:

Monographs

- To make room for the new books acquired each year and/or new facilities provided in the Library, books that have not been borrowed for an appropriate period of time will normally be

removed from the open-access shelves.

- Notwithstanding the above, the Library staff will check that material that is still relevant to current Institution's activity but does not circulate is not removed.
- Material removed from open access will either be retained in the storage room, or discarded if in subject areas where currency of material is essential, or if deemed unsuitable for retention by the Library Committee. There are significant costs to storing an item, both initially and over the long term, and the Library makes every effort to avoid storing items that are not needed. Such material is donated to other libraries or organizations, occasionally sold to book dealers, or destroyed as a last resort.
- To prevent Library stock exceeding available shelf space, this will be a routine process, appropriately staffed.

Journals

- Location of journal storage will be determined by date of publication.

  - Short discontinued runs will be candidates for disposal.

Large monographic sets and named collections

- Some sets of material need, for a variety of reasons, to be maintained as physical entities. As space requirements dictate, the precise locations for such sets will be determined between open

access, closed access and disposal.

Reading List Material

- It is the Library's aim to allow the Short Loan collection eventually to be browsed by readers, subject to suitable security precautions.
- Only the latest editions of textbooks are retained, unless there is material in previous editions that is required for current teaching.
- Multiple copies that have not been borrowed for an appropriate period will be routinely identified and discarded.

Reference

- Titles will be removed from the reference collections on the opinion of the Library Staff and on the basis of perceived usage.
- Whenever an older resource can be said to have been superseded by a newly purchased one, it will be removed from reference.
- Items of particular historical interest, such as long runs, will be retained. Otherwise removed items will be discarded.

Material contained within closed access storage.

- Closed access storage, as a finite resource, will be managed.
- Staff will be assigned to ensure that unwanted materials are not retained there.

- When the different areas of closed access storage are eventually filled, some of their contents will need to be discarded to make room for newly relegated material.

Inter-Library Loan

- Material not available within the Surigao State College of Technology Library, but held by another library, may be obtained by Inter-Library loan, subject to any quotas or charges in force at the time.

Cooperation/ Networking with other libraries

Where it is expedient to do so, the Library will actively pursue co-operative arrangements with other academic and research libraries. These may include:

- Reciprocal access arrangements.
- Support for any collaborative approaches to the licensing of electronic resources.
- Collaborative acquisition, retention, and storage arrangements.

Conservation and Preservation of Library Resources

I. ***Document Handling and Holdings Maintenance*** –books and other documents are very important holdings in the library. Thus, proper handling should be done in utmost care. The following is an At-a glance guide for easy reference:

Do Use	Do Not Use
A pencil	Any writing implement except a pencil when working around records. An accidental movement can create a permanent mark on a record
An alkaline (buffered) paper flag to leave notes or hold your place, such as Permalife	Self-stick notes, or notes on colored or acidic paper (such as from a legal other standard note pad). The self-stick notes can be difficult to remove after time has passed, or if they are exposed to water. Colored or acidic paper can cause staining and may bleed if exposed to water.
A polyester sleeve to hold pieces of a document together	Any pressure-sensitive tape. NO adhesive tape is "archival".
Clean, dry hands	Any substance on your hands such as lotion or "Tacky Finger". Your hands should also be clean and free from any substance that could stain or damage records or their containers, such as ink, toner, food residues or tobacco.
Clean dry hands	Saliva to wet your finger before turning a page. Food residues and enzymes in saliva can damage paper and inks.

Clean dry hands	Rubber finger guards. These reduce your sense of touch, and can cause inadvertent tearing of fragile papers.
A clean, soft, dusting brush. This gently removes surface dust and grime.	Any eraser or powdered cleaning product such as Opaline to clean records. These products are impossible to remove completely and leave damaging chemical residues in the paper. It is also easy to abrade the paper and ink surface using these products.
White twill tape to secure damaged volumes. If you are tying rolled records, first use a piece of 10 point card or polyester around the roll before tying, so the tape doesn't distort the document.	Rubber bands or red cloth tape. Rubber bands degrade, sticking to paper, causing it to degrade, and staining it. The red color can rub off the red cloth twill tape, or bleed if exposed to water, causing permanent staining.
Use buffered storage materials that meet NARA preservation requirements. All folders should be low-lignin, as should boxes housing photographs.	Acidic folders, spacer boards, interleaving, boxes or other storage containers. These materials contribute to the degradation of records.
Clean, sturdy housings	Physically damaged or weakened boxes that do not provide adequate protection to the records.
Housings that are large enough to allow you to safely place, house, and remove the records.	Boxes or map case drawers that are too small for the records. Records can be creased, crumpled, and even badly torn from being placed in, and removed from, housings that are too small. It is better to store very large drawings rolled than to try and make them fit where they don't.

Print boxes or other flat boxes with one side that drops, for safe placement and removal of oversized records.	Print boxes or other flat boxes with 4 rigid sides. This requires you to flex or otherwise distort the records to place and remove them from the box.
Spacers to hold records in partially filled shelves upright. This keeps records from drifting down and developing distortions. Records without adequate support can also catch on each other and be torn as you try to remove them from the .	Overfill shelves. Records can be creased, crumpled and torn from the process of forcing and trying to remove them from the shelf.
Cleaning solutions which have been approved by the Preservation Research and Testing Lab at NARA. Please contact R&T before selecting cleaning materials for your facility.	Aerosols, ammonia or bleach-containing cleaning solutions. These chemicals can cause damage to sensitive records, particularly to photographic processes.
Stainless steel paper clips and staples. Always apply new fasteners over an alkaline (buffered) paper strip, such as Perm life, to protect the records. This also identifies the fastener as new and approved for use. ACCO fasteners are also acceptable.	Standard paper clips, staples, or any other office or commercial quality fastener (with the exception of ACCO fasteners, which are acceptable to use).
Brushes, cloth diapers, plain paper products	Commercial dusting cloths. These may be impregnated with chemicals which can damage records.

Black Pigma Pens manufactured by Sakura or NARA's in-house blue stamp ink formulation for Declassification Markings. These inks have been tested and are appropriate for use where authorized	Sharpie Pens for Declassification markings. The ink in these pens can sink through multiple sheets of paper.

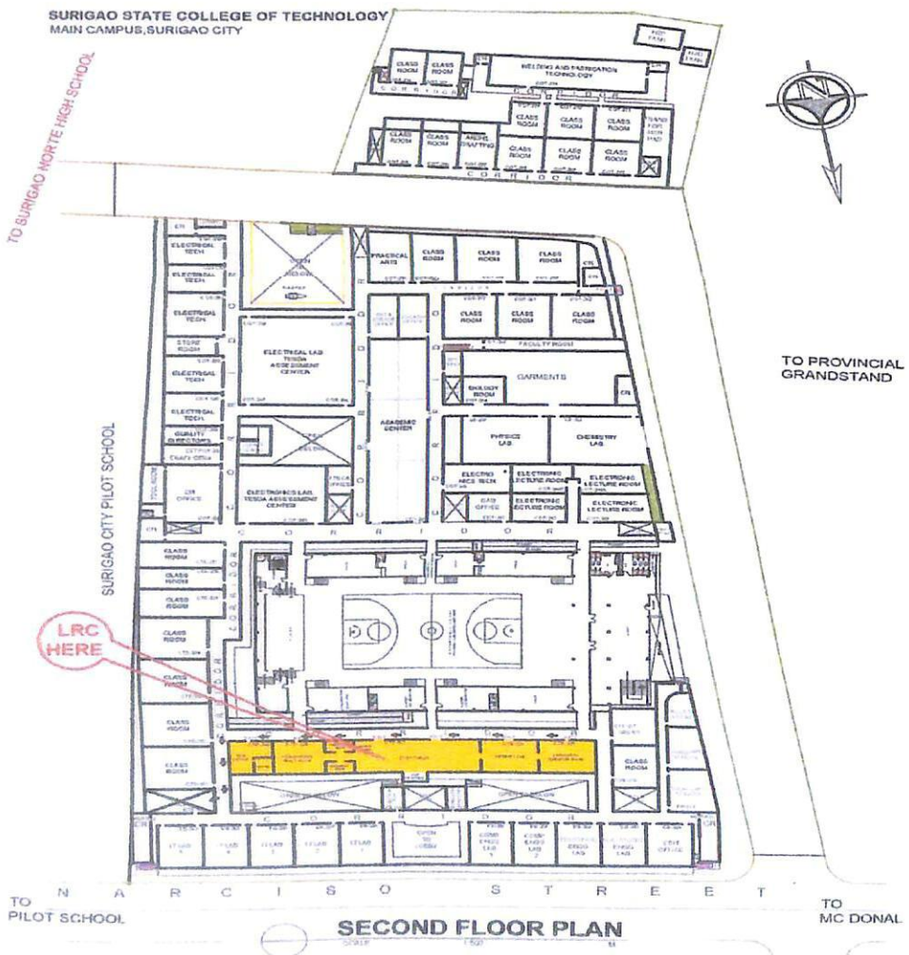
II. Binding

- Represents a major investment on the part of the College toward preserving and making accessible printed library materials. The goal of library binding is to make materials available in original format for as long as needed at the lowest possible cost.
  - Journal subscriptions for the whole year are sent for permanent binding.
  - Books on paperback edition that are used regularly are also sent to the bindery for longer use by the library clientele.

III. Repair

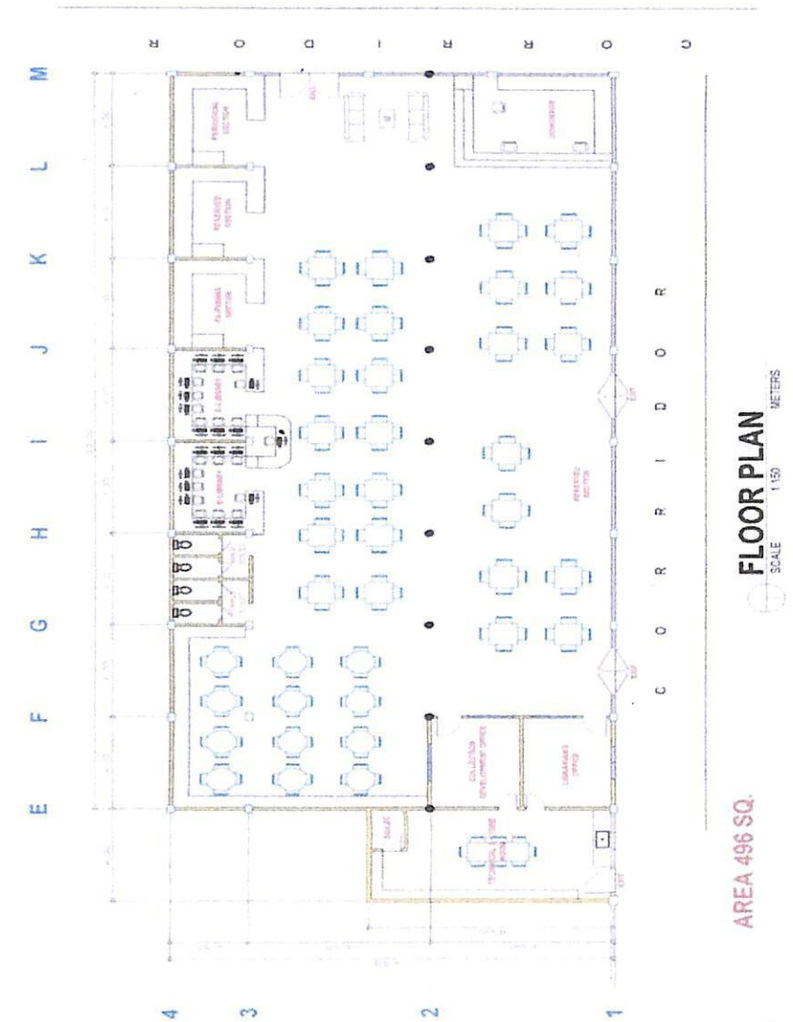
- Ensures that all items in library circulation are in its best physical condition
  - Regular weekly shelf checking of loose pages or tattered cellophane cover must be done by the staff.
  - Any library material found to be physically damaged shall automatically be repaired.

LOCATION MAP – *Learning Resource Center*



LEARNING RESOURCE CENTER

LIBRARY FLOOR PLAN- College Library



*IV. **Replacement***

- An item is considered for replacement if it is either the last copy in the Library's collection or if demand warrants maintaining the number of copies in the collection.

  - If a borrower lost a book while on loan, the borrower is asked to replace the book with the same title and edition if possible.
  - If the book is not available anymore, the borrower will be asked to look for a substitute title with the same subject, with copyright not less than 3 years, on its original paper and on hardbound edition.
  - If payment should be made, it should be + 10% of the actual present cost to cover freight and other processing expenses.

*V. **Deselection***

- the official removal of titles from a library's collection, as well as a result of weeding or the withdrawal of missing or physically damaged materials.

  - The criteria used to identify titles for deselection from the collection are reviewed first on a regular basis by the librarian in-charge The criteria used are :

General Collection. If the book is superseded by edition of general collection title it becomes candidate for deselection; also damaged, lost and long-overdue general collection titles. General collection titles acquired prior to 1975, which have not circulated since then become candidates for deselection. However, decision to withdraw is

made on title-by-title basis by appropriate library coordinators in consultation with the collection development librarian.

Reference Materials. The reference section has established specific deselection policies for many of the reference titles which revised or superseded editions are regularly received. Superseded editions of titles for which policies have not been formulated become candidates for deselection.

A. Periodic evaluation of the works already in the reference collection is as important as acquisitions of new materials, since the reference collection is a working collection of important, frequently consulted publications. Careful, regular and systematic deselecting remove older and less desirable works from the reference collection.

B. The reference collection follows the same principles and guidelines in deselecting as in acquisitions of new materials. Since each discipline covered by the reference collection requires different types of materials, it is impossible to establish absolute standards to be followed. However, some general criteria which should be considered in deselecting are :
   1. significance of the publication
   2. age and currency of the publication
   3. availability of the latest edition
   4. physical condition of the publication
   5. duplication of the contents in more recent works
   6. language of the publications

C. The reference collection is deselected in two ways :

1. automatic deselecting of older editions of a work and
2. periodic deselecting by librarians of superseded edition.

The reference section is deselected systematically each year under the direction of the "Reference Collection Committee." The following procedures are followed:

1. A schedule for the review of the collection is drawn up at the beginning of each fiscal year.
2. Each member of the Reference Section and/or Reference Collection Committee reviews titles in the designated section placing deselecting slips in those items which should be considered for deselection from the reference collection.
3. At the end of the designated time period, the final decisions will be made by the Reference Collection Committee. The Reference Collection Committee may seek the opinions of appropriate members of the faculty and other library staff members as needed in making deselection decisions.

Serials. Each year, librarians and teaching faculty review serial holdings and evaluate titles which receive infrequent use. Recommendations for cancellation are made in the light of curricular needs and budgetary considerations.

Audio-Visual Materials. Damaged audio-visual materials become candidates for deselection. Amount of use and obsolescence are important

factors in the decision.

Other Criteria for Deselection of Library Materials:

Appearance/Condition. Use caution to avoid discarding classics and rare books. Look for books that are worn out, dirty, with yellow brittle or missing pages, badly printed, poorly bound or with significant disfigurements.

Age of Material. Different subjects have different age requirements, while science books tend to date quickly. Books on mythology are probably valuable for years. State of the art changes rapidly in some areas, such as computer science, so that books are almost outdated by the time they are distributed.

Specific criteria considered for deselection include the following:

1. Any title with out-of-date contents.
2. Information that is no longer accurate
3. Books that perpetuate sexual or racial stereotype (without redeeming value such as historical perspective, etc.)
4. Any title over 10 years old that is not on a standard list.
5. Fiction best sellers of ephemeral value after 10 years.
6. Textbooks after 10 years.
7. Medicine, inventions, radio, television and business between 5 to 10 years.
8. Travel books after 10 years.
9. Economics, science and useful arts after 10 years.
10. Encyclopedias at least 10 years, preferably 5.
11. Almanacs, directories, yearbooks - get latest editions and keep for historical purposes for 5 to 10 years.

Superfluous/Duplicate Volumes. Second copies may not be necessary. Check circulation frequently and weed materials that do not fit the general purpose of the library.

Content. Not only dated information, but materials that are poorly written or incorrect should be removed. Look for titles for which later editions may be available and preferable.

Shelf Time. Books that have not been checked out for three or more years should be considered for deselection.

VI. Digitization

- Digitization is the process of converting information into a digital format. Digitizing information makes it easier to preserve, access, and share.

  A. Books or any document considered to be historically and culturally significant are subject to be digitized to preserve the natural physical condition of a material.
  B. Books of a single volume, out of print and frequently circulated may also be digitized subject to copyright conditions.

2021 Edition

By

2021 Library Advisory Committee

Dr. Ronita A. Talingting
Dr. Loida P. Patac
Dr. Carmelita P. Mosa
Engr. Robert R. Bacarro
Dr. Marilou B. Carnicer
Ms. Ivy B. Mabanto
Ms. Lorena C. Badiola
Mr. Chito M. Clerigo

Approved by:

GREGORIO Z. GAMBOA, Jr., EdD
College President

LIBRARY DEPARTMENT

Library Committee Meeting Minutes
July 15, 2021

A Meeting of Library Committee was held in Boardroom on Tuesday 13 July, 2021 at 2:30 PM.

Present:

Dr. Ronita A. Talingting
Dr. Louida P. Patac
Dr. Carmelin P. Mosa
Dr. Marilou B. Carnicer
Mr. Chito M. Clerigo
Ms. Ivy B. Mabanto
Ms. Lorena C. Badiola

AGENDA:

1. Renewal of Online Database
2. Other matters
   - Information literacy

In the beginning of the library committee meeting, the librarian acted as a secretary of the committee welcome to all present members and after taking note of absent member. As per agenda, a discussion is started.

Discussions:

RENEWAL OF ONLINE DATABASE

The discussion on renewal of online database was introduced by the head librarian (Ivy B. Mabanto). She emphasized the opportunities offered by online databases for the faculty members including students to obtain accurate and relevant information for their subjects and researches.

The acquisition librarian (Lorena C, Badiola), presented the list of online databases to be renewed. She said that there were eleven online databases need to be renewed. These were:

1. Emerald Tourism and Hospitality Management
2. Human Kinetics Library
3. T&F Biological, Earth, Environmental & Food Science
4. T&F Engineering, Computing and Technology
5. T&F Mathematics/Statistics
6. Access Engineering
7. Emerald Information and Knowledge Management
8. Emerald Public Policy and Environmental Management
9. Gale OneFile: Educators Reference Complete
10. Gale OneFile: Computer Science
11. Philippine eJournals

However, Chairperson of the Library Committee (Dr. Ronita A. Talingting) asked the status of online databases utilization.

The head librarian discussed that majority of the faculty members were aware of the databases but there were few hindrances that inhibited their effective use of the databases such as lack of knowledge on how to access and issues bothering on internet connectivity.

The committee agreed that the library should post the procedures on how to access such databases. They also agreed the renewal of the databases. The head librarian added that the video on how to access online databases will be posted in Library Facebook.

OTHER MATTERS:

Information Literacy

The Head librarian informed the committee members that there is an upcoming Information Literacy via online for the students. She enlisted the help from the Program deans and the president of the Supreme Student Government to coordinate the students in all programs. She also added that schedules and invitation letter of the said activity will be followed.

The meeting ended with thanks to Chair and members of the committee.

Prepared by:

IVY B. MABANTO, MLIS, RL
Head Librarian

LIBRARY ADVISORY COMMITTEE

MINUTES OF MEETING

Venue: Office of the Campus Director, SSCT, Surigao City

April 4, 2018

3:08 p.m.

Facilitator:	Dr. Carlos H. Donoso
Attendees:	Dr. Anabelle N. Diaz
	Dr. Elvis P. Patulin
	Dr. Elesia B. Buenaflor
	Mr. Jeoffrey L. Gatela
	Ms. Ivy B. Mabanto
	Ms. Lorena C. Badiola
Absent:	Engr. Alexis P. Espaldon
Agenda:	1. Library Procedural Manual
	2. Other Matters
	- Library Clearance
	- Library Acquisitions

Discussions:

- Dr. Patulin, Dean of Arts and Sciences, corrected that the Library Advisory Committee be under the Campus Director in the organizational chart.
- He also suggested that faculty should be constantly reminded (every semester) of library policies especially in borrowing and returning of books.
- Dr. Diaz, Dean of Teacher Education inquired on the status of the books selected during the November 2017 bookfair. Ms. Mabanto answered that such will be posted in the PhilJEPS website on the 2nd week of April.
- The Head librarian, Ms. Mabanto also reminded the deans present to encourage their faculty members to log in at the library's Information Desk every time they visit the library. Also, she informed the body that as soon as the internet connection will be upgraded, the library's OPAC will be fully operational and the faculty could enjoy services like holding of their needed books or reference to be made available on their next visit and the furthermore announce that the library web page could be accessed via SSCT's website.
- Dr. Buenaflor, Dean of Industrial Technology, informed the librarians that BSIT curriculum majoring in Garments, Civil Technology, and Cosmetology will be offered again and that library references should be made available for such programs. Ms. Badiola mentioned that most of the books used for the old curriculum has been weeded out, therefore, it is necessary that program heads shall recommend new books and library resources in the fields of Civil Technology, Garments and Cosmetology.
- Ms. Badiola, the Acquisitions Librarian, requested the deans present to inform their faculty to submit to the library a copy of the e-books they used.
- Meeting was adjourned at 4:45 in the afternoon.

Prepared by:

LORENA C. BADIOLA, RL
College Librarian

Noted by:

IVY B. MABANTO, MLIS, RL
Head Librarian

SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City Campus

LIBRARY ADVISORY COMMITTEE MEETING

At the Office of the Campus Director
April 4, 2018
3.08 pm

Surigao State College of Technology
Surigao City, Philippines
Tel. No. (086)826-6346;231-7741 Tele fax: (086)826-6346
Official Website: www.ssct.edu.ph

Title of the Meeting: Library Advisory Committee Apr. 4, 2018
Date and Time: April 4, 2018
Venue: @ Campus Director Office
Attendance:

NO.	NAME	SEX	DESIGNATION	SIGNATURE
1	C. Dimaya	M	Campus Director	
2	Patricia Elvis P.	M	DEAM, CAS	
3	Buenafor, Elesia B.	F	Dean, COT	
4	DIAZ, Arlene M.	F	Dean, CE	
5	Mabanto, Ivy	F	Librarian	
6	Virma Badiola	F	Librarian	
7	Cateta, Jeoffrey C.	M	OSG-President	
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Contact Us

(086) 816-0026

library@ssct.edu.ph

SNSU Library

The Library is located at the Ground Floor of the Technology Building

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The LRC is located at the Second Floor of the Related Building

"THE ONLY THING THAT YOU NEED TO KNOW, IS THE LOCATION OF THE LIBRARY"

- Albert Einstein

About Us

The SNSU-City campus Library Consists of two different buildings, the Main Library and the Learning Resource Center (LRC).

The Main library occupies 496 sq.m., which will house Periodical section, General Reference section, E-library section, Circulation section, Reserve section, Reading area, librarian's rooms and library staff corners. it had a seating capacity of 300. The establishment of Library expansion is designed to have a Learning Resource Center with 555.75 sq.m and 500 seating capacity. It consists of Learning Commons, Innovative or Creative Room, Faculty Lounge, Internet Zone, Conference Room, Discussion Rooms and Biblioteca Cafe and Research room, intended for various purposes to meet the needs of millennial users.

"For Nation's Greater Heights"

WELCOME

to

SNSU LIBRARY

Monday - Friday

8:00am - 5:00pm

LIBRARY VISION

SNSU Library envisions to become a leading College Learning Resource Center in all types of information sources in the fields of technology, education, sciences, arts, engineering and information and communications technology. It also aims for a reliable, rapid access, easy retrieval, transfer of relevant information to its users and establish linkages with other academic libraries globally.

LIBRARY MISSION

The SNSU Library strives to support the curricular programs of the college and to enhance the teaching-learning process for students, faculty, staff, alumni, and other researchers.

POLICIES FOR NEW NORMAL

1. Users should wear a face mask at all times.
2. Upon entering the Library, disinfect with 70% solution alcohol and have your temperature checked.
3. Only two users will occupy a table to constantly enforce social distancing.
4. Users will use the entrance door to enter the library and exit door if they exit the library.
5. Users are are not allowed to enter the circulation section. only the circulation librarian/in-charge will retrieve the book you want to borrow.
6. Users are required to use the OPAC for searching.

BORROWING PROCEDURES

1. Check the OPAC first if the library resource you want to borrow is available.
2. Get the needed details and fill out the Call Slip.
3. Give the Call Slip to the library in-charge.
4. Upon receipt of book you want to borrow, write you name, call number, and your signature at the check out logbook.

RETURNING PROCEDURES

Write your name, call number, accession number and signature to the check in logbook.

LIBRARY VIRTUAL REFERENCE ASSISTANCE

1. Check the OPAC first if the library resource you want to borrow is available.
2. Fill out the Google Form via online for requested books or eBooks.
3. Check emails for librarian's response.

LIBRARY PERSONNEL

Ms. Ivy B. Mabanto
Head Librarian

Ms. Lorena C. Badiola
Acquisition Librarian

Ms. Alona S. Menil
User and Reader Services Librarian

Ms. Hazel Ann Grace A. Saragena
Filipiniana Librarian

Ms. Ritchelle Vera A. Lalisan
Reference Librarian

Mr. Rey G. Alvarado
Technical Librarian

Ms. Jeachelle Quiday
Periodical/LRC Librarian

Ms. Mary Jane G. Go
Library Staff

Learning Resource Center
The Library extension