



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

SCHOOL LIBRARY NEEDS ANALYSIS

Name of School: _____
Division: _____ Region: _____
Name of Librarian In-charge: _____ Contact No: _____

I. Directions: The following survey aims to identify the extent of the needs of your school library. Rate the following aspects considering the present status of your school library using the rating scale below. Please check the appropriate box that corresponds to your answer.

5- Highly Needed; 4- Needed; 3- Somewhat Needed; 2- Not Sure ; 1-Not Needed

ITEMS	5	4	3	2	1
A. SCHOOL LIBRARY SPACE AND LOCATION					
1. The school library needs to expand in order to accommodate at least 10% seating capacity of the student population.					
2. The school library needs to be separated from another office because they share a common room.					
3. The school library needs to be relocated to be accessible from any point of the campus.					
4. The school library needs to be relocated to make sure it is safe from flooding.					
B. SERVICES					
1. The school library needs to open from the start of the earliest class and needs to extend beyond the last class period.					
2. The library needs to operate on a regular schedule.					
3. The school library needs to update the Bulletin/Information Board to promote library and information services.					



Address: M. Ortiz St., Surigao
City
Telephone: (086) 310-8325
Email: surigao.city@deped.gov.ph
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4. The school library needs to conduct orientation on the use of the library and its services for students and teachers.					
5. The school library needs to conduct monthly activities that promote library and information services.					
6. The school library needs to conduct classroom visits to promote library and information services.					
7. The school library needs to use social media to promote library and information services.					
8. The school library needs to allow borrowing of books for home use.					
9. The school library needs to allow students to use the computer for encoding, viewing, and the like.					
10. The school library needs computer and internet access for students' and teachers' use.					
11. The school library staff needs to prepare clippings for vertical file collection.					
12. The school library staff needs to do indexing.					
13. The school library needs to practice open shelf/stack shelving to allow unrestricted access of the users.					



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ITEMS	5	4	3	2	1
C. LIBRARIAN					
1. The school library needs to have a full-time licensed librarian.					
2. The librarian needs training on the following bibliographic processes:					
a. Accessioning					
b. Cataloging					
c. Classification					
d. Labeling					
D. LIBRARY COLLECTION					
1. The school library needs the following general references:					
a. Encyclopedias					
b. Dictionaries					
c. Almanacs					
d. Handbooks					
e. Manuals					
f. Atlases					
g. Yearbooks					



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h. Directories					
i. Thesaurus					
2. The school library needs the following learning area specific references:					
a. English & Literature					
b. Filipino at Panitikan					
c. Science					
d. Araling Panlipunan					
e. Music					
f. Arts					
g. Physical Education					
h. Health					
i. Edukasyon sa Pagpapahalaga					
j. Mathematics					
k. Business					
l. Management					
m. Computers/ Information Tech.					
n. Research					



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a. Philosophy					
p. Technical Vocation/TLE					
3. The school library needs the following additional supplementary readers:					
a. Biographies					
b. Novels					
c. Collections/Anthology of Short Stories					
d. Collection/Compilation of Poetry					
4. The school library needs the following digital file collection:					
a. E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)					
b. CD/DVD Collection					
c. Periodical Subscription					
c.1 Broadsheet Newspaper					
c.2 Tabloid Newspaper					
c.3 Magazines					
c.4 Journals					
E. BOOK ACQUISITION					
1. The school library needs to acquire books and other collections using the allocated funds .					



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2. The school library needs to acquire books and other collections tapping LGU funding.					
3. The school library needs to acquire books and other collections from the donations either from the PTA or other NGOs.					
4. The school library needs to acquire books and other collections given by the DepEd Central Office, Regional Office of Division Office.					
5. The school library needs to have specific annual budget.					
F. FACILITY					
1. The school library needs the following access facility:					
a. Online Public Access Catalog (OPAC)					
b. Card Catalog Cabinet with Catalog Cards					
2. The school library needs the following equipment:					
a. Computer Set					
b. Projector					
c. Document Camera					
d. DVD Player					
e. Photocopier					
f. Scanner					



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g.	Printer					
h.	Printer with Scanner					
i.	Telephone					
j.	Internet Connection/Modem					
k.	Television					



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II. Directions: Rank the following school library aspects that need improvement in order of importance. Write **1** for the aspect that needs foremost improvement attention, **2** for the next and so on.

- _____ School Library Space and Location
- _____ Services
- _____ Librarian
- _____ Library Collection
- _____ Book Acquisition
- _____ Facility

Thank you for your cooperation.

Prepared by:

Reviewed by:

Librarian/Library-in-charge

Principal/School Head