

Note:

1. Please ask assistance from your ICT coordinator while accomplishing this form
2. You need to be connected to internet while accomplishing this form.
3. This form is "autosave", Just encode the data in the box.

Library Collection Inventory

Name of School: **Quiling Elementary School**

Name of School Librarian:

4.2.1 GENERAL REFERENCES	Copyright 2005-Present		Copyright 2004-or Earlier		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2005-Present		Copyright 2004-or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						

Continuation... 4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2005-Present		Copyright 2004-or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies

Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
Management	Books on Organizational Management, Leadership, etc.						
Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
Philosophy	Books on Philosophy, Logic, Ethics, etc.						
Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.						
Others	Please specify the subject Area (You may add)						
TOTAL							

4.2.3 ADDITIONAL SUPPLEMENTARY READERS	Copyright 2005-Present		Copyright 2004-or or Earlier		Combine d Total Number of Titles
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
Biographies					
Novels					
Collections/Anthology of Short Stories					
Collection/Compilation of Poetry					
Others (Please specify)					
TOTAL					

4.2.4 NON-PRINT COLLECTION		Copyright 2005-Pres ent	Copyright 2004-or Earlier	Combine d Total Number of Titles
		Total No. of Titles		
Digital File Collectio n	E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)			
	CD/DVD Collection of Movies, Documentaries, etc.			
Braille Collection				
Microfilm Collection				
Others (Please specify)				
TOTAL				

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published	Internationally Published	TOTAL NUMBER OF SUBSCRIPTIONS
		No. of Titles Subscribed	No. of Titles Subscribed	
	Year 2016			
Newspapers	Year 2015			
	Year 2014			
	Year 2016			
Tabloids	Year 2015			
	Year 2014			
	Year 2016			
Magazines	Year 2015			
	Year 2014			
	Year 2016			
Journals	Year 2015			
	Year 2014			
	Year 2016			
TOTAL				