



MINDANAO STATE UNIVERSITY
ILIGAN INSTITUTE OF TECHNOLOGY

LEVEL 2 AACUP
ACCREDITATION

COLLEGE OF ECONOMICS, BUSINESS, AND ACCOUNTANCY

AREA VII
LIBRARY

BACHELOR OF SCIENCE IN
HOSPITALITY MANAGEMENT



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PARAMETER A: ADMINISTRATION

OUTCOME(S)

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

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Documents

- [MSU-IIT Library Organizational Chart](#)
- [CEBA Organizational Chart](#)
- [Library Functional Organizational Chart](#)
- [MSU-IIT Library Personnel Directory](#)
- [Job Description of Library Personnel \(an excerpt from the full copy of the Library \)](#)
 - Manual
 - Duties and Responsibilities of Library Personnel

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The institute library operates within the governing framework of the institute. It is considered as a semi-academic responsibility center which is headed by the Institute Librarian who is directly under the supervision of the Vice Chancellor for Academic Affairs. The Institute Librarian is responsible for formulating and recommending, planning and implementing, monitoring and reviewing, considering and integrating of policies, programs, systems and standards pertaining to the library information and related services.

Personnel administration, acquisition and processing of library materials are being centralized while library services have been decentralized and carried through unit libraries. The bases for decentralization are the type of clientele and materials being served. The institute library also created the Institute Library Committee which composes of the chairperson, members representing the different colleges, and one representative from the student body organization while the Institute Librarian serves as the liaison. The function of this committee is to provide the Institute Academic Planning Committee (APC) with support on all matters affecting the library resources and services, as well as institution of regulation and regulation of instructional materials and prescription of library resources. It also administers two major functions the User and Access Services and Technical Services Division and it also caters to other services such that digitization, computer and record services. Under the User and Access Services are the unit libraries and the General Reference and Filipiniana Section while in the Technical Services is responsible for the collection, development, organization, evaluation, preservation and mechanical preparation of library materials ready for distribution to different unit libraries for servicing to the type of client being served.