



Libon Community College
COLLEGE LIBRARY
Calleja st. Brgy. Zone 4
Libon, Albay

LIBRARY MANUAL OF POLICIES AND PROCEDURES

2023 Updated

official website: licomlibrary.com
Facebook Page: <https://www.facebook.com/LicomLibrary>

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I. The Vision, Mission and Goals

Vision

An institution of higher learning that will create professional, competent, service oriented, principles and productive citizen of the Community and of the Country as well.

Mission

LICOM shall produce locally and dglobally competitive graduate imbued with sense of values geared toward research, extension service and production of sustainable development.

GOAL

1. digitization of Library service for a faster access to the library information resources,
2. Development of the Library collection focusing on subject areas which support new academic programs.
3. offer excellent services and produce quality graduates.

I. The Mission of the Library

Libon Community College Library shall enrich the quality of life every students through an efficient service of various source and technology to the users. and disseminate of the library service in preserving the importance of the academic institution, and to ensure that every students has access to a dynamic, well-resourced school Library.

General Objective:

To provide responsive, systematic and effective means of acquiring, storing, organizing and preserving documentary references for easy access and retrieval of information by the students, faculty, staff, and administration.

Specific Objectives

1. Provide current library materials and database that support the academic curriculum
2. Provide access to information resources, regardless of location

3. Collect library materials in all formats, broaden and update all collections to meet the needs of LICOM programs and support the various aspects of the institution: teaching, training, research and services
4. Educate and assist college students and staff in the identification and effective use of information resources
5. Continue to strengthen and update all collections to meet the needs of LICOM programs
6. Provide access to library resources and servers via web pages and online resources
7. Ensure that resources available are current , appropriate and accessible
8. Work closely with users; know their needs and interests
9. Enhance information literacy by developing effective plans aiming at improving student's ability to:
 - Access information effectively and efficiently
 - Evaluate information and its sources critically
 - Understand economic, legal and social issues when using information
 - Access and use information critically and legally

LIBRARY ORGANIZATIONAL CHART

Hon. Wilfredo Maronilla
BOT CHAIRMAN/ MAYOR

Dr. Amelita P. Sadueste
College Administrator

**ANTHONY EDMON B.
VELASCO, R.L.**
Chief Librarian

**LIBRARY
COMMITTEE**

Ms. Jasha Regondola
Library Staff

The College Library Staff

The following personnel and staff compose the College Library:

A. The Chief Librarian

The Chief Librarian is the head of the entire library. She exercises direct supervision and control over the library operations. She is responsible for the efficient and effective administration of the library resources, facilities and services.

B. The Library Assistant

The Library Assistant performs duties as directed by the Chief Librarian. She assists in the circulation of information sources for effective and efficient use by the clientele.

E. Library Staff

The staff performs library works as prescribed by the Chief Librarian:

JOB DESCRIPTIONS OF LIBRARY PERSONNEL

The Chief Librarian

A. JOB SUMMARY

The Chief Librarian is responsible for collaborating with academic departments to provide reference service, for developing and contributing to library instruction, for evaluating and selecting library materials, and for participating in the implementation of assessment and evaluation of library services for assigned department. He/ she facilitate library governance and engages in professional activities, including research and publication.

B. DUTIES AND RESPONSIBILITIES

1. Responsible for the general administration and supervision of library operations;
2. Knows library policies and procedures; accurately interprets them and clearly and courteously communicates policies to patrons and staff necessary;
3. Completes projects within agreed- upon standards of accuracy and timeliness;
4. Trains and evaluates student assistants and staff according to established library procedures;

5. Serves as a consultant to teaching faculty in developing instructional programs that utilize the library resources;
6. Keeps abreast of new resources as they are added to the collection or to which access has been provided;
7. Effectively uses and teaches functions of the library's online system and other databases;
8. Scans appropriate reviews and selection tools on an ongoing basis to identify potential additions to the collection;
9. Evaluates gift materials to determine if they should be added and routes to acquisitions for proper dispositions;
10. Reviews/ evaluates withdrawn material notices for possible replacement;
11. Peruses circulating materials to determine collection use, condition and age;
12. Collects and checks subject bibliographies for assessments;
13. Evaluates performance of Library Staff under his/her supervision.

C. WORK RELATIONSHIPS

Reports to : College Administrator
 Coordinates: Deans and program heads
 Supervises : Librarians, Library Assistants,

D. QUALIFICATIONS

Education : Master Degree in Library Science with License
 Bachelor's Degree of Library Science with License

Experience : 2 years Library administration experience or its equivalent

Training : None Required

Skills : Leadership, knowledge in specialized library techniques and principles as well as research and organizational skills; excellent human relations and effective oral and written communications skills; commitment to service excellence

The Librarian

A. JOB SUMMARY

Assists the Chief Librarian in general direction and supervision of the library operations, library resources, facilities, and services, collaboration with staff to develop collection-based exhibitions and publications;

B. DUTIES AND RESPONSIBILITIES

1. Supervises and monitors the circulation of the Audio- Visual collections and facilities;
2. Supervises the daily operations of the Technical and Audio- Visual section;
3. Supervises physical facilities;

4. Plans and supervise library routines as agreed by the Chief Librarian;
5. Trains, organizes and supervises roster of Student Assistants;
6. Plans arrangement of library space;
7. Develops the necessary forms and record keeping procedures for the operation of the section;
8. Supports teaching of library skills;
9. Gives library orientation to freshmen and faculty members;
10. Helps build library collection by conferring with the faculty members regarding their academic department library needs;
11. Assist in planning cooperatively with primary academic offers to coordinate library activities with curriculum programs and to coordinate the distribution of educational materials with such activities;
12. Establishes cataloguing and classification procedure;
13. Catalogues new acquisitions both book and non- book materials and input in the library database;
14. Indexes periodicals and journals;
15. Plans the reorganization and relocation of materials as needed;
16. Establishes procedures for the maintenance and repair of materials;
17. Supervises the printing of catalogue cards;
18. Handles requisition for supplies needed at the Technical Section;
19. Performs other functions that may be assigned by superior from time to time;

C. WORK RELATIONSHIPS

Reports to : Chief Librarian
 Coordinates : Deans & Principals
 Supervises : Student Assistants

D. QUALIFICATIONS

Education : Bachelor's Degree in Library Science with License
 Experience : A tolerable years in Library administration experience or its equivalent
 Training : None Required
 Skills : Leadership, knowledge in specialized library techniques and principles as well as research and organizational skills; excellent human relations and effective oral and written communications skills; commitment to service excellence

Library Assistant-College Library

A. JOB SUMMARY

Contributes to the efficient operation of the library, promotes use of the library by students and faculty, assists library users and maintains the circulation control and assist in the organization of information.

B. DUTIES AND RESPONSIBILITIES

1. Receives and monitors the arrival of periodicals on daily basis;
2. Performs the clippings of salient articles from the newspaper;
3. Assists in indexing of newly bound magazines and periodicals;
4. Assist in the daily activities of the Reserve and Circulation Desk, specially the charge and discharge of books and periodicals for short and long term use;
5. Monitors and supervises activities at the Circulation and Depository areas ;
6. Handles basic intermediate inquiries and perform Help-Desk duties such as use of OPAC, subjects researches and requisition from faculty;
7. Establishes procedures from circulation, distribution and collection of materials with the approval of the Chief Librarian;
8. Assist students with independent research and book selection;
9. Handles money remittances and receipts;
10. Checks book cards at the circulation desk for overdue library materials;
11. Posts names of borrowers with overdue library materials;
12. Maintains an updated and systematic filing of records of faculty borrowers; sends overdue notices to faculty concerned;
13. Make necessary forms and develop a record keeping procedure for the operation of his/her section, with the approval of Chief Librarian;
14. Monitors the cleanliness and orderliness of the different sections under his/her responsibility;
15. Shares responsibility in carrying out safety and security procedures in the library;
16. Takes charge of the daily opening and closing of the library;
17. Sees to the maintenance of an atmosphere that is conducive to learning and study at the library;
18. Prepares an inventory of all library materials under his/her section;
19. Perform other function as may be assigned by the immediate superior from time to time.

C. WORK RELATIONSHIPS

Reports to : Chief Librarian
 Coordinates : Deans and Principals
 Supervises : Students Assistant

D. QUALIFICATIONS

Education : Bachelor's Degree of Library Science or any related course
 Training : Relevant and related exposure
 Skills : Leadership, knowledge and specialized library techniques and principles as well as research an organizational skills ;
 commitment to service excellence

Library Rules and Regulations

Considered as the 'BRAIN' of the school, the college library plays an indispensable role in accomplishing the school's mission, vision and goal. It has to perform its functions toward the satisfaction of the entire library clientele, hence, the college library shall operate under the following rules and regulations:

1. Service Hours

Regular Days- Monday to Friday	-	8:00 – 5:00
Saturday	-	CLOSED

2. General Rules

The following rules of conduct are meant to spell out the practical ways of following the GOLDEN RULE in the Library.

- 2.1 Observe Silence. Idle conversation, loud laughter, and other unnecessary noise disturb library users and must therefore be avoided. Talking out of necessity must be done in subdued tones.
- 2.2 Keep Library Clean. Do not litter tables or floor with waste and other scrap; use the trash boxes/bins provided for this purpose.
- 2.3 Always wear your face mask inside the campus and the library observe social physical distancing to avoid unnecessary contact.
- 2.4 Don't eat, smoke and sleep in the library.
- 2.5 Keep things in Order. Push your chair against the table when you leave the library so it won't obstruct the movement of others.
- 2.6 Return newspapers and magazines after use in their proper places.
- 2.7 General references, pamphlets, books in sets, newspapers, magazines and other periodicals (loose or bound), should be read inside the library only.
- 2.8 Handle books and other library materials with care; they are intended to serve many users after you.
- 2.9 another person aside from the owner utilizes the library card, it will be confiscated and the owner will be subjected to the following penalties:
- 2.10 Online book reservation shall be made thru the official website / FB page of LicomLibrary.

- 2.11 Reservation must be done 2days before pick up of book
- 2.12 Book Delivery shall be available only to Centro Poblacion Residents.
 - 1st offense - warning from the librarian
 - 2nd offense - two (2) weeks suspension of borrowing privileges
 - 3rd offense - will be referred to the GUIDANCE & Office of The Student Affairs
- 2.12.1 When returning library materials to the counter, be sure to get back your L.C. The Library will assume no responsibility for exchange or loss of your card.
- 2.12.2 A lost LC may be replaced one (1) week after presentation of proof of loss and upon payment of fifty pesos (P50.00) CHECK FROM THE LC ITSELF AND FLYER GUIDE for replacement.

3. Control Procedures

- 3.1 Library patrons should wear their Identification Card (ID) at all times. Attaché case, big bags and big envelopes must be left at the deposit counter. Valuables should be brought inside the library. The library staff assumes no responsibility for the loss of any valuables.
- 3.2 Every library user is required to present to the check-out counter the library materials he takes out for inspection to avoid alarm from the security device.
- 3.3 NO delinquent borrower is allowed to use the library and its resources unless he/she has settled all accounts due to the library.

4. Rules on Circulation

- 4.1 Fiction books may be borrowed for one (1) week
- 4.2 Circulation and Filipiniana books may be borrowed for two (3) days only but not subject for reborrowing by the same student.
- 4.3 Reserved Books (Res) is borrowed by the hour only. No overnight loan for these materials is allowed.
- 4.4 General Reference and Special Filipiniana collections are for library use and photocopying is limited to 5-10 minutes only.
- 4.5 Maximum number of books that may be borrowed: 3 books of different titles
- 4.6 Alumni are allowed to borrow books for library use only.

4.7 Patrons from other schools, NGO's and gov't. agencies shall only be entertained upon presentation of a referral letter from their Librarian seeking or requesting the use of the LICOM Library with a fee of P50.00 per visit.

5. Fines and Penalties

5.1 For Overdue Books the following fines are imposed:

5.1.1 Circulation, Filipiniana and Fiction books – P5.00 a day excluding SAT-Sundays and Holidays.

5.1.2 Reserved Books – P2.00/hour; P11.00/day excluding Saturday-Sundays and Holidays.

5.2 The following penalties are imposed on delinquent borrowers of reserved books:

5.2.1 First Offense – Fine and suspension of borrowing privileges for one week.

5.2.2 Second Offense – Fine and suspension of borrowing privileges for one month.

5.2.3 Third Offense - Fine and suspension of borrowing privileges for the rest of the semester.

6 Discipline

6.1 Students who fail to observe the library regulations and procedures will be referred to the Guidance Office for appropriate action.

6.2 A lost book must be reported immediately to the Librarian, and the clientele responsible for the loss must replace it with a new one or pay the equivalent cost of the item.

6.3 Mutilating books are serious offenses and offenders will be liable for grave disciplinary actions sanctioned by Higher School Authorities, depending on the gravity of the offense. In addition, he will be made to pay a fine of P100.00 plus the cost of the replacement.

6.4 Anybody found guilty of stealing any library material will be liable for grave disciplinary actions and sanctioned by Higher School Authorities, depending on the gravity of the offense. In addition, he will be made to pay a fine of P150.00, plus the cost of the replacement. The Library personnel are empowered to enforce the rules and regulations of the Library. They should be accorded the courtesy and respect they deserve. The rules and regulations they enforce are not their own but are of the LIBON COMMUNITY COLLEGE.

7.1 Reservation Policy

Filing for requisition for the use of the AV Materials and collections should be done at least three (3) days in advance.

- i. Reservation forms for the use of AV Collections are available at the College library
- ii. Reservation for the use of AV materials i.e. Projector.

7.2 Electronic resource Policy

- Computers inside the library are allowed for the use of students for a maximum of 1 hour each student to give way to other students that will use the computer.
- Open access Ebooks and Ejournals are also available just ask the Librarian for the links and other access.
- reservation for the use of electronic materials shall be made 2 days before the actual use of the material, Ask the Librarian for the reservation slip.

7.3 AV materials in the library can be borrowed for an hour only and for overnight use. It should be returned the following morning or after viewing in the AV Room.

7.4 Audio-visual materials should be used properly and handled with care.

7.5 Borrowers should be responsible for the things they borrowed. They should be held liable for any damage of in any of these materials.

Note: Only the AV Collections are borrowed in the library. The use of AV Hall and Training Room, some equipment (hardware) are borrowed from the Projection Room.

NO VIOLATION OF THE AFOREMENTIONED REGULATIONS WILL BE
EXCLUDED ON PLEA OF IGNORANCE

Library Collection Development and Maintenance

Collection Development encompasses all activities in building library collections to serve the teaching, learning, research, recreational, and other needs of the LICOM Community. It aims to present the what, how and why the library collection is built and maintained in support of our mission and objectives.

The selection of library resources both print and electronic shall be undertaken by the faculty members and program heads in collaboration with the librarian, while the acquisition of these resources is the responsibility of the librarian.

Types of Library Materials and Their Organization

- A. Circulation Books – comprise the major collection of the library which are placed in the open shelves. These are identified with color white call number.
- B. General Reference Books – consist of encyclopedias, yearbooks, dictionaries, bibliographies, and the like. These are materials consulted for specific information. These are identified with color **blue** call number.
- C. Filipiniana Books – placed on open shelves. These are books written by Filipino authors, and or treatment is Philippine setting. These are identified with color **yellow** call number
- D. Reserve Books – Most in-demand books, limited copies and or requested by faculty members to be housed within the Reserve Section for fair use and availability of the material at all times. These are identified with color **green** call number
- E. Government Publications – government publication may either be treated as books, pamphlets or periodicals according to the merits of each title.
- F. Vertical Files – Pamphlets, clippings, brochures, selected government publication of various interests.
- G. Periodicals – the library subscribes to magazines and journals in various discipline. These are located at the Periodicals Section of the library. Back issues are submitted for professional binding.

Selection and Acquisition Policy

Rationale

Selection of materials is based on the examination of the existing collections of the library, the services it offers, the school's curriculum and instructional needs, either for physical classroom interaction or online mode. The library acquires, makes available and encourages the use of materials to all its clientele.

To consider titles for inclusion in the collection, it should satisfy the question "*Does it support the instructional needs of the curriculum?*" Titles are selected on the basis of the content of the book using faculty and student recommendations. It is the responsibility of the librarian to see to it the information needed by the college are met equally within the framework of the budget.

A significant portion of the book budget of the LICOM Library is used for academic departments' needs for reference books and electronic subscriptions. The rest is allocated for general collection, serials and periodicals and interdisciplinary purchases. Thus, the purpose of this selection policy is to guide the library staff and to inform the public about the policies and principles by which selection of materials are made.

Selection Criteria

A. BOOKS

The following criteria are considered in the acquisition and selection process.

- ☐ Authority – the knowledge of the author in the subject matter
- ☐ Currency – up-to-datedness of the editions and copyright
- ☐ Scope – significance of the subject and depth of coverage
- ☐ Format – the print should be readable and the paper used is preferably acid-free
- ☐ Accuracy of information presented
- ☐ Special features – important illustrations and other features that would make it the book valuable
- ☐ Cost – the cost must be reasonable. Local prints/reprints are preferred
- ☐ Public demand – high circulation need
- ☐ Balance in the scope of collection

A.1 Reference Materials

The acquisition of books should be based mainly on the requests of the faculty members for their instructional needs usually done before the opening of the school year and a continuous process all throughout the academic year. These materials are purchased to support the curriculum of the school and to provide access to a variety of resources.

Reserved Books are titles which are requested by the faculty members to be placed in the Reserve Section for the use of their class. The librarian may also choose titles to be included in this area particularly those with very high demand but of limited copies and other titles which need to be closely monitored.

A.2 General Reference Materials

These materials provide comprehensive information in both general and specific subject areas. Demand, efficiency, accuracy, and cost effectiveness are points to be considered in the selection of these materials.

A.3 Filipiniana

Books written by Filipino authors are preferred in some particular discipline. The presentation is simpler and can easily be understood, and the locale is Philippine setting.

A.3 Fiction

The library may purchase these books for leisure reading and book reviews of students. Some may be adoption of classical myths or literary classics and drama. This is a least priority in library acquisition.

A.4 Professional Readings

The library may acquire professional readings based mainly on the projected need of the faculty particularly in the field of teaching, and different subject areas taught in the curriculum.

A.5 General readings

Other subjects of varied subjects which might interest students and faculty for their intellectual, social and spiritual growth and recreational purposes may be purchased.

A.6 Duplicates

The library purchase duplicate copies for titles with high demands for local print. Titles should be checked against the shelf-list file and or the online catalog for an existing copy in the collection. Duplicates may be limited to five (5) copies only unless such high demand cannot be addressed with this number, more copies can be considered for purchase.

A.7 Paperback

Paperbacks are used as substitute for hard cover specially when there is a big price difference. Title is considered for a long term of usage in purchasing hard covered books.

B. SERIALS AND PERIODICALS

Serials are publications that come in parts on a continuing basis such as magazines, journals, and newspapers and are an important source of information for patrons in a library. They are the most current source of information on any topic. They are selected to meet the reading interest and information needs of user community and should also complement the other library collections. These are placed at the request and on the expressed needs and interests of the clients.

Selection Criteria:

- a. Purpose, Scope and Audience – look at the contents and intended readers of the periodical. This can be determined through examining the table of contents, authors and editors, and the vocabulary used in the articles.
- b. Accuracy – the material should be accurate and objective. This can be determined by evaluating the writers, the publisher, and the subject matter. For more technical periodicals, an expert opinion is a good idea.
- c. Local interest – the content itself must be interesting to the user community.
- d. Format issues – look at the quality of printing and the paper and be sure there are more texts than ads inside,
- e. Cost – the cost should be considered.
- f. Demand – the need to subscribe the title should be based on need and demand.

C. DONATIONS

Gifts of books and other materials are accepted with the understanding that the library may make whatever use of the material it feels appropriate. These are classified as donations and are entered in the same accession record with purchased ones, given a remark as 'donation'. Items not needed in the collection will be given to the adopted baranggays of the institution or any recipient chosen by the administrators.

D. AUDIO-VISUAL MATERIALS

The library acquired non-print materials such as CDs, videos, transparencies, maps, charts and other instructional materials. These materials help promote instructional goals and support further the curriculum. These are selected on the basis of course needs and recommendations by the deans and faculty.

Selection Criteria:

1. Suitability of physical format for library use
2. Suitability of subject and style for the library's intended audience
present and potential relevance and usefulness to community
needs and preferences
3. Insight into human and social conditions
4. Importance as documents of the times
5. Relationship to the existing collection (to other titles dealing with the same subject in the same form)
6. Reputation or significance of composers, performers, artists, actors, actresses, directors, musicians, etc.
7. Popular demand
8. Historical value
9. Cost
10. Permanence, timelessness
11. Quality of performance or work
12. Style of performance or work, interpretation, technique
13. Appearance on special lists, catalogs, or bibliographies
14. Merit as expressed by reviewers
15. Collection balance
16. Authenticity, truthfulness, accuracy of information
17. Creativity, originality, imagination
18. Contribution to the works of a particular individual, genre, movement or historical era
19. Technical quality
20. Educational value
21. If possible, previewing the material is necessary to ensure the following:
 - > Clarity of sound
 - > Visual and audio quality of item
21. Durability of the item

General Guidelines for Audiovisual Materials:

1. Materials will be selected to meet the expressed needs and preferences of the community. It is recognized that a factual knowledge of the community, its characteristics and its expanding needs is essential to a sound program of acquisition of materials. The library staff will continually analyze the community to gain and maintain this knowledge.
2. Materials will be selected based on analysis by library staff of the constantly evolving technology and formats of audio and visual communication.
3. The library's acquisition of AV materials will be selective in nature rather than comprehensive for any one composer, artist, performer, actor, actress, genre, movement, or historical era.
4. The library takes into consideration requests from the general public and various best seller" lists.

5. The library prefers to purchase distinct titles rather than duplicate titles; however, several different versions of a particular selection or a remake of an original production may be purchased in order to provide historical perspective and varying interpretations. Popular demand may also require duplication of some titles.
6. Orders for audiocassettes, 1/2" VHS videocassettes, DVD's and compact discs are placed throughout the year.
7. The Audio/Visual collections are monitored continually to identify items requiring mending, splicing, repair, restoration, or replacement. "Weeding" of the collections will be done as regularly as possible to cull our unused titles, inferior works, or items damaged beyond repair. This will make room for new titles, more up-to-date versions, or replacements of damaged titles. The same principles applied to the selection of items will be applied to their removal from the collections, as well as the use of generally accepted "weeding" guidelines and the demands of budget and space.

** Gifts and donations will be considered for inclusion in the Audio/Visual collections according to the same standards and principles used for purchases.*

A. ELECTRONIC RESOURCES –

Acquisition Guidelines

Selecting/acquiring any material to be added in the library can be done through the following means:

A. Use of Library Requisition Forms

These forms may be obtained from the Library Circulation staff. The form should be accomplished clearly and must contain all the pertinent bibliographic information which includes the author, title, edition/copyright, publication details, and the local distributor. The list of requested materials are forwarded to the Finance Office for approval, and eventually to the Supply Office for further action.

B. Filing Online Requests – The faculty members can send their request for books or any library material via the library Facebook page or the library webpage.

C. Examination/Evaluation Copies

The library accepts books for evaluation/examination from different sources on a pre-determined profile. Each title under examination or evaluation is attached with requisition forms to be filled-out by the faculty in the event that they like to consider it for acquisition. Materials not chosen are returned to the vendors.

D. Book Fairs

Librarians and faculty members may select materials during book fairs and seminars. Faculty members may opt any of the following:

> If able, the faculty may buy any title from the book fair, provided that the item addresses core subjects in the curriculum and the price of the material must not exceed 1,000 pesos.

> Faculty members may ask for the contact number of the vendor and forward it to the Chief Librarian and or the Supply Office for immediate action. The requesting faculty need to fill-out a requisition form.

E. Local Sources

Faculty members and librarians may avail the services of the National Book Store, Lucky Educational Supply, Rex Book Store and others which are based within the city. Librarians must be informed immediately if there are materials available in these bookstore which are needed to be acquired by the library. These bookstores immediately informs the Supply Office for any selection done by the faculty or librarian.

F. Online Ordering

The library may also avail online ordering for most specific and elusive titles. One particular source is the Amazon.com. Faculty members need to fill out requisition forms stating the bibliographical information of the material. ONLY PRINT MATERIALS are accepted.

G. Direct Sourcing

Direct sourcing for a number of titles is preferred particularly those published by locally-based publishers. This can also be considered for costly materials which are cheaper in cost when bought directly from the producing company, and if bulk orders is considered.

H. Gifts and Donations

These may be accepted with the understanding that the library may make whatever use of the material it deems appropriate. These are classified as donations and are entered in the same accession record with purchased ones, given a remark as 'donation'. Items not needed in the collection will be given to the adopted baranggays of the institution or any recipient approved by the school administrators.

Ordering and Payment Procedure

A. BOOKS

For titles requested through requisition forms, the following steps are followed:

- ☐ Bibliographic verification is done before placing an item for requisition.
- ☐ The final list of titles recommended by the deans and faculty members are forwarded to the College Administrator.
- ☐ Once approved, the librarian places order for the books from the book dealers.

For books selected through examination/evaluation copies

- ☐ Direct examination of books delivered to the library is conducted by book dealers together with the librarian.

- Books for examination together with copies of the delivery receipt, which specifies titles, authors and prices, are brought to the acquisition section.
- Check the books listed in the delivery receipt and signs the delivery receipt and stamp the date.
- Sort out the books according to subjects and make a list for each college/department.
- Librarian notifies the faculty members concerned thru the deans and library committee about the books in their subject area, which are ready for examination either by notification letter or by telephone.
- Program Chairs with the help of faculty members examine books in their subject field and fill-out the selection and evaluation form attached in each book. After which, return all the books to the librarian for appropriate action.
- Return books not chosen by the faculty.

B. SERIALS AND PERIODICALS

The library uses the Ledger System in filing serial record. Procurement of periodicals may be done thru the following methods: Paid subscriptions, Gifts/donations, Exchange, and Institutional membership.

Steps in Placing Order for New Subscriptions:

- Send Order Letter
- Upon receipt of the invoice, forward it to the Finance Office together with filled-out requisition form for approval and budget allocation.
- Note down the title, cost, frequency and period covered of subscription in the serial record card.
- Send payment and make arrangement with the company agent regarding the arrival of issue.

c. AUDIOVISUAL MATERIALS

1. Audiovisual materials like transparencies, cd-roms, vcds and dvds and the like are preferred to be previewed by the library committee members and/or the faculty teaching the subject.
2. The selection criteria for the audiovisual materials are considered in choosing the material to be acquired.
3. The items selected for acquisition are left for the approval and processing of payment.

d. PURCHASE AND PAYMENT

Procedures in the purchase and payment of books are as follows.

1. The Librarian fills out three (3) copies of the requisition form stating the number of items and the total cost.
2. The copies of the list/summary of books / invoice to be purchased are attached to the requisition form.
3. Librarian signs requisition form and forwards to the Finance Office for approval.
4. Once approved, the librarian and/or the Supply officer notify the book dealer.
5. Book dealers deliver the books to the Supply Officer for checking. The inventory clerk prepares the payment.
6. The same procedure apply to the acquisition of other supplies for the library.

The Library Technical Services

The Library Technical Services includes information regarding the functions, standards and procedures applied in organizing and classifying materials. In addition to these primary duties, it performs physical processing, monographic binding and rebinding, in-house repair and mending, barcoding, retrospective conversion, and recataloging duties.

Functions

- To provide service to Library users through creation, maintenance, and improvement of the various information sources;
- To ensure that both the Online Catalogue and the print catalog are accurate, controlled, and complete so as to provide ready access effectively and efficiently.

Responsibilities

The Technical Section is responsible for:

- precataloguing search for cataloguing copy
- the bibliographic, holdings, item and authority records, and the database for all items in the collections of the LICOM Library.
- the processing of items to facilitate storage/shelving, retrieval and circulation (e.g. barcoding and labelling, etc.)
- catalog standards, content, file maintenance, and input of data to achieve accurate OPAC information displays

Cataloguing Policy

Cataloguing Tools

- OhioLink Library Catalog
- LibraryLink
- Sear's Lists of Subject Headings 18th edition
- Filipiniana Lists of Subject Headings (FLSH)

Descriptive Cataloging

To insure uniformity in the bibliographical and physical description of print, non- print and electronic materials, the Cataloging policy statements and RDA guidelines, c2014 are followed.

Subject Cataloging

In the assignment of subject headings for every title, the Sears List of Subject Headings (19th edition) is consulted and applied accordingly.

Classifications

The Dewey Decimal Classification Schemes (DCC edition 22) are used in the organization of all materials.

Cataloguing Procedures

1. Preliminary Cataloging

- 1.1 Books that are added copies of a previously cataloged book should have the same call number and accession numbers should be added to shelf- list.
- 1.2 Books of another edition of a previously cataloged book should be considered as a new book. Hence cataloged as new publication.
- 1.3 New titles are searched first in the library database.

2. Add- to- Shelflist (ASL) is an added copy of a book and is processed as follows:

- 1.1 The cataloger adds the added copy's accession number in the shelflist card.
- 1.2 The same number is written in front of the title page in pencil. The abbreviation ASL are indicated on the P- slips which are inserted in the book for the reviser's reference.
- 1.3 The reviser comprises the P- slips and the cataloged book for possible corrections

3. **Other- editions** is either an old, new or revised edition of a book that has been previously cataloged. It is processed as follows:

- 3.1 The cataloger compares this edition with the previously catalog record and adopts the same call number to include the date of publication which is applicable.
- 3.2 The cataloger notes if there are changes in scope of the new edition that call for a change of classification number, change of subject headings or additional subject headings.
- 3.3 If the change is in the main entry or access point, the established classification number of the book is retained while the date of the publication of the new book is added. The access point may be under the person responsible for the work or under the title if there are more than three authors.

4. New Titles

- 4.1 A new title with cataloging data from the Library of Congress database or other on-line Library database is examined by the cataloger for accuracy of the information copied.
- 4.2 A dummy (P- Slip) is prepared by the cataloger.
- 4.3 The call number is written in front of the title page.
- 4.4 A labeler's guide containing the call number, the author's name and the title of the book is inserted in the book.

5. Original Cataloging and Classification

Other new titles without cataloging data are cataloged originally (OC) with the following procedures:

- 5.1 The cataloger prepares the bibliographic description of the publication and establishes its access point and added entries.
- 5.2 Determines the scope of the book and assigns the proper subject descriptor taken from the Sears List of Subject Headings.
- 5.3 The DCCS is consulted for the books class number. Assign the author number using the Cutter-Sanborn Three Figure Author Table and the date of publication is included to indicate the recency of the material. Check the call number assigned against the Shelf- List Catalog to see if the book number duplicates or conflicts with another already in the catalog. Make the necessary adjustments and corrections.
- 5.4 Provides a dummy for the title being cataloged. This dummy should include the following information: Access point, title, place of publication, publisher, date of publication, pagination, call number and accession number of the publication and the date when the

material was processed. This dummy should be filed in the shelflist catalog immediately to avoid duplication of the same call number and also to avoid duplication of cataloging processes for the same title. The process slip is inserted inside the title page of the book.

6. Stamping of Ownership

Using the appropriate size of the school library rubber stamp, Librarian stamps ownership of books on:

- 6.1 Upper left-hand corner of inside front cover.
- 6.2 Upper right-hand corner of inside back cover.
- 6.3 Lower portion of title page.
- 6.4 \Secret page [p.25,50,99]
- 6.5 Three edges of the book

7. Accessioning

- 7.1 The new acquisitions are assigned accession numbers according to the sequence in the record in order to maintain an inclusive record of library holdings. This number points out the place and the size of the collection.
- 7.2 Librarian puts accession number on the lower left-hand corner of the process slip.
- 7.3 The accession number is placed at the following parts of the item:
 - 7.3.1 Upper right hand corner of the inside back cover.
 - 7.3.2 Upper left hand corner of inside front cover.
 - 7.3.3 Lower portion of title page
 - 7.3.4 Secret page (Page 25,50,99)
- 7.4 Librarian stamps date below the accession number on process slip.
- 7.4 Librarian provides 1 copy of process slip for new books. Added after collation are the following information: Author, title, publication, date, source and price. Accession number and date of receipt are indicated on lower left-hand corner of the process slip.

8. Card Production

- 8.1. Entries from the P-slips are encoded.
- 8.2 If the entries are already encoded, the cataloger makes some editing and produces entries for the author, subject and title entries.
- 8.3 A Student Assistants is assigned to print the card entries.
- 8.4 Separates author and title cards from the subject cards for alphabetizing separately.
 - 8.1 Students Assistants file cards in the Card Catalog.

9. Labeling of Books

9.1 Call numbers and barcodes are printed on a multipurpose adhesive sticker. The call numbers are placed on the lower portion of the book spine (one inch from the bottom). If the book spine is small, the call number is placed on the lower left portion in front of the book.

9.2 Completely processed and labeled new books are put on the new arrival sections.

COLLECTION MAINTENANCE

A. Mending of Books

Before any mending is done, an examination of the book should be made to see whether its usefulness would be worth the cost of labor and materials. Only minor mending which can be completed with minimum time and effort is recommended for the librarian.

Mystic tape can be used to reinforce the worn spine of a book. More complicated mending requires time, equipment and skill. Consider the following:

- ☐ Mend books not badly worn.
- ☐ Provide the necessary tools.
- ☐ Purchase the recommended needed supplies only after the inspection of books to determine what and how much are needed.
- ☐ Work slowly and carefully. Better no mending than poor mending.
- ☐ Use old newspaper or any paper material to work on, so that a clean, and dry surface is available for each step in mending.

B. Repair of Books

Consider the following procedures in repairing torn-out/worn-out books:

1. Check every torn out page and repair it by using onionskin coupon bond
2. Check and replace fully consumed book cards and date due slip.
3. Replace faded call numbers.
4. In case of lost title page, look for a book of same title and photocopy the title page, place it to the book with no title page.
5. Use cloth for the covers of hardbound books; while paper tape to the light bound books.

6. Do not use paper tapes in between pages.
7. Do not make your own card pocket instead follow the standard pattern.
8. Do not cover important parts of the book with coupon bond or paper tape.
9. Place the property stamp.
10. Prepare the books for circulation.

C. Care of tools

1. Clean all tools and put them away properly after each use.
2. Wash paste brushes in water or water containing a little household ammonia. Never let paste brushes stand in water.
3. Wash and dry paste cloths after each mending period.
4. Clean shellac brushes by washing in water containing household ammonia, or by dripping denature alcohol. Brushes should be cleaned after each use. Stiff brushes can be softened with the solutions recommended for cleaning.
6. Wash paste from all tools which have become sticky.
7. Wipe all tools dry.

D. Binding and Rebinding

Old journals are regularly forwarded to a commercial binder for preservation of materials. Damaged books which need to be rebind, may be handled by the library support staff themselves, but those that are badly worn or that require considerable work to be put in good condition should be sent to a professional binder for rebinding if they are important enough to be retained for the library. The majority of worn books fall in this classification. Arrangement should be made for needed rebinding to be done at least once school year.

1. Rebinding cost approximately 150-250 a book, depending on the size.
2. Rebound books are strongly sewn and are put in heavy covers so that the life of a rebound book is approximately three times the circulation of a new book in the trade edition.
3. Rebound books are similar in appearance to pre bound books.

Books whose cover are loose or worn, or whose contents are loose but complete, may be rebound. A book is ready to be rebound when the thread with which it is sewn loosen so pages might fall out, its backing cloth is broken or its cover ragged or frayed. In selecting books to send to the bindery, examine each one carefully to determine whether its usefulness will be worth the cost. Allow at least six weeks for books sent to bindery to be out of circulation.

Do not send:

1. Books, which should be discarded.
2. Books with inner margins less than an inch in width
3. Books for which the cost of rebinding will be greater than the original cost of the material.
4. Books which should not be replaced in the same edition.

E. Preparation for bindery

1. Strip books of pockets and book cards (Be certain to have a book card and pocket left for each book sent.) If cards and pockets are in good condition, they may be replaced in the books on their return from the bindery.
2. Packs books carefully in substantial boxes, tie well and mark on each box the name of the school and its address as well as the name of the bindery.
3. Type the list of the books and send it to the bindery.
4. Keep a carbon copy of the list sent. It is not necessary to make a separate bindery slip for each title.

Deselection (Weeding) Policy

Rationale

Deselection or Weeding is a periodic or continual evaluation of resources intended to remove to items that are no longer useful from the collection. Through removing outdated and worn-out items, the collections become more visually attractive and more inviting to users and thus keep it updated and more relevant to the academic instruction.

Advice concerning withdrawals, retention or replacement of materials is sought from appropriate sources. The responsibility for the de-selection of all materials lies with the librarians, deans, library committee and faculty members. Once a weeding process takes place in the library, it goes together with the removing of shelf-list cards in the card catalog file.

A. General Criteria for Weeding-Out Collections

1. Physical condition – worn –out, damaged and/or mutilated copies
2. Age – books that are obsolete and not in line with the curriculum.
3. Frequency of circulation – old items which have not been used for the past five (5) years should be weeded out already.
4. Multiple copies – extra copies of outdated items and can be candidate for sales and donations.
5. Currency and accuracy of the item – there are items though outdated but are still relevant to the curriculum, they must be kept. The coverage of the material must be accurate to the present needs and situation of the society.
6. Irrelevance to the needs and interest of the community users.

C. Criteria by Dewey Decimal Classification System

1. General Reference – replace at least one (1) set of encyclopedias and dictionaries at least three (3) years. Older sets must circulate only in ten (10) years time. Yearbooks, almanacs and atlases can be acquired yearly.
2. Philosophy, psychology – scholarly works on psychology should be replaced at least after five (5) years but must be kept updated.
3. Religion – items which do not suit the interest of the community should be replaced with the new/updated revisions.
4. Social Science – items replaced with new editions and are more appropriate to the current society should be weeded-out.
5. Language – quickly wear out so must be replaced periodically.
6. Pure Science – should be continuously updated except for the items with historical value.
7. Applied Sciences – should be kept updated to avoid misleading concepts of some items.
8. Arts and Recreation – should be kept until they wear out but needed to be updated frequently.
9. Literature – for multiple copies of literary works , keep only the ones in good condition and if possible those with the most recent edition.
10. History, Geography – items should be evaluated against demand, accuracy and interpretation.
11. Biographies – keep up with the new editions and keep those with literary value.
12. Fiction – replace worn out classics and keep the items inline with the age and interest of the users.
13. Bicoliana Collections must be preserved
14. Books published in the 18th century are considered rare materials. All materials which are considered rare and cannot be weeded out must be relocated to the Special Collection Corner .
15. For multiple copies of materials, one copy must be retained in the main collection.

D. Procedures for Weeding

The LICOM College Library have established a cycle of three (3) years continuous and regular weeding from its collections to be supported by incidental weeding for materials which have already meet the above-mentioned criteria.

The librarians may select for disposal library materials both print and non-print, which are no longer of value to the library and college' instruction following the general selection and weeding guidelines. The materials will then be reviewed by the librarian, the members of the library committee and faculty members to finally determine their exclusion form the entire collection. They may check items for disposal, retain or will rely to the librarian the final action.

Below are the procedures to be undertaken:

1. Weeding schedule should be done during summer break when the library can be closed for service.

2. Each section should be shelf-read to ensure that each item is in its proper location.
3. Consult the shelf file for candidates for disposal looking through the copyright, number of copies, accuracy and relevance of the subject.
4. There should have a schedule for individual shelf to be checked into, to avoid overlapping.
5. Proceed to the shelves and bring the list of items from the shelf-list file. Pick out the items and other entries the librarian sees should be disposed of.
6. Check the circulation data of each entry by consulting the book card and overdue slip. Only items, which have not circulated for five (5) years, should be removed.
7. Put all selected items in separate corners and prepare a list by major subject area.
8. Consult now the library-faculty committee and subject coordinators for their recommendations. They may check the item to be disposed or retain in the collections. Browsing the material personally would be a lot better rather than just looking into the lists.
9. The final disposal of items will rely to the school administrators.