

AREA VII

LIBRARY

- A. Administration
- B. Personnel
- C. Collection Development, Organization and Preservation
- D. Services and Utilization
- E. Physical Set-up and Facilities
- F. Financial Support
- G. Linkages
- H. Documents, Additional Information and Exhibits

AREA VII: LIBRARY

The library is the heart of any learning institution. It is a synergy of people, hardware and software whose purpose is to assist clients in using knowledge and technology to transform and improve their lives.

Information and knowledge are essential to the attainment of institutional goals. The ways in which they are selected, acquired, stored, accessed and distributed within the institution will, in large measure, determine the success of teaching, research and other academic concepts,. The institution thrives on clear policies concerning access to, and provision of, information. Thus, the library must take an active role in the development and implementation of these policies.

A. Administration

The library should be administered and supervised by a full-time, registered librarian with at least, a Master's degree in Library and Information Science under a clearly drawn organizational set-up. It should be administered in a manner which allows and encourages the fullest and most effective use of available library resources.

The head librarian may have an academic status (classified as academic non-teaching staff) and actively participates in curricular, instructional and research matters. A library Board/Committee should serve as a conduit between the library and its users. It should work towards the continued development and improvement of library resources and services.

The head librarian should develop a long range plan. He/she must have a systematic and continuous program for evaluating library performance. He/she must prepare systems and procedures for library operation and utilization in coordination with administration, the faculty and the students.

B. Personnel

The library should have a sufficient number of staff to organize and maintain the collection as well as to manage information and reference services for the clientele.

C. Collection Development, Organization and Preservation

The library's varied resources should be adequate to serve the Institution's instructional and research needs. It must have a system of progressive development and growth in accordance with the institutional development plan.

D. Services

The overriding goal of the library is to provide services to the academic community. These services are measured by their effectiveness in meeting the users' needs.

E. Physical Set-up and Facilities

The library should provide adequate and appropriate space and facilities to serve the academic community. It should be strategically planned and functionally designed to allow for rearrangement and future expansion. A separate building for the library would be ideal.

F. Financial Support

The library should have a separate, realistic and adequate budget to support its various activities and services. The budget proposal is prepared in consultation with the Library Board/Committee.

G. Linkages

A network of alliances/relationships extending beyond the institution could enhance the library services. These linkages may be customary, contractual or cooperative. In collaboration with other libraries, it participates in activities that could enhance the attainment of its objectives.

H. Documents, Additional Information and Exhibits

Documents or printed materials, which serve as data or provide information for the Program Performance Profile, and others identified to belong to this area, should be available at the Accreditation Center.

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

A. Administration

A.1. The organizational structure of the library is well-defined.

___ ___ ___ ___ ___ **___**

A.2. The library is managed by a licensed, educationally qualified and competent librarian.

___ ___ ___ **___** ___ ___

A.3. The Head Librarian directs and supervises the total operation of the library and is responsible for the administration of its resources and services.

___ ___ ___ ___ ___ **___**

A.4. The Head Librarian, preferably with an academic rank, actively participates in the academic and administrative activities of the institution.

___ ___ ___ ___ ___ **___**

A.5. There is a Library Board/Committee which sets library policies, rules and procedures and periodically reviews them.

___ ___ ___ ___ ___ **___**

A.6. The annual reports, accomplishment reports and other reports of the library are promptly submitted to the higher offices concerned.

___ ___ ___ **___** ___ ___

A.7. There is a duly approved and widely disseminated library Manual or written policies and procedures covering the library's internal administration and operational activities.

___ ___ ___ **___** ___ ___

SECTION MEAN: _____

COMMENTS: _____

	EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
	_____	_____	_____	_____	_____	_____
C.3. The library collection and services support the mission/vision, goals and objectives of the Institution, College and Program respectively.	_____	_____	_____	_____	_____	_____
C.4. The core collection of at least 5,000 titles for a college library or 10,000 titles for a university library supports the instruction, research and other programs of the Institution.	_____	_____	_____	_____	_____	_____
C.5. Thrity percent (30%) of the library holdings are current edition, i.e. with copyright within the last 10 years.	_____	_____	_____	_____	_____	_____
C.6. There is provision for non-print, digital and electronic resources made accessible through sufficient hardware/equipment.	_____	_____	_____	_____	_____	_____
C.7. The library provides sufficient research books and materials to supplement the clients' curricular needs.	_____	_____	_____	_____	_____	_____
C.8. The Library maintains an extensive Filipiniana collection.	_____	_____	_____	_____	_____	_____
C.9. The library provides 3-5 book/journal titles for professional subjects in the major fields of specialization.	_____	_____	_____	_____	_____	_____
C.10. The collection is organized according to an accepted scheme of classification and standard code of cataloguing.	_____	_____	_____	_____	_____	_____
C.11. There is an available integrated library system that facilitates the organization of library resources.	_____	_____	_____	_____	_____	_____
C.12. Provisions are made for the preservation, general care, and upkeep of library resources.	_____	_____	_____	_____	_____	_____

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

C.13. Regular weeding-out program is conducted to maintain a relevant and upated collection.

___	___	___	___	---	___
-----	-----	-----	-----	------------	-----

C.14. The quality and quantity of library materials/re-sources conform with the standards set for a particular academic program.

___	___	___	___	___	---
-----	-----	-----	-----	-----	------------

SECTION MEAN: _____

COMMENTS: _____

D. Services and Utilization

D.1. The library is open for at least 54 hours per week (for a college) Or 60 hours per week (for a university).

___	___	___	---	___	___
-----	-----	-----	------------	-----	-----

D.2. The library adopts a system which provides faculty, students and other users greater access to its collection and services.

___	___	___	___	---	___
-----	-----	-----	-----	------------	-----

D.3. The library promotes and disseminates its program through a regular announcement of its new acquisitions, resources, facilities and services.

___	___	___	___	___	---
-----	-----	-----	-----	-----	------------

D.4. Librarians/staff are available during library hours to assist an provide library services to users.

___	___	___	___	___	---
-----	-----	-----	-----	-----	------------

D.5. Provisions are made for the following services/ programs:

___	___	___	___	___	---
-----	-----	-----	-----	-----	------------

	<u>m</u>	<u>na</u>	<u>e</u>
D.5.1. Functional and interactive library web page.	—	—	—
D.5.2. Integrated library system which offers	—	—	—
D.5.2.1. On-line public access (OPAC)	—	—	—
D.5.2.2. circulation on-line	—	—	—
D.5.2.3. computerized cataloguing	—	—	—
D.5.2.4. inventory reporting	—	—	—
D.5.2.5. serials Control	—	—	—
D.5.2.6. internet Searching	—	—	—
D.5.2.7. CDRom services	—	—	—
D.5.2.8. on-line database	—	—	—
D.5.2.9. photocopying	—	—	—
D.5.2.10. bar coding	—	—	—

EXISTENCE OF PROVISION (Check)	NUMERICAL RATING OF PROVISION
<u>m</u> <u>na</u> <u>e</u>	<u>A</u> <u>E</u> <u>AE</u>

D.6. Statistical data on the utilization of various resources and services are compiled and used to improve the library collection and operations.

— — — — **—** —

SECTION MEAN: _____

COMMENTS: _____

	EXISTENCE OF PROVISION (Check)				NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>	<u>A</u>	<u>E</u>	<u>AE</u>
	_____	_____	_____	_____	_____	_____	_____
E. Physical Set-up and Facilities							
E.1. Location and Site							
E.1.1 The library is strategically located and is accessible to students, faculty and other clientele.	_____	_____	_____	_____			
E.1.2. The library is systematically planned and structured to allow future expansion.	_____	_____	_____	_____			
E.2. Space Requirement							
E.2.1 The size of the library meets standard requirements considering present enrollment and future expansion of the library.	_____	_____	_____	_____			
E.2.2. The reading room accommodates at least 10% of the school enrollment at any given time.	_____	_____	_____	_____			
E.2.3. Space is provided for print resources as well as workstations for electronic resources.	_____	_____	_____	_____			
E.2.4. Space is provided for the librarians' office, staff room technical room,etc.	_____	_____	_____	_____			
E.2.5. Where feasible, ramps for the physically disabled are provided.	_____	_____	_____	_____			
E.3. Furniture and Equipment							
E.3.1. The library meets the required and standard-sized furniture and equipment.	_____	_____	_____	_____			
E.3.2. The following library furniture and equipment are available							

- (indicate number): _____
- _____ Adjustable/movable
shelves
- _____ Magazine display
shelves
- _____ Newspaper racks
standard tables and
chairs
- _____ Carrels for individual
study
- _____ Desks and chairs for
Staff
- _____ Charging desk
- _____ Dictionary stand
- _____ atlas stand
- _____ Bulletin boards and
display cabinets
- _____ Vertical file cabinets
- _____ Book trucks
- _____ Map stands/cabinets
- _____ Cardex/rotadex or
any filing equipment
for periodical records
- _____ Typewriter
- _____ Computer with printer
- _____ Others

EXISTENCE OF			NUMERICAL		
PROVISION			RATING OF		
(Check)			PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
_____	_____	_____	_____	_____	_____

E.4. Physical Provison for Reading

- | | | | | |
|--|----------|-----------|----------|----------|
| | <u>m</u> | <u>na</u> | <u>e</u> | <u>r</u> |
| E.4.1. The library is well lighted | _____ | _____ | _____ | _____ |
| E.4.2. The library is well-ventilated | _____ | _____ | _____ | _____ |
| E.4.3. The atmosphere is conducive
to learning. | _____ | _____ | _____ | _____ |

	EXISTENCE OF PROVISION (Check)				NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>		<u>A</u>	<u>E</u>	<u>AE</u>
E.5. Security/Control					—	—	—
	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>			
E.5.1. Fire extinguishers and a local fire alarm system are available.	—	—	—	—			
E.5.2. The library employs a system for security and control of library resources.	—	—	—	—			
E.6. There is provision for the acquisition and utilization of the latest IT software and multi-media equipment.					—	—	—

SECTION MEAN: _____

COMMENTS: _____

F. Financial Support

F.1. The Institution allocates a regular and realistic budget for the library.	—	—	—		—	—	—
F.2. The Head Librarian and staff, in coordination with other officials of the Institution, prepare and manage the annual library budget.	—	—	—		—	—	—
F.3. All fees and funds allocated for library resources and services are utilized solely for such purposes and are properly audited.	—	—	—		—	—	—
F.4. Other sources of financial assistance are sought.	—	—	—		—	—	—

SECTION MEAN: _____

COMMENTS: _____

	EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
G. Linkages						
G.1. Linkages with other institutions and funding Agencies are explored and established for Purpose of enhancing library facilities and resources.	—	—	—	—	—	—
G.2. The library is on the mailing of agencies, foundations, etc. for exchange of publications and other books/ journals donations.	—	—	—	—	—	—
G.3. Consortia, networking, library cooperative activities, and resource sharing with other institutions are practised.	—	—	—	—	—	—

SECTION MEAN: _____

COMMENTS: _____

H. Documents, Additional Information and Exhibits

1. Comparative figures of total volumes of basic collection.
2. Composition and functions of the Library Committee.
3. Copy of library handbook, guide and internal procedures, etc.
4. Library Development Plan for the next 3-5 years.
5. Library Organizational Chart.
6. Library personnel's duties and responsibilities.
7. List of agencies with which the library has linkages. (including copies of MOA's letters of donations, etc.)
8. List of classified library holdings other than books, journals and general references.
9. List of discarded or weeded-out books.
10. List of electronic resources (with description)
11. List of professional books for specific major fields (by particular subject and titles).
12. List of serials (including volume, number and date of publication).
13. Logbook of library users.
14. Memorandum Circular or Board Resolution on the establishment of the Library Advisory Board/Library Committee.
15. Properly-labeled floor plan of the library and its internal layout.
16. Statistical reports on the use of books and other library resources in the last three (3) years.
17. Updated inventory of library furniture and equipment.

SUMMARY OF RATINGS

LIBRARY

		Numerical Rating	Descriptive Rating
A	Administration		
B	Personnel		
C	Collection Development, Organization and Preservation		
D	Services and Utilization		
E	Physical SetUp and Facilities		
F	Financial Support		
G	Linkages		

Total _____

Mean _____

LEAD ACCREDITOR/S

Chairman: _____

Members: _____
