



SSCT

"For Nation's Greater Heights"

S.2. The development of the library goals and objectives is the responsibility of the library head and staff with the approval of the Head of the institution.



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**EXCERPT FROM THE MINUTES OF THE 61ST REGULAR BOARD MEETING OF
SSCT-BOARD OF TRUSTEES HELD ON JULY 11, 2014 AT THE CONFERENCE
ROOM, ALMONT INLAND RESORT, BUTUAN CITY**

After thorough deliberation, the SSCT – Board of Trustees adopted:

RESOLUTION NO. 19 S. 2014

**Approving the Revised Administrative
Manual and Library Manual**

APPROVED

Certified true and correct:


ROWENA A. PLANDO, Ph.D.
Board Secretary V

Attested:


GLORIA C. GEMPARO, Ph. D., CSEE
SUC President II/BOT Vice-Chairman



"For Nation's Greater Heights"

LIBRARY and LEARNING RESOURCE CENTER MANUAL



TABLE OF CONTENTS

SSCT Vision	1
SSCT Mission	1
SSCT Goals	1
Purpose of the Library Manual	2
Library Mission	2
Library Vision	2
Library Goals and Objectives	3
Philosophy	4
Library Advisory Committee	4
Library Organizational Structure	7
Library Personnel	8
Professional	8
Paraprofessional	11
GENERAL INFORMATION	
Library Hours	14
Arrangement of Books on Shelves	14
Where to Find What?	15
Location Map	16
Main Library Floor Plan	18
LRC Floor Plan	19
Emergency Exit Plan	20
READERS SERVICES	
Categories of Library Users	22
Eligible Borrowers	22
Entrance Requirements	22

General Policies	22
Borrowing of Library Resources (Faculty & Staff)	23
Borrowing of Library Resources (Students)	23
Borrowing of Library Resources (Overnight)	24
Borrowing of Library Resources (Photocopy)	24
Borrowing of Library Resources (Inside Reading)	24
Overdues/Penalties	24
Entry Procedures for New Normal	24
Borrowing Procedures for New Normal	25
Returning Procedures for New Normal	25
Library Virtual Reference Assistance	25
Library Clearance	25

SSCT VISION

An excellence-driven institution of higher learning committed to produce holistic and globally competitive

SSCT MISSION

To provide relevant, high quality and sustainable instruction, research, production, and extension programs and services within a culture and credible and responsive institutional governance

SSCT GOALS

1. Foster applications of the discipline and provide its learners with industry-based training and education particularly in engineering, technology and fisheries.
2. Conduct and utilize studies for the development of new products, systems and services relevant to Philippine life and of the global village.
3. Promote transfer of technology and spread useful technical skills, thus empowering its learners and the activities.

PURPOSE OF THE LIBRARY MANUAL

This manual is an effort to make you feel at ease in the library. Hopefully, it will answer some of your questions concerning library services and will aid you in using the library more effectively.

The Library Staff is tasked to help the users in the pursuit of academic excellence. They have the knowledge and understanding of available resources and materials and how they are organized in order to easily locate information available on a subject.

LIBRARY MISSION

The SSCT Library strives to support the curricular programs of the college and to enhance the teaching-learning process for students, faculty, staff, alumni, and other researchers.

LIBRARY VISION

SSCT Library envisions to become a leading College Learning Resource Center in all types of information sources in the fields of technology, education, sciences, arts, engineering and information and communications technology. It also aims for a reliable, rapid access, easy retrieval, transfer of

relevant information to its users and establish linkages with other academic libraries globally.

LIBRARY GOALS & OBJECTIVES

In line with its Mission and Vision, the SSCT Library shall attain the following goals and objectives:

1. To provide relevant and updated information sources necessary to support the curricular, recreational, and professional needs of the clientele;
2. To establish and monitor the collection for optimal use and effective library service delivery;
3. To instruct users in basic library skills and to assist them in making effective use of information using many formats so that they can make optimum use of the library; and
4. To encourage students, faculty, staff, and other prospective users to continue their growth and development through the use of resources and services of the library

PHILOSOPHY

The Surigao State College of Technology Library believes in providing relevant and up-to-date information and information sources supportive to the four fold function of the College carried out through instruction, research, extension, and production.

THE LIBRARY ADVISORY COMMITTEE

Composition

Ideally, the committee shall consist of representatives from the student body, members of the faculties, college administration, and the head of the library, who shall act as the ex-officio secretary of the committee.

In the case of SSCT, the members will each come from the Supreme Student Government, different academic departments of the College, Administrative Officer appointed by the College President, the College Librarian III, who shall act as the ex-officio secretary of the committee, and chaired by the Dean of Programs and Standards.

General Functions

- Sets policies, rules and procedures for the College library and periodically reviews them.
- Reviews the functions of the library with regards to its support to the academic programs of the institution.
- Participates in the selection and acquisition process of library materials and resources.

- The Committee shall meet at least four times in an academic year with 50% of its membership consisting a quorum.
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the library.
- To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
- To consider and put forward the views of students regarding their problems and solutions sought thereof.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- To formulate action plan for the development of library infrastructure, facilities, products and services.

Specific Functions

Chairman

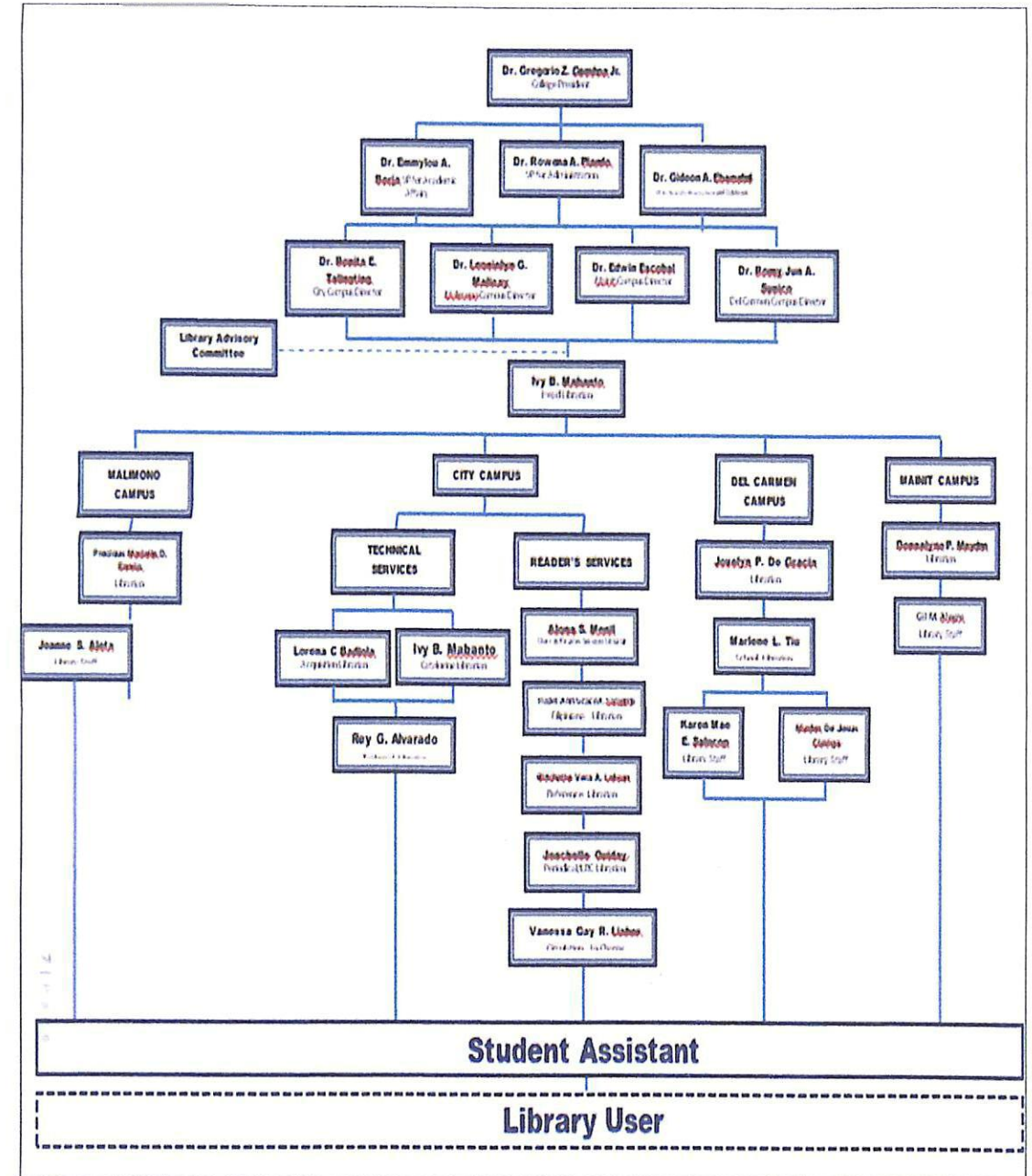
- Maintain regular contact and communication with the College President and with the Head Librarian to exchange information. Keep the College President informed as to the meetings, activities, and concerns of the Library Advisory Committee.
- Plan, prepare, and set the agenda for each LAC meeting, with input from the Head Librarian

- Preside at LAC meetings.
- Arrange for programs at LAC meetings to address the interests of library users, with input from College President and the Head Librarian
- Serve as the official spokesperson for the LAC.

Secretary

- Prepare and distribute the minutes of each LAC meeting to include:
 - Send a copy of the minutes to the College President.
 - Ensure that a copy of the LAC agenda and minutes are posted for public information at the library bulletin.
 - Arrange for meeting notices to be posted at the library and communicated to the membership and the College President so that they are informed of meetings at least seven days in advance.
 - Prepare and distribute LAC correspondence as needed.
 - Maintain an LAC archive with minutes, correspondences, and records.

LIBRARY ORGANIZATIONAL STRUCTURE



LIBRARY PERSONNEL

PROFESSIONAL

HEAD LIBRARIAN

1. Administer efficient working of all full time and temporary employees and evaluate all performance of librarians and assist to develop various library instruction programs and assist staff and students for same.
2. Design an efficient information literacy program for all level of students
3. Develop and prepare annual library reports to assist in accreditations of various college programs and coordinate with library committee and ensure compliance to all user requirements through all library collections.
4. Manage and assist to acquire all materials and ensure compliance to all development policy and evaluate all collections for curriculum and supervise all library services for all community outreach programs and literacy processes.
5. Prepare and documents all library policies and supervise procurement and maintenance of all equipment and facilities.
6. Participate in all meeting and workshops for library services and provide all required information to staff and faculty and develop all library services collection activities.
7. Do other tasks as needed.

ACQUISITION LIBRARIAN

1. Selects and orders books, periodicals, films, and other materials for library: Reviews publishers' announcements and catalogs, and compiles list of publications to be purchased.
2. Compares selections with card catalog and orders-in-process to avoid duplication.
3. Circulates selection lists to branches and departments for comments.
4. Selects vendors on basis of such factors as discount allowance and delivery dates.
5. Compiles statistics on purchases, such as total purchases, average price, and fund allocations.
6. Recommend acquisition of materials from individuals or organizations or by exchange with other libraries.
7. Develop, formulate rules and regulations, adhering to high quality standards that will ensure smooth flow of acquisition department.
8. Prepares list of bibliographic references in all programs.
9. Participates fully in the collection development program and develops bibliographic references and writing or revisiting collection policy as assigned.
10. Actively participates in library committees as assigned.
11. Do other tasks as needed.

USER AND READERS SERVICES LIBRARIAN

1. Plan, coordinate, and manage the overall operation of the User and Readers Services Section including circulation, stacks maintenance, online/onsite reserve, instructional technology equipment collections, document delivery, and interlibrary loan.
2. Train, develop and supervise unit personnel (library staff and student assistants)
3. Serve as a member of the Library's Management Team and play a leadership role in collaborative development of library policies and strategic plans including setting and implementing short-term and long-term operational goals and objectives for the unit.
4. Serve as a backup person for the System/IT personnel.
5. Provide oversight under direction of head librarian for library events and public relations.
6. Manage an automated circulation system and performs statistical analysis and summarizes findings in applicable reports, surveys and other communication mediums.
7. Serves as liaison with other departments and students within the College in order to provide information on available resources, programs and/or services.
8. Collates and summarizes the statistical report submitted from the circulation staff
9. Do other tasks as needed.

PERIODICAL LIBRARIAN

1. Answers queries regarding library resources.

2. Lend out serial library materials to its users for photocopy and inside reading.
3. Receives acquired serial publications and updates the Serial Publications Logbook.
4. Monitors the Frequency of Material Usage and Group of Clients using it through daily, weekly, monthly and yearly basis
5. Submits statistical report every 1st week of the month to the User and Readers Services Librarian
6. Encode descriptive cataloging data for periodicals, theses and dissertations into the Integrated Library System
7. Take charge of the maintenance, organization, and security of materials in the Periodical Section
8. Records and checks resources in the Periodical Section
9. Assist in maintenance of cleanliness and orderliness of the library and its premises
10. Assist in securing the safety of the library
11. Monitor the students who enter the Periodical Section
12. Update monthly the log-in Book to get total of clients/users (course/program) for Statistical Report
13. Arrange the materials in their proper shelves
14. Encode important reports requested and do other tasks as needed

FILIPINIANA LIBRARIAN

1. Answers queries regarding library resources
2. Lend out books and other library materials to its users for overnight, photocopy and inside reading
3. Maintains orderliness of the library materials at the assigned section

4. Monitors the Frequency of Books Usage and Group of Clients using it through daily, weekly, monthly and yearly basis
5. Submit statistical reports every 1st week of the month to the User and Readers Services Librarian
6. Monitor the users who enter the Filipiniana Section
7. Encode important reports requested and do other tasks as needed.

REFERENCE LIBRARIAN

1. Answers queries regarding library resources
2. Lend out books and other library materials to its users for overnight, photocopy and inside reading
3. Maintains orderliness of the library materials at the assigned section
4. Monitors the Frequency of Books Usage and Group of Clients using it through daily, weekly, monthly and yearly basis
5. Submit statistical reports every 1st week of the month to the User and Readers Services Librarian
6. Monitor the users who enter the Reference Section
7. Encode important reports requested and do other tasks as needed.

CATALOGUER

1. Categorize and classify library materials, including books, CDs, Films, newspapers or other documents.
2. Follow library standards and guidelines when classifying documents.
3. Consider rules of Anglo-American Cataloguing Rules, Library of Congress subject heading policies, Dewey Decimal Classification of

Library of Congress Classification System, MARC21 and catalog materials in categories of advanced specialized backgrounds.

4. Ensure all materials can be retrieved conveniently using standardized methods.
5. Perform original and copy cataloging adapt online records according to guidelines in all subject areas and languages.
6. Develop and maintain parts of the catalog that pertain to collections under specific jurisdiction.
7. Evaluate and improve technical services policies and procedures.
8. Maintains quality control of records the library's online catalog, including authority work
9. Do other tasks as needed.

SCHOOL LIBRARIAN

1. Manage the library and supervises each section, enforcing rules and regulation with maintenance of discipline in the library
2. Catalogs, classifies, selects and secures books and other instructional/reference materials in the library
3. Organizes, directs and initiates a system by which the library and its resources are made accessible to the students, faculty, researchers and all library and its users
4. Recommend the Campus Director policies, resources, information and research
5. Guides the teachers and students in their quest for resources, information and research
6. Provides library instruction to students and client to foster continuous and efficient use of the library

7. Conducts periodic inventories of books, periodicals, equipment and other library resources
8. Plans programs, exhibits and display related to Book Week Celebration and library related activities
9. Establishes linkages with other libraries, agencies and the community in terms of building up the resources through solicitation, exchange and other means
10. Prepares indexes and list of bibliographies of books and other instructional aids in connection with the curriculum and determines the subject of documents, articles of magazines, newspapers and other periodicals according to the "Readers Guide" or any form, subject and entries under which readers will likely locate them
11. Prepares and submit required reports
12. Do other tasks as needed.

VISITING LIBRARIAN

1. Oversees the implementation and all library operations in the satellite libraries.
2. Monitors and supervises the librarians and library staff in the satellite libraries.
3. Selecting, developing, cataloguing and classifying library resources.
4. Selects and orders books, periodicals, films, and other materials for library: Reviews publishers' announcements and catalogs, and compiles list of publications to be purchased.
5. Prepare list of bibliographic references in all programs
6. Do other tasks as needed.

PARAPROFESSIONAL

DESIGNATED LIBRARIAN

1. Develop and manage convenient, accessible library and information services.
2. Prepare reports related to library and information services, technology and media services, resources and activities
3. Develop and maintain special indexing systems and files for special collections
4. Ensure an accurate inventory of resources
5. Ensure efficient retrieval by users
6. Maintain inventories, compile statistics and generate reports as required
7. Respond to daily on-site requests for information
8. Train library users to effectively search the library catalogue, Internet and other electronic resources.
9. Provide an interlibrary loan service for both book and audiovisual materials and maintain records
10. Maintain records for the interlibrary loan service
11. Maintain circulation files, records and statistics
12. Conduct Library Instructions to the users
13. Do other tasks as needed.

CIRCULATION STAFF

1. Answers queries regarding library resources.

2. Lend out books and other library materials to its users for overnight, photocopy and inside reading.
3. Maintains orderliness of the library materials found at the assigned section.
4. Monitors the Frequency of Books Usage and Group of Clients using it through daily, weekly, monthly and yearly basis.
5. Submits statistical reports every 1st week of the month to the Circulation librarian.
6. Take charge of the maintenance, organization and security of materials in the Circulation section
7. Assist in maintenance of cleanliness and orderliness of the library and its premises
8. Monitor the users who enter the Circulation Section
9. Arrange the materials in their proper shelves.
10. Encode important reports requested and do other tasks as needed

TECHNICAL STAFF

1. Process and accession new acquired materials.
2. Maintain backup copies of data files
3. Assists with the evaluation and development of collections
4. Assists with the evaluation and assessment of library programs
5. Assumes other duties assigned by the Circulation Librarian
6. Encode important reports requested and do other tasks as needed.

RESERVE SECTION IN-CHARGE

1. Answers queries regarding library resources
2. Lend out books and other library materials to its users for overnight, photocopy and inside reading
3. Assist in maintenance of cleanliness and orderliness of the library and its premises
4. Monitors the Frequency of Books Usage and Group of Clients using it through daily, weekly, monthly and yearly basis
5. Submits statistical reports every 1st week of the month to the Circulation Librarian
6. Arrange the materials in their proper shelves
7. Monitor the students who enter the Reserve Section.
8. Encode important reports requested and do other tasks as needed.

INSPECTION IN-CHARGE (EXIT AND ENTRANCE)

1. Ensures that all library users log in/signed in at the Destiny/Infolib library system
2. Answers queries regarding library resources
3. Ensure that all library resources are properly processed before they are brought outside the library premises.
4. Make sure that bags and other document binders are inspected before users are allowed to exit from the library
5. Handles Daily Users Statistics and prepares the summaries daily, weekly, monthly and annually
6. Submits statistical report every 1st week of the month to the

Circulation Librarian or Designated Librarian

7. Encode important reports requested and do other tasks as needed.

e-LIBRARY IN-CHARGE

1. Answers queries regarding electronic resources
2. Performs maintenance tasks for computer hardware and software/data entry
3. Encodes descriptive cataloging data for e-resources into Destiny/InfoLib Integrated System
4. Downloads e-resources from any available sites
5. Provide technical assistance to library staff/personnel in the processing documents.
6. Monitor the students who enter the eLibrary Section
7. Performs miscellaneous job-related duties as assigned.

LIBRARY WEB DEVELOPER AND MAINTENANCE

1. Develops, designs and delivers web site structure for Internet/Intranet sites
2. Documents, tests, implements and maintains webpages and multimedia design using appropriate applications
3. Maintains technical expertise in web design tools and acts as technical resource for software in field of expertise
4. Performs miscellaneous job-related duties as assigned
5. Prepare materials data for monthly posting in the Bulletin Board as well as photograph activities for documentation.

LIBRARY ENCODER

1. Help in the maintenance of the library and its resources and premises
2. Arrange the materials in their proper shelves
3. Checks the materials for turn pages, lost pages, damage before shelving
4. Put the necessary books accessories like book cards/book jackets/date due cards and others
5. Assist in a accessioning and cataloguing process
6. Encode library data, reports and other information communications for the library
7. Do other tasks as needed.

GENERAL INFORMATION

Library Hours

The library is open for service on the following schedule:

MONDAY – FRIDAY 8:00 am – 5:00 p.m.

Arrangement of Books on Shelves

The purpose of classification is to locate books on similar subjects close together on the shelves, and to allow new titles to be incorporated with them. The Dewey Decimal Classification System, used by this library, has ten major subject divisions which are divided with decimal expansion to provide

2021 Edition

By

2021 Library Advisory Committee

Dr. Ronita A. Talingting

Dr. Loida P. Patac

Dr. Carmelita P. Mosa

Engr. Robert R. Bacarro

Dr. Marilou B. Carnicer

Ms. Ivy B. Mabanto

Ms. Lorena C. Badiola

Mr. Chito M. Clerigo

Approved by:

A handwritten signature in black ink, appearing to read 'G. Z. Gamboa, Jr.', is written over a solid horizontal line.

GREGORIO Z. GAMBOA, Jr., EdD
College President

MINUTES OF MEETING



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City

LIBRARY DEPARTMENT

MINUTES OF THE MEETING


May 11, 2022

- The meeting started at 2:00 PM.
 - Ms. Hazel Ann Grace A. Saragena led the opening prayer.
 - The Head Librarian made the roll call of the Library personnel.
 - The Head Librarian and Library staff were all present.
 - **AGENDA OF THE MEETING:**
 1. ISO Audit
 - The date of the ISO audit has been set for the 18th of May, 2022; this is a reminder to everyone. Additionally, each document needs to be finished in advance of the schedule.
 - The head librarian stated that they want all of the documents and the files to be accessible to anyone who wants to use them.
 - Follow the procedural manual and familiarize the process in every area. It is strongly advised that every form for each component needs to be examined.
 2. Accreditation
 - The head librarian reminded everyone that the Accreditation will be on June 15, 2022.
 - It is completely ready and has been meticulously prepared.
 3. Physical exercise at the workplace
 - Mam Ivy said there will be a Zumba session after work, and all librarians and staff are required to participate.
 4. Devotional prayer at the workplace
 - The Meeting adjourned at 03:30 PM.
-

Certified True and Correct:


HAZEL ANN GRACE A. SARAGENA, RL
Filipiniana Librarian

Attested by:


IVY B. MABANTO, RL, MLIS
Head Librarian



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City



CERTIFICATE NUMBER: AJA19-0225

LIBRARY DEPARTMENT

MINUTES OF THE MEETING


February 18, 2022

- The meeting started at 2:00 PM.
 - Ms. Donnalyn Maydan led the opening prayer.
 - The Head Librarian made the roll call of the Library personnel.
 - **AGENDA OF THE MEETING:**
 1. Strategic Planning
 - 1.1 Goal I: Library Collection
 - Maintain updated library collection
 - Change term from Maximum to Updated
 - 1.2 Goal II: Facilities
 - Automation of Library Service
 - Upgrade OPAC from Single site to District site Follett
 - Coordinate first to Follett admin
 - Establish LRC for Malimono and Mainit Campuses
 - Follow up for the restoration of LRC in Del Carmen Campus
 - 1.3 Goal III: Service
 - Intensify online library services
 - Frequent update of Library FB page and Wixsite.
 - Conduct Information Dissemination on library resources.
 - Monthly posting of Cataloged resources assigned to Ma'am Ritchelle Vera A. Lalisan
 2. Other concerns
 - Ma'am Alona suggested the relocation of Circulation Section
 - Library Outreach Program
 - The Meeting adjourned at 4:30 PM.
-

Certified True and Correct:


JEACHELLE QUIDAY, RL
Periodical/LRC Librarian

Attested by:


IVY B. MABANTO, RL, MLIS
Head Librarian



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City

LIBRARY DEPARTMENT

MINUTES OF THE MEETING

October 29, 2021

- The meeting started at 2:00 PM.
- Mr. Rey G. Alvarado led the opening prayer.
- The Head Librarian made the roll call of the Library personnel.
- The Head Librarian and Library staff were all present.

- **AGENDA OF THE MEETING:**

1. Information Literacy

- Information literacy for students will be on November 8-16, 2021.
- Students' information literacy sessions are held four times a day via zoom meeting.
- Every librarian is given a specific task for each session.
- Participation in this activity is mandatory for all students.

2. National Book Week


- The head librarian reminds everyone about the upcoming National Book Week, with the theme "OUTcomes, OUTreach and OUTstanding Libraries Beyond Boundaries".
- She wants to make the activity design as soon as possible.
- In organizing this event. The head librarian assigned the following persons:
 - Daily trivia – Ma'am Ivy B. Mabanto
 - Poem writing – Ma'am Ritchelle Vera A. Lalisán
 - Pass the Book challenge – Sir Rey G. Alvarado
- Ma'am Alona was assigned to create the program.
- All students are encouraged to join this activity.
- All winners will be given a cash reward and certificate.

- The Meeting adjourned at 03:30 PM.
-

Certified True and Correct:


HAZEL ANN GRACE A. SARAGENA, RL
Filipiniana Librarian

Attested by:


IVY B. MABANTO, RL, MLIS
Head Librarian



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City

LIBRARY DEPARTMENT

MINUTES OF THE MEETING

May 21, 2021 – 3:00 PM;

- The meeting started at 3:00 PM.
 - The meeting was made by the Head Librarian.
 - The Head Librarian made a rollcall of the Library staff.
 - The Head Librarian and Library staff were all present.

 - **AGENDA OF THE MEETING:**
 - Preparation for the August Accreditation:
 1. Softcopy of documents for accreditation per parameter.
 - Parameter A Ritchelle
 - Parameter B Hazel
 - Parameter C Ma'am Ena; and so forth.
 2. Filing of documents.
 3. Reprinting of pictures.
 - Innovative section (LRC computers) Assigned to Ian Enoya for browsing/upload of E-Books.
 - Computer tablets shall be utilized by students for research use.
 - There being no other topics for discussions.
 - The Meeting adjourned at 5:00 PM.
-

Certified True and Correct:


EARL JAYSON C. NIDUELAN
Library Staff

Attested by:



IVY B. MABANTO, RL, MLIS
Head Librarian



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City


LIBRARY DEPARTMENT

MINUTES OF THE MEETING

April 5, 2021 – 9:26 AM;

- The meeting started at 9:26 AM.
 - The meeting was made by the Head Librarian.
 - The Head Librarian made the rollcall of the Library staff.
 - The Head Librarians and Library staff were all present.
 - **AGENDA OF THE MEETING:**
 - Welcome and orientation of the new Librarians Sir Rey Alvarado & Maam Ritchelle Lalisan. And discuss about the Rules and Policies of the Library Department.
 - 2nd Friday of the Month (Monthly Meeting).
 - Assignment of Monthly Meeting Prayers as follows:
 1. Ms. Mary Jane Go
 2. Sir Rey
 3. Ms. Ivy Mabanto
 4. Maam Ritchelle
 5. Ms. Alona
 6. Earl
 7. Ms. Vanessa
 8. Sir Ian
 9. Ms. Ena
 - Work Assignments of the new Librarians
 1. Maam Ritchelle - Assigned at General Reference Section.
 2. Sir Rey – Assign at Technical Section
 - There being no other topics for discussions.
 - The Meeting adjourned at 10:00 AM.
-

Certified True and Correct:


EARL JAYSON C. NIDUELAN
Library Staff

Attested by:



IVY B. MABANTO, RL, MLIS
Head Librarian



"For Nation's Greater Heights"

LIBRARY DEPARTMENT

MINUTES OF THE MEETING

Date: July 20, 2020
Time: 4:00 P.M.
Agenda:

- Circulation Procedure
- Preparation for opening classes
- E-Lib
- Online Services

A. Circulation Procedure

Ma'am Alona said that only the circulation in charge Ma'am Roadjie, Ma'am Van, and Ma'am Alona will do the process of borrowing and returning of books. Then the theses and circulation section will be restricted for the safety of the staff and the users for less contact. She also includes encouraging the users to use OPAC upon borrowing books.

B. Preparation for opening classes

Ma'am Ivy assigns the doors to be used as entrance and exit. Arranging of table set up that suit the social distancing protocols.

C. E-Lib


Ma'am Ivy told Sir Ian to download more ebooks to update the current collection. Make a library website and update the Facebook page for easy access of the users specially this pandemic season.

D. Online Services

Prepared by:


PRECIOUS MARIELLE D. ENARIO, RL
General Reference Librarian

Noted by:


IVY B. MABANTO, MLIS, RL
Head Librarian



"For Nation's Greater Heights"

Republic of the Philippines

SURIGAO STATE COLLEGE OF TECHNOLOGY



CERTIFICATE NUMBER: AJA19-0225

LIBRARY DEPARTMENT

MINUTES OF THE MEETING

Date: June 26, 2020

Time: 4:00 P.M.

Agenda:

- Proper Sanitation/ Social Distancing
- New Normal Rules of the School
- Pass Slip

A. Proper Sanitation/ Social Distancing

Mam Ivy reminds everyone to sanitize the library. Follows the discussion of the group on how to deal with clients applying social distancing in the library. Restricted areas of circulation and these are applied. Encouraging the users to use OPAC in borrowing.


B. New Normal Rules of the School

Ma'am Ivy relay the rules that they discussed on their meeting that there are armies assigned in each corner of the school that employees will walk along the blue line and students on the yellow line. All are required to apply social distancing at all times and wearing of face masks.


C. Pass Slip

Ma'am Ivy told the members to have a pass slip whenever going outside the campus.

Prepared by:


PRECIOUS MARIELLE D. ENARIO, RL
General Reference Librarian

Noted by:


IVY B. MABANTO, MLIS, RL
Head Librarian



"For Nation's Greater Heights"

Republic of the Philippines

SURIGAO STATE COLLEGE OF TECHNOLOGY



CERTIFICATE NUMBER: AJA19-0225

LIBRARY DEPARTMENT

MINUTES OF THE MEETING

Date: June 1, 2020

Time: 2:00 P.M.

Agenda:

- Duties and responsibility changes
- Alternatives for online service
- Earthquake drill updates

A. Prevention for NCOV virus

- Employees must provide their own face masks.
- Posting of reminders to students to bring their own alcohol to be posted on each monitors of OPAC.
- Employees are advised to take some vitamins.
- Reminded to drink a lot of water.

B. Water dispenser

- Canvas of prices of water dispenser to before making a PR.

Prepared by:


PRECIOUS MARIELLE D. ENARIO, RL
General Reference Librarian

Noted by:


IVY B. MABANTO, MLIS, RL
Head Librarian



"For Nation's Greater Heights"

LIBRARY DEPARTMENT

MINUTES OF THE MEETING

Date: March 9, 2020

Time: 1:30 P.M.

Agenda:

- Prevention for NCOV virus
- Water dispenser
- Earthquake drill updates

A. Prevention for NCOV virus

- Employees must provide their own face masks.
- Posting of reminders to students to bring their own alcohol to be posted on each monitors of OPAC.
- Employees are advised to take some vitamins.
- Reminded to drink a lot of water.

B. Water dispenser


- Canvas of prices of water dispenser to before making a PR.

Emcee – Jessie Go

Prepared by:


PRECIOUS MARIELLE D. ENARIO, RL
General Reference Librarian

Noted by:


IVY B. MABANTO, MLIS, RL
Head Librarian



"For Nation's Greater Heights"

LIBRARY DEPARTMENT

MINUTES OF THE MEETING

Date: March 2, 2020

Time: 9:00 A.M.

Agenda:

- Earthquake drill plan
- Online database presentation
- List of purchased for 2019
- Overtime March Schedule

Assigned doors as exit

1. Entrance door
Jane and Precious
2. Center door
Braian
3. Technical door
Princess, Alona, Ena, Van, Braian, and OJT

March 23, 2020 (Monday) at 8:30 A.M. schedule for Online database presentation

Braian- assign for making the program

Flag ceremony Multimedia
Invocation

Opening program –Ivy Mabanto

Message – VP- Acad

Presentations

Closing- VP- Admin

Emcee – Jessie Go

Prepared by:


PRECIOUS MARIELLE D. ENARIO, RL
 General Reference Librarian

Noted by:


IVY B. MABANTO, MLIS, RL
 Head Librarian



"For Nation's Greater Heights"

Republic of the Philippines

SURIGAO STATE COLLEGE OF TECHNOLOGY



CERTIFICATE NUMBER: AJA19-0225

LIBRARY DEPARTMENT

MINUTES OF THE MEETING

Date: February 3, 2020

Time: 9:30 A.M.

Agenda:

- Prayer assignment
- Assigning of work area
- Flexi time
- Chairperson committee

A. Prayer arrangement

1. Lorena C. Badiola
2. Alona S. Menil
3. Ian BhenChristoferEnoya
4. Precious Marielle D. Enario
5. Ivy B. Mabanto
6. Braian L. Pioquinto
7. Princess C. Billono
8. Vanessa Gay R. Liabor
9. Mary Jane G. Go

B. Assigning of work area

Circulation area

- Alona S. Menil
- Ian BhenChristoferEnoya
- Princess C. Billono
- Braian L. Pioquinto
- Precious Marielle D. Enario
(Periodicals)
- Mary Jane G. Go
- Vanessa Gay R. Liabor

Technical area

- Princess C. Billono
- Braian L. Pioquinto

C. Flexi time

Name of employee	Regular Working Hours		Day
	AM	PM	
Ivy B. Mabanto	7:30-11:30	12:30-4:30	Monday –Friday
Lorena C. Badiola	8:00-12:00	1:00-5:00	Monday –Friday
Alona S. Menil	7:30-11:30	12:30-4:30	Monday –Friday
Ian BhenChristoferEnoya	7:30-11:30	12:30-4:30	Monday –Friday
Braian L. Pioquinto	8:00-12:00	1:00-5:00	Monday –Friday
Princess C. Billono	8:00-12:00	1:00-5:00	Monday –Friday
Vanessa Gay R. Liabor	8:00-12:00	1:00-5:00	Monday –Friday
Mary Jane G. Go	8:00-12:00	1:00-5:00	Monday –Friday
Precious Marielle D. Enario	8:00-12:00	1:00-5:00	Monday –Friday


D. Chairperson committee

- 5s (Princess C. Billono)
- Checklist (Ian BhenChristoferEnoya)
- Computers & water (Braian L. Pioquinto)
- Birthdays (Vanessa Gay R. Liabor)
- Dishwashing (Mary Jane G. Go)

Prepared by:


PRECIOUS MARIELLE D. ENARIO, RL
General Reference Librarian

Noted by:


IVY B. MABANTO, MLIS, RL
Head Librarian



MINUTES OF MONTHLY MEETING

DATE: November 5, 2019
TIME: 8:44 am

AGENDA

- Flexi-Schedule
- Time Schedule

Ms. Ivy Mabanto, as Head Librarian express her disappointment to all her Job Orders employees. She asked for their willingness and dedication in their job especially that they render 6 hours of duty. By January, they are not allowed to report and render services without the letter for Renewal instead, they can come to school to work their DTR only. In like manners, Ma'am Lorena Badiola added that by January, there are new set of Job Orders in all offices. Thus, she reminds that all Job Orders must observe the length of their contract of service and will not expect for an automatic re-hire after the termination of services done.

In such, all the decision making done was based from the three (3) Librarians and it is added that circulation staff must initiate to work their assigned area. It is also suggested by Ma'am Alona Menil the punctuality of every Job Orders. If the working hours will be 8-5 pm, it is required that before the time, they will report to perform the 5 "S" (*Sort, Set in Order, Shine, Standardize, and Sustain*) to maintain the cleanliness. Aside from that, the prohibition of using headphones during working hours. Employees must perceive the 10 conduct of professionalism.

Likewise, personal problems and private issues concern should be done privately which the library is excluded. Avoid sleeping while at work since this issue already reached the president which is alarming and need to pay attention. However, Ma'am Lorena concern is to remind the Job Orders about their responsibilities. According to her, all Job Orders must comply their requirements and do some preparations for an interview to be done on November 15, 2019. She also states that during coffee break, the Librarians has discussion but about the library improvement and concerns only and no such leisure happened during the break. Besides, Job orders needs to be flexible. Those personal problems must leave at home and all concern regarding works and assignments must be addressed to the Head for an appropriate action nor sharing it with others. Moreover, she takes positively addressed the chance and opportunity of the Job orders to learn and explore jobs in outside and let it grow where they can feel contentment and happiness if they can't have a chance to be re-hire or renew.

In addition, Ma'am Alona brought her side about the issue of having another librarian at the office. According to her, they performed different duties and responsibilities in line with their specialization like cataloguing, acquisition, indexing and more. On the other hand, Braian ought 8 hours of duty to all Job Orders as required by the CHED to provide quality services to all the costumer while Desirome suggestion is that those individual who perform 8 hours of duty must be effective and capable of doing their responsibilities such as sweeping, mopping the floor, and watering the plants. It is also advised by Ma'am Lorena to log-out their account after using the computer during the check-in and check-out. When necessary, avoid making video calls and other activities which is not part of the library activities and can be done secretly at the technical section but if it is needed, they can use the Bluetooth headset to minimize the appearance of using headphones.

Though, the discussion took seriously, some of the employee suggest rotation of work but Ma'am Lorena commented not to rotate because in that case, there is no continuity of work in which mistakes can't be determine. In the same way, Mr. Ian Enoya recommend a fair working hours to all Jo Orders to avoid any condemning of work schedules. He suggests to have a double-time in cutting of cellphone for the covering of book and to help other activities. It is also advised



by the Head Librarian to have a time management in which their schedule and other activities did not affect their time schedule. Furthermore, all employee must work their assignments according to their assign tasks and consult their superior for any unclear instruction and settlements to be settled. Also, cooperation and work dedication is one of the component on how to become an effective individual. Learn to grow, be motivated and earn self-confidence. By this, all things can be settle and acknowledge.

OTHER MATTERS

- ✚ Dec. 10, 2019 – last day of borrowing
- ✚ Dec. 11, 2019 – inside reading transaction only
- ✚ Dec. 12, 2019 – end of classes
- ✚ Dec. 14, 2019 – last day of library service

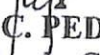
a. Flexi-Schedule (all staff will render 8 hours of duty)

- Princess - Tuesday to Saturday (8-5 pm)
- Desirome - Tuesday to Friday (10:30-2:30 and 3:30-7:30 pm)
- Saturday (8-5 pm)
- Wynjalyn - Monday to Friday (8-5 pm)

ADJOURNMENT

The meeting adjourned since there is no further discussion at 11:03 am by Ms. Ivy Mabanto.











Prepared by:


ROADJIE C. PEDRAGOSA
Circulation In-Charge

Noted by:


IVY B. MABANTO, RL, MLIS
Head Librarian

ATTENDANCE

NAME	SIGNATURE
1. Braian L. Pioquinto	
2. Alona S. Menil	
3. Ian Ben Christofer V. Enoya	
4. Lorena Badiola	
5. Go. Marysae G.	
6. Bunafar, Desirone Jc B.	
7. Binondo, Prince L.	
8. Sheryl Mae R. Conlio	
9. WYNJALYN MARL P. BORJA	
10. Ivy B. Mabanto	



MINUTES OF MONTHLY MEETING

DATE: September 27, 2019
TIME: 2:15 pm

AGENDA

- National Book Month Celebration
- Flag Ceremony
- ISO Internal Audit
- Other matters

I. National Book Month

- i. Book face**
 There must be a new game for the book month celebration which the student portrays the message from the picture and Ms. Alona Menil will be the in-charge.
- ii. Bookathon**
 Ms. Ivy B. Mabanto is the in-charge.
- iii. Dancing Books**
 Ms. Lorena C. Badiola is the in-charge
- iv. Photo booth for entire month (Nov. 4, 2019)**
- v. Amazing Race**
 All staff will participate.
- vi. Pinoy Library Henyo**

II. Flag Ceremony

- National Anthem* - Ms. Alona Menil
- SSCT Hym* - Mr. Desirome Buenaflor
- Surigao Martsa* - Ms. Wynjalyn Borja
- Asean Spirit* - Ms. Sheryl Mae Cogolio

III. ISO Internal Audit

It is well-prepared and ready.

IV. Other Matters

SSCT Confession – it is stated by a concern individual by that certain page the uncleaned area at the library. Thus, it is advised that the staff must observe and maintain cleanliness as part of their responsibilities.
 However, Braian is assigned to assist Ma'am Lorena for acquisition section for the meantime.

ADJOURNMENT

No further discussion, the meeting adjourned at 4:00 pm by Ms. Ivy Mabanto.

Prepared by:

ROADJIE C. PEDRAGOSA
 Circulation In-Charge

Noted by:

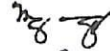
IVY B. MABANTO, RL, MLIS
 Head Librarian

ATTENDANCE

NAME

SIGNATURE

1. WYNALYN MARL P. BORJA
2. PRINCESS C. BILLANO
3. Bunyflor, Derivane Jr P.
4. Go. Mary Jane G.
5. Lorena Padilla
6. Alora Menl
7. Mahando, Iny
8. Sheryl Mae Cyelin
9. Brian Pioquinto





"For Nation's Greater Heights"



CERTIFICATE NUMBER: AJA19-0225

MINUTES OF MONTHLY MEETING

DATE: August 8, 2019
TIME: 4:10 pm

AGENDA

- Title Peak
- In Service Training
- Orientation Schedules
- Duties and Responsibilities
- ISO Preparation
- Flexi-Schedule
- Other Matters (Book Card, Due Slip and Cleaning Schedule)

I. Title Peak

It is required that the title of the book has a picture displayed in the destiny to be notice. However, it is suggested also that Ian should cooperate and help Braian to work for the book pictures to be uploaded.

II. In Service Training (In-House Seminar)

Those individual that has knowledge and skills regarding on this field can be used as a speaker for additional documentation and information. In such, Ms. Ivy Mabanto will be the first speaker to discussed important topics about Cataloguing.

III. Orientation Schedule

It is suggested that the library orientation will be done every Saturday from morning to afternoon.

IV. Duties and Responsibilities

Everybody must review all their duties and responsibilities to avoid skipping of work and assignments. This can be viewed at the library manual for guidance and office reminders.

V. ISO Preparation

Required to review all forms needed for each section.

VI. Flexi-Schedule

Mary Jane Go and Ian Enoya will render 8 hours of duty while Wynjalyn and Desirome still on the same time schedule. It is agreed that Ian time schedule will be on 10:30 am-2:30 however, Mary Jane will be on 3:30 pm-7:30 pm.

VII. Other Matters

Wynjalyn and Princess will be the in-charge to follow-up all the outgoing documents for signatures and appropriate actions. Also, observed the cleaning schedule by area and let there will be cooperation in all types of work must be practice. Aside from that, checking the book card and due slip whether it is on the new form before the fill-up.

ADJOURNMENT

No further discussion and the meeting adjourned at 5:26 pm by Ms. Ivy Mabanto.

Prepared by:


ROADJIE C. PEDRAGOSA
Circulation In-charge

Noted by:


IVY B. MABANTO, MLIS, RL
Head Librarian

ATTENDANCE

NAME

SIGNATURE

1. Brian L. Pioquinto
2. Ian Ben Christopher V. Enoya
3. Alona S. Meul
4. Gov. Mary Jane G.
5. Lorena Badiola
6. Deciana Buzola
7. BILLO, Prince C.
8. Mabanto, Ivy B.
9. Sheryl Mae R. Cogelio
10. WYNJALYN MARIE P. BORJA

A vertical column of ten handwritten signatures, each corresponding to a name in the list to the left. The signatures are written in blue ink and vary in style, including some that are highly stylized or cursive.



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City



MINUTES OF MONTHLY MEETING

DATE: July 19, 2019
TIME: 3:10 pm

AGENDA

- Accreditation
- ISO

I. Accreditation

Discussion of accreditation schedule on July 29 to August 5, 2020 in different campus.


II. ISO (August 2019)

Follow the procedural manual and familiarize the procedure in every area. Revision of forms is highly recommended. Also, practice to fill-up the date due slip and book card during borrowing and returning of books. Besides, it is necessary to provide listing of library holding for references. However, the internal accreditation schedule discussed will be on August 22-23, 2019 for further preparation.


ADJOURNMENT

The meeting adjourned at 3:42 pm by Ms. Ivy Mabanto as no further discussion followed after the discussion of agenda.

Prepared by:


ROADJIE C. PEDRAGOSA
Circulation In-charge

Noted by:


IVY B. MABANTO, MLIS, RL
Head Librarian

ATTENDANCE (JULY 19, 2019)

NAME

SIGNATURE

1.) WYNALYN MARL P. BORJA

2.) Ivy B. Mabanto

3.) Brian L. Pioquinto

4.) Buenaflores, Derivome JC B.

5.) Billora, Princess C.

6.) Sheryl Mae R. Ongelio

7.) ALIZA S. MENIL

8.) Loren C. Badiola

A vertical column of handwritten signatures, each corresponding to one of the names listed in the 'NAME' column. The signatures are written in black ink and vary in style, with some being more stylized and others more legible.



MINUTES OF MONTHLY MEETING

DATE: April 11, 2019
TIME: 4:05 pm

AGENDA

- Clearance Status
- Prayer Session
- Clearance Faculty Concern

I. Clearance Status

If there is a necessity of assistance, anytime the librarian will pull-out to accommodate and assists. If there is a lot of clearance for signatures, limit the transaction to avoid crowdedness. Observe strict implementation of cut-off time from 8:00 am to 11:00 am and 1:00 pm to 4:00 pm every day.

II. Prayer Session (Bible Reflection for Library Staff)

Ms. Ivy Mabanto suggest that there should be a bible sharing or prayer once a week every Friday in the library maximum for 10 minutes for every participant that will share the verses starting April 26, 2019. You have to choose a verse that will reflect yourself and share it with others.

III. Clearance Faculty Concern

It is necessary to recommend at least 3 titles of the subject they handle before a faculty will be cleared and signed for his/her clearance and make sure that there is no library copy for the said title recommend.

IV. Other Matters

Opening and Closing prayer assignment.

Opening

Ivy Mabanto
 Sheryl Cogolio
 Princess Billono
 Desirome Buenaflor
 Mary Jane Go
 Lorena Badiola
 Ian Bhen Christopher Enoya
 Braian Pioquinto
 Wynjalyn Marl Borja

Closing

Sheryl Cogolio
 Princess Billono
 Desirome Buenaflor
 Mary Jane Go
 Lorena Badiola
 Ian Bhen Christopher Enoya
 Braian Pioquinto
 Alona Menil
 Wynjalyn Marl Borja

ADJOURNMENT

The meeting was adjourned at 4:52 pm by Ms. Ivy Mabanto








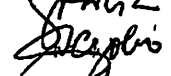


Prepared by:

[Signature]
ROADJIE C. PEDRAGOSA
 Circulation In-Charge

Noted by:

[Signature]
IVY B. MABANTO, MLIS, RL
 Head Librarian

ATTENDANCE (APRIL 23, 2019)

1. Ivy B. Mabanto 
2. WYNALYN MARL P. BORJA 
3. ~~Leona~~ S. MAUL 
4. Go, Mary Jane G. 
5. Punafur, Derivon JC 
6. Brian Pioquinto 
7. Ian Ben Christopher V. Enaya 
8. Lorena Boliola 
9. Sheryl Mae R. Coaylo 
10. RIVERA C. BILORO 



MINUTES OF MONTHLY MEETING

DATE: January 24, 2019
TIME: 1:40 pm

AGENDA

- Book Fair

I. Book Fair

Ms. Ivy Mabanto, the Head Librarian informed that there must be in-charge to monitor each store to the books requested by the faculty and check for the availability of the books in the store. Hence, the copyright of requested books must be in 2017 up to the latest version.

i. Book Dealer

- New Century
- Great Books Trading
- Megatexts
- Serv Enterprises
- Fastbooks Educational Supply, Inc.
- Super Pages
- F & J de Jesus
- Linar Educational Materials, Inc.
- CD Books

ii. Book Dealer In-Charge

- | | | |
|------------------------------------|---|----------|
| New Century | - | Vanessa |
| Great Books Trading | - | Wynjalyn |
| Megatexts | - | Braian |
| Serv Enterprises | - | Sheryl |
| Fastbooks Educational Supply, Inc. | - | Wynjalyn |
| Super Pages | - | Sheryl |
| F & J de Jesus | - | Alona |
| Linar Educational Materials, Inc. | - | Princess |
| CD Books | - | Ivy |

ADJOURNMENT

The meeting adjourned at 2:28 pm by Ms. Ivy Mabanto.

Prepared by:

ROADJIE C. PEDRAGOSA
 Circulation In-Charge

Noted by:

IVY B. MABANTO, RL, MLIS
 Head Librarian