



S.3. There is a Library Board/Committee which sets library policies, rules and procedures and periodically reviews them.



LIBRARY DEPARTMENT

July 6, 2021

DR. GREGORIO Z. GAMBOA, Jr.
SUC President III

Sir:

This letter serves as a formal request to establish a new team of Library Advisory Committee for this year 2021 based on the AACCUP requirements. The committee is consisting of representatives from the student body, program dean, college administration, and college librarian, who shall act as the ex-officio secretary of the committee.

With this, I would like to recommend the following persons for the creation of Library Advisory Committee:

DR. RONITA A. TALINGTING	- Chairman
DR. LOUIDA P. PATAK	- Member
DR. CARMELIN P. MOSA	- Member
ENGR. ROBERT R. BACARRO	- Member
DR. MARILOU B. CARNICER	- Member
MR. CHITO M. CLERIGO	- Member
MS. IVY B. MABANTO	- Member

General Functions of the Library Advisory Committee

- 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.



"For Nation's Greater Heights"

July 6, 2021

OFFICE ORDER NO.

MEMORANDUM

To:	DR. RONITA A. TALINGTING	- Chairman
	DR. LOUIDA P. PATAC	- Member
	DR. CARMELIN P. MOSA	- Member
	ENGR. ROBERT R. BACARRO	- Member
	DR. MARILOU B. CARNICER	- Member
	MR. CHITO M. CLERIGO	- Member
	MS. IVY B. MABANTO	- Member

From: OFFICE OF THE PRESIDENT



**Re: DESIGNATION AS CHAIRMAN/MEMBER OF LIBRARY
ADVISORY COMMITTEE (City Campus)**

Date: July 6, 2021

In the exigency of the service, you are hereby designated as Chairman/member of the Library Advisory Committee effective today, July 6, 2021 for a period of one (1) year unless earlier without additional compensation.

As such, you shall perform your duties and responsibilities inherent to your designation and do other related functions as may deem appropriate to the best interest of the College.

Please be guided accordingly.


GREGORIO Z. GAMBOA, JR., EdD
College President 

Conforme:

DR. RONITA A. TALINGTING
DR. LOIDA P. PATAC
DR. CARMELIN P. MOSA
ENGR. ROBERT R. BACARRO
DR. MARILOU B. CARNICER
MR. CHITO M. CLERIGO
MS. IVY B. MABANTO



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.

Requested by:

IVY B. MABANTO, MLIS
College librarian

Recommending Approval:

ROWENA A. PLANDO, Ph.D.
VP for Administration

Approved by:

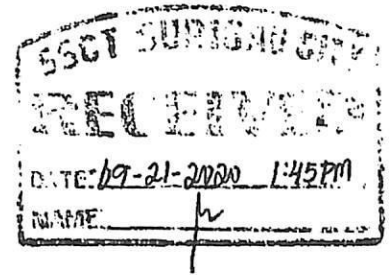
GREGORIO Z. GAMBOA, Jr. Ed.D.
SUC President III



LIBRARY DEPARTMENT

September 21, 2020

DR. GREGORIO Z. GAMBOA, Jr.
SUC President III



Sir:

This letter serves as a formal request to establish a new form of Library Advisory Committee for this year 2020 based on the AACUP requirements. The committee is 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.

With this, I would like to recommend the following persons for the creation of Library Advisory Committee:

- | | |
|---|------------|
| DR. CARLOS H. DONOSO | - Chairman |
| DR. LOUIDA P. PATAK | - Member |
| DR. LEONIELYN G. MALICAY | - Member |
| ENGR. ROBERT R. BACARRO | - Member |
| DR. MARILOU B. CARNICER | - Member |
| MR. CHELSEY ROSE VICTORIA R. MORALES | - Member |
| MS. IVY B. MABANTO | - Member |

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Specific Functions

Chairman

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Requested by:

IVY B. MABANTO, MLIS
Head librarian

Recommending Approval:

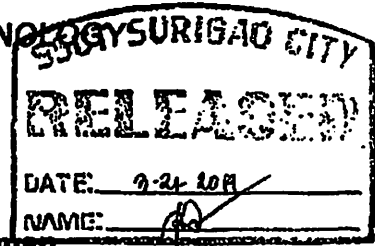
ROWENA A. PLANDO, Ph.D.
VP for Administration

Approved by:

GREGORIO Z. GAMBOA, Jr. Ed.D.
SUC President III



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City



MEMORANDUM

To:	DR. CARLOS H. DONOSO	- Chairman
	DR. ELVIS P. PATULIN	- Member
	DR. ANNABELLE N. DIAZ	- Member
	ENGR. ROBERT R. BACARRO	- Member
	DR. MARILOU B. CARNICER	- Member
	MR. ALEXANDER JARDINEZ	- Member
	MS. IVY B. MABANTO	- Member

From: OFFICE OF THE PRESIDENT

**Re: DESIGNATION AS CHAIRMAN/MEMBER OF LIBRARY
ADVISORY COMMITTEE (City Campus)**

Date: March 20, 2019

In the exigency of the service, you are hereby designated as Chairman/member of the Library Advisory Committee effective today, March 20, 2019 for a period of one (1) year unless earlier without additional compensation.

As such, you shall perform your duties and responsibilities inherent to your designation and do other related functions as may deem appropriate to the best interest of the College.

Please be guided accordingly.

GREGORIO Z. GAMBOA, JR., EdD
College President

Conforme:

DR. CARLOS H. DONOSO
MS. IVY B. MABANTO
DR. ELVIS P. PATULIN
DR. ANNABELLE N. DIAZ
MR. ROBERT R. BACARRO
DR. MARILOU B. CARNICER
MR. ALEXANDER JARDINEZ



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

SCT SURIGAO CITY
RELEASED
DATE: 4/3/18 6:11 pm
INITIAL: *[Signature]*

To:	DR. CARLOS H. DONOSO	Chairman
	MS. IVY B. MABANTO	Member
	DR. ELVIS P. PATULIN	Member
	DR. ANNABELLE N. DIAZ	Member
	ENGR. ALEXIS P. ESPALDON	Member
	DR. ELESIA B. BUENAFLORES	Member
	MR. GEOFFREY L. GATELA	Member

From: OFFICE OF THE PRESIDENT


Date: March 26, 2018

Re: DESIGNATION AS CHAIRMAN/MEMBER OF THE LIBRARY
ADVISORY COMMITTEE

In the exigency of the service, you are hereby designated as chairman/member of the Library Advisory Committee effective today, March 28, 2018 for a period of one (1) year unless earlier without additional compensation.

As such, you shall perform your duties and responsibilities inherent to your designation and do other related functions as may deem appropriate to the best interest of the College.

Please be guided accordingly.


GREGORIO Z. GAMBOA, JR., EdD
College President

Conforme:

DR. CARLOS H. DONOSO
MS. IVY B. MABANTO
DR. ELVIS P. PATULIN
DR. ANNABELLE N. DIAZ
ENGR. ALEXIS P. ESPALDON
DR. ELESIA B. BUENAFLORES
MR. GEOFFREY L. GATELA



LIBRARY DEPARTMENT

Library Committee Meeting Minutes
July 15, 2021

A Meeting of Library Committee was held in Boardroom on Tuesday 13 July, 2021 at 2:30 PM.

Present:

Dr. Ronita A. Talingting
Dr. Louida P. Patac
Dr. Carmelin P. Mosa
Dr. Marilou B. Carnicer
Mr. Chito M. Clerigo
Ms. Ivy B. Mabanto
Ms. Lorena C. Badiola

AGENDA:

1. Renewal of Online Database
2. Other matters
 - Information literacy

In the beginning of the library committee meeting, the librarian acted as a secretary of the committee welcome to all present members and after taking note of absent member. As per agenda, a discussion is started.

Discussions:

RENEWAL OF ONLINE DATABASE

The discussion on renewal of online database was introduced by the head librarian (Ivy B. Mabanto). She emphasized the opportunities offered by online databases for the faculty members including students to obtain accurate and relevant information for their subjects and researches.

The acquisition librarian (Lorena C. Badiola), presented the list of online databases to be renewed. She said that there were eleven online databases need to be renewed. These were:

1. Emerald Tourism and Hospitality Management
2. Human Kinetics Library
3. T&F Biological, Earth, Environmental & Food Science
4. T&F Engineering, Computing and Technology
5. T&F Mathematics/Statistics
6. Access Engineering
7. Emerald Information and Knowledge Management
8. Emerald Public Policy and Environmental Management
9. Gale OneFile: Educators Reference Complete
10. Gale OneFile: Computer Science
11. Philippine eJournals

However, Chairperson of the Library Committee (Dr. Ronita A. Talingting) asked the status of online databases utilization.

The head librarian discussed that majority of the faculty members were aware of the databases but there were few hindrances that inhibited their effective use of the databases such as lack of knowledge on how to access and issues bothering on internet connectivity.



The committee agreed that the library should post the procedures on how to access such databases. They also agreed the renewal of the databases. The head librarian added that the video on how to access online databases will be posted in Library Facebook.

OTHER MATTERS:

Information Literacy

The Head librarian informed the committee members that there is an upcoming Information Literacy via online for the students. She enlisted the help from the Program deans and the president of the Supreme Student Government to coordinate the students in all programs. She also added that schedules and invitation letter of the said activity will be followed.

The meeting ended with thanks to Chair and members of the committee.



Prepared by:

IVY B. MABANTO, MLIS, RL
Head Librarian



SURIGAO STATE COLLEGE OF TECHNOLOGY

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Email: carlosdonosossct@gmail.com
carlos_donoso2008@yahoo.com

OFFICE OF THE CITY CAMPUS DIRECTOR

MEMORANDUM

TO: MS. IVY B. MABANTO
DR. ELVIS P. PATULIN
DR. ANNABELLE N. DIAZ
ENGR. ALEXIS P. ESPALDON
DR. ELESIA B. BUENAFLOR
MR. JEOFFREY L. GATELA

FROM: THE CAMPUS DIRECTOR

DATE: APRIL 4, 2018

SUBJECT: SHORT MEETING TODAY, April 4, 2018, 3:00PM AT THE OFFICE OF THE CAMPUS DIRECTOR

You are hereby required to attend for a **SHORT MEETING** today, April 4, 2018, 3:00 P.M. at the Office of the Campus Director.

Agenda:

1. Library Procedural Manual
2. Other Matters

Please come on time.


CARLOS H. DONOSO, EdD
Campus Director

LIBRARY ADVISORY COMMITTEE

MINUTES OF MEETING

Venue: Office of the Campus Director, SSCT, Surigao City

April 4, 2018

3:08 p.m.

Facilitator: Dr. Carlos H. Donoso

Attendees: Dr. Anabelle N. Diaz
Dr. Elvis P. Patulin
Dr. Elesia B. Buenaflor
Mr. Jeoffrey L. Gatela
Ms. Ivy B. Mabanto
Ms. Lorena C. Badiola

Absent: Engr. Alexis P. Espaldon

Agenda: 1. Library Procedural Manual
2. Other Matters
- Library Clearance
- Library Acquisitions

Discussions:

- Dr. Patulin, Dean of Arts and Sciences, corrected that the Library Advisory Committee be under the Campus Director in the organizational chart.
- He also suggested that faculty should be constantly reminded (every semester) of library policies especially in borrowing and returning of books.
- Dr. Diaz, Dean of Teacher Education inquired on the status of the books selected during the November 2017 bookfair. Ms. Mabanto answered that such will be posted in the PhilJEPS website on the 2nd week of April.
- The Head librarian, Ms. Mabanto also reminded the deans present to encourage their faculty members to log in at the library's Information Desk every time they visit the library. Also, she informed the body that as soon as the internet connection will be upgraded, the library's OPAC will be fully operational and the faculty could enjoy services like holding of their needed books or reference to be made available on their next visit and the furthermore announce that the library web page could be accessed via SSCT's website.
- Dr. Buenaflor, Dean of Industrial Technology, informed the librarians that BSIT curriculum majoring in Garments, Civil Technology, and Cosmetology will be offered again and that library references should be made available for such programs. Ms. Badiola mentioned that most of the books used for the old curriculum has been weeded out, therefore, it is necessary that program heads shall recommend new books and library resources in the fields of Civil Technology, Garments and Cosmetology.
- Ms. Badiola, the Acquisitions Librarian, requested the deans present to inform their faculty to submit to the library a copy of the e-books they used.
- Meeting was adjourned at 4:45 in the afternoon.

Prepared by:


LORENA C. BADIOLA, RL
College Librarian

Noted by:


IVY B. MABANTO, MLIS, RL
Head Librarian

Photos taken during the LIBRARARY ADVISORY COMMITTEE MEETING at the office of the Campus Director, Surigao City last April 4, 2018.

