



## **SYSTEM-UNITS AND PROCESSES**

S.I. There is a written Collection Development Policy.

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2021 Edition

By

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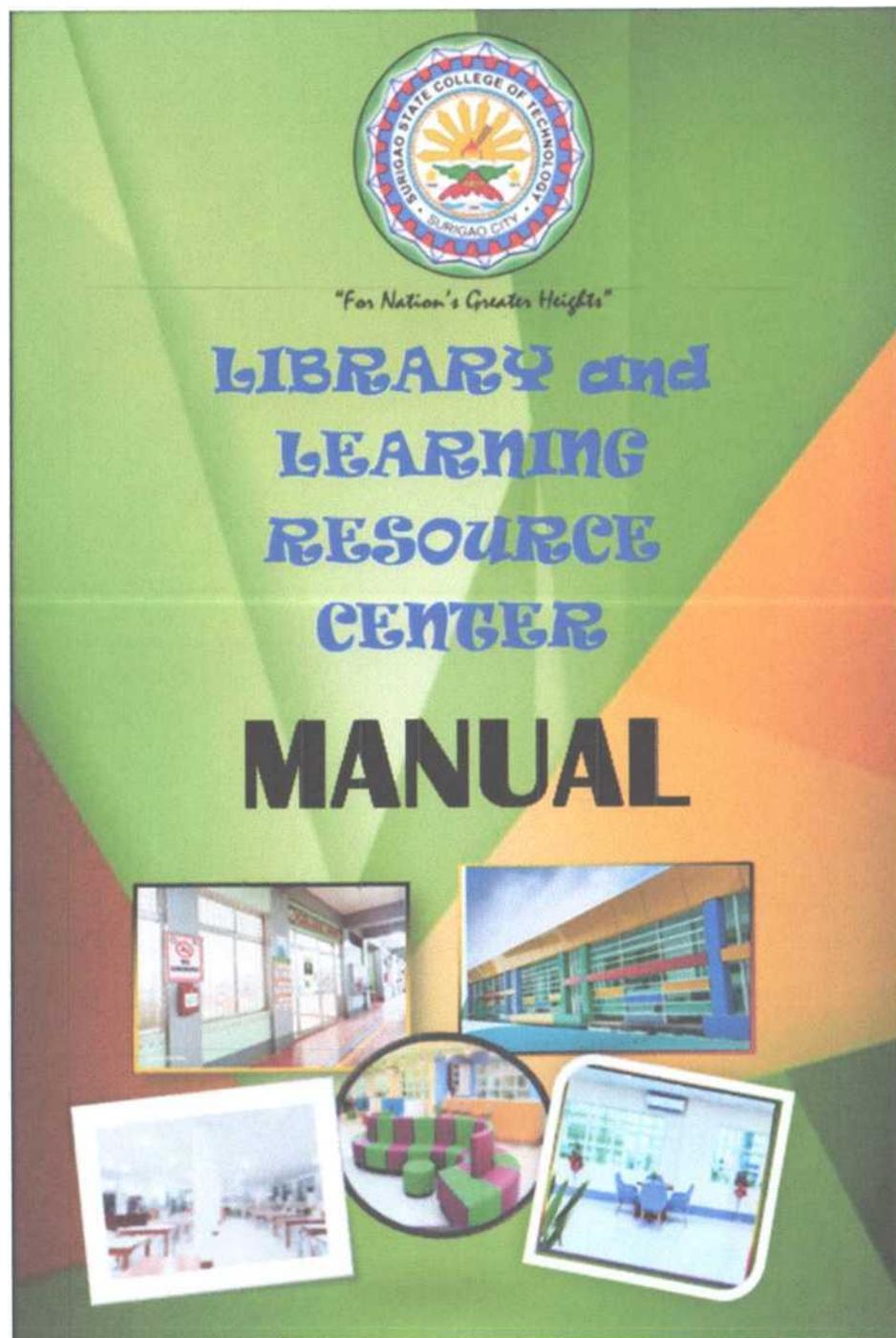
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### **Returning Procedures for New Normal**

1. Write your NAME, CALL NUMBER, ACCESSION NUMBER and Signature to the CHECK IN LOGBOOK.

### **Library Virtual Reference Assistance**

1. Check the OPAC (ONLINE PUBLIC ACCESS CATALOG) first if the library resource you want to borrow is available.
2. Fill-out Google form via online for requested books or ebooks.
3. Check email for librarian's response.

### **Library Clearance**

#### **Students**

At the end of each semester, all student users are required to secure library clearance. Only those who have settled their obligations (if any) will be cleared. Clearance will only be signed upon the presentation of the Library Card. Once a student is cleared, he will no longer enjoy library services such as loaning out of books or other library materials and may only be allowed entry to a specified area in the library.

#### **Faculty**

##### **Fulltime**

All faculty members are obliged to be cleared from the library at the end of every school year, separation from government service or upon retirement. They must have returned all the library materials charged in their name in order to get clearance from the librarian.

#### **Part-time**

Instructors hired on part-time basis should be cleared from the library at the end of every semester.

#### **Staff**

All personnel whether permanent or job order are obliged to be cleared from the library upon separation from service or upon retirement. They must have returned all the library materials charged in their name in order to get clearance from the librarian.

### **TECHNICAL SERVICES**

#### **Collection Development Policy**

##### **Introduction**

Collection management at the Surigao State College Library aims to ensure that the Library's collections provide the best possible support for the teaching and research of the institution. Collection management encompasses the selection and acquisition of information resources, the balancing of open and closed access storage, and the display and availability of the collections and their exploitation. The collections include published and unpublished materials physically held in SSCT, and, increasingly, the provision of access to remote electronic information resources. This document is intended to codify the policies of the Surigao State College Library in these areas, and to inform both its staff and users. A number of general principles underlie it:

- The policy will be implemented across the Surigao State College Library system.

Collection development at the SSCT Library is primarily focused on the literature and information needs of the students, faculty and staff.

Resources are provided as a collective resource for the whole user community.

Information resources in all formats are covered.

- The policy is designed to be flexible and responsive to the changing needs of users.
- The fulfilment of the policy may be restricted by budgetary constraints.

### **Budget Allocation**

The Library's income is derived from various sources, including the income earned from library fees, fines and research fees. However, the College also appropriates a certain percentage from the annual allocation given to the Institution by the Department of Budget and Management.

The great majority of the Library's non-pay budget is allocated to the acquisition of subject literature, in the form of periodicals, monographs, electronic formats. Periodical and monograph funds are, for the most part, allocated to academic departments to spend as they wish; the Library retains central control of budgets for reference materials, Official Publications, and multiple copies of recommended student texts. Departments are encouraged to supplement their allocations. Furthermore, additional funds will be sought to ensure the availability of an adequate level of resources.

### **Selection/ Acquisition**

The Library exists to make information available to its users in a timely manner. In recent years, three factors have developed

#### ***Reference Collection***

which moderate the traditional model of collecting locally for all needs. First, the vast rise in the amount of information produced has meant that there is too much available to collect comprehensively even in narrow fields, let alone across the broad areas covered by the institution's curriculum and research interests.

Second, the development of new electronic media for storage and transmission has led to publications which may be accessed but which are not available for local acquisition. Third, the increasing cost, especially of serials, means that the Library must increasingly rely on accessing some material from outside its own resources, both through inter-library loan and through reciprocal access to other libraries.

Nonetheless, the Library continues to build and maintain its collection as the most efficient way to meet the majority of users' information needs, and will continue for the foreseeable future to purchase various categories of materials:

#### ***Monographs and audio-visual materials***

- Effective selection depends upon a successful partnership between each academic department and the Library.
- To encourage this partnership, the Librarian liaisons with each department in all aspects of the service. The balance of selection responsibilities between academic staff and the Librarian varies from department to department according to local agreement.

#### ***Official Publications***

- The Library aims to hold a full collection of Government publications and journals.
- For all other official publications, priority is given to areas of teaching and research in the College and to those of general

interest.

- Selected by the librarian and paid for from Library funds. Departments can recommend items.



- Materials which may be classed as Reference include, but are not limited to encyclopedias, dictionaries, directories, atlases and almanacs. Electronic versions will be acquired where the balance of cost and accessibility is favourable.
- The collection is designed to meet the basic research, curricular, and information needs of the institution.
- Texts marked as essential or highly recommended on reading lists will be considered for extra copies by relevant Library staff. Factors that will be taken into account include the number of students needing the text at any one time, available funds, the likelihood that students will buy their own copies, mode of learning, and usage of existing copies. The ratio of copies to students and the maximum number of copies is based on CHED Memorandum Order which allows the library to acquire five (5) copies for every title. New editions of recommended textbooks, of which the library is aware, will usually be purchased without reference to teaching staff.

### ***Journals***

- Journals held in the Library are selected by Departments. Since the selection of journals requires a continuing commitment to the base cost of the title, including maintenance, equipment, and storage space, new titles require the cancellation of an existing title to provide the funding. When finances demand, the Library from time to time invites Departments to review their subscriptions. Journal usage surveys may be conducted to inform these decisions.
- In recent years, the development of electronic journals has radically transformed scholarly communication. Many established journals are available electronically as well as in print, and some newer journals are only available online. The Library realises that providing access to parallel collections in both print and electronic format is economically untenable. The greater functionality and desktop access of electronic journals have led

to them becoming increasingly popular. As a result the Library intends gradually to move by continual review of print subscriptions towards a model of exclusive electronic access to journals, with the print version obtained only where necessary. This policy will be advanced wherever publisher stipulations and user needs and preferences permit.

### ***Unpublished Researches (Project Studies, Theses, Dissertations, etc.)***

- Only one (1) copy in every title is deposited in the Library. These will form as part of the major holdings in the Research Section.

### ***Gifts***

- The Library is always grateful for the offer of items for stock
- Items already held will only be accepted if the existing copy is in demand.
- Unsolicited gifts will be accepted if they are appropriate to the Library's collections in terms of level and subject matter.
- Items not held by the Library will be considered by the Librarian. Generally the Library will not accept outdated textbooks, popular magazines or mass-market paperbacks, and most materials in poor condition, or in outmoded formats.
- Large monographic sets and named collections, where ownership will pass to the Library will be assessed according to their relevance to the Institution, and the space and personnel resources required holding, process and retaining them.
- Offers of deposit collections (where the donor retains ownership) will usually be declined.
- It is a condition of acceptance that donations will not necessarily be retained permanently by the Library.
- Academic staff may be consulted, but the Librarian's decision is final.

### ***Excluded Material***

- It is not the primary goal of the Library to build up extensive collections of manuscripts, rare printed books, and personal papers, and these are only acquired if there is an overwhelming case for them.
- Fiction, except to support teaching and research.
- Obsolete formats.
- Material in languages unlikely to be known by the users in that subject.
- Subject areas not taught, researched or practiced at the Surigao State College of Technology, or specifically funded by other organisations.

### **Levels of Collecting Intensity**

The SSCT Libraries use the following collection levels defined by the old Research Libraries Group Conspectus as follows:

1. Minimal Level: A subject area in which few selections are made beyond very basic books.
2. Basic Information Level: A collection of up-to-date general materials that serves to introduce and define a subject.
3. Instructional Support Level: A collection that is closely tied to the needs of the curriculum:
  - a) Undergraduate Support level: a collection that is adequate to support undergraduate instruction.
  - b) Upper Level/Graduate Support level: A collection that is adequate to support undergraduate instruction and most upper level / graduate instruction or independent studies.
4. Research Level: A collection that includes major published source materials required for research needs.
5. Comprehensive level: A collection in which the Library includes all significant works of recorded knowledge for a necessarily defined and limited field.

### **Location and Availability of Material**

The Surigao State College of Technology Library comprises of four site libraries one in every Campus. The collection strength of the other campuses varies depending on their curricular offerings.

The SSCT City Campus Library contains the larger bulk of material for teaching and research needs of its users. Any duplication between campus libraries is to provide for local user needs.

The following policies apply to specific categories of material:

### ***Monographs***

- To make room for the new books acquired each year and/or new facilities provided in the Library, books that have not been borrowed for an appropriate period of time will normally be removed from the open-access shelves.
- Notwithstanding the above, the Library staff will check that material that is still relevant to current Institution's activity but does not circulate is not removed.
- Material removed from open access will either be retained in the storage room, or discarded if in subject areas where currency of material is essential, or if deemed unsuitable for retention by the Library Committee. There are significant costs to storing an item, both initially and over the long term, and the Library makes every effort to avoid storing items that are not needed. Such material is donated to other libraries or organizations, occasionally sold to book dealers, or destroyed as a last resort.
- To prevent Library stock exceeding available shelf space, this will be a routine process, appropriately staffed.

### ***Journals***

- Location of journal storage will be determined by date of publication. Short discontinued runs will be candidates for disposal.

### ***Large monographic sets and named collections***

- Some sets of material need, for a variety of reasons, to be maintained as physical entities. As space requirements dictate, the precise locations for such sets will be determined between open access, closed access and disposal.

## *Cooperation/Networking with other libraries*

Where it is expedient to do so, the Library will actively pursue co-operative arrangements with other academic and research libraries. These may include:

- Reciprocal access arrangements.
- Support for any collaborative approaches to the licensing of electronic resources.
- Collaborative acquisition, retention, and storage arrangements.

## **Conservation and Preservation of Library Resources**

**I. Document Handling and Holdings Maintenance** -books and other documents are very important holdings in the library. Thus, proper handling should be done in utmost care. The following is an At-a glance guide for easy reference:

<b>Do Use</b>	<b>Do Not Use</b>
A pencil	Any writing implement except a pencil when working around records. An accidental movement can create a permanent mark on a record
An alkaline (buffered) paper flag to leave notes or hold your place, such as Permalife	Self-stick notes, or notes on colored or acidic paper (such as from a legal other standard note pad). The self-stick notes can be difficult to remove after time has passed, or if they are exposed to water. Colored or acidic paper can cause staining and may bleed if exposed to
A polyester sleeve to hold pieces of a document together	Any pressure-sensitive tape. NO adhesive tape is "archival".
Clean, dry hands	Any substance on your hands such as lotion or "Tacky Finger". Your hands should also be clean and free from any substance that could stain or damage records or their containers, such as ink, toner, food residues or tobacco.

## **Reading List Material**

- It is the Library's aim to allow the Short Loan collection eventually to be browsed by readers, subject to suitable security precautions.
- Only the latest editions of textbooks are retained, unless there is material in previous editions that is required for current teaching.
- Multiple copies that have not been borrowed for an appropriate period will be routinely identified and discarded.

## **Reference**

- Titles will be removed from the reference collections on the opinion of the Library Staff and on the basis of perceived usage.
- Whenever an older resource can be said to have been superseded by a newly purchased one, it will be removed from reference.
- Items of particular historical interest, such as long runs, will be retained. Otherwise removed items will be discarded.

## **Material contained within closed access storage**

- Closed access storage, as a finite resource, will be managed.
- Staff will be assigned to ensure that unwanted materials are not retained there.
- When the different areas of closed access storage are eventually filled, some of their contents will need to be discarded to make room for newly relegated material.

## **Inter-Library Loan**

- Material not available within the Surigao State College of Technology Library, but held by another library, may be obtained by Inter-Library loan, subject to any quotas or charges in force at the time.