

## Library Services

### Technical Services

Responsible for the acquisition and classification of library materials. Upon acquisition, books and other library materials undergo different mechanical and technical processes. They should first be made ready for circulation and use.

### Readers' Services

Include the following collections/services:

- **Reference Services.** Include basic reference sources (e.g., dictionaries, encyclopedias, almanacs, yearbooks, handbooks, manuals, guidebooks, atlases, gazetteers, biographical sources, bibliographies, etc.) as well as undergraduate and graduate theses/dissertations.
- **Serial Services.** Include journals, magazines, newspapers, annual reports, proceedings, monograph series, transactions of societies, and other serials arranged alphabetically by title. Maintain also a self-indexed information file on various subjects clipped from dailies/newspapers.
- **Circulation Services.** Include books which relate to and supplement each curriculum offered by the College as well as those for general, cultural, voluntary, and recreational reading.
- **Reserve Services.** Include books for the different courses in great demand during each semester
- **Printing Service.** Caters to the needs of library users who want to photocopy or reproduce information
- **E-Resources Services/ e-Library Services.** Refer to information materials that require computer access, whether through a personal, mainframe or handheld mobile device; they may either be accessed remotely through the KSU Library webpage or at the E-Library Section.

### Library User Education

To maximize the use of the library resources, facilities, and services and to promote lifelong learning among constituents and other library users, a continuing library user education program shall be carried out.

- **Library Orientation Service.** This is to orient incoming freshmen and transferees about the rules and regulation , services and resources.

- **Library Instruction.** Formal teaching given to students in the proper use of the library resources using.

### **Promotional Services**

It is important that the library promotes its services to all its potential clients, so that it is well used and its value appreciated. It involves the following activities:

- a. Displays. List of newly acquired books are displayed at the bulletin board. Newly acquired books are displayed at the display shelves before they are shelved at their perspective section.
- b. Current Awareness Bulletin. The library bulletin contains news about details of new services, list of new acquisitions and other items likely of interest to library clientele.

### **Library Online Services**

This service will facilitate the library patron through non-physical contact transactions.

- **Ask a Librarian**

A Facebook-based library chat service. It is the virtual assistant or persona that library customers interact with, and an assigned librarian will respond to the queries posted. The official CCD Library Facebook was used as the platform for this service as most of our users have a Facebook account and it is more convenient for them to send a message through Facebook messenger.

- **Online Document Delivery Service (ODDS)**

The document delivery service handles articles and book chapter requests from journals, e-resources, printed books, and other resources available at the CCD Library, as well as open-access databases. Please keep in mind that the request should not be for the entire book or journal but for parts/articles. Patron/client may include the title of the article/chapter/journal where it appeared, the place and date of publication, page numbers to be requested, and other pertinent details in the Specific Request field. These documents requested through the Document Delivery Service will be sent electronically via email. DDS is only exclusive to bona fide CCD students, faculty & staff.

- **Online Public Access Catalog (OPAC )**

The Online Public Access Catalog is an online database of materials and resources available in the library. Search this database to check if the library has the resources you need

- **Access To Electronic Resources**

Electronic Journals, ebooks, and any other digital resources can be accessed on and/or off-campus. To have free access, students must be currently enrolled at the university and must have a CCD library account.

