AREA 7

ADMINISTRATION. A

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

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. S.2

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

There is a duly approved and widely disseminated Library Manual or written policies and procedures covering the library’s internal administration and operation. S.4

The library develops an explicit statement of its goals and objectives in conformity with the mandate of the instruction. I.1

The library is administered and supervised by: I.2

A full-time professional licensed librarian. I.2.1

At least a master’s degree holder degree in MS Library and Information Science or MAEd/MA in Library of Science. I.2.2

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

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

The annual accomplishments and other reports of the library are promptly submitted to higher offices concerned. I.5

A library Development Plan is prepared in consultation with the institution’s officials and stakeholders. I.6

The goals and objectives of the Library are satisfactorily attained. 0.1

The Library organizational structure is well-designed and effectively implemented. O.2

ADMINISTRATIVE STAF. B

The library has staff with the following qualifications S.1

BS in library and Information Technology Science for the College/Academic Unit Library S.1.1

MS in library and Information Science or MAED/MA in Library Science for the institution S.1.2

The library meets then required number of qualified and licensed librarians and staff to meet the needs of the school population with the ratio of S.2

One(1) Licensed Librarian with two(2) full time staff for the first 500 – student population S.2.1

One additional full time professional Librarian with one full time staff for every additional 1,000 students S.2.2

There is a continuing staff development program with the corresponding financial assistance from the institution. S.3

The library staff compensation, retirement, and fringe benefits, as well as other privileges, are granted on accordance with existing government laws and institutional policies. I.1

The librarians are qualified. O.1

COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION. C

There is a written Collection Development Policy S.1

There is a core collection of a least S.2

5,000 titles for the Academic Unit Library S.2.1

10,000 titles that support the instruction, research and other programs for an Institution Library S.2.2

Twenty percent of the library holdings are of current edition, i.e. with copyright within the last five years S.3

The Non-print, digital and electronic resources available S.4

There is an integrated library system S.5

There are provisions for the preservation, general care, and upkeep of the library resources S.6

The Collection Development Policy is regularly reviewed and evaluated by the Library Committee. I.1

The library collection and services support the mission and vision of the institution, goals of the Academic Unit and objectives of the Program. I.2

The library provides sufficient research books and materials to supplement the clients’ curricular needs. I.3

The library maintains an extensive (15% of the total) Filipiniana collection. I.4

The library provides 3-5 book/journal titles for professional subjects in the major fields of specialization. I.5

The collection is organized according to an accepted scheme of classification and standard code of cataloging. I.6

Regular weeding-out program is conducted to maintain a relevant and updated collection. I.7

The quality and quantity of library materials and resources conform with the standards set for a particular academic program. I.8

The library core collection is adequate, updated and well-balanced. O.1

The professional books, journals and electronic resources for the program are sufficient O.2

SERVICES AND UTILIZATION. D

The Library has information services pertinent to the institution’s requirements S.1

The following services/ programs are provided:

Functional interactive library web page I.1.1

Integrated library system I.1.2

On-line public access (OPAC) I.1.3

Circulation on-line I.1.4

Computerized cataloging I.1.5

Inventory reporting I.1.6

Serials control I.1.7

Internet searching I.1.8

CD-ROM I.1.9

On-line database I.1.10

Photocopying I.1.11

Bar coding I.1.12

The library opens at least 54 hours per week for the college/Academic Unitor 60 hours per week for the College/Academic Unitor 60 hours for the Instruction. I.2

The library promotes and disseminates its program through a regular announcement of its new acquisitions of print materials (books, journals,magazines), resources, facilities, and services. I.3

Librarians and staff are available during library hours to assist and provide library services. I.4

Statistical data on the utilization of various resources and services are compiled and used to improve the library collection and operations. I.5

The library services are efficiently and effectively provided. O.1

The library users are highly satisfied with library services. O.2

PHYSICAL SET-UP AND FACILITIES. E

The library is strategically located and accessible to students, faculty and other clientele. S.1

The library is systematically planned to allow future expansion S.2

The size of the library meets standard requirements considering present enrollment and future expansion S.3

The reading room can accommodate at least 10% of the school enrollment at any given time. S.4

Space is provided for print resources as well as work stations for electronic resources S.5

Space is provided for the librarians’ office, staff room, technical room,etc. S.6

Ramps for the physically disabled are provided S.7

The library meets the required and standard-sized furniture and equipment S.8

The following library furniture and equipment are available S.9

Adjustable/movable shelves S.9.1

Magazine display shelves S.9.2

Newspaper racks S.9.3

Standard tables and chairs S.9.4

Carrels for individual study S.9.5

Desks and chairs for staff S.9.6

Charging desk S.9.7

Dictionary stand S.9.8

Atlas stand S.9.9

Bulletin boards and display cabinets S.9.10

Vertical file cabinets S.9.11

Book rack S.9.12

Map stands/cabinets S.9.13

Cardex/ rotadex or any filing equipment for periodical records S.9.14

Typewriters S.9.15

Computers with printers S.9.16

Others (please specify) S.9.17

The library is well lighted S.10

The library is well-ventilated. S.11

The atmosphere is conductive to learning. S.12

Fire extinguishers and a local fire alarm system are available. S.13

The Library employs a system for security and control of library resources. S.14

IT software and multi-media equipment are utilized. I.1

The environment in the library is conductive to learning. O.1

The library facilities are well-maintainedand aesthetically, designed. O.2

FINANCIAL SUPPORT. F.

The institution has a regular and realistic budget for the library. S.1

The head Librarian and staff, in coordination with other officials of the institution, prepare and manage the annual library budget. I.1

All fees and funds allocated for library resources and services are utilized solely for such purposes and are properly audited I.2

Other sources of financial assistance are sought I.3

The financial support from fiduciary, supplement and external funds is adequate. O.1

LINKAGES. G

The Library is on the mailing list of agencies, foundations, etc. for exchange of publication and other books and journals donations. S.1

Linkages with other institutions and funding agencies are exploded and established for purposes of enhancing library facilities and resources. I.1

The library establishes consorts, networking and resource sharing with other institution and library collaborative activities. I.2

Library resource sharing and linkages are well-established. O.1