

CAVITE STATE UNIVERSIT GENERAL TRIAS CITY CAMPUS











CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

AREA VII.
LIBRARY



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

AREA VII. LIBRARY

D. Service and Utilization

D.1 Schedule of library hours posted conspicuously



CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

(046) 509-4148

cysugeneraltrias@cysu.edu.ph

LIBRARY HOURS

Monday to Thursday 7:00 A.M- 6:00 P.M (No Noon Break)

CAMPUS LIBRARY

Schedule of the Library Personnel

LIBRARIANS

Myla E. Sablayan

(Monday-Thursday)

7:00 A.M.-11:00 A.M.

12:00 P.M.-6:00 P.M.

LIBRARY ASSISTANT

EDWIN Y. CAADAN (Monday-Tuesday) 7:00 A.M.- 11:00 A.M. 12:00 P.M.-6:00 P.M.

LMARL SARIA (Wednesday -Thursday) 7:00 A.M.- 12:00 P.M. 01:00 P.M- 6:00 P.M.

Prepared by:

MYLA ESTRADA SABLAYAN, RL Campus Librarian



CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107
(046) 509-4148
cvsugeneraltrias@cvsu.edu.ph

SUMMARY OF LIBRARY HOURS 2021-2022

School Year	Semester	Day/S	Time	Н	ours
				Per day	Per week
2020-2021 (New Normal	2nd	Monday-Thursday (WFH/Skeletal	7am-6pm	11	44
	1 st	Monday-Thursday (WFH/Skeletal	7am-6pm	11	44

lote: Due to the contraints brought by the Covid-19 Pandemic the Library Personnel are on Iternative work arrangement but the Integrated Library system, email and messenger ervices are open 24/7 for all the library users.

	rd		31	0	
School Year	Semester	Day/S	Time	Н	ours
				Per day	Per week
2019-2020	2nd	Monday-Thursday (WFH/Skeletal	7am-6pm NO NOON BREAK	11	55
	1 st	Monday-Thursday (WFH/Skeletal	7am-6pm NO NOON BREAK	12	48

epared by:

YLA ESTRADA SABLAYAN, RL Impus Librarian



D.2 Copy of library rules and regulations posted conspicuously



TTE STATE UNIVER





CAVITE STATE UNIVERSITY
General Trias City Campus

- 1. SILENCE SHOULD BE MAINTAINED.
- 2. BAGS MUST BE LEFT AT THE BAGGAGE AREA.
- 3. DRINKING AND EATING ARE PROHIBITED WHILE INSIDE THE READING ROOM.
- 4. BOOKS SHOULD NOT BE REPLACED ON THE SHELVES AND NEED TO BE LEFT ON THE TABLE FOR RE-SHELVING.
- 5. SEATS MUST BE IN PROPER PLACES.
- 6. TEARING OF PAGES FROM THE BOOKS IS PUNISHABLE.
- 7. MUTE YOUR CELLPHONES.
- 8. READING ROOM PROPERTIES SHOULD NOT BE VANDALIZED.
- 9. MAINTAIN THE CLEANLINESS OF THE READING ROOM.

D.3 Display board where list of a new book arrivals and other relevant information are posted.





NEW ACQUISITIONS

D.4 Evidence on the existence of an integral library system (OPAC, internet. CD Rom, Database, e-library, etc.)

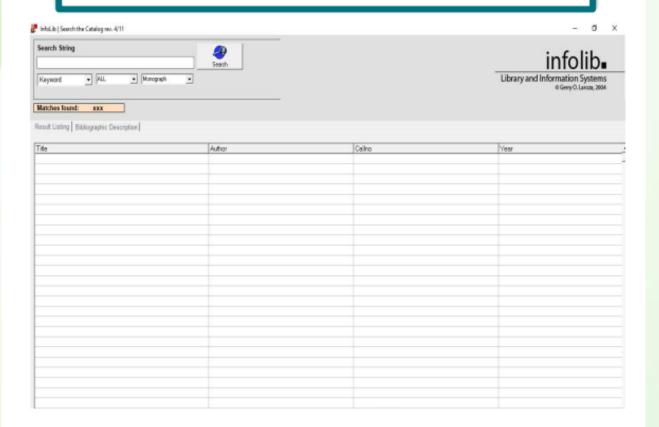
INFOLIB USER INSTRUCTION GUIDE

Click to view file

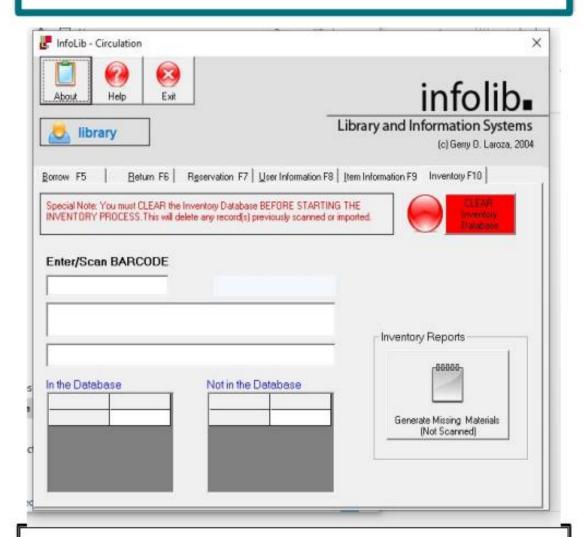
Integrated Library System: Infolib Features

Features:

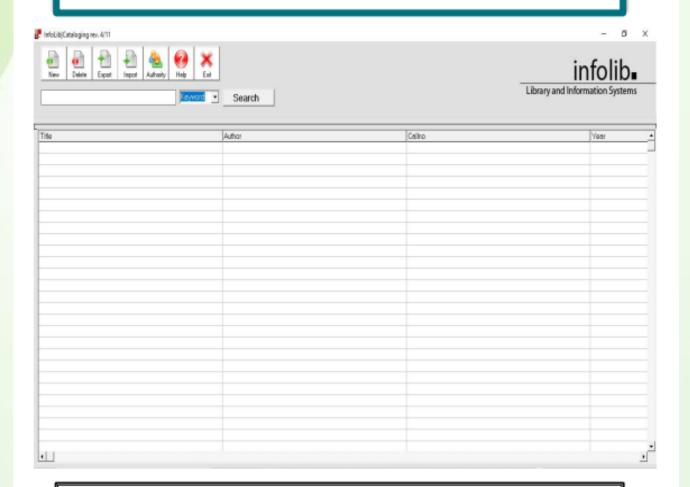
- ✓ OPAC
- ✓ Circulation
- ✓ Computerized Cataloging
- ✓ Inventory Reporting
- ✓ Barcoding Features
- ✓ Serials Control



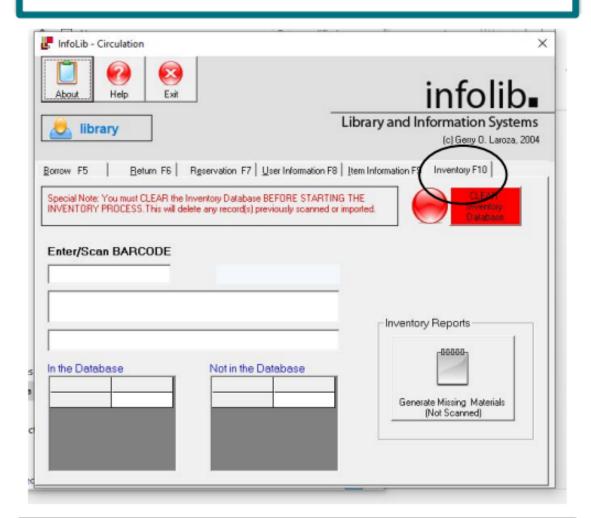
Online Public Access
Catalog (OPAC)



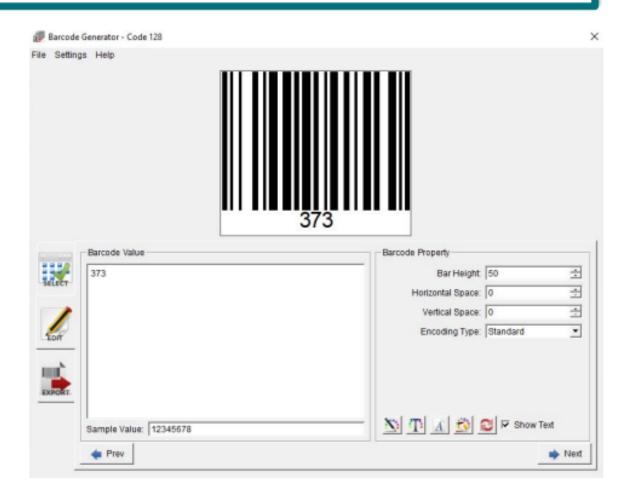
Circulation



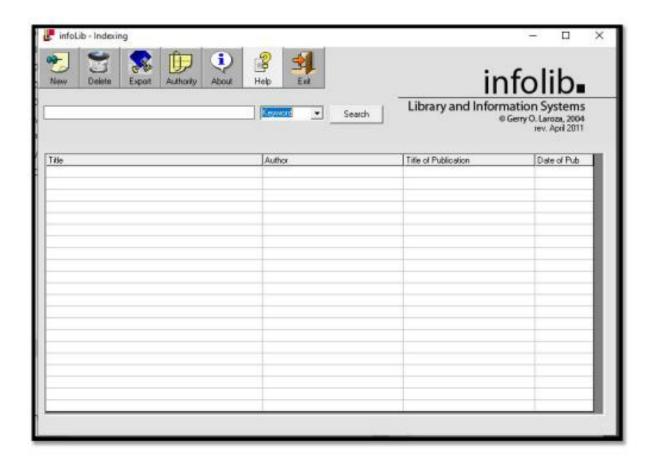
Computerized Cataloging



Inventory Reporting

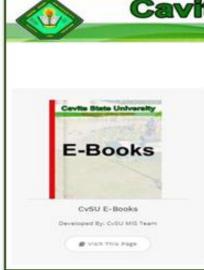


Barcoding Features



Serials Control

E-RESOURCES



Cavite State University

Integrated Library System







Online Library Resources Platforms

1. CvSU Online Library (permanent link: http://library.cvsu.edu.ph:8000/)



2. CvSU E-Books

(permanent link: http://library.cvsu.edu.ph:8000/)



CHED RQAT | Regional Quality Assessment Team



Online Library Resources Platforms

 CvSU E-Journals (permanent link: http://library.cvsu.edu.ph:8000/)



4. CvSU E-Library

(permanent link: http://library.cvsu.edu.ph/)



E-RESOURCES



Online Library Resources Platforms

7. Tritech Digital Media

(permanent link: https://www.tdmebooks.com/)



8. Philippine E-Journals (permanent link: https://eiournals.ph/index.php)



CHED RQAT | Regional Quality Assessment Team



Online Library Resources Platforms

9. Philippine eLib

(permanent link: http://www.elib.gov.ph/)



10. IG Library (permanent link: https://portal.igpublish.com/iglibrary/)



CHED RQAT | Regional Quality Assessment Team



Total number of CD-ROM collection: 100 Titles



Internet and Electronic Resources Area



INTEGRATED LIBRARY SYSTEM: CvSU Integrated Library System

Click to view ILS website

D.5 Summarized statistical Data on library resources utilization.

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



Republic of the Philippines

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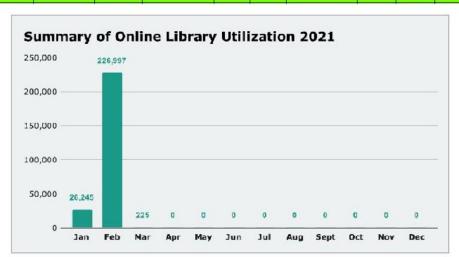
UNIVERSITY LIBRARY

Summary of Online Library Utilization 2021

No.	Format	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Online E-Books	1,037	2,319	0	0	0	0	0	0	0	0	0	0	3,356
2	Online I - Journals	113	0	0	(1	()	()	0	0	0	0	0	D	113
	Total:	1,150	2,319	0	0	0	0	0	0	0	0	0	0	3,469
1. 0	nline Library SERVICES													
No.	Туре	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	E-Book Password Request	2	981	0	0	0	0	0	0	0	0	0	0	983
2	E Thoses Abstract Request	7	9	0	0	0	0	0	0	0	0	0	0	16
3	Online Reference Services (via email, messenger, etc.)	38	95	3	0	0	0	0	0	0	0	0	0	136
4	CvSU Integrated Library System: Page Actions, Views, and Visits	14,722	120,972	0	(1	0	0	0	0	0	0	0	D	135,694
5	Social Media. Facebook (people reached, engagements, views, etc.)	9,976	102,221	0	0	0	0	0	0	0	0	0	0	112,197

	2-										25		24	
6	Blast F-mail of New Acquisions (cvsulbrary.cas@cvsu.edu.ph)	350	400	222	U	U	O	O	U	U	υ	O	O	972
	Total:	25.095	224.678	225	0	0	0	0	0	0	0	0	0	249.998

OVE	ERALL SUMMARY				00							0.1		
No.	Туре	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Online Library Resources	1,150	2,319	0	0	0	0	0	0	0	0	0	0	3,469
2	Online Library Services	25,095	224,678	225	0	0	0	0	0	0	0	0	0	249,998
	Grand Total:	26,245	226,997	225	0	0	0	0	0	0	0	0	0	253,467



Prepared by:

PRINCESS N. RODERNO, RL

Head, University Library

ibrary Utilization

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Don Severino de las Alas Campus

Indang, Cavite www.cvsu.edu.ph

UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021

By Campus

CvSU	Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
	BECE													0
	BEE													0
	BSBM	1	14	1	1			1						18
	BSCS		3		j.	1		2			2			4
	BSE					9								9
	BSENTREP													0
Imus City	вянм		1											1
	BSHRM													0
	BSIT		1	1				0			W			2
	BSOA			6										6
	BSPSY			1										1
	Faculty	1	121	2				1-2						124
- 0	Staff	1						1						1
	Student							1						1
Maragondon	Faculty		3											3
	Staff	1			ř .			9			9			0
	BEED													0
8	BSBM							12.			2			0
	BSCS													0
100	BSED							35			35	3 4		0
Naic	BSF			1										1
53	BSHM													0
	BSIT		1		j.			3			3			1
	Faculty		2	1										3
	Staff							2			2			0
	ACT													0
	BSBM		2			5								7
	BSCpE				į.			20						0
	BSCS			2										2
	BSE	j .	1				2	100			000			3
	BSEE		186											186
Rosario	BSHRM													0
	BSIT						2	3			0			2
	Cert. Indus.													0
	DHM				7		1	2			\$			1
	DHRM													0
	Faculty		3					2			2			3

Online E-Books Utilization: CvSU ILS 2021

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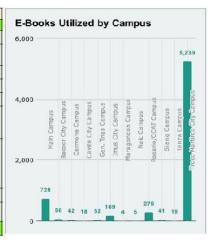
CAVITE STATE UNIVERSITY Don Severino de las Alas Campus

Indang, Cavita

UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021 (as of July)

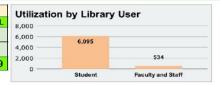
No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept.	Oct	Nov.	Dec.	TOTAL
1	Main Campus	112	204	168	96	40	45	63	U	U	U	U	U	728
2	Bacoor City Campus	4	21	11	12	8	0	0	0	0	0	0	0	56
3	Carmona Campus	10	15	8	7	0	1	1	0	0	0	0	0	42
4	Cavite City Campus	3	5	1	1	2	5	1	0	0	0	0	0	18
5	Gen. Trias Campus	0	19	12	0	0	0	1	0	0	0	0	0	32
6	Imus City Campus	2	141	11	2	10	1	2	0	0	0	0	0	169
7	Maragondon Campus	0	3	0	0	0	0	1	0	0	0	0	0	4
8	Naic Campus	0	3	2	0	0	0	0	0	0	0	0	0	5
9	Rosario/CCAT Campus	0	192	2	0	5	5	72	0	0	0	0	0	276
10	Silang Campus	1	14	11	2	1	0	12	0	0	0	0	0	41
11	Tanza Campus	1	12	-5	1	0	0	0	0	0	Ω	0	0	19
12	Trece Martires City Campus	3	2,745	2,399	57	21	14	0	0	n	Ω	0	0	5,239
	Total:	136	3.374	2.630	178	87	71	153	0	0	0	0	0	6,629



Online E-Books Utilization. CvSU ILS 2021

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No.	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Student	127	3,070	2,534	164	79	62	59	0	0	0	0	0	6,095
2	Faculty and Staff	120	241	48	16	6	9	94	0	0	0	0	0	534
	Total:	247	3,311	2,582	180	85	71	153	0	0	0	0	0	6.629



Prepared by:

Certified correct by:

(SGD) PALOMA A. VIDA Administrative Aide III (SGD)
PRINCESS N. RODERNO, RL
Head, University Library



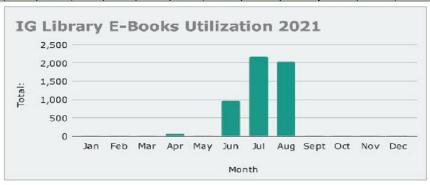
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Don Severino de las Alas Campus

Indang, Cavite www.cvsu.edu.ph

Online E-Books Utilization: IG Library 2021

Type of Access	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Book Requests (Book Report)	0	0	0	0	2	31	18	36					87
Searches and Downloads (Database Report)	0	0	0	28	1	416	997	904					2,346
Webpage Requests (Page Views)	0	0	0	9	2	140	258	290					699
Record Clicks and Views (Platform Report)	D	0	0	22	2	368	900	803					2,095
Total:	0	0	0	59	7	955	2,173	2,033	0	0	0	0	5,227



Prepared by:

(SGD) VERONICA L. DE VILLA, RL College Librarian I Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

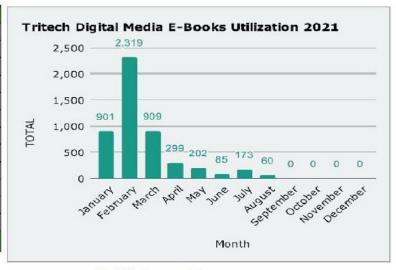
Indang, Cavite

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UNIVERSITY LIBRARY

Online E-Books Utilization: Tritech Digital Media 2021

No.	Month	TOTAL
1	January	901
2	February	2,319
3	March	909
4	April	299
5	May	202
6	June	85
7	July	173
8	August	60
9	September	0
10	October	0
11	November	0
12	December	0
	Total:	4,948



Prepared by:

(SGD)
VERONICA L. DE VILLA, RL
College Librarian I

Certified correct by:

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PRINCESS N. RODERNO, RL
Head, University Library



CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

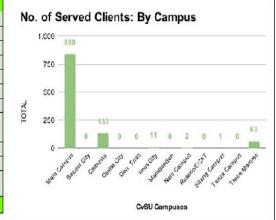
UNIVERSITY LIBRARY

Online E-Book Password Request Services:

Summary of Served Clients 2021 (as of Sept)

I. Campus

No.	CvSU Campus	Jan	Feb	Mar	Арг	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Main Campus	U	783	2/	11	3	2	3	10					839
2	Bacoor City Campus	0	0	0	0	0	0	0	0					0
3	Carmona Campus	1	126	3	1	1	0	1	0					133
1	Cavite City Campus	0	0	0	0	0	0	0	0					0
5	Gen. Trias Campus	0	0	0	0	0	0	0	0					0
6	Imus City Campus	0	9	0	0	1	0	0	1					11
7	Maragondon Campus	0	0	0	0	0	0	0	0					0
8	Naic Campus	1	0	0	0	0	1	0	0					2
9	Rosario/CCAT Campus	U	U	U	0	0	U	U	U					0
10	Silang Campus	0	0	1	0	0	0	0	0			- 1		1
11	Tanza Campus	0	0	0	0	0	0	0	0					0
12	Trece Martires City Campus	0	63	0	0	0	0	0	0					63
	Total:	2	981	31	12	5	3	4	11	0	0	0	0	1,049



Online F-Book Password Request 2021

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