

Republic of the Philippines  
MINDANAO STATE UNIVERSITY  
Marawi City

OFFICE OF THE SECRETARY OF THE UNIVERSITY  
AND OF THE BOARD OF REGENTS

EXCERPTS FROM THE MINUTES OF THE 269<sup>TH</sup> MEETING OF THE BOARD OF REGENTS  
HELD ON DECEMBER 9, 2024 AT CHED CONFERENCE ROOM, HEDC BUILDING, C.P.  
GARCIA AVENUE, DILIMAN, QUEZON CITY

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**"RESOLUTION NO. 509, S. 2024"**

RESOLVED, that upon the recommendation of the University President  
and the Executive Committee of the Board of Regents, the University Library  
Operations Manual of MSU-IIT, along with its supporting documents attached as  
Annex "RR" and made integral parts of this resolution, is hereby APPROVED.

**APPROVED"**

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CERTIFIED TRUE AND CORRECT:



**ATTY. NUR-ELIAS P. YUSOPH**  
*Secretary of the University  
and of the Board of Regents*

NEPY:rif  
17 December 2024  
(Not valid without seal)





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UNIVERSITY LIBRARY  
**OPERATIONS  
MANUAL**

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**2024 EDITION**

**MSU-ILIGAN INSTITUTE OF TECHNOLOGY**

Andres Bonifacio Ave., Tibanga, Iligan City

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## **INTRODUCTION**

This manual is designed as a blueprint to guide MSU – IIT library personnel in the discharge of their day-to-day activities. The complexities of organizing, servicing, and managing information sources necessitate a written policy. This handbook will provide direction to the staff as they perform their individual tasks and responsibilities for the smooth operation of the library. Furthermore, to the library personnel, this manual will serve as instructional and training tool in developing competencies and skills so as to deliver quality library services.

In addition, this manual contains policies and procedures covering various aspects of basic library services to include multimedia and computer services. The mission and objectives of the library are spelled out to serve as guidepost for the library staff in the performance of their duties and responsibilities in order to achieve the goals of the library in particular and that of the University in general. The ultimate aim of producing this updated manual is to achieve effective and efficient library services relative to globalization and modernization of Librarianship, as mandated by RA 9246: “An act of modernizing the practice of librarianship in the Philippines thereby repealing Republic Act. No. 6966, entitled “An act of regulating the practice of librarianship and prescribing the qualifications of librarians.”



**ROMAIDA G. ALI, RL, MSLIS**  
Head, University Library

## **VISION**

A research university  
committed to the  
holistic development  
of the individual and society

## **MISSION**

To provide quality education  
for the sustainable  
development of the nation  
and the global community

## **CORE VALUES**

Honor and Excellence  
Service and Compassion  
Resilience and Innovation

# **CHAPTER I**

## **THE LIBRARY SYSTEM**

### **HISTORICAL BACKGROUND**

The establishment of the MSU-Iligan Institute of Technology Library was brought about by the result of merging the two libraries of the former MSU-Extension Division and the now defunct Lanao Technical School. The library had an initial collection of about 3,000 volumes which consisted of general and basic references for secondary and tertiary subjects. There were few subscriptions of periodicals on general interest and a good number of ephemeral materials.

The library at that time operated with only two (2) sections, namely, high school and college. It was manned by the following personnel: Ms. Consejo M. Cariaga, head librarian; Mr. Dalmacio C. Novela, in charge of the college section; and Ms. Mila S. Aliman, in charge of the high school section. Gradually, this simple structure expanded in response to the growing needs of the academic community together with an increase in the number of personnel at the University.

The library was housed at the second floor of the old high school building. In November 1974, five years after its operation, the library was moved to the second floor of the Administration building. However, in a short span of time, since the space was inadequate to accommodate the exponential growth of the school population and library collection, the library was again transferred to the Faculty and Student Center building (now the Main Library), occupying the 2<sup>nd</sup> and 3<sup>rd</sup> floors, in the summer of 1977. To ease the space problem, unit libraries were created one at a time such as the Business Administration Graduate Library (formerly School of Development Management Library) now College of Economics, Business and Accountancy Library (CEBAL). The College of Science and Mathematics Library (CSML) (formerly Science Library) and Integrated Developmental School Library (IDSL), (formerly High School Library) were established in 1995. The Engineering and Technology Library was established in 1999 and was renamed in 2010 as Engineering, Computing and Technology Library (ECTL). In the year 2000, the libraries of the College of Education and College of Arts and Social Sciences were also established at the 2<sup>nd</sup> floor of the CED building and ground floor of the CASS building, respectively. Lastly, to support the instructional and research needs of the College of Nursing, now the College of Health Sciences, their library was created in April 2009. It is located at the 4<sup>th</sup> floor of the Engineering and Technology Complex (ETC) building.

Currently situated on the 2<sup>nd</sup> Floor of Library building, the Main Library comprises two wings. The Left Wing accommodates the Office of the University Librarian, Technical Services Division (TSD), and three Collaboration Rooms, while the Right Wing houses the Digitization Section, General Reference and Filipiniana Section (GRFS), and the Main Library Reading Area.

### **ADMINISTRATIVE STRUCTURE**

The library operates within the governing framework of the university. It is a responsibility center which is headed by the University Librarian, which is directly under the supervision of the Vice Chancellor for Academic Affairs. The University Librarian is responsible for formulating and recommending, planning and implementing, monitoring and reviewing,

considering and integrating of policies, programs, systems and standards pertaining to library information and related services.

Personnel administration, acquisition, and processing of library materials are being centralized while library services have been decentralized and carried through unit libraries. The bases for departmentalization are the client, accessibility and the type of materials being served. The library system is composed of the following: Administrative, User Access, Technical and Computer Services.

## MSU – ILIGAN INSTITUTE OF TECHNOLOGY LIBRARY

### VISION

A library rich in varied information resources committed to excellence in service that enables, empowers and encourages life-long learning and global competitiveness

### MISSION

To provide a wide range of quality and relevant intellectual resources and services to support the teaching, research and extension programs of the university

### GOALS

- Enhance library resources and services aided by state-of-the-art information technology capabilities
- Empower library staff to carry out the vision and mission of the university
- Support the teaching-learning, research, and extension programs of the university

### OBJECTIVES

1. To build a well-balanced, up-to-date and relevant resources to make the library more dynamic and responsive to the needs of the MSU-IIT community
2. To assist students, faculty, and researchers to locate and use information resources effectively
3. To upgrade and expand the computer infrastructure of all library operations and services so as to make computerization more functional
4. To strengthen the library staff development programs and recruit staff with the expertise to meet the diverse information needs of the university
5. To conduct need assessment evaluation and respond to the users of the college libraries as part of our continuing effort to improve services, collections and programs
6. To maintain and establish a strong library linkage with other institutions and agencies in the country and if possible, with other organizations and agencies abroad

## LIBRARY ORGANIZATIONAL STRUCTURE

The University Library is supervised by the Office of the Vice Chancellor for Academic Affairs (OVCAA). As shown in *Appendix A-Library Organizational Structure and Functional Charts*, the library is composed of the following:

1. **University Library Committee.** This Committee is composed of a chairperson, members representing the different colleges, ex-officio members such as Center for Advanced Education and Lifelong Learning (CAELL), Center for General Education of MSU-IIT (CGEM), Center for Pedagogical Innovations (CPI), Center for Information and Communication Technology (CICT), Knowledge and Technology Transfer Office (KTTO), Kataastaasang Sanggunian ng mga Mag-aaral (KASAMA) and the University

Librarian as the liaison or secretary. The functions of the committee are 1.) To recommend long-range plans for the development of library resources and guidelines for prescribing textbooks and instructional manuals; 2.) Plan and monitor the acquisition of books, journals and other library materials; 3.) Develop strategies for the improvement of the library services and facilities and conduct a periodic evaluation of these strategies; and 4.) Formulate standards and policies in the use of library materials, textbooks and instructional manuals; and 5.) Formulate the instructional materials development program.

2. **Office of the University Librarian.** The office of the University Librarian provides management and administrative support to all the service units. The office is responsible for the overall supervision of the library personnel and services.
3. **Administrative Services.** This office takes charge of the office and inter-office communications. It also maintains the records of the University Library, staff and the like.
4. **User and Access Services Division.** There are seven (7) unit libraries and one (1) section library in the campus that provide access services. The college libraries are the College of Arts and Social Sciences (CASS) Library; College of Economics, Business and Accountancy (CEBA) Library; Engineering, Computing and Technology (ECT) Library; College of Health Sciences (CHS) Library; College of Science and Mathematics (CSM) Library; College of Education (CED) Library; and the Integrated Developmental School (IDS) Library. The section library is the General Reference and Filipiniana Section (GRFS) which is located at the right wing of the Main Library.
5. **Technical Services Division.** The division is in-charge of the collection, development, organization, evaluation, preservation and mechanical preparation of library materials ready for distribution to different unit libraries for servicing to library users. Activities include selection, acquisition, cataloging, classification, mechanical preparation, binding, repair, and yearly inventory of the library collection.
6. **Computer Services.** These services are responsible for the overall maintenance of computer hardware and software applications used by the University Library such as Library System, Research Tools, and Remote Access.

## LIBRARY PERSONNEL

The library staff is comprised of the following:

1. **Licensed Librarians.** They are registered librarians who have been issued by Professional Regulation Commission (PRC) the license to practice the profession. Their degree preparations are along Librarianship. They perform tasks that range from simple to complex work requiring subject knowledge, high-level competencies and management skills. Typically, they assume considerable supervisory responsibilities as mandated by RA 6966 dated September 20, 1990 as amended to RA 9246 in February 19, 2004.
2. **Support Staff.** They are paraprofessionals who perform duties that require a basic and working knowledge of the techniques and practices of library work. Most of their duties include assisting users, recording, encoding, filing, checking in and out of library resources borrowed and returned by the clients, shelving, shelf reading, and preserving of library materials.

## CHAPTER II

### USER AND ACCESS SERVICES

The library plays a vital role in catering to the needs of its users by providing direct services such as book loans, reference assistance, research support, and bibliographic services. Moreover, it offers library orientation sessions to familiarize users with its resources and maintains computerized database applications to facilitate access to information. These essential services are coordinated and carried out through the unit and section libraries, ensuring a comprehensive and efficient support system for all patrons. For greater accessibility to library materials, the open-shelf system or free access to all printed materials is practiced in all libraries.

#### **1. UNIT LIBRARIES**

Unit libraries are the libraries located in the colleges they specifically serve. The main collection consists of books, periodicals, multimedia, pamphlets, undergraduate theses, and clippings. They also have a separate collection of Filipiniana materials. Subject concentration is typical to the college they serve.

##### **Regular Service Hours:**

Monday – Friday	8:00AM – 6:00PM (No noon break)
Saturday	8:00AM – 5:00PM (Regular Semesters Only)

*(Schedule is subject to change depending on the demand and availability of library manpower)*

##### **Summer Schedule:**

Monday – Friday	8:00AM – 5:00PM
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#### **1.1. College of Arts and Social Sciences Library (CASSL)**

Location: Ground floor, CASS Building

#### **1.2. Engineering, Computing and Technology Library (ECTL)**

Location: 4<sup>th</sup> floor, COE Building

#### **1.3. College of Economics, Business and Accountancy Library (CEBAL)**

Location: Ground floor, CEBA Complex

#### **1.4. College of Science and Mathematics Library (CSML)**

Location: 3<sup>rd</sup> floor, CSM Building

#### **1.5. College of Health Sciences Library (CHSL)**

Location: 4<sup>th</sup> Floor, SET Building

#### **1.6. College of Education Library (CEDL)**

Location: 2<sup>nd</sup> floor, CED Building

#### **1.7. Integrated Developmental School Library (IDSL)**

Location: 4<sup>th</sup> floor, IDS Building, Hinaplanon Campus

## **2. SECTION LIBRARIES**

These are located at the 2<sup>nd</sup> Floor of the Main Library.

### **2.1. General Reference and Filipiniana Section (GRFS)**

The collection consists of five major groups:

1. General Reference and Filipiniana Collections. These are general works such as encyclopedias, dictionaries, almanac, atlases, directories, handbooks, yearbooks, bibliographies, and guidebooks that are designed to be consulted for specific information rather than continuously read.
2. Vertical File Materials. These consist of pamphlets, leaflets, handouts, brochures, pictures and other ephemeral materials on various subjects to supplement the book collections.
3. Serials. These are collections of publications of journals and magazines of general interests.
4. ILIGANIANA Collections. These are collections of local publications of journals and magazines about Iligan City.
5. MSUIANA and IITIANA Collections. Materials included are publications about MSU-Main and MSU-IIT.

**2.2. Digitization Section (DiSec).** This section is created for the digitization of theses, dissertations, and other local collections of the university. The machine used for scanning was provided by the Department of Science and Technology- Science and Technology Information Institute (DOST-STII) to MSU-IIT as one of the chosen pilot centers for its Integrated Philippine Electronic Library (iPeL) Project.

### **2.3. Multimedia Services Section**

This section provides free internet, online database, and CD/DVD-ROM access.

## **POLICIES AND PROCEDURES**

### **AUTHORIZED CLIENTS**

Within the university community, access to the library's resources and services is a vital component of academic success and intellectual exploration. Understanding the parameters of library access is crucial for maintaining an environment conducive to learning and research. The designation of authorized clients ensures that those with legitimate affiliations and scholarly pursuits can fully benefit from the library's offerings. This section outlines the criteria and privileges associated with being an authorized client of the library, clarifying the guidelines that govern access and use.

#### **1. Constituents of MSU-IIT**

- 1.1. Officials
- 1.2. Faculty and other academic personnel
- 1.3. Bonafide students
- 1.4. Administrative employees

2. Individuals who are not affiliated with the university may access the library by obtaining a permit from the Office of the University Librarian. Library materials are permitted to be used only within the premises of the library. (See *Appendix D-Library Forms*).

- 2.1. Alumni and retired faculty members
- 2.2. Faculty and students of educational institutions who are officially referred to the library
- 2.3. Government employees doing research for official purposes
- 2.4. Personnel of business and industrial firms doing research for official purposes

## REQUIREMENTS FOR USE OF THE LIBRARY

### For MSU-IIT Constituents

- **Valid University ID.** This is the sole requirement for MSU-IIT constituents, which must be presented at the Control Desk upon entry and when borrowing library materials.

### For Non-MSU-IIT Constituents

1. A permit must be secured from the office of the University Librarian before anyone is allowed to use any of the library facilities. The user is subjected to existing library policies, rules and regulations. Privilege is restricted to room use and photoduplication of materials.

- 1.1. To avail of the permit, one must have a valid ID and referral letter from the chief librarian or head of the office of the prospective user.
  - 1.2. A library fee of P50.00 per visit is imposed for the use of any unit library or section. (Except for the Alumni with alumni I.D. and retired faculty members)
  - 1.3. All fees must be paid at the Cashier's Office.
  - 1.4. The user must present the Official Receipt issued by the Cashier's Office to the Library in-charge at the Administrative Services, located at the 2<sup>nd</sup> floor of the Main Library. A referral form duly signed by the University Librarian is given to the user to be presented to the librarian of the unit library where the user is referred to.
2. **Academic Libraries Information Network (ALINET) members.** A library user whose school or university is a member of ALINET incurs a fee of P20.00 for each visit to any unit library on campus. The ALINET form can be obtained from the Office of the University Librarian.

## LIBRARY SERVICES

- 1. **Automated Borrowing of Library Materials.** Through the library system, Follett Destiny Library Manager, borrowing of library materials has been made easier for all library users. The only requirement is a valid university ID for MSU-IIT constituents and signed permit for non-IIT users.
- 2. **Book Loans Services.** Books and other library materials are placed in different sections such as Circulation, Reserve, Reference, and Filipiniana. Policies in borrowing these materials are as follows:
  - 2.1. **Circulation.** Books can be borrowed for a maximum of three days and may be renewed provided there are no reservations made by other users. A limit of three books per day can be borrowed. The borrowing period extends from the date of

loan until the third day, which serves as the due date. Returns can be made at any time on the specified due date.

- 2.2. **Reserve.** Due to its limited copies and high demand among library users, reserve books are restricted to hourly and overnight loans. Overnight loan of books starts at 3:00 PM and are due for return the following working day on or before 10:00 AM. For hourly loan, borrowed books shall be returned two hours after it was borrowed.
- 2.3. **General Reference and Filipiniana.** Library materials in this section are permitted to be used only within the premises of the library. However, photoduplication is allowed for a period of 30 minutes except for graduate theses and dissertations.
3. **Library Orientation/Instruction Services.** These services are given to users for them to learn how to do efficient research in the library. These include library tours to the different libraries and assistance with the use of general references, guides, periodical indexes, and use of online databases. The orientation program shall be undertaken during the first month of every first semester of the school year.
4. **Current Awareness Services.** These refer to the new books or acquisition lists. The library provides a list of new books added to the collection quarterly. The list is posted on the bulletin board in every unit library and a copy is distributed to the college deans.
5. **Internet Services.** It is available at the Research Network Area of the Main Library and unit libraries. The librarian assists in navigating the internet so they can efficiently search the relevant information they need.
6. **Reference Services.** The service involves either finding the required information on behalf of the users, or assisting the users in finding information. It could be either physically or through online using the Library's Facebook page and email address.
7. **Referral Services.** Students who want to use other libraries within and outside Iligan City must secure a referral slip at the Administrative Services at the Main Library.
8. **Online Services.** The following are the online services of the library. These can also be found on the Facebook page (MSU IIT University Library) and email address (library@g.msuiit.edu.ph) of the library.
  - 8.1. **Online Reference Service.** Librarians from different unit/college libraries have been designated to answer reference queries from students, faculty, and staff through the library's Facebook page and email.
  - 8.2. **Electronic Document Delivery Service.** The library provides scanning services to book chapters and journal articles and send the document by e-mail following the copyright guidelines of Chan Robles Virtual Law Library (see *Appendix E: Intellectual Property Code of the Philippines, Chapter VII*)
  - 8.3. **Online Database Subscriptions.** Access to databases subscribed by the library to support students and faculty in their online learning arrangement. To access, log-in to My.IIT account and click e-libraries.
  - 8.4. **Online Public Access Catalog (OPAC).** It is an electronic version of the traditional card catalog. One can search a keyword or subject, author, title, or a combination of author and title, keyword and title, etc. It can be accessed on and off-campus.

## **LIBRARY SERVICES FEEDBACK**

In addition to the online Client Satisfaction Measurement (CSM), the library provides suggestion boxes in the main library and college libraries, inviting students, faculty, and staff to share their feedback, comments, and suggestions. This initiative facilitates ongoing engagement with library users, allowing the library to gather valuable input, identify areas for improvement, and enhance its services to better meet the needs of the MSU-IIT constituents.

## **LIBRARY FINES, LOSSES, AND DAMAGES**

1. **Fines.** Penalty is imposed if a borrower fails to return the materials as follows:
  - 1.1. Circulation Books. Five pesos (P5.00) per day is imposed for every overdue material (Saturdays, Sundays, and holidays are counted).
  - 1.2. Reserve Books. Twenty pesos (P20.00) per day is imposed for every overdue material (Saturdays, Sundays and holidays are counted).
  - 1.3. Filipiniana/Serials/Reference resources. If taken out without permission or not returned on due time, a fine of one thousand pesos (P1,000.00) per day is imposed.
2. **Recall.** All library materials borrowed by the faculty members are subject to recall every end of the semester or when the need arises and to be returned within 2 days after receiving the recall notice.
3. **Losses.** Lost borrowed materials must be reported immediately to the librarian and must be replaced by the borrower. In cases where the lost library material is out of print or is no longer available in the bookstore, the borrower must pay the price equal to the amount listed in the Property Accountability Receipt (PAR) or in the Log Book kept by the Technical Services Division.
4. **Online Library Clearance.** Unreturned library materials and unsettled accountabilities will be posted in the Online Clearance System. Students are directed to check on their My.IIT accounts to settle their library obligations.
5. **Damaged Material.** Any material that is damaged while in the borrower's possession must be either replaced or repaired at the borrower's expense.
6. **Library Incident Management.** In the event of incidents such as theft, vandalism, misuse of library resources, or other violations, the library will address the matter for the first and second offenses. However, after a third offense, the issue will be referred to the appropriate office for further action.

## **PROCEDURES ON HOW TO AVAIL THE LIBRARY SERVICES**

### **1.0. CIRCULATION OF BOOKS**

#### **1.1. CHECKING -OUT**

- 1.1.1. Library in-charge opens the Destiny Library Manager page using the web browser or simply click the shortcut on the desktop.
- 1.1.2. Library in-charge clicks the LOGIN button then enter the username and password.

- 1.1.3. Library in-charge clicks the CIRCULATION TAB.
- 1.1.4. Library in-charge selects the CHECK OUT OPTION located on the left side of the screen.
- 1.1.5. Library in-charge scans or type the client's ID to go to the client's record.
- 1.1.6. Library in-charge scans or type barcode number of each item to check out materials.
- 1.1.7. As the due date is automatically identified by the system, the in-charge may alter it when the need arises (for example: due date appeared to be a holiday).
- 1.1.8. End of the transaction.

## **1.2. CHECKING-IN**

- 1.2.1. Library in-charge opens the Destiny Library Manager page using the web browser or simply clicks the shortcut on the desktop.
- 1.2.2. Library in-charge clicks the LOGIN button then enter the username and password.
- 1.2.3. From the home page, library in-charge clicks the CIRCULATION TAB.
- 1.2.4. Library in-charge selects the CHECK IN OPTION located on the left side of the screen.
- 1.2.5. Library in-charge scans or types the barcode number and checks the physical condition of each book.
  - 1.2.5.1. In case of overdue books, library in-charge gives the overdue fines slip to the client.
    - 1.2.5.1.1. Client pays the overdue fines at the Cashier's Office.
    - 1.2.5.1.2. Client gives the Official Receipt to the library in-charge.
  - 1.2.5.2. If damaged, Library in-charge evaluates the gravity of the damaged book and impose the exact sanction or penalty.
    - 1.2.5.2.1. Library in-charge gives penalty slips to the client.
    - 1.2.5.2.2. Client pays the penalty fee at the Cashier's Office.
    - 1.2.5.2.3. Client gives the official receipt to the library in-charge.
- 1.2.6. Library in-charge clears the borrower's account in the library system.
- 1.2.7. Library in-charge shelves the book.
- 1.2.8. End of the transaction.

## **1.3. RENEWING OF BORROWED BOOKS**

- 1.3.1. Library in-charge opens the Destiny Library Manager page using the web browser or simply click the shortcut on the desktop.
- 1.3.2. Library in-charge clicks the LOGIN button then enter the username and password.
- 1.3.3. Library in-charge clicks the CIRCULATION TAB.
- 1.3.4. Library in-charge selects the RENEW OPTION.
- 1.3.5. Library in-charge scans or types barcode number of the item to be renewed.
- 1.3.6. Library in-charge clicks the name of the borrower who renew the book.
- 1.3.7. As the due date is automatically identified by the system, the library in-charge may alter it when the need arises (ex. the due date appeared to be holiday).
- 1.3.8. End of the transaction.

## **2.0. ACCESSING ONLINE PUBLIC ACCESS CATALOG (OPAC)**

For library users:

- 2.1. Go to <https://opac-msuit.follettdestiny.com>
- 2.2. Open the OPAC icon of the Destiny Library Manager (DLM).
- 2.3. In the basic search box, type your needed query then click the search button.
- 2.4. Click the search option found below the box. (Example: keyword, title author, subject, etc.).
- 2.5. You may also use the power search by clicking the power tab option found at the upper right side of the display. This option allows one to use the Boolean operators (and, or, not) for your query.
- 2.6. For power search, type query and add limiter then enter.
- 2.7. Search results are displayed on the screen.
- 2.8. Click the chosen or desired query.
- 2.9. Complete bibliographic information of the book is displayed. Copy the call number, title, author, and the location where the book is located.
- 2.10. Click the Library search option found at the left side if you want for a new search.
- 2.11. Repeat the process.
- 2.12. End of the transaction.

## **3.0. SHELVING AND SHELF-READING OF BOOKS**

- 3.1. The library in-charge gathers all returned books of the day.
- 3.2. The library in-charge checks whether the book card is inserted in its book pocket.
- 3.3. The library in-charge cross checks whether the title and accession number found in the book card is the same with the book.
- 3.4. Shelves the books to their proper location.
- 3.5. Shelf-reads books according to call number.
- 3.6. End of the transaction.

## **4.0. ISSUANCE OF LIBRARY NOTICE FOR OVERDUE BOOKS**

- 4.1. The library in-charge pulls-out faculty/staff control list and the book cards.
- 4.2. The library in-charge cross-checks the book cards on file and check book in the shelves to ensure that the book is not yet returned.
- 4.3. Library in-charge lists all unreturned books for each client in the *Library recall notice form*.
- 4.4. Library in-charge sends filled-up *Library recall notice form* to client in person or through email.

## **5.0. CONTROL LIST FOR FACULTY AND STAFF BOOK CHARGES**

- 5.1. Prepare a 5"x 8" index card.
- 5.2. Write the complete name of the client at the top of the index card.
- 5.3. Create a table of information about the book borrowed by the faculty or staff, indicating date borrowed, author, title, accession number, call number and remarks.
- 5.4. Arrange the index card alphabetically by the surname of the client.
- 5.5. End of the transaction.

## **6.0. RECORDING OF LIBRARY MATERIALS BY UNIT LIBRARIES**

- 6.1. Record the library materials in the accession book.
  - 6.1.1. Book

- 6.1.1.1. Write the sections' accession number in the book (inside the front and back cover), and in the secret page.
- 6.1.2. Periodicals (Loose)
  - 6.1.2.1. Stamp with seal of section on top front cover.
  - 6.1.2.2. Write date of receipt in the stamped seal.
  - 6.1.2.3. Shelve
- 6.1.3. Periodicals (Bound)
  - 6.1.3.1. Stamp with seal inside front and back covers.
  - 6.1.3.2. Write accession number in stamped seal and the date received.
  - 6.1.3.3. Shelve.

## 7.0. HANDLING LIBRARY CLIENTS

- 7.1. Upon entering, the client logs in and directs queries to the library in-charge.
- 7.2. Library in-charge conducts a short interview and clarify the question/s or the client's information needs.
- 7.3. Library in-charge refers to the appropriate unit library/section
  - 7.3.1. If information needed is not available, provide referral letter.
- 7.4. Library in-charge provides proper information sources to the client directly.
- 7.5. Library in-charge follows up query to the client if information needs are satisfactorily fulfilled or addressed.
- 7.6. End of the transaction.

## 8.0. RECEIVING AND FILING OF DOCUMENTS

### 8.1. INCOMING DOCUMENTS

- 8.1.1. Print communication upon receipt of the information
- 8.1.2. Forward the communication to the supervisor
- 8.1.3. Receives the communication from the supervisor
- 8.1.4. Sort communication by subject and date
- 8.1.5. Clip and insert the communication in the existing file
- 8.1.6. If no existing file, create and assign new subject headings in the folder
- 8.1.7. Interfile communication in the steel cabinet alphabetically by subject

### 8.2. OUTGOING DOCUMENTS

- 8.2.1. Print the outgoing documents
- 8.2.2. Forward the document to the respective offices
- 8.2.3. Get the received copy
- 8.2.4. Interfile the document

## **CHAPTER III**

### **COLLECTION MANAGEMENT POLICY**

Academic libraries vary widely in type and size. They are established to meet the clients' needs. Thus, library operations invariably cover such functions as book processing or technical services so as to facilitate access to materials in all print formats for the clienteles.

A collection development policy is a written statement of the library's intention for building the collection. It describes the collection's strength and weaknesses and provides guidelines for the library personnel, to consult when deciding on whether to acquire, discard or reject an item. The importance of judicious selection has increased proportionally with increased collection of books, journals, magazines, non-print materials and other publications. Rising cost of collecting, organizing, housing and serving resource collections also demand a definite selection policy.

The library is envisioned as the primary intellectual resource within an academic community. Its services must align with the objectives of academic programs and cater to the specific educational goals of the university. Ideally, collection development should focus on enhancing the breadth and depth of available resources, striving to address the immediate needs of MSU-IIT constituents by ensuring a balanced and up-to-date collection.

#### **SELECTION AND ACQUISITION**

1. The selection of library resources, both print and electronic, including textbooks, shall be undertaken by the faculty in collaboration with the librarians not violative of the Intellectual Property Code.
2. The acquisition of library resources, both print and electronic, shall be the responsibility of the librarians.
3. The HEI shall have the right to prescribe its textbooks and other instruction materials in print and/or electronic formats
4. The library shall have a collection development plan/policy to specify the acquisition strategies, ratio of progressive development of both print and electronic resources to support research and instruction, including online teaching and flexible learning modalities. The plan/policy shall be prepared in consultation with the Library Advisory Committee and approved by the administration.
5. A periodic evaluation of existing collection of print and electronic using various approaches/tools shall be conducted.
6. A regular weeding or deselection program shall be undertaken to keep the collections of print and electronic relevant and up-to-date.

*(CMO No. 22, Series of 2021 Section 4, Collection Management)*

#### **SELECTION**

**Objectives.** The library shall plan to obtain, within its financial capabilities, miscellaneous library materials such as print and non-print materials required in the following:

1. To select and procure appropriate and relevant library resources both print and electronic to support instruction and research programs of the university;
2. To ensure that the quality and quantity of library materials conform with the standards set for a particular academic program;

3. To ensure that the library collections are organized according to an accepted scheme of classification and standards code of cataloging; and
4. To maintain a relevant and updated collection by conducting a regular inventory and weeding of the library resources.

## **SELECTION RESPONSIBILITY**

**Faculty Members.** Faculty members are urged to actively participate in the development of the library collections. The selection of library materials is a joint responsibility of the faculty and the librarians. It is, however, the responsibility of the faculty members to ensure that the library resources are adequate for the courses that they are teaching. The library should be informed of forthcoming degree programs as a certain lead time is necessary to acquire materials which will be needed.

**University Library Committee (ULC) Representatives.** They recommend long-range plans for the development of library resources and guidelines for prescribing textbooks and instructional manuals. Requests for book orders are channeled through the unit librarians or directly to the university librarian.

**Unit Librarians.** They are responsible for the development of their respective collection in coordination with the ULC representative. They shall inquire to the Technical Services Division (TSD) Librarian for suppliers' price list, publisher's catalogs, or subscription lists. Unit librarians request the department chair to recommend proposed titles according to priority for purchase or subscription. Librarians shall maintain their own records and keep track of or follow-up the department orders or subscriptions.

## **GENERAL CRITERIA**

Selection shall be made for library resources that represent different points of view and which are of current interest and possible future significance. When doing selection, the following criteria should be considered:

1. Subject matter (relevance of the subject matter to the curriculum)
2. Authority (authorship, publisher, sources of information)
3. Treatment (accuracy, objectivity, style and audience)
4. Scope (purpose, coverage and up-to-dateness)
5. Format (binding, materials used, paper quality and arrangement)
6. Potential demand for the material
7. Relation to the collection (will it strengthen the current collection?)
8. Special features (ease of use, illustrations)
9. Cost (worthiness, value for money)

## **SELECTION OF E-RESOURCES**

The University Library in coordination with the ULC acquires and subscribes cost-effective and balanced electronic resources in support to the institutional needs. These subscriptions must be accessed remotely. The library is open to consortium and partnership in cooperative acquisitions and cost-sharing with any library network.

## **General Criteria**

The subject matter covered is relevant to the university curriculum and the needs of primary users (students, faculty, and staff).

1. Appropriate intellectual level, depth of coverage, and quality of information for the user population
2. Reputable, reliable, and authoritative producer
3. Information and updates are current, accurate and complete
4. Electronic format provides greater accessibility to information over other formats
5. Uniqueness of information

## **Format**

1. Citation/abstract databases
2. Full-text article databases
3. Full-text reference sources online
4. Graphics and multimedia files
5. E-Books (selective)

## **Access**

Electronic Resources must meet the following criteria:

1. Accessible through the Internet
2. Authentication by IP address (rather than passwords or logins)
3. Compatibility with the Library's existing proxy server and software

## **User-friendliness**

Electronic resources should adhere to conventional user expectations such as:

1. Availability of on-screen help/tutorials
2. Basic and guided/advanced searching
3. Helpful error message (i.e., error messages indicate specific problem(s) and provides possible alternatives)
4. Ability to print, save, and email results and/or articles

## **Cost Considerations**

1. Cost effectiveness (including the availability and cost of updates and back-up files when appropriate)
2. Ability to sustain the cost in the future
3. Potential usage and/or uniqueness of information justifies the cost

## **Vendor Considerations**

1. Offer customer service and technical support that is readily available during library operating hours, ensuring a prompt and helpful response to user needs
2. Availability and quality of training programs
3. Reputation and track record indicate ongoing product support through updates or new releases
4. Documentation is thorough and clear

## **Technical Considerations**

1. Meet usual and customary technical standards in the industry
2. Allow for local customizations via system administration access for the library
3. Compatible with the library's existing and/or future hardware
4. Compatible with standard web browsers if accessible through the Internet
5. User-friendly format usage statistics

## **Special considerations for online reference sources or subscriptions to individual online journals**

A subscription to or purchase of an individual online reference or journal title will be considered if:

1. The electronic format offers value-added enhancements to make it preferable over or a significant addition to its print equivalents such as wider access, flexibility in searching, and frequent updates;
2. It contains or covers the equivalent information compared to the print format; and
3. The electronic version is cost-effective (e.g., the cost differential is justified by demonstrated or expected increase in use) and provides great access to users. If an electronic resource is acquired in the electronic format, especially with perpetual ownership rights, the University Library Committee (in conjunction with the librarians) should determine if the print equivalent should be cancelled.

## **DECISION MAKING PROCESS**

### **Requesting New Subscriptions/Acquisitions**

All new electronic acquisitions must be requested through the University Library Committee.

1. In consultation with faculty, librarians, and others (as needed), the University Library Committee will consider whether or not the product meets the selection criteria outlined in the Electronic Resources Collection Development Policy.
2. The University Librarian will request pricing for the product and investigate consortia purchase options.
3. The University Librarian will request a trial of the product. All trials should be coordinated through the University Library Committee this will ensure that the trial is appropriately timed and publicized when necessary.
4. In consultation with faculty, librarians and others (as needed), the University Library Committee will solicit feedback and evaluate the product based on the trial.
5. The University Librarian will consult reviews of the product.
6. The University Librarian will consult other subscribers of the product.

Based on cost, perceived need, usage, and the degree to which the electronic resource meets the selection criteria, the committee will; 1.) Decide whether or not to acquire and 2.) If a decision to acquire is made, prioritize its purchase in relation to other electronic resources requested within budgetary constraints.

## **REVIEW**

A subscription to a product may be cancelled if:

1. Usage statistics are consistently low over a significant period of time.

2. The product is no longer cost effective.
3. The content provided is no longer meeting the needs of MSU-IIT users.
4. A competitive or better product becomes available.
5. The vendor fails to hold up their end of the agreement and/or provides poor services.
6. A product's price inflates such that it is no longer considered affordable.
7. The product's content is found to duplicate content in another database.
8. A new vendor can deliver a superior product, including a more user-friendly search interface, providing greater and more reliable access at a reasonable cost, or meet other key criteria that are not being met by the current database provider.

## **ACQUISITION**

The primary function of the library is to provide the students, faculty, and staff with the needed information for teaching and research to support the curricular offerings of the university. It also provides materials for recreational purposes or for the pursuit of non-academic interests.

### **Multiple Copies**

1. Acquisition of in demand titles will be the primary consideration for duplication.
2. Duplicate titles received as gifts or exchange will be treated the same as to those purchased library materials.
3. The library will not purchase duplicate copies for the sole use of individuals.

### **Gifts/Donations**

1. The library solicits and encourages gifts and donations of useful materials, or money to purchase them, provided they fit into the acquisition policies and there are no restrictions attached.
2. The library will not accept gifts with conditions as to their disposition or location except by express permission of the University Librarian.
3. The library is free to dispose any unneeded publications regardless of how they were acquired.
4. The TSD is responsible for accepting and processing gifts.

**Exchange.** The trading of publications among libraries is another means of acquiring library materials. The library will enter into exchange agreements with other libraries and institutions whenever such exchange of publications is advantageous to the library as determined by the head of the TSD. Publications received on exchange will be added to the collections in accordance with the acquisition policy. The suitability for inclusion of these in the library's holdings will be determined by the TSD librarian and unit librarians.

**Limitations.** The library observes the following general guidelines:

1. Publications in English and Philippine languages will be given higher priority.
2. Materials will be acquired in another suitable format if originals are not available or are too expensive.
3. Duplicate copies will be purchased only by a justification of heavy and continued use.
4. Specialized research materials will not be duplicated unless dictated by special circumstances.
5. Variant editions of a title held will be acquired only if they are "standard" editions or contain substantial changes and are needed for research purposes. This does not apply to scientific publications.

6. The library will not purchase extensive, in-depth materials for specific research topics or for short-term research projects.
7. The library will make no special effort to collect materials in non-western languages, even in subject areas of comprehensive coverage, if there is no sizeable number of researchers with a facility in that language.

## **PRESERVATION**

**Inventory.** Inventory is usually conducted to all unit libraries with the representative from the Supply and Property Management Division (SPMD) and representative from the Commission on Audit (COA) every year or as the need arises, usually during Christmas Break and Summer.

**Weeding.** To keep the collection functional and current, the library will withdraw certain materials from its shelves. Evaluation of the collection will be the joint responsibility of the librarians and the faculty members. Materials that will be removed from the collection shall be based on the following guidelines:

1. If the book has not been circulated more than twice in the past three years.
2. If the serial or software has not been used over the past ten years.
3. If the library material is no longer in usable condition, the item is weeded and a decision will be made whether to replace it or not.
4. Timeliness will be considered. This may refer to:
  - 4.1. Outdated materials, particularly in the sciences and technology.
  - 4.2. Library materials that are no longer in demand or support the current curriculum.
  - 4.3. Older editions which are not used.
5. Certain subject areas will be weeded when a title is no longer circulated, timely, or the information seems unreliable.
6. Where there are many duplicate and are not used, all but a single copy will be considered for weeding.

### **Schedule of Weeding of Materials**

1. Every summer;
2. Every end of each semester;
3. Every Christmas break;
4. Or as the need arises or as deemed necessary.

In addition, the library will also weed-out library materials according to the following guidelines:

1. **Reference Books**
  - 1.1. Encyclopedias. A new edition is required every five to ten years for each set.
  - 1.2. Dictionaries. Never discard unabridged dictionaries, unless the copy is totally worn out; supplementary dictionaries are discarded when superseded.
  - 1.3. Almanacs and Yearbooks. Retain volumes spanning five to ten years; always get the latest edition.
  - 1.4. Directories. Get the latest edition; retain volumes spanning five to ten years.
  - 1.5. Gazetteers and Atlases. Consider the cost; if expensive, do not discard.
  - 1.6. Travel Books and Guidebooks. Retain travel books for ten years only unless of historical value.

## **2. Subject Areas**

- 2.1. Philosophy. Retain philosophical systems, standard works.
- 2.2. Religion. Basic information on different religions shall be retained; sermons, prayers, and meditations will be treated according to demand.
- 2.3. Social Sciences. Subjects like economics and politics quickly becomes outdated and new editions to titles must be acquired; standard works will be retained.
- 2.4. Languages. Old grammar materials will be discarded.
- 2.5. Science and Technology. Currency is very important; maximum “shelf-life” is five years; discard materials after five years and replace with new editions; retain standard works; retain for ten-year basic works on astronomy, inventions, horticulture, and business standard works; crafts and cookbooks will be discarded according to use.
- 2.6. Fine Arts. Basic works will be retained; recreational materials will be discarded as needed.
- 2.7. Literature. Literary criticism and history will be retained until superseded; collected editions will be retained, or replaced with better editions; works of poets and dramatists no longer read will be discarded; retain classics, standard works.
- 2.8. History and Geography. Accuracy and viewpoint will be the main criteria for consideration; many war narratives have now been superseded, keep only outstanding materials; geographies will be kept for five years only.

## **3. Fiction**

- 3.1. Ephemeral materials will be discarded in five years.
- 3.2. Works by literary masters will be retained.

## **4. Pamphlets**

- 4.1. The same criteria for non-fiction; keeping only those which are up-to-date.

**Revision.** This acquisition and selection policy will be subject to review at least once every year by the Acquisition Section. Any portion of the policy statement is subject to change at any time. Faculty members will be invited to submit suggestions for revision to the Acquisition Librarian. The policy as well as any changes will have final approval by the University Librarian.

## CHAPTER IV

### GENERAL COLLECTION

1. **The General Collection.** This collection can be found in the main library and unit libraries, and grouped according to the type of material and subject areas.
  - 1.1. **Reference Books.** These are materials that are consulted for a definite item of information rather than read throughout, such as encyclopedias, dictionaries, handbooks, almanacs, yearbooks, atlases, bibliographies, etc. in general and specialized topics.
  - 1.2. **Filipiniana.** These materials are about the Philippines and Filipinos, written in any language, regardless of the place of publication or authorship.
  - 1.3. **Serials.** This is the action or process of collecting a publication that is issued in successive parts. Examples are periodicals, magazines, journals, newspapers, annual reports, and series. Journal and periodical are terms also used to describe such publications.
  - 1.4. **Vertical File Materials.** (Sometimes referred to as a clippings file or pamphlet file). It is a collection of material such as news clippings, booklets, maps, pictures, pamphlets, tourism brochures, and other grey literature, created and maintained by libraries and other organizations.
  - 1.5. **Theses and Dissertations.** These are original research outputs and scholarly publications pertaining to a particular field of specialization done by faculty members and students.
  - 1.6. **Undergraduate Theses.** It is an original, independent research project undertaken by the student with the guidance of a faculty supervisor that culminates in an appropriately researched and structured research paper.
2. **Arts and Social Sciences Collections.** These are materials for the College of Arts and Social Sciences courses in languages, humanities, philosophy, psychology, history, religion, sociology, political science, Philippine studies, literature, and the arts for both the undergraduate and graduate programs.
3. **Engineering, Computing and Technology Collections.** The subject concentration is on electrical, computer, electronics, civil, mining, industrial, environmental, mechatronics, metallurgy, mechanical, computer science, information technology, information system, and computer applications for both the undergraduate and graduate courses.
4. **Economics, Business and Accountancy Collections.** The subject concentration of these collections is on economics, business, accounting, marketing, management, entrepreneurship, and hospitality management for both undergraduate and graduate programs.
5. **Science and Mathematics Collections.** The subject concentration of these collections is on mathematics, statistics, chemistry, physics, biology, animal biology, plant biology, marine biology, microbiology, biodiversity, environmental science, and other allied fields for undergraduate and graduate levels.
6. **Health Sciences Collection.** These are specialized materials related to health sciences specifically for the use of students from the College of Health Sciences.
7. **Education Collections.** The concentration of education collections is on pedagogy, educational management, educational psychology, education principles, education philosophy, physical education, industrial education, home economics education, drafting

technology, science, mathematics, biology, chemistry and physics for both undergraduate and graduate courses.

8. **Integrated Developmental School Collections.** These are holdings intended for high school students from Grade 7 to Grade 12.
9. **General Reference and Filipiniana Collections.** These collections are located in the Main Library which consist of dissertations, graduate and undergraduate theses, MSUiana, IITiana, ILIGANiana, Mindanaoans, Rizaliana, and indigenous materials and local publications of magazines and journals, newspapers, and vertical files.
10. **AV/Multi-Media Collections.** These are collections consist of computer files such as CD-ROM,DVD, films, video tapes, slides, maps, globes, charts, etc.
  - 10.1. Computer terminals – Each library is provided with at least five computer terminals connected to the network. Use of the terminals is on a first come first-served basis. The following are the services:
    - 10.1.1. Encoding of files and reports
    - 10.1.2. Access to the different databases
    - 10.1.3. OPAC viewing and searching
    - 10.1.4. Online library user registration
    - 10.1.5. Access to the internet
  - 10.2. Viewing of multi-media materials - Faculty members should make a reservation/appointment with the head librarian three days before the scheduled viewing. Only 10-20 students are allowed per viewing due to limited space.
11. **Online Databases.** The online databases subscribed to by the library are critical tools that provide students, faculty, and staff with access to a wide range of authoritative resources, including scholarly articles, academic journals, e-books, and specialized reports. These databases support research and academic pursuits by offering reliable, peer-reviewed content across various disciplines, ensuring access to high-quality information that may not be readily available through general internet searches. By subscribing to these databases, the library enhances the research capabilities of its users, contributing to academic excellence and informed decision-making across the institution.

## **CHAPTER V**

### **TECHNICAL SERVICES DIVISION**

The Technical Services Division (TSD) is responsible for the selection, acquisition, and cataloging of all materials for the University Library collections. Functions also include evaluation, organization, preparation and preservation, accounting and keeping records of library materials acquired.

#### **SELECTION AND EVALUATION PROCESS OF LIBRARY MATERIALS**

1. Deans, faculty, librarians and University Library Committee members examine the list of titles from suppliers/book dealers price lists, publishers' catalogs and other selection tools. Selected titles must have the following information: Title, author, edition, copyright date, publisher, source or dealer, no. of copies, and price. (See *Library Selection and Acquisition Chart*).
2. Unit librarian makes a priority list using the prescribed book/journal purchase request form.
3. Unit librarian submits lists to the Main Library.
4. Acquisition librarian will do bibliographic searching through the OPAC to determine if such a title is already available so as to avoid duplication.
5. University Library financial assistant prepares Project Procurement Management Plan (PPMP) for books based on the priority lists submitted.
6. PPMP will be forwarded to the Vice-Chancellor for Academic Affairs, Budget office and the Chancellor for approval.
7. Submit approved PPMP together with the approved Purchase Request to the Procurement Management Division (PMD) for consolidation.

#### **ACQUISITION OF LIBRARY MATERIALS**

1. The Bids and Awards Committee (BAC) oversees the procurement of library materials as mandated by RA 9184, also recognized as the Government Procurement Reform Act. This responsibility is carried out in collaboration with the Procurement Management Division (PMD), which is tasked with preparing purchase orders and awarding them to the most cost-effective bidder.
2. The University Library financial assistant prepares the Budget Utilization Request and Status for obligation of the Purchase Order (PO) which will be forwarded for processing to the Office of Budget Management (OBM), Accounting Division, Office of the Chancellor and back to Procurement Management Division (PMD) for serving.
3. Supplier sends/delivers library materials to the Supply and Property Management Division (SPMD).
4. Inspection report is prepared by SPMD and forwarded to the Technical Services Division (TSD).
5. TSD in-charge checks library materials based on inspection report.
6. TSD in-charge signs inspection report and library materials shall be delivered from SPMD to TSD for processing.
7. End of the transaction

#### **ARRIVAL OF MATERIALS**

1. TSD in-charge receives library materials from SPMD

2. TSD in-charge checks each item against Sales Invoice and PO to make sure items are complete
3. TSD in-charge stamps items for ownership
4. TSD in-charge accessions and assigns barcodes
5. TSD in-charge catalogs and classifies library materials
6. TSD in-charge affixes call number to each library material
7. TSD in-charge attaches book pockets and inserts book cards with correct bibliographic information
8. TSD in-charge prepares Property Accountability Receipt (PAR)
9. TSD in-charge prepares Property, Plant and Equipment Ledger Card for each item
10. TSD in-charge delivers library materials to unit libraries with PAR for signature
11. Unit librarians forward PAR to TSD
12. TSD in-charge forwards all necessary documents (PAR, Purchase Order, Sales Invoice, Property, Plant and Equipment Ledger Card, Monitoring Slip, etc.) to SPMD
13. End of the transaction

## **TECHNICAL PROCESSING OF LIBRARY MATERIALS**

### General Policies and Procedures

1. The library adheres to the conventions and practices set by the following codes:
  - 1.1. Dewey Decimal Classification (DDC) and Relative Index
  - 1.2. Cutter-Sanborn Three-Figure Author Table
  - 1.3. Sears List of Subject Headings
  - 1.4. Resource Description and Access (RDA)
  - 1.5. American Library Association (ALA) Filing Rules
2. The library does original cataloging for library materials without Cataloging in Publication; copylogging is done and modified in conformity with the requirements of the programs of the college.
3. Original cataloging involves the following steps:
  - 3.1. Selecting the main entry
  - 3.2. Deciding added entries
  - 3.3. Recording the elements in bibliographic description
  - 3.4. Selecting appropriate entries using the Sears List of Subject Headings
  - 3.5. Classifying the book according to the DDC
  - 3.6. Encoding in the library system

### **MECHANICAL PROCESSING – It involves the following tasks:**

1. Collating and stamping
  - 1.1. Open and check pages of library materials for the correctness of pagination.
  - 1.2. Stamp library ownership approximately one inch from the following pages.
    - 1.2.1. inside left top cover
    - 1.2.2. verso page top left
    - 1.2.3. page 33 and page 100 top from left
    - 1.2.4. less 20 pages from the last page top right
2. Accessioning
  - 2.4. Record all library materials received in their designated accession books (e.g., purchased, donated).
  - 2.5. Write the accession number on the stamped pages of the library materials.
  - 2.6. Record complete bibliographic information of library materials including barcode, price, sales invoice number, and PAR date in the accession book.

3. Manual Cataloging
  - 3.1. Provide process slips for every material
  - 3.2. Search bibliographic information of the library materials online
  - 3.3. Copy call number if the book already exists
  - 3.4. If non-existent, transcribe description of material using the AACR2, that is, the title page, pagination, illustration, size, series, notes, ISBN, ISSN, physical format and cost
  - 3.5. Record date of acquisition, invoice number and date of PAR, accession number and barcode number at the back of the process slips
  - 3.6. Assign subject headings of the material (maximum of 3 subjects and cross references) using the Sears List of Subject Headings as reference
  - 3.7. Establish added entries of joint authors and series titles, parallel titles, if any
  - 3.8. End of the transaction.
4. Classification
  - 4.1. Assign classification and author number of the materials on the process slip and mark the same on the verso page of the material using the DDC Scheme and Cutter's Author Figure
  - 4.2. Indicate the location symbol in the process slip as a guide for typing the Property Accountability Receipt (PAR) for distribution to the service unit
  - 4.3. Record classification number in the accession record book
  - 4.4. Using the process slips, update the database by accessing the catalog module
  - 4.5. Using the process slips, input the data in Destiny Library Manager (DLM)
  - 4.6. End of the transaction.

## CATALOGING TITLES & ADDING COPIES USING DESTINY LIBRARY MANAGER

*Instructions for cataloger.*

### 1. Searching for an Existing Record

From the Catalog Icon, open the Add Title page to search for the record you need.

- Choose the material type Example: Books
- Specify your search type Example: Title
- Enter your search item and click Go

**Tip:** For the easiest search, verify that ISBN is selected in the list and scan the item's ISBN barcode.

#### 1.1. Viewing Your Search Results

Skim the search results for the record you need.

- If you find it, click Details to view the record and verify that it is the correct one.

**Tip:** To prevent duplicate entries in your database, whenever possible, try to choose a record from your database.

- If you don't find the exact record you're looking for, try to find a similar one that you can adapt to fit the item in hand.

## 1.2. Saving and Editing a Record

If you find the right record in your database:

- Click Details. Then from the Title Details, click Add Copies. Enter the number of copies, starting copy barcode, call number, and any other information you need, click Save Copies, and you're done!

If you don't find the exact record you were looking for, you may be able to edit a similar one:

- Click Details and examine the title information to determine its suitability for adapting. If it's a close match, click Duplicate, make your changes, save the title, and add a copy.

If you find the right record from Alliance Plus, Alliance A/V (), or Z39.50 source:

- To save the MARC record to your database, click Save Title.
- To save the record and add copies, just click Add Copies. Enter the number of copies, starting copy barcode, call number, and any other information you need, click Save Copies, and you're done!

If you don't find the exact record you're looking for, try to find a similar one that you can edit.

After clicking Details, examine the title information to determine its suitability for editing.

If you can adapt it, click Save title, then Edit Title, make your changes, and add a copy.

## 2. Creating a New Record

- 2.1. On the search results list, click Nonexistent? Add the Title to open the Add Title page.
- 2.2. On the **Brief Title** tab, enter the basic information about the item that you're cataloging: title, standard numbers, material type, author, publication information, and physical format.
- 2.3. Use the fields on the **Series/Notes** tab to provide your clients with information about the title's series and volume, and its interest grade level. This information appears in the **Explore!** section of the **Title Details** page in the **Catalog**.

You can also create general, content, and summary notes. The summary note appears in the top section of **Title Details**. The general and contents notes appear under **Additional Info**.

- 2.4. Use the options on the **Subjects** tab to maintain subjects for this title. Subjects help your clients find titles with a common topic. They appear in the **Explore!** section of **Title Details**.

**Note:** These subjects are visible across the district. Site-specific subject headings are added through the **Title Details** page using **Site Subjects**.

- 2.5. On the **Resources** tab, you can add several links for electronic resources to a record.

The descriptions appear as live links to the websites in the **Explore!** section of **Title Details**.

You can also enter Lexile Measures and Codes for the title here. They appear in the **Additional Info** section of the **Title Details** page.

- 2.6. On the **Added Entries** tab, enter any personal names (other than the main-entry author) that are associated with the title.
- 2.7. Also enter any varying form of the title- a parallel, cover, or spine title, among others.
- 2.8. Click **Save Title** when you are done.

**Tip:** If your **library** participates in the Accelerated Reader or Reading Counts! Programs, you can enter quiz and points information so students can find the books they want.

After saving the record, just click **Edit Quiz Info** on the **Title Details** page.

## LABELING

### Call Number

1. Encode the call number of the book.
2. Print the call number using sticker paper.
3. Paste the printed call number to the book approximately 1 ½ inch from the bottom of the spine or ¼ inch from the top left portion of the front cover.

### Book Card, Book Pocket, Date Due Slip

1. Paste the book pocket at the back cover approximately one inch from the bottom.
2. Paste the date due slips on the last page of the back cover depending on the size of the book.
3. Insert the book card with the title, author, edition and call number in the book pocket provided at the back of the library material.

## PRESERVATION AND MAINTENANCE OF MATERIALS

### Paperback/ worn-out materials.

- Bind photoduplicated materials.
- Repair/rebind worn-out materials.
- Loose issues of selected periodicals were sent to a commercial binder to be bound.
- Loose local magazines are bound in the bindery section of the library.

## POLICIES AND PROCEDURES FOR BINDING JOURNALS

1. Sections/units determine the titles to be bound; each is given a quota (that is, the number of volumes).
2. Sections/units fill up the binding slips properly and submit them to the head of Technical Services.

3. Technical Services review the binding slips and examine preliminary grouping or bundles.
4. Type **Request Invoice Voucher (RIV)** based on binding slips.

Factors to be considered for binding:

1. Research value of the material
2. Completeness of the issues/volumes (that is at least 75% complete)
3. Assurance of continuity of the title subscribed/donated
4. Accountability of the staff

Other consideration:

Official Color coding

CASS	-	Green
COE	-	Maroon
CEBA	-	Yellow
CSM	-	Red
CHS	-	White
CED	-	Blue
IDS	-	Pink
CCS	-	Black

1. Arrangement of Issues

Issues must be arranged chronologically, that is, earlier years first followed by succeeding years, volumes, numbers and months.

2. Label on Spine – label the title of the journal

- 2.1. 1 ½ inch from the top of the spine – label the title of the journal
- 2.2. From the Title – 1 inch – label the volume and the number(s)
- 2.3. Use Vol. for Volume and No. for the abbreviation of the number
- 2.4. From the Volume & Number – 1 inch – label the month(s); use the following abbreviations; Ja, Fe, Mr, Ap, My, Je, Jl, Ag, S, O, N, & D
- 2.5. From the month – 1 inch – label the year(s)

## LOST LIBRARY MATERIALS

1. A lost book must be replaced with a copy of the same author, title, edition, and binding or paid for at its current market value plus an additional 20% and any applicable fines, or replace it within thirty (30) days by another title to be selected by the librarian.
2. Unit librarian shall issue an Assessment Slip where the amount to be paid is indicated.
3. Payment for lost books must be made at the Cashier's Office, and an Official Receipt must be presented at the unit library.
4. Unit librarian forwards Official Receipt (OR) to TSD for verification of accountability, property number, price, OR number and year acquired, among others.

## **STOCK REVISION/ WEEDING OF THE COLLECTION**

### **Policies and Procedures**

#### **Basic Consideration:**

1. The research value of the material to be weeded out with regards to the users, group or individual in the community
2. Availability of funds for new titles
3. Relations of the material to the other subjects
4. The degree to which the library wants to maintain older materials

#### **Weeding Procedures**

1. Remove duplicate titles but no longer in demand in excess of 5 or 10 copies
2. Remove superseded editions no longer in demand in excess of 5 or 10 copies
3. Worn-out materials (that is, those materials beyond repair)
4. Obsolete books in content, style, or theme
5. Outdated non-Filipiniana materials
6. Materials with missing chapters and beyond replacement due to non-availability of same title

## **INVENTORY OF LIBRARY MATERIALS AND PREPARATION OF WASTE MATERIAL REPORTS (WMR)**

### **1. BOOKS**

#### **1.1. Inventory**

- 1.1.1. Inventory is usually conducted to all unit libraries with the representative from the Supply and Property Management Division (SPMD) and representative from the Commission on Audit (COA) every year or as the need arises, usually during Christmas break and summer.
- 1.1.2. Unit librarians establish missing library materials and prepare materials to be condemned.
- 1.1.3. Unit librarians check materials to be condemned through the Property Accountability Receipt/Inventory Custodian Slip online system.
- 1.2.3. Unit librarians coordinate with the SPMD personnel on the schedule of condemnation and submit the materials to be condemned and the WMR forms.

### **2. DAILY NEWSPAPERS**

- 2.1. TSD staff prepares monthly summary of newspapers to be condemned based on the daily receipts.
- 2.2. TSD staff gathers newspapers from various unit libraries and section at the end of every month.
- 2.3. TSD staff prepares WMR and forward newspapers to SPMD.
- 2.4. Have materials inspected by a representative from SPMD.
- 2.5. TSD staff follows-up approval of reports submitted and gets a file copy for the library.

## **CHAPTER VI**

### **POLICIES AFFECTING PERSONNEL**

The policies, rules, and regulations set by the Civil Service Commission, Board of regents and the university shall constitute the basis for the office policies governing the library staff.

#### **ATTENDANCE RECORDING**

All personnel must use the Time Attendance System (TAS) for their daily attendance. One who desires to go on leave must file using the online leave application registration. A leave is not a right but a privilege. Hence, it must be approved by the Head of Office.

#### **PRIVILEGES**

##### **LEAVE OF ABSENCE AND BREAK**

- In addition to standard sick, vacation, and maternity leave privileges, staff members may be eligible for other benefits based on specific conditions.
- A 15-minute break is permitted during both morning and afternoon sessions for snacks.

##### **SEMINARS, TRAININGS, WORKSHOPS AND CONFERENCES**

- The institution shall maintain an ongoing library personnel development program to encourage career advancement and specialization.
- Training is crucial for every member of the library staff, spanning from senior management to the most recent junior recruits, in order to uphold an effective library system.
- The library shall organize internal training sessions to stay updated on technological advancements and formulate strategies for addressing new trends and updates in library affairs.
- Investing in the training and development of library staff is essential for effectively meeting the information needs of clients, particularly in today's era of information overload and rapid technological advancement.

#### **PROMOTION AND EVALUATION**

When a vacancy arises, it will be filled by qualified personnel. The evaluation of applicants for the position will adhere to the 1990 Revised Scheme for Evaluating Library Personnel (*refer to Appendix C: Qualification Standards*), along with the Personnel Specification for the position and performance ratings from the last two years, if applicable.

#### **PERFORMANCE EVALUATION**

The performance of all library personnel will be assessed semi-annually, from January to June and from July to December, utilizing the Individual Performance and Commitment Review (IPCR) system mandated by the Civil Service Commission. At the onset of each rating period, employees will develop a Commitment Target as part of the IPCR process, outlining their objectives to be achieved within a specified timeframe.

## **PROPERTY ACCOUNTABILITY**

Personnel assigned in the various sections shall be held accountable for the property in their respective sections.

1. The Technical Services Division (TSD) and each unit library will retain a copy of the Property Accountability Receipt (PAR) for all library materials.
2. Every purchased library material and equipment must be documented with a Property Accountability Receipt (PAR), which will be signed by the personnel of the unit library receiving it. However, the primary responsibility lies with the unit/section head.
3. The Technical Services Division (TSD) shall be responsible for recording library materials in the accession book. However, each section or unit should also have their own accession records to enable them to keep track of their accountability.

# **APPENDICES**

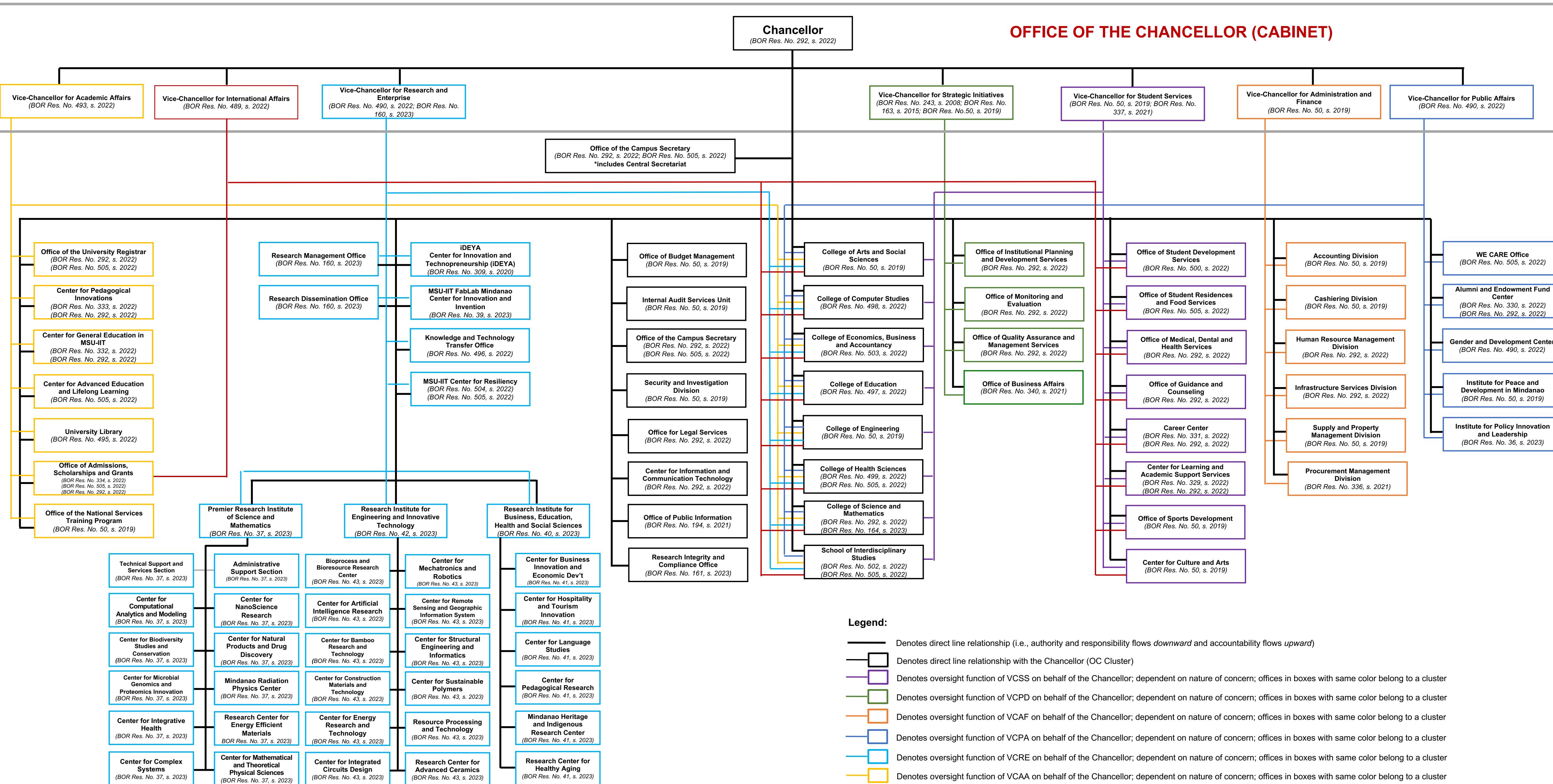
Appendix A

## **ORGANIZATIONAL CHARTS**



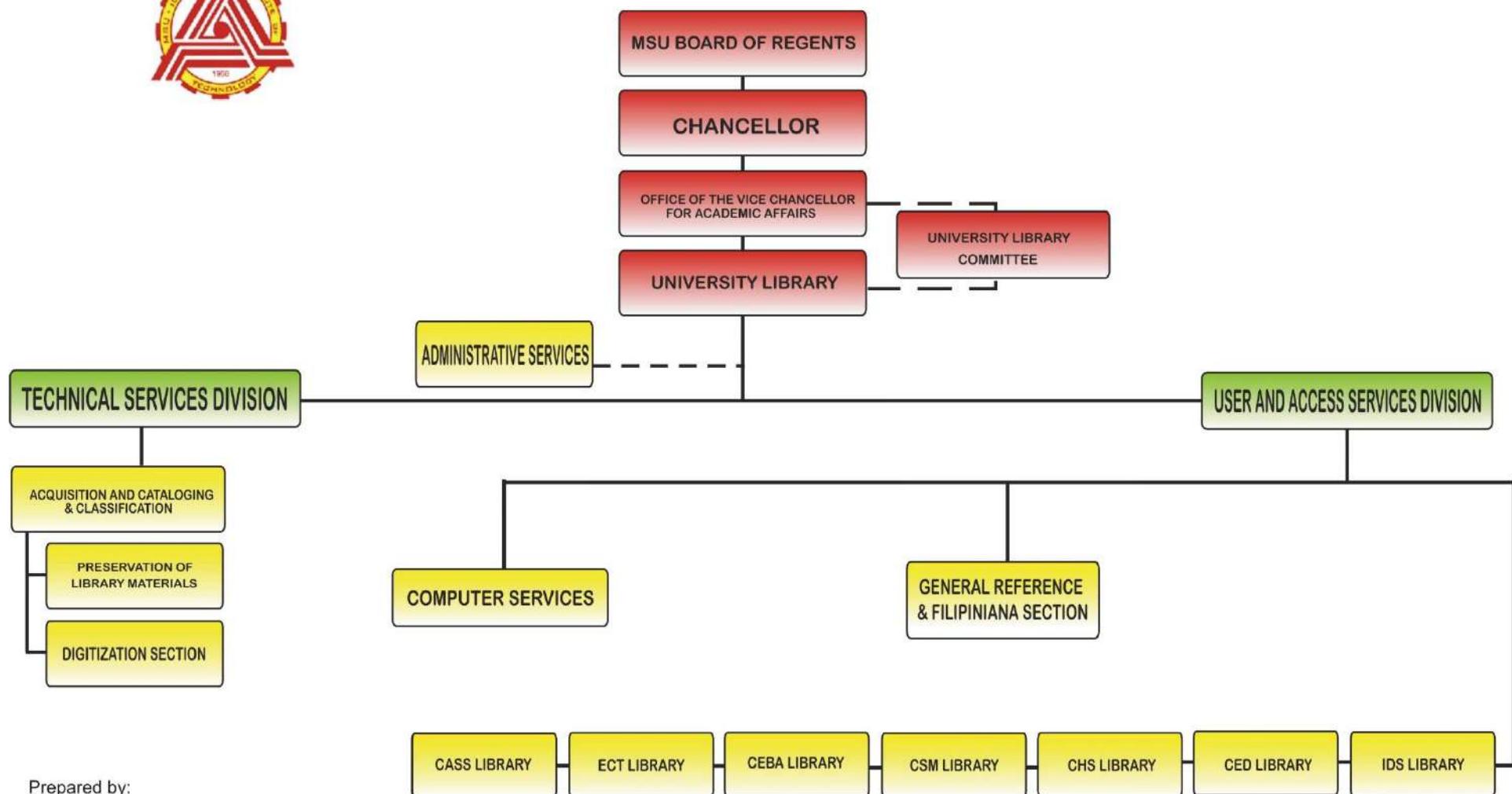
MINDANAO STATE UNIVERSITY:  
ILIGAN INSTITUTE OF TECHNOLOGY  
PROPOSED ORGANIZATIONAL STRUCTURE

APPENDIX A





## UNIVERSITY LIBRARY ORGANIZATIONAL STRUCTURE

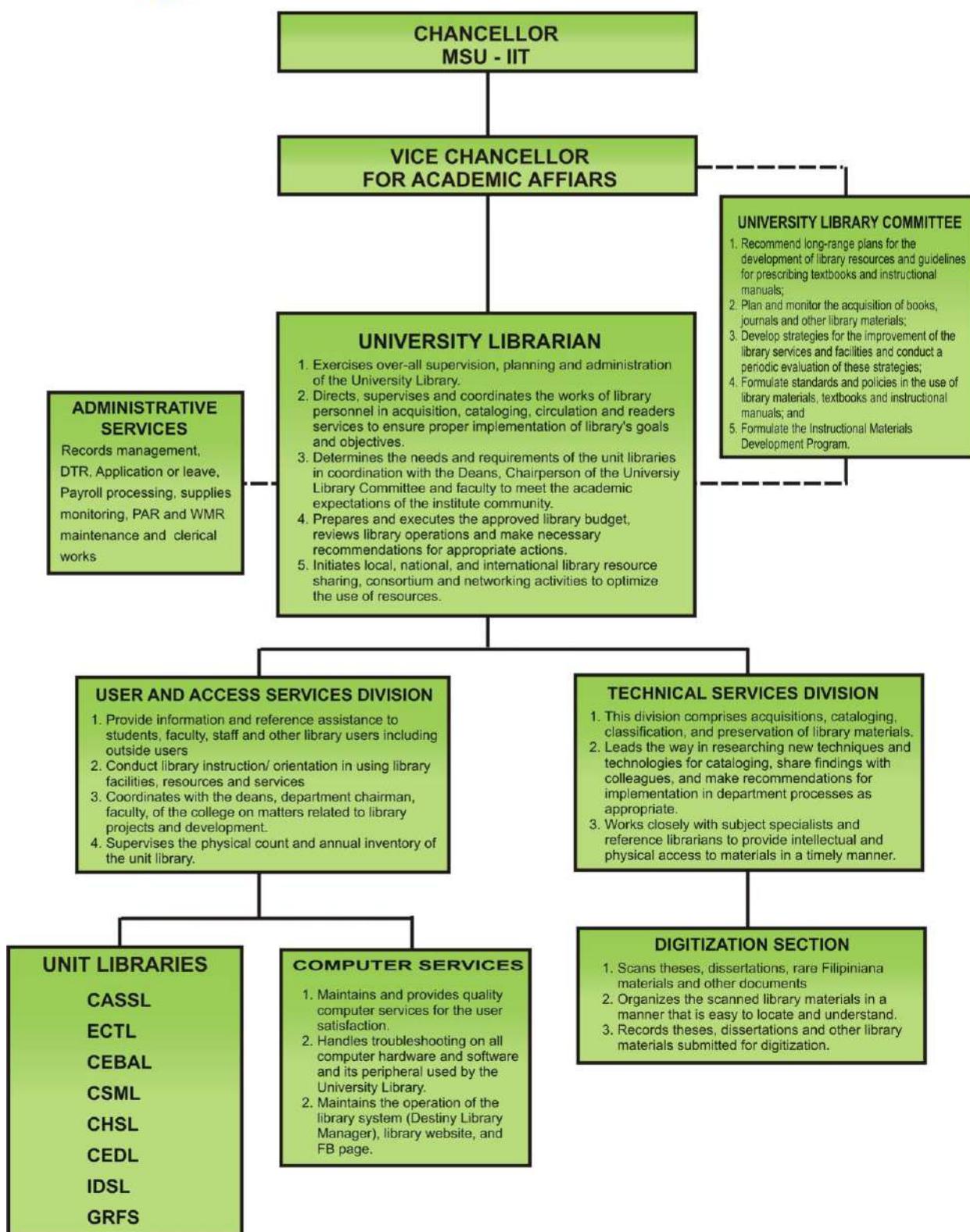


Prepared by:

  
**ROMAIDA G. ALI, RL, MSLIS**  
HEAD, UNIVERSITY LIBRARY



## UNIVERSITY LIBRARY FUNCTIONAL ORGANIZATIONAL CHART



Prepared by:

**ROMAIDA G. ALI, RL, MSLIS**  
HEAD, UNIVERSITY LIBRARY

Appendix B  
**JOB DESCRIPTION**

**UNIVERSITY LIBRARIAN**

**QUALIFICATION REQUIREMENTS**

**Education:** BS in Library and Information Science, Master's Degree in Library and Information Science, and preferably with at least 12 units in Ph.D. or doctorate program in Library Science or other related fields

**Eligibility:** RA 1080 (LIBRARIAN)

**Experience:** At least two (2) years of supervisory experience in library work, demonstrating effective leadership and management skills. May require significant experience working in an academic library, with a deep understanding of the unique needs and challenges of academic institutions.

**APTITUDE**

- Verbal aptitude to supervise and deal with library staff, the faculty, administrators, and other members of the University's community.
- Numerical aptitude to prepare a budget and maintain budget records.
- Clerical perception is needed to compile information and prepare reports.

**ORGANIZATIONAL RELATIONSHIPS**

- Appointed by the Chancellor for a permanent term or for a 6-month term for the officer-in-charge/acting head.
- Reports directly to the Vice Chancellor for Academic Affairs, and works closely with the college Deans, and the University Library Committee (ULC).
- Supervises all library personnel.

**DUTIES AND RESPONSIBILITIES**

1. Exercises the overall supervision, planning and administration of the University Library.
2. Directs, supervises, and coordinates the works of library personnel in acquisition, cataloging, circulation, and readers services to ensure proper implementation of objectives.
3. Determines the needs and requirements of the unit libraries in coordination with the Deans, Chairperson of the University Library Committee, and faculty to meet the academic expectations of the university community.
4. Prepares and executes the approved library budget and periodically reviews library operations and makes necessary recommendations for appropriate actions.
5. Recommends to the Vice Chancellor for Academic Affairs the hiring, promotion, and dismissal of library personnel.
6. Prepares and submits the written annual report on the operations and activities of the library.

7. Initiates local, national, and international library resource sharing, consortium and networking activities to optimize the use of resources.
8. Supervises the inventory of library materials and other equipment to maintain the quality of library collection and holdings.
9. Prepares and submits the written annual reports on the operations and activities of the library as may be required by the Vice Chancellor for Academic Affairs.
10. Guides the staff as they develop and present service changes and proposals for the unit libraries.
11. Understands and evaluates professional trends and ensures that the library remains at the forefront of innovation, ensuring relevancy to its customers.
12. Monitors use and trends and recommends changes to the services that the library provides.
13. Leads by example and models problem-solving skills and responsibility/accountability through personal example and excellence.
14. Develops and sustains an organizational culture that embodies open and two-way communication, customer focus, learning and innovation, accountability, teamwork, respect, and trust.
15. Conducts general library orientation and instruction.
16. Performs other functions which may be assigned by the immediate supervisor, Vice Chancellor for Academic Affairs.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES (SUPPORT FUNCTIONS)**

- As the focal person for the Strategic Performance Management System (SPMS)
  1. Monitor the submission of OPCRs, IPCRs, and Monitoring and Coaching Journals of all the unit and section libraries;
  2. Consolidate and submit on time all the accomplished OPCRs, IPCRs, and Monitoring and Evaluation to the Office of the Vice Chancellor for Strategic Initiatives on every submission schedule;
  3. Furnish/provide all the unit libraries a copy of their approved IPCRs, and Monitoring and Coaching Journal;
  4. Disseminate information pertaining to the implementation of Strategic Performance Management Systems (SPMS) of the University;
  5. Attend to all meetings on SPMS set by the Office of the Vice Chancellor for Strategic Initiative, when necessary; and
  6. Perform other related tasks.

#### **UNIT/ COLLEGE LIBRARIAN**

College of Arts and Social Sciences Library  
Engineering, Computing and Technology Library  
College of Economics, Business and Accountancy Library  
College of Science and Mathematics Library  
College of Health Sciences Library  
College of Education Library  
Integrated Developmental School Library  
General Reference and Filipiniana Section (GRFS)

## QUALIFICATION REQUIREMENTS

**Education:** Bachelor's degree in Library and Information Science or related fields

**Eligibility:** RA 1080 (LIBRARIAN)

**Experience:** Two (2) years of experience in library work with demonstrated organizational and supervisory ability. May require knowledge of specific subject areas related to the courses of study of the college being served.

## APTITUDE

- Verbal aptitude required to supervise library staff and to deal with library users.
- Numerical aptitude and clerical perception are needed to compile information preparereports and maintain budget records.
- Basic knowledge of computer applications.

## ORGANIZATIONAL RELATIONSHIP

Reports to: University Librarian

Supervises: Division/Unit Staff

## DUTIES AND RESPONSIBILITIES

1. Formulates, evaluates and implements the programs, policies, procedures, rules and regulations of the unit.
2. Prepares and submits annual report, working schedule, library resources requests and other office communication letter.
3. Attends meetings called upon by the University Librarian and by the Dean of the college
4. Performs operational activities.
  - 4.1. Records newly-acquired library materials.
  - 4.2. Prepares work schedule of library staff.
  - 4.3. Plans shelving arrangement.
  - 4.4. Updates information posted in the bulletin boards.
  - 4.5. Supervises material conservation through mending, simple binding, repair, paper treatment, etc.
  - 4.6. Supervises the cleanliness, neatness and orderliness in the section.
  - 4.7. Handles user complaints.
  - 4.8. Updates book entries in the Destiny Library Manager (Library System).
  - 4.9. Downloads journals and e-books articles from online databases
  - 4.10. Selects article title of e-journals and e-books from the subscribed online database and makes compilation on it.
  - 4.11. Charges and discharges library materials to users.
5. Directs and supervises the works of the support staff and student assistants.
6. Coordinates with unit heads, deans, faculty, department chairman of the college on matters related to library projects and development.
7. Conducts library orientation and instruction.
8. Provides information and performs reference assistance to clients and other researchers.
9. Prepares purchase requests of library resources to be acquired.
10. Supervises the physical count and annual inventory of the unit's materials/resources.

11. Performs, at certain times, administrative functions:
  - 11.1. Serves as Officer-in-Charge of the library in the absence of the University Librarian
  - 11.2. Serves as chair of committee/s created by the University Librarian
  - 11.3. Serves as secretary during librarians' meetings.
  - 11.4. Explains library policies, rules and regulations.
12. Safeguards all unit library materials.
13. Prepares necessary documents for accreditation.
14. Prepares action plans for the academic year.
15. Conducts general library orientation and instruction.
16. Performs other functions which may be assigned by the immediate supervisor, the Head of the University Library.

## **TECHNICAL SERVICES LIBRARIAN**

Designation: College Librarian

Section: Technical Services Division

### **QUALIFICATION REQUIREMENTS**

**Education:** Bachelor's degree in Library and Information Science or related fields

**Eligibility:** RA 1080 (LIBRARIAN)

**Experience:** At least one (1) year of experience in cataloging and acquisitions work with demonstrated supervisory ability.

### **APTITUDE**

- Verbal aptitude required to direct the work of other workers.
- Numerical aptitude and clerical perception needed to perform a great variety of filing, copying, examining, and sorting activities.
- Basic knowledge of computer application is required.

### **ORGANIZATIONAL RELATIONSHIPS**

Reports to: University Librarian

### **DUTIES AND RESPONSIBILITIES**

1. Performs original descriptive and subject cataloging for various library materials in a variety of languages and subject fields;
2. Determines appropriate guidelines in applying rules of Dewey Decimal Classification, Sear's List of Subject Headings, MARC21 and catalog materials in categories of advanced specialized backgrounds.
3. Conducts complex searching and researching of appropriate form of main entries, added entries and place names; assign main entries and subject headings; determine edition statements, imprints, collations and series notes.
4. Performs copy cataloging in several subjects from OCLC or LC and compare piece in hand to OCLC-derived MARC record.

5. Creates item record, assign cutter and print spine label for each physical item.
6. Carries primary responsibility for the development and maintenance of those parts of the catalog that pertain to collections under their jurisdiction. This means that all functions necessary for the creation and maintenance of the catalog that are not assigned to copy cataloging or authority control personnel or other support staff are part of the cataloger's responsibilities.
7. Leads the way in researching new techniques and technologies for cataloging, share findings with colleagues, and make recommendations for implementation in department processes as appropriate.
8. Determines appropriate treatments for series or multipart items, except in cases where the default treatment (fully analyzed, traced, and classified separately) has already been established in the authority file.
9. Provides assistance to other catalogers in resolving difficult cataloging problems in specialty areas of language and subject competence.
10. Works closely with subject specialists and reference librarians to provide intellectual and physical access to materials in a timely manner.
11. Performs other functions which may be assigned by the immediate supervisor.

## **LIBRARY SUPPORT STAFF**

Designation: ADMINISTRATIVE AIDE

Section: **Unit Libraries**

### DUTIES AND RESPONSIBILITIES

1. Monitors the registration of library users in the Destiny Library Manager.
2. Assists the library users in the use of the Online Public Access Catalog (OPAC).
3. Records daily statistics of book loans and library users.
4. Opens and closes the library on time.
5. Assists in charging, discharging, and renewing of library resources to users.
6. Assists the librarian and the supply representatives in conducting the yearly inventory of library resources
7. Records theses and dissertations submitted by the students.
8. Mounts and files newspaper clipping articles
9. Checks/verifies accountability records of faculty and staff for clearance purposes.
10. Updates student records.
11. Repairs worn-out books.
12. Shelf reads and shelves books.
13. Assists library users in locating desired information sources.
14. Prepares and processes loose-leaf journals for binding.
15. Inputs/encodes users' accountabilities in the online clearance system.
16. Answers telephone calls.
17. Performs other duties that may be assigned by the Immediate Supervisor.

Designation: LIBRARY SUPPORT STAFF

Section: **Technical Services Division**

### DUTIES AND RESPONSIBILITIES

1. Encodes Property Accountability Receipt (PAR) for newly purchased books.
2. Prepares and encodes Purchase Requests reviewed by the Acquisition in-charge.
3. Records, accessions, and mounts barcode numbers to newly acquired and other

- types of library materials received.
4. Prepares and encodes Purchase Requests reviewed by the Acquisition in-charge.
  5. Checks/verifies the call number, accession number, barcode, etc. of the processed books before distributing them to the unit libraries
  6. Answers telephone calls.
  7. Records, accessions, and mounts barcode numbers to newly acquired and other types of library materials received.
  8. Performs other duties that may be assigned by the immediate supervisor/University Librarian.

Designation: LIBRARY SUPPORT STAFF

**Section: TSD Bindery Section**

**DUTIES AND RESPONSIBILITIES**

1. Channels library communications to the proper receiving office.
2. Reproduces and mends needed/requested library materials for library use.
3. Checks newly arrived library materials for possible rebinding to protect from loose pages.
4. Mechanical processing of newly arrived library materials such that:
  - 4.1. Stamping of ownership.
  - 4.2. Labeling books with call numbers.
  - 4.3. Putting-up of book pockets.
  - 4.4. Filling-up book card with complete information of the book.
5. Delivers newly acquired library materials to section/unit libraries.
6. Distributes daily newspapers to section/unit libraries.
7. Gathers back issues of newspaper from section/unit libraries and submits at the Supply Office for condemnation.
8. Prepares billing of newspapers monthly.
9. Submits to the proper receiving office.
10. Assists in the preparation and inspection of library materials of unit libraries to be condemned.
11. Performs other duties that may be assigned by the direct supervisor.

Designation: LIBRARY SUPPORT STAFF

**Section: Digitization Section**

**DUTIES AND RESPONSIBILITIES**

1. Scans theses, dissertations, rare Filipiniana materials, and other documents.
2. Organizes the scanned library materials in a manner that is easy to locate and understand.
3. Prepares the daily statistics reports of scanned thesis and dissertations
4. Assists the TSD librarian in preparing the quarterly report of the digitized materials.
5. Records theses, dissertations and other library materials submitted for digitization.
6. Back up all the scanned library materials.
7. Assists the photocopying services of the library.
8. Assists in monitoring the registration of library users in the General Reference and Filipiniana Section (GRFS).
9. Performs other duties that may be assigned by the immediate supervisor and head librarian.

## **SYSTEM SUPPORT STAFF**

Designation: ADMINISTRATIVE ASSISTANT

Section: **Computer Services**

### DUTIES AND RESPONSIBILITIES

1. Maintains and provides quality computer services for the user satisfaction.
2. Handles troubleshooting on all computer hardware and software and its peripheral used by the University Library.
3. Designs, and updates of library web page for possible opening of individual home page by Cost Center.
4. Maintains the operation of the Destiny Library Manager, the library system of the University Library.
5. Prepares updated specifications on computer hardware for possible use of the University Library.
6. Maintains the recording operation of all CCTV's installed at the main and unit libraries.
7. In-charge in the operation of the Research Network Area at the main and unit libraries.
8. Keeps inventory records on all computer equipment used by the University Library.
9. Performs other duties that may assigned by the supervisor from time to time.

Designation: ADMINISTRATIVE AIDE

Section: **Administrative Services**

### DUTIES AND RESPONSIBILITIES

1. Handles and arranges travel expense report for the library personnel.
2. Issues library permit and referral letter for incoming and outgoing library customers.
3. Answers phone calls and greet warmly and route calls to appropriate library personnel.
4. Issues and countersigns university library clearance slip for the faculty and staff.
5. Keep records of supplies and take charge of the distribution to the different unit libraries.
6. Monitors inventory and maintains records of library supplies.
7. Prepares printed daily time records and other documents monthly (for permanent) and bi-monthly (for Casual and Job Order) employees for payroll attachments.
8. Prepares justification of No Time IN/OUT (biometrics) in cases of power interruptions.
9. Compiles permanent, Casual, Job Orders, and Student Assistants daily time record and leave applications of the library personnel.
10. Compiles, prepares, and retrieves library records and accreditation documents for the use of the University Library.
11. Prepares material needed for the university library meetings.
12. Records, accessions, and mounts barcode number to newly acquire and other type of library materials received.
13. Prepares and encodes Purchase Requests reviewed by the Acquisition in-charge.
14. Performs other duties that may be assigned by the immediate supervisor/University Librarian.

Designation: FINANCIAL ASSISTANT

Section: **Technical Services Division**

#### DUTIES AND RESPONSIBILITIES

Performs the following:

1. Reviews purchase request from the unit libraries and compiles the list of materials to be purchased.
2. Selects and orders books, periodicals, and other resources for the library.
3. Compares selections with OPAC (Online Public Access Catalog) and orders-in-process to avoid duplication.
4. Circulates selection lists to all unit libraries for comments.
5. Provides the list of vendors/suppliers for possible selection to invite and display during the book fair.
6. Consolidates and records the yearly supplies needed by the office as against the budget allocation.
7. Compiles the following:
  - 7.1 Data based statistics and analyses of past and current years to prepare an annual PPMP and to justify funds requested.
  - 7.2 List of new purchases and donations to the university library.
  - 7.3 Lists of books distributed to unit libraries.
8. In charge of office internal financial matters such that:
  - 8.1 Assists in the preparation of the work and financial plan of the university library.
  - 8.2 Prepares fund allocations for the library requests.
  - 8.3 Prepares Budget Utilization Requests (BUR) and Obligation Requests (ObR) for signature by responsibility center heads.
  - 8.4 Prepares purchase requests of job orders and vouchers for library transactions.
  - 8.5 Arranges and classify the annual PPMP, including supplemental, for signature by the responsibility center head.
  - 8.6 Performs other functions which may be assigned by the immediate supervisor.

**Appendix C**  
**QUALIFICATION STANDARDS (AS AMENDED 2017)**

POSITION	SG	LEVEL	GOV'T.SECTOR	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Librarian I	11	2	National, GFI, Local	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080
College Librarian I	13	2	IUG	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080
College Librarian II	15	2	National, GFI, Local	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1 year of relevant of experience	4 hours of relevant training	RA 1080
College Librarian III	18	2	National, GFI, Local	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	2 years of relevant experience	8 Hours of relevant training	RA 1080
Librarian Aide	2	1	National	Elementary School Graduate	None required	None required	None required (MC 11. S 96 -Cat. III)
Administrative Aide I	1	1	National, Local	Must be able to read and write	None required	None required	None required
Administrative Aide II	2	1	National, Local	Must be able to write and read/ Elementary School Graduate	None required	None required	None required

Administrative Aide III	3	1	National	*Must be able to read and write/ Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub-professional) /First Level Eligibility
Administrative Aide IV	4	1	National	*Must be able to read and write/ Elementary School **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub-professional) /First Level Eligibility
Administrative Aide V	5	1	National	*Must be able to read and write/ Elementary School **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s. 1996 Career Service (Sub-professional) /First Level Eligibility
Administrative Aide VI	6	1	National	*Must be able to read and write/ Elementary School **High School Graduate or	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s. 1996 Career Service (Sub-professional)

				Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course			/First Level Eligibility
Administrative Assistant I	7	1	National, Local	*Must be able to read and write/ Elementary School **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub-professional) /First Level Eligibility
Administrative Assistant II	8	1	National, Local	*Must be able to read and write/ Elementary School **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s. 1996 Career Service (Sub-professional) /First Level Eligibility
Administrative Assistant III	9	1	National, Local	*Must be able to read and write/ Elementary School **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s. 1996 Career Service (Sub-professional) /First Level Eligibility

				in college or High School Graduate with relevant vocational/trade course			
Administrative Assistant IV	10	1	National, Local	*Must be able to read and write/ Elementary School **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Relevant MC 11, s. 1996 Career Service (Sub-professional) /First Level Eligibility
Administration Services Assistant A	12	1	IUG	Completion of two years studies in college	2 years of relevant training	8 hours of relevant training	Career Service (Sub professional) First Level eligibility
Administration Services Assistant B	10	1	IUG	Completion of two years studies in college	2 years of relevant training	8 hours of relevant training	Career Service (Sub professional) First Level eligibility
Administration Services Assistant C	8	1	IUG	Completion of two years studies in college	1 year relevant experience	4 years relevant experience	Career Service (Sub professional) First Level eligibility

## Appendix D

### **UNIVERSITY LIBRARY COMMITTEE GENERAL FUNCTIONS**

The Committee shall perform the general functions of providing the MSU-IIT APC with staff support on all matters affecting the library resources and services, as well as institution of regulation of instructional manuals and prescription of textbooks. It shall perform the following functions:

- 1.) Recommend long-range plans for the development of library resources and guidelines for prescribing textbooks and instructional manuals;
- 2.) Plan and monitor the acquisition of books, journals and other library materials;
- 3.) Develop strategies for the improvement of the library services and facilities and conduct a periodic evaluation of these strategies;
- 4.) Formulate standards and policies in the use of library materials, textbooks and instructional manuals;
- 5.) Formulate the Instructional Materials Development Program;
- 6.) Perform other functions as the Committee finds it fit to be undertaken for the best interest of the Institute, and those to be assigned by the MSU-IIT APC or the Vice Chancellor for Academic Affairs.

The Committee shall meet regularly every month on a schedule agreed upon by the members. Special meetings may also be held at the call of the Chairperson or the Vice Chancellor for Academic Affairs (VCAA). The panel is likewise empowered to adopt rules and regulations necessary for the effective performance of its tasks.

Appendix E  
**LIBRARY FORMS**

<b>LIBRARY REGISTRATION FORM</b>			
(1x1) Photo			
Name (Print)	Surname	First Name	Middle Name
_____	Undergraduate	_____	Faculty
_____	Graduate	_____	Staff
College/Course & Yr. : _____			
Student/Faculty/Employee I.D. No.: _____			
City Address: _____			
Permanent Address: _____			
Date Applied: _____			
Mobile #: _____			
Birthday: _____			
E-mail add: _____			
_____ Signature			



MSU-ILIGAN INSTITUTE OF TECHNOLOGY  
Iligan City

**UNIVERSITY LIBRARY**

**PERMIT TO USE LIBRARY MATERIALS**

Name: \_\_\_\_\_ ID. No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Check:

/ / Faculty / / Student / / IIT Alumni / / Employee / / Others

School Agency : \_\_\_\_\_

Topic of Research : \_\_\_\_\_

Purpose of Research : \_\_\_\_\_

Referred to:

/ / CASSL / / CEBA / / CEDL / / CSML / / CHSL / / MM

/ / COEL / / IDSL / / GENERAL REFERENCE & FILIPINIANA SECTION

**MAY USE LIBRARY FACILITIES SUBJECT TO EXISTING RULES AND REGULATIONS**

OR. NO. \_\_\_\_\_  
DATE \_\_\_\_\_  
TIME \_\_\_\_\_

Head, University Library



MINDANAO STATE UNIVERSITY – ILIGAN INSTITUTE OF TECHNOLOGY

College/Unit Library

**LIBRARY NOTICE**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

MAY WE REMIND YOU...

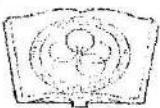
To return the following books not later than \_\_\_\_\_.

Date Borrowed	Author	Title	Call No.	Acc. No.

Purpose: \_\_\_\_\_ Overdue: \_\_\_\_\_ In Demand: \_\_\_\_\_ Inventory: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Librarian



**ALINET**  
(ACADEMIC LIBRARIES INFORMATION NETWORK IN MINDANAO, INC.)

LIBRARY PERMIT

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Name

---

Year & Course/Position/Designation

---

Institution/Office

Purpose of Research:

Resources Needed :

---

Name & Signature of Issuing Librarian

---

Date

**MSU-IIT LIBRARY**  
Iligan City  
**BOOK CARD**

**Author:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Barcode No.: \_\_\_\_\_

Acc. No. \_\_\_\_\_ Call No. : \_\_\_\_\_

**MSU-IIT UNIVERSITY LIBRARY**

**Assessment Slip**

**TO: CASHIER'S OFFICE**

Please issue O.R. for the payment of the following:

**OUTSIDE USER FEE : P**

**LIBRARY FINES : P**

**LOST BOOKS : P**

**PROCESSING FEE : P**

**TOTAL -----**

**NAME: \_\_\_\_\_ DATE: \_\_\_\_\_**

APPENDIX E

**INTELLECTUAL CODE OF THE PHILIPPINES**

**CHAPTER VIII**

**RIGHTS OF PATENTEES AND INFRINGEMENT OF PATENTS**

Sec. 71. Rights Conferred by Patent. -

71.1. A patent shall confer on its owner the following exclusive rights:

- (a) Where the subject matter of a patent is a product, to restrain, prohibit and prevent any unauthorized person or entity from making, using, offering for sale, selling or importing that product;
- (b) Where the subject matter of a patent is a process, to restrain, prevent or prohibit any unauthorized person or entity from using the process, and from manufacturing, dealing in, using, selling or offering for sale, or importing any product obtained directly or indirectly from such process.

71.2. Patent owners shall also have the right to assign, or transfer by succession the patent, and to conclude licensing contracts for the same. (Sec. 37, R. A. No. 165a)

Sec. 72. Limitations of Patent Rights. - The owner of a patent has no right to prevent third parties from performing, without his authorization, the acts referred to in Section 71 hereof in the following circumstances:

72.1 Using a patented product which has been put on the market in the Philippines by the owner of the product, or with his express consent, insofar as such use is performed after that product has been so put on the said market;

72.2. Where the act is done privately and on a non-commercial scale or for a non-commercial purpose: Provided, That it does not significantly prejudice the economic interests of the owner of the patent;

72.3. Where the act consists of making or using exclusively for the purpose of experiments that relate to the subject matter of the patented invention;

72.4. Where the act consists of the preparation for individual cases, in a pharmacy or by a medical professional, of a medicine in accordance with a medical prescription or acts concerning the medicine so prepared;

72.5. Where the invention is used in any ship, vessel, aircraft, or land vehicle of any other country entering the territory of the Philippines temporarily or accidentally: Provided, That such invention is used exclusively for the needs of the ship, vessel, aircraft, or land vehicle and not used for the manufacturing of anything to be sold within the Philippines. (Secs. 38 and 39, R. A. No. 165a)

**Sec. 73. Prior User. -**

73.1. Notwithstanding Section 72 hereof, any prior user, who, in good faith was using the invention or has undertaken serious preparations to use the invention in his enterprise or business, before the filing date or priority date of the application on which a patent is granted, shall have the right to continue the use thereof as envisaged in such preparations within the territory where the patent produces its effect.

73.2. The right of the prior user may only be transferred or assigned together with his enterprise or business, or with that part of his enterprise or business in which the use or preparations for use have been made. (Sec. 40, R. A. No. 165a)

**Sec. 74. Use of Invention by Government. -**

74.1. A Government agency or third person authorized by the Government may exploit the invention even without agreement of the patent owner where:

- (a) the public interest, in particular, national security, nutrition, health or the development of other sectors, as determined by the appropriate agency of the government, so requires; or
- (b) A judicial or administrative body has determined that the manner of exploitation, by the owner of the patent or his licensee, is anti-competitive.

74.2. The use by the Government, or third person authorized by the Government shall be subject, mutatis mutandis, to the conditions set forth in Sections 95 to 97 and 100 to 102. (Sec. 41, R. A. No. 165a)

**Sec. 75. Extent of Protection and Interpretation of Claims. -**

75.1. The extent of protection conferred by the patent shall be determined by the claims, which are to be interpreted in the light of the description and drawings.

75.2. For the purpose of determining the extent of protection conferred by the patent, due account shall be taken of elements which are equivalent to the elements expressed in the claims, so that a claim shall be considered to cover not only all the elements as expressed therein, but also equivalents. (n)

**Sec. 76. Civil Action for Infringement. -**

76.1. The making, using, offering for sale, selling, or importing a patented product or a product obtained directly or indirectly from a patented process, or the use of a patented process without the authorization of the patentee constitutes patent infringement.

76.2. Any patentee, or anyone possessing any right, title or interest in and to the patented invention, whose rights have been infringed, may bring a civil action before a court of competent jurisdiction, to recover from the infringer such damages sustained thereby, plus attorney's fees and other expenses of litigation, and to secure an injunction for the protection of his rights.

76.3. If the damages are inadequate or cannot be readily ascertained with reasonable certainty, the court may award by way of damages a sum equivalent to reasonable royalty.

76.4. The court may, according to the circumstances of the case, award damages in a sum above the amount found as actual damages sustained: Provided, That the award does not exceed three (3) times the amount of such actual damages.

76.5. The court may, in its discretion, order that the infringing goods, materials and implements predominantly used in the infringement be disposed of outside the channels of commerce or destroyed, without compensation.

76.6. Anyone who actively induces the infringement of a patent or provides the infringer with a component of a patented product or of a product produced because of a patented process knowing it to be especially adopted for infringing the patented invention and not suitable for substantial non-infringing use shall be liable as a contributory infringer and shall be jointly and severally liable with the infringer. (Sec. 42, R. A. No. 165a)

Sec. 77. Infringement Action by a Foreign National. - Any foreign national or juridical entity who meets the requirements of Section 3 and not engaged in business in the Philippines, to which a patent has been granted or assigned under this Act, may bring an action for infringement of patent, whether or not it is licensed to do business in the Philippines under existing law. (Sec. 41-A, R. A. No. 165a)

Sec. 78. Process Patents; Burden of Proof. - If the subject matter of a patent is a process for obtaining a product, any identical product shall be presumed to have been obtained through the use of the patented process if the product is new or there is substantial likelihood that the identical product was made by the process and the owner of the patent has been unable despite reasonable efforts, to determine the process actually used. In ordering the defendant to prove that the process to obtain the identical product is different from the patented process, the court shall adopt measures to protect, as far as practicable, his manufacturing and business secrets. (n)

Sec. 79. Limitation of Action for Damages. - No damages can be recovered for acts of infringement committed more than four (4) years before the institution of the action for infringement. (Sec. 43, R. A. No. 165)

Sec. 80. Damages; Requirement of Notice. - Damages cannot be recovered for acts of infringement committed before the infringer had known; or had reasonable grounds to know of the patent. It is presumed that the infringer had known of the patent if on the patented product, or on the container or package in which the article is supplied to the public, or on the advertising material relating to the patented product or process, are placed the words "Philippine Patent" with the number of the patent. (Sec. 44, R. A. No. 165a)

Sec. 81. Defenses in Action for Infringement. - In an action for infringement, the defendant, in addition to other defenses available to him, may show the invalidity of the patent, or any claim thereof, on any of the grounds on which a petition of cancellation can be brought under Section 61 hereof. (Sec. 45, R. A. No. 165)

Sec. 82. Patent Found Invalid May be Cancelled. - In an action for infringement, if the court shall find the patent or any claim to be invalid, it shall cancel the same, and the Director of Legal Affairs upon receipt of the final judgment of cancellation by the court, shall record that fact in the register of the Office and shall publish a notice to that effect in the IPO Gazette. (Sec. 46, R. A. No. 165a)

**Sec. 83. Assessor in Infringement Action. -**

83.1. Two (2) or more assessors may be appointed by the court. The assessors shall be possessed of the necessary scientific and technical knowledge required by the subject matter in litigation. Either party may challenge the fitness of any assessor proposed for appointment.

83.2. Each assessor shall receive a compensation in an amount to be fixed by the court and advanced by the complaining party, which shall be awarded as part of his costs should he prevail in the action. (Sec. 47, R. A. No. 165a)

**Sec. 84. Criminal Action for Repetition of Infringement. -** If infringement is repeated by the infringer or by anyone in connivance with him after finality of the judgment of the court against the infringer, the offenders shall, without prejudice to the institution of a civil action for damages, be criminally liable therefor and, upon conviction, shall suffer imprisonment for the period of not less than six (6) months but not more than three (3) years and/or a fine of not less than One hundred thousand pesos (P100,000) but not more than Three hundred thousand pesos (P300,000), at the discretion of the court. The criminal action herein provided shall be prescribed in three (3) years from date of the commission of the crime. (Sec. 48, R. A. No. 165a)

**Source:**

Chan Robles Virtual Law Library (c1998). *Intellectual Property Office - Intellectual Property Code of the Philippines.*

<https://www.chanrobles.com/legal7intellectualpropertycodeofthephilippines.html#.Y7ZIu3ZBzrc>