

## AREA VII

### LIBRARY

#### PARAMETERS

- A. Administration
- B. Administrative Staff
- C. Collection Development, Organization and Preservation
- D. Services and Utilization
- E. Physical Set-up and Facilities
- F. Financial Support
- G. Linkages

Program : \_\_\_\_\_

Level : \_\_\_\_\_

SUC : \_\_\_\_\_

Campus : \_\_\_\_\_

Date of Actual Survey: \_\_\_\_\_ **AREA VII:**  
**LIBRARY**

The library is the heart of any learning institution. It is a synergy of people, hardware and software whose purpose is to assist clients in using knowledge and technology to transform and improve their lives.

Information and knowledge are essential to the attainment of institutional goals. The ways in which they are selected, acquired, stored, accessed and distributed within the Institution will, in large measure, determine the success of teaching, research and other academic endeavors. The institution thrives on clear policies concerning access to, and provision of, information. Thus, the library must take an active role in the development and implementation of these policies.

Each institution has a unique vision, mission, goals and objectives. These are influenced by its philosophy, geographical location and social responsibility. Similarly, as a subsystem of the Institution, the library has a unique role to perform.

#### *A. Administration*

The library should be administered and supervised by a full-time, professional librarian with at least, a Master's degree in Library and Information Science under a functional organizational set-up. It should be administered in a manner which allows and encourages the fullest and most effective use of available library resources.

The head librarian may have an academic rank (classified as academic non-teaching staff) and actively participates in curricular, instructional and research matters. A Library Board/Committee should serve as a conduit between the library and its users. It should work towards the continued development and improvement of library resources and services.

The head librarian should develop a long range plan. He/she must have a systematic and continuous program for evaluating library performance. He/she must prepare systems and procedures for library operation and utilization in coordination with administration, the faculty and the students.

#### *B. Personnel*

The library should have a sufficient staff of staff to organize and maintain the collection as well as to manage information and reference services for the clientele.

#### *C. Collection Development, Organization and Preservation*

The library's varied resources should be adequate to serve the Institution's instructional and research needs. It must have a system of progressive development and growth in accordance with the Institutional Development Plan.

#### *D. Services and Utilization*

The overriding goal of the library is to provide services to the academic community. These services are measured by their effectiveness in meeting the users' needs.

#### *E. Physical Set-up and Facilities*

The library should provide adequate and appropriate space and facilities to serve the academic community. It should be strategically planned and functionally designed to allow for rearrangement and future expansion. A separate building for the library would be ideal.

#### *F. Financial Support*

The library should have a separate, realistic and adequate budget to support its various activities and services. The budget proposal is prepared in consultation with the Library Board/Committee.

#### *G. Linkages*

A network of alliances/relationships extending beyond the Institution could enhance the library services. These linkages may be customary, contractual or cooperative. In collaboration with other libraries, it participates in activities that could enhance the attainment of its objectives.

The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available, preferably at the Accreditation Center:

1. Comparative figures of total volumes of basic collection;
2. Composition and functions of the Library Committee;
3. Copy of library handbook, guide and internal procedures, etc;
4. Library Development Plan for the next 3-5 years;
5. Library Organizational Chart;
6. Library personnel's duties and responsibilities;
7. List of agencies with which the library has linkages. Include copies of MOA, letters of donations, etc;
8. List of classified library holdings other than books, journals and general references;
9. List of discarded or weeded-out books;
10. List of electronic resources (with description);
11. List of professional books for specific major fields (by particular subject and titles);
12. List of serials (including volume, number and date of publication);
13. Logbook of library users;
14. Memorandum Circular or Board Resolution on the establishment of the Library Advisory Board/Library Committee;
15. Properly-labeled floor plan of the library and its internal layout;
16. Standards for Philippine Libraries (recent);
17. Statistical reports on the use of books and other library resources in the last three (3) years; and
18. Updated inventory of library furniture and equipment.

#### AREA VII: LIBRARY

RATING SCALE						
NA	0	1	2	3	4	5
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent

Not Applicable	Missing	Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses  (75% lesser than the standards)	Criterion is met in most respects, but some improvement is needed to overcome weaknesses  (50% lesser than the standards)	Criterion is met in most respects  (100% compliance with the standards)	Criterion is fully met in all respects, at a level that demonstrates good practice  (50% greater than the standards)	Criterion is fully met with substantial number of good practices, at a level that provides a model for others  (75% greater than the standards)			
Indicators							Item Rating (IR)	System - Implementation - Outcome Mean SIOM	Parameter Mean (PM)
PARAMETER A: ADMINISTRATION									
SYSTEM - INPUTS AND PROCESSES									
S.1. The organizational structure of the library is well-defined.									
S.2. The development of the library goals and objectives is the responsibility of the library head and staff with the approval of the Head of the institution.									
S.3. There is a Library Board/Committee which sets library policies, rules and procedures and periodically reviews them.									

S.4. There is a duly approved and widely disseminated Library Manual or written policies and procedures covering the library's internal administration and operation.			
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<b>IMPLEMENTATION</b>			
I.1 The library develops an explicit statement of its goals and objectives in conformity with the mandate of the institution.			

Indicators	IR	SIOM	PM
I.2 The library is administered and supervised by:			
I.2.1 a full-time professional licensed librarian; and			
I.2.2 at least a master's degree holder in MS Library and Information Science or MAEd/MA in Library Science.			
I.3 The Head Librarian directs and supervises the total operation of the library and is responsible for the administration of its resources and services.			
I.4 The Head Librarian, preferably with an academic rank, actively participates in the academic and administrative activities of the institution.			
I.5 The annual accomplishments and other reports of the library are promptly submitted to the higher offices concerned.			
I.6 A Library Development Plan is prepared in consultation with the institution's officials and stakeholders.			

<b>OUTCOME/S</b>			
O.1 The goals and objectives of the Library are satisfactorily attained.			
O.2 The library organizational structure is well-designed and effectively implemented.			


<b>PARAMETER B: ADMINISTRATIVE STAFF</b>			
<b>SYSTEM - INPUTS AND PROCESSES</b>			
S.1. The library has staff with the following qualifications;			
S.9.1 BS in Library and Information Science for the College/Academic Unit Library; and			

Indicators	IR	SIOM	PM
S.9.2 MS in Library and Information Science or MAED/MA in Library Science for the Institution.			
S.2. The library meets the required number of qualified and licensed librarians and staff to meet the needs of the school population with the ratio of:			
S.2.1 one (1) Licensed Librarian with two (2) full time staff for the first 500-student population; and			
S.2.2 one (1) additional full time Professional Librarian with one (1) full time staff for every additional 1,000 students.			
S.3. There is a continuing staff development program with the corresponding financial assistance from the institution.			

<b>IMPLEMENTATION</b>			
I.1 The library staff compensation, retirement, and fringe benefits, as well as other privileges, are granted in accordance with existing government laws and institutional policies.			

<b>OUTCOME/S</b>			
O.1 The librarians are qualified.			

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PARAMETER C: COLLECTION, DEVELOPMENT, ORGANIZATION AND PRESERVATION			
SYSTEM - INPUTS AND PROCESSES			
S.1. There is a written Collection Development Policy.			
S.2. There is a core collection of at least:			
S.2.1 5,000 titles for the Academic Unit Library; or			

Indicators	IR	SIOM	PM
S.2.2 10,000 titles that support the instruction, research and other programs for an Institution Library.			
S.3. Twenty percent (20%) of the library holdings are of current edition, i.e. with copyright within the last 5 years.			
S.4. The Non-print, digital and electronic resources are available.			
S.5. There is an integrated library system.			
S.6. There are provisions for the preservation, general care, and upkeep of library resources.			

<b>IMPLEMENTATION</b>			
I.1 The Collection Development Policy is regularly reviewed and evaluated by the Library Committee.			
I.2 The library collection and services support the mission and vision of the Institution, goals of the College/Academic Unit and objectives of the Program.			
I.3 The library provides sufficient research books and materials to supplement the client's curricular needs.			
I.4 The library maintains an extensive (15% of the total) Filipiniana collection.			
I.5 The library provides 3-5 book/journal for professional subjects in the major fields of specialization.			
I.6 The library collection is organized according to an accepted scheme of classification and standard code of cataloging.			
I.7 Regular weeding-out program is conducted to maintain a relevant and updated collection.			
I.8 The quality and quantity of library materials and resources conform with the standards set for a particular academic program.			

<b>Indicators</b>	<b>IR</b>	<b>SIOM</b>	<b>PM</b>
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OUTCOME/S			
O.1 The library core collection is adequate, updated and well-balanced.			
O.2 The professional books, journals and electronic resources for the program are sufficient.			

PARAMETER D: SERVICES AND UTILIZATION			
SYSTEM - INPUTS AND PROCESSES			
S.1. The Library has information services pertinent to the institution's requirements.			

IMPLEMENTATION			
I.1 The following services/programs are provided;			
I.1.1 functional and interactive library web page;	<input type="checkbox"/>		
I.1.2 integrated library system;	<input type="checkbox"/>		
I.1.3 on-line public access (OPAC);	<input type="checkbox"/>		
I.1.4 circulation on-line	<input type="checkbox"/>		
I.1.5 computerized cataloging;	<input type="checkbox"/>		
I.1.6 inventory reporting;	<input type="checkbox"/>		
I.1.7 serials control;	<input type="checkbox"/>		
I.1.8 internet searching;	<input type="checkbox"/>		
I.1.9 CD-ROM;	<input type="checkbox"/>		

I.1.10 on-line database;			
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Indicators	IR	SIOM	PM
I.1.11 photocopying; and			
I.1.12 bar coding.			
I.2 The library opens at least 54 hours per week for the College/Academic Unit 60 r hours per week for the Institution.			
I.3 The library promotes and disseminates its program through a regul r announcement of its new acquisitions of print materials (books, journal ;, magazines), resources, facilities, and services.			
I.4 Librarians and staff are available during library hours to assist and provide library services.			
I.5 Statistical data on the utilization of various resources and services ar compilede and used to improve the library collection and operations.			

OUTCOME/S			
O.1 The library services are efficiently and effectively provided.			
O.2 The library users are satisfied with library services.			

<b>PARAMETER E: PHYSICAL SET-UP AND FACILITIES</b>			
<b>SYSTEM - INPUTS AND PROCESSES</b>			
<b>Location and Site</b>			

S.1. The library is strategically located and is accessible to students, faculty and other clientele.			
S.2. The library is systematically planned to allow future expansion.			
<b>Space Requirement</b>			
S.3. The size of the library meets standard requirements considering the present enrollment and future.			

Indicators	IR	SIOM	PM

S.4. The reading room accommodates at least 10% of the school enrollment at any given time.			
S.5. Space is provided for print resources as well as workstations for electronic resources.			
S.6. Space is provided for the librarians' office, staff room, technical room, etc.			
S.7. Ramps for the physically disabled are provided.			
<b>Furniture and Equipment</b>			
S.8. The library meets the required and standard-sized furniture and equipment.			
S.9. The following library furniture and equipment are available:			
S.9.1 adjustable/movable shelves;			
S.9.2 magazine display shelves;			
S.9.3 newspaper racks;			
S.9.4 standard tables and chairs;			
S.9.5 carrels for individual study;			
S.9.6 desks and chairs for staff;			
S.9.7 charging desk;			
S.9.8 dictionary stand;			
S.9.9 atlas stand;			
S.9.10 bulletin boards and display cabinets;			
S.9.11 vertical file cabinets;			
S.9.12 book racks;			
S.9.13 map stands/cabinets;			

S.9.14 cardex/rotadex or any filing equipment for periodical records;			
S.9.15 typewriters;			
S.9.16 computers with printers; and			
S.9.17 others (please specify) _____.			
<b>Physical Provisions for Reading</b>			
S.10 The library is well lighted.			
S.11 The library is well-ventilated.			
S.12 The atmosphere is conducive to learning.			
<b>Security/Control</b>			
S.13 Fire extinguishers and a local fire alarm system are available.			
S.14 The Library employs a system for security and control of library resources.			

<b>IMPLEMENTATION</b>			
I.1 IT software and multi-media equipment are utilized.			

<b>OUTCOME/S</b>			
O.1 The environment in the library is conducive to learning.			

<b>Indicators</b>	<b>IR</b>	<b>SIOM</b>	<b>PM</b>
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O.2 The library facilities are well-maintained and aesthetically designed.			

<b>PARAMETER F: FINANCIAL SUPPORT</b>			
<b>SYSTEM - INPUT AND PROCESSES</b>			
S.1. The institution has a regular and realistic budget for the library.			

<b>IMPLEMENTATION</b>			
I.1 The Head Librarian and staff, in coordination with other officials of the Institution, prepare and manage the annual library budget.			
I.2 All fees and funds allocated for library resources and services are utilized solely for such purposes and are properly audited.			
I.3 Other sources of financial assistance are sought.			

<b>OUTCOME/S</b>			
O.1 The financial support from fiduciary, supplemental and external funds is adequate.			

<b>PARAMETER G: LINKAGES</b>			
<b>SYSTEM - INPUTS AND PROCESSES</b>			
S.1. The library is on the mailing list of agencies, foundations, etc., for exchange of publications and other books and journals donations.			

Indicators	IR	SIOM	PM
<b>IMPLEMENTATION</b>			
I.1 Linkages with other institutions and funding agencies are explored and established for purposes of enhancing library facilities and resources.			
I.2 The library establishes consortia, networking and resource sharing with other institutions and library collaborative activities.			

[illegible]

## SUMMARY OF RATINGS

## AREA VII: LIBRARY

Parameters		Numerical Rating	Descriptive Rating
A	ADMINISTRATION		
B	ADMINISTRATIVE STAFF		
C	COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION		
D	SERVICES AND UTILIZATION		
E	PHYSICAL SET-UP AND FACILITIES		
F	FINANCIAL SUPPORT		
G	LINKAGES		

**Total:** \_\_\_\_\_

Mean: \_\_\_\_\_

LEAD ACCREDITOR/S:

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