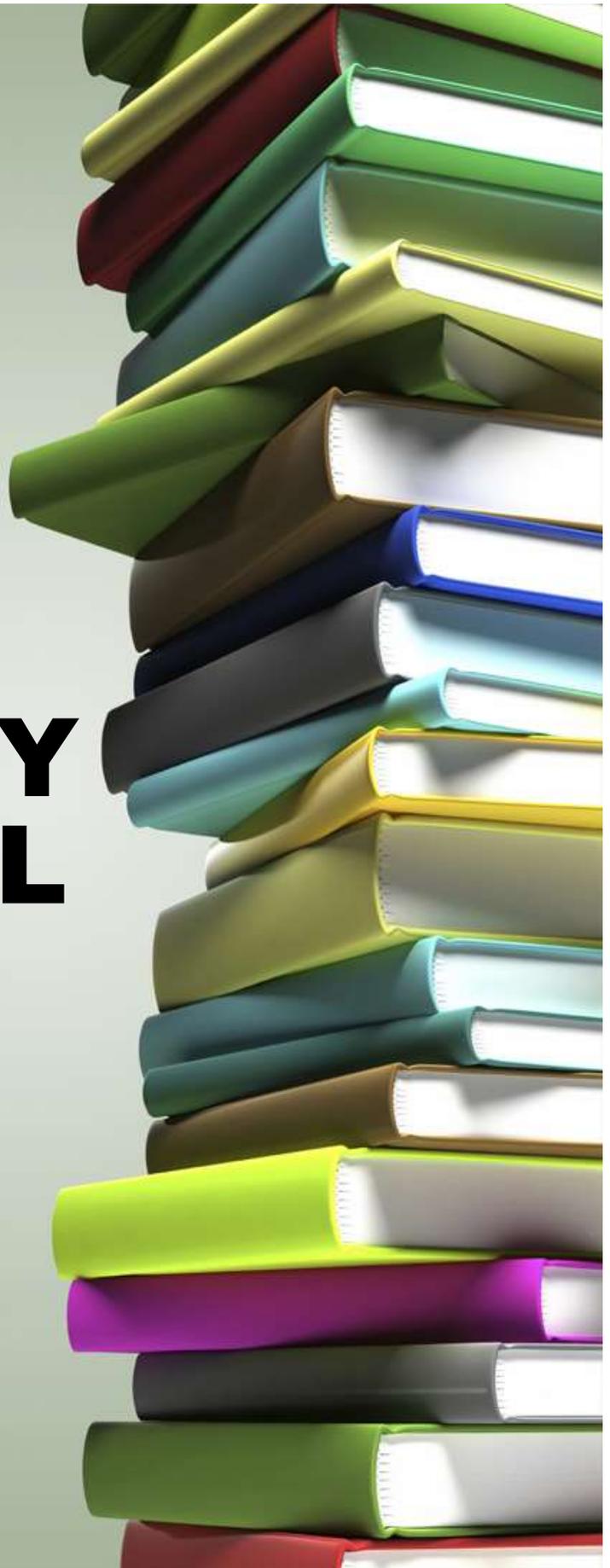


NORTH
LUZON
PHILIPPINES
STATE
COLLEGE

LIBRARY MANUAL

2015 Updated



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THE VISION AND MISSION OF

NORTH LUZON PHILIPPINES STATE COLLEGE

VISION

To produce quality human resources for global competitiveness.

MISSION

NLPSC is committed to educate diverse learners who will become responsible leaders in a culturally-oriented community through affordable and quality education in harmony with technology based instruction, research and extension.

CORE VALUES

Goal-Oriented

Responsible Governance

Altruism

Commitment

Empowerment

Synergy

THE COLLEGE LIBRARY

Mission

The College Library exists to support the vision and mission of North Luzon Philippines State College and the goals and objectives of the different departments, providing excellent library services on behalf of instruction, research, extension, production and other scholarly activity. To this end, the Library works closely with the faculty, staff and students of the college to achieve its goal and objectives specified below.

Goal

Provide the best possible access to relevant information within a suitable environment. In pursuit of this goal, development efforts revolve on two major thrusts: 1) development of the library collection focusing on subject areas which support new academic programs and new areas of research, and 2) computerization of library services for faster access to the library's information resources.

Objectives

- To provide and organize adequate/relevant information and up-to-date collection in various types and on various subjects in support for the functions and programs of the college.
- To provide instruction in the library and information literacy skills aimed at facilitating research and developing an individual's ability to select, evaluate and use information resources.
- To use technology to improve the delivery of services and resources.
- To promote library and information services and resources to faculty, students and staff.
- To develop and provide appropriate furniture, equipment and facilities that promote effective study and research; ensure appropriate storage, maintenance and preservation of information resources.
- Cooperate with other libraries, museums, and historical societies in the province, region and nation in increasing the availability of resource materials.

- Encourage the habit of reading and the use of libraries in order to develop the students' potential for self-education and intellectual development for lifelong education.
- To review and revise periodically whenever necessary.

The North Luzon Philippines State College Library

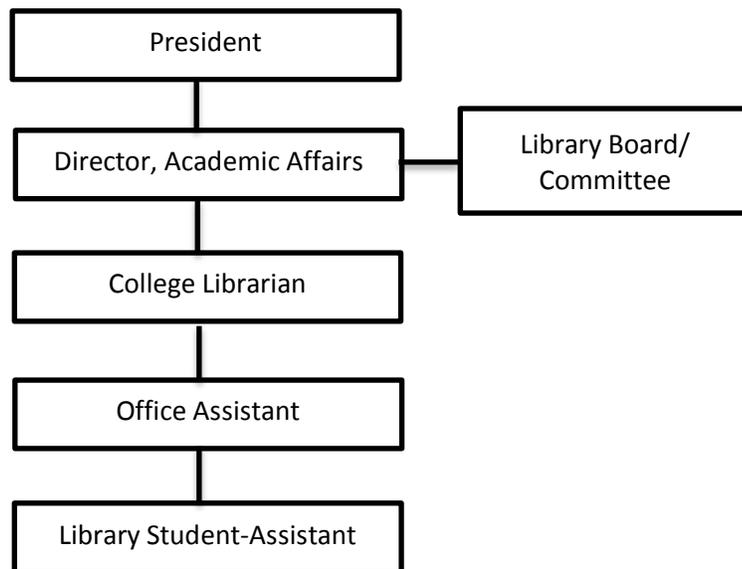
North Luzon Philippines State College (NLPSC) maintains a library that provides materials and services to meet the instructional, research and extension needs of the various constituents of the college. The library serves the students, faculty, researchers, administrators and employees both in their reading activities and research ventures.

The college library also offers its services to outside-college researchers such as teachers and students from other schools, alumni, government officials/workers and those from other colleges of the country subject to the rules and regulations of the college library.

An open-shelf system is used for greater access to the collection. The books and other information resources are classified according to the Dewey System of Classification.

The Organizational Structure of the Library

The college library operates under the following organizational structure:



Duties and Responsibilities of the Library Staff

The College Librarian

The head of the library and information services is a full time professional librarian. Preferably with Masters in Library Information Science or its equivalent. The librarian is responsible for the operation of the library within the college and services, in the implementation of policies and guidelines as formulated by the library board.

The librarian shall:

1. Instruct and assist students, faculty and staff members in the effective and creative use of the library, to wit:
 - Collaborating with faculty to integrate information problem solving process skills into the content curriculum;
 - Orienting new students and faculty with the library facilities and services;
 - Utilizing a variety of effective teaching techniques;
 - Assisting students in locating materials appropriate to their individual needs;
 - Encouraging the use of library resources for enrichment.
2. Exhibit leadership and cooperation with administration, faculty, parents and students to formulate philosophy, goals and objectives and policies of the library services to meet the needs of students and faculty subject to approval of the library board/committee.
3. Attend meetings as needed.
4. Encourage input from students, parents, faculty and staff.
5. Maintain current awareness of local, regional and national standards for library services and programs.
6. Develop and implement plans and procedures to achieve long range goals and objectives, determine objectives and set priorities for each college year, apply effective procedures to evaluate accomplishment of goals and objectives subject to approval of the library board.
7. Provide time and space coordination for the use of the library service and facilities and maintain a pleasant, attractive and clean library.

8. Prepare annual statistics and reports as needed.
9. Assist in the planning of new; library facilities and/or revision of existing facilities.
10. Organize, train and supervise library staff (paid and volunteer).
11. Maintain a system for efficient accession and organization and for the easy access to material and equipment by:
 - Checking all new materials and preparing them for use in an organized manner;
 - Checking in new AV equipment and keeping the inventory records current;
 - Maintaining an up-to-date catalogue of materials;
 - Weeding and withdrawing obsolete materials and equipment;
 - Providing and maintaining an efficient circulation system including overdue items, lost items and teacher records.
 - Distributing guides and materials to the faculty;
 - Acknowledging receipt of donated/gift items;
 - Renewing subscriptions of periodicals and newspaper for continuity; and
 - Preparing orders for new materials or replacement of materials and equipment based on identified needs.
12. Facilitate efficient maintenance of AV equipment by:
 - Preparing work orders for AV equipment repairs and maintaining repair records;
 - Providing information to faculty and other college personnel about simple care and maintenance of AV equipment; and
 - Maintaining a file of equipment, instructional manuals, or brochures.
13. Use sound business procedures in administering budget allocations by:
 - Anticipating the needs and meeting deadlines in placing orders;
 - Shopping comparatively, considering services offered by vendors and evaluating items before purchase;
 - Maintaining accurate records of materials and equipment ordered and received; and
 - Following accepted ordering procedures.
14. Maintain accurate inventory records by:
 - Keeping current records of books and software;
 - Keeping current AV equipment inventory;
 - Keeping required physical inventories of materials and AV equipment; and
 - Preparing inventory reports as required
15. Coordinate selection/evaluation of library resources and equipment by:
 - Providing selection criteria for use in the selection process;
 - Maintaining a current consideration file;

- Providing for teacher evaluation of materials and equipment; and
 - Providing preview materials for consideration and applying evaluation process both before and after purchase in relation to instructional needs and to actual use by faculty and students.
16. Serve as resource person to faculty by:
- Gathering materials in all formats for classroom use on specific topics;
 - Providing assistance in setting up learning centers for student use in classroom or library; and
 - Preparing bibliographies upon request and maintaining a file of bibliographies related to specific projects.
17. Organize and/or teach in-service for faculty related to the use of equipment and materials by:
- Informing faculty of new items
 - Instructing faculty regarding simple maintenance and care of equipment;
 - Orienting new faculty to library facilities and services; and
 - Suggesting methods for effective and innovative utilization of resources and for guidance in reading, viewing or listening.
18. Maintain positive public relations by:
- Working closely with curriculum planning to integrate media services into the instructional program;
 - Participating in professional and educational associations;
 - Creating an atmosphere of openness within the library and providing services in a friendly and responsible manner;
 - Utilizing channels of communications to publicize the programs and activities of the library; and
 - Encouraging reciprocal public relations activities with local, regional and national public libraries.

The Assistant Librarian

The assistant librarian is a certified librarian or a faculty member who has additional specialized training and certification in library media center programs and services. He/she assists the librarian or head of the library and information services in managing the operations of the college library and the librarian's responsibilities in his/her absence.

He/she shall:

1. Provide assistance to students and faculty in the following areas of the library:
 - Scheduling equipment and library time
 - Use of library catalogue

- Word processing
- Ordering materials
- Locating curriculum support materials and create bibliographies

2. Assist the librarian and assumes the responsibility as directed by the librarian in the following areas:

- Shelving materials
- Generating overdue notices
- Checking materials in and out
- Maintaining borrower's data
- Maintaining equipment holdings' database
- Inventory procedures
- Inter-library loan request

3. Assist the librarian and assumes the responsibility as directed by the librarian for audio-visual materials, including the circulation of equipment and non-print materials.

4. Provide training and assist the librarian in the following areas:

- Instructing student library assistants and volunteers
- Scheduling tasks for student library assistants
- Instructing both students and faculty in the use of library catalogue, databases and AV equipment

5. Assist the librarian with the supervision of students in the following area:

- Monitoring students in the library before and after service hours and during lunch time
- Monitoring students in the library without a supervising teacher
- Assuming full responsibility for the library in the absence of the librarian

6. Assume the responsibility with the supervision of the librarian for processing print and non-print materials.

7. Assume the responsibility for the majority of the clerical duties with the librarian's supervision by:

- Maintaining database of titles for possible purchase
- Maintaining records for library promotions, reading incentives, etc.
- Maintaining supply inventory
- Distributing faculty memos and library newsletters via e-mail
- Carrying out general office duties such as phone calls, filing, typing, etc.
- Creating bulletin boards and displays
- Maintaining orderly appearance of the library

- Making copies
- Collecting money as needed for IDs, lost or damaged materials, etc.
- Regularly checking of the library e-mail

The Library Office Assistant

He/she shall:

1. Act as watchman inside the library and its immediate premises.
2. Receive and dispose bags and other personal belongings of students at the counter.
3. Fix or arrange books, magazines, encyclopedias, dictionaries and other library materials in their proper shelves or containers.
4. Assist in retrieving borrowed books and check and return books borrowed for overnight if they are in good condition.
5. Provide requested reference materials to the different clients.
6. Assume the responsibility for the majority of clerical duties with librarian's supervision by:
 - Maintaining database of titles for possible purchase
 - Maintaining records for library promotions, reading incentives, etc.
 - Maintaining supply inventory
 - Distributing faculty memos and library newsletter via email
 - Carrying out general office duties
 - Creating bulletin boards displays
 - Maintaining orderly appearance of the library
 - Making copies
 - Collecting money as needed for IDs, lost and damaged materials, etc.
 - Regularly checking of the library e-mail

The Library Student-Assistants

They shall:

1. Act as watchmen inside the library and its immediate premises.
2. Receive and dispose bags and other personal belongings of students at the counter.

3. Fix or arrange books, magazines, encyclopedias, dictionaries and other library materials in their proper shelves.
4. Assist in retrieving borrowed books and check and return books borrowed for overnight if they are in good condition.
5. Provide requested reference materials to the different clients.
6. Help in cutting clippings from magazines and newspapers.
7. Fill up book cards and book pocket.
8. Maintain cleanliness and orderliness in the library at all times.
9. Perform other tasks as required by the librarian or assistant librarian.

The College Library Board/Committee

The Library Board is the policy-making body with regards to library operations and services. It serves as an advisory body of the college library.

Functions

1. Formulate philosophy, goals, objectives and policies of library operation and services to meet the needs of students, faculty, personnel and other library patrons to improve library services and operations.
2. Develop plans and procedures to achieve long range goals and objectives, determine objectives and set priorities for each schools year and apply effective procedures to evaluate accomplishment of goals and objectives.
3. Evaluate library operations and services yearly.
4. Recommend library budget based upon documented program needs, estimated enrolment, personnel and other fiscal needs.
5. Seek supplemental funding to support library services and information technology.
6. Use effective methods in the recruitment, screening, selection, assignment, orientation and evaluation of the library staff.

Composition

The College Library Board/Committee is composed of the following:

Chairman: Director, Academic Affairs
Co-chairman: College Librarian
Members: All Dean
Coordinator, MIS
Supply Officer

College Accountant
President, Faculty Association
President, Non-teaching Employees
President, Student Government
BAC-Secretary

Guidelines

Among the library matters which the Library Board/Committee discusses in its meetings are:

1. The policy on the purchase of books and other information materials.
2. The library acquisition procedures.
3. The administration and control of the college library.
4. The library's role in handling audio-visual materials.
5. Surveying library resources.
6. Planning the construction of a library building.
7. The allocation of funds to the departments.
8. Supporting the library's request for additional books.
9. Library participation in regional trainings for cooperation purposes.

The Collection Development Policy

The purpose of the Collection Development Policy is to provide guidelines for acquiring, maintain and evaluating library information resources of the college library.

Selection Responsibilities

The collection development policy along with the goals of the college and the objectives of the degree program will serve as a guide for acquiring library information resources. Research and Development (R & D) thrust and initiatives will be considered. In addition, the librarian will have the responsibility of supervising the collection development process.

In this light, each faculty member is responsible in communicating with the librarian regarding information resources which the students need in completing their research assignments in their respective classes. Identifying the appropriate electronic, print and media materials required for purchase, to fill these needs will be a cooperative venture between the faculty member and the librarian. With input from the faculty, the librarian will be ultimately responsible for collecting materials in the general and interdisciplinary areas and will make special use of the college's stated goals of general education.

The librarian will send relevant catalogues, brochures and material reviews to appropriate department/unit head that in turn will circulate these items to other faculty members in his or her department/unit.

General Selection Guidelines

The primary responsibility of the college library is to acquire and make accessible library information resources that reflect the goals of the college and the objectives of the degree programs, support the college's curriculum and provide for the informational needs of faculty, students and staff members for instruction, research, extension and production activities. In selecting library materials to support the above, consideration must be given to the authority of the author, reputation of the publisher, cost timeliness, intellectual level, purpose and scope, format, language and subject. Collection development guidelines in specific subject areas will help implement this general policy for material additions.

Print, non-print and electronic resources will be provided, as appropriate to the guidelines developed for each academic subject area. In addition, attention must also be given to the handling of special categories of materials. These materials are the internet resource, textbook, duplicates, gifts/donations, paperbacks, replacements, out of print items, withdrawals, media materials, serials, archival materials and rare books.

The Collection Management

Selection Sources

Sources for selection decisions include the users (administrators, faculty, staff and students) requests or recommendations; publisher or vendor catalogues; advertisements; and published reviews.

Selection Criteria

Librarians use their subject knowledge and expertise in combination with the standards to select and evaluate collection items. Donations/gifts and purchases are selected using the same criteria listed. An item doesn't need to meet all the criteria to be selected.

General Criteria

- Suitability of format or physical form for library use and user demand dictates based on universal criteria established in this policy.
- Cost relative to the value that the item contributes to the collection.
- Space required relative to the value that the item contributes to the collection.
- The extent to which the item supplements, expands on, or supports the existing collection rather than it duplicates it.
- Relevance to observe and anticipate community needs and desires.
- Reputation and qualifications of the author, creator or publisher of the work.
- Local significance of the author or creator of the work.

Content Criteria

- Comprehensiveness of treatment, including breadth and depth.
- Skill and purpose of the author or creator.

- Consideration of the work as a whole rather than a specific passage or passages.
- Evaluation of the currency and accuracy of the information contained to the extent that is possible.
- Representation of diverse points of view.
- Representation of important movements, subjects, genres or trends of local, regional or national significance.
- Long term or historical significance or interest.
- Relevance of the information to immediate local requirements.

Electronic Format Criteria

Additional criteria are considered when selecting available electronic format.

- Ease of use of the product.
- Accessibility to multiple users.
- Access to needed equipment.
- Enhancement of the print equivalent in terms of speed, flexibility, combinations of research terms, or general utility.
- Continued access to retrospective information when necessary or desirable.
- Reduction of space requirements over printed products.
- Reduction in number of copies of a print source when purchasing for multiple locations.

Donations/Gifts

The library gratefully accepts gifts of money and materials under the circumstances outlined below.

On Funds

The library accepts monetary donations or gifts intended for the purchase of library materials when donor's intentions for the gifts and the library's collection objectives are consistent.

On Materials

The library accepts donations of materials that are in good condition if deemed valuable to the collection. The library reserves the right to make final disposition of all gifts received. Gifts may be added to the collection or rejected at the discretion of the library. Gift materials not added to the collection are not returned to the donor. Unused gifts may be given to the adopted schools or disposed in some other ways as approved by the Library Board.

Retention

Condition, content, inherent value, and use are the primary criteria used to determine the continued retention of materials in the collection. Many materials do not withstand the test of time and repeated handling. Likewise, many fields of knowledge

are drastically alerted by new discoveries and changes in culture. As demand declines, the library selectively removes multiple copies, making exceptions for areas of special importance to the overall collection. The library also removes worn, damaged and obsolete materials that cannot be repaired and are no longer usable. An item that is damaged or lost is replaced if it is deemed still useful and is still available for purchases.

Preservation

The library preserves those materials that cannot be replaced but continue to have long-standing or permanent significance to the overall collection. The library may use a variety of means to preserve such materials including preservation through photocopying, microfilming, encapsulation, digitizing and replacement of content through the purchase of another edition, rebinding, and de-acidifying, custom reprinting and use restriction. The library also encourages preservation of materials by educating the public and staff care of materials and by instituting procedures for proper handling and storage of materials.

Evaluation Criteria

Evaluation techniques are used to measure collection usefulness in terms of scope and depth as well as strengths and weaknesses. Among the measures and evaluation techniques used by the library staffs are:

- Age and condition of terms in the collection
- Comparison of the collection with accepted core collection lists
- Frequency of requests placed through the online catalogue and interlibrary loan
- Circulation
- In-house use of materials.
- Users' surveys
- Relevance to observed and anticipated community needs
- Long-term or historical significance or interest

Collection Schedule

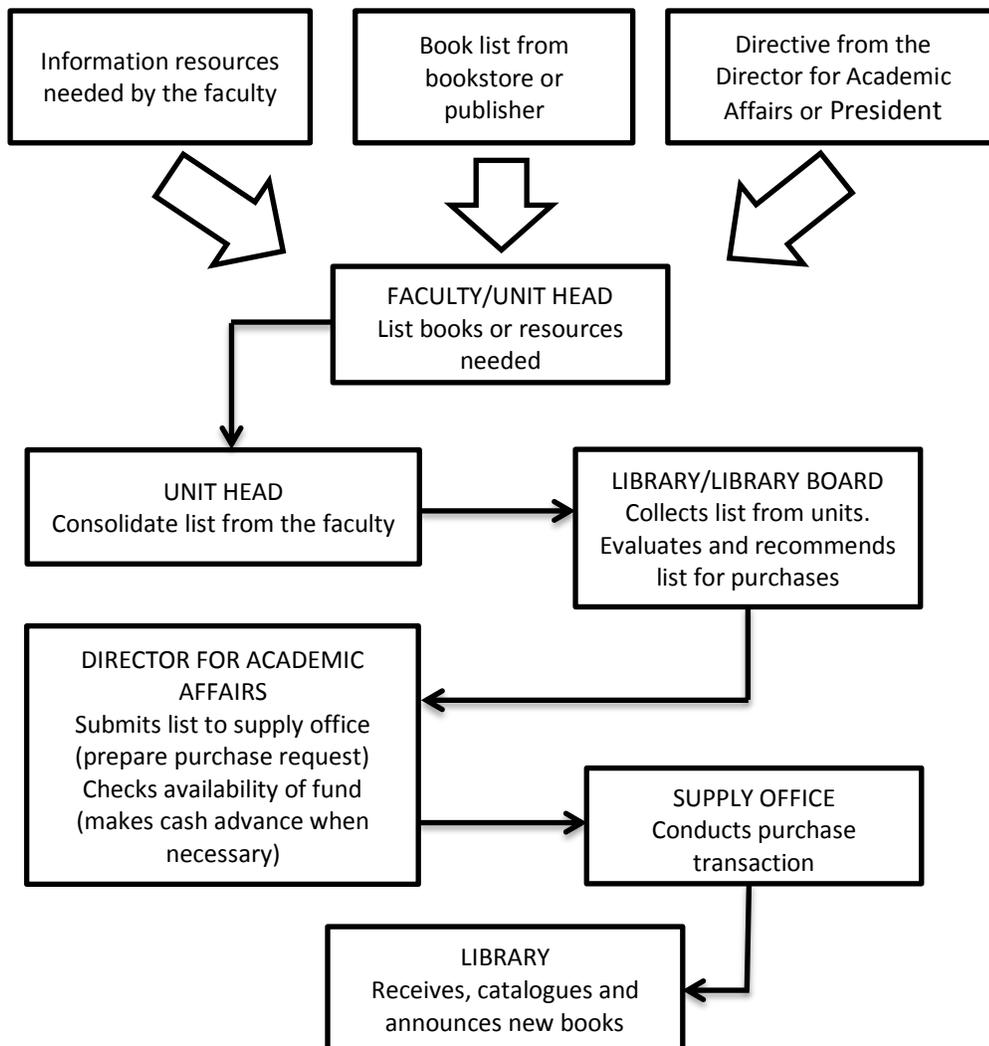
Book purchase requests are scheduled every semester. Towards the end of each term, book requests from faculty members are solicited for evaluation and inclusion in the book purchase. If there are catalogues from book publishers/distributors, these are distributed to the different faculty departments for selection. If there are directives from the College Administration, these are evaluated for inclusion in the purchase request. The list is submitted to the Library Board for approval.

The table below illustrates the collection schedule.

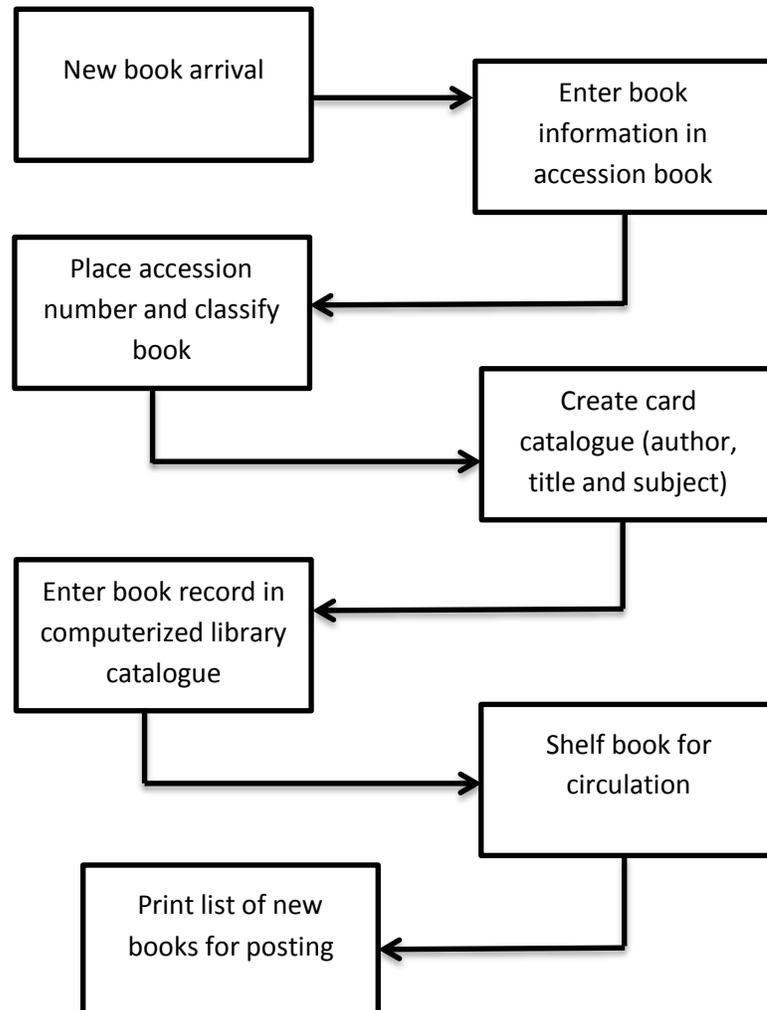
Activity/Task	Months											
	J	J	A	S	O	N	D	J	F	M	A	N
Request titles from faculty	x								x			
Prepare list for purchase request		x	x							x	x	
Classification, cataloguing and recording of new acquisition				x								x
Evaluation of library materials											x	x
Weeding out											x	x

Process Flow of Library Resources Acquisition

The process flow in the acquisition of library materials is presented in the diagram below.



Process Flow of Classification and Cataloguing of New Books/Resources



The Circulation Policy

Circulation policies and practices should maximize access of library's clients to the collection. The policy and practice should establish procedures for taking books out of the library, returning books to the library and keeping records to show where the books are.

Library Service Hours

7:30 AM to 5:30 PM : Monday to Friday

7:30AM to 4:30 PM : Saturday

Library Card

A validated library card is your permit to use the library. It must be presented at the Control Desk entrance whenever you check out library materials. You must have a library card to be able to take out library materials for home reading. This card must be presented each time a circulation book is borrowed. The library card must also be presented when applying for library clearance.

The library card is non-transferable and the owner is held responsible for any book drawn in the card. Loss of library cards shall be reported to the librarian as soon as possible to effect cancellation of said cards. Replacement shall be issued upon payment of corresponding fees.

Visitors should present Visitor's ID by the guard on duty.

Circulation Policies

The length of borrowing and quality of borrowed materials by the students and faculty/staff should be based on the size of the collection, the needs of the school, and the availability of reliable shelves.

Policies on Borrowing Library Materials

Who Can Borrow and For How Long

- NLPSC faculty and staff, and students with a current NLPSC Library Card, can borrow library materials from the College Library.
- Borrowers can borrow books during the specified service hours of the library.
- A student can borrow a maximum of 2 books at a time for overnight use.
- A faculty member can borrow 3 titles or subject to be used as reference.
- General reference books, periodicals and in-demand books cannot be borrowed for overnight use.

How to Borrow Library Material

Circulation Books

To borrow, locate its card in the card catalogue. Fill out a call slip which can be found on the card catalogue table. Copy the author's name, short title and call number. Locate the books in the stacks. The books are open on shelves and are arranged according to the Dewey Decimal Classification System. When the book you want is not on the shelves, inquire at the Control Desk, for the book may be out at the moment.

Reference Books

Reference books are for room use only. They are arranged according to type i.e., dictionaries, encyclopedias, yearbooks, almanacs, directories, bibliographies, maps and atlases.

Theses and Dissertations

The index to the graduate and undergraduate thesis manuscripts is arranged alphabetically by author within each subject. Theses and dissertations are strictly for room use only.

Serials

Serials are on closed shelves and are for room use only. However, abstracts and indexes are shelved in the reading room for easy access. They are used to locate articles on given subject.

Audio-Visual Materials

They are on closed shelves and are for room use only by students. However, faculty members may borrow and bring an audio-visual material for use as an instructional aide.

Guidelines for Faculty and Staff in Borrowing Books and Library Materials

- Faculty and staff members of NLPSC are entitled to borrow books and other instructional materials.
- Faculty and staff may draw books and other reading materials upon signing the book card of the material and leaving them to the librarian.
- General references shall be read only in the library.
- Reference books and textbooks with limited copies are borrowed and read only in the library. However, they can be taken out during weekends and returned on or before 9:00 AM on Monday or first school day of the following week.
- All books and other instructional materials borrowed from the library shall be returned before the end of every semester.
- Lost or damaged library materials borrowed shall be paid by the borrower at the prevailing price or may be replaced upon mutual agreement of the borrower and the librarian. An additional administration fee of fifty pesos (Php 50.00) shall be charged for every item lost.
- Only faculty and staff with no overdue loans can borrow books from the library.

Guidelines for Outsiders In Borrowing Books and Library Materials

- An outsider (non-student or non-employee of NLPSC) can avail of the library services after presenting a letter of referral from a librarian/agency head, and upon signing on the log book.
- An outsider can borrow books for use only in the library and he/she is not entitled to overnight loans.
- Visitors should present Visitor's ID given by the guard on duty.

Checkout Procedures

In the absence of a self-checkout facility/system, the total library checkout procedure is used when borrowing for overnight use.

- A student presents a library card to the Control Desk.
- The student locates the book to be borrowed, fill-up the book card and presents the same to the Control Desk.
- A library staff at the Control Desk checks if the student has an overdue loan.
- If a student has a clean record, the library staffs inspect the book and then get the book card and files the card.
- The student can then checkout the book.

Steps in the Use of the College Library

Library users must:

- Deposit their things in the baggage counter (except for writing materials and library card).
- Register in the library users' logbook and fill up the required information.
- Present the library card at the Control Desk.
- Use the library catalogue to find the books needed.
- Take the books to the Control Desk and fill-up the book card.
- Return the books to the Control Desk and claim the library card after using the books.

Overnight Loan

Overnight borrowing is available starting at 3:00) PM and a student can borrow up to 2 titles at one time for overnight use.

Returned Materials

Return items to the Control Desk during library hours by the due date and claim the library card after checking in the items.

Shelving Returned Materials

Materials must be shelved after they have been returned. Accurate shelving is essential to easy access.

Overdue

A fine of Php 10.00 will be charged from the borrower for every overdue item. Borrowing privileges for students with overdue books may be cancelled.

Students should be notified promptly if books are overdue. A list of overdue books should be posted at the bulletin board and sent to each class or advisory. The cooperation of the class adviser is necessary to encourage students to return overdue books.

What Happens When an Item is Overdue?

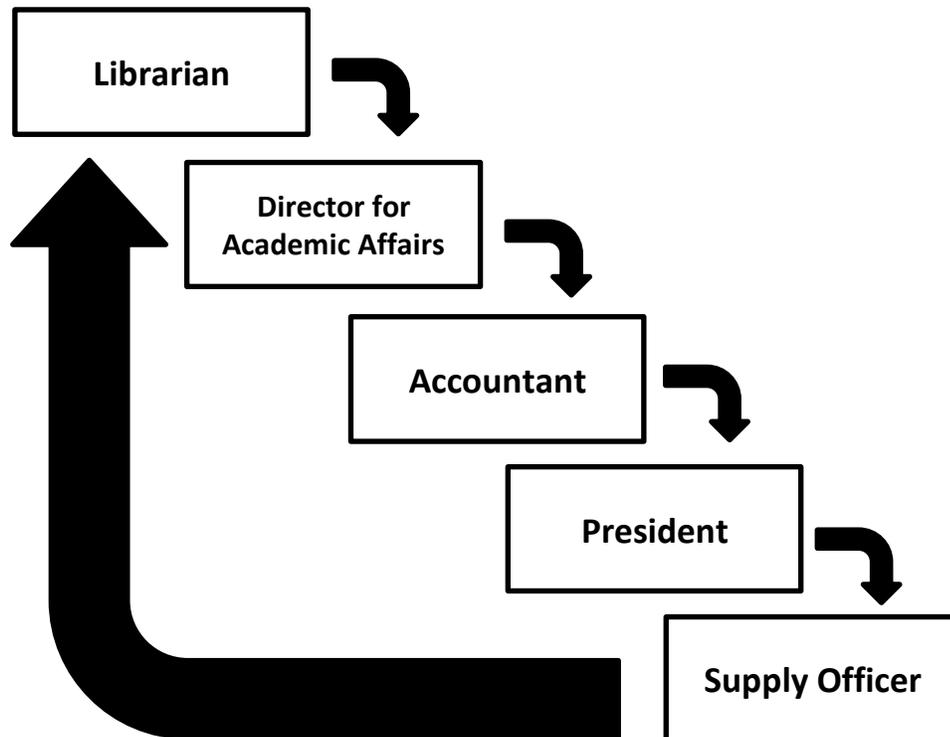
The borrowing privileges are suspended as soon as an item becomes overdue. A user cannot borrow anything else until overdue items are returned and checked in and the corresponding fine has been paid.

Lost or Damaged Books

Students should be held accountable for the lost or damaged books and should be required to clear their library card before transferring to another school or before leaving at the end of the semester. The payment for the damaged item will depend upon the extent of the damage and type of item.

Library Equipment and Supplies

Requisition Procedure



Weeding-Out Policy

Purposes of Weeding

- You make the collection more appealing
- You enhance your library's reputation for reliability.
- You locate books that need care and maintenance.
- You gain constant feedback on the strength and weaknesses of your collection.

The Key Guidelines to Weeding

1. Determine if the books or materials are of poor quality, of poor appearance, unused or on topics that are no longer worthy in the collection priorities.
2. If the item is not worthy of remaining in the collection but still in usable condition, offer the material to the other librarians first then offer the remainder to teachers for use in their classrooms. This is to address multiple copies of items that are in good condition.
3. If neither librarians nor teachers desire the material and the material is determined to have no other uses, properly dispose the material.
4. If a book has been condemned, in case with an identified borrower, the book will be replaced by the borrower.

Guidelines to Determine if a Material Should Be Weeded and Where the Material Should Go if it Should Be Removed from the Collection Subject to the School Properties Disposal Policy and Approval of the Library Board

1. If there are too many copies of a formerly popular book and the book is in good condition, offer the book to adopted secondary or elementary schools of the college.
2. If a title is good but the copy is in poor condition and it is more practical to purchase a new copy, then properly dispose the material.
3. In case of older fiction books, if the pages are yellowing, the cover is dilapidated and detracts the patron, the circulation is low, but the book is in otherwise good condition, offer the book to adopted secondary or elementary schools of the college.
4. In the case of older fiction books that are not circulating because of their poor condition, properly dispose the material.

5. Old, out-dated fiction and non-fiction titles that contain erroneous information should be disposed properly.
6. Too many copies of non-fiction titles, literature, literary criticism, history and other topics that are not age-sensitive, offer the books to adopted secondary or elementary schools of the college. If the book rebound, dispose the material properly.
7. If a copy is falling apart or in poor condition but the book has a good title or a reference source, timeless or current, and it is more practical to purchase a new copy, properly dispose the material.

How to Discard Materials

A list of books identified for weeding out should be submitted to the Library Board/Supply Office for proper action and disposition. Every weeded item should be marked "DISCARD" in the library inventory and the record of the book in the library catalogue should be removed.

How to Properly Dispose Materials

- Separate the books that are worn-out and damaged from those that can be surplus. Remove the barcodes and clearly write "DISCARD" in the books at several places. Cover up all mentions of the school or library name.
- Pack worn-out or damaged books in a box and secure the box with heavy tape. Discard the boxes in your campus dumpster.
- Pack the books that can be surplus in boxes and fill out a Property Transfer Form. Item description should say "Surplus Library Books" request transfer to the warehouse. Route the form through the Library Board for surplus approval.

What to Do with Discarded Books

- Sell the books. Sales of books may take place only at the Supply Office subject to existing rules and regulations of the college. Proceeds will go back into the library's general fund.
- Donate the books to secondary or elementary schools adopted by the college
- Give the books away to students, parents, staff or others for personal use.

Record Keeping

A record of discarded books should be maintained by the library. A report listing all discarded materials is prepared at the end of each school year.

Weeding Out

Weeding will be done once a year preferably during the summer break.

Computer and Internet Policy and Guidelines

Internet Policy

The College Library Board is committed to ensuring access to information through technology. Access to digital information is a fundamental form of supporting continuous lifelong learning. Recognizing its role to provide access to electronic information, the College offers public access to the internet

The internet is an immense global network that is constantly growing and evolving, allowing an online user to communicate and connect to information around the world.

The library upholds and affirms the right of every individual to have access to constitutionally protected material on the internet. The content of the internet is not managed or governed by any entity, therefore, users may encounter materials they consider offensive. The library supports both open and guided access information. The library also supports the right to privacy and confidentiality of library users in accordance with the Intellectual Property Rights Law. Parents and guardians are responsible for monitoring internet access by children. The Library Board and its employees assume no responsibility for damages of any type arising from the use of the internet workstations.

Illegal use of the internet is prohibited. Library users may not use the library's internet access to view, print, distribute, display, send or receive images, text or graphics of obscene material or any material that violates the law relating to child pornography. Library users must abide by the Internet Use Guidelines as approved by the Library Board.

Internet Use Guidelines

The college library provides internet access for conducting research, retrieving information, and exploring ideas, facilitating communication, and accessing the full array of resources available through the World Wide Web. These are fundamental in supporting continuous lifelong learning for people of all ages. Unlike the selection of library materials on library shelves, librarians do not select the offering of the internet because not all internet sites are accurate and complete and some sites may be offensive. Library users are encouraged to exercise critical judgement in accessing these sites.

The library is committed to provide employees and its patrons with an environment that is free from harassment.

Internet Use Rules

The library provides computer workstations with full internet access. Decision on the number, placement and type of computer workstations at the library is based on consideration of demand, staff capacity, available floor space, electrical or cable access and budgetary constraints.

The following rules and procedure govern the use of internet workstations:

1. The posted time limit is to be observed in each workstation
2. One hour per person in each six-hour period system –wide.
3. A student ID card which serves as internet access card is required to log on an internet workstation.
4. Privacy screens on internet monitors must remain in place at all times.
5. No more than two persons may share the use of an internet workstation at the same time. Study group accommodations may be made with staff.

Responsibilities of Users

All internet users must observe the policies, rules and procedures established by the college including the internet use guidelines. Users should bear in mind that the workstations are located in public area shared by people and are expected to respect the privacy of all other library users. The workstation is for legal purposes only.

No person shall use a library workstation in a way that disturbs other users, employees or operations of the library.

Patrons may **NOT**:

1. View, print, distribute, display, send or receive images, text, and graphics of obscene materials that violates the law relating to pornography.
2. Disseminate, exhibit, and display to monitors the materials that are harmful to them.
3. Use an internet workstation to transmit threatening or harassing material.
4. Engage in any activity that is deliberately offensive or intimidating.
5. Violate copyright or software licensing agreements.
6. Gain unauthorized access to any computing, information, or communications devices or resources.
7. Damage, alter or degrade computer equipment, peripherals, software or configurations.
8. Install software applications to conduct a business.

Responsibility and Authority of Staff

The library staff is responsible for implementing the internet use guideline. It is expected to take prompt and appropriate action to enforce it and is authorize to terminate an internet use session by anyone who fails to comply.

Use of the Internet by Children

The library offers assistance and training to help children experience the internet in a safe and rewarding manner, including providing web safety tips both in printed and online form and providing links to recommend sites for children.

Failure to Comply

Failure to comply with the internet use guidelines will result in a request form to discontinue the activity.

Continued violations will result in a request to leave the library facility and may lead to revocation of internet privileges including the right to visit the buildings and grounds. Repeated offenders who do not comply may be subject to arrest and prosecution for trespassing.

Liabilities

The college assumes no responsibility for any damage, direct or indirect, that users or anyone else may suffer through the library's access to the internet. All public internet users at the college agree to hold the library harmless from any claims, losses, damages or obligations related to:

- Infringement of Intellectual Property Rights Law governing the reproduction, distribution, adaption, public performance and public display of copyrighted material.
- The use and/or accuracy of information obtained from the library's electronic information system.
- Damage to non-internet center software or hardware resulting from viruses download via the internet center's services

The Library Board will review its internet use rules, procedures and guidelines every year.

Library Rules of Conduct

The College Library has the right to maintain its facilities in a clean, pleasant and safe manner.

Every individual has the right to use the library undisturbed and every library employee has the right to work without undue interference. All library users and employees should be free of any threat, invasion of property or gross indignity. To guarantee these rights for all people, the following rules of conduct apply to behaviour on the premises of the library. It is impractical to address every behavioural situation that may occur in the library.

No person shall engage in any conduct which disturbs or interferes with patrons or employees in the library including, but not restricted to the following:

1. Engage in disruptive behaviour that unreasonably disturbs others or interferes with library operations and services including but not limited to the following:
 - a. Speaking in a loud voice
 - b. Playing any audio equipment or device that can be heard by others
 - c. Running or horse playing

- d. Fighting
 - e. Noise making of any kind
 - f. Unauthorized game playing
2. Wilfully annoy, harass or threaten another person.
 - a. Convey threats of any kind of physical force or harm
 - b. Use obscene, abusive or racially charged language
 - c. Engage in sexual misconduct
 - d. Stalk, stare or invade personal space
 3. Be under the unreasonable influence or in possession of any intoxicating drug or alcohol substance on library premises.
 4. Block or interfere with the free movement of any person in the library.
 5. Sleep or loiter without using the library resources or services.
 6. Eat, drink or smoke in the library.
 7. Deface or destroy library property.
 8. Solicit funds, handle gamble, sell, advertise or petition for contributions.
 9. Use of restrooms to bathe, shave or change clothes where it reasonably interferes with other patrons' use or staff use of the restroom or involved wilful and lewd exposure in violation of ordinances. (It is not a violation of this rule for a woman to breastfeed or a person to change a child's diapers).
 10. Enter the library with animals or vehicles, except as required by persons with disabilities.
 11. Plug personal devices into the library's network or tamper in any with library equipment.
 12. Enter library with any firearm, knife or other weapons.
 13. Violate any college code, municipal ordinances or national statute while on library property or grounds.

Anyone violating these rules is first warned by the library staff in charge at the time of the offense. If the conduct continues, the offender will be ordered to leave the premises. Staff members or security officers at their discretion will expel library users without a warning in situations of serious, threatening or wilfully malicious behaviour.

Anyone wishing to appeal their exclusion may submit an appeal in writing the College President.

The library reserves the right to search bags, briefcase, etc., upon probable cause when staffs have objective facts under the circumstances where a person has been suspected of a committed crime in the library. The library staff in charge of the library will have the support of the Board of Trustees for any official act including calling the police and signing a complaint.

References

Minneapolis Public Library

<http://www.mpls.lib.mn.us/cdp.asp>

Dudley Knox Library

<http://library.nps.navy.mil/home/CollDevPolicy.htm>

Georgetown University Library

http://www.library.georgetown.edu/dept/collect/policy/policy_1.htm

Nebraska Library Commission

<http://www.nlc.state.ne.us/libdev/basic/collectiondevelopment/weeding.html>

Round Rock ISD Librarians

<http://www.roundrockisd.org/docs/weedingguidelinesforroundrockislibrarians.pdf>
www.kent.ac.uk/is/strategy/SLA_appendices/SLA-AppendixC.pdf

Monash University

<http://www.lib.monash.edu.au/policies/cdp/weeding.html>

Weeding Policy

<http://www.co.burke.nchr/spec/librarian.pdf>
www.michigan.gov/documents/Librarian12788_7.pdf

UPLB Library

<http://www.uplb.edu.ph/admin/oycre/lib>

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