



*Republic of the Philippines*  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

# **LIBRARY**

# **MANUAL**

## **2022**

# **LIBRARY MANUAL**

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### ***Foreword***

As the libraries evolve in today's technological environment, so are the librarians.

This library manual comes very first in order to guide the staff on how to deal and serve client more effectively and efficiently throughout the entire operations. With this come introduction of the different procedures and activities being undertaken by the staff, provide brief discussions while unlock different terms. Process manual on certain library processes are also provided in flowcharts for a more distinctive presentation.

The manual keeps as a reference CMO No.22, Ser. 2021 on the Minimum Requirements for Libraries of Higher Education Institutions Common to all Programs.

**ROSALINA A. SORIANO**  
Director, Library Services

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## BRIEF HISTORY OF EARIST

The Eulogio "Amang" Rodriguez Institute of Science and Technology EARIST was established after the liberation of Manila in 1945. EARIST started as a vocational high school with only one room at the second floor of the Mapa High School, nine teachers, a clerk, and 147 students under Mr. Pantaleon Regala, its principal. Its former name was Eulogio Rodriguez Vocational High School (ERVHS).

On July 1, 1946, EARIST acquired its present site in Nagtahan, Sampaloc, Manila. Apolinario Apilado was appointed principal, succeeded by Dr. Hilario G. Nudas in 1949.

EARIST's development was made possible via three Republic Acts and a Presidential Decree:

- Republic Act 4072, jointly sponsored by then Congressman Ramon Bagatsing and Salih Ututalum in 1964, authorized the establishment of the Technical Education Department without changing the name of the school. It was headed by a vocational director.
- Republic Act 5088, sponsored by Congressman Sergio Loyola in 1967, authorized the renaming of ERVHS to Eulogio "Amang" Rodriguez Memorial School of Arts and Trades (EARMSAT) and signaled its separation from the Division of City Schools, Manila. It was headed by a superintendent.
- Republic Act 6595, sponsored by Congressman Joaquin R. Roces in 1972, converted EARMSAT to EARIST with a president as its head. This made EARIST into a full-fledged college and authorized the establishment of vocational-technical school branches in each congressional district of Manila.
- Presidential Decree 1524, signed by President Ferdinand E. Marcos on June 11, 1978, converted Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) into a chartered state college with a Board of Trustees as its governing body and Dr. Hilario G. Nudas, as its first college president.

## **VISION, MISSION, GOALS AND OBJECTIVES**

### **VISION**

EARIST is envisioned to be a center of excellence in trades, business, arts, sciences and technology education.

### **MISSION**

Turn out vocationally, technically, technologically and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible and disciplined citizens of the Philippines.

### **GOALS**

Provide professional, scientific, technological, technical and vocational institution and training in trades, business, arts, sciences and technology and for special purposes, promote research, advanced studies and progressive leadership.

### **OBJECTIVES**

- Strive for academic excellence in instruction, research, extension and production through accreditation.
- Provide appropriate and continuing faculty and staff development programs.
- Provide and maintain appropriate technologies, instructional facilities, materials and equipment.
- Produce quality graduates who are globally competitive to man needs of business and industry.
- Attain university status through unity, solidarity and teamwork.



## **LIBRARY HISTORY**

The library started as “Amang” Foundation Library with few collections of books and “Amang” Memorabilia. It occupied room at the third floor of the Apilado Building and was supervised by Ms. Corazon P. Villafania.

In 1986, the library was transferred to a bigger space at the second floor of Regala Building to accommodate the growing number of the students. It served as the central library of the institute supervised by Dr. Flocerfida M. Doña as the chief librarian. Ms. Erlinda P. Natal was also assigned as chief of the Library Services.

In 2002, through the directive of the president, Dr. Maura V. Bautista, the central library was devolved to the different colleges in connection with the vertical structure policy.

With the AACCUP recommendations after several accreditation visits, a four storey building was built in 2006. The ground floor is occupied by the EARIST Museum, the second floor houses the Science and Technology Library, the third is occupied by the General Education Library and the fourth floor is the Information Technology Center (ITC) which serves as the Audio Visual or Multimedia Center and the Learning Commons.

From 2015 to present, the 2<sup>nd</sup> floor is now the General Circulation and Filipiniana Section Library, while the 3<sup>rd</sup> floor is the Graduate School, Periodicals Section and Theses Section. The ground floor remains the EARIST Museum.

As part of the institutes’ commitment to the quality and excellence, we continuously endeavor to develop the EARIST Library to meet the standards of modern library.

### **LIBRARY VISION**

The EARIST Library is envisioned as a resource center of quality information to serve the needs of stakeholders in pursuit of academic excellence.

### **LIBRARY MISSION**

To provide services and materials that is accessible, significant and appropriate information for the library users.

### **OBJECTIVES**

1. Support the institutes' program in its instructional research and information needs.
2. Provide adequate information resources and facilities to EARIST academic community as a means to achieve the school's goals and objectives.
3. Develop, enrich, and maintain the library collection for the need of the curriculum and program of the school.

## INTRODUCTION

The library is a unit of the institution designed to serve the academic community with quality information resources that support the school programs on its institutional needs. It is a learning center whereby the students, faculty and other library users do their intellectual activities.

This handbook is prepared to provide the students, faculty and employees the guidelines for the use of the library and its facilities. Such guidelines are meant to enhance the proper use of the library. The continuous development of EARIST Library is important in meeting the various research and information needs of the clients.

## DEFINITION OF TERMS AND ACRONYMS

*Terms particularly used in the technical preparation of books and other library materials before making them available for circulation :*

**Accession Number** - a unique number assigned to a bibliographic item in the order in which it added to a library collection, recorded in an accession record maintained at the technical services department.

**Accession Record** - a list of bibliographic items added to a library collection in the order of their addition. Normally such a list includes the accession number, brief bibliographic identification, sources, and price paid for each item.

**Acquisition** - the process of securing materials for the library collection, whether by purchase, as gifts, or through exchange programs.

**Call Number** - refers to the combination of numbers and letters that provide a unique description of each item in a library collection.

**Card Catalog** - refers to a card file, arranged by author, title, and subject, listing all items owned by a library.

**Cataloging** - refers to the process of creating entries for a catalog.

**Circulation desk** – a location in the library where you check out, return or renew items, ask about missing items, or inquire about fines.

**Classification Scheme**-a classification system which use numbers and/ or letters, to represent the subject content of materials.

**Collection** - refers to the resources in any format that the library acquires or provides access to, including online resources accessible via the library webpage.

**Copyright** - refers to the legal right to control the production, use and sale of copies of a literary, musical, or artistic work.

**Due date** - refers to the date by which borrowed books and materials should be returned. To extend the loan period for materials, the item should be renewed before due date so that fines are not incurred.

**Preservation** - includes all the managerial and financial considerations, including storage and accommodation provisions, staffing levels, policies, techniques, and methods involved in preserving library and archival material and the information contained in them.

**Renewal** - an extension of the loan period for a charged library materials. As long as no one else requests the book, renewals are unlimited.

**Withdrawn** - refers to items that are no longer in the library collection.

*Terms that follow are mostly types of resources kept by the library for use by clientele :*

**E-Resources** - refer to any work encoded and made available for access through the use of computer.

**Filipiniana**- refers to the publication dealing with the Philippines in whatever language they may be written and place where they may have been printed.

**Gift** - refers to library materials offered by a known person or persons, corporation, institution or agency that the library may choose to accept or reject.

**Holdings** - refers to the materials owned or held by a library.

*Terms that can be found in any periodicals, journals or magazines issued and distributed to users for a much current information :*

**Index** - refers to points to where information can be found.

**ISBN** - (International Standard Book Number) a four-part, ten-character code given a book before publication as a means of identifying it concisely, uniquely, and unambiguously.

**ISSN** - (International Standard Serial Number) the International numerical code that identifies concisely, uniquely, and unambiguously a serial publication.

**Issue** - refers to a single uniquely numbered or dated part of a periodical or newspaper.

**Journal** - type of periodical which contains signed scholarly articles. Journals are usually published by academic or association presses and include bibliographies.

**Newspaper** - a serial issued at stated, frequent intervals containing news, opinions, advertisements, and other items of current, often local, interest.

**OPAC (Online Public Access Catalog)**- A computerized catalog of books and other items in the library

**Overdue**- material which is not returned to the library by its due date is considered overdue.

**Periodical** - materials published at regular intervals and intended to be continued indefinitely.

**Publication** - a book, periodical, musical score, and etc., that has been “brought before the public”; in other words, a work that has been printed and distributed.

**Serials** - refers to the journals or newspaper in electronic or hard-copy format.

**Shelf list** - the part of library’s card catalog which is arranged by Dewey Decimal Call number rather than by author or title.

*The following are ether individual or group of individuals whose involvement in the library is valued and work towards making it greater :*

**Library Committee** - refers to the body or a person that deals with library activities. They also play an effective and important role to run the library efficiently.

**Library Personnel** - serve as the primary source for the library administration in planning personnel policies and procedures of the library.

**Library Student Assistant** - assists staff with daily routine library operations.

*Terms referring to services, materials or resources that revolve around the library's operations :*

**Readers Services** - refers to the section of the library that provides resources to the library patrons for home reading in and outside the library.

**Reference Desk** - location in each library where you can get help in using the library and receive answers to your questions.

**Reference materials** - a selection of library materials used by reference librarians and information assistants to help people find information or do research.

**Reference collection** - contain many sources of information, such as dictionaries, directories, almanacs, encyclopedias, atlases, and statistical compilations. They may also have bibliographies, indexes, and abstracts. Reference materials usually are for room use only.

## LIBRARY COMMITTEE

### COMPOSITION OF LIBRARY COMMITTEE

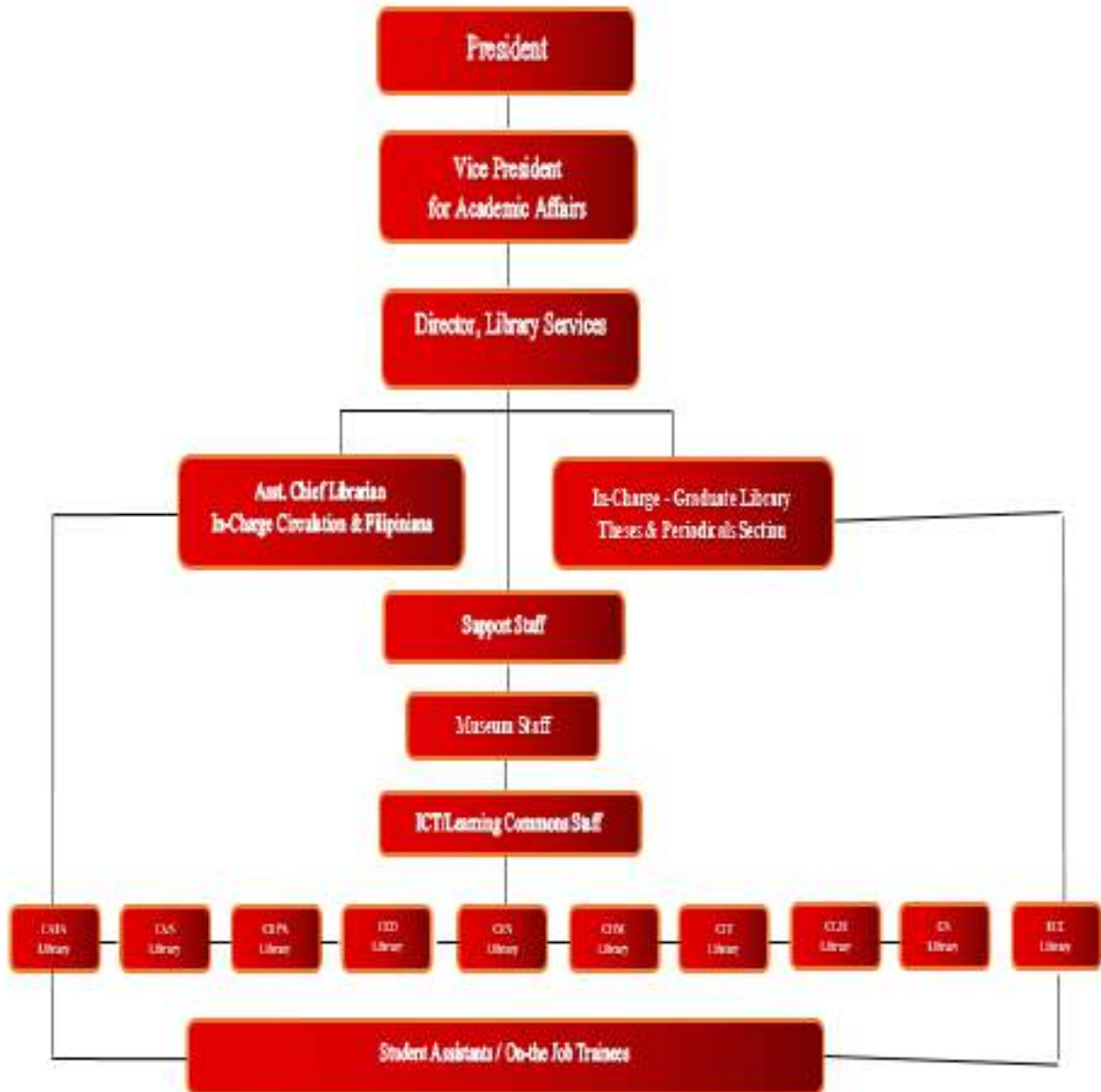
The Library Board Committee is headed by the Chairman appointed by the President of the institution. The Director of the Library serves as the secretary of the committee and disseminates information on the activities done by the committee. The members of the committee are composed of the Deans of different colleges, the Director of Instruction and a student representative from the student government.

### FUNCTIONS OF THE LIBRARY COMMITTEE

The Library Committee serves as the Technical Working Group (TWG) in-charge of the review and revision of the Library Manual, and shall perform monitoring and coordinating tasks to ensure smooth operation and efficient delivery of service by the Institute Library, which shall include :

1. Review of the status of library holdings for the purpose of selecting materials ;
2. Dissemination of information pertaining to policies and operations of the library ;
3. Participates in the Annual Library Budget Preparation.
4. Keeping abreast with the recent innovations and developments in instruction ;  
and
5. Initiating resource-sharing activities or projects order to meet the needs of the library.

## LIBRARY ORGANIZATIONAL STRUCTURE



**Professional librarians' main functions are the following :**

- ***Selection & Acquisition for collection development***
- ***Cataloging and Classification***
- ***Provision of Bibliographic tools / Indexes***
- ***Updates Current Awareness Service***

information dissemination activities done for notices, announcements, latest news and updates through the following : bulletin boards, signage, newsletter, information / media board & orientation

**Other activities :**

- ***Accreditation requirements***

Prepare needed documents for each program under evaluation

- ***Clearance requirements***

Sign clearance needed for students' record or enrolment and for faculty leaves, transfer, resignation or retirement

- ***Referrals***

Facilitate and /or accommodate endorsements both coming in and going out of the libraries

### **Paraprofessional Librarians (Support Staff)**

- ***Circulation works / activities :***

Facilitate use and access to the collection

- ***Reading Guidance / assistance :***

Guide and assist users on the proper and suitable materials for use and their location

- ***Preservation activities :***

Repair and mend those materials that can still be preserved for longer use

- ***Mechanical/technical preparation of library materials (book and nonbook) :***

- Accessioning, labeling catalog cards and book cards production, shelving

- ***Inventory task :***

Prepare the needed documents and requirements for the conduct of physical inventory

- ***Discipline and order :***

Maintains strictest implementation of rules and regulations

*Other activities :*

- Accreditation requirements

Prepare needed documents for each program under evaluation

- Clearance requirements

Sign clearance needed for students' record or enrolment and for faculty leaves, transfer, resignation or retirement

*In order to efficiently and effectively perform various tasks and activities, the following specific roles and responsibilities for the staff follow :*

### **DIRECTOR, LIBRARY SERVICES**

- Maintains adequate collection that supports the objectives and programs of the school.
- Submits annual program budget proposal and annual report.
- Supervises library personnel in the proper methods of maintaining library records and other phases of library management.
- Evaluates job performance of the staff.
- Leads library staff in the inventory of library materials, cataloging and classifying of books.
- Takes full responsibility in determining policies and procedures in the selection of books and other library materials with the library committee.
- Participates in local and national professional organizations, conferences, and seminars.

### **CHIEF, OPERATIONS/ Asst. Chief, Library Services**

- Oversees the technical, operational and administrative activities of the library services.
- Implements policies on the use of the library.
- Acquire the reading needs of the students and faculty and organize library materials for maximum use.
- Attends seminars, workshop, conferences for professional growth and development.
- Conducts inventory of books every end of the school year.
- Develops good reading habits and awareness of students through proper library practices.
- Works cooperatively with the academic and administrative staff of the institute for the improvement of the services.

### **COLLEGE LIBRARIAN**

- Selects, develops, catalogues, and classifies library resources.
- Answers library users' queries and provides the best possible answer to their needs.
- Ensures that library services meet the needs of a particular group of users.
- Assists readers to use computer equipment, conduct literature searches etc.
- Promotes the library resources to the user.
- Maintains the proper decorum inside the library.
- Performs other related duties as may be assigned by the library head.



**SUPPORT STAFF**

- Keeps responsible for the overall operations of the service desks, depending on their area of assignments.
- Maintains all statistical records : client, frequencies of usage, etc.
- Updates information file.
- Performs annual physical inventory.
- Encodes library documents.
- Shelf reads books and other library materials.
- Maintains preservation and up-keep of library materials

**STUDENT ASSISTANTS / OJT Trainees**

- Update shelf-list cards and other bibliographical records filing.
- Repair slightly mutilated library materials.
- Maintain cleanliness and orderliness of the library premises.
- Assist in providing answers to inquiries requiring specific information.
- Provide assistance to users on the use of access tools.
- Provide assistance in retrieving books and other library materials.
- Maintain book collection properly in all sections of the library.

**LIBRARY COORDINATORS**

**Special Order (S.O.)** is being issued to any faculty or personnel that is privileged to have been designated as library coordinators for each program.

*Note :*

*This designations run for a certain period until being superseded by another appointment issued by the Office of the President. Attached in the appendices is an existing S.O. served to each faculty designates.*

## LIBRARY COLLECTION

### TYPES OF LIBRARY MATERIALS

Books in the library are separated according to sections.

#### A. Books

##### 1. General Reference Books

It houses general encyclopedic works including dictionaries, almanacs, atlases, directories, handbooks, manuals, indexes and abstracts, etc. They are usually for room use only.

##### 2. Circulation Books

These are books on Philosophy, Religion, Social Sciences, Language, Arts, Pure Science, Applied Science, Literature, History, and Geography.

#### B. Periodicals

These are all local and foreign journals, magazines, newspapers, government publications and other forms of serial publication, vertical files such as pamphlets brochures and newspaper clippings. These library materials are for room use only.

**C. Electronic resources**-e-books, e-journals and all other resources that are made available through online, however they can be accessed as well using any hardware or equipment. Any materials in digital format accessible electronically which can also be online databases in varied digital formats, Adobe Acrobat documents (pdf), web pages (.htm,. html. asp etc. ) and more.

### LIBRARY CLASSIFICATION

The library organizes its holdings according to the Dewey Decimal Classification (DDC) System which divides knowledge into ten major classes. Each major class is divided into 10. With this system, books with the same call number are classified as the same subject.

000 – General works, Computer science and Information

100 – Philosophy and psychology

200 – Religion

300 – Social sciences

400 – Language

500 – Pure Science

600 – Technology

700 – Arts & recreation

800 – Literature

900 – History & geography

## ARRANGEMENT OF BOOKS

The library operates on an open-shelf system. Materials in the library are arranged according to sections. Books are labeled with the following place mark / location symbols on top of the call number. This is also to point out to what section the book belongs.

**FIL** Filipiniana  
**R** Reference  
**FIC** Fiction

- *General Circulation collection has C place mark / location symbols on the call number.*
- *Undergraduate and graduate thesis is labeled by their respective courses.*

## THE CARD CATALOG

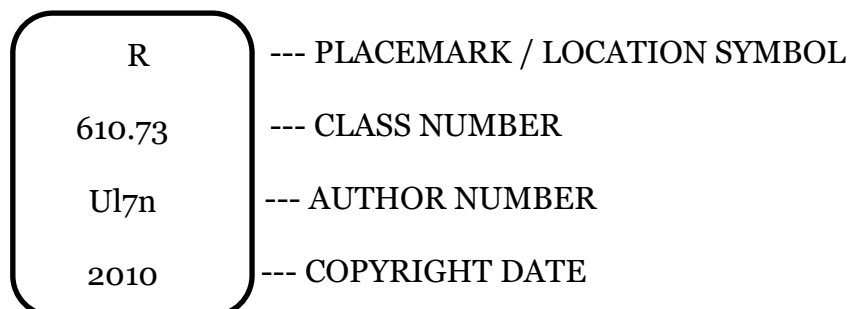
The Union Card Catalog is an alphabetical index to the collections of the library. All cards are interfiled following the word by word alphabetical arrangement. These are the following cards:

1. Author Card
2. Title Card
3. Subject Card

Each book in the library normally has three (3) cards, each of which is filed in its corresponding drawer under the appropriate letter of the alphabet.

Common Items of Information on Author, Title, or Subject Card are the following:

### CALL NUMBER



**SAMPLE CATALOG CARD**

Santos, Jose R.  
Philippine History/Jose R. Santos.—10<sup>th</sup> ed.—Manila: Jemma Inc.,  
c2012.  
xiv, 897 p.:ill. ; 28cm.  
ISBN 971-9905-75-2

Includes bibliography & index.

1.Philippine History. II. Title.

*Although catalog cards are available, they are not anymore being updated, but a more updated one is already available via computer searches. These cards however, are kept for reference purposes only, particularly those who would like to get familiarization on the different catalog entries using DDC.*

*There are process slips kept and organized in order to maintain catalog entries for books.*

## LIBRARY SECTIONS & LOCATIONS

- A. General Collection/Circulation**, found at the second floor of the library building. This section comprises the bulk of the library collection which is generally intended for the general education courses of the undergraduate programs. The books are in the different fields of knowledge like generalities, psychology, economics, anthropology, sociology, basic education, languages, home economics, arts, literature, history, geography and travel.
- B. General Reference Section**, is at the third floor. This section contains both general and some specialized reference books. These are encyclopedias, dictionaries, yearbooks, bibliographies, handbooks, manuals, directories, and other types of books which are intended to be referred to for definite items of information on a subject rather than to be read throughout.
- C. Filipiniana Section**, is with the circulation section at the second floor. The Filipiniana collection includes the following: 1.) publications by Filipino authors, published in the Philippines or abroad, on any subject; and 2.) publications by foreign authors treating on any subject about the Philippines.
- D. Periodical Section**, is joined with the graduate collection at the third floor. Current and past issues of all newspapers, journals, and magazines, acquired by the institution are in this section. Current issues are placed in magazine racks on open shelves for library clientele to read or browse.
- E. Graduate School Section**, is at the third floor. This section caters the needs of graduate students, faculty members and undergraduate students who are immersed in research work. Theses and dissertations of both graduate and undergraduate students are found in this section, strictly for room use only, and reproduction in whole or in part of the material is not allowed.
- F. EARIST Learning Commons or the former Information Communication Technology (ICT), Room**, is found at the fourth floor. This section provides access to internet browsing intended for research work, provides an environment for an open, transparent spaces for wide communication and collaboration.
- G. Technical Section**, is available in both second & third floor. This section is responsible for receiving, processing, labeling and to make available all the books and other materials to the different sections of the library.
- H. Museum**, is found at the ground floor. Houses all the memorabilia and vital documents or records pertaining to “Amang” whose contributions to EARIST is unparalleled and valued.

## LIBRARY SERVICES

- A. Circulation Service.** Handles the checking out and returning of library materials.
- B. Reference and Information Service.** The librarian gives assistance regarding the use and choice of books and other reading materials to encourage students to use time wisely and effectively.
- C. Referral Service.** Provided to enrolled students, faculty members and staff who would like to use other libraries, and accommodation of referrals from other libraries.
- D. Computer and Internet Access Service.** The library provides computers or laptops in order to access through the internet.
- E. Library Orientation.** Provides introduction and basic information of the library and its services, facilities, and usually weeks after classes have started.
- F. Current Awareness Service.** Aims to provide latest information and updates on the library and its activities, events, acquisitions, etc. It may be done through bulletin board display, information/ media board, newsletters, and via website.

### Other services :

- **Online Reference & Research Support Services**  
*Via :*
  - Facebook Messenger
  - Email
  - Phone call
  - Web site
- **Document Delivery Services/ Document Request Pick-up**  
*Either through :*
  - personal
  - a representative
  - a courier
- **Drop Box for Book Returns**  
*Note the following :*
  - google forms filled in
  - designated drop box for returns
  - acknowledgment email for confirmation
- **Remote Access for e-resources**  
On-site or Off-site (remote) for access details
- **Online Library Instruction**

## **LIBRARY RULES AND REGULATIONS**

### **AUTHORIZED USERS**

The following are authorized to use the library facilities and services:

- Enrolled students of EARIST
- EARIST Faculty members, administrators and staff
- Incoming users, visitors or alumni provided of referral letter from their respective library and upon presentation of any valid ID's

### **HOURS OF SERVICE**

Monday to Saturday 8:00 AM – 6:00 PM

- *The library is closed during Sundays, holidays and school break.*
- *The library observes no noon break.*

### **LIBRARY GENERAL RULES**

1. A student with validated school ID is allowed to enter the library. No student is allowed to borrow any library materials unless he/she has an original Certificate of Registration (COR) valid for the current year. Bags should be surrendered on the baggage counter before entering the library except valuable items (e.g. cellphones, wallet and other gadgets).
2. Students can borrow two (2) books for overnight use only. Staff and Full- time faculty can borrow a maximum of 5 books every semester, while part- time faculty is allowed to borrow a maximum of 3 books every semester, provided that they present valid identification cards.
3. Theses, dissertations and reference materials are for room use only. Reproduction in whole or in part of the thesis and dissertation material is not allowed.
4. Students are not allowed to eat, sleep, litter and loiter inside the library in order to not disturb other library patrons.
5. Silence should always be observed inside the library. Idle conversations, loud laughter and unnecessary noise must be avoided.
6. Library facilities should be kept in order. Chairs should be pushed back against the tables before leaving the library.
7. Books and other library materials should be handled with care. Leaning or writing on them is to be avoided.
8. Charging of laptops, cell phones and other gadgets is not allowed inside the library.
9. Students should refrain from unwelcome acts of hiding or stealing books and other library materials. Tearing out pages of the library books and forging signatures will be subject to disciplinary actions.
10. A student is held liable for any misrepresentation for a signed item not under his/her name. Therefore, COR should not be passed from one student to another. Borrowing needs to be exercised personally.
11. Misbehavior risks losing one's library privileges and/or suspension from the use of library according to the discretion of the librarian. Repeated cases will be reported to the officer in charge of the discipline.
12. COR must always be presented in borrowing, renewing or returning of library materials.



13. Graduate and undergraduate students and researchers from other schools may use library resources (for room-use only) upon presentation of the student valid ID and referral letter from their respective library. The use of such privilege is limited to Fridays with a maximum of three (3) students only per school.
14. EARIST Alumni may use library upon presentation of valid Alumni ID.
15. Faculty loans may be allowed up until the end of the semester.

### **HOW TO BORROW/ RETURN BOOKS**

1. The student needs to present his/her valid COR to borrow book and other library resources.
2. Students may refer to the card catalog/OPAC for the title of the book or ask a librarian for assistance.
3. Students may borrow a maximum of two books for overnight use only, or over week-end use, one (1) hour before the library closing time.
4. Books borrowed may be returned on or before 10 a.m. the following service day.

### **LOAN PERIOD**

1. Filipiniana books and general collection books can be borrowed for overnight use only from Monday to Friday.
2. Fiction books can be borrowed for a week.
3. General references, newspapers, magazines, journals, clippings, and other materials such as theses and dissertations are strictly for room use only.

### **PENALTIES**

Failure to return borrowed books will result to confiscation of valid COR for 3 days to 1 week. Saturdays and Sundays are not included, and in any case, sudden suspension of classes due to inclement weather.

Suspension of library privileges may be imposed upon the discretion of the librarian on borrowers who habitually do not return materials on time.

**LOST AND DAMAGED MATERIALS**

1. Lost book must be reported immediately to avoid sanctions.
2. Books reported as lost must be replaced with the latest edition of the same title. If a certain title is not available, any related title with the latest edition is applicable.

**RESERVATION FOR USE OF EQUIPMENT & FACILITIES**

Request for reservation of the library or any of its facilities, even equipment for research use should be made at least 3 days earlier to avoid conflict with other borrowers or classes. Faculty in charge should inform the librarian and should be provided with the letter of request.

## **COLLECTION DEVELOPMENT POLICY**

### **INTRODUCTION**

The Library Collection Development Policy directly reflects the vision and the mission and objectives of the institution. It is the goal of the library to provide a high quality collection of books and other materials. The library's collection development program gives priority to the instructional programs of the institution herein. The importance of selection in library process is to provide the individual need of each clientele (library users) and the librarian's role as a book selector is to uplift and enrich the collection such that it continuously caters to the needs of its various clientele.

The library which undertakes to formulate a detailed statement of its collection development policy embarks such a costly and difficult task. It is nevertheless, a task that is becoming recognized to be something as essential for the effective accomplishment of the library's first and fundamentals work – the creation of the information resource on which all library services depend.

### **OBJECTIVES**

The EARIST library assists its clientele especially the students in their academic and personal development, through the provision of an updated library resources and services in order to efficiently participate in the attainment of the institutional mission and objectives and to be more responsive to information brought by the different demands due to technology and needs.

### **SELECTION RESPONSIBILITY**

The selection of the library materials is a collaborative responsibility of the deans, faculty and library staff and also the students whose voice in the academe really counts. Their duties are to screen the books, to evaluate collection with a view such that it is able to monitor the library's strength and weakness and to select retrospective and current titles, as well as to offer bibliography assistance to the faculty in terms of dealers' catalogs, lists and quotations, etc.

Faculty recommendations are the basis for materials acquisitions but the library staff has the responsibility for areas not included in these recommendations in order to achieve a balanced collection and to coordinate the resource development of the library as system.

### **OBJECTIVES OF THE LIBRARY IN SELECTION OF LIBRARY MATERIALS**

1. To make available materials needed for instruction and extension programs of the institution.

2. To make available library materials needed by students and faculty members in their research and to make available library materials of general information in subject areas not covered by instruction, research and extension programs.
3. To preserve all important materials relating to the history and development of institution

## **ACQUISITION PROCESS**

Acquisition is known as the process by which the library secures materials through purchase, gifts or exchange for the items that the selection personnel have identified as desirable to the collection.

### **Guidelines for the Acquisition**

In order to acquire materials and resources, the following are hereby considered :

1. knowledge of the book and media trade.
2. wide selection and collection development.
3. organized and proper recording for each item and resource in the collection.
4. constant monitoring of the expenditures of collection development funds.
5. sound and maintained records based on the expenditures of funds.

### **Four primary internal objectives of the acquisition**

1. Acquire materials promptly for immediate usability.
2. Maintain accurate processes based on standards.
3. Consider quality more than quantity.
4. It is a must that good working relationships with other libraries, bookstores or other marketing agencies are evident.

## **LIMITATIONS OF THE SELECTION AND ACQUISITION POLICY**

Guidelines in order to observe utmost priorities in the acquisition of materials :

1. Lack of funds limit acquisition :  
*Priority* : Current publications of lasting and scholarly value over older and out- of print materials.
2. Originals not available or too expensive : *Exhaust all other means possible*
3. Duplication copies : Purchase only by justification of heavy and continuous use.
4. Variant edition 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 updated editions or contain substantial changes and are needed for research purposes).  
(Also this does not apply to updated editions or scientific publications).

5. The library will not purchase extensive in-depth materials for scientific research needs of graduate students or for short term research projects of staff members:
  - Only if and when the library's acquisitions policy specifies intensive collection development in that area.
6. The library will not purchase duplicate copies or publications that is only biased and will be favorable only for the sole use of :
  - individuals
  - academic departments
  - administrative office, and any other offices, etc.

### **Editions and Format Materials**

- The library shall acquire the latest edition of publication (in case of titles which have gone through several editions)
- Earlier editions may be acquired only if they have historical value and importance.
- Hardbound books shall be preferred over paperbacks because of their durability depending and always subject on the availability of funds.

Paperback shall be purchased if:

1. There is no other edition available;
2. There is a great demands for the title;
3. The original title appeared in this form.

### **Duplication**

Duplicate materials needed for teaching, extension, and research will be acquired in accordance with the following guidelines:

1. Multiple, heavy and continuous demands for specific titles;
2. Duplicate copies of carefully selected books and periodicals,
3. Titles may be purchased for the college libraries.
4. Additional copies of books will be purchased for the circulation reserve section.

### **Exchanges**

The trading of any publications among libraries is one way to acquire library materials aside from the need to establish mutually agreed relationship. This is to maintain balance in the value of materials received. The library enters exchange agreements with other institution wherever the desired publications are available only on exchange and wherever such exchange of publications is advantageous to the library as determined by the librarians, particularly if these resources can complement and augment resources needed in a particular program or course.

## **Serials**

The library acquires within its financial capabilities (only a copy) according to frequency of use the following resources:

1. Holdings of the leading materials in major fields
2. Serials devoted to the informal discussions of public affairs
3. Serials containing serious literature and critics
4. Serials presenting substantial factual information concerning economic, political and social events and scientific knowledge.
5. Selected foreign popular periodicals of research value
6. Serials of research values published by government agencies.
7. Materials published by its administrators, faculty and staff.

## **Filipiniana Materials**

Filipiniana shall include all materials, books, serials, reports, maps, atlases, pictures, and other materials which are published in the Philippines, or elsewhere, written by Filipinos or by foreign authors, and about the Philippines.

The library acquires Filipiniana materials within its financial capabilities, highly endorsed by faculty members, students and researchers.

Other Filipiniana materials can be any from the following :

1. Publications of government agencies;
2. Publications of state colleges and universities like school catalogs, annual reports, and technical research reports of proceeding and conferences;
3. Publications of selected private colleges and universities;
4. Publications of Philippine embassies and consulates or foreign embassies in the Philippines.

## **Examination copies**

A local dealer usually sends books for examination or books-on on approval for inspection as follows:

1. Book dealers/jobbers and publisher representatives upon delivery of all books and other library materials request for examination.
2. The library checks and upon examination for possible duplication, will be provided with recommendation steps.
3. The library sends books for examination to the Deans, Department Chairs, Faculty Members and Library Committee Representatives to examine/review/selected books for purchase.

4. Deans, Department chairs, Faculty Members and Library Committee Representatives concerned will be given one to two weeks to examine the books, hence recommendation shall follow.

## **CATALOGING AND CLASSIFICATION**

Cataloging and classification encompasses all aspects of the process of organization of materials in the library.

A catalog main entry is made for every document received in the library. The comprehensive main entry contains statements about its subject of the document in the form of a class number & subject headings. Besides its main entry, adequate number of added entries are also provided to create as many access points as possible to enable the library users & find materials they need. Such access points may be author, title, subject headings, editor, series, and the needs for main & added entries are set in the various cataloging codes-(Anglo –American Cataloging Rules) AACR.

The classification system used for assignment of class number is the Dewey Decimal Classification. The cataloging codes used and the classification system are updated from time to time to meet the emerging requirements of the library.

### **Tools in Cataloging and Classification**

- Sears Lists of Subject Heading
- DDC
- Cutter's Table
- AACR2

### **Procedures in Cataloging of Books**

- After the book is classified, the librarian identifies from what entry point the book belongs.
- The librarians provide process slip for the catalog book
- Encodes process slip for the use of the students
- Provides access codes to the books

### **Purpose in Cataloging of Library Materials**

The information contained in the cataloging records provides many access points needed by the clientele looking for information in the library. Traditionally, the library card catalog provides the following access:

- Author's name
- Title of an item
- Subject covered by the item

Other points of access are:

- Additional author
- Name of series
- Illustrators
- Title of contents at time

The library materials are catalogued in a careful and complete manner, and is being provided access to all sources of information on a particular topic, by a particular author, or in a particular format provided to the clientele.

Today, there is already an Online Public Access Catalog (OPAC) that is available either stand alone or web based which will give information as to what are the available resources the library has in the collection so that it can be made readily accessible by those who need them.

The library maintains Koha, an open source / web-based integrated library system, used world-wide by many libraries, where modules for circulation, cataloguing, acquisition, serials, patron management, reporting and more are made available.

### **Readers Services**

The basic characteristic of a good library is its complete identification with the institution. The measure of its excellence is the extent to which its resources & services support the institution's academic pursuits.

EARIST libraries exist to provide reading materials & other resources to support the purposes of the institution. As a major depository for reading, it is in a unique position to promote reading, as a service organization, it facilitates reading, and as part of an institution plays an active role in making books very significant part of education.

The central role of the librarian is to help students by providing a learning environment. The underlying idea is to provide conditions conducive to developing creative enquiry.

### **Reference section**

The section that takes charge of helping the students, faculty and other researchers make their research in the choice of books.

### **Filipiniana section**

It handles all books & other materials whose contents are about the Philippines, its people, history & culture.



### **Circulation Section**

This area is where charging & discharging of books needed for study takes place.

### **Technical Section**

Area where mechanical and preparation happens before circulating materials to users which includes classifying and cataloging books.

### **Binding and Mending of Books**

The degree of damage to the book determines whether to mend, rebind or replace. If one page is torn, simple mending operation will take care of it. Mending may occur when an important & unobtainable pages/ portions of the books have been worn & cannot be rebind.

The following should be adopted by the library for weeding out books, if binding and mending operations cannot be applied:

- Textbooks and other books without permanent value
- Books beyond repair
- Reference books which are quite out of date and whose later edition are valuable in the market accordingly to their use.

## **WEEDING PROCEDURES**

Every library seeks to serve the needs of its community of users. It follows then, that the library should have an alive, growing, and up-to-date collection. It should reflect the organizational mission and objectives. If the collection of the books plays a great role in collection development, so is weeding of books.

### **Definition**

Weeding is the process wherein books and materials are no longer needed and therefore are taken out of the collection. This is done to keep the collection fresh, alive and responsive to the needs and interests of the clientele.

### **Reasons for weeding**

In the face of rapidly growing collection :

- limitations of space
- high cost of storing books are the main reason for weeding

## Factors discouraging weeding

In view of the pressing problem, it is difficult to understand why more weeding has not been undertaken. A number of factors have discouraged weeding.

1. The number of books in the library is often considered a criterion of the quality of the library.
2. Professional work pressure. Weeding has generally been considered as a professional task. In many instances, work pressures have not left the librarian most time to perform weeding. In this process, a lot of factors are needed to consider such as card catalog, shelf list, and other records to update in accordance with needed materials.
3. Sacredness / sanctity of collection. Many people consider books to be valuable records of human heritage and therefore almost sacred.
4. Conflicting criteria. Librarian is torn between keeping the books people want and the good books. Henceforth, sound judgment must always be exercised.

## Basis for weeding

1. *Last date of circulation* :  
If the materials has not been used in ten years (or less depending on the type of library), then the need to weed.
2. *Physical condition*:  
If the condition is bad, the item is weeded, although a decision must be whether to repair the item or to replace it.
3. *Timeliness* : This is one of the most frequently used criterion.

Reference is made to:


- Out-of-date materials, particularly in the science and technology. A rule of thumb is to weed almost everything more than three to five years of age.
  - Materials no longer in demand or that do not support curriculum or current community programs.
  - Older edition that is no longer used.
  - Obsolete textbooks.
4. Reliability. Viewpoints change and must be reflected in the collection. Yesterday reliable explanation may no longer be useful particularly if these are scores of title that support the outdated view.
  5. Language. Where changes in the community or the teaching program or the activity of the library have outstripped books in foreign languages, then they should be discarded.
  6. Also, translations of works into languages other than English should be checked periodically.

## **APPENDICES**

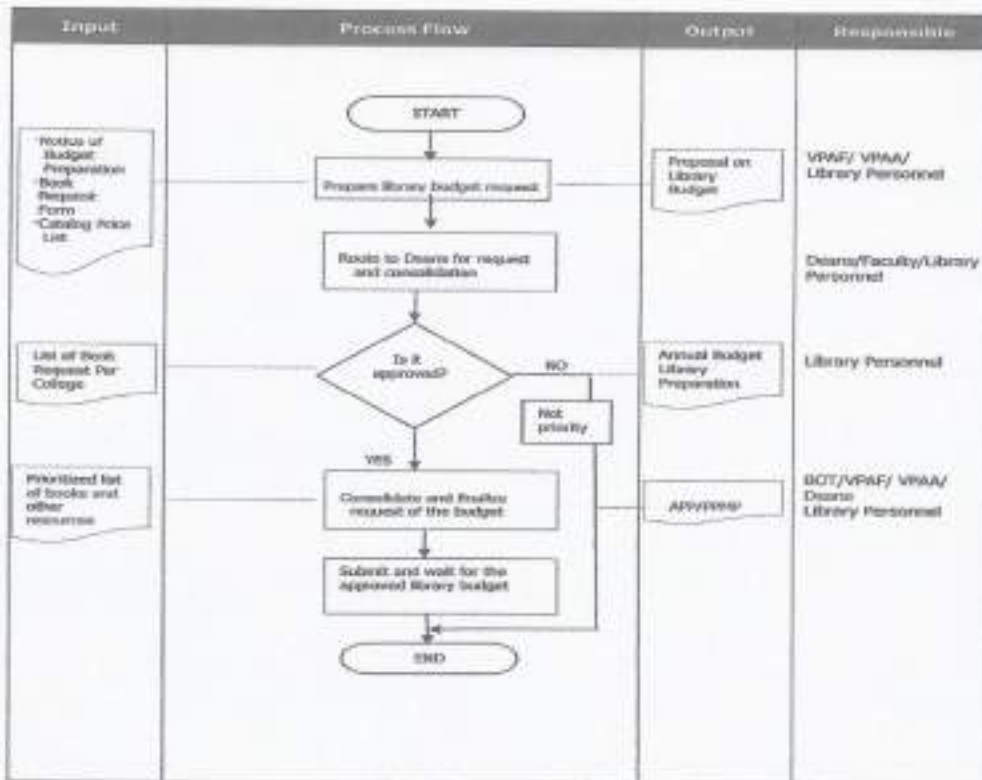
- *Flowcharts (lifted) on ISO approved Process Manual*
- *Special Order (S.O.) for Library Coordinators*
- *Library Forms*
- *Google Forms*

**ISO PROCESS MANUAL**

**SELECTION OF BOOKS AND OTHER LIBRARY RESOURCES**

	Republic of the Philippines <b>EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY</b> Negros Occidental, Marikina	Document No.:	EARIST-QSP-LS-002
	<b>PROCESS MANUAL</b>	Revision No.:	00
	<b>Selection of Books and Other Library Resources</b>	Process Type:	Support
		Effective Date:	June 7, 2020
		<i>Page 4 of 5</i>	

**8.0 Process Flow Steps**



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Document Control Indicator

*[Signature]*

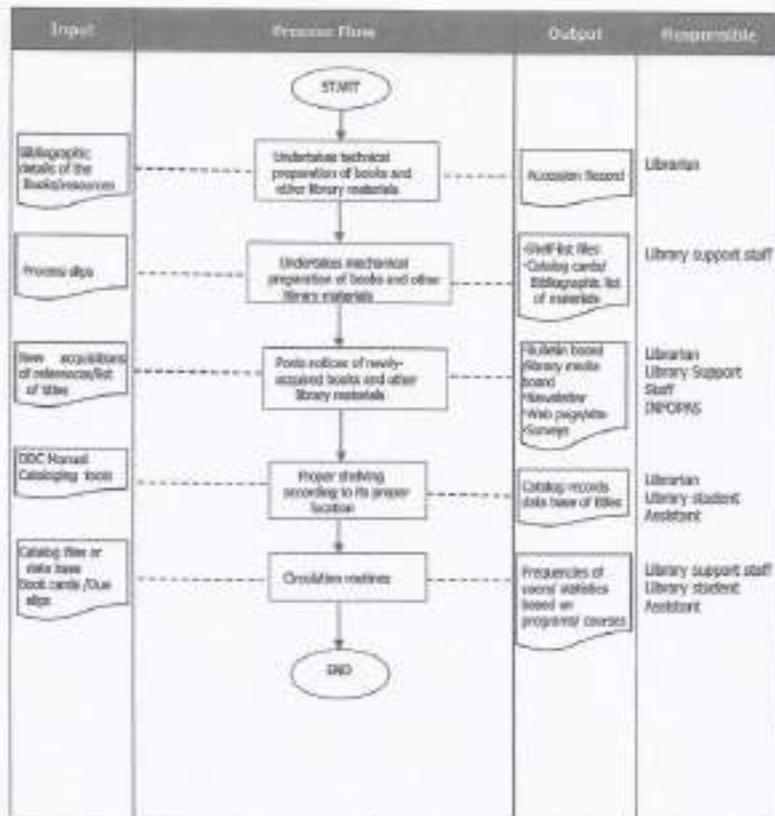
MAILED COPY

**ISO PROCESS MANUAL**

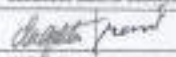
**CIRCULATING LIBRARY RESOURCES**

	Republic of the Philippines <b>EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY</b> Marikina, Manila	Document No.: EAREST-QSP-LS-001
	<b>PROCESS MANUAL</b>  Circulating Library Resources	Revision No.: 00
		Process Type: Support
		Effective Date: June 7, 2020
		Page 5 of 7

**6.0 Process Flow Steps**



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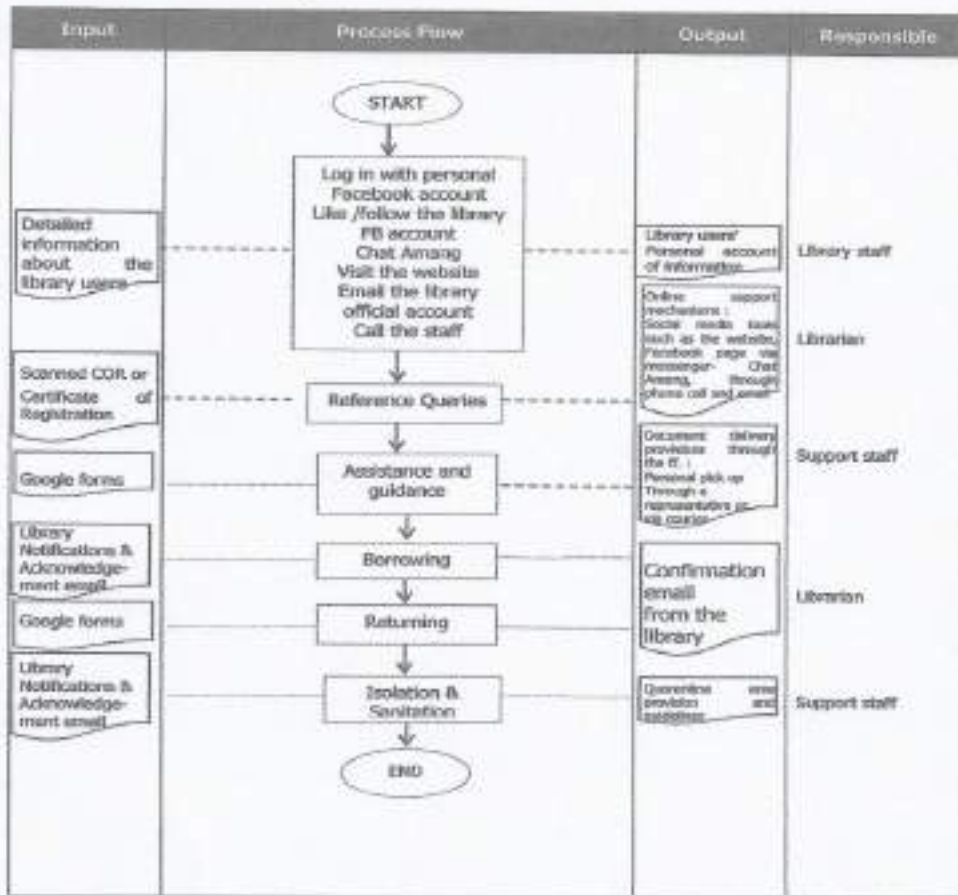
**ISO PROCESS MANUAL :**

**BORROWING PROCEDURES IN THE NEW NORMAL**

	Republic of the Philippines <b>EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY</b> No. 215, Manila	Document No.: <b>EARIST-QSP-LS-003</b>
	<b>PROCESS MANUAL</b> Borrowing Procedures in the New Normal	Revision No.: <b>00</b> Process Type: <b>Support</b> Effective Date: <b>June 7, 2020</b>

*Page 3 of 5*


**8.0 Process Flow Steps**



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 HAS/LS Copy 1 | 03/06/2020

***SPECIAL ORDER (S.O.) DESIGNATIONS OF COLLEGE LIBRARY COORDINATORS AND THEIR FUNCTIONS***

	Republic of the Philippines <b>EULOGIO "Amang" RODRIGUEZ</b> <b>INSTITUTE OF SCIENCE AND TECHNOLOGY</b> Nagtahan, Sampaloc, Manila	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center; margin: 0;"><b>RECORDS</b></p> <p style="text-align: center; margin: 0; font-size: 1.2em;"><b>RECEIVED</b></p> <p style="margin: 0;">BY: <i>McAlamb</i></p> <p style="margin: 0;">DATE: <i>03.24.2021 6:45 AM</i></p> </div>
<b>OFFICE OF THE PRESIDENT</b>		
March 18, 2021		
<b>SPECIAL ORDER NO. 018-2021</b>		
<b>TO</b>	<b>: ALL CONCERNED</b>	
<b>FROM</b>	<b>: THE PRESIDENT</b>	
<b>SUBJECT</b>	<b>: DESIGNATIONS AS COLLEGE LIBRARY COORDINATORS</b>	
<hr/>		
1.0 The following are hereby designated as Library Coordinators of their respective College, to wit;		
Mr. Aldwin Amorin  Mr. Edmund Almazan Mr. Isaac Ochotorena  Mr. Juan Leandro Britanico  Mr. Centrey L. Ramos Ms. Caroline J. Aga-ab Mr. Mathew Gamboa  Mr. Ivan Castellano	- College of Architecture and Fine Arts (CAFA) - College of Arts and Sciences (CAS) - College of Business and Public Administration (CBPA) - College of Criminal Justice Education (CCJE) - College of Education (CED) - College of Engineering (CEN) - College of Hospitality and Tourism Management (CHTM) - College of Industrial Technology (CIT)	
2.0 As Library Coordinator, your duties and responsibilities shall be as follows:		
2.1. Serves as liaison between his/her college and the Institute Library staff; 2.2. Manages/oversees the operations of the library and assists clients' needs to utilize library resources; 2.3. Selects and organizes Library materials and equipment for easy accessibility; 2.4. Assists in locating, delivery and obtaining Library materials; 2.5. Ensures that resources are readily available; and 2.6. Offers programs and orientations that aim to meet the specific need of their faculty and students.		



SPECIAL ORDER NO.: 018-2021  
March 18, 2021  
Page 2 of 2

- 3.0 The above designations do not entail additional compensation; however faculty designees shall be entitled to reduction of teaching load or forty-hour service.
- 4.0 This issuance shall take effect immediately and shall remain in force until revised/revoked.

*[Signature]*  
EDITHA V. PILLO, Ed.D.

SUBSCRIBED AND SIGNED TO DENOTE ME  
-s- - - - - 22 APR 2021 - Manila, Philippines -

Cc: HODS:  
Records  
All Concerned

*[Handwritten notes and stamps]*  
152  
31  
XXXIX  
2021

**ATTY. LEONARDO A. SARMIENTO**  
NOTARY PUBLIC - MANTLA  
NOTARIAL COMM. NO. 2020-049 (01/13/2021)  
ROLL OF ATTY. NO. 75616  
MCLE NO. VI-0022748-01/02/2019  
PTR NO. 9824815-01/05/21 - MLA  
IBP NO. 094680-11/12/2019- MLA.  
517 Lakandula St., Tdo. Mla.



**Form 1****BORROWER'S SLIP**

Date : _____
Name : _____
Course : _____
Yr. & Sec. : _____
Class / Call No. : _____
Title : _____
Author : _____
*Max. of 3 titles only per loan





Form 4

READERS' STATISTICAL FORM

Classification	Students									Total
	College									
	CBA	CPAC	CED	CEN	CIT	CHM	CAFA	CAS	GS	
000										
100										
200										
300										
400										
500										
600										
700										
800										
900										
Total										
EARIST-QSF-LS-002 (06.07.20)										

*Form 5*

**BOOK CARD**

<b>EARIST LIBRARY</b>		
<b>BOOK CARD</b>		
Call no.		Acc No.
TITLE: _____		
AUTHOR: _____		
DATE	NAME	COURSE

**EARIST-QSF-LS-003 Ref.00 (06.07.20)**



**Form 7**

**BOOK POCKET**

Eulogio "Amang" Rodriguez  
Institute of Science and Technology

LIBRARY SERVICES

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

\_\_\_\_\_

Title

\_\_\_\_\_

Author

**Form 8****RETURN SLIP**

Republic of the Philippines  
Eulogio "Amang" Rodriguez  
Institute of Science and Technology  
Nagtahan, Sampaloc, Manila

**LIBRARY SERVICES**

Date: \_\_\_\_\_

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

Returned to the library the following materials:

TITLE	AUTHOR	ACCESSION NO.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Note: Keep this receipt for clearance purposes.*

Received by:

\_\_\_\_\_  
Librarian



**Form 9****REFERRAL LETTER**

*Republic of the Philippines*  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
 Nagtahan, Sampaloc, Manila  
 Tel No. 243-9466 to 68 loc. 122

**LIBRARY SERVICES**

\_\_\_\_\_

**THE LIBRARIAN**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dear Sir/Madam:

Greetings!

Please allow the following students of \_\_\_\_\_ to conduct a research related to their study on \_\_\_\_\_ subject to library rules and regulations.

**Student No.**

_____	_____
_____	_____
_____	_____

Any assistance extended to them will be greatly appreciated.

Thank you very much.

Very truly yours,

**ROSALINA A. SORIANO**  
 Director, Library Services

**Form 10****LIBRARY REFERRAL SLIP**

<b><u>LIBRARY REFERRAL SLIP</u></b>
<b>NAME:</b> _____ _____ _____
<b>COURSE:</b> _____
<b>SCHOOL TO VISIT:</b> _____
<b>DATE OF RESEARCH:</b> _____
<i>* Only 3 persons are allowed for group referral</i>

**Form 11****ACKNOWLEDGEMENT SLIP****Date :** \_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/ Madam:

Greetings!

The Eulogio “Amang” Rodriquez Institute of Science and Technology (EARIST) would like to provide your institution a copy of our publications : research journal/ newsletter for the use of faculty and most especially to your students. I hope this will help in their research endeavor. We would be very happy if you can consider our institution be provided a copy of any other publications you have available in your institution.

Thank you very much and we look forward for a continuous journal exchange with your institute.

Respectfully yours,

**(Sgd.) ROSALINA A. SORIANO**

Director, Library Services

**ACKNOWLEDGEMENT RECEIPT**

<b>Quantity</b>	<b>Title(s) of Publication</b>
___ cpy. /cps.	EARIST Research Journal v. ___ no. ___ Date of Issue : _____

Date Received : \_\_\_\_\_

Received by : \_\_\_\_\_

**(NOTE: Pls. email back this form to karenromaquin@gmail.com)**

**Form 12****SURVEY FORM**

**Instructions:** In all of the boxes opposite each item, kindly tick (/) item/s that correspond with your answer.

I. NAME (Optional) \_\_\_\_\_

II. A. Identify the college you belong and indicate your course on the space provided.

	B. YEAR	C. SECTION
• CAS	• 1st	• A
• CAFA	• 2nd	• B
• CBA	• 3rd	• C
• CED	• 4th	• D
• CEN	Others, please specify: _____	
• CHM		
• CIT		
• CPAC		
• GS		

III. TIME

IN	OUT
• 8-9	• 8-9
• 9-10	• 9-10
• 10-11	• 10-11
• 11-12	• 11-12
• 12-1	• 12-1
• 1-2	• 1-2
• 2-3	• 2-3
• 3-4	• 3-4
• 4-5	• 4-5
• 5-6	• 5-6

III. What do you do in the library?

➤ READ/ REVIEW FROM MY OWN NOTES/MATERIALS

➤ Use the following materials :

○ THESES

○ DISSERTATIONS

○ COMPILATIONS

○ PERIODICALS (Journals or Magazines)

○ Other non-book materials, like CD/DVD's, etc.

○ E-resources

○ Others, pls. specify : \_\_\_\_\_

➤ Use the ff. : GENERAL REFERENCES

○ Encyclopedias

○ Almanacs

○ Dictionaries

○ Yearbooks

○ Others, pls. specify : \_\_\_\_\_

IV. Did you consult any materials from the collection, what are they?

➤ RESEARCH ON THE FF. TOPICS / DISCIPLINES :

○ History

○ Math

○ Filipino

○ Science

○ Others, pls. specify : \_\_\_\_\_

V. Did you avail any of the services of the library like:

○ Computer units for typing reports, assignments, etc.

○ Word Web or thesaurus

○ Photocopying

○ Overnight / over weekend loan

○ Referral

COMMENTS AND SUGGESTIONS: \_\_\_\_\_

**Form 13****REQUEST SLIP**

\_\_\_\_\_

Date

Dear Sir/Madam:

This is to request the use of the \_\_\_\_\_  
(Service/Equipment)

on \_\_\_\_\_ for the \_\_\_\_\_.  
(Date) (Purpose)

Hoping for your favorable response in this matter.

Thank you.

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

Department/Course: \_\_\_\_\_

**Form 14****REFERRAL LOG SHEET**

NO.	NAME	PROGRAM/COURSE	INSTITUTION TO VISIT	DATE OF VISIT	SIGNATURE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**Form 15****ACKNOWLEDGEMENT SLIP  
(IN- COMING PUBLICATIONS)**

<b>Quantity</b>	<b>Title(s) of Publication</b>

This is to acknowledge receipt of the following:

Received by: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Date received: \_\_\_\_\_

**Form 16****OJT Certificate of Completion**

 Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Nagtahan, Sampaloc, Manila

**LIBRARY SERVICES**

**CERTIFICATE OF COMPLETION**

\_\_\_\_\_

This certificate is awarded to

\_\_\_\_\_

for completing the 100 hours On-the-Job Training at the EARIST Library Services


Given this \_\_\_\_\_ of \_\_\_\_\_ at the EARIST, Manila

\_\_\_\_\_

**ROSALINA A. SORIANO**  
Director, Library Services



## Scanned/ Electronic Format Request



# Library

EL LOGO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY

### Scanned/Electronic Format Request Form

For access of library scanned/electronic format resources  
\* Required

**Email Address \***  
Your answer: \_\_\_\_\_

**Requested Title (Title, Author, Year)**  
Your answer: \_\_\_\_\_

**Name (Surname, Given Name, Middle Initial) \***  
Your answer: \_\_\_\_\_

**Sex \***  
 Male  
 Female

**Student Number \***  
Your answer: \_\_\_\_\_

**Course ( Do not use Abbreviation) \***  
Your answer: \_\_\_\_\_

**Year & Section (use dash (-) as separator)**  
Your answer: \_\_\_\_\_

**Contact No. \***  
Your answer: \_\_\_\_\_

**Date Requested \***  
Date  
mm / dd / yyyy

**Type of Library Materials:**

Book Scanned (if available)  
 Thesis Abstract  
 Dissertation Abstract  
 Undergraduate Thesis Abstract

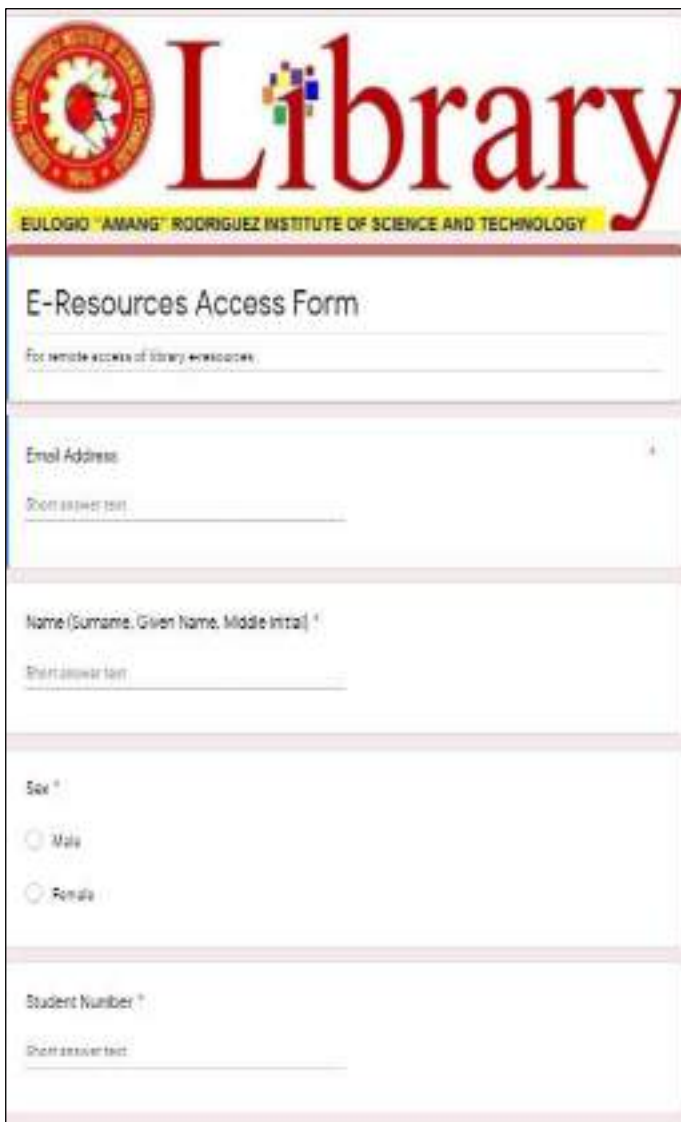
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Course (Do not use Abbreviation) \*

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Year & Section (use dash (-) as separator)

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<p>Email Address *</p> <p>Your answer: _____</p>	<p>Year &amp; Section (use dash (-) as separator)</p> <p>Your answer: _____</p>
<p>Name (Surname, Given Name, Middle Initial) *</p> <p>Your answer: _____</p>	<p>Contact No. *</p> <p>Your answer: _____</p>
<p>Sex *</p> <p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p>	<p>Request/ Query made thru: *</p> <p><input type="checkbox"/> Via Facebook Messenger</p> <p><input type="checkbox"/> Via E-mail</p> <p><input type="checkbox"/> Via Phone Call</p> <p><input type="checkbox"/> Other: _____</p>
<p>Student Number *</p> <p>Your answer: _____</p>	<p>Date Requested *</p> <p>Date</p> <p>mm/dd/yyyy <input type="text"/></p>
	<p>Library Materials Requested: *</p> <p><input type="checkbox"/> Book</p> <p><input type="checkbox"/> Journal</p> <p><input type="checkbox"/> Magazine</p> <p><input type="checkbox"/> Newspaper Clipping</p>

Library Materials Requested \*

Book

Journal

Magazine

Newspaper Clipping

Other: \_\_\_\_\_

Document/Book Details (Title, Author, Year)

Your answer: \_\_\_\_\_

Pick-up by: \*

Course (Snsb, Lalamora, LBC, etc.)

Personal

thru representative (Authorization letter required)

Pick-up date:  
(Pls. come or send your course/representative Monday-Thursday between 8 am to 5 pm.)

Date:

mm/dd/yyyy

Page 1 of 1

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Your answer: \_\_\_\_\_

Sex \*

Male

Female

Student Number \*

Your answer: \_\_\_\_\_

Course (Do not use Abbreviation) \*

Your answer: \_\_\_\_\_

Year & Section (use dash (-) as separator)

Your answer: \_\_\_\_\_

Contact No. \*

Your answer: \_\_\_\_\_

Library Materials to return: \*

Book

Journal

Magazine

Newspaper Clipping

Drop-off Date: \*

Date

mm/dd/yyyy

Drop-off by: \*

Courier (Grab, Lalamove, LBC, etc.)

Personal


Intra representative (Authorization letter required)

Submit

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Patron Type \*

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- Non-Teaching Personnel
- Student
- Alumni
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Course (Do not use abbreviation)

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Library reference materials used \*

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- E-resources (E-books, E-Journals)
- Graduate Theses/Dissertation
- Magazines/Journals
- Reference Materials (Almanac, Encyclopedia, Dictionary, etc.)
- Undergraduate Theses




Overall Satisfaction



Happy & Satisfied

Overall Satisfaction



Sad & Needs Improvement

Comments/Suggestions

Your answer

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I have read, understood and agree to the Privacy Information of library users.

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## Library Document/Book Renewal Form



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Email Address \*

Short answer text

.....

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Name (Surname, Given Name, Middle) \*

Short answer text

.....

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Sex \*

Male

Female

<p>Student *</p> <p>Short answer text</p>
<p>Course ( Do not use * )</p> <p>Short answer text</p>
<p>Year &amp; Section (use dash (-) as * )</p> <p>Short answer text</p>
<p>Contact no. *</p> <p>Short answer text</p>
<p>Request/ Query made thru *</p> <p><input type="checkbox"/> Via Facebook Messenger</p> <p><input type="checkbox"/> Via E-mail</p> <p><input type="checkbox"/> Via Phone Call</p> <p><input type="checkbox"/> Other...</p>

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