

MEYCAUAYAN COLLEGE LIBRARY MANUAL OF OPERATION AND PROCEDURE

With this Manual, the Meycauayan Colleges Library is aimed at providing the Academic community with the policies and procedures under which the College Library operates.

I. Mission

The Meycauayan College Library's mission is to provide information resources and services to faculty, students, researchers and administrative staff in support of the college instructional and scholarly inquiry that will promote liberal learning, education for service, training for careers and the development of lifelong learning skills."

II. Vision

The vision of Meycauayan Colleges, Inc. Library is to be considered as one of the best academic libraries in Bulacan as well as in Central Luzon that consistently provide relevant, quality resources and services

III. Goals

1. To provide materials and information services that is responsive to the needs of the academic and non-academic community and ensures their maximum accessibility and expeditious delivery.
2. To provide pleasant, safe, accessible and well-maintained building and facilities which enhance the use of the library resources.
3. To develop and maintain an effective staff committed to the provision of quality service.
4. To facilitate public access to library collections and services and improve the efficiency of library operations through the appropriate application of automated systems for information retrieval, management and support services.

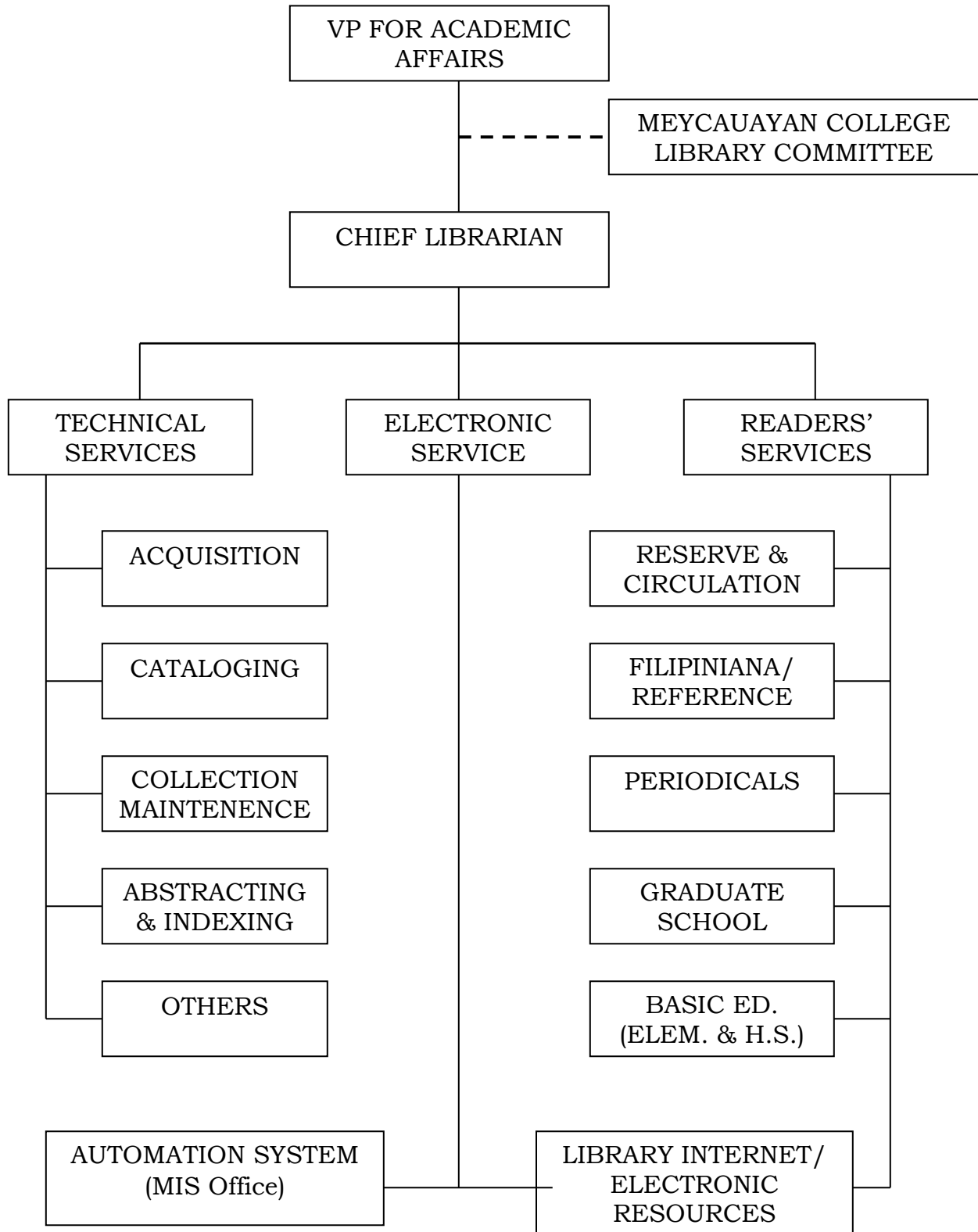
IV. Objectives

1. To select and acquire economically and as expeditiously as possible materials which are

pertinent to the College's present and future teaching and research programs.

- 2.** To acquire learning resources in cooperative effort with the faculty with priority placed on addressing the immediate and on going needs of faculty and students in the pursuit of educational goals.
- 3.** To provide adequate space to house and maintain the learning resources of the library to make them accessible to both faculty and students.
- 4.** To preserve and protect collections for the benefit of future users.
- 5.** To provide and administer services to assist library users to discover and make use of information pertinent to their needs.
- 6.** To foster and maintain effective working relationships with the research community, and particularly with other libraries, in accordance with common goals and objectives.
- 7.** To provide working areas and an environment which are well maintained, well organized and conducive to both learning and enjoyment while using the library resources.
- 8.** To promote a lifelong interest in reading.
- 9.** To develop and manage the collections that are relevant to the college's curricular programs and responsive to student and faculty needs.
- 10.** To organize for use, store and preserve information in any format that supports the college's instructional and research missions.
- 11.** To support and promote the use of information resources by providing reference and information services that meet the information needs of the library customers.
- 12.** To provide access to information stored in books and periodicals including databases worldwide distributed in print and electronically.
- 13.** To increase the level of funding available in the library by participating in fundraising and grant seeking activities
- 14.** To employ, develop and retain qualified and service-oriented staff capable individually and collectively of achieving these goals and program objectives.

V. Organizational Chart of the MC Library



VI. *Composition and Roles of the Meycauayan College Library Committee*

The Library Committee is created to make the Library fully responsive to the needs of the academic community.

Composition of the Library Committee

The Library Committee is composed of the following:

- Chief Librarian
- VP for Academic Affairs (Chairman)
- Faculty/Professor
- Area Coordinators

To identify and address particular departmental needs, departmental sub-committees are created composed of the members of each department headed by the Area Coordinator with two selected faculty members.

Functions of the Library Committee

Generally, the Committee serves in an advisory capacity, as a liaison group between the Library and the faculty members and between the Library and the School President. Specifically, its functions are as follows:

- Review and endorse for approval by the Academic council the recommendation/s of the sub-committee relative to the book purchase and other library-related matters.
- Recommend to the President approval of the Library Budget and see to it that Library funds are spent accordingly.
- Review Annual/Semi-Annual Report of the Librarian before its presentation to the Academic Council/President.
- Recommend for approval to the Academic Council Library Policies and Procedures.

The departmental sub-committee shall focus on the selection of book/journals/etc. for use in their particular departments and

on the problems their students encounter in the use of Library Resources.

Regular Meetings of the Library Committee

The Regular Meetings of the members of the Library Committee shall be held on the Second Monday of the Semester/Summer Term break purposely for the following:

- ❑ Review and endorse the recommendation of the sub-committee relative to purchase of books/journal/etc. to make them available the succeeding semester.
- ❑ Deliberate on the other Library-related matters/problems as pointed out in the recommendations/reports of the sub-committees.
- ❑ Look into the Library Budget, its expenditures for the current term/semester and
- ❑ Review the Semi-annual Report of the Chief Librarian

VII. Job Specifications, Duties and Functions of Library Staff

VIII. Librarian

Job Specification:

- Bachelor's Degree in Library Science
- M.A. in Library and Information Science
- with license
- Minimum of three (3) years library work experience

Duties and Responsibilities:

- Responsible for proper administration of the library.
- Responsible for all professional jobs concerned with selection, acquisition, processing, and servicing documents.
- Responsible for the preparation of library budget.
- Responsible for the preparation and submission of annual report.
- Ensures that all library collections and acquisitions are properly recorded.
- Advises administration, faculty, and students on new acquisitions.
- Maintains updated inventory of library materials.
- Assists students and faculty in the use of library materials.

- Responsible for cataloging of library materials.
- Directs and supervises staff including training, evaluating or disciplining them in accordance with established policies.
- Maintains statistical records for library, number of users, number of acquisition, etc.
- Responsible for growth and maintenance of the collection.
- Selects suitable library materials in coordinating with the library committee.
- Ensures that the card catalog is properly updated.
- Assists faculty and students in identifying web sites to promote instruction, research, and extension.

B. Library Support Staff

Job Specification:

- Bachelor's Degree in a discipline other than Library Science

Duties and Responsibilities:

- Assist the Librarian in the over all operations, in effective and efficient services in their units/sections.
- Assist faculty members, staff and students in the circulating procedure of library materials.
- Perform a variety of clerical and computer-related tasks as assigned.
- Prepare all materials needed in the circulation desk
- Pull library materials which needed to be mended, discarded and/or replaced.
- Responsible for mechanical processing of library materials.
- Process periodicals received for circulation
- Responsible for the production of catalog card.
- Sort returned materials by type, location, or unit of library to which assigned.
- Examine returned materials for damage.
- Check returned materials are overdue.
- Collect and record fines.
- Charge and issue reminders and overdue notice to faculty and student. Take initiative of seeing the borrower personally to retrieve overdue books.
- Responsible for collecting clippings of periodical and magazines.

- Keep daily circulation statistics and compile monthly report of library usage.
- Perform other duties assigned by the Librarian.

C. Student Assistants

Duties and Responsibilities:

- Establish and maintain work schedule
- Provide circulation support
- Pick up materials; return them to their proper location and work to maintain the appearance of the library and its resources.
- Dust shelves and furniture.
- Assist library users in the location of materials.
- Perform other functions that may be assigned by the regular staff from time to time.

VII. Library Operation and Procedure

1. Collection Development Policy

□ Acquisition Policy

To acquire print and non-print materials of the best quality at the lowest price, that is highly relevant to instruction, research and general learning at sufficient quantities and delivered at the right time.

2. General Guidelines for Selection and Acquisition of Materials

The library's commitment to meeting the instructional and learning needs of students and faculty of the college underlies all decisions regarding the selection of materials for the collection. The library shall acquire materials in accordance with the following priorities:

1. Materials to support the college's curriculum, programs, and in general, student learning.
2. Materials to help faculty members perform teaching and research activities.
3. Materials not directly related to college programs but of educational, informational, or recreational interest to the college community.

Criteria for Selection of Library Materials

- a. Relevant to college and graduate degree curricula; research; market needs and community concern
- b. Projected or existing demand which cannot be met by current resources
- c. Faculty recommendation
- d. Favorable reviews
- e. Information is timely/current
- f. Information is authoritative
- g. Information is accurate
- h. Physical quality (e.g. hardbound, quality of paper, etc.)
- i. Cost materials is justified in terms of anticipated use
- j. Maintenance cost
- k. Access restrictions (particularly with regard to electronic resources)
- l. Licensing restrictions
- m. Physical space requirements

4. Selection Criteria by Format

a. Books

Book titles are purchased which support the college's and graduate degree curricula and support such students' activities as the writing of research papers, secondary reading, and the completion of class assignments. All book acquisitions (purchased and donated) are based on criteria stated above, although each title does not need to meet all of the criteria. Special priority may be given to new programs or courses so that the basic collection in that area may be available. Once the primary collection needs in supporting the curriculum have been met, other book titles which are recreational or supplementary in nature may be purchased.

b. Reference books

Reference book purchase is based on the criteria listed above. Subject specific encyclopedias, dictionaries, statistical compendia, almanacs, chronologies, etc. are purchased as resources allow. In general, the library should be purchasing more and more reference materials in an electronic format to cope with the demands of the new community of users and the threats and challenges

posted by the electronic information sources, the internet and other available computer system.

c. *Serials/Periodicals*

The purpose of the serials collection is to provide access to current information in support of the college curriculum. In addition, it provides general interests and recreational reading for the college community. Serials collection includes periodicals, annuals, journals, magazines, newspapers, tabloids, etc. And because of limited library funds, selection of serials must be conducted carefully.

Selection criteria for serials/periodicals

- i. Degree to which it supports academic programs
- ii. Cost and delivery time,
- iii. Uniqueness of subject coverage
- iv. Reputation of the author
- v. Usage or project user, and demand

In addition to the general criteria for library acquisition, serials shall be chosen based of the following:

1. Journals which do not support a specific element of the curriculum may be purchased if they contribute to the general liberal education of students by presenting an informed discussion of public affairs, social or political events, scientific or technical knowledge, literature, or criticism.
2. Journals which are academic in nature that support the curriculum are preferred over popular or general magazines.
3. Serials which serve entertainment purposes only will not be purchased.

d. *Media/Audiovisual*

Audiovisual materials include charts, posters, slides, filmstrips, videotapes, projectors and others. The emphasis in the selection of audiovisual titles is placed

on titles which will be directly used by the faculty for instruction or in support of instruction.

Faculty members are encouraged to preview audiovisual materials prior to purchase. Selection criteria for audiovisual materials include:

- i. Degree of relevance to course work
- ii. Faculty recommendation
- iii. Price/cost
- iv. Favorable review in media literature
- v. Demand by students or student request
- vi. Accuracy of content
- vii. Authority of author/director/producer
- viii. Depth and scope of subject matter

e. Electronic Resources

As with the other learning resources, the library purchases electronic resources such as electronic book, e-journal, electronic periodical indexes, and others to support the research needs of the curriculum.

Selection criteria for electronic resources:

- i. Relevance to course work
- ii. Faculty or student demand or recommendation
- iii. Cost
- iv. Currency of coverage or information
- v. Ease of use (including such things as help screens, tutorials, menus, keyword, etc.)
- vi. Compatibility with campus network and operating systems
- vii. Vendor reputation
- viii. Customer service support
- ix. Licensing requirements

5. Selection Process for Print and Non-print Materials in the Library- Graduate, Tertiary, and Basic Education Levels

- a. The librarian shall furnish the Principal of the Basic Education Department, College Dean and Graduate Level academic Departments, and the Vice President for Academic Affairs a list of all books and textbooks that is available in the Library by April 15 of each year. This list

shall be updated yearly every April 15. This list shall be organized by Course for each level.

- b. The Librarian shall further furnish the Principal of the Basic Education Department, College Dean and Graduate level academic Department, and the Vice President for Academic Affairs a list of books available LOCALLY from all known publishers that is pertinent to the academic departments. This list shall also be organized by Course for each level and shall be submitted by the chief Librarian to the Principal and Dean no later than April 30 for every year AND within the first week of the semestral break (the break between the 1st and 2nd semesters)
- c. The Principal of the Basic Education Department, and College Dean and Graduate Level academic Departments together with their respective members of the MEYCAUAYAN COLLEGE LIBRARY Committee shall then evaluate the learning materials needed for their respective departments together with the Vice President for Academic Affairs.

As part of the evaluation process, they shall:

- Review the quality, quantity, and relevance of existing books;
 - Review the list of books available locally from the different publishers organized by Course for each level.
 - Review the objectives and needs of the courses
 - As part of the evaluation, they can recommend to the President the purchase of certain books for evaluation purposes
 - The librarian may ask book dealers/suppliers to sent copies of the book being requested for examination purposes.
- d. After the evaluation, the Principal of the Basic Education Department, College Dean and Graduate level together with their respective members of the LIBRARY REVIEW Committee, the Vice President for Academic Affairs, and the Librarian shall recommend Books for Purchase to the President. The recommendation shall include the Academic Department, the name of the Course, the title of the book, the name of the author, the price of each book and the quantity of each book. They shall also state the name of the publisher and the copyright of each

book. These books shall be categorized based on Priority A and B. These recommendations shall be submitted for appropriate action no later than the last Wednesday of May AND on the second week of the semestral break.

6. Gift Policy

The MC Library encourages gifts and donations of useful library materials. Guidelines for the evaluation of gifts are the same as those for selecting purchased materials. Gifts are accepted only when they add strength to the collection and if they meet collection development requirements.

The library sends a written acknowledgment to donors specifying the number of items received.

If the library receives a cash gift for the purchase of the library materials or equipment, selection may be made by the Faculty Library Committee. The selection shall be based primarily on the curriculum needs.

7. Collection Maintenance

a. Weeding

This refers to the practice of removing the books, and other print and non-print materials no longer used or borrowed from the stacks area to the storage area. Weeding is essential to collection maintenance. If in a year's time, these materials are not recalled, they shall be considered for discarding. It is also the responsibility of the MC Library staff to withdraw print and non-print materials which are inappropriate or damaged. The final disposal of all materials shall be approved by the President.

Criteria for weeding materials include:

- i. Outdated materials
- ii. Changes in curriculum or user population
- iii. Worn out or badly damaged
- iv. Duplication
- v. Faculty recommendation to remove materials

- vi. Availability of more recent or relevant materials or edition
- vii. Extremely low usage
- viii. Title ceased publication (periodical)
- ix. Cost of subscription increases (periodical, electronic resources or standing order)
- x. Obsolete hardware (audiovisual or electronic resources)

b. *Discarding* – This refers to the removal of library materials from the collection and from the records.

Items that are no to be discarded:

- i. Classics except when a more attractive edition is available or there are too many copies on the shelf.
- ii. School annuals and other publications of the school.
- iii. Materials that are not subject to rapid change – fairy and folktales, fiction, biography, fine arts and sports (with exception to rule books), poetry and literature, languages, and religion.

Cataloging Policy and Procedure

1. Policy Statement

The MC Library’s cataloging policy is to catalog all library materials acquired for addition to Library collections.

Its mission is to organize and provide bibliographic access to all materials in the collection in order to promote their fullest possible use and to provide and maintain access to materials for our users. The Librarian is in charge of organizing the library’s collection through cataloging and classification. Included in these processes are descriptive cataloging (determining the main entry, describing the book physically, and selecting added entries), subject cataloging and classification according to a scheme, guided by the following:

- a. Priority for cataloging is given to books requested by the Deans and faculty members for their class use.
- b. Second priority is the general reference materials.
- c. Other materials are classified after the above priorities.
- d. Reprints are classified and shelved together with the originals.
- e. Accompanying materials are not processed nor accessioned, as they are part of the main book.
- f. Theses, undergraduate and graduate, are not cataloged and classified but records are maintained according to colleges and major courses and year.

2. Cataloging Process

a. Preliminary Processing

- i. **Collating** – Examine the books if there are imperfections – like missing pages, inverted pictures, uncut leaves and/or torn pages. Books with defects may be returned to the book dealer before the stamp of ownership is placed. Records of this activity shall be maintained for future reference.
- ii. **Stamping of ownership** – The name of library shall be stamped on the selected pages of the book to show that the book belongs to the library. The stamp of ownership is placed on the lower left hand corner of the inside front cover/title page, on the copyright page, on lower right hand corner of the inside back cover, and on selected secret pages which the librarian may designate. If there is a picture or illustration and there is no place for the stamp of ownership in the selected secret page, the stamp shall be placed on the opposite page.
- iii. **Accessioning** – is the process of giving numbers to all books acquired by the library. The number given to a book is called accession number. Each book of the same title will be given a different number. The accession number will be written on the upper left hand corner of the inside front

cover, upper right hand corner of inside back cover, the copyright page, and the secret page.

b. Mechanical Processing

Prepares the books for circulation, AFTER the books have been classified and cataloged, these books undergo the following:

- i. Checking of process slips (P-slip) against the records: the shelf list catalog
- ii. Establishing the call number against shelf list file.
- iii. Placing the call number on the P-slip.
- iv. Labeling the books on their spines.

The call number is labeled on the part of the spine or in the lower left-hand corner of the cover. If the spine is too narrow, the call number should be labeled $\frac{1}{2}$ inch from the bottom.

- v. Proofreading of the label against the call number assigned to the book.
- vi. Putting of book pocket, date due slip and book card.
- vii. Typing of catalog cards
- viii. Proofreading catalog cards
- ix. Sorting of catalog cards and inserting cards to catalog trays.

c. Technical processing

The library adopts the Dewey Decimal Classification Scheme in classifying library materials, Anglo-American Cataloging Rules 2nd Ed. Rev. for descriptive cataloging, the Sears List of Subject Heading for assigning subjects, and C.A> Cutter's Three Figure Table in assigning author numbers.

i. Descriptive cataloging

- Establishes the identity of the item through determining the main entry, describing the

book physically, and selecting added entries.

- If there are already copies of the same book, locate the books for simultaneous cataloging.
- If the book being cataloged is already a duplicate, pull out the shelf list card and add the book's accession number.
- Organization of the description is divided into the following area with the corresponding punctuation.

Call No.

Main Entry

Title proper – parallel title: other title information/ first statement of responsibility.-- Edition statement – place of publication: publisher, date of publication.

Extent of item: other physical details; dimension + accompanying material – (Series title, number within the series)

Note Area

Tracing (Subject)

EX. AUTHOR CARD.MAIN ENTRY CARD

F 364.1323 C47r	Chua, Yvonne T. Robbed: an investigation of corruption in Philippine education / Yvonne T. Chua.– Quezon City: PCIJ, c1999. vii, 166 p.: ill.; 20 cm. Includes index. ISBN 971-8686-26-6 1. Corruption investigation – Philippines. 2. Education and crime – Philippines. I. Title.
-----------------------	--

ii. *Subject Cataloging and Classification*

Consists of assigning subject headings and a unique call number to each item/book.

- Determine the real subject of a book by examining the title page, table of contents, chapter heads, preface or read part of or the whole text itself.
- Use the Sear's List of Subject Headings for consistency and uniformity.
- Enter a book under the most specific term although in most cases, the specific entry may be a general subject.

Example:

Use this

Not this

HOURS OF WORK
TILAPIA

EMPLOYMENT
FISHES

- Use popular or common terms, rather than technical terms. For example, The BIRDS instead of Ornithology.
- Assign call number.
 - Consult DDC for the classification/call number
 - Consult C.A. Cutter's Three Figure Table in assigning author numbers
- Write the complete call number on the upper left-hand corner of the process slip, include location symbol if necessary, and add copyright date if other than the first edition.
- Copy the call number on the upper left-hand corner of the copyright page.

3. Filing Cards, Arranging and Shelving of Books

Filing of cards and shelving of books are routines which can be delegated to trained library assistants or student assistants.

a. Filing of Cards

A card sorter may be used to facilitate ease in filing the catalog cards which are sorted roughly alphabetically.

Card trays are arranged alphabetically from top to bottom beginning from left to right. The MVGFC Library uses a Divided Catalog – a card catalog separated into two or more units for convenience of use.

e.g., Author, Title, and Subject.

Rules in Filing Cards in the Card Catalog

- i. Cards are arranged alphabetically word by word

Examples:

Schools
Schools Accounting
Schools-Exercises and Recreational
Schools Furniture, Equipment, etc.
Schools Supervision

- ii. Cards are arranged alphabetically by the entry found in the first line or heading of the card

Examples:

Sevilla, Consuelo
Pascual, Benjamin
Badayos, Paquito
Andin, Carmen

- iii. Cards with titles beginning with article like “A”, “An”, and “The” are filed under the next word of the title.

Examples:

An apple growing country - File under “A”
The new exploring numbers - File under “N”
A Time for Decision - File under “T”

- iv. Abbreviations are filed alphabetically letter by letter as though they were spelled out.

Examples:

Dr.	-	Doctor
Mr.	-	Mister
St.	-	Saint
U.S.	-	United States

- v. Names starting with “Mc” are filed alphabetically letter by letter as if they were spelled as “Mac”.

Examples:

MacArthur
McClellan
McCoy
Macmillan
McNamara

- vi. Numbers are filed alphabetically letter by letter as if they were spelled out as words.

Examples:

1987
Notation
Note
1001 Arabian Nights
300 Miles Away

- vii. Several books written by one author are first filed alphabetically by the last name of the author and then by the title of the books.

Examples:

Joaquin, Nick
The Aquinos of Tarlac: an essay on the
history of the three generations

Joaquin, Nick
Dove lion and other cameos

Joaquin, Nick
Language of the street and other essays

Joaquin, Nick
Pop stories for groovy kids: green series

Joaquin, Nick
A portrait of the artist as Filipino

- viii. Cards with many subheadings are filed alphabetically word by word first by the subject and then by subheadings.

Examples:

Philippines - Authors
Philippines - Description
Philippines - History

- ix. Historical subheadings are filed in chronological order. Early events come ahead of later events.

Examples:

Philippines – History – Spanish Regime
Philippines – History – American Regime
Philippines – History – Commonwealth
Philippines – History – Japanese
Occupation, 1942-1945
Philippines – History – 1946-1971
Philippines – History – 1972-1986

b. Arrangement and Shelving of Books

Books are arranged according to call number. They are shelved following the sequence of classification scheme used. The call number is treated as decimals and shall be arranged as such. A book with call number of 120.28 will come before a book with a call number of 120.3.

Books are shelved from left to right in each section of the shelves and from top to bottom. To allow space for expansion of collection, shelves are not filled more than two thirds of the capacity. A bookend is necessary to support and keep the book upright.

4. Indexing of Non-book Collection

Indexing requires comprehension, consistency, and good judgment. The main purpose of an indexing service is to provide users with information on documents by making them aware of available materials. Retrieval of information contained in

periodicals and other important documents are the main concern of librarians.

Important periodicals and documents with permanent reference value may include the following:

- ❑ Periodicals – professional journals, magazines both for teachers and students, and newspaper articles.
- ❑ DECS order, memoranda and circulars
- ❑ Pamphlets/leaflets with information that have pertinent reference and instructional values.

a. Indexing Policies:

- i. Index anything of permanent value and all signed articles (with authors).
- ii. Very brief items of temporary interest are omitted.
- iii. Use the most specific headings
- iv. Use the standard subject headings.

b. Subject Indexing

It deals with the representation of the subject matter of parts of complete bibliographic items as in the case of an index at the back of the book.

Steps in Subject Indexing:

- i. ***Conceptual analysis*** – it identifies the content of the document. The indexer analyses the document and brings out all the subjects discussed in it which are relevant to the information needs of the users.
- ii. ***Translation*** – converts the concepts of the document into a set of index terms. The index terms may be derived from the words or phrases appearing in the document and extracted to represent subject of the content of the document. The other method of deriving the index terms is through the use of controlled vocabulary, i.e. list of subject headings like Sears List of Subject Headings or Library of Congress Subject Headings.
- iii. ***Formalization*** – writing of entries on paper slip noting the author/s, title of the document, organization where the document originated, volume

number, date published, page number, the descriptors or keywords.

- iv. Typing/encoding of the index cards
- v. Sorting of the index cards into author, title, and subject
- vi. Filing the index cards in the search file and perhaps printing them into indexing periodical.

C. Circulation Policy

1. Library Card

- 1.1 All students are required to apply for a **LIBRARY ID** at the Library within one (1) week after registration:
 - 1.1.1 Present registration or enrollment card to the library.
 - 1.1.2 Fill up library information slip, attach 1 x 1 picture and sign the library card provided.
 - 1.1.3 Claim library card one (1) week after complying with above requirements.
 - 1.1.4 The library card is valid for 1 year, from June 1 to May 30 of the following year. However, the library card must be validated by the librarian before the start of the second semester on or about end of October or first week of November upon presentation of Registration or enrollment Card.
- 1.2 The Librarian shall issue the student a Borrower's card when the student borrows a book for the first time.
- 1.3 The Registration or Enrollment Card will serve as temporary Library ID from the time the student has registered or enrolled up two (2) weeks after which the student shall present his Library Card and Borrower's Card to be able to use library materials.
- 1.4 Irregularities relating to Library ID's and Borrower's Card.

- 1.4.1 Tampered library ID's and Borrower's Cards will be confiscated and the owner will be required to secure a new copy after he/she had undergone guidance and counseling.
 - 1.4.2 The Borrower who will use the Library ID and Borrower's Card other than his/her own will be subject to disciplinary measure.
 - 1.4.3 A student who will allow his/her Library ID and Borrower's Card to be used by another shall forfeit his/her library privileges after due process.
- 1.5 Loss of library ID's and Borrower's Card.

In case of loss of Library ID's/Borrower's cards, report immediately to the librarian with a payment of P 50.00 (to be paid to the purchasing office) for re-issuance.

2. Borrowing and Returning of Book and Non-book Materials

a. Policies in Borrowing Book and Non-book Materials

- i. Books may be borrowed from the library for one (1) hour, renewable for another hour if not on reserve or needed by another user.
- ii. The Librarian shall inform the borrower of missing pages or other writings and marks on the book which are indicated in the book cards before issuing the book to borrowers, so that upon return, the user will be accountable for any discovered additional missing pages or writings or marks.
- iii. Reserved Books may be borrowed for one (1) hour and renewable for another hour if the book is not put on reserve or is not needed by another user. These books may be borrowed for overnight user starting at 5:00 p.m. and shall be returned the following school day before 9:00 a.m.
- iv. Circulation books may be borrowed for two (2) days and renewable for another two (2) days, if the book is not needed or reserved by another user.

b. Returning of Books

Reserved Books borrowed and not returned after one hour will have a corresponding fine of two pesos (P 2.00) for the first hour and one peso (P 1.00) every hour thereafter, until the book is returned.

Circulation Books brought for home use shall be returned on or before the due date as indicated in the date due slip. Failure to return on due date would mean a penalty of ten pesos (P 10.00) a day, inclusive of Sundays and holidays.

If the delay is more than 7 calendar days from the due date, the daily fine is P20/day which shall be computed from the due date.

If the delay is 30 calendar days or more, the book shall be deemed lost and the borrower shall pay the current price of the book or the price of the latest edition.

These fees may be adjusted in the future for inflation and increased costs.

The Chief Librarian or Librarian shall periodically contact all borrowers, in writing or recorded in a logbook verbally, who do not return the books after seven or more days from the due date. All delinquent accounts shall then be followed up every week thereafter until they return the books.

Note: The library collect fines for overdue books to oblige students to return the library materials on time. The fines collected shall be added to the library fund to supplement the library budget.

c. Lost and Damaged Books and Non Print Materials

The Librarian shall thoroughly check book that is returned for

- missing pages of
- other writings and
- marks on the book

Any such damage or marks or writings shall be indicated in the book cards by the Librarian before issuing the books to new borrowers.

Lost, (presumed when unreturned for 30 days or more) or books with missing pages, books shall be replaced by the borrower of the same or later edition of the book. If replacement is not possible, the borrower shall pay 150% of the current price of the book, plus binding cost if appropriate, and fines, which shall be computed from the due date up to the day the obligation is settled. The lost or damaged library materials shall be paid or replaced within 30 calendar days after the date of report of loss. The rules in this paragraph are also applicable to lost and damaged non-print materials.

With respect to marks and writings on the books, the Librarian shall impose a reasonable fee depending on the extent of the writings and marks.

d. Other rules

i. Limitations in Borrowing

No students will be allowed to borrow any library material for home use after he/she has secured his/her semestral clearance from the library.

ii. Recall of Book Borrowed

- When needed by the library, borrowed books may be recalled before due date.
- Borrower is liable for all Library materials charged to him. When no longer needed by the borrower, these library materials shall be returned on or before the due date.
- Borrower shall take the responsibility of making sure that returned Library materials are crossed out from the records.

iii. Visiting Users

Access to library collection may be available to non-members of MC community. Users from other institutions shall present a referral letter from their librarian. All library materials are limited for reading or room use only.

During examinations, the library will not accommodate visiting users.

VII. Reference Services

Its aim is to provide information to its clients. The reference section provides services which help clients make the best use of the library's resources, and find the information they require quickly and efficiently. Reference services include:

- Assistance in using the library
- Answering request for information
- Readers education
- Conducting literature searches
- Current awareness services – The librarian shall inform in writing the Chairs, VP for Academic Affairs, Research Director, and the Principal of the Basic Education and the students through postings in the Library and Bulletin Boards, a list of the books recently arrive with a brief description of each book's contents. This shall be done within fifteen (15) calendar days upon arrival of the book.
- Verification of library holdings and issuance of referrals to institutions which have materials the library lacks.

VIII. Submission of Annual report

The Chief Librarian shall submit to the Vice President for Academic Affairs an Annual report every third Thursday of June. The report shall contain all salient matters relating to the Library from June 1 to May 30 including but not limited to, the following:

1. Collections Update – total number of titles per subject, and volumes per textbooks; list of priority purchases organized by subject and academic department based on current and projected deficiencies.
2. Circulation Data – Number of users broken down by month, academic department the user belongs to, what resources were used, report on unreturned books, fees collected, and the extent the different services of the library were used.
3. A report on the use of the Library Budget in the past year, and assessment of the future needs, and recommendations for purchases of equipment, computers, software, furniture, bookshelves, and other materials.

4. Any other concerns, initiatives for system improvement, and recommendations including modification to the Library Manual.

Virtual Library Services

To ensure the health and safety of the Meycauayan College community, our buildings are open with limitations. Within our buildings, the collections are closed and there is no face-to-face service, but Library staff are still ready and available to help you via our Virtual Library services.

Online help

- [FAQs](#) - your first port of call for help
- [Chat](#) - use the live chat service to get help from a librarian

Appointments - book an online meeting with a librarian

- [Undergraduates](#)
- [Postgraduates and staff](#)
- [Research Ready](#) - a suite of videos to help you find, evaluate and cite resources
- [LibGuides](#) - find out which resources are best for your area of study, and get tips on how to use them

Collections

- [Online resources](#) - find online books and journal articles via our EBSCO
- [Request an MC Library item](#) - There is no access to the print collections.
Physical items

EBSCO

<https://www.search.ebscohost.com>

Username in ebsco

- educationstudent
- accountancystudent
- criminologystudent
- businessadstudent
- hmrpstudent

Password

#mclibrary2020 (password may change every year)