



**2022
PAARL**

STANDARDS

FOR

ACADEMIC

LIBRARIES



PHILIPPINE ASSOCIATION OF ACADEMIC/RESEARCH LIBRARIANS, INC.
Rm. 301, THE NATIONAL LIBRARY BUILDING, T.M. KALAW ST., ERMITA
MANILA 1000, PHILIPPINES
www.paarl.org.ph

**PAARL ADHOC COMMITTEE ON THE REVISION OF PAARL STANDARDS
composed of:**

Fe Angela M. Verzosa (Chairperson)

Members:

**Dionisia M. Angeles
Sharon Maria S. Esposito-Betan
Teresita G. Hernandez-Calma
Nora J. Claravall
Ana Maria B. Fresnido
Sonia M. Gementiza
Briccio M. Merced Jr.
Cristina B. Villanueva**

Respectfully submits the

2022 PAARL STANDARDS FOR ACADEMIC LIBRARIES

to

The 2021 Executive Board

for approval

15 November 2021



Board Resolution No. 21Series of 2021

Approval of the 2022 PAARL Standards for Academic Libraries

WHEREAS, the PAARL Board 2021 accepted the final draft of the revised PAARL Standards for Academic Libraries submitted by the Adhoc Committee to Update the 2010 PAARL Library Standards;

WHEREAS, the revised standards shall be turned over to the incoming Board for publicorientation/consultation and implementation.

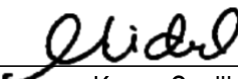
NOW THEREFORE, BE IT RESOLVED AS IT HEREBY RESOLVED, that the 2021 Board approves the final draft of the revised PAARL Standards for Academic Libraries.

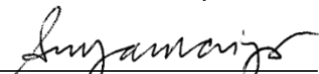
Approved this **14th day of January 2022**, during its **12th BOD Meeting** via Zoom.

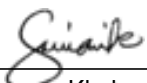
IN WITNESS WHEREOF, we have hereunto set our hands this **14th day of January 2022**.

Attested by:


Michael Anthony A. Mojica
President


Karen Cecille V. Natividad
Secretary


Sharon M. Samaniego
Treasurer


Kimberly Ann O. Soria
Auditor


Grace B. Tabiendo
PRO


Olivia R. Aler
Director


Judeelyn S. Bundoc
Director


Bernadette M. Garilao
Director


Engracia S. Santos
Ex-Officio

IN WITNESS WHEREOF, I have hereunto set my hand at Baliuag, Bulacan, Philippines, on this day of

_____.

SUBSCRIBED AND SWORN before me this ____ day of _____ 2021, affiant exhibited to me her Passport No. P2457159B issued at DFA NCR West on 06 July 2019.

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2022 PAARL STANDARDS FOR ACADEMIC LIBRARIES

PAARL Standards for Academic Libraries is a guiding document generally intended to apply to libraries supporting academic programs at institutions of higher education, specifically, at the bachelor's degree level (for college libraries), and master's and doctoral degree levels (for university libraries).

These standards are designed by the Philippine Association of Academic/Research Librarians (PAARL) to help these academic libraries and their parent institutions in determining priorities and evaluating library performance in terms of the mission and goals of the academic institutions they serve.

PAARL realizes that, while standards are needed in the evaluation of library performance, they cannot be too prescriptive to apply equally to all types of academic libraries, and still be useful. An underlying principle of this document is that each library is unique, and therefore every library must determine its own criteria for performance and evaluation, a process which should be undertaken within the framework of its unique user population and institutional environments.

Although some measures of quality and quantity are necessary to provide guidance for each of the eight assessment areas, it is the intent of PAARL to provide a framework that captures performance indicators, as well as measurable outcomes.

The 2022 Standards differ from previous versions not only structurally but also contextually as many provisions in all eight areas of assessment were revised using an outcome-based approach. When applying these Standards, academic libraries are encouraged to consider new and emerging issues and trends in accrediting practices. With the increase in the availability of information in multiple formats and the revolutionary changes in library operations and services, particularly as a consequence of the impact brought about by the global pandemic affecting educational institutions all over the world, our academic libraries are reasonably expected to rise above these standards.

Assessment Area 1. Vision, Mission, Goals and Objectives (VMGO)

1.1 The academic library *shall develop its own* vision-mission statement which is aligned, and consistent with the vision-mission of its parent institution.

1.2 The overall mission of an academic library is to *support* the instruction, research, and public service mission of its parent institution.

1.3 *In the process of defining and articulating its mission, the academic library shall establish coherent goals. The underlying goal is to develop and support information-literate users who can access and use information effectively for*

academic success, research, and lifelong learning. The attainment of such goals will be measured to determine the extent to which they are deemed successful in fulfilling the library's mission.

1.4 The academic library shall set objectives and learning outcomes in a clear and consistent manner appropriate to a particular level. Effective mechanisms shall be observed to ensure that the library's programs meet those objectives and enable students to achieve intended outcomes.

1.5 The head of the library shall consult appropriate representatives in formulating both short and long-term goals and objectives in fulfilling the mission. In order to bring to the discussion various points of views concerning needs, abilities, and issues affecting the library, the following shall be well represented:

Administration officials

Faculty

Library Staff

Students

Trustees or regents, or advisory boards

1.6 To keep the library's mission, goals and objectives current and relevant, a process of review and revision is required.

Assessment Area 2. Administration

2.1 Organizational Structure and Authority

2.1.1 The library shall have a clearly defined organizational structure, which should be placed directly under the supervision and control of the head of academic affairs.

2.1.2. The administrative organization of the library shall keep abreast of international and local best practices that adhere to the VMGO of the institution.

2.1.3 The head of the library should report to the president or to the appropriate chief academic officer of the institution. The responsibilities and authority of the head of library should be defined in writing.

2.1.4 The library, under its head or director, should be responsible for managing its own affairs.

2.1.5 This autonomy, however, only reinforces the library's responsibility to maintain effective relationships with administration and faculty to achieve its purposes. The library should also adhere to institutional protocols, procedures, and practices as they are stated by the appropriate agencies within the institution.

2.1.6 The library shall be administered and supervised by a full-time professional librarian with a Master's Degree in Library Science, and at least five (5) years of supervisory/managerial experience. One with a Ph.D in library science or related field is preferred.

2.1.7 The head of the library shall have faculty or academic status, and shall participate actively, and interact with the faculty, on curricular and instructional matters, and research activities.

2.2. Plans, Reports, and Manuals

2.2.1 The head of the library shall prepare a library development plan (long and short term) in consultation with university/college officials, which shall include a program for a continued development and improvement of library resources and services, to be regularly evaluated. The library plans, based on data and outcomes assessment, shall use a variety of methods both formal and informal.

2.2.2 In addition, in order to build its library program and services within the context of the institution's vision-mission, the head of the library shall engage in the overall campus-wide, decision-making, planning process of the institution as a whole.

2.2.3 The head of the library shall submit promptly a written annual report informing the administration and its users on its activities, accomplishments, problems and needs, with statistical records of library usage. The annual report shall be used as a tool for planning for the library and the institution as well.

2.2.4 Corollary to this, the head of the library shall provide a systematic assessment program for evaluating the library's performance, identifying and applying performance measures that will reveal the extent to which it has been successful in fulfilling its mission.

2.2.5 The library shall maintain written policies and procedures manuals covering its internal administration and operational activities, such as a cataloging manual, circulation procedures, collection development policy, and the like, which shall be reviewed regularly.

2.3. Library Board / Council

2.3.1 There shall be a Library Board or Library Council comprised of designated representatives of Deans/Chairs, Program Coordinators, and Students of the different degree programs. This Board shall serve as an advisory body to the head of the library on matters pertaining to library policies, collection development, and services.

2.3.2 The Library Board shall have a demonstrated understanding of library problems and a willingness to take genuine interest in the collections

beyond those pertaining to their own departments.

2.3.3. The Board shall meet regularly at least at the beginning of each term to discuss matters pertaining to the academic library.

2.4. Ethics and Social responsibility

The library shall inculcate the concept of corporate social responsibility (CSR) as the parent institution does the same for all its stakeholders. The ultimate purpose of CSR is to maximize shared values among the institution's shareholders, and the academic communities at large.

2.4.1. The head of the library shall uphold the Code of Ethics for Registered Librarians, as promulgated by the Professional Regulation Commission's Regulatory Board for Librarians, and shall be guided by such principles as fairness, equality, truthfulness, transparency, accountability and responsibility towards the library staff, the library clients/users, the institution, peers and colleagues, and society, in general, as well.

2.4.2. The library shall recognize its social responsibility not only to its academic community, but also to its partners in linkages and the communities at large in actively facilitating instruction, engaging in research, and pursuing the public service mission of its parent institution.

2.4.3. The extent to which an organization accomplishes its social purpose is its social utility. Thus, the library shall advance society in its task of educating students and by supporting research activities that will improve society.

Assessment Area 3. Human Resources

The academic library is dependent on human resources skilled in the knowledge-based disciplines and equipped with appropriate educational background. The library should be staffed in such a way as to meet demands and expectations, and the present and future learning and research needs of its users, particularly the faculty and students.

3.1. Size of Staff

3.1.1 Staff size is determined by many factors, such as the user population served, programs offered, size and scope of various collections, the number of buildings, separate units and service points, the existing physical facilities, and the hours during which service is offered. While there are no absolute requirements as to the number of professional librarians required in consideration of the above factors, it is clear that the level of service is determined by a formula, which takes into account enrollment, plus the size and growth rate of the collections. It is for this reason that the minimum ratio of 1 (one) professional librarian plus 1 (one) support staff per 1000 students is maintained.

3.1.2. Notwithstanding the provision under 3.1.1, the ratio of librarians to clerical

and other library staff depends on the range of operations and services provided by the library and upon its total workload requirements. Following the formula mentioned in 3.1.1, this will mean that the number of full-time professional librarians will comprise at least more than 35 % of the total full-time support staff.

3.2. Kinds of Staff and Qualifications

3.2.1. The library employs only suitably qualified staff which includes professional librarians, other professionals, and non-professionals. Professional librarians are those who have the valid license required to practice librarianship, and are members of accredited professional organizations. Non-professional staff include librarians who are not yet licensed. support staff, clerks, and working students who provide services at the appropriate levels.

3.2.2. Librarians and other professional staff should possess, in addition to their educational qualifications, the needed skills and academic training to meet the academic needs of the institution, and to provide management support. They should be given responsibilities matched to their educational competencies and work experiences.

3.2.3. Likewise, the library support staff, such as technicians, clerks, and student assistants, should be assigned responsibilities appropriate to their qualifications, training, experience, and capabilities.

3.2.4 As the head of the library is responsible for all staff within the library, he/she should ensure that the library adheres to the personnel policies and practices of the institution.

3.2.5. All positions in the library should be established and organized as part of a career service. Every library should have a written personnel policy with position descriptions, as well as the educational requirements for each position.

3.3. Status of Librarians

3.3.1. Professional Librarians shall be given faculty or academic status with corresponding privileges, compensation and other benefits comparable or equivalent to those of the faculty members in accordance with institutional policies. (See Endnotes for justification on the faculty/academic status)

3.3.2. Where faculty rank exists, professional librarians shall meet the same requirements for promotion and tenure as other faculty.

3.3.3 Professional librarians shall participate in research undertakings, actively engage in the work of professional organizations, and may be allowed to undertake consulting and other professional tasks outside of their regular work hours. They should be encouraged to find advancement within the library without

necessarily having to engage in administrative or supervisory work.

3.4. Recruitment, Selection, Promotion and Compensation of Staff

3.4.1. The library staff should be covered by a written policy that clearly establishes their status, rights, and responsibilities, consistent with sound personnel management. Such a policy should cover the areas of recruitment, hiring, appointment, contract renewal, promotion, tenure, dismissal, and appeal, in addition to working conditions, benefits, and other incentives.

3.4.2. The head of the library shall work in cooperation with the Personnel Office (or its equivalent) in the recruitment, screening and selection of library staff.

3.4.3. The head of the library shall conduct an annual performance evaluation of all library personnel under his/her supervision as basis for their promotion and corresponding salary adjustment.

3.4.4. Salary schedules should be created and should provide for regular increases, with provisions for merit increases based on good performance and in recognition of their continuing education to improve their skills and competencies.

3.4.5. A benefit plan that includes social security, workers compensation, paid vacation and paid sick leave, health insurance, and retirement should be provided to all library employees as part of the compensation package given by the employing institution. Time off shall be granted for those undertaking staff development activities and continuing education program.

3.5. Staff Development

A continuing staff development program shall be provided with the corresponding financial assistance from the institution.

3.5.1. The changing complexity of library work and ongoing changes in technology mandate regular staff participation in continuing formal and informal education.

3.5.2 These staff development programs may include formal studies in the field of library or information science or any other relevant discipline which should be consistent with the thrust of the library, and other job-related educational programs such as in-service training, seminar-workshops, conferences, online tutorials, e-learning modules, webinars, and distance-learning courses.

3.5.3 The library shall encourage professional staff to do research by providing for research incentives and awards for their research outputs.

3.5.4 Librarians participating actively in library and other professional associations, as well as those engaging in other appropriate professional activities,

should be encouraged.

Assessment Area 4. Financial Resources

The head of the library, with provision for appropriate consultation, shall prepare, justify, and administer a library budget that meets the library's mission, goals and objectives and the reasonable expectations of library users when balanced against other institutional needs. The planned budget, presented to the administration and approved as such, should be implemented in relation to the yearly action plan of the Library. The library is expected to utilize its financial resources effectively and efficiently to ensure that the requirements for adequate staffing, improved collection development, acquisition of appropriate software and hardware, well-maintained physical facilities, and delivery of quality library services are met.

4.1 Operating Budget. The library receives an annual budget for the library's operations from a minimum of 5 to 10 %, of the total operating budget of the parent institution. The operating budget of the library must be able to sustain all operations to carry out its institutional mandate. (See Endnotes for an explanation)

4.2 Capital Outlay. It is customary to separate capital outlay that will require a distinct budgetary appropriation for major expenses such as new buildings, centralized air-conditioning, renovations, library automation, and the like.

Adequate funds shall also be allocated by the institution for minor capital investments such as maintenance, replacement and repairs, and for investments in new and improved means of information access and delivery, as well as computer and multimedia technologies. If it is impossible to meet all expectations for funds specific for new capital expenditures, both major and minor, this should be made clear, and a means for setting priorities established.

4.3 Library Fee. All library fees collected shall be used exclusively for the library's collection development. The library fee shall be set at a realistic level. It should be adequate to maintain an appropriate rate of collection development in fields pertinent to the curriculum, and should reflect the library's responsibility for providing access to media and computer resources. To sustain the library's collection development program, the library fee shall be reviewed periodically and updated whenever necessary.

4.4 Budget for Personnel. The annual budget should support appropriate number and levels of staffing based on the programs offered, buildings or wings established, and hours of service. The library should appropriate adequate funds for staff compensation and benefits.

4.5 Other Sources of Funds. Where institutional funds are inadequate, other ways of augmenting the library's financial resources shall be explored. These include endowments and donations, and participation in exchange programs and consortia or cooperative projects.

4.6 Library Income. Any revenue generated by the library from fees and charges such as *but not limited to* fines, payment for lost or damaged materials, computer search and printout, and from the sale of duplicates or unneeded items, shall be retained by the library, preferably in a separate fund account to be exclusively managed by the head of the library, who shall maintain internal accounts to monitor its income and expenditures.

4.7 Internal Accounts. The library shall maintain such internal accounts as are necessary for approving its invoices for payments, monitoring its transactions, and keeping track of encumbrances, in accordance with institutional accounting controls and practices.

4.8 Budget Authority. The head of the library should have *sole* authority to apportion funds and initiate expenditures within the library budget and in accordance with institutional policy.

Assessment Area 5. Collections

5.1 Selection and Acquisition

5.1.1 Collection development is the joint responsibility of the teaching faculty and the librarian.

5.1.2 There shall be a year-round and carefully planned program of selecting and procuring library materials. The emphasis is on quality rather than quantity.

5.1.3 The library shall define in writing the policies for collection development that will guide the selection and acquisition of materials. Such policies shall be developed by the library in consultation with the faculty and approved by the administration.

5.1.4 The faculty shall participate in the selection of print and non-print materials especially in their area of discipline.

5.1.5 The library shall provide for a periodic *evaluation* of the existing collection in order to maintain *its* quality and continued relevance to the needs of the library's users, and to determine collection strengths and weaknesses.

5.2 Collection Management

5.2.1 Collection management not only involves the selection, acquisition, and evaluation processes, but also the organization and use of all materials in all formats to the level required to support academic programs in research, teaching, and public service.

5.2.2 The collection management program of the library should be developed

jointly by the library and the college/university, indicating the depth and breadth of the collections, as set out in an appropriate taxonomy to determine collection levels. The following levels are generally recommended:

- 0 Out of scope
- 1 Minimal information
- 2 Basic information
- 3 Study or instructional support
- 4 Research
- 5 Comprehensive

The policies setting out this program should be in written form, and regularly reviewed.

5.2.3 Collection management recognizes the importance of access to resources rather to ownership, thus providing access to other collections not owned by the library.

5.2.4 Collection management also includes leasing, renting, planned resource-sharing and cooperative storage, and electronic access to databases. Resources may be provided onsite or from remote storage locations, or online, or on the main campus and /or all off-campus locations.

5.2.5 Collection currency and vitality should be maintained through judicious weeding *or deselection*. A regular deselection program shall be undertaken to keep the collection relevant and up-to-date, particularly in the fields of science and technology. A three (3) to five (5) percent replacement of older materials each year is recommended.

5.2.6 Adequate funding should be provided to ensure the successful implementation of the library's collection management program.

5.3 Holdings

5.3.1 The collection shall consist of quality, *authoritative*, up-to-date and relevant resources that support the library's mission to meet the curricular, institutional, research, and recreational needs of the clientele, over and above the existing government minimum initial collection.

5.3.2 The library collection may come in a variety of formats, including books, journals, unpublished materials, in print or hard copy, online or in electronic text or images, and other media formats that are non-print resources such as audio-visual resources, photographic and sound materials. Other educational materials may include research databases, open educational resources, open access resources, and online information available from the internet. These electronic resources will provide alternative options to complement the library users' needs and requirements. (See Glossary for an explanation of some terms)

5.3.3 An initial core collection of 5,000 well selected books for college libraries and 10,000 titles for university libraries, in various formats (print or non-print), usually selected with the aid of standard lists and other selection tools, is deemed necessary to meet the educational needs of the academic community.

5.3.4 In addition to the core book collection, a minimum of five (5) professional titles per student (both undergraduate and graduate) shall be provided. Recognition should be given to changes in curricular offerings, and an increase in the number of titles for new academic programs. Equally, recognition should be given to library contributions to consortial or other resource-sharing programs.

5.3.5 In addition to the core book collection, a core periodical collection of current and relevant (local and foreign) shall also be provided based on enrollment from a minimum of 50 (below 1000 students) to 100 titles (for a population of 3,000 and above). An additional three (3) peer-reviewed professional titles shall be added for every undergraduate degree offering, and six (6) professional peer-reviewed or refereed journals for every graduate degree program.

5.3.6 The holdings shall also include an extensive Filipiniana collection to meet the ever increasing demand of users for this type of materials. A comprehensive acquisition of current Filipiniana titles relevant to the school's curriculum is strongly encouraged. It is recommended that this Filipiniana collection be separated from the general collection for purposes of identity, preservation and functionality of use.

5.3.7 As far as budget permits, the recommended ratio of volumes to combined total student population and full-time equivalent (FTE) teaching faculty should be 10:1. The recommended annual growth rate of the collection shall be maintained at five (5%) percent, and in accordance with program offerings and enrollment.

5.3.8 Subscription (or access through a consortial/interlibrary arrangement) to electronic databases of scholarly journals, is deemed necessary to complement the above requirements.

5.3.9 A searchable electronic database of the theses/dissertations/publications and other intellectual outputs, both published and unpublished, of the graduates and faculty of the parent institution, shall be developed and made accessible by the library to the academic community.

5.3.10 The provision of textbooks is not the responsibility of the library but a minimum of one (1) copy of frequently used titles shall be provided. In the matter of reserve books, a provision of at least one copy for every twenty-five (25) students is deemed sufficient.

5. 3.11 The library should have a continuing and effective program to evaluate its collections, resources, and online databases, both quantitatively and qualitatively

5.4 Organization and Care of Materials

5.4.1 Collections shall be organized to insure efficient identification and *timely* retrieval, and to provide maximum intellectual and physical *access*. The books shall be cataloged and classified *using national and/or international bibliographic standards*. Periodicals shall be indexed.

5.4.2 *An automated catalog system that will permit users to search and retrieve bibliographic information from the collection of the library shall be made available for both on-campus and off-campus use. In addition, subordinate files such as subject authority file, shelvest files, and serial holdings lists shall be maintained for bibliographic control and intellectual access to all library materials.*

5.4.3 The library shall provide its own cataloging manual of policies and procedures.

5.4.4 The library shall have a program for the care, *handling* and preservation of its own collection, *which includes conservation techniques, digitization, microfilming and other reformatting technologies*. It should have adequate safeguards against damage, loss, mutilation and theft, if it is to serve its primary goal of making the collection available to the users. To reduce loss and damage, the library should exercise appropriate control over use and borrowing. *Library staff should be well-trained in the library's preservation program.*

5.4.5 The library should have a counter-disaster plan to cover minor and major disasters, to include disaster preparedness, damage prevention and recovery, *and a program for risk management. (A detailed provision appears in 7.5.3)*

Assessment Area 6. Services and Utilization

The services provided by the library shall be clearly related to the purposes of the institution. Generally, the library should provide a variety of *quality* services that support and expand *the academic programs*, research, and extension services capabilities of the institution. *These services include reference and information, circulation and interlibrary lending, document delivery, user instruction, reprography and digitization, remote access to electronic resources, and bibliographic sharing.*

6.1 Optimal Utilization

The library's services shall be designed to promote and facilitate efficient and effective use of its *library resources* by all of the library's clientele. Such *optimal* utilization should be evidenced by records of statistics usage.

6.2 Records of Statistical Usage

Statistical record and analysis of satisfactory use of the library resources through an adequate range and quality of service should be maintained and reported by:

- *Ratio of circulation (excluding reserve) to combined student and faculty FTE both online and onsite.*
- *Ratio of interlibrary loan request to combined student and faculty FTE*
- *Ratio of interlibrary loan lending to borrowing*
- *Interlibrary loan/document delivery borrowing turnaround time*
- *Ratio of reference questions to combined students and faculty FTE whether face-to-face or virtual*
- *Ratio of successful searches for library resources to total searches*
- *Ratio of orientation attendees to incoming student FTE.*

6.3 Access to Services

6.3.1 Reference and information services, which are available at adequately identified and designated points during established library hours, shall be available in-campus and off site beyond established service hours, 24/7, if feasible.

6.3.2 The library should provide one-on-one assistance through multiple platforms to help users find and access the information resources. The library staff should seek to assist users in finding needed material and developing appropriate search strategies. through a variety of personalized services.

6.3.3 The library should ensure optimal access to its own collections by adopting an open-shelf system for its onsite users, and shall provide continuous access to electronic resources, such as online databases, e-books, e-journals and other e-learning resources to allow faculty members and students to undertake research and other academic activities beyond regular service hours.

6.3.4 The hours of access to the library shall be consistent with reasonable demand. However, the opening and closing time hours of onsite services should at least provide an hour before and an hour after class schedule, while online access shall be on a 24/7 timeframe.

6.3.5 The library should strive, as far as possible, to enhance information access through networking, resource sharing, online information services, interlibrary loan activities, document-delivery, and digitization services to provide access to materials not owned by the library. The rules and conditions (particularly those involving copyright restrictions) relating to these programs and services should be clearly explained. Where charges are required, or where restrictions apply, this should be made clear to potential users.

6.3.6 The library shall prepare subject and author bibliographies upon request, and should participate in programs for the sharing of bibliographic data. Access to bibliographic services, designed to encourage library users to a self-directed use of the library's resources, such as pathfinders and web-based bibliographies, shall be included in the library's website.

6.4 User Instruction Services

User instruction shall be provided as specialized and in-depth assistance to all levels of users from freshmen to faculty on the use of the library's resources in a variety of ways such as, course-related or course-integrated instruction, hands-on active learning, orientations, formal courses, tutorials, pathfinders, and web-based instruction.

6.5 User participation

6.5.1 In view of the advent of new technologies in library services, the library shall encourage user participation and feedback in the development and maintenance of library services.

6.5.2 The library shall conduct a periodic study or research on customer satisfaction and needs analysis, inclusive of all library functions /services as basis for further improvement of its services.

6.6 Collaboration and Partnership with Faculty

6.6.1 The head of the library through the library committee (council or board) should have coordination with the faculty members in promoting effective use of library resources to support learning, teaching and research.

6.6.2 Librarians shall collaborate with faculty members on curriculum design and development.

6.6.3 Librarians shall collaborate with faculty members in their research projects as evidenced in their institutional research outputs.

6.7 Information Literacy and Life-long Learning

6.7.1 As an academic unit within the institution, the library should encourage life-long learning, by applying new techniques and technologies with the traditional methods of information retrieval, evaluation and documentation.

6.7.2 Librarians shall collaborate frequently with classroom faculty on the integration of Information Literacy in curriculum planning, as well as in information literacy instruction-transfer to Life-Long Learning

6.8 Distance and Blended Learning

Distance learning programs should be promoted by means of remote electronic access to collections, the provision of reliable network connections, and through

electronic transmission or courier delivery of library materials to remote users.

6.9 Rules and Regulations on Circulation Service

6.9.1 The rules and regulations for the use of the library and its collections should be readily accessible to users. Terms of loan and access shall be described in library website, flyers, student manuals, and other avenues for dissemination.

6.9.2 Circulation procedures shall be effective and efficient.

6.9.3 Majority of the stock in the library's collection shall be readily available for lending, and library staff should check collection availability at regular intervals.

6.10 Extension Services

6.10.1 Where academic programs in the graduate level, are offered away from campus, library services shall be provided for off-campus/extension students. A separate graduate library where library resources and services for off-campus graduate students are to be made available may be established as a branch library.

6.10.2 Noncampus/extension students should have access to library resources and assistance in library use as is normally available to campus students.

6.11 Outreach Activities

In cooperation with the library's partner agencies, the library shall conduct outreach activities for its adopted communities based on actual needs.

Assessment Area 7. Facilities

7.1 Site/Location and Design

7.1.1 The library shall be strategically located close to the center of academic activity. The building shall be centrally situated within the campus.

7.1.2 The library shall provide well-planned, secure, safe, adequate space and appropriate facilities that support use of physical and virtual spaces. This may include dedicated learning spaces, discussion rooms, quiet study areas, and wellness facilities.

7.1.3 The college library can be a part of a building provided it is accessible to the academic community of the institution. For a university, it is highly desirable to have a separate building for the exclusive use of the library.

7.1.4 The head of the library shall be consulted in planning the site/location of the library, its building design, IT infrastructure design, equipment and furnishings, and other details such as floor layout of the building, light, ventilation, temperature and humidity control, stacks, exhibit areas, number of reader stations,

and seating capacity.

7.1.5 The design of the space and facilities shall be socially inclusive and welcoming to provide ease and comfort to users.

7.1.6 The library is a safe and secure environment and has mechanisms in place designed to minimize or avoid safety and security issues.

7.2 Space Requirement

7.2.1 The size of the library building shall take into account the size of its total user population, the extent and nature of its collection and services, and the size of its staff.

7.2.2 Notwithstanding the provision under 7.2.1, special consideration is given to libraries with automated systems or other library applications of advanced information technology, such as those provided in 7.6.

7.2.3 The seating requirement for a college or university library should at least be ten percent (10%) of the total user population.

7.2.4 Suitable space for administrative offices, meeting room, staff workroom, and lounge should be available.

7.2.5 Storage for supplies, equipment, and inactive files and collections shall be provided, whether onsite or offsite.

7.2.6 Space allocation planning is required for future acquisitions of library materials and equipment, and in anticipation of future expansion.

7.3 Furniture and Equipment

7.3.1 Appropriate, adequate, and ergonomically-designed library furniture shall be provided. This may include but not limited to reading tables, carrels, chairs, shelves and librarian's workstations.

7.3.2 Furnishings, furniture and fixtures shall be flexible and reconfigurable to allow rearrangement and expansion in the future.

7.3.3 The necessary equipment to access multimedia and nonprint resources and to assist classroom instruction should be available, when and where they are needed. This equipment should be efficiently managed and maintained. This may include TVs, projectors, sound and video recorders, microform readers, printers, scanners, photocopiers and digitization equipment.

7.3.4 Media equipment should be available in a variety of playback situations, including a mixture of individual, small group, and large group viewing facilities.

7.4 Provisions for Readers' Comfort

7.4.1 The library should be adequately lighted, properly ventilated, and acoustically suited for quiet reading.

7.4.2 Facilities for comfort such as depository areas, restrooms, toilets, drinking water fountains and waste bins shall be easily accessible and sign-posted.

7.4.3 Facilities for persons with disabilities (PWDs) and special needs shall be made available such as pathways, separate toilets, ramps and railings, etc.

7.5 Control and Security Measures

7.5.1 Control and security measures shall be provided for safeguarding the library and its collections. These security measures include: provision for ample aisles, emergency exits, fire extinguishers or *fire-suppression system*, *smoke alarms*, screened windows, and *security pick-resistant locks*.

7.5.2 Likewise, if feasible, provision shall also be made for *library security gate (detection system)* emergency warning device *or alarm system*, hiring of security personnel, and installation of *CCTV cameras to promote operational efficiencies and effectiveness of use*.

7.5.3 The library shall have a disaster risk reduction management (DRRM) plan to ensure safety and readiness to respond to disasters. It should also provide for alternative service and management in the event of such disasters and emergency requirements, to be coordinated with campus-wide plans.

7.5.4 The library shall provide air purifiers with HEPA filters to airconditioned areas of the library to minimize risks against any viral or airborne infection.

7.6 Information Technology Infrastructure

7.6.1 *The library shall have the IT infrastructure to provide reliable access to electronic resources and web services in both physical and virtual environments. This includes WIFI connectivity, internet connection, computer network, application software, and video conferencing equipment needed for research and study.*

7.6.2 *The IT infrastructure is integrated, upgraded and maintained to keep current with advances in teaching and learning technologies.* It shall provide sufficient numbers of appropriately capable computer workstations for access to online *and digital resources*. In addition, it should provide appropriate equipment in adequate quantities and in good working order for the convenient, efficient consultation, retrieval or dissemination of local and remote information resources by the library staff and its patrons. This includes such IT and communications equipment as *laptops, tablets, netbooks, bluetooth devices, e-readers, handheld*

two-way radios, printers, scanners, webcams, and other IT devices.

7.6.3 The library shall have an official website to serve as an access to all electronic resources and its online catalog. It shall also serve as a communication tool to facilitate online transactions and messaging with library users.

7.6.3 The library shall use a library management system to organize, *facilitate access*, and service its collection. The system shall support the technical and user services functions of the library *such as resource discovery (searching), acquisitions, circulation, cataloging/indexing, serials management, as well as inventory and reporting modules.*

7.6.4 To support remote learning and online research and study, the library shall provide remote access portal or service to access subscription-based electronic resources off campus, and to provide mobile technologies to enhance library services “anytime/anywhere.”

Assessment Area 8. Linkages and Networking

The Library exists within a network of relationships extending beyond the borders of its parent institution.

8.1 In cooperation with other libraries, consortia, networks, vendors, and other agencies, the library shall participate in the following resource-sharing programs that will assist it in meeting its goals consistent with the mission of the university:

8.1.1 Interlibrary loan (ILL) activities and document-delivery services (DDS) shall be encouraged for the purpose of increasing resources, providing access to materials not owned by the library, and extending cooperation with other libraries;

8.1.2 Coordinated/cooperative collection development *activities* shall be promoted to help develop a rich collection which otherwise would have been difficult for a single library to build;

8.1.3 Consortium licensing deals shall be explored to provide access to broader information sources and, consequently, increase usage at a much reduced cost, such as consortium-based subscription to electronic databases.

8.1.4 Shared-eBook initiatives, particularly focusing on e-book ownership, whenever possible, shall be considered to increase access, improve user experience, save on shelf-space, and promote cost-efficiency.

8.1.5 Information and referral services, including bibliographic data sharing,

among partner libraries shall be adopted to promote awareness and take advantage of each other's collections and services.,

These resource-sharing activities shall be executed using appropriate mechanisms and procedures thru formal agreements or memorandums of understanding, or contracts.

8.2. The Library and its staff shall get involved in linkages, professional collaborative activities (regional, national and international), community outreach programs, and other external relations with partner institutions, funding agencies, and affiliated organizations, in order to increase its reputational effectiveness and to demonstrate its value to the academic communities of learners. Such active involvement may take the form of:

8.2.1 Research and publication (as author, editor, referee or reviewer of articles, books or reports)

8.2.2 Conferences (as paper presenter)

8.2.3 Conference management (as organizer or resource speaker)

8.2.4 Professional associations (by serving as officer, committee member, volunteer, etc.)

8.2.5 Active engagement in community initiatives (specifically those that require the expertise of librarians like establishment of community libraries, community storytelling, community makerspaces, etc.)

8.2.6 Leadership and professional development (through the conduct of technical seminars, training workshops, staff exchanges, and the establishment of communities of practice)

8.3 The Library shall conduct periodic evaluation and assessment of major activities/programs carried out in partnership with other libraries/consortia to measure success, introduce improvements, and determine sustainability.

ENDNOTES:

1. Provision 3.3. Status of Librarians: The legal basis for the "faculty" or "academic status" provision for professional librarians working in academic libraries is found in Article VIII, Section 30 of CHED's Manual of Regulations for Private Higher Education, pp. 32-33. This Manual was published by CHED in 2008, and the academic status provision was adopted in the 2010 PAARL Standards. The academic status, as provided in the Manual, is given to "those who perform certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, researchers, and others". The "faculty" status is given to those who have obtained the minimum academic entry requirement for a faculty rank, which is a master's degree.

2. Provision 4.1 Operating Budget: On the operating budget of the Library where 5-10% is taken from the total operating budget of the parent institution, this precedent was established by DECS Order No. 6 s1998, and was adopted by the 2010 PAARL Standards since PAASCU then included it as one of its criteria in its own self-survey instrument. Also, the 2000 IFLA/UNESCO School Library Guidelines likewise imposes, as a general rule, at least 5% of the "per student expenditure for the school system."

The suggestion, however, is to add the word "or higher" after 10% because nothing should hinder the parent institution to give a higher percentage so that the library can fulfill its institutional mandate with an adequate budget.

3. Provision 6.3.6 on Bibliographic Sharing of Data has been expanded: The library shall prepare subject and author bibliographies upon request, and should participate in programs for the sharing of bibliographic data. Access to bibliographic services, designed to encourage library users to a self-directed use of the library's resources, such as pathfinders and web-based bibliographies, shall be included in the library's website.