



The Multi-verse of Collection Management

PAARL MGDLS 3

MIBF

SEPT 15, 2022

1pm-3pm

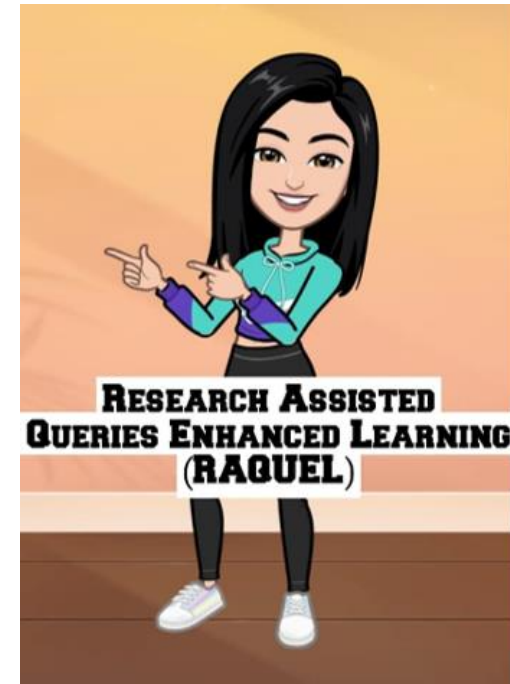
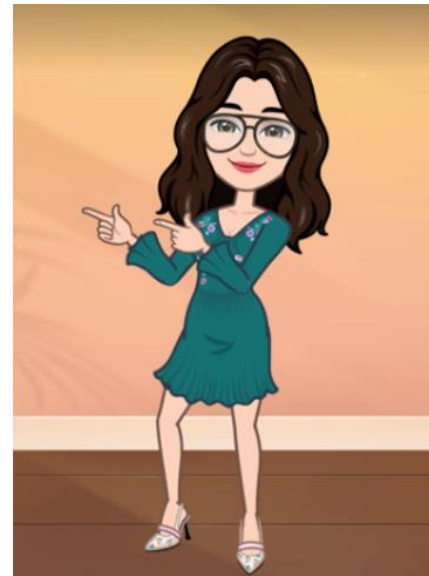
Juan Martin Guasch, RL, MLIS, MTHM



Managing
All
Resources
Technologically
Infrastructured
Networks



Alternative
Network for
Graduate students
Educational
Learning





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SARAH

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RAQUEL

4. Return books to our book drop located at AIMS gate 2 (Arnaiz St.) coordinate with Ms Raquel at mpmantala@aims.edu.ph



ANGEL

5. for graduate school concerns contact Ms Angel at agcachuela@aims.edu.ph



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OUTLINE

- 1) Collection Management Evaluation and Assessment
- 2) Collection Management Elements
- 3) Collection Management Cycle
- 4) Digital Collection Management
- 5) Collection Management Development Manual



The Kamar-Taj Library, the librarian and the book of Cagliostro

1) Collection Management Evaluation and Assessment

What are the standards

CMO 22

ACCREDITING AGENCIES: PAASCU, PACUCOA, ALCUCOA

Collection Mapping

Regional Quality Assurance Team (RQuAT)

MARINA

ISO

PAARL Standards

Inventory

Needs Analysis

TNCA

Difference Between Evaluation and Assessment

AREAS	ASSESSMENT	EVALUATION
MEANING	Is a process of collecting, reviewing and using data for the purpose of improvement in the current performance	Is described as an act of passing judgement on the basis of set of standards
NATURE	Diagnostic	Judgemental
WHAT IT DOES?	Provides feedback on performance and areas of improvement	Determines the extent to which objectives are achieved
PURPOSE	Formative	Summative
ORIENTATION	Process oriented	Product oriented
FEEDBACK	Based on observation and positive & negative points	Based on level of quality as per set standard
REFLECTION BETWEEN PARTIES	Reflective	Prescriptive
CRITERIA	Set by both the parties jointly	Set by the evaluator
MEASUREMENT STANDARDS	Absolute	Comparative

Assessment is focused on effectiveness while evaluation is focused on using that assessment as evidence for improvement.

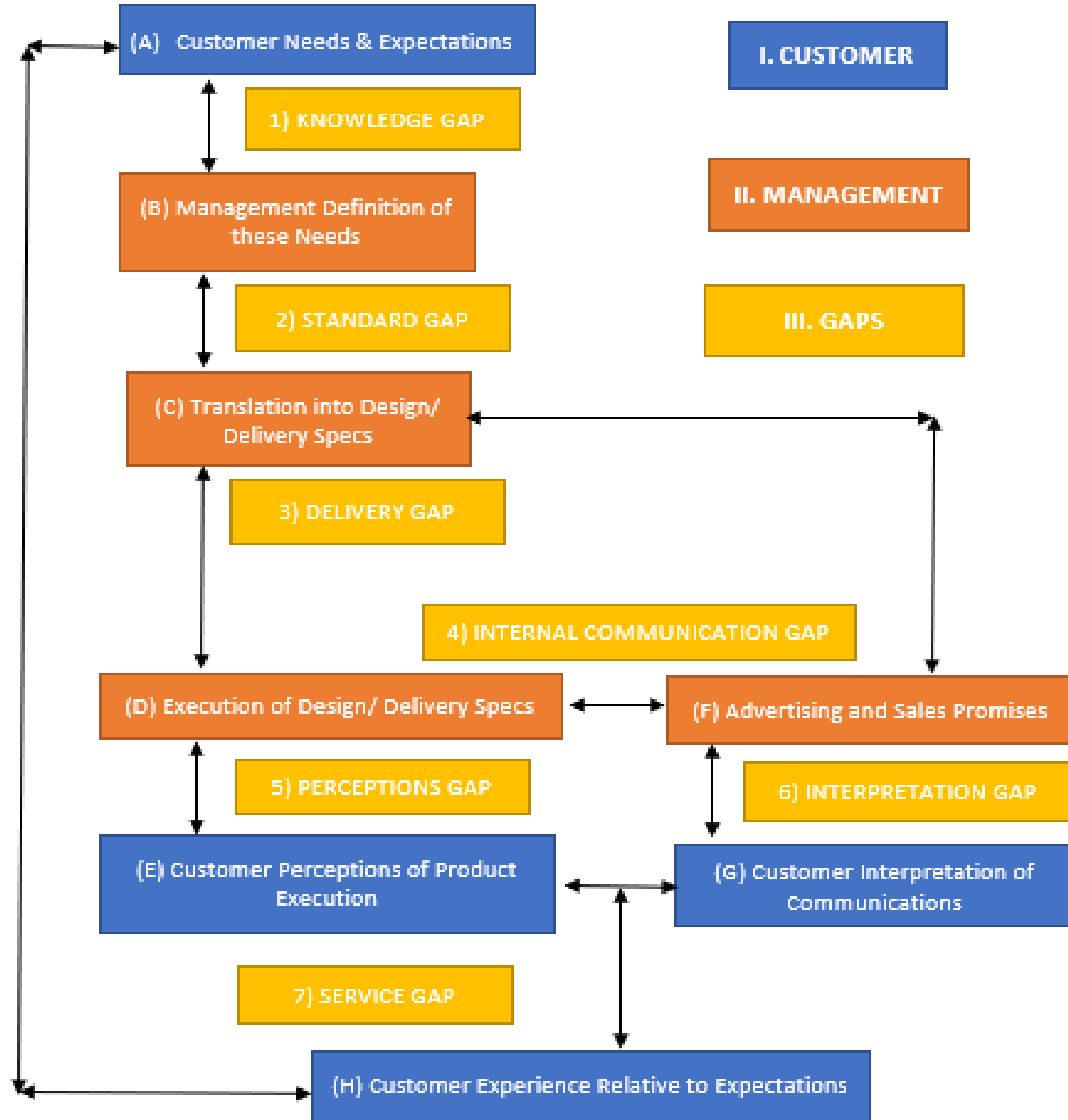
EVALUATION / ASSESSMENT

Standard - Actual = GAP

Corrective Action
Sustain and Strengthen

Service Quality Gaps

(Lovelock and Wirtz, 2004)



CHED STANDARDS



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 22
Series of **2021**

**SUBJECT: MINIMUM REQUIREMENTS FOR LIBRARIES OF HIGHER
EDUCATION INSTITUTIONS COMMON TO ALL PROGRAMS**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "*Higher Education Act of 1994*," and Republic Act No. 9246 otherwise known as the "*The Philippine Librarianship Act of 2003*", and by virtue of the Commission en banc No. **927-2017** dated **December 4, 2017**, a set of minimum requirements for libraries of higher education institutions (HEIs) common to all programs, necessary to harmonize and standardize the different library requirements stipulated in the PSGs of all programs to have a common interpretation of said requirements by all stakeholders, is hereby adopted and promulgated by this Commission.

All types of schools under the three horizontal typology of HEIs, both in the highly urbanized areas as well as in the geographically isolated and disadvantaged

Section 4. Collection Management

a. Selection and Acquisition

1. The selection of library resources, both print and electronic, including textbooks, shall be undertaken by the faculty in collaboration with the librarians not violative of the Intellectual Property Code.
2. The acquisition of library resources, both print and electronic, shall be the responsibility of the librarians.
3. The HEI shall have the right to prescribe its textbooks and other instructional materials in print and/or electronic formats.
4. The library shall have a written collection development plan/policy to specify the acquisition strategies, ratio of progressive development of both print and electronic resources to support research and instruction, including online teaching and flexible learning modalities. The plan/policy shall be prepared in consultation with the Library Advisory Committee and approved by the administration.

5. A periodic evaluation of existing collection of print and electronic using various approaches/tools shall be conducted.
6. A regular weeding or deselection program shall be undertaken to keep the collections of print and electronic relevant and up-to-date.

b. Library Holdings

1. For newly-established institution, the start-up total library book collection shall be at least 3,000 titles. In the granting of government recognition, the total book collection shall be at least 5,000 titles. These titles shall be in a combination of print and electronic formats. The ratio of the print and electronic resources shall be determined by the institution based on its modalities of flexible learning strategies and may be augmented/supplemented with materials from open educational resources (OER) as determined by curators composed of faculty and librarians. For easy monitoring, these resources shall be listed/recorded and be made available in any discovery tool or an online public catalog.
2. To promote Philippine arts, culture and local history materials, the library shall maintain Filipiniana resources, both print and electronic formats, equivalent to ten percent (10%) of the current total collection. Acquisition and usage shall be monitored through the library system, both manually and electronically.
3. Adequate, relevant, and current resources, both print and non-print, shall be provided to support general education subjects.

4. For each undergraduate program offering, the library shall provide five (5) relevant book titles for each major subject published within the last five (5) years, in combination of print and purchased electronic formats, the ratio of which shall be determined by the institution. For subjects that do not normally come out with new edition/book titles, the required recency of publication of five (5) years may be waived.
5. For each graduate program offering, the library shall provide additional five (5) relevant book titles for each specialized discipline offered under the program, published within the last five (5) years, in a combination of print and purchased electronic formats, the ratio of which shall be determined by the institution. At least one (1) of the five titles is published by a foreign reputable academic press. (Refer to CMO No. 15, series of 2019).
6. For reserve and frequently used books, at least one (1) copy, both print and electronic, shall be provided. Only one (1) copy, either print or electronic, shall be acquired for books that are not to be put on reserve or not frequently used.

7. A periodical collection composed of local and foreign titles shall be provided by the library. The minimum periodical titles shall be at least fifty (50), in combination of print and electronic formats, the ratio of which shall be determined by the institution.
8. For each undergraduate program, at least three (3) titles of professional journals, local and foreign publications, in combination of print and electronic formats, shall be subscribed to, the ratio of which shall be determined by the institution.
9. For each graduate program, at least two (2) peer-reviewed professional journals or internationally-refereed journals shall be subscribed to in addition to the three (3) undergraduate journal titles, in combination of print and electronic formats determined by the institution. Subscription or access (through a consortium, interlibrary basis) to electronic databases of international and reputable journals indexed in internationally recognized indexes of scholarly journals shall be institutionalized to maximize the use of electronic databases (Refer to CMO No. 15, series of 2019).
10. Non-print/audiovisual materials and electronic/digital resources shall be made available.
11. Special collections, including theses and dissertations in print and electronic formats, and relevant multimedia, in compliance with the Intellectual Property Code, shall be made available to meet the requirements of the various programs and courses offered.
12. For institutions with satellite campuses, the minimum requirements for professional holdings for both undergraduate and graduate programs shall be maintained in the said campuses. Sharing of electronic/digital resources from the main to the satellite library or among system-schools or consortia shall be institutionalized to maximize the use and benefits of electronic resources and justify acquisition and maintenance cost.
13. Local Universities and Colleges (LUCs) may share resources with the city/provincial libraries in their localities. Relevant library collection of the city/provincial libraries shall be counted in compliance with the library collection requirements in this CMO.

SAMPLE ACCREDITATION STANDARDS

Sample Accreditation Tool C.1.4.

- C.1.2. The library has a written collection development policy that guides the acquisition and selection of materials, in accordance with the institutional thrust.
- C.1.3. The academic community participates in the selection of books as well as print and non-print materials in their respective areas of discipline with emphasis on quality.
- C.1.4. The collection management program of the library is developed jointly in writing with the academic sector ensuring depth and breadth of the collections as indicated in an appropriate taxonomy. The following taxonomy levels are recommended:

<u>Taxonomy Level</u>	<u>Verbal Interpretation</u>
0	Out of Scope
1	Minimal Information
2	Basic Information
3	Study or Instructional Support
4	Research
5	Comprehensive

C.2. Holdings

- C.2.1. The library collections support the curricular, instructional, research and recreational needs of the clientele.

GUIDELINES FOR A COLLECTION DEVELOPMENT POLICY USING THE CONSPECTUS MODEL

International Federation of Library Associations and Institutions
Section on Acquisition and Collection Development
2001

Foreword

This booklet is a brief guide on how to write a collection development policy, making use of the Conspectus methodology. It is the result of the recognition by the IFLA Acquisition and Collection Development Section that its worldwide members lacked a handy introduction to this important subject. The guide is intended to be of particular value to staff new to collection development and in areas where there is little written tradition of collection development. We hope that it will be of practical use to librarians setting out on the sometimes daunting task of writing a collection development policy.

The booklet was written by Dora Biblarz with the assistance of other members of the A&CD Standing Committee: Marie-Joelle Tarin, Jim Vickery and Trix Bakker. The text is also available, in both English and French, on the IFLA website at <http://www.ifla.org/VII/s14>.

Standing Committee of the IFLA Acquisition and Collection Development Section
March 2001

C.1.4 Taxonomy Level

TAXONOMY LEVEL	VERBAL INTERPRETATION
0	Out of Scope
1	Minimal Information
2	Basic Information
3	Study or Instructional Support
4	Research
5	Comprehensive

Conspectus
Collection
Depth
Indicators

TAXONOMY LEVEL	VERBAL INTERPRETATION
0	Out of Scope
1	Minimal Information
1A	Uneven
1B	Focused
2	Basic Information
2A	Introductory
2B	Advanced
3	Study or Instructional Support Level
3A	Basic Study
3B	Intermediate
3C	Advanced
4	Research
5	Comprehensive

CONSPECTUS COLLECTION DEPTH INDICATOR DEFINITIONS

TAXONOMY LEVEL	VERBAL INTERPRETATION	DEFINITIONS
0	Out of Scope	Library does not intentionally collect materials in any format for this subject
1	Minimal Information	Collections that support minimal inquiries about this subject and include: (a) a very limited collection of general materials, including monographs and reference work; (b) periodicals directly dealing with this topic and in-depth electronic information resources not collected
1A	Uneven	Few selections, unsystematic representation, supports limited, specific service needs, consistently maintained but coverage is limited
1B	Focused Coverage	Few selections, but systematic representation of the subject, basic authors and some core works, spectrum of points of view

CONSPECTUS COLLECTION DEPTH INDICATOR DEFINITIONS

TAXONOMY LEVEL	VERBAL INTERPRETATION	DEFINITIONS
2	Basic Information	Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the FIRST TWO YEARS OF COLLEGE INSTRUCTION include: (a) a limited collection of monographs and reference works; (b) a limited collection of representative general periodicals; (c) defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals etc
2A	Introductory	Basic explanatory works, histories of development of topic, general works about field, important people, general encyclopaedia, periodical indexes and statistical sources, supports general users through high school
2B	Advanced	Collection of general periodicals, broader and more in-depth monographs, broader array of encyclopaedias, indexes, statistical resources, limited collection of discipline specific periodicals, support needs of educated general public

CONSPECTUS COLLECTION DEPTH INDICATOR DEFINITIONS

TAXONOMY LEVEL	VERBAL INTERPRETATION	DEFINITIONS
3	Study or Instructional Support Level	Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users THROUGH COLLEGE AND BEGINNING GRADUATE INSTRUCTION include: (a) an extensive collection of general monographs and reference works and selected specialized monographs and reference works; (b) an extensive collection of general periodicals and a representative collection of specialized periodicals; (c) limited collections of appropriate foreign language materials; (d) extensive collections of the works of well-known authors and selections from the works lesser-known authors
3A	Basic Study	Resources for imparting and maintaining knowledge about primary topics in subject, high percentage of core works, supports undergraduate courses and independent study of lifelong learner
3B	Intermediate	Resources for imparting and maintaining knowledge about more specialized areas, more comprehensive, with broader and more in-depth materials, well known authors in original language, defined access to broad range of specialized electronic resources, supports upper division undergraduates
3C	Advanced	More extensive but not doctoral level, supports master's degree programs and other specialized inquiries

CONSPECTUS COLLECTION DEPTH INDICATOR DEFINITIONS

TAXONOMY LEVEL	VERBAL INTERPRETATION	DEFINITIONS
4	Research	<p>A collection that contains the major published source materials required for doctoral study and independent research includes: (a) a very extensive collection of general and specialized monographs and reference works; (b) a very extensive collection of general and specialized periodicals; (c) extensive collections of appropriate foreign language materials; (d) extensive collections of the works of well-known authors as well as lesser-known authors; (e) defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc; (f) older materials that is retained and systematically preserved to serve the needs of historical research</p>
5	Comprehensive	<p>A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible in all applicable languages include: (a) exhaustive collection of published materials; (b) very extensive manuscript collections; (c) very extensive collections in all other pertinent formats; (d) a comprehensive level collection may serve as a national or international resource</p>

PAARL ACADEMIC STANDARDS



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

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Respectfully submits the

2022 PAARL STANDARDS FOR ACADEMIC LIBRARIES

to

The 2021 Executive Board

for approval

15 November 2021

Professional Regulatory Board for Librarians Proclamation No. 05 Series of 2015

PRESCRIPTION ADOPTION AND PROMULGATION OF THE REVISED STANDARDS FOR PHILIPPINE PUBLIC LIBRARIES



Republic of the Philippines
Professional Regulation Commission
Manila

PROFESSIONAL REGULATORY BOARD FOR LIBRARIANS
Resolution No. 05
Series of 2015

PRESCRIPTION, ADOPTION AND PROMULGATION OF THE "REVISED STANDARDS FOR PHILIPPINE PUBLIC LIBRARIES"

WHEREAS, Section 8 Article II of Republic Act No. 9246, the Philippine Librarianship Act of 2003, vests upon the Professional Regulatory Board for Librarians (Board) the power to promulgate and administer rules and regulations necessary to carry out the provisions of the law; and to look into the conditions affecting the practice of librarianship, and when necessary, adopt such measures as may be deemed proper for the enhancement and maintenance of high ethical, moral and professional standards of librarianship;

WHEREAS; Section 8 (f) of supra law mandates the Board to adopt policies and set the standards for all types of libraries, librarians and the practice of librarianship;

WHEREAS, there is already a Code of Philippine Standards for Public Libraries that has been issued and promulgated in 2007 but which needs to be reviewed and updated to adapt to the ongoing local and international developments in the field;

WHEREAS; to achieve this end, the Board invited the Director of the National Library of the Philippines to chair the Task Force on the revision of the 2007 Philippine Standards for Public Libraries;

WHEREAS; the Task Force, as constituted, convened during the 1st Convention of Provincial Librarians and Salon on Resource Description and Access (RDA) on November 5-7, 2013 and during the Salon on National Development Plan for Public Libraries and Capacity Building of Public Librarians (Part II) on February 20-21, 2014;

WHEREAS; the working drafts of the Task force were subjected to online comments from public librarians and presented for final public hearing on March 19-21, 2014 during the 1st International Conference of Public Librarians. The final draft of the "Revised Standards for Philippine Public Libraries" was favorably endorsed by the Filipino public librarians therein present for adoption and promulgation by the Board;

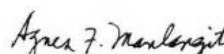
NOW THEREFORE, The Board **RESOLVES**, as it hereby **RESOLVED**, to prescribe, adopt and promulgate the "Revised Standards for Philippine Public Libraries" which is hereto appended as Annex A of this Resolution.

FURTHER RESOLVED, that this Resolution as well as its Annex A shall take effect after fifteen (15) days following their complete publication in the Official Gazette or any newspaper of national circulation.

Let copies of this Resolution, together with its "Annex A", be furnished the U.P. Law Center, Philippine Librarians Association, Inc. (PLAI), schools/colleges/universities offering library and information science courses for dissemination to all concerned users and stakeholders.

Done in the City of Manila this 24th of July 2015


YOLANDA C. GRANDA
Chairperson


AGNES F. MANLANGIT
Member


LOURDES T. DAVID
Member

REVISED STANDARDS FOR PHILIPPINE PUBLIC LIBRARIES

Area I. Mission, Vision, Goals and Objectives

The Mission, Vision and Goals shall contain the following:

- a. Philosophy of service;
- b. Service to the needs of the community;
- c. Organization and maintenance of services for children, young adults, persons with disabilities (PWD), senior citizens and other marginalized sectors;
- d. Organization of Friends Group to act as support for the library;
- e. Promotion of local history, culture and arts;
- f. Compliance with the mission, vision and goals of the National Library of the Philippines (NLP) and Local Government Unit (LGU); and
- g. Provision on library development.

Area II. Library Administration

- A. Each library shall operate under the administrative supervision of the local government unit and the technical supervision of the NLP.
- B. The library shall be managed by a librarian and shall be supported by paraprofessional staff.
- C. The library shall have as its immediate supervisor, the local chief executive or any designated local official in accordance with existing laws.
- D. The number of staff shall depend on the classification of the local government unit.

The following recommended number of library staff should be viewed as a minimum requirement for the provision of adequate library service.

Class	Province	Cities	Municipalities
First	2 Fulltime Librarians ➤ 1 Provincial Librarian ➤ 1 Assistant Librarian ➤ 4 Paraprofessionals	2 Fulltime Librarians ➤ 1 City Librarian ➤ 1 Assistant Librarian ➤ 4 Paraprofessionals	2 Fulltime Librarians ➤ 1 Municipal Librarian ➤ 1 Assistant Librarian ➤ 2 Paraprofessionals
Second	1 Provincial Librarian 3 Paraprofessionals	1 City Librarian 3 Paraprofessionals	1 Municipal Librarian 1 Paraprofessional
Third-Fifth	1 Fulltime Librarian	1 Fulltime Librarian	1 Fulltime Librarian
Sixth	Not applicable	Not applicable	1 Fulltime Librarian

- E. Librarians, paraprofessionals, administrative/clerical staff shall be appointed to the plantilla positions pursuant to the Civil Service and Salary Standardization Laws

AREA III. Collection Management

- A. The collection shall be based on the objectives of the library and the needs of the community served.
- B. The collection shall include materials in all formats and be organized according to existing standards.
- C. The library shall maintain collection on local history, culture and arts.
- D. The library shall have a written collection development plan.
- E. The LGU shall provide a reasonable annual budget for collection development.
- F. A minimum collection of three thousand (3000) volumes and provision of at least five percent (5%) annual increase of the collection is required.

AREA IV. Services and Utilization

- A. The library shall provide basic services free of charge to everyone in its service population.
- B. The library shall provide services with the highest degree of efficiency and integrity.
- C. The library shall practice open-shelf system.
- D. The library shall have a website to promote its services and activities.
- E. The library shall provide resources for wholesome development of the community, without any discrimination.
- F. The library must have a children's corner, where children could obtain information through reading books, focused and unobstructed from other readers and researchers, etc., and where educational enhancement activities can be held.
- G. The library shall observe service hours for the maximum benefit of the

community.

H. The library shall have written policies covering all of the following:

1. Use of facilities and display areas
2. Rights and responsibilities of customers (Customer behavior)
3. Children's use of the library
4. Access to the Internet; and
5. Access to facilities and materials by persons with disabilities

V. Physical facilities

A. The library must be located, preferably in a separate building and shall be accessible to all users.

B. The library shall always be included as a component unit in the development plan of the LGU.

C. The library shall provide spaces for the following:

1. Librarian/s and staff
2. Collection
3. Reading
4. Multimedia; and
5. Other spaces as may be necessary

D. Equipment and furniture shall be sufficiently provided for a conducive learning environment.

E. The library shall have facilities for information technology and communication services.

F. The library shall provide at least five (5) computer units with internet access.

Area VI. Financial Resources

A. The library shall be provided with adequate and reasonable budgetary appropriations to carry out effectively its plans and programs.

B. The library budget shall cover the following items:

1. Personal services to include salaries and wages and other benefits common and due to all civil service servants.

2. Maintenance and other operating expenses (MOOE) to include, among others, funds for travel expenses, attendance to seminars, trainings, conferences, and subscriptions.

3. Capital outlay to include funds to purchase library resources, equipment and furniture.

Area VII. Linkages, Networking and Collaboration

A. Libraries shall engage in networking, resource sharing and other forms of partnership.

B. The library shall organize Friends of the Library to support its activities. One staff member is appointed official friends' liaison to ensure that friends have all the information they need to carry out a program of support for the library.

C. The library staff shall pursue continuing library education and membership to professional associations to further enhance learning.

Chair: Atty. Antonio M. Santos, Director, National Library of the Philippines
Co-Chair: Rollangel P. Callung, Angeles City Library and Information Center

Members: Luzon:

1. Matilde M. Nery, Provincial Librarian of Ilocos Norte
2. Michael John M. Tolentino, Municipal Librarian of Concepcion, Tarlac

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1. Priscilla P. Robles, President, ALPS
2. Emelita L. Villanueva, City Librarian of Quezon
3. Vic Jayson C. Cruz, City Librarian of Marikina

Visayas:

1. Joyce P. Deloso, Provincial Librarian of Negros Occidental
2. Rosario C. Chua, City Librarian of Cebu
3. Ma. Vida C. Aparicio, Congressional Librarian of Bohol

Mindanao:

1. Rogelyn Serino, Library Staff of Misamis Occidental Provincial Library
2. Jessica Clarito, City Librarian of Butuan City
3. Rowena Tawaran, Library Staff of Davao City Library and Information Center

CMO #9 Series 2022



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER
No. 09
Series of 2022

SUBJECT: UPDATED GUIDELINES ON THE IMPLEMENTATION OF FACE-TO-FACE CLASSES TO PREVENT AND MITIGATE COVID-19 INFECTIONS IN HIGHER EDUCATION

11. Library Services

- a. If books/journals/library materials are borrowed and brought home or taken outside the library facilities, there must be a dedicated dropbox for their return. These books must be properly cleaned/disinfected before they are included again for circulation.
- b. Commonly shared computer units shall be cleaned and disinfected.
- c. The HEI shall encourage their students and teaching and non-teaching personnel to use online library services instead of physically going to the library. The HEI shall also promote the use of PHL CHED Connect for free access to instructional and learning resources or materials.

LIMITED FACE TO FACE LIBRARY SERVICES

- a. Student faculty, and staff shall wash or sanitize their hands before entering the library facilities.
- b. For purpose of facilitating contact tracing, the names, time – in, and time out of students, faculty, and staff shall be recorded.
- c. Tables and chairs shall be marked to inform the students, faculty, and staff where to sit and not to sit.
- d. Physical distancing of at least 1.5m shall strictly be observed inside the library.
- e. Silence or “No Talking Policy” shall strictly be observed inside the library.
- f. The Library shall determine the maximum time limit a student, faculty, or staff can stay inside the library and the number of times he or she can enter the library per day.
- g. If books /journals/library materials are borrowed and brought home or taken outside the library facilities, there shall be a dedicated drop box for their return. These shall be properly cleaned /sanitized disinfected before they are again before included for circulation.
- h. Commonly shared computer units shall be cleaned and disinfected before and after use.
- i. The Library shall encourage their student, faculty and staff to use online library services instead of physically going to the library. The dlm.aims.edu.ph is the access point for the OPAC of the library and other Open Education Resources (OER). The Library shall also promote the use of PHL CHED CONNECT for free access to instructional and learning resources or materials.

Librarian.

Sample F2F Guidelines

CLAMS F2F GUIDELINES



What is the ACTUAL collection?

TECHNIQUES OF COLLECTION ANALYSIS

COLLECTION-CENTERED METHODS

1. Collection Profiling
2. Expert Opinion
3. List Checking
4. Verification Studies
5. Shelf-scanning or Direct Collection Analysis
6. Comparative Statistics
7. Applying Collection Standards

CLIENT-CENTERED METHODS

1. Citation Studies
2. Circulation Studies
3. In-House Studies
4. User Surveys
5. Focus Groups
6. Document Delivery Test
7. Inter Library Loan (ILL)

COLLECTION-CENTERED METHODS

	DESCRIPTION
Collection Profiling	Statistical description or numerical picture of the collection at one point in time. Examples: Titles within a classification range, imprint years
Expert Opinion	It involves reviewing the entire collection using shelf list or a single subject area or shelf examination of various subject areas. Depth of the collection, its usefulness in relation to curriculum or research and deficiencies and strengths in the collection are estimated
List Checking	Checking to see whether the library has access to a list of expert recommended books or journals. The list also includes general list of specialized bibliography, catalogues, course syllabus, list by professional associations or government authority, recommended reading lists, frequently cited journals list etc.
Verification Studies	A form of list checking in which collections are checked against a special list of titles which encompass the most important works in a specific area
Shelf Scanning	Or Direct Collection Analysis. The collection is physically examined to evaluate the breadth, depth significance and level of collection, physical condition of materials
Comparative Statistics	To determine strengths by comparing expenditure and collection size, format, preservation, rate of net growth, size of collection in volumes, titles, formats, degree of content overlap and unique holdings
Applying Collection Standards	Collections are compared with standards set by government, professional associations, accrediting agencies

CLIENT-CENTERED METHODS

	DESCRIPTION
Citation Studies	In academic libraries, receiving bibliographies from faculty and students to find out which books, journals or authors are popular and how many cited resources are available in the library
Circulation Studies	Using circulation reports, which resources are mostly used and less used, compare patterns in select subject areas, types of materials etc.
In-House use Studies	Mostly used in non-circulating periodical collections or to measure book usage in non-circulating sections. This method relies on cooperation from the users and can focus on materials used or the users of materials a part of the collection or entire collection
User Surveys	Are conducted to find out whether the collections meet the users' needs and requirements qualitatively and quantitatively.
Focus Groups	Can identify issues, offers suggestions and detailed comments and provide opportunities to explore topics and issues in depth that cannot be covered in surveys
Document Delivery Tests	Determines the ability of the library in providing the user with a required item at the time of his need and provides objective measurement of a collection's capacity to satisfy user needs
Inter Library Loan Analysis	Reviewing ILL reports to find out the items patrons are using that are not available in the library, how often patrons resort to ILL vs using local resources
Quantitative Benchmarking	Comparing counts of books and journal holdings between library and peer libraries, comparing size of holdings; enrolment per department, budget per department

INVENTORY – COLLECTION ANALYSIS

Collection Area – DDC Subject -Titles

CLASS #	CLASSIFICATION	FIL	GEN CIR	REF	Total/Subj
000-099	GEN	1000	500	100	1600
100-199	PYSCH/PHILO	2000	600	70	2670
200-299	RELIGION	500	200	50	750
300-399	SOC SCI	3000	500	100	3600
400-499	LANGUAGES	2500	700	300	3500
500-599	PURE SCI	700	300	150	1150
600-699	APP SCI	1200	400	100	1700
700-799	FA/RECRE	1000	1100	130	2230
800-899	LIT/RHETO	2000	2000	200	4200
900-999	HISTORY/GEO	1300	1000	200	2500
	Total/Col	15,200	7,300	1,400	23,900

Collection Area – DDC Subject -Volumes

CLASS #	CLASSIFICATION	FIL	GEN CIR	REF	Total/Subj
000-099	GEN	2000	100	50	2150
100-199	PYSCH/PHILO	1000	100	70	1170
200-299	RELIGION	1500	100	20	1620
300-399	SOC SCI	2500	500	100	3100
400-499	LANGUAGES	2000	700	90	2790
500-599	PURE SCI	750	300	40	1090
600-699	APP SCI	1000	200	50	1250
700-799	FA/RECRE	7000	300	100	7400
800-899	LIT/RHETO	1500	300	100	1900
900-999	HISTORY/GEO	1500	300	100	1900
	Total/Col	20,750	2,900	720	24,370

Summary of Collection

	FIL	GEN CIR	REF	TOTAL
TITLE	15200	7300	1400	23900
%	64%	31%	5%	100%
VOLUMES	20750	2900	720	24370
%	85%	12%	3%	100%

Summary of Copyrights - Titles

YEAR	AGE	FIL	GEN CIR	REF	TOTAL	%
2018-2022	5	1000	2000	100	3100	13%
2013-2017	10	2130	1500	300	3930	16%
2008-2012	15	5000	2500	300	7800	32.60%
2003-2007	20	4000	900	350	5250	22%
2002-Below	21	3000	380	345	3725	16%
w/o copyright		70	20	5	95	0.40%
Total		15200	7300	1400	23900	100%

Summary of Learning Resource Materials - Subj

CLASS #	CLASS	BOOKS		Th	AV	eB	LRM	%
		T	V					
000-099	GEN	1600	2150	100	200	10	2460	9%
100-199	PYS/PHILO	2670	1170	100	100	10	1380	5%
200-299	RELIGION	750	1620	25	120	10	1775	7%
300-399	SOC SCI	3600	3100	300	400	50	3850	14%
400-499	LANG	3500	2790	15	30	75	2910	11%
500-599	PURE SCI	1150	1090	20	50	20	1180	4%
600-699	APP SCI	1700	1250	35	50	20	1355	5%
700-799	FA/RECRE	2230	7400	150	125	15	7690	28%
800-899	LIT/RHETO	4200	1900	125	400	30	2455	9%
900-999	HIST/GEO	2500	1900	35	150	30	2115	8%
	Total	23,900	24,370	905	1625	270	27,170	100%

Summary of Learning Resource Materials - Program

Course	Books						
Section	T	V	TH	Av	eB	LRM	%
BA	2782	3000	100	80	250	3430	14%
CS	3200	4000	200	100	300	4600	18%
HM	5800	6000	250	150	350	6750	27%
EDUC	3000	4500	200	300	250	5250	21%
ME	3025	4250	100	250	300	4900	20%
	17807	21750	850	880	1450	24,930	100%

Business Administration

YR LVL	MJ SUBJ	REQ	HOLD	5 YRS	FOR ACQ	1 ST Q	2 ND Q	3 RD Q	4 TH Q	Total
1 st	6	36	30	11	25	7	6	6	6	25
2 nd	9	54	35	20	34	9	9	8	8	34
3 rd	10	60	40	30	30	7	7	8	8	30
4 th	6	36	30	25	11	2	3	3	3	11
TOTAL	31	186	135	86	100	25	25	25	25	100
		100%	73%	46%	54%					

How else do we know;
if what we are doing is still right?

Sample Outline for a Satisfaction Survey

1. Library Holdings

- a. Book collection
- b. Magazine/ Journals
- c. Maps/ Charts
- d. Audio-Visual Materials

2. Library Operations

- a. Lending Policy
- b. Overdue Policy
- c. Staff Services
- d. Operation Hours

3. Library Environment

- a. Cleanliness
- b. Orderliness
- c. Conduciveness to Reading and Research
- d. Physical Facilities/ Space

Overall, How would you rate your experience in the library?

Triangulation:
Guidance Survey,
Research Survey,
Department
Survey

Agreement is used when the study wants to know the opinion of the person answering the survey
Satisfaction is used when the study wants to know the level of experience

What is SERVQUAL?

SERVQUAL is a service quality framework, developed in the 80's by Zeithaml, Parasuraman & Berry; aiming at measuring the scale of Quality in the service sectors

Service Quality is an approach to manage business processes in order to ensure full satisfaction of the customers & quality in service provide. It works as an antecedent of customer satisfaction.

If expectations are greater than performance, then perceived quality is less than satisfactory and hence customer dissatisfaction occurs

SERVQUAL was originally measured on 10 aspects of service quality: (1) reliability (2) responsiveness (3) competence (4) access (5) courtesy (6) communication (7) credibility (8) security (9) understanding the customer (10) tangibles; to measure the gap between customer expectations and experience

SERVQUAL DIMENSIONS (RATER)

DIMENSIONS	DESCRIPTIONS
1) RELIABILITY	Dependable and accurate performance of the duties assigned
2) ASSURANCE	The ability to generate trust and confidence amongst the customers by virtue of the knowledge and courtesy of the employees
3) TANGIBLES	Tools, equipment, appearances, physical facilities, personnel and communication materials, uniforms which originates the feel of quality
4) EMPATHY	Furnishing a caring and attentive attitude towards the customers
5) RESPONSIVENESS	Provision of prompt services and the attitude and willingness to help



The Librarian's Library from Deathblow Wolverine

It's an ancient myth about an old man in a library. He has all the knowledge of the world stored up - - but he's short of hired help, so anyone that goes in becomes a slave and has to maintain the library until they die. - - Logan

2) Collection Management Elements

PLANNING

short term plans; long term plans;
Learning Resource Materials: curricular, instructional, research, recreational

ORGANIZING

DDC, LCC, Cutters; physical organization;
Table of Organization (institutional, department, section/unit)

STAFFING

Librarian, paraprofessionals, staff, SA, OJT

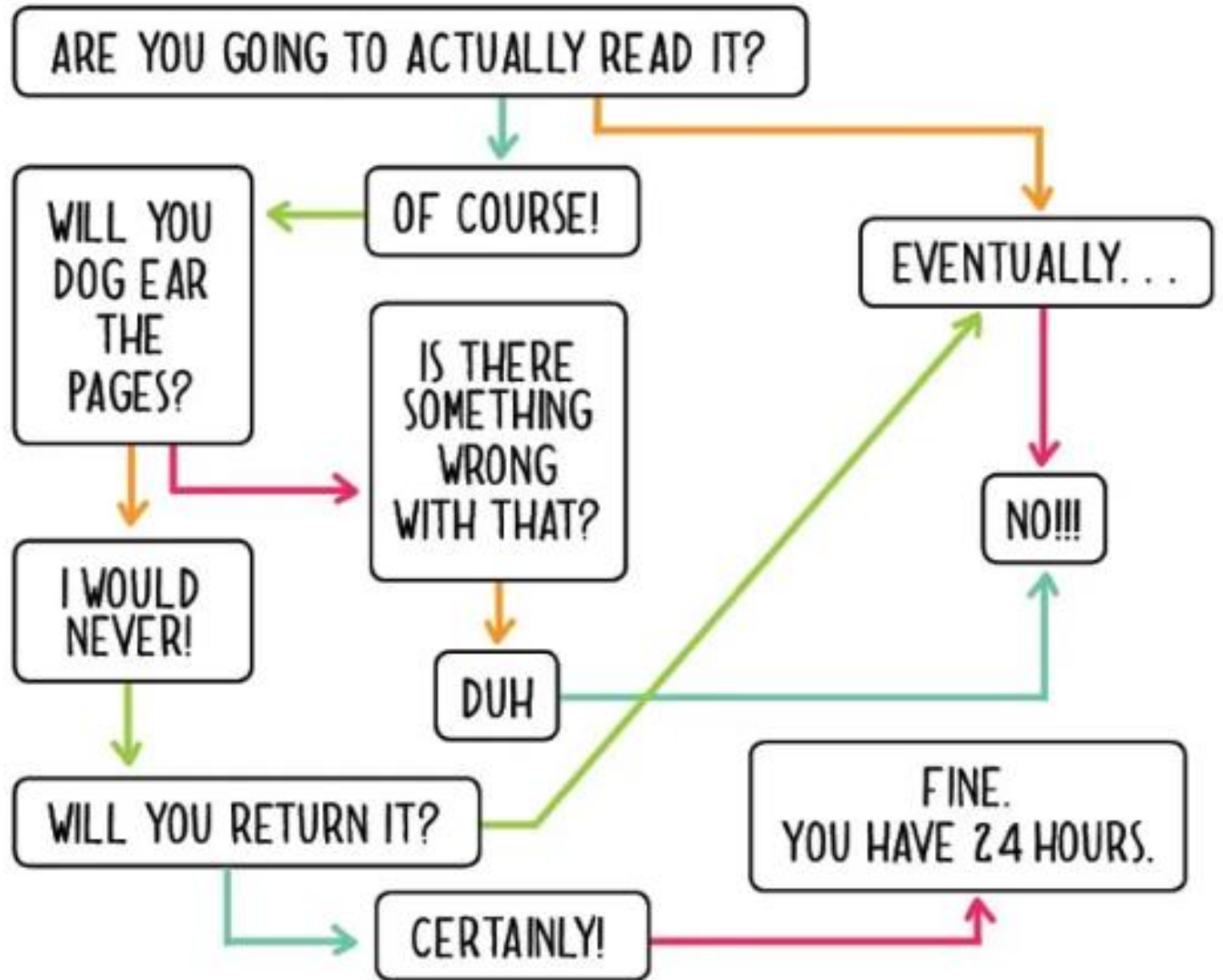
DIRECTING

Leadership

CONTROL

Budget preparation, Budget utilization, Controlled Documents, Inventory

CAN YOU BORROW MY BOOK?

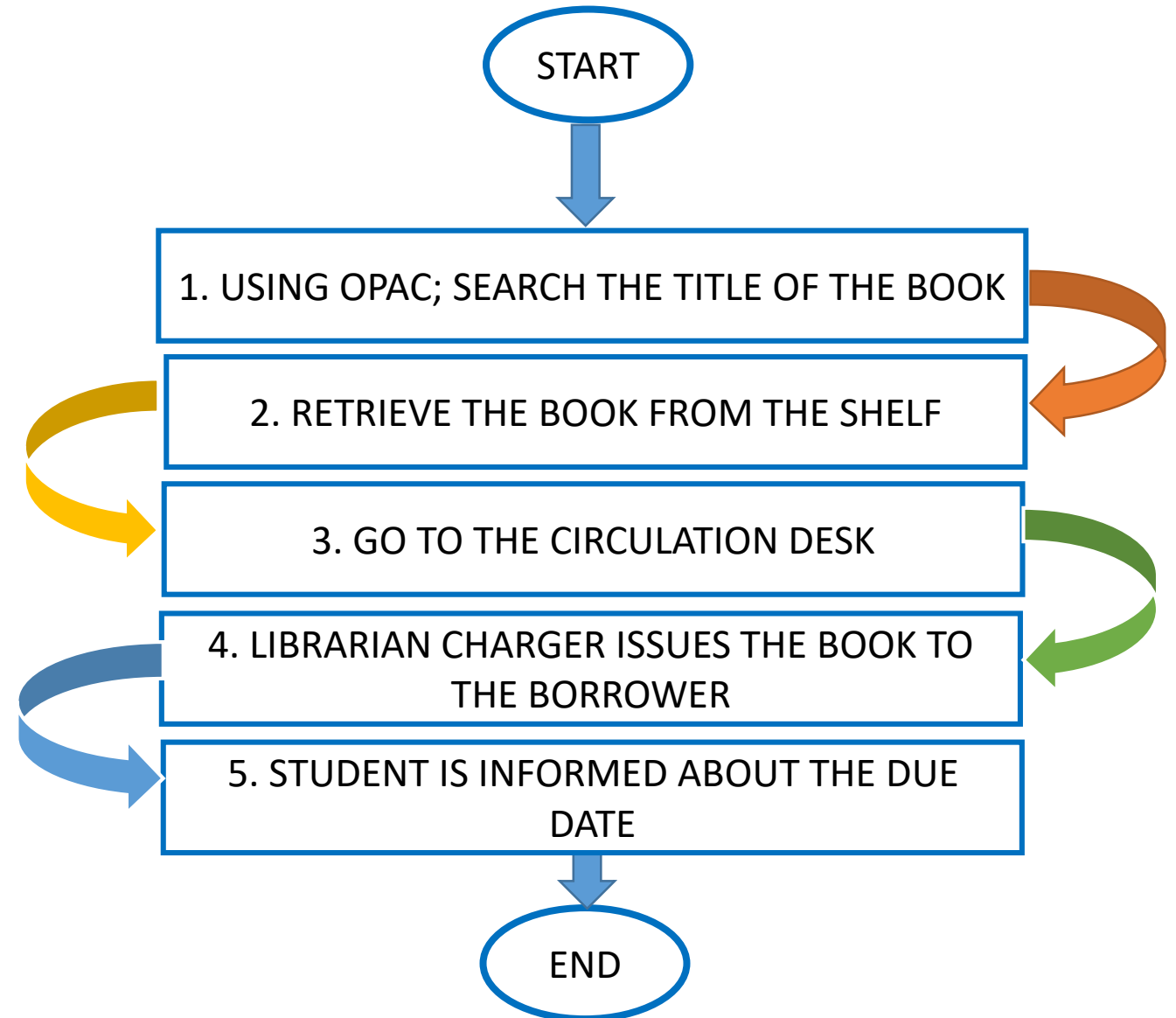


Sample
Flowchart

Sample Procedure and Flowchart

Procedure

1. Check availability of book from the OPAC
2. Using the Call Number of the book, retrieve the book from the Shelf
3. Bring the book to the Circulation desk for charging
4. Librarian charger, scans the barcode of the book and issues the book to the student
5. Librarian charger informs the student of the due date



Sample Computation for Lost Books

YEAR	REPLACEMENT	PROCESSING FEE	DATE DUE CARD	MICROCHIP
2015-2019	Book price + 10%	+ Php100	+ Php100	+ Php100
2010-2014	Book price + 20%	+ Php100	+ Php100	+ Php100
2005-2009	Book price + 30%	+ Php100	+ Php100	+ Php100
2000-2004	Book price + 40%	+ Php100	+ Php100	+ Php100
1999-below	Book price + 50%	+ Php100	+ Php100	+ Php100

Sample Computation for Unknown Book Price

Books	REPLACEMENT	PROCESSING FEE	DATE DUE CARD	MICROCHIP
Local	50 cents per page + 70%	+ Php100	+ Php100	+ Php100
Foreign	1 peso per page + 70%	+ Php100	+ Php100	+ Php100



The Library of Worlds is a place outside the Multiverse that was built by the Beyonders to store all the information they could gather

Library of Worlds

The Lord Librarian

When Thor discovered the atrocities committed by Gorr – the God butcher, he immediately rushed to the Halls of All-Knowing in Omnipotence City. There he encountered the caretaker of the divine archives, the Lord Librarian



3) Collection Management Cycle

Acquisition	Selection, Technical, Cataloguing
Circulation	Charging, Photocopying policies, interlibrary loan
Collection Maintenance	Repairs, Bindery, Upkeep
Preservation	Preservation - - - - Archiving - - - - Museums
Deselection	removing from the circulation because of, either of the following: copyright, over-use: normal wear and tear, damage
Discarding	dis / card – removing from the card catalogue, shelf-list; p-slip
Weeding	Out of circulation, “removing from the accession”; getting ready to be donated; or scrap value
Donation	Receiving and Giving

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College & Research Libraries (C&RL) is the official, bi-monthly, online-only scholarly research journal of the Association of College & Research Libraries, a division of the American Library Association.

Upcoming Events:

September 30, 2022: [ORCID Workshop](#) (1:00 p.m. Central)

October 21, 2022: [C&RL One-Shots Special Issue Conversations, Part 1 of 2](#) (1:00 p.m. Central)

November 16, 2022: [C&RL One-Shots Special Issue Conversations, Part 2 of 2](#) (1:00 p.m. Central)

Visit the [Events page](#) for more details.

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Library Book Selection Decisions and Selectors' Effectiveness: Differences among Librarians, Faculty, and Students

William H. Walters, John Gormley, Amy E. Handfield, Bernadette M. López-Fitzsimmons, Susanne Markgren, Laurin Paradise, Sarah E. Sheehan

Abstract

This study examines the book selections of 22 Manhattan College librarians, faculty, and students who were asked to make *yes* or *no* decisions for 287 books reviewed in CHOICE. It focuses on four research questions. First, *What characteristics are associated with selected and nonselected books?* Although there is only modest agreement among selectors, *yes* decisions are associated with favorable reviews, appropriateness for lower-division undergraduates, reasonable price, publication by a university press, and the absence of caveats in the review. The results suggest that selectors are willing to relax certain selection criteria if others are exceeded, that selectors' generally favorable attitudes toward multidisciplinary works do not extend to all such books, and that titles in areas unfamiliar to the selector are less likely to be chosen. Second, *What are the key differences among the book selections of librarians, faculty, and undergraduates?* Although there are minor differences among all three groups, the main finding is that students' selections are relatively unpredictable and less closely linked to particular book and review characteristics. Third, *What are the key differences among the book selections of specialists (faculty and librarians) in the natural sciences, the social sciences, and the humanities?* Although the three subject groups are similar in their *yes/no* decisions and in the characteristics of the books they choose, most selectors demonstrate a strong tendency to favor books in their own subject areas. Finally, *What individual characteristics are associated with effectiveness as a book selector?* Librarians and faculty are equally effective, overall. Faculty have an advantage among selectors without book selection experience, but the positive impact of experience is greater for librarians than for faculty. In contrast, students are relatively ineffective selectors, and their choices are not closely related to those of other students, faculty, or librarians.

ABOUT THE AUTHORS

All the authors are at Manhattan College (Riverdale, New York), where William H. Walters is Executive Director of the Library, John Gormley is Reference and Instruction Librarian, Amy E. Handfield is Assistant Director of the Library for Access Services, Bernadette M. López-Fitzsimmons is Associate Librarian, Susanne Markgren is Assistant Director of the Library for Technical Services, Laurin Paradise is Reference and Instruction Librarian, and Sarah E. Sheehan is Assistant Director of the Library for Reference and Instruction; e-mail: william.walters@manhattan.edu.

ARTICLE TOOLS



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Indexing metadata



How to cite item

An award-winning

The Scholarly Impact of Books Acquired via Approval Plan Selection, Librarian Orders, and Patron-Driven Acquisitions as Measured by Citation Counts

David C. Tyler, Brianna D. Hitt, Francis A. Nterful, McKenna R. Mettling

Abstract

Patron-driven acquisition has been an important, if contentious, topic for decades, with numerous programs having been piloted, adopted, and reported on, largely favorably, in the library literature. Still, questions and doubts persist for academic libraries, especially where the composition of vendor plans and packages and the judgment of patrons are concerned. Past literature has approached the assessment of patron-driven acquisition by analyzing circulation/usage, comparing peer-library holdings, seeking patrons' or librarians' judgments of utility and suitability, looking for evidence of collection imbalances, and testing for overlap in patrons' and librarians' purchases. To contribute to this literature, this study addresses scholarly impact and examines whose selections—approval plans', librarians', or patrons'—have been most heavily cited. For the social sciences, the sciences, and the humanities, the authors gathered topic-matched random samples of books acquired via approval plans and librarian orders during the first five years of operation of their institutions' interlibrary loan purchase-on-demand patron-driven acquisition program and compared their citation counts to the counts of books acquired via the program. *Google Scholar* was employed to tally citations.



ABOUT THE AUTHORS

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McKenna R. Mettling, MS graduate, Department of Statistics at the University of Nebraska-Lincoln.

ARTICLE TOOLS

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Sample 5 Year Collection Development Plan

- Five Areas of Needs

- (1) Company or Institutional Needs

- (2) Department Needs

- (3) Client or Customers' Needs

- (4) Employees' Needs

- (5) Corporate Relations (Linkages, Networking and Collaboration)

- Corporate Social Responsibility (institutional)

- Extension Services (extending services not direct clients)

- Outreach Programs (providing services not inherent to your department's core services)

- MOA and MOU

AREAS	GOALS	KEY RESULT AREAS				
		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Institution	To comply with government requirements	Preparation	Initial Visit		Level I	
Department	To effectively and efficiently use resources	Outsource LMS	Training Calibration Soft Opening	Full-implementation	Survey	
Customer	To provide accessible learning resource materials	MIBF Co-curricular activities				
Employees	To further enhance knowledge, skills and attitude of personnel	PAARL NSC PLAI NC	TNCA In-house training			
Linkages	To establish linkages, networking for the improvement of products and services	Consortia MOA	MOA Signing	MOA survey		

Sample Budget Preparation or Allocation

Percentage Distribution

- 60%-40%
- 70%-30%
- 80%-20%

Areas

A. Sources of Fund

* Library Fees

of students X library Fee

*Fines and Penalties

B. Activities

*Learning Resources Materials

*Physical Improvements & Equipment

*Upgrade and Maintenance

*Professional Development

*Extension Services/ Outreach Programs

Sample Budget

ITEMS	PROJECTIONS	PERCENTAGE
A. LIBRARY FEES		
1500 students X Php 1500	2,250,000.00	50%
1500 students X Php 1500	2,250,000.00	50%
	5,000,000.00	100%
B. LIBRARY ACTIVITIES		
I. Learning Resources	3,500,000.00	70%
Books	1,000,000.00	0.20
Ebooks	1,000,000.00	0.20
Ejournals	500,000.00	0.10
Cartographic materials	50,000.00	0.010
Audio Visual	450,000.00	0.090
Online Apps	500,000.00	0.10

ITEMS	PROJECTIONS	PERCENTAGE
II Physical Improvement & Equipment	850,000.00	17%
Circulation Desk	250,000.00	0.050
Computer Units and Accessories	400,000.00	0.080
Servers	200,000.00	0.040
III. Upgrade and Maintenance	500,000.00	10%
Binding	70,000.00	0.014
Repairs	330,000.00	0.066
Promotional Materials	100,000.00	0.020
IV. Professional Development	50,000.00	1%
Institutional Membership	5,000.00	0.001
Webinars, Trainings	20,000.00	0.004
Trainor Fees	25,000.00	0.005
V. Outreach/ Extension Services	100,000.00	2%
Co-curricular Activities	50,000.00	0.01
Literacy Campaign	30,000.00	0.006
Gift giving	20,000.00	0.004
	5,000,000.00	100%

Book of Parallax



Darkhold



Book of OA

Book of the Black



4) Digital Collection Management

E-books

E-serials: newspapers, magazines, journals

Modules, power point presentations

Open Educational Resources - curation

E-books Business Models

Purchased

Licensed

Patron Drive Acquisition

Subscription

Short Term Lease

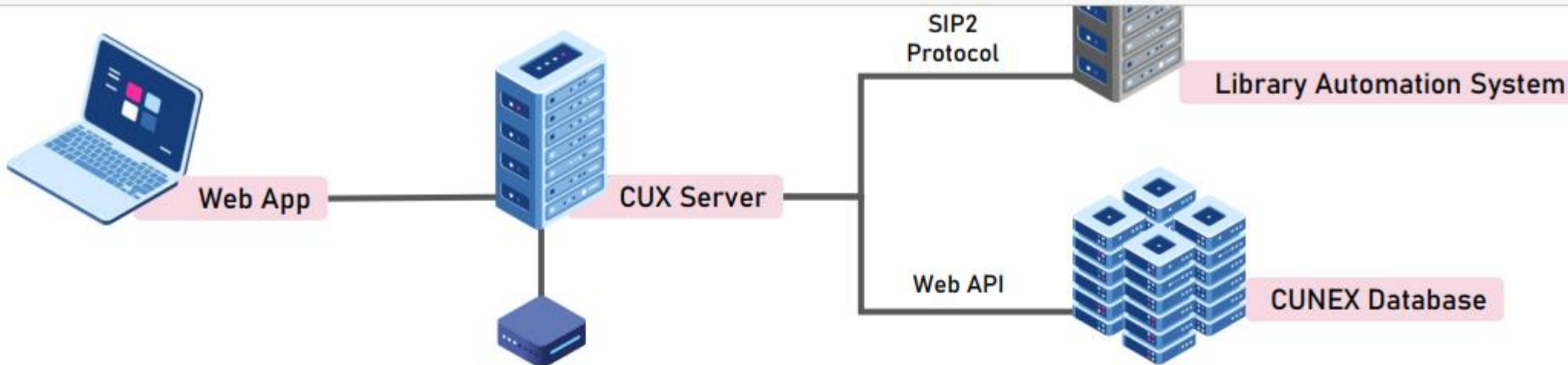
Defining Digital Libraries

Digital Library – A library in which the collections are stored in digital formats and is accessible through computers

Digitization – transforming physical documents to digital
Digitalization- transforming physical processes to digital

Function of a Digital Library

- (1) Access to large amounts of information to users whenever they are and whenever they need it
- (2) Access to primary information sources
- (3) Support multimedia content along with text
- (4) Network accessibility on intranet and internet
- (5) User-friendly interface



Smart Self Service System

- Self-Check Kiosk
- Book Drop Kiosk
- UHF Security Gate
- UHF Handheld Reader
- UHF Staff Station

Smart Access System

- Automatic Slide Door
- Access Gate
- Thermal Scanner
- Register Kiosk

Smart Building & Facility System

- Air Conditioning Control
- Lighting Control
- CCTV System
- Public Address and Voice Alarm

Collection Development in Digital Libraries

- Collection Content and Selection Criteria
 - A) Subject Area – primary is to support the curricular, instructional, research and special interest
 - B) Format – monographs (books and pamphlets) journals, newspapers, audio/video materials and maps etc
 - C) Language – English, Pilipino and mother tongue
 - D) Locality – those that reflect the unique history, landscape, culture and population
 - E) Chronology
 - F) Access – materials maybe limited to on-campus or off-campus use because of copyrights restrictions
 - G) Donations/ Contributions

Collection Development in Digital Libraries

- Copyright Permissions and Policy Responsibility
 - Remind that access to digital materials are for education and research purposes only
 - And that your library does not authorize use or allow reproduction of these digital items for commercial purposes
 - That the materials provided are “as is” without warranty of any kind, either expressed or implied, including any warranties of title, non-infringement of copyright, or other rights
 - It is the responsibility of the user to determine copyright permissions for specific item in the public domain

Advantages and Disadvantages of A Digital Library

ADVANTAGES	DISADVANTAGES
Nearly unlimited storage space at a much lower cost	Lack of screening or validation
Re-allocate funds from some staff, collection maintenance and additional books	Lack of preservation of a fixed copy (for the record and for duplicating scientific research)
No physical boundary	Lack of preservation of “best in class”
Round the clock availability	Difficulty in knowing and locating everything that is available, and differentiating valuable from useless information
Multiple access	Job loss for traditional publishers and librarians
Enhanced information retrieval	Costs are spread and many become hidden
Preservation for some print material	

Redefine Collection Development for a Digital Library

Focus on what is sustainable

Changing current practices will add value for our patrons

Consider what a collection does rather than what a collection is

Collection Librarians must expand their skills and expertise

We must seek for collaborations

As our institution is changing, so must we

We must seek creative partnerships with publishers and vendors

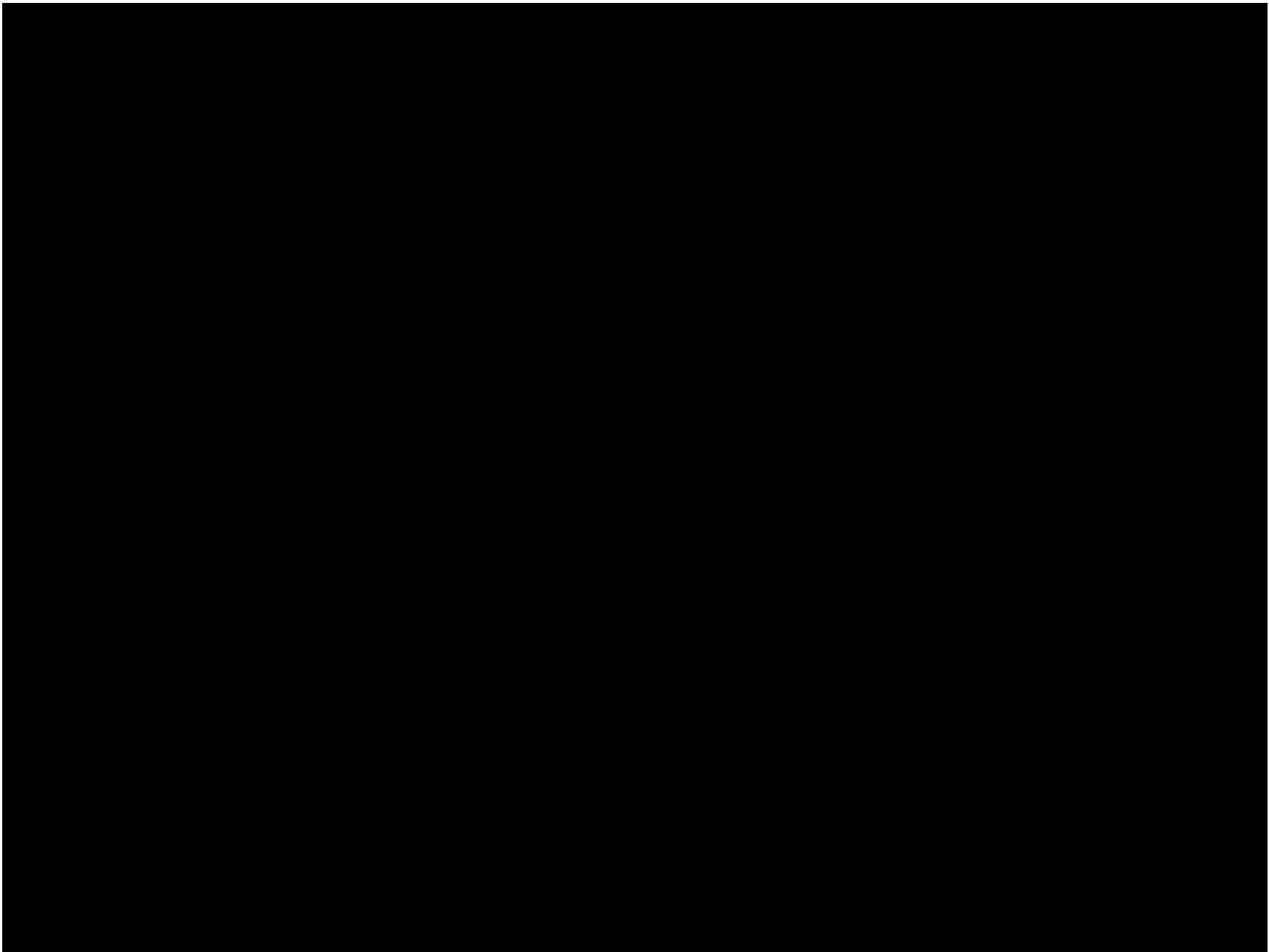
We must make strategic decisions about what formats we support in the multi-format univers

We need to exploit our new understanding of the collection to the best of our ability

Weeding a Digital Collection

- Ebooks should be treated the same way as physical collections with guidelines for retention based on use, accuracy of information and relevance to the patron
- Knowing the numbers
- Ebook vendors and customer needs
- Standards to your ebook collections
- Ebooks need to be manually weeded when materials become outdated, demand decreases and relevance can be compromised
- Ebook platforms are not merged with the ILS

Collection Development's Evil Twin - Weeding



Factors to Consider for Weeding

ALWAYS THINK OF MUSTIE!

M

MISLEADING

Items that are factually incorrect

U

UGLY

Items that are in poor condition, worn out and beyond repair

S

SUPERSEDED

Is there a newer edition?

T

TRIVIAL

Item that has no scientific or historical merit

I

IRRELEVANT

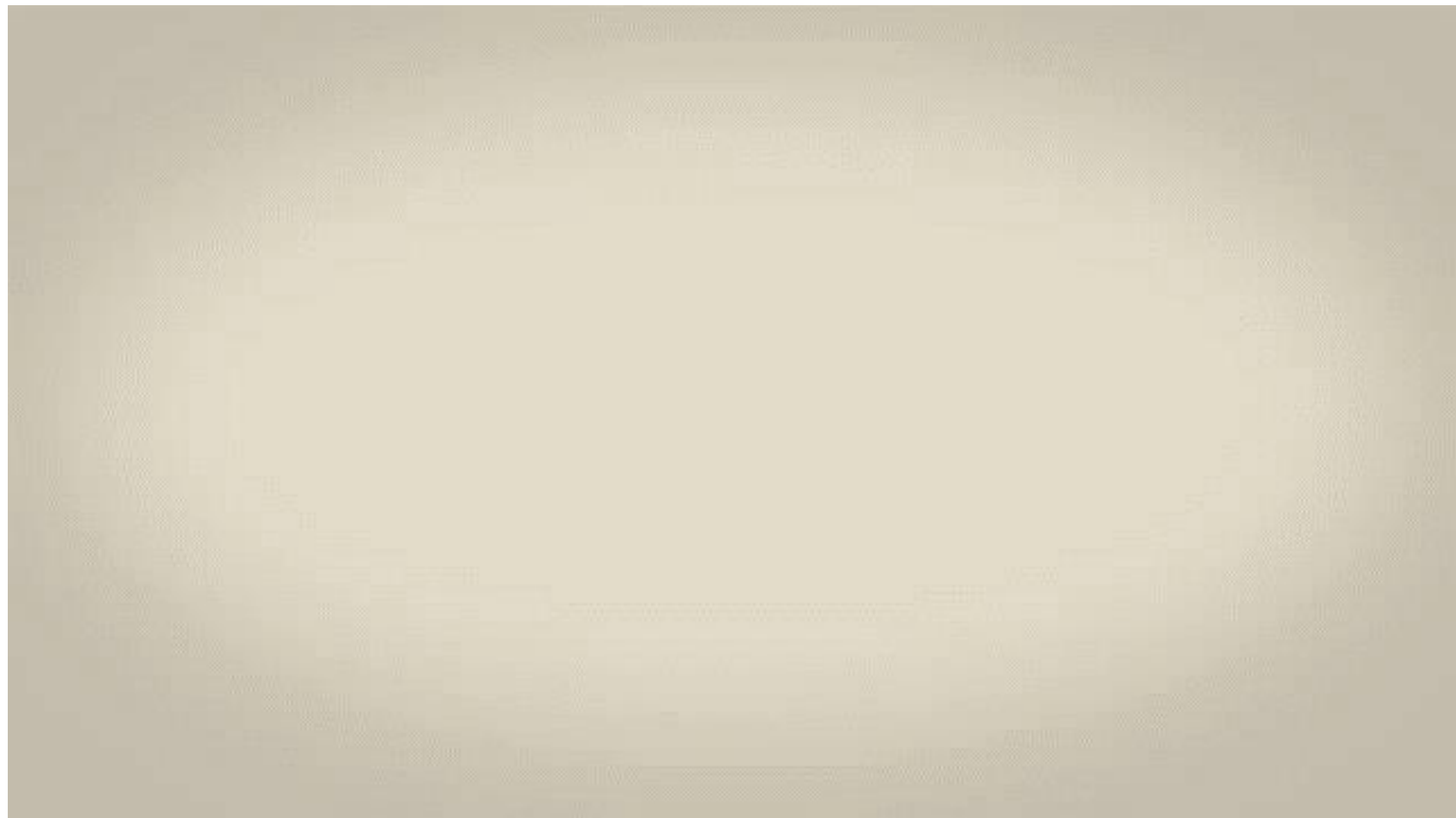
Not relevant or of interest to your patrons and the community

E

ELSEWHERE

Do other libraries have copies you can get through ILL?

OPEN EDUCATIONAL RESOURCES



OPEN EDUCATIONAL RESOURCE MATERIALS

PHL CHED CONNECT

Search

[Home](#) [About PHL CHED Connect](#) [Explore](#) [Help Center](#) [Contact Us](#)

PHL CHED Connect

We Educate as One

What are you looking for? Search

Just looking around ? Use quick search by category :

- Industrial
- Flexible Learning Strategies
- Open Access Books
- Engineering
- IT and Related
- Teacher Education
- Business Related
- Fine Arts



Welcome to DepEd Commons

DepED Commons is a platform built on the concept of our Grado Network where resources and learning materials are being shared, discovered, reviewed and made alive.

Select User Type to Login:



I am a Learner



I am a DepEd
Personnel



E - Saliksik

Department of Education
Research Portal



TEACHING
AND LEARNING



GOVERNANCE



HUMAN
RESOURCES



CHILD
PROTECTION



DISASTER RISK
REDUCTION



INCLUSIVE
EDUCATION



GENDER AND
DEVELOPMENT



[Home](#) » [Resources](#)

NLP E-RESOURCES PORTAL

GATEWAY TO NLP E-RESOURCES SUBSCRIPTIONS
(Click to access)

HOW TO USE THIS
E-RESOURCES PORTAL?



(PDF / MP4)





Online Library



Click on the categories below to browse available online resources from our Rare collection (mostly from 1945 and earlier)



DOST STARBOOKS

The First Philippine Science Digital Library

Your access to a wealth of science and technology information right at your fingertips.

Science and
Technology
Academic &
Research-
Based
Openly
Operated
Kiosk
Station

*Your One-Stop
S&T Information
System*

For more information, contact:



Department of Science and Technology
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
DOST Complex, General Santos Avenue, Bicutan, Taguig City
Tel.No. 837-2191 / 837-7518
www.stii.dost.gov.ph
e-mail: starbooks@stii.dost.gov.ph



STARBOOKS contains thousands of digitized science and technology resources in various formats (text and video/audio) placed in specially designed "pods" set in a user-friendly interface.

Who should avail:

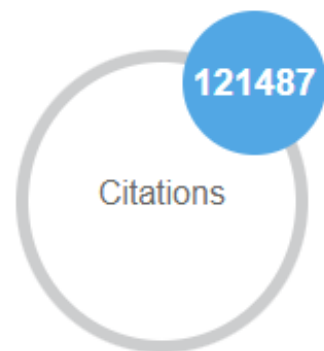
- * Local Government Units, (LGUs)
- * Non-Government Organizations (NGOs)
- * Educational Institutions

How to avail:

1. Make a formal request
(Letter addressed to the STII Director)
2. Ensure compliance to requirements
(IT and manpower components)
3. Purchase of Equipments
4. MoU signing
5. Installation of kiosks
6. Training of focal persons
(Preferably IT and Librarians or both)

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Batgirl / Dr. Barbara Gordon has a PhD in Library Science and is the librarian of the Gotham City Public Library



Captain Comet/ Adam Blake is a Librarian at Midwest City

5) Collection Management Development Manual

Collection Development Policy

Queensland University of Technology	The purpose of the CDM is to: outline the current principles and practices informing the selection, maintenance, access to, and deselection of information resources across all branch libraries.
Washington University in St. Louis	Collection Development is the process of building useful, balanced collections over time within a set budget, based on assessed, ongoing information needs of the library's users. It also includes selection criteria, resource sharing, replacement of items, and routine de-accessioning
California State University, Long Beach	Collection Development and Management refers to the acquisition, review, de-selection, cancelation, and other management decisions made in regard to the information and other resources and materials managed by the University Library.

Sample Outline for Collection Development Manual

I. INSTITUTIONAL

A. History

B. VMGO

II. DEPARTMENT

A. Introduction – Department's History

1. VMGO

2. Org Chart

3. Personnel

4. Duties and Responsibilities

5. Library Hours

6. Entrance/Exit

B. General Policies

1. Classification of Resources

2. Loan Entitlement

3. Conduct and Decorum inside the Library

C. Collection Development Policy

1. Selection Policies and Procedures

a. General Rules for Selection

b. Procedures for Selection

c. Selection Tools

c.1. Publisher's Catalog

c.2. Bookstores' Announcements

c.3. Online Databases

d. Criteria for Selection

2. Acquisition Guidelines and Procedures

3. The Library Committee

D. Mechanical/ Technical Processing of Materials

Preliminary Processing of Materials

Cataloguing Procedures

Descriptive Cataloguing Guidelines

MARC, RDA, DDC, LCC

Copy Cataloguing Guidelines

Cutter's Author Table

Bar Code Sticker

Card Catalogue/ P-Slip

E. Circulation

Loan Entitlement

Undergraduate

Graduate

Faculty Members and Employees

Alumni and Other Researchers

Policy on Mutilation and Losses of LRM

Policies on the Use of the Computer and Internet Services

Policy on Photocopying

Procedures and Flowcharts

F. Preservation and Repairs

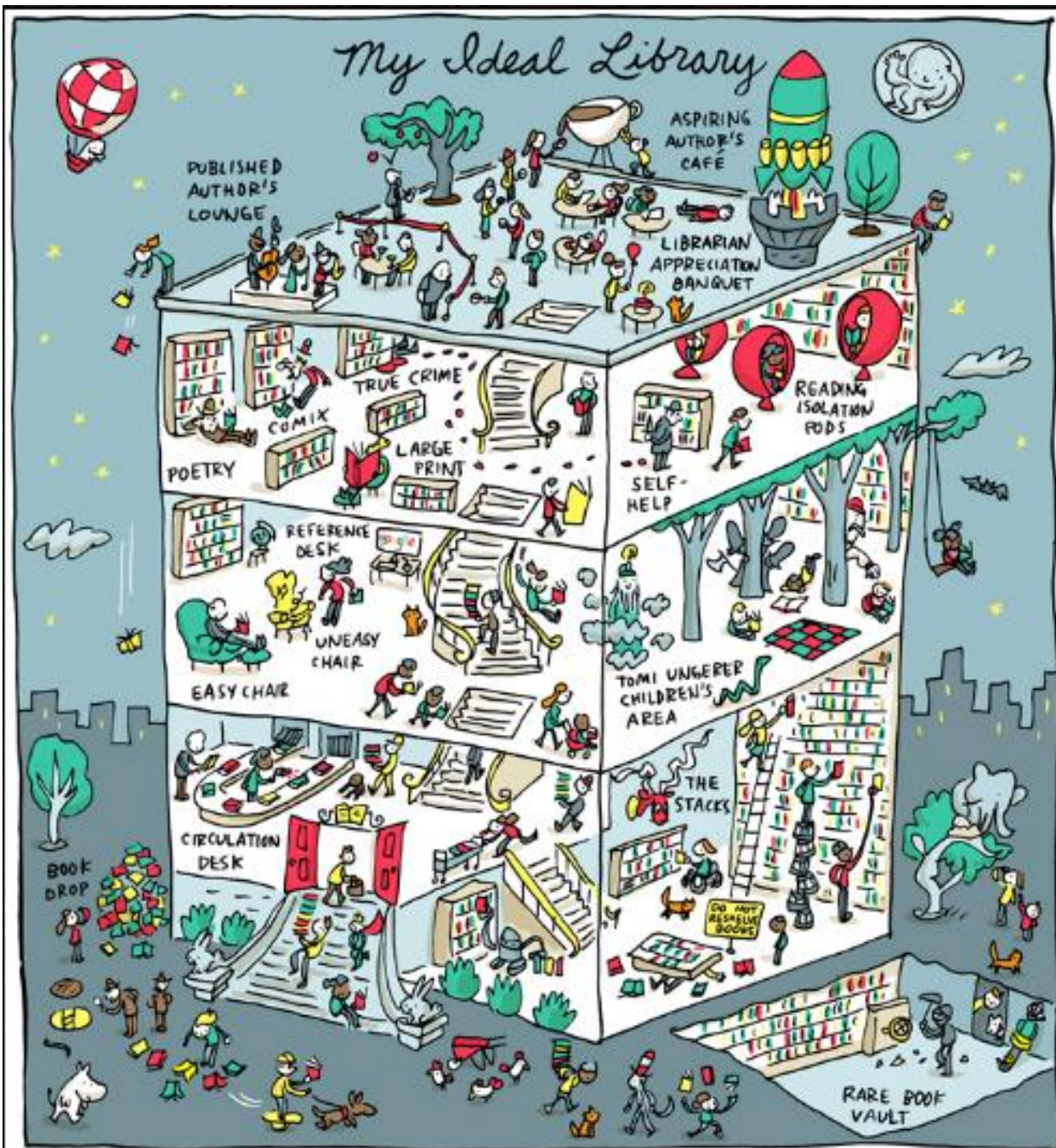
G. Archives and Museum

H. Weeding, Deselecting and Discarding Procedures

I. Donations and Gifts Policies

RELEVANCE AND RECENCY

My Ideal Library



GRANT SNIDER

THANK YOU PAARL!
THANK YOU PARTICIPANTS!
THANK YOU AIMS!

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