

MINDORO STATE COLLEGE OF AGRICULTURE & TECHNOLOGY



Library Manual

LIBRARY MANUAL

I. INTRODUCTION

The basic function of a library is to collect and disseminate library information materials. Thus, by housing sources of information and giving easy access, the students and other users are given opportunities to enhance their learning skills and knowledge. The Library is an investment stimulating continuing education to all learners, as well teacher-educators and school administrators. The resources of the library reveal endless and newer approaches to learning.

The primary objective of the MinSCAT Library is to support the instructional and research activities of the College. In pursuit of this objective, we seek to build multi- media collections in the different areas offered by the College, and applied disciplines. The Library's services are designed to facilitate independent and optimum use of these collections by the students and faculty of the College.

The library manual aims to introduce the resources and procedures of the library to all users. Mastery in the use of the library is an important skill which everybody must develop. There are techniques in the library researches which are acquired through constant use of its resources. The researchers therefore, must have the ability to locate, select and determine the usefulness of these materials for maximum use.

II. HISTORY OF THE COLLEGE

The Mindoro National Agricultural School (MINAS) was established as a secondary agricultural school by virtue of R.A. 506 sponsored by then Congressman Raul T. Lueterio of Oriental Mindoro. Students were first admitted on August 26, 1951. The 26 pioneering students cleared the virgin forest and helped in the construction of temporary structures, which served as cottages and classrooms. During its early operations, students were provided with free meals at the mess hall. MINAS then started serving the whole province of Oriental Mindoro and the neighboring provinces with supervised farming as the core of the curriculum. Students stayed in dormitories and cottages and were trained to work and earn money through their projects during practicum hours in the field of crop and animal production. The "earn while you learn" scheme was practiced.

In 1960 the first two years leading to Bachelor of Science in Agriculture was offered to implement R. A. 3758. In 1973, the school offered the two-year course leading to Associate in Agricultural Technology, a work - oriented curriculum. However, this technician curriculum was revised in 1980 orienting the subjects to the new Bachelor of Science in Agriculture (BSA) curriculum developed by the Technical Panel for Agricultural Education based at UP, Los Baños.

When MINAS was transformed into Mindoro College of Agriculture and Technology(MCAT) on July 10, 1976, it was categorized as a Higher Technical Institution offering the BSA degree with the four areas of specialization; Crop Science, Animal Science,

Agricultural Education and Agricultural Economics. It continued the offering of the Agricultural Technician Curriculum. It served as the training ground in the implementation of SEDP curriculum in the secondary department.

Under R.A. 8007, MCAT was converted into the Mindoro State College of Agriculture and Technology (MinSCAT) effective May 25, 1995. The former Congressman Renato R. Leviste, filed a House Bill No. 2354 entitled “ An Act Converting MCAT into a State College” was endorsed to the Senate under Senate Bill No. 1674 sponsored by Senator Leticia Ramos Shahani submitted the proposal to President Fidel V. Ramos for approval, making MinSCAT the first and only State College in Oriental Mindoro.

February 7, 2001 marked another milestone in the history of MinSCAT with the integration of the two (2) CHED supervised institutions in the province, namely, the Bongabong College of Fisheries now MinSCAT- Bongabong Campus and the Polytechnic College of Calapan now MinSCAT- Calapan City Campus.

The MinSCAT- Bongabong Campus originally the Bongabong School of Fisheries (BSF) was established on September 21, 1975 by virtue of R.A. 3306. In 1975, the government approved the offering of the Revised Fishery Technical Education Curriculum. It was converted into a full-fledge College, Bongabong College of Fisheries (BCF) on July 5, 1995 by virtue of R.A. 8143. By virtue of R. A. 7722 otherwise known as Higher Education Act of 1994 and R. A. No. 8292 (Higher Education Modernization Act of 1997) and R. A. No. 8760 otherwise known as General Appropriations Act of Fiscal Year 2000.

The MinSCAT-Calapan City Campus, on the other hand, was established as a government secondary trade school known as Calapan School of Arts and Trades (CSAT) by virtue of R. A. 3397 on June 1961 but only started operation five years later. In 1972, CSAT merited by the Ministry of Education Culture and Sports (MECS) the approval to offer Trade Technical Education Curriculum. Efforts to convert into a College authorized to offer degree courses were realized with the approval of R. A. 8076 in June 19, 1995 converting CSAT into Polytechnic College of Calapan. With the integration the then PCC has evolved into being the MinSCAT – City Campus.

The Mindoro State College of Agriculture and Technology, with the three campuses within the two congressional districts of the province is recognized as the only public institution of higher learning in the Province of Oriental Mindoro.

The MinSCAT- Main Campus offers the following degree programs:

I. Graduate Courses

Ed. D. Major in Educational Management

Ph. D. Crop Science

Ph. D. in Educational Leadership and Transformation

Master of Arts in Education

Majors: Educational Management

Filipino

English

Mathematics

Biological Science

Master of Science in Agriculture

Majors: Crop Science
Animal Science
Master in Public Administration
Master in Business Administration
Master in Management

II. Undergraduate Courses

Bachelor of Science in Agriculture (Ladderized)

Majors: Crop Science
Animal Science

Bachelor of Science in Agricultural Engineering (Ladderized)

BS in Agroforestry

BS in Entrepreneurship

BS Information Technology (Ladderized)

AB English Language

Bachelor in Elementary Education

Bachelor in Secondary Education

Majors: Mathematics Filipino
English Biological Science

BS in Eco-Tourism Management

BS in Environmental Science

BS in Horticulture

Laboratory High School

The MinSCAT – Calapan City Campus offers the following degree programs:

I. Graduate Courses

Ed. D. Major in Educational Management

Ph. D. Crop Science

Ph. D. in Educational Leadership and Transformation

Master of Arts in Education

Majors: Educational Management
Filipino Mathematics
English Biological Science

Master of Science in Agriculture

Majors: Crop Science
Animal Science

Master in Public Administration

Master in Business Administration

Master in Management

II. Undergraduate Courses

Bachelor in Secondary Education

Majors in: Filipino Mathematics
 English Biological Science
 BS Criminology (Ladderized)
 BS Information Technology
 BS in Hotel & Tourism Management (Ladderized)
 Bachelor of Teacher Technical Education
 Specializations: Electrical Garments and Fashion Design
 Automotive Food Services Management
 Electronics Drafting
 BS in Hotel and Restaurant Management (Ladderized)
 AB Psychology

Laboratory High School

The MinSCAT – Bongabong Campus offers the following degree programs:

I. Graduate Courses

Ed. D. Major in Educational Management
 Ph. D. in Educational Leadership and Transformation
 Master of Arts in Education
 Majors: Educational Management
 Filipino English
 Mathematics Biological Science
 Master of Science in Agriculture
 Majors: Crop Science
 Animal Science
 Master in Public Administration
 Master in Business Administration
 Master in Management

II. Undergraduate Courses

BS in Fisheries (Candidate Status)
 Bachelor in Secondary Education
 Majors in: Mathematics English
 Biological Science
 Bachelor in Elementary Education
 BS Information Technology
 BS in Hotel and Restaurant Management
 BS in Hotel and Tourism Management
 BS in Criminology (Ladderized)
 BS in Computer Engineering
 AB Political Science
 Seafarer Rating Course
Laboratory High School

Guided by the tenets of commitment, productivity and competence, the three campuses chart their development programs towards the direction of technological discipline which leads to global competitiveness.

MinSCAT has mandated four-fold functions on instruction, research, extension, and production which would constructively harness the aspirations of the people of Oriental Mindoro and neighboring provinces for its quality but affordable and technological education which can compete to global aspirations, the leaders of this institution is aiming for.

Under the able leadership of the late President, Dr. Angelito A. Bacudo, who was installed as the first president on July 8, 1996, MinSCAT hopes to continuously sustain professional growth, unity, commitment, and unequalled support in the attainment of its mission, goals and objectives

But fate intervened this noble intentions, he succumbed to death on February 2, 2007. His untimely death leaves MinSCAT into the hands of a more dynamic, more aggressive, more determined person, Dr. Jesse T. Zamora, who was then installed president after a couple of months to serve the unexpired term of the demised president, Dr. Angelito A. Bacudo, on August 2, 2007 up to July 9, 2010 and then once again appointed as a full- fledged president to serve MinSCAT from July 9, 2010 up to July 9, 2014.

Under the new administration, the institution showed signs of unequalled growth due to his untiring effort and determination to put MinSCAT on the pedestal of Excellence in Higher Education not only in the province but also in the whole MIMAROPA region.

Books of latest edition and publication and other reading materials were purchased to adapt to the growing needs of the clientele. New courses were offered, extension and researches were accelerated to cater to the clamors of the fast growing population of sustainable agriculture for food production.

The school library now with its new site and location far from flooding that destroyed almost all the resources of the library is now fully air conditioned. Additional units of computers were installed, lights and ventilation are good and conducive for studies of the students and a new library system is going to be introduced this first semester, school year 2012-2013, the bar coding system, a project of the Korean volunteer with the able support of the dynamic president, Dr. Jesse T. Zamora.

III. THE MINSCAT MISSION STATEMENT

VISION

A self-reliant center of development in Oriental Mindoro that provides sustained leadership in instruction, research and extension to produce globally competitive professional and appropriate technologies crucial in helping develop a productive, spiritually and more upright citizenry in a diverse yet cohesive society.

MISSION

The institution exists to promote quality professional and technological education by intensifying instruction and training, conducting more viable and relevant researches, utilizing knowledge and technology, sustaining income generation through the adoption of feasible-state-of-the-art technologies, continuous organizational development.

GOAL

Provide and broaden the access to quality education responsive to an ever growing and dynamic society.

OBJECTIVES

Strengthen the capabilities of Instruction to;

1. offer quality education
2. provide opportunities for the youth to develop their potentials as human beings and productive members of the society.
3. expand financial assistance to the poor but deserving students toward greater access to education.
4. maximize productivity to sustain income generation, and
5. intensify research and extension services which are relevant to the needs of the community.

IV. THE MinSCAT LIBRARY MISSION STATEMENT

VISION

A well- equipped library with adequate library materials that effectively compliment instruction and research necessary for the wholesome development of individuals who are values- oriented and economically productive skilled workers , technicians and professionals.

MISSION

To provide relevant, enriched and updated library collections in support to the major functions such as instructions, research, extension and production.

GOAL

To serve effectively and efficiently the greatest number of clientele through access to varied information sources.

OBJECTIVES

To provide adequate, well selected, and well organized library collections supporting the various curricular offerings of the College.

1. to instill among students the love for books and reading and encourage the habit of personal investigation and research.
2. to promote linkage network with other libraries and agencies for exchange and enrichment of library resources.
3. to select, acquire, organize and preserve library materials for the use of the students, faculty, researchers, and other professionals.

V. HISTORY OF THE LIBRARY

The Mindoro State College of Agriculture and Technology Main- Campus Library was established on August 26, 1951 formerly named Mindoro National Agricultural School (MINAS) and on July 10, 1976 as Mindoro College of Agriculture and Technology (MCAT).

The school library now, is located at the second floor of the new building adjoining the Admin Building facing the Physical Science Building, flanking the Dr. Angelito A. Bacudo Memorial Quadrangle, built in memory of the late president and inaugurated on August 26, 2008.

The library then earnestly served secondary students until the time when two- year course leading to Bachelor of Science was offered in 1960. From then on additional courses are now available, such as ; Bachelor of Science in Agriculture, majors in Crop Science, and Animal Science, Bachelor of Secondary Education, majors in ; Filipino, English, Science and Mathematics; Bachelor of Science in Agroforestry ; Bachelor of Science in Agricultural Engineering ; Bachelor of Science in Entrepreneurship ; Bachelor of Science in Information Technology; Bachelor of Arts in English Language; Bachelor of Science in Horticulture; Bachelor of Science in Environmental Science ; Bachelor of Science in Eco- Tourism Management. In these development and as part of the growing up of the College, Graduate Studies is now available in this institution; Ed. D. Major in Educational Management; Ph. D. in Crop Science ; Ph. D. in Educational Leadership and Transformation; Master of Arts in Education, major in Educational Management, Filipino, Mathematics, English, and Biological Science, Master of Science in Agriculture, major in Crop Science and Animal Science , Master in Public Administration, Master in Business Administration and Master in Management.

The following served as librarians from 1956 to the present with their administrators.

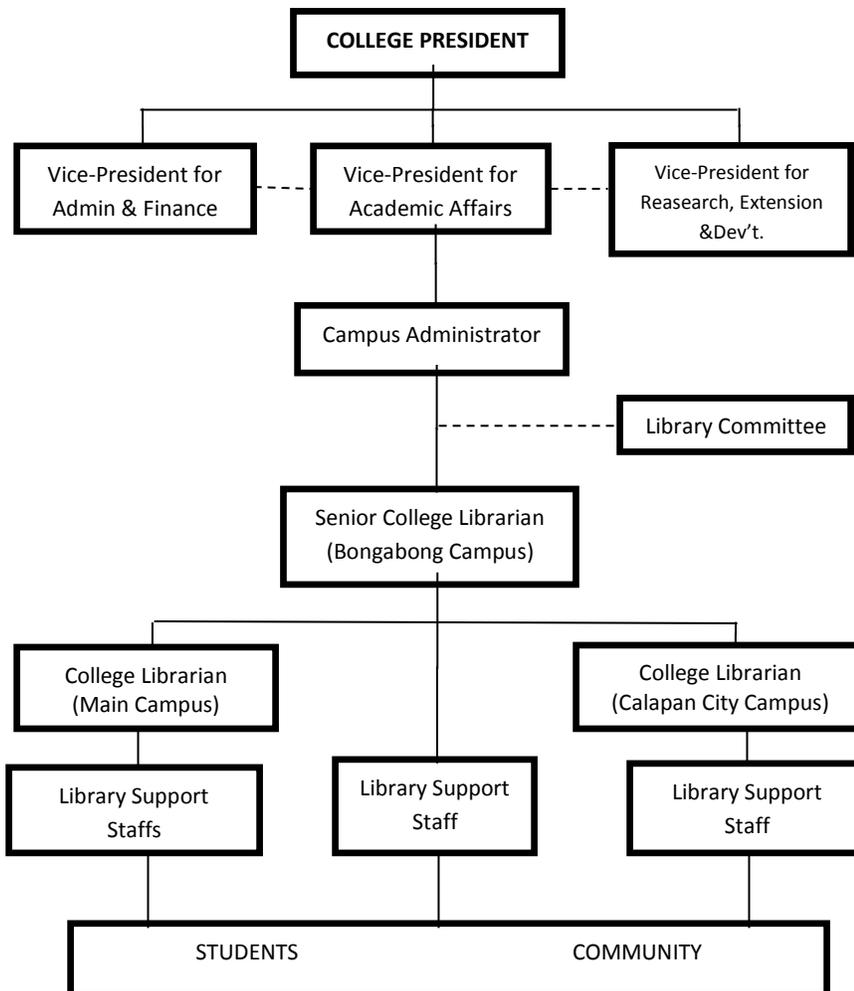
NAME	YEAR	ADMINISTRATOR	
Miss Luz C. Domingo	1956	Superintendent	Eligio C. Ureta
Mr. AmbrocioOrnido	1964	Superintendent	Crispin E. Cabanilla
Mrs. Pacita Silvestre	1972	Superintendent	Antonio U. Ganir
Miss Rose de Gracia	1975	Superintendent	Camilo P. Silvestre
Mrs. Norma M. Caoli	1976-2008	College President	Dr. Angelito A. Bacudo
Miss FiliaOfilea M. Vito	July 2008-present	College President	Dr. Jesse T. Zamora

In 2007 after the College President, Jesse T. Zamora took over the management, more campus development and library improvement were accomplished guided by the mission, vision and goal of the institution, gearing towards as the Center of Excellence of the Higher Education.

1. The library has a seating capacity of 100 persons.
2. The library is headed by a competent and full- fledged librarian serving the clients with her staff/s.

3. The purchase of books and other references of latest edition and reading materials for various course offerings is given priority to adapt to the increasing demands of the clients thus adding to the number of books at Main Campus.
4. Library facilities and resources promote comfortable and conducive atmosphere.
5. The library is well lighted and several fluorescent bulbs were installed.
6. The e- library is serving the students at all the times.
7. Computer units are available for students use.
8. The new library system, the bar coding will be introduced this first semester of 2012-2013 for easy access of the books.
9. The library serves as the invaluable aid in the realization of the objectives of the College.

VI. LIBRARY ORGANIZATIONAL CHART



Note: This was lifted from the MinSCAT Organizational Structure approved as per BOT Resolution No. 25, s. 2011

VII. LIBRARY HOURS

Mondays to Fridays:

7:00am to 6:00pm
NO Breaktime/Lunchbreak

VIII. LENDING HOURS

Overnight Loans:

3:30- 4:30 P.M. Mondays- Fridays

IX. RECOGNIZED CLIENTELE

The library is open to all bonafide MinSCAT students, faculty, employees and officials/Researchers outside the College could also avail of the services of the library subject to approval and/ or must present a letter of request, and with valid identification card.

X. LIBRARY RULES AND REGULATIONS

INTRODUCTION

For ease, effective and efficient use of the library, the users should be aware of its rules and regulations.

1. Borrower's Card / Library Card

1.1. Library Cards are issued to new students upon presentation of their registration forms, after filling up the application form properly, and upon payment of P 10.00

1.2. Old students must have their library cards validated upon enrolment by presenting to the librarian their enrolment forms.

1.3. The validity of the Library Card is only for the current semester or term.

1.4. The Library Card is non- transferable. Anybody caught using an ID that is not his own maybe deprived of his/ her privileges for a period specified by the librarian.

1.5. Student must always bring his/her Library Card in order to enjoy borrowing privileges. It should be presented every time he/she borrows or returns a library book.

1.6. In case of loss, the student should report immediately to the librarian for proper replacement. A student cannot be re- issued another card within an academic year unless he/ she presented an explanatory letter signed by his/ her guardian and upon payment of the required amount (P10.00).

2. Control Procedure

2.1. All library clienteles/ patrons must present their IDs / LCs upon entering the library.

2.2. Students entering the library should be in proper uniform.

2.3. Other users must present their ID and request letter from the institution/ agency where they are enrolled / affiliated. They are not allowed to borrow books for home use.

2.4. Library users are required to leave their bags, envelops, folders, personal books, and other small things on the depository shelf near the entrance. Small notebooks and other items brought inside the library are subject to inspection.

3. Borrowing Rights and Responsibilities

3.1. Students may borrow only one book at a time.

3.2. Faculty members are allowed to borrow one book per subject they teach per semester. The possibility of “Renewal” is subject to eventual request by other users. Books in the reserve section are not lent to faculty members/ employees if these are badly needed by the students

3.3. Books in the General Circulation can be borrowed for one day. Fiction books can be borrowed for one week. However, if there is a great demand or request from other borrowers, the books may be subjected for recall.

3.4. General Reference books such as dictionaries, encyclopedias, atlases, manuals, and others, including newspapers, magazines and other journals are to be read inside the library only.

3.5. Other researchers or non-members of the MinSCAT community are required to pay fifty pesos (P50.00) as research fee for the use of materials or facilities and present a letter of permission and valid ID. All materials shall be for room use only.

3.6. Borrowers are held responsible for all books charged to their names, including mutilation and / or defacement found in library books when returned. Books must be checked and borrowers must report any mutilation found before borrowing.

4. Arrangement of Books in the Library

Books in the library are arranged on the shelves according to a system of classification called the Dewey Decimal Classification (DDC).

DEWEY DECIMAL CLASSIFICATION

Dewey Decimal Classification divides all knowledge into nine (9) major classes, with an extra class for works so general as to make a definite place in any of the nine classes.

000 GENERAL WORKS

100 PHILOSOPHY & PSYCHOLOGY

200 RELIGION

300 SOCIAL SCIENCES

400 LANGUAGES

500 NATURAL SCIENCE & MATHEMATICS

600 TECHNOLOGY (APPLIED SCIENCES)

700 ARTS

800 LITERATURE & RHETORIC

900 GEOGRAPHY & HISTORY

5. Reserve Books for Overnight Loan

5.1. A student may reserve a book for overnight use by writing his name, title, and author in the reservation record. He is entitled only for one book reservation a day.

5.2. Reserve books may be taken out for overnight use at 3:30 p.m. from Monday to Friday and are due before 8:00 a.m. the following day.

6.Fines and Penalties

Fines are imposed for breach of any of the library rules.

6.1. A fine of P 15.00 per day including Sundays and holidays shall be collected for all overdue of General Circulation Materials.

6.2. A fine of P 10.00 per hour or P 240.00 per day shall be collected for all Reserve Books kept beyond the due time.

6.3. Users who borrow books for photocopying purposes should fill up the photocopying slip and are allowed to keep the books for thirty (30) minutes only, beyond which, a fine of ten pesos (P10.00) per hour will be charged.

6.4. No permit/ clearance will be signed until fines and other library accountabilities are settled.

7. Losses and Mutilation

7.1. A lost book must be replaced as soon as possible by the same edition of the same book.

7.2. If it cannot be replaced within 30 days, payment shall be equivalent of the books current market value together with the accrued fine. If the cost is out of print, cost of photocopying plus binding cost shall be charged in lieu of current market value. Accrued fines shall also be charged and a processing fee of P 50.00 will be charged.

7.3. Stealing, writing on books and other library materials, tearing of pages and all other forms of mutilation are considered as major violations and are strictly prohibited and subject to disciplinary action. Penalties like suspension and forfeiture of the library privileges may be meted out depending on the gravity of offense.

7.4. Sanction for violators

First Offense: One month suspension of library privileges.

Second Offense: One semester suspension of library privileges.

Third Offense: One year suspension of library privileges.

IX. LIBRARY ETIQUETTE

The MinSCAT Library is a public place for learning. It is therefore expected from the user, observance of its rules and regulations and cooperation to the following suggestions to ensure consideration of his/her fellow users and promote an atmosphere conducive for learning.

1. Silence must be observed at all times in the library. Unbecoming behavior should be avoided.

2. MinSCAT adopts the open-shelf system (limitations) so that users are required to deposit their bags, folders, umbrellas, personal books, and other things not needed for study at the depository counter.

3. All materials borrowed should be presented for inspection to the library staff in-charge at the counter.

4. Chairs/ tables should not be dragged from one place to another.

5. Eating and smoking inside the library are prohibited.

6. Handle books and other library materials with utmost care.

MinSCAT LIBRARY MATERIALS SELECTION POLICY

I. Introduction

The purpose of the MinSCAT Library Collection Development Policy is to guide the library personnel and to inform the community about the principles upon which selection is made particularly as they relate to the College responsibilities. MinSCAT is a dynamic institution, the library, which operates within the frameworks of institutional goals, must also be responsive to change. The following policy statement must be regarded, then as one which is currently in the best interests of the College and also is one which is responsive to institutional change.

II. Philosophy of MinSCAT Library

Materials Selection Policy is based on the philosophy of the MinSCAT Library. The library's primary function is to provide the necessary informational materials to support the College's basic responsibilities of teaching, research, continuing education, and public services. To meet this obligation the development of the library's collections should largely reflect the current and long-range emphasis and commitment the College places on these basic responsibilities and to the individual programs supporting them. Variety of factors must be considered in the development of the collections, including the level of the college's undergraduate, graduate, and research activities.

Based on the enunciated philosophy, the objectives of the Library Collections are as follows:

1. to provide teaching faculty access to the widest possible variety of references to support educational programs at both the undergraduate and graduate levels.
2. to provide for students a collection of learning resources supporting and supplementing the curriculum, and additionally, other materials that will enrich their lives personally and help them develop into mature adults, prepared to accept the responsibilities of intelligent citizens in an ever-growing, demanding society.
3. to emphasize selection of materials that facilitate inquiry, explore ideas and concepts and develop the ability to use library resources and independent study.
4. to reinforce the College's commitment to research through the provision of a comprehensive collection of materials in each course offerings.

III. Guidelines and Procedures

A. Definitions

1. Library materials may be books, periodicals, pamphlets, reports, manuscripts, microfilms, films, video or audio recordings, etc.
2. Selection is the process of deciding which materials to acquire for a library collection. It is a matter of systematically comparing quality and value of items that provide information about the same subject.

B. Responsibilities

1. Ultimate responsibility for the selection of materials rests with the College Librarian who seeks the advise of the Library Committee composed of directors/ faculty members and students.

2. Academic departments are expected to recommend the purchase of materials to support the courses and programs. The College Librarian is responsible for general guidance in the selection of materials, receiving orders from the faculty and supplementing those orders to ensure the collection development is balanced and orderly.

3. The College Librarian is responsible for coordinating with the faculty and the selection of reference materials, popular materials, career materials, and print materials for courses offered. She is also responsible for the selection of non- print materials to support the curriculum. Suggestions from the faculty, students and employees are welcomed.

C. Criteria for Selection

1. General Criteria

- a. The importance of the subject matter to the collection.
- b. Timeless or permanence of the material.
- c. Authoritativeness.
- d. Accuracy of information.
- e. The technical excellence, durability, and readability of the format.
- f. The authors' reputation and significance as a writer.
- g. Inclusion of the title in recognized bibliographies.
- h. Price.
- i. Availability of materials on the subject.
- j. Demand generated by circulation statistics and interlibrary loan requests.
- k. Special features such as logical and accurate index, a bibliography, footnotes, or pictorial representations.

D. Allocation of Funds

The annual library budget allocated is spent for the Collection Development goals, as well as the goals of the academic programs.

E. Materials Selected

1. **General Materials**- Priority for Materials to be purchased for the library is given to those materials which support the undergraduate and graduate curricula. After the primary needs have been met, consideration is given to other desirable materials which will give balance to the collection or meet special needs or interest of the College community.

2. **Professional Materials** - for faculty members as well as materials for students use are added to the collection. The professional collection is meant to serve both college and pre-college faculty and professional staff.

3. **Agriculture Collection** - Emphasis is placed on the comprehensive collection of agriculture materials, print and non- print.

4. **Research Materials**- The library collects research materials for the need of the students and faculty. Research materials in other fields or specialized research needs of the clientele can be served through library cooperation.

5. **Reference Materials** – These materials provide quick access to factual information in all subject areas. The materials should supply as many as reliable facts as possible with a minimum of duplication and overlap. Included in this area are dictionaries, encyclopedias, indexes, bibliographies, directories, price guides, almanacs, atlases, manuals and laws.

6. **Filipiniana/Rizaliana Materials** – The library develops and maintains a research collection of Filipiniana materials including artbooks, student population and to encourage the enjoyment of reading.

7. **Recreational, popular and fictional materials-** The library maintains a basic collection of the standard novels, classics and semi-classics of world literature. Popular and recreational reading materials are selected to meet the interest of the students' population and to encourage the enjoyment of reading.

8. **Career Materials-** Materials are selected which discuss careers and career skills in general. These are mostly given by the government agency.

F. Collection Maintenance

1. **Inventory-** A complete inventory of the library holdings will be conducted yearly, preferably during summer vacation. Random samplings of heavily used areas shall be conducted periodically.

2. **Weeding (Deselection)-** A systematic program of those items which are out-of-date, no longer covered in the curriculum, superseded by more relevant materials or in poor physical condition will take place. Materials which are seldom used will be removed from the core collection and placed in the supplementary stacks or storage section.

IV. Special Formats

A. Periodicals

1. **Rationality for Purchase:**

- a. To supplement the book collection especially in curriculum areas.
- b. To keep the library's collection up- to- date with current thinking in various fields.
- c. To provide information not yet available in books because of its currency.
- d. To satisfy recreational reading needs.
- e. To serve the staff as book selection aids and professional reading.

2. **Periodicals Subscriptions** are recommended in the same manner as books.

B. Pamphlets and Clippings- The addition of pamphlet materials to the collection is governed by the following criteria:

1. **Physical Format:**

- a. Normally limited to less than 100 pages
 - b. Soft- cover binding
- c. May range from newspaper clippings to printed scholarly reports.

2. **Subject Content**

- a. No restriction on subject matter, but should be considered of short- term usefulness rather than permanent value.

C. Newspapers

1. **Rationale for purchase:**

- a. To provide current news coverage at all levels from local to international

- b. To satisfy reference needs.
- c. To satisfy recreational reading needs.
 - 2. Retention Scope
 - a. All current subscriptions will be retained a minimum of one year, with no back file maintained.

D. Media (Non-print) Materials

Non-print materials include such items as maps, globes, tapes, audio cassettes, filmstrips, phone discs, slides, video recordings, games, hardware equipment etc. Because of the growing importance of non-print materials to facilitate and improve learning, considerations are given to these. More specifically, non-print materials being considered for purchase if funds are available are evaluated on the basis of:

1. Overall purpose, scope, and audience
2. Timeliness or permanence
3. Importance of the subject matter
4. Quality of the production
5. Total value, impact, and intent of the author, artist/ producer
6. Readability and popular appeal
7. Authoritativeness
8. Reputation of the publisher/ producer

V. Problem Areas

A. Limitations

1. Priority will be given to publications in the English language.
2. Current publications of lasting and scholarly value will be given priority over older and out- of- print materials.
3. Textbooks are not usually added to the collections unless they are considered to be the best source of information on a particular subject or unless they are acquired as a part of curricular collections.
4. Works of propaganda or of a polemical nature are not purchased by the library.

B. Duplication

The library purchases duplicate copies of general collection materials in case of need, such as when the number of students in a class or the concentrated use of materials demands multiple copies.

C. Replacement

Titles in the collection reported missing will be promptly replaced if needed for teaching and research, the same time with literary works and recognized titles in all subject areas.

VI. Theses and Dissertations

Undergraduate and graduate dissertations are shelved in circulating stocks. These are for room use only and not allowed to be photocopied.

VII. Gifts

The library solicits and encourages gifts and donations of useful materials or money to purchase them, provided there no restrictions attached. Materials received as gifts will be evaluated by the same criteria as materials purchased. Everything donated to the library becomes library property, to be used as the library staff deems appropriate. Unneeded items will be disposed of by sale, exchange, or discard.

VIII. Intellectual Freedom

The principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association shall be adhered to in the selection of library materials. It is the responsibility of the librarian and all faculty selecting materials to ensure that all points of view are represented in the collection and that materials are not removed from the collection because of partisan or doctrinal disapproval. The College librarian welcomes the opportunity to discuss interpretation of these principles with individuals or groups.

IX. Copyright

The MinSCAT Library abides to all provisions embodied in the Constitution pertaining Intellectual Property Rights.

E- Library/Internet Laboratory Policies

The E- Library/Internet Laboratory aims to provide both wired and wireless internet and computer services for students, faculty and staff.

Policies:

1. All students are entitled to fifteen (15) hours' worth of services per semester.
2. All students are required to present their School ID and E- Library Card to avail of the services.
3. Transaction of the services will be recorded on the E-Library Card and Logbook.
4. The time (hours and minutes) consumed by each student will be deducted to his/her fifteen (15) hours except for those who prefer using WIFI capable devices such as laptops, tablets, cell phones and other devices who will be automatically be deducted 1 hr. per day.
5. All students using desktop computers provided by E-Library and Computer Laboratory must follow the E-Lib/Internet Lab Services Schedule.
6. Services are not available during examination days, major school activities and after the students have completed the signing of clearances.
7. Graduating students are always given priority.
8. Students are permitted to save files to the local hard drive at their own risks. E-Lib/Internet Lab is not responsible if any file was lost, stolen or deleted. They are encouraged to have back up file by using their own storage such as flash drives, memory sticks, etc.
9. Students are responsible for their possession and belongings. Any loss of personal items, E-Lib/ Internet Management will not be held liable.
10. Eating and drinking at the E-Lib/Internet is strictly prohibited.
11. Silence is always expected. Avoid and refrain from having group discussions that may distract others.
12. Cell phone conversations in the lab are not allowed, if it is deemed necessary the student is advised to leave the place.

13. Report immediately to the E-lib staff any malfunctioning of the computer unit. Never attempt to repair the unit.

14. Users are prohibited from installing software on any computer unit in the E-Lib and Computer Lab. Notify the E-Lib/Internet staff if the installation of software is deemed necessary.

15. All computer units at the E-Lib/Internet Lab are for academic, research and instructional purposes only.

16. It is every user's responsibility to ensure that the computer lab equipment is not being abused; damaged or used in a manner other than it is intended for. Abused or damaged should be reported to the assigned E-Lib staff and will make the user do replacement if found liable.

17. The members of the E-Lib/Internet Lab staff reserve all the rights to add or modify E-Lib/Internet Lab Policy. Failure to follow these policies may result to disciplinary actions.

E-Library/Internet Laboratory Staffs

Mrs. Emma D. Burgos

Mr. Materno M. Marcial, Jr.

Mr. John Edgar S. Anthony

Mr. Jerome Jeff M. Zamora

Coordinator:

Engr. Jennie D. Tamares

LIBRARY COMMITTEE

Chairman: Dr. Jesse T. Zamora

Vice-Chairman: Dr. Norma Q. Dimaunahan

Secretary: Ms. FiliaOfilea M. Vito

Members: ALL DIRECTORS

Chairman, Student Council (College & High School)