

The logo for Asian College of Technology (ACT) is located in the top right corner. It consists of the letters 'ACT' in a blue, serif font, with a stylized bird icon above the letter 'A'. The logo is set against a green, shield-shaped background.

ACT

ASIAN COLLEGE OF TECHNOLOGY

LIBRARY MANUAL
2021 EDITION



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SECTION 1

SCHOOL HISTORICAL BACKGROUND

BRIEF HISTORICAL SKETCH OF ASIAN COLLEGE OF TECHNOLOGY (ACT)

Asian Computer Institute (ACI), the precursor of Asian College of Technology (ACT), was established on September 19, 1988 in the busy street of historic Colon at the heart of the booming City of Cebu. Under the unrelenting leadership of its hands-on founder Rodrigo A. Abellanosa, the Institute blazed its way to become the primary provider of computer literacy of the corporate workforce in Cebu and nearby provinces which at the time were only starting to embrace the use of computer technology in the offices.

The school was incorporated on May 14, 1992 as Asian College of Technology, Inc., paving the way for the offering of post-secondary and collegiate courses that pioneered on hands-on oriented computer science curriculum.

Asian College of technology expanded its educational programs to the south of Cebu and Cebu City with the establishment of ACT-Bulacao Campus in 1992. At present, the Campus hosts Senior High School Integrated School composed of students from pre-school to Junior High School.

The ACT Integrated School (ACT-IS) was established in 1994 to seamlessly integrate the preschool (playgroup, nursery, and kindergarten), grade school and high school curricula in order to promote a progressive, advanced and holistic development of the child. Effectively adopting the multiple intelligence approach that is tightly hinged on a strong character foundation, the ACT-IS has been consistently and meticulously faithful in its avowed mission of providing quality education to the Cebuano community.

In 2006 the Asian College of Technology International Educational Foundation was incorporated for the establishment of additional colleges and diversification of curricular offerings.

In 2007, ACT/ACTIEF reached greater heights with the construction of a half-billion-peso, 15-storey building aptly called the ACT Cyber Tower. Powered by the Technology of the future, this new home of ACT Cebu City Campus was the most modern educational infrastructure at the hub of the bustling Cebu City.

In 2009, ACT established the CISCO Network Academy with De La Salle University as its regional academy head. A specialized CISCO Laboratory was put in place and the standard CISCO training program was incorporated in the curricula of Information Technology and Computer Science programs. In 2010, the Innobento Animation and Game development Laboratory was established in partnership with US Asia, a Japanese company, to train teachers and students advanced animation and game development techniques. In March 2011, ACT concluded a MOA with Nexus-Net Fiber Optics Incorporated to jointly establish the Fiber Optics Training Center for FOA Certification (FOTC-FOA).

ACT's mission of developing highly competent and globally competitive individuals has been validated by being awarded by the National Council for Product and Service Quality as the Best Computer School-Metro Cebu in 2005, 2006, 2007, 2007 2008; the Best Computer School – National Level in 2010.

In May 2014, The Federation of Accrediting Agencies of the Philippines (FAAP) granted Candidate Status for its Elementary, High School, Nursing Programs and in January 2015 for its Hospitality Management and Information Technology Programs for satisfactorily meeting the standard and fulfilling all the requirements of the Philippine Association of College and Universities Commission on Accreditation (PACUCOA).

The Department of Education granted ACT Main and South Campuses permits to offer Senior High School Program beginning school year 2016-2017. Tracks offered included Academic, TVL and Arts and Design. Offered under the Academic Tracks are the following strands: Accountancy, Business & Management (ABM), Science, Technology, Engineering and Mathematics (STEM), Humanities and Social Sciences (HUMMS) and General Academics Strand (GAS). Offered under the Tech-Voc Track is the Information and Communications Technology (ICT) Strand with majors in Animation, Computer Programming, Technical Drafting and Home Economics.

In October 2017, FAAP granted Act Level 1 Accredited Status to the Elementary, High School, Hospitality Management and Information Technology Programs for having satisfactory met the standards and fulfilled all the requirements of the PACUCOA.

From its inception as a purely computer school, ACT has diverse its curricular offerings to include BS in Computer Science, BS in Information System, BS in Computer Engineering, BS in Hospitality Management, BS in Hospitality Management, BS in Tourism Management, BS in Business Administration, BS in Nursing, Bachelor of Secondary Education, Bachelor of Elementary Education, Caregiving, 2D Animation, 3D Animation and Complete Basic Education Programs.

Certainly, ACT has come a long way into becoming a leading educational institution in Cebu and nearby province.

INTRODUCTION

To assist in the meaningful realization of the school's mission and vision, the ACTIEF library system provides strong academic support through the efficient delivery of its services to the clientele to cater to their instructional, information and recreational reading needs. This is realized by making available the clients updated educational resources and library services by competent profession. The library system is headed by a Chef Librarian, Librarians, support staff and student's assistant.



ACTIEF CYBER LIBRARY

SECTION 2

SCHOOL VISION, MISSION & OBJECTIVES

VISION

Asian College of Technology International Educational Foundation is a dynamic educational institution with esteemed professionalism committed to develop highly competent, globally competitive and socially responsible Asianistas.

MISSION

To offer relevant and value-laden educational programs, imbued with learning opportunities and experiences, responsive to the demands of the local and global communities, geared towards the holistic formation of Asianistas.

OBJECTIVES

1. RELEVANT AND EXCELLENT EDUCATION

- To offer innovative curricular programs responsive to the needs of the industry.
- To provide regular faculty development programs and
- To optimize learning through technology enhanced instruction order to develop students become responsible and authentic members of the society.

2. FUNCTIONAL RESEARCH PROGRAMS

- To cultivate and nurture a culture of research through n maximum utilization of outputs geared toward uplifting the quality of instruction and the living conditions of the community we serve;
- To disseminate research outputs in local and international journals; and
- To establish linkage with local and global research institution and organizations.

3. PARTICIPATORY AND SUSTAINABLE COMMUNITY SERVICES

- To forge collaborative programs that improve the economic and social conditions of the community and
- To cultivate the physical, intellectual, emotional, spiritual and social consciousness of Asianistas as partners in building self-sufficient and sustainable communities.

THE LIBRARY SYSTEM'S VISION, MISSION & OBJECTIVES

VISION

ACT Cyber Library envisions itself to be an academic support unit that is responsive to the diverse academic needs and expectations of the college community to be able to contribute to the meaningful attainment vision and mission.

MISSION

ACT Cyber Library supports learning, teaching, research and creative expressions by providing timely and effective access to information for the entire Asianistas. To fulfill this mission, the library commits to:

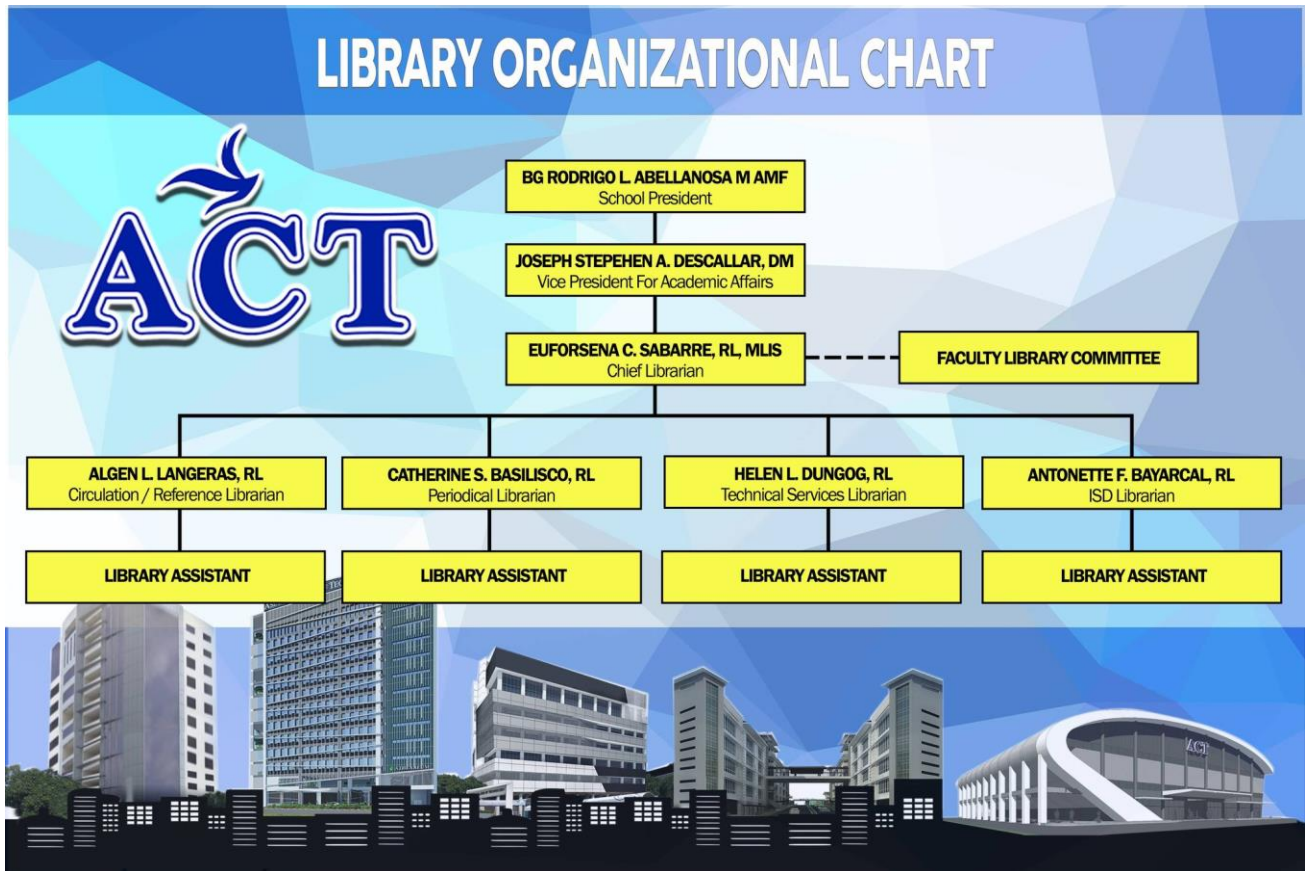
1. Understand the research, teaching, learning needs of its users;
2. Build collections and create tools to support research teaching and learning;
3. Provide access to and promote the discovery and use of local and external information resources;
4. Ensure the preservation and long-lasting availability of Library collections and resources;
5. Create hospitable physical and virtual environment for study, teaching, and research;
6. Collaborate with the academic community of the College in enriching research and learning;
7. Advance local, national and international library and information initiatives; and
8. Develop, encourage, and sustain expertise, skills commitment and as distinctive spirit in its staff.

OBJECTIVES

1. To assist users to find and use information resources effectively and to acquire the skills needed for a life of independent learning and personal growth.
2. To seek input from and respond to users as part of our continuing efforts to evaluate and improve services, collections and programs
3. To build and preserve collections which support, teaching, learning, research and creative expression.
4. To provide the technological and other tools necessary to support and enhance library programs and services.
5. To preserve and provide access to unique and archival research materials which contribute to national and international scholarship.

SECTION 3

THE LIBRARY ORGANIZATIONAL CHART AND THE FACULTY LIBRARY COMMITTEE



FACULTY-LIBRARY COMMITTEE

To promote an effective and independent use of the library, the ACT Cyber Library forms a Faculty-Library Committee. This Committee is intended to serve as a link between library, faculty and students. It has the following functions:

- Cooperate with the library staff concerning the development of resources for instruction and research;
- Keep the library staff informed concerning the department's needs; and
- Act as representative between the library and the community it serves.

Composition of the Faculty Library Committee

Chair : Dean / Principal of each Department / College

Faculty: One representative from each department/ College

Chief Librarian: Chief Librarian

Librarians: All Librarians

SECTION 4

DUTIES AND RESPONSIBILITIES OF THE LIBRARY STAFF

HEAD LIBRARIAN

The Head Librarian plans, organizes, directs, coordinates, and controls the activities of the library. Specifically, she performs the following:

- a. Makes a continuing study of the operations and needs of the libraries in order to maintain quality and to formulate improvements;
- b. Reviews and evaluates library organizations and procedures for effective operations and control of libraries;
- c. Supervises and coordinates the operations of the different libraries;
- d. Administers the book acquisitions program;
- e. Maintains adequate records of library transactions;
- f. Defines, subject to the approval of the VP-Academics, the specific duties and responsibilities of personal subordinates to her;
- g. Disseminates information on library acquisitions and facilities to faculty and students;
- h. Prescribes and implements rules and regulations for proper conduct in and use of the library and its facilities;
- i. Submits an annual report on the operations and conditions of the libraries;
- j. Conducts weekly huddles for her staff;
- k. Encourage the use of the library in such a way as to render it a vital element in the school's educational program and maintain excellence;
- l. Works actively to enrich the various libraries and keeps all concerned regularly informed on new accessories;
- m. Cooperates with appropriate inter-library projects, and assists faculty members and students in obtaining materials on inter-library loans;
- n. Encourages the faculty to suggest reports on library contents and use, making necessary recommendations;
- o. Submits to the President regular reports on library contents and use, making necessary recommendations;
- p. Issues rules for proper use of the library and follow up their implementations;
- q. Prepares preliminary budget for her department and submits it to the VP-Academic for proper action; receives budget control reports and explains variances between budgeted and actual expenditures,
- r. Recommends appointment, promotion or operation of the personnel under her.

TECHNICAL SERVICES LIBRARIAN

The technical service librarian performs the following duties:

- a. Examines newly acquired library materials;
- b. Maintains accession record, shelf-list & card catalog;
- c. Catalog a newly acquired library materials;
- d. Supervises in the turn-over of processed books to different sections/libraries;
- e. Send a notice to different departments for the newly acquired books;
- f. Maintains records and statistics of processed books and other materials;

- g. Establishes policies on cataloging, classification, and preservation of books and other materials in coordination with the head librarian classifying them;
- h. Processes books and other materials by cataloging and classifying them according to Dewy Decimal Classification (DDC);
- i. Maintains discipline in the library;
- j. Supervises the working scholar assigned to her;
- k. Supervises other technical processes; and
- l. Perform other related tasks assigned from time to time by the Head Librarian.

CIRCULATION/REFERENCE LIBRARIAN

The circulation/reference librarian performs the following:

- a. Assists the head librarian in the implementation of library policies, rules and regulations etc., to ensure effective and efficient operations of the library;
- b. Establishes reference, circulation and reserve policies and standard operating procedures;
- c. Assists the library clientele in their research needs;
- d. Conducts library orientation and instruction every semester;
- e. Keeps records and other statistical reports;
- f. Maintains discipline in the library;
- g. Formulates plans of activities;
- h. Evaluates utilization of collection development activities;
- i. Plans and implements collection development activities;
- j. Trains staff in circulation routines, policy and procedures;
- k. Supervises the inventory of library properties;
- l. Plans and implements collection development activities;
- m. Supervises the performance of the working scholars;
- n. Issue's library clearance every end of the semester; and
- o. Does other related tasks assign from time to time by the Head Librarian.

PERIODICAL LIBRARIAN

The periodical Librarian performs the following:

- a. Keep records and other statistical reports;
- b. Formulates plans of activities;
- c. Maintains back files of periodicals;
- d. Maintains a list of in-demand periodicals which are not in the collection;
- e. Maintains a well-organized periodical index;
- f. Maintains an adequate vertical file collection;
- g. Indexes important articles in pamphlets, magazines and journals;
- h. Clips and mounts vertical files and assigns subject headings;
- i. Controls the circulation services of all the resources of the section; and
- j. Bounds periodical collection.

GRADE SCHOOL LIBRARIAN

The Grade School Librarian performs the following:

- a. Encourage other's interest in the library and become an effective user of ideas and information;
- b. Sets up an attractive, inviting and conducive learning environment;
- c. Maintains the cataloguing and classification of Library Management System;
- d. Formulates and implements library rules and discipline inside the library;
- e. Provides references and research services to elementary pupils and faculty as curriculum support;
- f. Collaborates with faculty and Library Staff to advocate and support inquiry learning and literacy programs;
- g. Promotes the library services and the awareness of the resources;
- h. Conducts orientation by class inside the library;
- i. Supervises and directs the library working students assigned;
- j. Evaluates the collection and services;
- k. Takes charge of the yearly inventory of library materials; and
- l. Maintains active participation and membership to the Librarians Association.

JUNIOR HIGH SCHOOL LIBRARIAN

The Junior High School Librarian performs the following:

- a. Works closely with the Chief Librarian representing and advocating the High School user's perspective in order to influence the library's decision-making and activities;
- b. Exercise a high degree of responsibility in the areas of management and professional expertise in the field of librarianship;
- c. Creates a library management that is attractive and conducive to learning patterned with the level of generation to become active and participatory learning place;
- d. Maintain an active program for the high school students like library instruction through incorporating the English subject;
- e. Catalogs and classifies for the proper security and validity of the resources;
- f. Provides reference and research services to students, faculty and staff as well as collection development, and curriculum support;
- g. Coordinates schedules and conducts general library and discipline-specific instruction sessions;
- h. Supervises the High School Library working students, builds teamwork, and handle administrative matters;
- i. Arrange displays and promotional events to encourage clientele to use the library;
- j. Managing the day – to day operations of the library;
- k. Takes charge of the yearly inventory of library materials; and
- l. Maintains active participation and membership in the Librarians Association.

SENIOR HIGH SCHOOL LIBRARIAN

The Senior High School Librarian performs the following:

- a. Provides reference materials and assist all students for the development of research skills;
- b. Creates writes and updates library publications such as manuals, guides, bookmarks, bibliographies, subject guides and other information literacy/ library promotional materials;
- c. Supervises the services offered and develops content to library website;
- d. Serves as coordinator for collection development;
- e. Assists the head librarian in campus community outreach activities, ensuring the library collections meet user needs;
- f. Acquires new materials in all formats consistent with overall institutional strategic goals and the library's collection development policy;
- g. Reviews existing collection for continued curriculum relevance;
- h. Oversees repair and maintenance as well as supervises processing, repair, binding of library materials, in cooperation;
- i. Assists the Chief Librarian in strategic planning.
- j. Oversees student workers in shelving and inventory of library materials and schedules their work hour to assist in coverage of the circulation desk; and
- k. Develops and maintains library operation manual, attend meetings and workshops, and seeks additional development opportunities.

SECTION 5

LIBRARY STUDENT ASSISTANT

The library manual student assistant performs the following:

ENTRANCE IN-CHARGE

- ✓ Inspects the I.D. of library clients before entering;
- ✓ Keeps necessary records and statistics;
- ✓ Does housekeeping activities; and
- ✓ Does other related tasks assign to them from time to time.

EXIT IN-CHARGE

- ✓ Inspects the things of every library client before leaving the library;
- ✓ Checks borrowed books and other library materials;
- ✓ Does housekeeping activities; and
- ✓ Does other related tasks assign to them from time to time.

CIRCULATION/ RESERVE SECTION IN-CHARGE

- ✓ Issues books for home use;
- ✓ Maintains borrower's record and statistics;
- ✓ Follow-up overdue books;
- ✓ Issues library clearance every end of the semester;
- ✓ Assists the research needs of students and faculty;
- ✓ Coordinates with circulation section in-charge with regard to the whereabouts of charged out reserved books;
- ✓ Assists the librarian in the implementation of reading guidance service;
- ✓ Answers reference question;
- ✓ Reserves section desk in demand books withdrawn from stack collection;
- ✓ Maintains orderliness and cleanliness;
- ✓ Does housekeeping activities;
- ✓ Does inventory of reserved book collections;
- ✓ Does other related tasks assign to from time to time.

REFERENCE SECTION IN-CHARGE (SHELVE)

- ✓ Assists the librarian in the implementation of plan and activities;
- ✓ Maintains a quiet atmosphere conducive for research and study;
- ✓ Assists users in their research needs;
- ✓ Maintains cleanliness and orderliness in the reader's service areas.
- ✓ Answers reference questions;
- ✓ Keeps information files, records and statistics of books in use;
- ✓ Does housekeeping activities; and
- ✓ Does other related tasks assign to from time to time.

PERIODICAL SECTION IN-CHARGE

- ✓ Assists the librarian in the implementation of policies pertaining to the service of the section;
- ✓ Maintains record and statistics;
- ✓ Maintains back files records of periodicals;
- ✓ Maintains a list of in-demand periodicals which are not in the collection.
- ✓ Maintains silence and discipline in the area.
- ✓ Maintains quality service;
- ✓ Maintains an adequate vertical file collection;
- ✓ Maintains cleanliness and orderliness in the section;
- ✓ Does other related tasks assign to them from time to time.
- ✓ Maintains a well-organized periodical index.

SECTION 6

THE LOCATION AND SECTION OF THE LIBRARY

ACTIEF CYBER MAIN LIBRARY is located at 5th floor of the building. It serves the students with different educational, informational, research, cultural and recreational materials to assist the faculty and other members of the academic community. It is equipped with the basic and updated books in all fields offered in the school curricula.

SENIOR HIGH SCHOOL LIBRARY is located at ACTIEF Cyber Tower 2 and Bulacao Campus. The library is maintained to support the instructional and recreational reading needs of the academic community in their academic units.

GRADE SCHOOL & JUNIOR HIGH SCHOOL LIBRARY. It is located at the 3rd floor of the Basic Education Building in Bulacao Campus. It aims to support the instructional, research, cultural and recreational needs of the academic community in their academic units.

LIBRARY SECTIONS

The library is divided into different sections namely: technical services section; Circulation/Reserve Section; Filipiniana Section; General section and Fiction section.

TECHNICAL SERVICES SECTION

All the technical and non-technical works of the ACTIEF library are taken care of by the technical service section. The acquiring of books and other library materials needed in the library is one of the responsibilities of the technical services section. The ordering of books from publishers and book dealers and processing of these materials prior to circulation is another task of a librarian. Analyzing the content of the books, assigning book numbers, determining subject heading, encoding, and filing catalog cards is another job. This section combines acquisition, organization, maintenance and updating of library collections. It is composed of the following service:

SELECTION AND ACQUISITION

This service is a collaborative work done by the faculty members, students, administrators and librarians.

Process:

- a. Selection
- b. Book Examination
- c. Request for approval of selected books
- d. Purchase
- e. Donation, solicitation, etc.

CATALOGING AND CLASSIFICATION

- a. Process the books by accessioning, classifying and assigning call numbers.
- b. Prepare descriptive catalogs for the three main cards: author, title and subject cards using the Dewey Decimal Classification System (DDC).
- c. Encode processed books in the In-House Database for access through Online Public Access catalog (OPAC)

PRESERVATION AND CARE OF MATERIALS

- a. Preserve the books and other library materials including repairs and binding.
- b. Weed out deselected outdated and obsolete books and other reading materials.

CIRCULATION/ RESERVE SECTION

This is located at the main entrance which serves as the control area. This is where the users are required to present their validated school ID to ensure the safety of the library materials, students, faculty and other members of the academic community.

CIRCULATION COUNTER

The borrowing and returning of books, validation of library cards, referral slips for payment of fine to the cashier and signing of clearance are done in this counter.

RESERVE COUNTER

Books that are heavily used by the teachers and students, limited copies, and books assigned by faculty members as reference reading in their courses are placed in the Reserve Counter. This can be loaned only for a limited time. The Reserve section is the place where books reserved by faculty members as required and as needed in their classes are kept and borrowed. Reserved books can be taken out for overnight use at 5:00 PM and are due on or before 9: 00 AM the following day.

FILIPINIANA SECTION

This section houses works by Filipino authors; works about the Philippines; and works published in the Philippines. These materials can be borrowed.

FICTION SECTION

It houses materials for leisure or recreational readings. This material can be borrowed for a week.

GENERAL REFERENCE SECTION

This section houses the general reference materials such as encyclopedia, atlases, gazetteers, dictionaries, yearbooks, almanacs, etc. These materials are for library use only.

SUBJECT REFERENCE SECTION

The subject reference are house materials devoted to specialized subjects such as Information Technology, Hospitality Management, Tourism and other subjects.

PERIODICAL SECTION

Periodicals are serial publications which can be produced daily, weekly, monthly, quarterly, annually or on any other periodic basis. They provide continuous scheduled and updated flows of information of current value and interest on particular topics. Periodicals are categorized as journals, magazines, or newspapers. The library also subscribes to an online database.

PERIODICAL SERVICES

Arrangement of Materials

Current issues of journals/magazines, both and foreign are arranged alphabetically by titles in display shelves. Back issues of journals/magazines are arranged alphabetically by titles placed in the cabinets. Bound periodicals are arranged alphabetically by titles.

Indexing services

Locating an article from a journal or magazine is a time-consuming task without the aid of an index. An index is a tool that points out where information can be found.

SECTION 7

LIBRARY SERVICES

REFERENCE/INFORMATION SERVICES

This service consists of personal assistance provided to users in pursuit of information. The librarian is available every day during library hour to assist the client in search for information.

LIBRARY ORIENTATION / INSTRUCTION

Library Orientation is given to Senior High School grade 11, First year College and Newly – Hired Faculty. The library conducts orientation and instruction on the effective and efficient use of the library resources.

The topics that are to be discussed during the orientation includes the library rules, policies and procedures, what is a library, the organization of the books and other materials, the use of card catalog, bibliographies, indexes and vertical files. Library orientation is to enable students to familiarize with facilities and services in the library, the location of the collection and the people responsible for their services.

TECHNICAL SERVICES

The technical service section is responsible for acquiring and processing of books and other library materials.

The service includes the following:

- Acquisition of books and other library materials through purchase.
- Organization of materials with concern for cataloging and classifications; and
- Conservation of library materials through binding, simple repair, etc.

INDEXING SERVICE

An index list for important in books and journals are available. Clippings of important articles are arranged alphabetically according to their subject heading entries.

CIRCULATION SERVICE

It is connected with the following activities: borrowing and returning materials, applying for library account, signing of clearance and returning the library materials to its proper location.

LIBRARY DISPLAY/EXHIBIT

This service is for the advertisement of the newly acquired books to promote their use. This will let the users become aware of the materials available in the library. New books are displayed for a period of time before they are shelved with the other collection. Library exhibits are also done every month with its corresponding celebration.

PHOTOCOPYING SERVICES

It refers to the photographic reproduction of printed materials. It enhances the availability of reading materials.

OPAC (ONLINE PUBLIC ACCESS CATALOG)

This is an electronic format of a card catalog. OPAC is an online database of library materials and enables users to have a quick access to information of the library holdings.

OTHER SERVICES/ FACILITIES

DIGITAL LIBRARY ACCESS ROOM

This service provides the students and faculty members to have access to all sources of information and be updated with the current of information.

SECTION 8

RULES AND REGULATIONS IN AVAILING THE DIGITAL LIBRARY SERVICES

ACTIEF CYBER LIBRARY & SENIOR HIGH SCHOOL LIBRARY

- The student is given only one hour to use the computer.
- The student should present his or her I.D and registers name in the logbook.
- There should be one student per computer thus group assignments and projects are strictly prohibited.
- Games are not allowed inside the Digital Library Access Room.
- No companion is allowed inside the Digital Library Room.
- Students must leave area clean. Chairs must be returned to their place.
- Bringing food and drinks (including bottled water) is not allowed in the Digital Library Access Room.
- Students ask to minimize their voices in talking with seatmates to avoid disturbance to other users.
- Bags must be left for inspection.
- Bystanders are not allowed inside the Digital Library Access Room.

ACT-IS GRADE SCHOOL & JUNIOR HIGH SCHOOL LIBRARY

- The students are required to log-in their names first in Internet Access Log-in form.
- Each student has a minimum of 30 minutes searching time.
- Free of charge and it's a first come first serve basis.
- Computers are for school related purpose only.
- Students are allowed to use the computer during break and lunch time only.

- Changing of computer setting and configuration (e.g., desktop, IP address) is strictly prohibited.
- Opening of restricted sites & application (e.g., online games, chatroom, pornographic sites) is strictly prohibited.
- Chairs must be pushed back after using it.

ACT – IS SENIOR HIGH SCHOOL LIBRARY

- The students are required to log-in their names first in Internet Access Log in form.
- Each student has a maximum of 1 hour searching time.
- The service is free of charge and it's on a first come first serve basis.
- Computers are for school related only.
- Students are allowed to use the computer during their vacant time and lunch time only.
- Changing of computer settings and configuration (e.g., desktop, IP address) is strictly prohibited.
- Opening of restricted sites & application (e.g., YouTube, chatrooms, games, Facebook & pornographic sites) is strictly prohibited,
- Chairs must be pushed back after using them.

MULTIMEDIA VIEWING ROOM

This service provides tool for the viewing of books, supplementary materials, documentaries on various disciplines in CD/DVD formats, and movies in various disciplines.

MULTIMEDIA/VIEWING ROOM POLICIES

- Multimedia/Viewing room is for viewing purpose only.
- The clientele should present their I.D. and register their names in the log form.
- Multimedia/Viewing room is intended for instructional purposes.
- Any clientele who wants to use the multimedia/viewing room for instructional purposes should notify the in-charge at least three (3) days before the scheduled period.
- A time-limit of two hours is imposed to those who are using the multimedia room.
- No foods/drinks are allowed in the multimedia/viewing room.
- Any clientele, who are not included in the class for viewing is strictly not allowed in the multimedia/viewing room.
- The clientele must present their things to be checked for inspection before leaving the multimedia/viewing room.

Note:

- Multimedia/Viewing Room should be vacated at least fifteen minutes prior to the end of library services.

LAPTOP CHARGING AREA

The library serves primarily as an information provider. It supports the curriculum of the college and provides the necessary resources to assist in its meaningful & efficient delivery to the clientele.

POLICIES

- Library users are allowed to recharge their laptops in the designated area only.
- Using laptops inside the library is only allowed for educational purposes.
- ACT main library assumes NO responsibility for costs associated with loss or damage to a patron's laptop.

DISCUSSION ROOMS

Group study/discussion rooms are available in the library for a small-group discussion. These rooms are available on a first come, first serve basis and can be used by making a reservation at the library office.

HOURS OF SERVICE

ACTIEF CYBER LIBRARY & SENIOR HIGH SCHOOL LIBRARY

Monday to Friday 8:00 am – 6:00 pm (no noon break)

Saturday 8:00 am – 1:00 pm

JUNIOR HIGH SCHOOL & GRADE SCHOOL LIBRARY

Monday to Friday 8:00 am – 6:00 pm (no noon break)

Saturday 8:00 am – 1:00 pm

SENIOR HIGH SCHOOL LIBRARY (BULACAO)

Monday to Friday 8:00 am – 6:00 pm (no noon break)

Saturday 8:00 am – 1:00 pm

DIGITAL LIBRARY HOURS

Monday to Friday 8:00 am – 6:00 pm (no noon break)

Saturday 8:00 am – 1:00 pm

SECTION 9

POLICIES, PROCEDURES AND RULES

LIBRARY USERS:

- Students
- Faculty, Staff and Administrators
- Public users

REQUIREMENTS TO ENTER THE LIBRARY

- Validated School ID
- Complete School Uniform
- Referral letter from their respective head librarians (users from other school). Prescribed library permit fee shall be required in the amount of PHP50.00 per entry. Payment shall be made at the cashier office and the official receipt shall be submitted to the library for service.

LIBRARY RULES AND REGULATIONS

To ensure an orderly and systematic use of the library, the users are requested to observe the following rules:

- a. Observe silence so that others who are using the facility will not be disturbed.
- b. Handle books and other library materials with care.
- c. Leave the books on the table after reading them. Books should not be returned to the shelves to avoid misplacement.
- d. Return magazine, newspapers and vertical files to their proper places after reading.
- e. Clean tables and push back chairs after use.
- f. Borrow and return books to circulation counter in the presence of the librarian or staff. Do not return borrowed materials directly to the shelves.
- g. Return borrowed material promptly. Avoid requesting your classmate or somebody else to return them for you.
- h. Refrain from doing the following eating, smoking, sleeping, playing games, cutting and pasting pictures/ materials from books.

CONTROL PROCEDURES

- Each library users should present his/her I.D. upon entering the library.
- Upon leaving the library each user should show the date due slip of each material taken out and open his/her bag for inspection. This policy also applies to faculty members.

CIRCULATION POLICIES

VIOLATIONS AND SANCTIONS			
OFFENSES	PENALTY		
	1 ST Offense	2 nd Offense	3 rd Offense
Vandalism	Reprimand	No entry	Suspension (library services)
Tearing/ Cutting the pages of any printed material	Reprimand	Disciplinary action plus repair or replacement	Suspension (library services)
Taking out of library materials without permission	Reprimand	Disciplinary action	Suspension (library services)
Failure to register on attendance sheets and internet card	Reprimand	Disciplinary action	Suspension (library services)
Accessing pornographic sites and playing online games	Reprimand	Disciplinary action	Suspension (library services)
Not returning library materials on time	Reprimand plus penalty	Disciplinary action	Suspension (library services)
Using abusive, loud, obscene language or gestures	Reprimand	Disciplinary action	Suspension (library services)

REQUIREMENTS TO AVAIL LIBRARY CARD

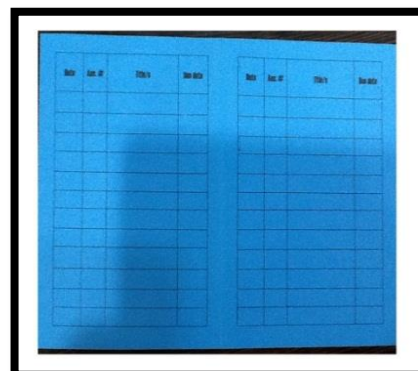
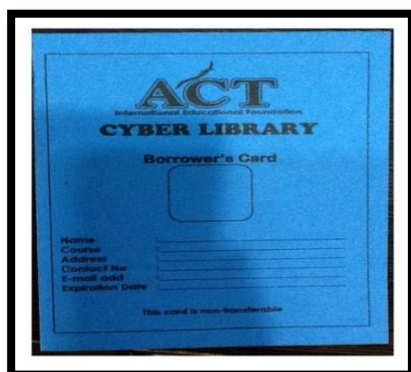
ACTIEF CYBER LIBRARY & SENIOR HIGH SCHOOL LIBRARY:

Requirements for the library cards re-validation/issuance

- Photocopy of latest study load
- Photocopy of ID
- 1x1 pictures

Note: Lost library card – replacement fee of Php 5:00 to be paid at the cashier on the 7th floor.

BLUE BORROWER'S CARD (FOR STUDENTS)

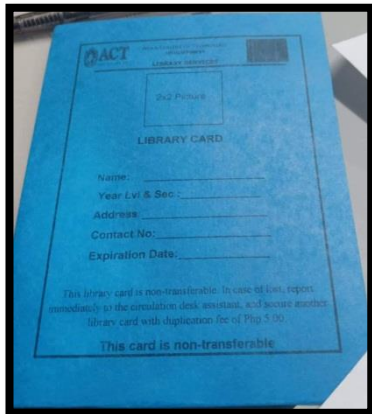


ACT-IS GRADE SCHOOL & JUNIOR HIGH SCHOOL LIBRARY:

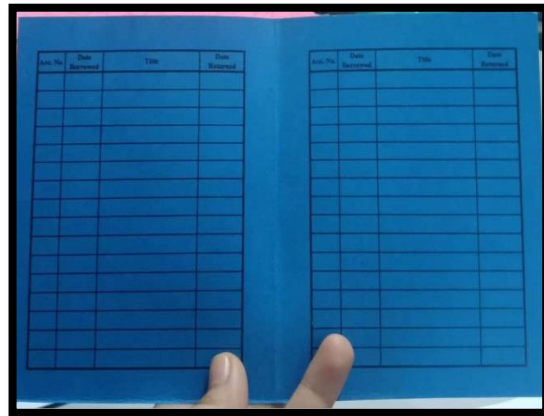
Requirements for library cards re-validation/issuance

- Present School ID
- Present 1x1 pictures with white background

Note: The library cards are kept in the library



The image shows the front of a blue library card form. At the top left is the ACT logo. Below it, the text reads "ACT LIBRARY SERVICE". There is a box for a "2x2 Picture". Below the picture box is the title "LIBRARY CARD". The form includes fields for "Name:", "Year, Lvl & Sec:", "Address:", "Contact No:", and "Expiration Date:". At the bottom, there is a disclaimer: "This library card is non-transferable. In case of loss, report immediately to the circulation desk, assistant, and secure another library card with duplicate fee of Php 5.00." and "This card is non-transferable".



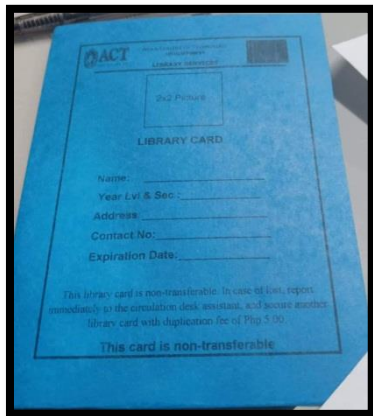
The image shows the back of a blue library card form, which is a table with two columns. Each column has four headers: "Act No.", "Date Issued", "Title", and "Date Returned". The table is currently empty.

ACT-IS SENIOR HIGH SCHOOL:

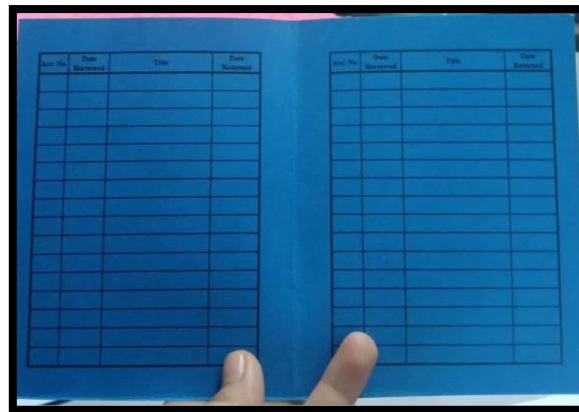
Requirements for library cards re-validation/issuance

- Present School ID
- Present 1x1 picture with white background
- Photocopy of latest study load.

Note: The library cards are kept in the library



The image shows the front of a blue library card form, identical to the one for grade school and junior high school. It includes the ACT logo, "ACT LIBRARY SERVICE", a "2x2 Picture" box, the title "LIBRARY CARD", and fields for "Name:", "Year, Lvl & Sec:", "Address:", "Contact No:", and "Expiration Date:". A disclaimer at the bottom states: "This library card is non-transferable. In case of loss, report immediately to the circulation desk, assistant, and secure another library card with duplicate fee of Php 5.00." and "This card is non-transferable".



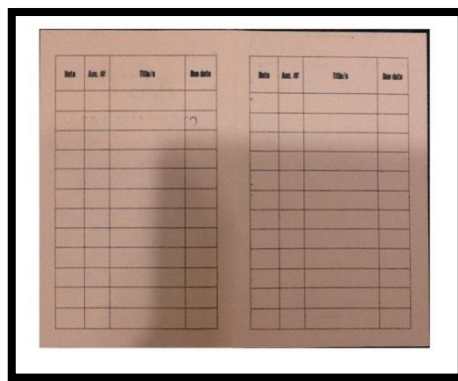
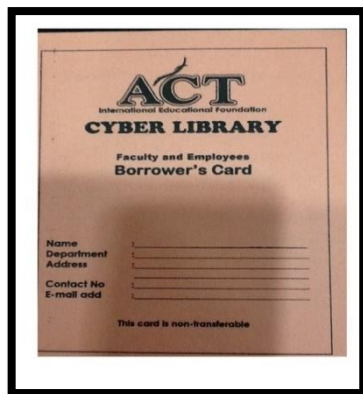
The image shows the back of a blue library card form, identical to the one for grade school and junior high school. It is a table with two columns, each with headers "Act No.", "Date Issued", "Title", and "Date Returned". The table is currently empty.

FACULTY:

Requirements for the library cards revalidation / issuance

- Company ID

Note: The library cards are kept in the library



RULES ON BORROWING BOOKS AND OTHER LIBRARY MATERIALS:

ACTIEF CYBER LIBRARY & SENIOR HIGH SCHOOL LIBRARY

- ✚ Students are allowed to borrowed maximum of 3 books of different title per day/at a time. Provided that they don't have unreturned book in their records.
- ✚ Every user is required to present his/ her validated library card every time he/ she borrow books and other library materials at the loan counter.
- ✚ Borrowing by proxy and authorization letter is not allowed. Students should borrow the books personally at the circulation counter.
- ✚ Overdue books are not allowed to be brought out of the library unless renewed.
- ✚ Books are no longer allowed to be borrowed one week before and after final examinations.
- ✚ Fines are charged for book not returned on due dates.
- ✚ Students are allowed to borrow a maximum of 3 books of different title per day at a time provided that they don't have unreturned book in their records. Books can be renewed provided there is no prior request from them. However, one book can be borrowed at a time, a day before and during major examinations (Prelim, Midterm & Pre-Finals) so that others can also use the book they wanted to borrow except during final examinations.
- ✚ Fiction can be borrowed for 5 days and can be renewed unless needed by another user.

ACT-IS GRADE SCHOOL LIBRARY

- ✚ Pupils from Grade 4-6 are allowed to borrow 1 book at a time provided they have no unreturned books in their records
- ✚ Pupils from Grade 1-3 are not allowed to borrow books however, they can borrow during library hour/ class time by presenting their school ID.

ACT-IS JUNIOR HIGH SCHOOL LIBRARY

- ✚ Students are allowed to borrow 2 books at a time provided they have no unreturned books in their records.

- ✚ Students are allowed to borrow library materials upon presenting their school ID and log their names in the Borrowed Materials Form in the library; furthermore, they need to return them before dismissal time.

ACT-IS SENIOR HIGH SCHOOL LIBRARY

- ✚ Students are allowed to borrow three (3) general circulating books at a time. General circulating books may be renewed for another day/week provided there is no prior request from them.
- ✚ Students cannot borrow books if they have unreturned books in their records.
- ✚ Every user is required to present his/ her validated library card every time he/ she borrows books and other library materials at the loan counter.
- ✚ Borrowing by proxy and authorization letter is not allowed. Students should borrow the books personally at the circulation counter.
- ✚ Overdue books are not allowed to be taken out of the library unless renewed.
- ✚ Books are no longer allowed to be borrowed one week before and after final examinations.
- ✚ Fines are charged for book not returned on due dates.
- ✚ Fiction can be borrowed for 1 week and can be renewed, unless needed by another user.

FACULTY

- ✚ The faculty are allowed to borrow a maximum of 10 books of different titles per semester. If a reference book has only one copy, an instructor will not be allowed to borrow it for their use but should be given to the student for their reference use.
- ✚ General references are for LIBRARY USE ONLY. However, a teacher may be allowed to borrow those materials for special use in their classes provided he /she returns them immediately to the library after his/her class. Teachers are held responsible for failure to follow the rules
- ✚ Should a book be urgently needed, it may be recalled with due notification.
- ✚ A written authorization is required if the instructors ask a student to borrow a book(s) in his behalf.
- ✚ When assigning certain readings to classes, instructors must check if books needed are available in the library.
- ✚ Books are no longer allowed to be borrowed one week prior to semester's break or vacation,
- ✚ Faculty/staff are restricted to enter inside the counter table of the librarian(s); transactions should be made through circulation counter area.
- ✚ At the end of the semester, all borrowed books must be returned before a library clearance is issued. If instructors desire to renew the borrowed books, he/she may do so only upon presenting the books for renewal.

- ✚ Damage books beyond reasonable wear and losses shall be paid. Replacement of the same title will be demanded.
- ✚ P50.00 pesos will be fined per month for lost and overdue books and clearance.

THE FOLLOWING MATERIALS ARE FOR CIRCULATION AND MAY BE BOUGHT HOME:

ACTIEF CYBER LIBRARY & SENIOR HIGH SCHOOL LIBRARY

- **Reserved books** - These books are kept in the circulation counter. Reserved books may be loaned over noon/ overnight. Over noon book(s) must be returned before 5:00 pm of the same day the books are borrowed. If the book(s) are not returned on the said time, penalty fines will be issued to the borrower. Overnight books can be borrowed at 4:00 pm to be returned on or before 10:00 am the following day. Penalty fines will be issued to the borrower for failure to return the book(s) on time.
- **Fiction books** can be borrowed for 5 days and can be renewed, unless needed by another user.
- **Subject Reference and Filipiniana** may be borrowed for 3 days and may be renewed for another 3 days unless needed by another user.

ACT-IS GRADE SCHOOL & JUNIOR HIGH SCHOOL LIBRARY

- Subject Reference and Filipiniana Books may be borrowed for 3 days and be renewed at once for another day.
- Fiction books may be borrowed for 2 days and can be renewed twice for another 2 days.

ACT-IS SENIOR HIGH SCHOOL LIBRARY

- **Browsing collection** can be borrowed for 1 week and can be renewed, unless needed by another user.
- **Subject Reference** may be borrowed for 3 days and may be renewed for another 3 days unless needed by another user.
- **Filipiniana** may be borrowed for 1 day and may be renewed for another 1 day unless needed by another user.

RETURNING OF BOOKS

- Borrowers should return library materials to the desk from where they were checked out and hand them to a library staff/assistant. Borrowers who choose to return materials by placing

them on the counter will be held responsible for them until they are properly checked in by library staff.

THE FOLLOWING MATERIALS ARE FOR LIBRARY USE ONLY

1. **General References** such as dictionaries, encyclopedias, atlases, yearbooks, etc. are to be used in the library only. They must be returned to their proper places after using.
2. **Thesis** is for library use only.
3. All library materials especially the books must be used inside the library only one week before the examinations. Books are no longer allowed to be borrowed.

FINES AND OTHER PENALTIES

ACTIEF CYBER LIBRARY & SENIOR HIGH SCHOOL LIBRARY

1. Overdue Reserved/Circulation books, fiction books – P2.50 per hour including Sundays and Holidays or P25.00 per day.
2. Overdue fines must be paid to the cashier at the 7th floor. However, a referral slip must be secured first from the Circulation Librarian counter.

ACT-IS GRADE SCHOOL & JUNIOR HIGH SCHOOL LIBRARY

Overdue per hour:

Subject Reference	- Php1.00
Filipiniana	- Php1.00
Fiction	- Php1.00
Including Sundays and Holidays	

SENIOR HIGH SCHOOL

Overdue per hour:

Subject Reference	- Php2.00
Filipiniana	- Php3.00
Browsing Collection	- Php2.00
Including Sundays and Holidays	

LOST BOOKS/ DAMAGE BOOKS

The borrower should immediately report the lost book(s) to the librarian to avoid the unnecessary fine. However, if the books have long been overdue and the borrower fails to

report its loss, he/she will have to pay the overdue fines incurred up to the day he/she reports the loss of the book. In addition, he/she will replace the lost book.

Damaged books and losses should be paid based on the current price plus the processing fee of Php50.00. Should the student decide to replace them, the following conditions have to be met:

- a. The same title
- b. The same author
- c. Exact edition or year
- d. Updated/ Latest Edition

LIBRARY CLEARANCE

Signing of library clearance will be done:

- ✓ For students, after the final examination every semester.
- ✓ For faculty member, at the end of every semester.
- ✓ Students who will get honorable dismissal and transcript of records are required to secure clearance and have it signed by the librarian.
- ✓ Clearance will not be signed unless all library obligations are settled.

SERVICE TO OUTSIDE RESEARCHERS

- Service to outside researchers is limited to reference/ information only.
- They can be accommodated during library hours from Monday to Saturday.
- Each researcher is charged the amount of Php50.00 per day, paid at the cashier. He/ she presents the receipt to the librarian at the circulation desk.
- Researchers cannot borrow library materials for outside use.

CLASS RESERVATION

The purpose of Class Reservation is for the librarian to reserve a space for the class and also, to notify the teacher if the library is available for class reservation depending on the peak hours. This is also to maintain order in the library.

Guidelines:

ACTIEF CYBER LIBRARY & SENIOR HIGH SCHOOL LIBRARY:

- An instructor who wants to bring his/her students to the library for research should notify the librarian at least 2 hours before the scheduled period.
- For immediate reservation, the teacher can visit library directly or call the library at local no. 31 and fill up the reservation form.
- The teacher is required to be with his/her students in the library. However, if the teacher is on meeting, he/she should notify the librarian to assist the class.

ACT-IS GRADE SCHOOL & JUNIOR HIGH SCHOOL LIBRARY:

- Any teacher who wants to bring his/ her students to the library for research should notify the librarian at least 3 days before the scheduled period.
- However, elementary and high school teachers may notify library assistants/ librarian to reserve the library 1 day ahead of time.

ACT-IS SENIOR HIGH SCHOOL LIBRARY:

- An instructor who wants to bring his/her students to the library for research should notify the librarian at least 2 hours before the scheduled period.
- For immediate reservation, the teacher can visit library directly and fill up the reservation form.
- The teacher is required to be with his/her students in the library. However, if the teacher is on meeting, he/she should notify the librarian or library assistant to assist the class.

PERIODICAL POLICIES

ACTIEF CYBER LIBRARY & SENIOR HIGH SCHOOL LIBRARY:

- Journals, newspapers, and magazines are to be read inside the library only and not for home use.

ACT-IS GRADE SCHOOL & JUNIOR HIGH SCHOOL LIBRARY:

- ❖ Every pupil/ student must present/ leave his/her school ID's and log his /her name on the log book.
- ❖ All Magazines, Journals & Newspapers are for library use only

ACT-IS SENIOR HIGH SCHOOL LIBRARY:

- ❖ Students must log their name on the log book before borrowing the periodical collection.
- ❖ Journals, newspapers, and magazines are to be read inside the library only and not for home use.

TIPS IN USING THE LIBRARY

- ❖ Familiarize yourself with the physical layout, facilities arrangement of books and other materials on the shelves.
- ❖ Know the different rules regulations and policies implemented in the library.
- ❖ Approach the library staff if you have problems in using the library resources/ facilities.

HOW TO FIND BOOKS

- ✓ Know the author, title, subject or keyword
- ✓ Check the OPAC and look under the author, title, subject or keyword.
- ✓ Copy the call number and look for the book on the shelves.
- ✓ If you have difficulty, ask for the librarian's assistance.
- ✓ Have the book checked out at the circulation counter.

LIBRARY COLLECTIONS

The library adopts an open-shelf system that allows books to be picked out from the shelves.

Books are arranged in the shelves according to the Dewey Decimal Classification System.

OPAC and Card Catalog are provided to facilitate easy access to library collection. Books are shelved by type of placement symbol and color coding as follows:

COLOR CODING & SYMBOLS

Books in the library have color-coded call numbers for easy retrieval. The following are the colors assigned for each area.



SYMBOLS	PLACEMENT
Fic.	FICTION
Fil.	FILIPINIANA
GRef	GENERAL REFERENCE
Ref.	SUBJECT REFERENCE

CARD CATALOG

The card catalog is the listing of books and other materials in the library. This will help the clients find what materials the library has and where it can be found. This will also determine whether the library has the collection by particular author, the edition of a particular work and what materials the library has on a particular subject and form.

This card catalog is arranged alphabetically according to the first word except for the articles on the first entry. Each tray cabinet has guide letters for the specific location of the item.

Each book is entered by the basic cards: the author card, the title card, and the subject card. Added entry card like editor, translator, joint author, series titles, etc. are also entered. All of the entries are arranged alphabetically by main entry heading.

TYPES OF CATALOG CARDS

□ AUTHOR CARD/Main Card

005.1
F76
2010

Forouzan, Behrouz.
Computer science: a structured programming approach using C/ Behrouz Forouzan. -- Singapore: Thomson Learning, c2010.
xxviii, 1156 p. : ill.

Includes bibliographical references and index.
ISBN 9789814227438

1. Computer science.

□ TITLE CARD

005.1
F76
2010

Computer science: a structured programming.
Forouzan, Behrouz.
Computer science: a structured programming approach using C/ Behrouz Forouzan. -- Singapore: Thomson Learning, c2010.
xxviii, 1156 p. : ill.

Includes bibliographical references and index.
ISBN 9789814227438

1. Computer science.

□ SUBJECT CARD

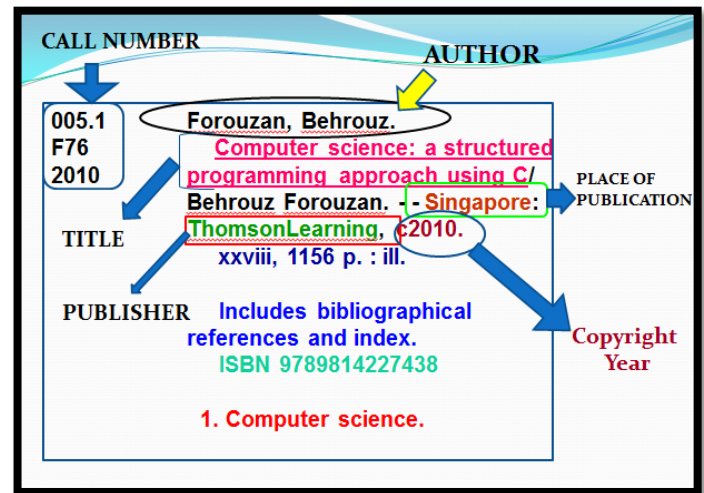
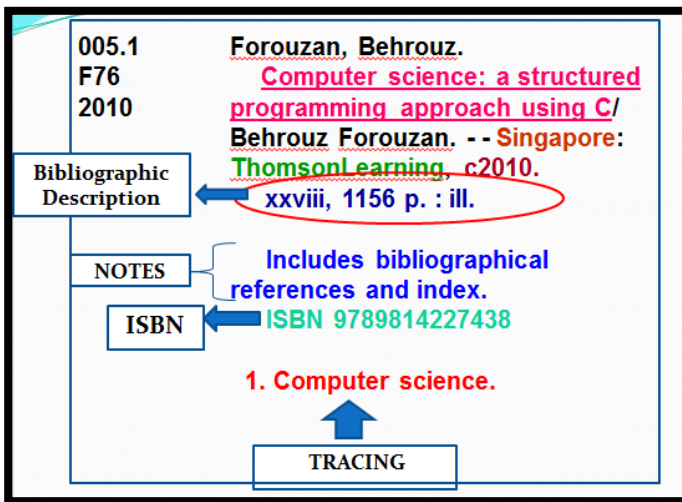
005.1
F76
2010

COMPUTER SCIENCE
Forouzan, Behrouz.
Computer science: a structured programming approach using C/ Behrouz Forouzan. -- Singapore: Thomson Learning, c2010.
xxviii, 1156 p. : ill.

Includes bibliographical references and index.
ISBN 9789814227438

1. Computer science.

PARTS OF A CATALOG CARD



SECTION 10

COLLECTION DEVELOPMENT POLICY

PURPOSE

Collection development refers to the process of building and maintaining the library's collection. The collection development policy establishes the principles used in the selection, acquisition, evaluation, and maintenance of information resources in electronic, print and non-print formats.

The primary goal of ACT Library's collection development efforts is to build a collection that supports the needs of the programs at Asian College of Technology. Because the library also recognizes its responsibility to respond to the research needs of the faculty and provide access to specialized information sources, the library participates in and encourages cooperative collection development and resource sharing agreements with other libraries.

This policy is provided to lay down the guidelines for building the collection of information resources, electronic and print in order to meet the information, instructional and research needs of the college community.

It defines the scope of the collection, provides a plan for the continuing development of resources, and identifies collection strengths and weaknesses.

OBJECTIVES

To build collections that is updated and relevant to the curriculum of the various courses offered.

SCOPE

This policy does not only serve as guidelines for accumulating more updated library resources but also to assist the library staff in providing guidance about the principles upon which the collections are acquired and to create an awareness of the library's objectives.

It specifies principles for developing and maintaining a diverse, relevant library collection responsive to the institutional goals set forth in the College mission and core values of the statement.

LIBRARIAN'S RESPONSIBILITY

A librarian serves as a liaison with each academic department and other substantive collection areas and is responsible for developing the library collection in each assigned area.

Librarians are responsible for monitoring the strengths and weaknesses of the collections supporting academic programs in their liaison areas and for setting priorities for these collections.

The collection development librarian monitors the development and maintenance of the entire library collection in consultation with the subject librarians. Ultimate responsibility for the library's collection rests with the head librarian.

SELECTION

The primary criteria for selection are the extent to which the material is relevant to the curriculum, improves the overall library collection, and enhances access to information.

COLLECTION MAINTENANCE

LOCATION OF MATERIALS

Information resources purchased with library funds and gifts to the library become part of the library collection and the shelving location of these resources is determined by the librarians. Access to print and electronic information is in compliance with the implementing guidelines.

DE-SELECTION/ WEEDING/ DISCARDING OF MATERIALS

De-selection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing de-selection effort in consultation with faculty in their areas of collection responsibility and for maintaining the quality of the collection. The same guidelines used for selection of library materials provide the underlying principles for de-selection.

CONSERVATION, PRESERVATION, AND REPLACEMENT

The collection development librarian in consultation with subject librarians and other library personnel determines what action should be taken with damaged and worn materials. The library maintains a disaster plan that designates procedures for the initiation of action should an emergency arise involving the library's collection.

DE-SELECTION/ WEEDING POLICY

Weeding or de-selection is a process that should be done by the library management to remove non-core volumes from a primary collection area of the library to maximize the use of the resources. De-selection also keeps information current, saves space, improves user access, saves staff time and enhances library appearance.

Criteria for De-selection of Library Materials:

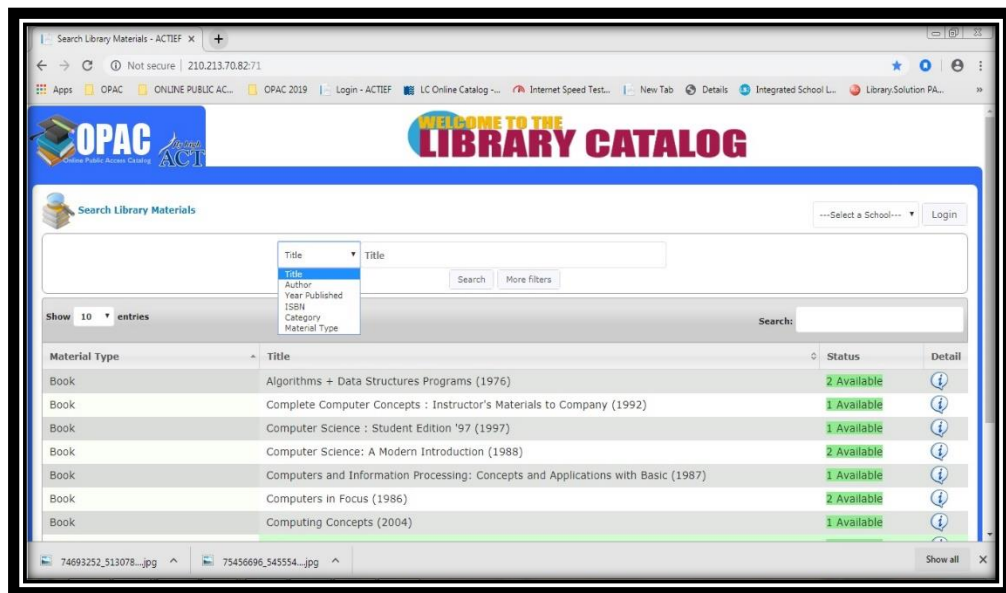
- * Appearance and condition: books that are worn out, dirty, with yellow brittle or missing pages, badly printed, poorly bound with significant disfigurements, etc.
- * Poor content: out-of-date, inaccurate or false information, mediocre writing or presentation, materials not listed in standard work or indexes.
- * Inappropriate for the specific collection: Neither circulated nor used for reference during the past five years, unneeded duplicates, interest or reading level inappropriate for students, works in languages not read or understood by student and longer needed in the curriculum.
- * Age of Materials:
 - Any title in which the content is out-of-date.
 - Information that is no longer accurate.
 - Books that perpetuates sexual or racial stereotype (without redeeming value such as historical perspective, etc.)
 - Any title over 10 years old that is not on a standard list.
 - Fiction bestsellers of ephemeral value after 10 years.
 - Medicine, inventions, radio, television and business between 5 to 10 years.
 - Travel books after 10 years.
 - Textbook after 10 years.
 - Encyclopedia at least 10 years after.
 - Almanacs, directories, yearbooks - get latest editions and keep for historical purposes purposes 5 to 10 years.

SECTION 11

HOW TO USE THE OPAC

HOW TO USE THE OPAC

1. Open a browser (Ex. Google Chrome, Mozilla Firefox)
2. After opening the browser, click the address bar (located at the top of the browser) then, Type <https://opac.act.edu.ph/> then click ENTER button on the keyboard so that you will be routed the OPAC.
3. Choose from any of the keywords for the specific information; type and click search
4. The system will automatically display the materials that you had searched.



SECTION 12

LIBRARY ATTENDANCE MONITORING

Attendance - ACTIEF x +

→ ↻ opac.act.edu.ph/OpacAttendance/Create 🔍 ☆

WELCOME TO ACTIEF LIBRARY

LIBRARY ATTENDANCE MONITORING

Please input your IDNo and Click the SEARCH button to retrieve your personal info or input your Complete Name below.
You also need to choose your purpose of visit.

ID No (Student/Teacher/Employee)

LAST NAME

FIRST NAME

MIDDLE NAME

PURPOSE (Please select atleast 1 purpose)

Internet Resource

Periodicals(Newspaper, Journal, Magazines)


Research

Study

Tue Jun 15 2021 11:54:24 GMT+0800 (Philippine Standard Time)

[Home Page](#)

APPENDIX
LIBRARY FORMS



ASIAN COLLEGE OF TECHNOLOGY
• PHILIPPINES •
LIBRARY DEPARTMENT

BOOKS & THESES UTILIZATION STATISTICS (IN-HOUSE)

DATE : _____

DEWEY DECIMAL CLASSIFICATION	INSIDE USE	OUTSIDE USE	TOTAL
000 Generalities			
100 Philosophy & Psychology			
200 Religion			
300 Social Sciences			
400 Languages			
500 Natural Sciences & Mathematics			
600 Technology (Applied Sciences)			
700 Arts			
800 Literature & Rhetoric			
900 Geography & History			

FICTION			
TOTAL			

THESES	INSIDE USE	TOTAL
BSIT		
BSCS		
BSCPE		
BSIS		
ACT		
MSCS/IT		
BSBA		
BSED		
BSHM		
BSN		
TOTAL =		_____

DIGITAL LIBRARY LOG FORM

REQUEST FORM



ASIAN COLLEGE OF TECHNOLOGY
INTERNATIONAL EDUCATIONAL FOUNDATION



COLLECTION RECOMMENDATION SLIP

REQUESTED BY : _____ SIGNATURE : _____ DATE OF REQUEST : _____

COLLEGES/ DEPARTMENT : _____ DEPARTMENT HEAD : _____ SIGNATURE : _____

Priority Ranking ESSENTIAL for the collection; directly supports instruction.

DESIRABLE for the collection

*please provide as much information as possible

Title : _____ Bookstore : _____

Author : _____

Publisher : _____ Price : _____

Year of Publication : _____

Edition or Series (if applicable) : _____

Format type: Book VCD/DVD
 Periodical Others, pls. specify: _____