

**S**AIN**M**ICHAEL'S  
**C**OLLE**G**E OF **L**AGUNA  
BIÑAN, LAGUNA

**LEARNING  
RESOURCE CENTER**



**LIBRARY HANDBOOK**

## MILAGROS LIMACO LEARNING RESOURCE CENTER Mission –Vision

MLLRC as the heart of the institution envisions the optimum development of professionals who are effective and responsible users of ideas and information to become life-long readers and learners, through:

- Maintaining a collection of excellent quality supporting a wide range of interests and abilities, accessible to students, faculty and the greater Michaellean family.
- Providing access to Internet, relevant and engaging materials through various print resources and online databases.
- Promote equal opportunities for academic support, productivity and growth for all students and faculty.
- Supply relevant resources in a variety of formats and technologies to meet the diverse needs of all learners and in which develops into an information-literate person, a lifelong learner and a responsible citizen for institutional improvement and social transformation.

### ***OBJECTIVES***

- To implement the general program and specific educational objectives of the institution.
- To provide services within and outside regular class schedules to give the clients the opportunity to use library resources.
- To encourage students and faculty members greater access to the library collections through the open shelf system.
- To make regular announcements of new acquisitions so as to attract the academic community to avail of the latest library collection.
- To provide opportunities for using audio-visual and multimedia instructional materials for teaching and learning.
- To encourage resource sharing activities among faculty members and students.
- To give faculty members and students greater access a wide range of library resources.

## ***LIBRARY COLLECTIONS***

### **➤ RESERVE**

The Reserve collection consists of books that have been designed by faculty members and students as well as required and collateral reading for their course. Due to the heavy demand for these books, they are not allowed for outside use. They are placed in bookshelves together with the other circulating books

### **➤ GENERAL CIRCULATION**

The Circulation section houses and circulates the books in the General Collection. The General Collection consists of books pertaining to the various subjects such as Philosophy, Psychology, Religion, Education, Language, Mathematics, Science, Humanities, Literature, History, Computer and Secretarial, Accounting, Business and Management, Marketing, Nursing and Hospitality Management.

This serves as the loan desk where borrowing and returning of all library materials are done. This section takes care of the issuance of security card. Other functions include issuing of fines for overdue books and giving referral letters to students who wanted to do research to other schools.

### **➤ REFERENCE AND PERIODICAL**

Included are magazines, journals and other forms of serial publications available locally and abroad through subscriptions. Bound Journals, Vertical File Clippings are also available in this section, since important articles taken from newspapers and magazines are kept in vertical file cabinets. They are arranged alphabetically by subject heading.

## ➤ INTERNET

This section consists of 20 units of Pentium 4 computers. The internet has provided the students with almost unlimited access to knowledge available worldwide. Internet sections are also available for students and teacher's researchers.

## OTHER SECTION

### ➤ E-JOURNAL

A Specialized on-line database that the Learning Resource Center subscribed to Ce-Logic: the Custom 100. It offers 100 titles of on-line journals that cover wide range of topics e.g. Mathematics, Education, Nursing, Hospitality Management, Commerce, Languages and Literature.

### ➤ ON-LINE PUBLIC ACCESS CATALOG

This is a computerized catalog that replaces the traditional card catalogue. It allows the user a faster search and gives him/her more search options by simply typing in a name, title or subject on the screen.

## **ADDITIONAL SERVICES**

### PHOTOCOPYING MACHINE

A Photocopying machine is available to enable the readers to make copies of materials/ articles at minimum cost.

## CLASSIFICATION SYSTEM

The library uses two (2) classification systems 1) The Dewey decimal classification (DDC) for Basic Education books; and 2) The Library of Congress Classification (LC) for College books.

### DEWEY DECIMAL CLASSIFICATION

000-099	General Works
100-199	Philosophy, Psychology and Ethics
200-299	Religion
300-399	Social Sciences (Economics, Sociology, and Education)
400-499	Language
500-599	Pure Science
600-699	Applied Science
700-799	Fine Arts
800-899	Literature
900-999	History and Geography

### LIBRARY OF CONGRESS CLASSIFICATION

A	General Works	N	Humanities
B	Philosophy, Religion	P	Language & Literature
C	History, Auxiliary Sciences	Q	Science
D	History and Topography	R	Medicine
E-F	America	S	Agriculture
G	Geography, Anthropology	T	Technology
H	Social Science	U	Military Science
J-K	Political Science, Law	V	Naval Science
L	Education	Z	Bibliography and Library Science
M	Music		

## ***VISITING USERS***

- As a general rule, all library materials are for room use only.
- A referral letter signed by the Chief Librarian must be presented by student from other school.
- Other researchers must present their current school or company I.D.
- A research fee of Php 30.00 per person per visit is charged.
- Visiting schedule is every Monday from 8:00 a.m. until 5:00 p.m.
- No visiting user shall be accommodated during final examinations and semestral/summer break.
- The Chief Librarian reserves the right to cancel requests when deemed necessary.

## ***REFERRAL LETTER***

- The Chief Librarian will be most happy to prepare a letter of introduction for students and faculty members planning to use the library facilities of other institutions upon request.
- The requested referral letter can be claimed after three (3) days.

## ***LIBRARY CLEARANCE***

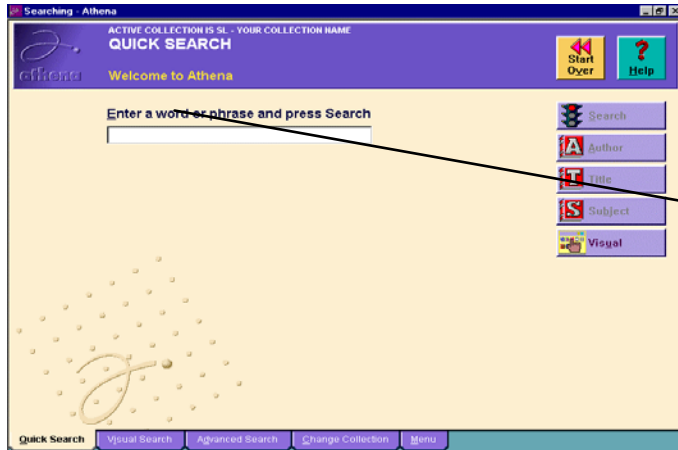
- All library users whose library records are not cleared by the end of each semester/summer will not be signed their clearance.
- Faculty member's record is to be cleared at the end of each semester or summer session.

## ***INSTRUCTIONAL MATERIALS***

1. Borrowers of instructional materials like videotapes, slides, CD-ROMs, etc. and other media equipment should take full responsibility for damage or loss arising directly or indirectly from the use of such materials. These are for within the campus use only.
2. Request form must be submitted three (3) days before the date of use.
3. All equipment must be returned within six (6) working hours after scheduled use.
4. The library shall inspect the equipment or materials before loaning them out and upon receiving them back.
5. Notice of cancellation or rescheduling shall be given immediately to the Library Staff.

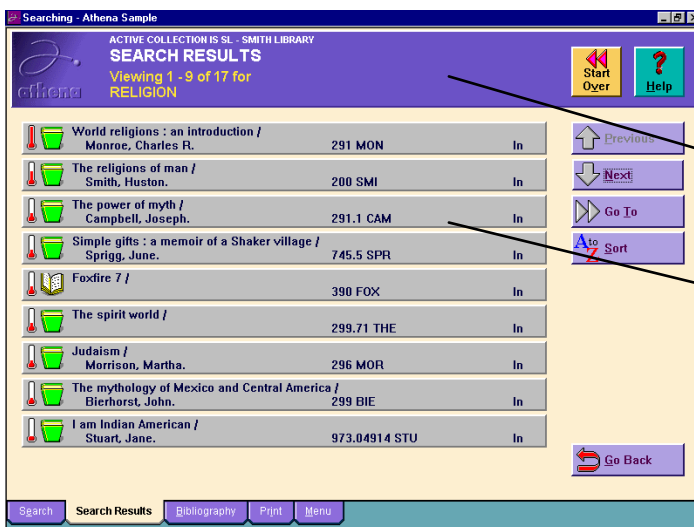
# HOW TO SEARCH USING ATHENA

1. Type the WORD OR PHRASE in the field you want to search and click the search, author, a title, or a subject button.



FIELD WHERE YOU CAN TYPE THE WORD YOU WANT TO SEARCH

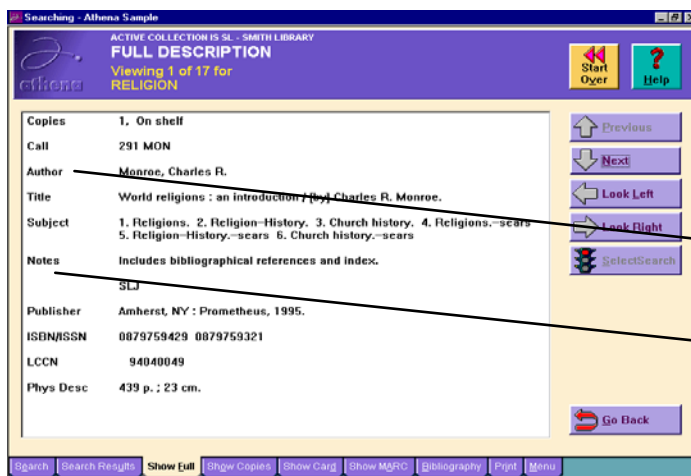
2. Copy the CALL NUMBER of the title you want and get it on the shelf



STATUS OF THE BOOK EITHER "IN" OR "OUT"

CALL NUMBER OF THE BOOK YOU WANT

3. If you want to see more information about the title you want just click on it and you will see the full information. It also provides access to the catalog card and copy information if you click the tab at the bottom.



TYPE OF MATERIAL

TELLS YOU HOW RELEVANT THE TOPIC IS TO THE TITLE



## USE OF THE LIBRARY

- The Library is for all bona fide students, faculty and staff and cross enrollees. Alumni and visiting researchers who may use the facilities of the Learning Resource Center may avail of the materials only within the library and may not borrow for home use.
- The Library is exclusively for research purposes.
- Loud conversation is strictly prohibited within the library premises.
- All users should observe silence while inside the LRC. Discussions by study groups can be done at the STUDY HALL located at the Milagros L. Limaco Hall.
- Mutilating, clipping, or cutting of any book, magazine, pamphlet, or any library materials are strictly prohibited. Anyone found guilty of such acts shall be replaced or shall be pay a sum equal to the full value of the book, magazines, pamphlet, or newspaper mutilated, clipped or cut, or replaces with the same. Moreover, the guilty party shall be subjected to disciplinary action.
- Eating, sleeping and littering in the LRC are strictly prohibited. Anyone caught will be deprived of his/ her library privileges for one (1) month.
- Users should turn off their cellphones off while inside the Learning Resource Center.

## *SECURITY CONTROL*

- Users entering the third floor (3<sup>rd</sup> floor) of the Library shall be required to deposit all personal belongings, including bags, briefcases, binders, and personal books at the Depository Area. (Bring your wallets, calculators, cell phones and jewelry with you). The Librarians are not liable for any of these loses.
- Depository tags are not to be brought out of the library premises. Lost tags shall be replaced at cost.
- Unclaimed items at the Depository shall be turned over to the Administrative Service Office.
- Security system will automatically alarm if there is /are book/s improperly checked out.

# **BORROWING AND RETURNING PROCEDURES**

## **HOW TO BORROW BOOK**

- Check the On-Line Public Access Catalog (OPAC) for the availability of the book(s).
- If available, copy the call number placed below the title of the book.
- Proceed to the Library Section where the book can be found
- If found, present your school I.D. to the Loan Area.
- Get the book with the corresponding computer generated receipt.

## **HOW TO RETURN THE BOOK**

- Present the book to the Circulation Librarian.
- Wait until the book has been CHECKED IN at the computer by the librarian before you leave the Circulation Counter.
- If the book is overdue, sign the fine receipt and pay the accrued fine.

## **LOSS OR DAMAGED MATERIALS**

- Lost library materials must be reported at once to the librarian in charge of the Circulation Section. Failure to notify the librarian means accumulation of fines, the amount of which will be added to the cost of the book. A lost book must be paid or replaced one week after it had been reported lost.
- A lost or damaged book may either be: 1) Replaced with the title or with a related title subject to the approval of the Chief Librarian or 2) paid for in the cash amounting to the current market price in addition to the processing fee of Php 50.00 plus any accrued fines if there are any.
- Damaged, torn or missing pages must be reported immediately to the librarian before borrowing a book or any library material.
- Failure to replace or pay lost or damaged book within the allowed period means suspension of borrowing privileges.

## LOAN PERIODS

- Every library user is entitled to borrow three(3) non-reserve books at a time..
- Single copy / Reserve books are for library use only.
- Textbooks are to be used/ read within the library reading area for two(2) hours if there has been no request. A user may borrow only 1 textbook a time, and may be charge out for overnight use starting 3:00 pm. and it must be returned on the following day(except Sundays and School holidays not later than 8:00 am.
- Reference books, Periodicals, Theses, Feasibility Studies, Special Project are, 'FOR LIBRARY USE ONLY'.
- No overnight loans for during the first two weeks and last of the school term, for inventory purposes.
- During test days, textbooks are for library use only.
- Non-fiction and fiction books can be borrowed for home reading, anytime of the day, provided that they are not in demand. Furthermore, fiction books can be out-loaned for 1 week.
- Number of books can be borrowed by a particular user at any given time:

Faculty	10 books
Non-Teaching staff	10 books
Students	3 books

## LIBRARY GUIDELINES FOR FACULTY AND STAFF

All faculty and Administrative staff members of SMCL will be required to observe the following rules regarding the lending and returning of books borrowed from the Learning Resource Center.

The following regulations govern the use of the library resources.

- Employee's ID is required in borrowing books
- A faculty/ staff member who wants to borrow a book either for photocopying, classroom use, overnight loan or home reading should borrow the material personally at the library. He/ she should present her ID to the Circulation counter.
- A maximum of ten (10) non-reserve or not in-demand books can be borrowed for one week subject to renewal for another week, if no loan requests for the books are made by other borrowers. Failure to return the books on the due date will mean a fine of Php 5.00 per day per book.

- Only one (1) reserve book can be borrowed at 4:00 p.m. to 6:30 p.m. for overnight use to be returned the next school day. Failure to abide by this rule would mean a fine of Php 25.00/day.
- Periodicals and Reference books such as Dictionaries, Encyclopedias, Handbooks, Manuals, and Newspaper clippings, Theses, Feasibility Studies and Reserved Books are for Library Use Only.
- Faculty member and staff are not allowed to borrow for their students, friends or relatives.
- All books and other library materials charged out to the faculty and staff members must be returned. No renewal may be made during semestral breaks.
- Faculty and administrative staff members who have existing book loans are required to return to the library all the books they have borrowed. Otherwise, each book unreturned will be fined at Php 5.00 per day from the effectivity date of the library fine for due books. Books that are lost should be replaced with an exact copy or an up-to-date related copy in hard cover, if there is no exact copy available in the bookstore.

## **OVERDUE BOOKS AND FINES**

Books returned late incur overdue fines which, exclude Sundays and Holidays, subject to revisions with changing policies of the school.

Reserved books	25.00/ day
General circulation/ Textbooks	5.00/ day

No borrower with overdue books or with standing obligations to the library is allowed to register/ borrow unless all library accounts are settled.

A student's library privileges shall be deprived for who have been delinquent in returning borrowed library book(s) or other library materials(s) for three consecutive times. The suspension shall be for one month.



**LIBRARY SECURITY  
SYSTEM**  
1<sup>st</sup> Floor, Main Entrance



**E-journal Section /OPAC**  
1<sup>st</sup> floor



**READING AREA**  
1<sup>st</sup> Floor



**Basic Ed. PERIODICAL  
SECTION/READING CORNER**  
1<sup>st</sup> Floor



PERIODICAL SECTION  
2<sup>nd</sup> floor



**INTERNET SECTION /  
OPAC**  
2<sup>nd</sup> Floor



COLLEGE LIBRARY  
3<sup>rd</sup> floor

## HOURS OF SERVICE

Mondays thru Fridays	7:30 a.m. – 7: 00 p.m.
Saturdays	8:00 a.m. – 5:00 p.m.
Summer Session	8:00 a.m. – 5:00 p.m.

Changes in service hours are posted at the main entrance

## LIBRARY STAFF

*Jocelyn H. Dalicano*  
*Chief Librarian*

*Evelyn R. Del Mundo – Librarian*  
*College Librarian*

*Norma S. Kahiwat*  
*Basic Education Librarian*

*Jane Asuncion - Librarian*  
*(In-charge, Internet and Periodical Section)*

*Marife M. Remoto*  
*(In-charge, Grade School Library)*  
*Support Staff*

*Marilyn C. Salandanan*  
*(In-charge, College Library Circulation)*  
*Support Staff*