

LA SALLE UNIVERSITY



La Salle University Libraries and Media Centers
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www.lsu.edu.ph/library/



LIBRARIES AND MEDIA CENTERS HANDBOOK A.Y. 2016-2017

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LSU-LMC HANDBOOK

LA SALLE UNIVERSITY
LIBRARIES & MEDIA CENTERS
 La Salle St., Brgy. Aguada, Ozamiz City Philippines 7200



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V. LIBRARY STAFF



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4. Policies and Procedures in Using IS Auditorium

- a) The Auditorium can accommodate a maximum of 250 persons at a time.
- b) The use of colored lights will be done by qualified personnel only.
- c) The key to the Auditorium can be borrowed from the administration office or from the library. Return the key after using.
- d) Open the Auditorium only at the specified date and time it is booked and avoid going beyond the allotted time.
- e) Assign students to assist in monitoring the area to avoid any untoward incident while the group is using the Auditorium.
- f) Observe cleanliness when using the CR. Flush the toilet after using.
- j) Strictly no eating and drinking inside the Auditorium.
- h) Arrange the chairs properly and clean the area.
- i) Turn off the air-conditioning units, unplug all electrical gadgets and switch off the lights.
- j) Lock the door properly before leaving.

I. INTRODUCTION

The Libraries & Media Centers (LMC) is a multimedia area that supports the academic programs of the institution. It helps to promote in the fulfillment of the vision-mission. It has various resources in different formats such as books, periodicals, and other forms of stored media and electronic/digital materials. The LMC also updates and maintains the audio-visual equipment that assists and enhances the learning process in classroom environment.



LIBRARIES & MEDIA CENTERS



A. VISION

The University Library aims to provide more than adequate learning and instructional resources with excellent library services to support the academic programs of the institution.

MISSION

The University Library ensures continuous acquisition of learning and instructional resources in varied formats to enhance classroom instruction, encourage research, participate in community extension and resource sharing and promote continuous education through the use of library resources.

B. OBJECTIVES

1. Provide the students, faculty and administrators with adequate, relevant, and well-organized collections of books, periodicals and other instructional materials, facilities and equipment;
2. Maintain efficient library services that cater to the teaching/ learning needs.
3. Teach skills in the effective and independent use of the library and its resources;
4. Work with the faculty in the acquisition and utilization of library resources;
5. Encourage continuous education through research and community extension services; and
6. Establish linkages through resource sharing.

- o.1) The film to be viewed by the whole class should be relevant to the subject matter. Showing solely for entertainment is considered highly irregular and a waste of a class period.
- o.2) The instructor must preview the film so that he or she can assign guide questions to be answered or raise points for discussion after viewing.
- o.3) Previewing can be done at the Media Center or at the designated previewing area.
- o.4) The instructor should be aware of the film's running time to avoid conflict or overlapping of schedule. If the showing is not finished within the scheduled time, it cannot be continued the next class meeting unless booking permit was made.
- o.5) AV room users should strictly observe the NO eating and NO drinking policy inside the AV room.
- o.6) The lights should be turn on while the activity is going on so that the students can be monitored closely by the instructor to avoid vandalism and unbecoming behavior.
- o.7) The chairs should be properly arranged and the area should be ready for the next users.



- k) Scheduled user of the AV room will be cancelled after a period of 15 minutes of non-appearance of the reserving class.
- l) The keys to the AV rooms are available at the Media Center or at the office of the AV librarian. Only the administrator, faculty and staff concerned are allowed to borrow the key. He/she is required to sign the key logbook in borrowing and returning the key. Students are prohibited from handling the keys themselves to avoid that these keys maybe taken outside the campus for duplication.
- m) The AV room user will take charge in opening the AV room. He/she is required to check the area before use and to make sure everything is in good working condition. After use, he/she is expected to do the following: shut down the LCD properly, turn off the computer and unplug all electrical gadgets, switch off the air-conditioning units, turn off the lights and LOCK THE DOOR BEFORE LEAVING. Thus, activities inside the AV-Room should be finished at least five minutes before the time to properly shutdown the facilities and return the keys to the Media Center or to the office of the AV librarian.
- n) The AV user is held liable for any damage, wastage or loss of AV materials and facilities inside the AV room which might be due to negligence or improper use.
- o) During Film Viewing, the instructor should take note of the following:

C. HISTORICAL BACKGROUND

La Salle University, formerly known as Immaculate Conception College, was founded in the year 1929 under the administration of the Jesuit Priests.

In 1935, the society of St. Columban took over the administration of the school. It was believed that the library existed because of the role it played in the education of the children. The library was once managed by a Columban sister.

In the succeeding years, the school grew and expanded into three departments: the elementary, high school and college department. Each of the departments had its own library independent from each other which was manned by qualified librarians.

In 1990, at the request of the Columban Sisters, the De La Salle Brothers agreed to assist in the supervision of the school with Br. Martin Simpson FSC as president of the school until 1993.

In 1994, the Columban Sisters formally turned over the management, as well as, the ownership of the school to the De La Salle Brothers with Dr. Emma Agudo Villaseran as President. She was succeeded by Br. Benildo Feliciano FSC.

Under the direction of the De La Salle Brothers brought major changes and innovations in library services of the whole institution. More books and audio-visual resources were added to the existing collections. More library facilities were put up including audio-visual rooms. Collections of books in the college were estimated to be more or less 29,000 volumes.

In 2002, Br. Narciso Erguiza Jr. FSC succeeded as President of the school. A dramatic change in management took place. He institutionalized the management of the Libraries and Media Center. He appointed Ms. Victoria Rosales as coordinator, then as Director of the Libraries and Media Center from



April 15, 2004 up to 2008. She was assisted by the following librarians: Ms. Marilyn Bejec, the Graduate Librarian/ Museum/ Internet Stations in-charge, Ms. Mary Ann Grace Manili, Undergraduate and Engineering Librarian, Ms. Charlyn Sabanal, Periodical and Audio-Visual Librarian, Ms. Monaliza Mugot, Technical Librarian, Photocopying/Depository/Bindery Section in-charge and Ms. Cehridel Pingkian, Nursing/AV/Special School Librarian.

In 2004, the administration purchased Follett Software for Library automation in Cataloging and Circulation modules. Librarians started encoding the books in the system using the Cataloging.

In June 13, 2006, the integration of the high school and grade school units finally took place with their transfer to the new building as part of the President's vision to implement the Basic Education Curriculum. Two libraries were put up occupying the central portion of the building. There was also integration of library resources in these units.

Due to the increase of offerings of different courses and also to the school's desire for PAASCU's recognition, the different libraries were often visited by CHED inspectors and PAASCU accreditors. For these reasons, the growth of the Libraries and Media Center soared high rapidly to cope with the standard of an accredited school. But the tremendous impact of growth was brought by the CHED commissioners' visit on June 29, 2006 in line with the school's application for University Status recognition which was finally granted on July 10, 2006.

Thousands of old books were withdrawn from the collections and replaced. Hundreds of thousands of pesos were allotted to buy print and non-print materials. Donations of books and audio-visual resources poured into the Libraries and Media Centers through the De la Salle Brothers. Several libraries were added including the Specialized School Library which

- e) Only those with approved AV permits are posted in the bulletin board for anyone to see or posted in the booking logbook.
- f) Advance booking for classroom instruction may be accepted at least 1 week before the scheduled time. Each instructor is allowed to book the Av Rooms for 2 consecutive class meetings per subject per week. He/she is not allowed to book the AV rooms the following week to give way for the other users.
- g) Advance booking for school programs/activities such as: colloquium, conference, special gathering, meeting, and the like may be accepted provided the AV permit will be signed by the administrators, faculty or staff concerned before the schedule will be posted.
- h) The activities specified in the booking permit should be followed by the instructor/user concerned.
- i) The priority users of the Forum are those that will conduct colloquium. Therefore, other users of the forum should give way to the colloquium.
- j) It is the responsibility of the instructor concerned to inform the AV librarian a day or days before if the booking of the AV room is cancelled. If the instructor fails to cancel his/her booking, he/she will be asked to submit in writing the reasons/s for his/her failure to use the AV room.



A. GENERAL RULES AND POLICIES

1. Borrowing Procedure

- a) The requesting party must write his/her name in the AV equipment logbook.
- b) For the rolling LCD the borrower should fill up the borrowing permit. After the permit is approved, the AV librarian/assistant will release the requested item.
- c) The borrower should leave her/his ID upon borrowing.

2. Returning Procedure

- a) The AV librarian/assistant will mark returned to the AV equipment logbook upon receiving the item borrowed and releases the borrower's ID.

3. Policies and Procedures in Using AV Rooms

- a) The AV rooms are used primarily for classroom instruction, seminars, in-service trainings, colloquium, faculty meetings and the like using AV materials and facilities.
- b) Booking for the use of the AV rooms should be done personally by the administrators, faculty and staff at the Media Center or at the office of the AV Librarian. Booking for the use of these AV rooms by a student is not accepted.
- c) Make library reservation for 2 classes at a time while AVR reservation for one class at a time only. The auditorium can accommodate 250 people at a time;
- d) Book the library at least 2 days before use while the AVR or Auditorium at least 1 week before use;



research activities. Automation in library services was adopted.

In November 2008 to SY 2009-2010, Br. Narciso Erguiza Jr., FSC appointed Mrs. Cehridel P. Lagare as Director of Libraries & Media Centers. All Undergraduate and Graduate School books were merged into one area in 3rd floor main library SC building. Br. Jaime Dalumpines FSC as the new appointed President/Chancellor in 2010 re-appointed Mrs. Cehridel P. Lagare as Director of Libraries & Media Centers for SY 2010-2013.

caters to Br. Martin's Simpson's Laboratory School, SPED and the Night High School. Additional audio-visual rooms with needed facilities and equipment were put up. Internet Stations were opened to cater to the growing needs of the researchers.

Automation in library services was adopted.

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The accomplishments under the directorship of Mrs. Lagare and with the full support of the librarians and Vice-Chancellor for Academic & Student Services, Dr. Calixta Colarte and approval of Br. Dalumpines. In October 2010 Circulation Section borrowing and returning of books were fully automated using Follett Software Circulation Plus. In November 2010, the Internet Station was transferred, expanded, air-conditioned was placed in 2nd floor SC building left wing. SY 2010-2012 University Library area was expanded from 1st to 3rd floor of the Sc building, Guidance Office, Microteaching Laboratory, Registrar's Office, GSO, HR, College of Education Office and Printing Office were transferred to other areas. All the windows in the library were replaced with sliding glass windows. The library also added well designed steel wood panel shelves ordered from Thailand thru Manila. Re-arrangement of book collections from 1st to 3rd floors using the steel wood panel shelves. The library sections were transferred such as Technical to 3rd floor left wing, Media Center to 2nd floor ring wing, Office of the LMC Director to 2nd floor ring wing, Circulation and Reserve to 1st floor near the Entrance. The library subscribed to Online Databases like ProQuest form LibTech for 2 years from August 1 2010 to July 31, 2012; transferred the subscription to College of St. Benilde-La Salle thru DLSP Library Committee Consortium from August 2012 to August 2013; another online database subscribed to Science Direct from DLSU-Manila thru DLSP Library Committee Consortium from June 2012 to June 2013. The reclassification of books from DDC to LC system started January 2010.

Summer 2012 Museum collections were separated from Archives in another one room, additional shelves were placed for the collections with the supervision of Ms. Marilyn Bejec, Museum & Archives In-Charge. In November 2012 the library purchased and received the Standard Bibliographic Tool, called the Books In Print 2012 as the main tool in checking the standard titles available in the library. All books and periodicals were encoded in the Follett Software Cataloging in December 2012.

IV. AUDIO-VISUAL SERVICES



G. OFFENSES AND SANCTIONS

1. The library imposes a fine of P5.00 per book per day of overdue excluding Saturdays, Sundays and Holidays;
2. Students with overdue books will be barred from further borrowing of books until all library obligations are settled;
3. Stealing, damaging or vandalizing school property will be dealt with accordingly based on the handbook;
4. Downloading and opening prohibited websites such as "Chikka", Yahoo Messenger, On-line games and Friendster will be subject to disciplinary action; and
5. Students who cannot behave properly inside the library will be barred from using the library.

H. LOST BOOK

A lost book while on loan must be reported immediately to the librarian. It must be paid / replaced according to the value determined by the library before the exam period.

I. LIBRARY CLEARANCES

Students are required to settle all library obligations before the signing of library clearances.

II. UNIVERSITY LIBRARY



A. LOCATION AND PHYSICAL FACILITIES

1. Circulation

The Circulation Section is located on the Ground floor of the University Library, St. Columban Building. This involves the routines of charging and discharging books, renewing, sending overdue notices, collecting fines, shelving and shelf-reading.

2. Periodical Library

Periodical Library is located on the 2nd floor of the University Library, St. Columban Building. It houses the following:

- a) Periodical (Magazines, Journals, Newspapers)
- b) Electronic Resources (E-books & E-journals)
- c) Vertical Files
- d) Modules (Special Project for Education)

3. Technical Section

The Technical Section is located on the 3rd floor of the University Library. It caters the processing and binding of books, journals, and documents.

4. Readers' Services

Readers' Services is located at the 3rd floor of the University Library, St. Columban Building.

5. Cyber Café / Faculty Cyber Nook

The Cyber Café is located on the 2nd floor of the University Library. The work of this section is to provide academic researches of faculty, students and other persons in the academe through the use of the internet services with the new state of the art technology.

7. Use of AV Equipment

- a) Operate the AV equipment such as TV set, CD/VHS players, karaoke, LCD, OHP, etc. properly to avoid damage of the item;
- b) Use OHP properly. Shut down the OHP after 5 minutes of use. After the bulb cools down a bit, you can turn it on again; and
- c) Carry the OHP in transferring from one classroom to the other.

8. Access to Internet

- a) Write your name on the user's logbook before using the computer. Failure to comply means you will not be allowed to continue using the computer;
- b) Use the internet facilities primarily for information and research;
- c) Use the computers also for encoding and printing;
- d) Mark your name on our record notebook with your payment before printing; and
- e) Access to certain websites such as Facebook, Skype, Twitter, and Gaming for fun is not allowed.

9. Access to CD-ROM

Use CD-ROM upon request.

10. Access to E-Journal

See abstracts of various topics in different fields. Kindly inquire to the Librarian regarding with the Username and pass code. (<http://search.proquest.com/>)

11. Printing of documents

Printing costs varies as to what documents you wanted to print. You may visit our circulation counter for details.

12. Online Public Access Catalog (OPAC)

Use OPAC to facilitate easy access to library collections



4. Returning Procedure

- a) Present the book together with your library card to the assistant on duty;
- b) Make sure your library card and the book's date due slip is stamped with date returned with the corresponding initial of the receiver; and
- c) Return the book on time to avoid penalties.
- d) Settle your library obligations before the examination period or before the signing of library clearance.

5. Library, AVR and Auditorium Booking Procedure

- e) Book the library at least 2 days before use while the AVR or Auditorium at least 1 week before use;
- f) Make library reservation for 2 classes at a time while AVR reservation for one class at a time only. The auditorium can accommodate 250 people at a time;
- g) Use the AVR for 1 PowerPoint presentation for all classes per teacher per month. However, any teacher can use the AVR if other teachers have made no other booking;
- h) Book the equipment distributed in the classrooms before use to facilitate proper scheduling of users and for recording purposes; and
- i) Report to the librarian or to the student on duty cancellation of bookings.

6. Use of the Library

The students should be accompanied by their teachers in the library during class hours. Teachers close supervision would lessen their noise inside. Group discussion should be done outside the library.

6. La Brulerie (Coffee Shop)

La Brulerie is located at the 2nd Floor of the University Library adjacent to the Cyber Café.

7. Audio-Visual Rooms

The AV Rooms are located in the following areas:

- a) **The Forum** is situated on the second floor of SC Building next to Microteaching Lab.
- b) **College AVR** is located on the ground floor of the Arts Center next to AC2.
- c) **St. Benilde AVR** is found on the ground floor of St. Benilde Building.
- d) **Seminar Room** is located on the second floor of LS Building next to Benildus.
- e) **Nursing AVR** can be seen adjacent to the Nursing Library. It can accommodate two classes at a time equipped with the needed materials for film viewing and PowerPoint presentation.
- f) **Green Room AVR** is located near the Entrance gate of Nursing building adjacent to the De La Salle Brothers' House. It can accommodate two classes at a time and also equipped with the needed materials for film viewing and recording.
- g) **Convention Hall** is located on the second floor of St. Benilde Building.



8. Media Center

The Media Center is located on the 2nd floor of the University Library. It houses the following:

- a) AV materials and equipment
- b) AV Rooms Booking Area
- c) Previewing Area

9. Museum & Archives

Museum & Archives is located on the third floor of the University Library. It houses the following:

- a) University Status documents
- b) PAASCU documents
- c) Photograph collections
- d) Old official Gazette
- e) Antiquarian books
- f) Religious items
- g) Shells collections
- h) Numismatic Collection
- i) Filipiniana dress
- j) Porcelain collection
- k) Yearbooks
- l) Memorabilia Collection

10. Discussion Rooms

Discussion Rooms is located on the third floor, right wing of the University Library.

11. Quiet Room

Quiet Room is located on the third floor, right wing of the University Library.

- e) Observe silence inside the library at all times;
- f) Refrain from eating or drinking inside the library;
- g) Dispose garbage properly on the waste bins;
- h) Return the books properly on the shelves;
- i) Push back the chairs under the table after using; and
- j) Present your belongings for inspection before going out.

3. Borrowing Procedure

- a) Check the card catalog or OPAC for the available library materials
- b) General reference materials such as: encyclopedias, dictionaries, atlases, almanac, magazines and newspapers, et. Can be read inside the library only;
- c) AV materials such as CDs, VHS, CD-ROM, etc. can be borrowed for class viewing or previewing inside the library or AVR;
- d) Other reference materials can be loaned out for home reading;
- e) Borrow a maximum of 3 reference books at a time for a period of 5 school days while fiction books for a period of 7 school days;
- f) Fill up the library book card with the necessary information required;
- g) Present the validated ID and book/s together with the library book card to the assistant on duty for charging out;
- h) Present the book for inspection before going out.



- Karaoke
- Television sets
- LCD Projector
- OHP
- Document Camera

F. GENERAL RULES & POLICIES

Students are required to abide the following:

1. Attendance

Mark the attendance logbook before entering the library.

2. Control Procedure

- Form a line in going in and out of the library;
- Walk slowly and avoid making any noise;
- Leave your bags at the baggage counter before entering the library;
- Mark the attendance logbook when you enter the library;



B. AUTHORIZED USERS

The following are the authorized users of the libraries:

- All bonafide students of LSU with validated school identification card (ID),
- All administrators, faculty members, and employees of La Salle University, Ozamiz City,
- LSU Alumni with valid alumni card,
- Non-Lasallian users with recommendations or referral letters from their respective librarians.

C. LIBRARY HOURS

- During regular school days, the service hours of the University Library are as follows:

Monday -Friday 07:00 a.m. - 07:00 p.m.

Saturday 07:00 a.m. - 05:00 p.m.

- During the term breaks, the service hours of University Library are as follows:

Monday -Friday 07:00 a.m. - 05:00 p.m.

Saturday 07:00 a.m. - 05:00 p.m.

D. LIBRARY SERVICES

1. Readers' Services

- a) Assists users on the use of OPAC (Online Access Public Catalog).
- b) Issues referral letters to faculty and students who would like to use other libraries.
- c) Provides bibliography of certain topic upon advance Notification.
- d) Conducts library orientation and instruction on the effective and efficient use of the library resources.

2. Circulation

- a) This involves the routines of charging and discharging books, renewing, sending overdue notices, collecting fines, shelving and shelf-reading.

3. Cyber Café Services

- a) Printing Service. The IRS provides printing service to its users who need to print out information from the web and CD-ROM database.
- b) Internet Tutorial. Trains students to become information literate in accessing information through internet.
- c) Scanning. Scan documents or photos at minimal fee.
- d) Webliograhay. Provides webliographic articles by subject upon advance notifications.

2. Internet

Faculty and students can access the Internet for their research work in lower and upper grades libraries.

3. Audio-Visual Services

Assistance on the use of AV materials and facilities for the following activities:

- a) PowerPoint Presentation
- b) Use of OHP/ LCD
- c) Class presentation using other AV equipment
- d) Other activities not mentioned above with the permission of the librarian

4. Library Orientation and Instruction

The librarian conducts library orientation and instruction to both faculty and students at the start of classes. The students are furnished with library guides during the orientation.

E. LIBRARY AND AUDIO-VISUAL COLLECTIONS

1. Library Materials Available:

- Books
- Periodicals
- Charts
- Maps
- Globes
- Compact Discs
- Transparencies
- VHS/ Cassette Tapes
- Vertical File Materials

2. AV Equipment Available

- Computers
- Printers
- CD/Cassette Players/Recorders



B. AUTHORIZED USERS

The following are the authorized users of the Libraries:

1. All bonafide students of LSU with validated school identification card (ID).
2. All administrators, faculty members, and employees of La Salle University, Ozamiz City.
3. LSU Alumni with alumni card.
4. Non-Lasallian users with recommendations or referral letters from their respective librarians.

C. LIBRARY HOURS

1. During regular school days, the service hours of Libraries are as follows:

1.1 Lower and Upper Grades Libraries

Monday -Friday 07:00 a.m. - 05:30 p.m.
Saturday 08:00 a.m. - 12:00 nn

1.2 Specialized School Library

Monday -Friday 07:00 a.m. - 08:00 p.m.

2. During the term breaks, the service hours of Libraries are as follows:

Monday -Friday 08:00 a.m. - 05:00 p.m.

Saturday 08:00 a.m. - 12:00 nn.

D. LIBRARY SERVICES

1. Reader's Services

The Reader's Services of the library seek to find resources to answer the information needs of the users.

4. La Brulerie (Coffee Shop)

It is designed to provide the students, faculty and staff a place where they can take a break from daily stresses and/or to access the internet in their academic related activities.

5. AV Services

- a) Assistance for the use of computers, LCD Projectors, and operating the television and DVD player
- b) Maintenance of the AV equipment housed in all AV Rooms.
- c) Recopying of VHS tapes collections to CD format.
- d) Booking of the AVR.
- e) Purchasing or acquiring CD/VCD/DVD tapes, CD-ROMs and other AV materials as requested by the Faculty

6. Museum Services

- a) Circulation service. Charge and discharge university documents to authorize person within LSU premises for academic referrals & related purpose.
- b) Conduct orientation to faculty, students and visitors

7. Binding Services

- a) Accepts binding of library materials.
- b) Accepts binding of documents to different colleges/departments/offices with a minimal fee.
- c) Accepts binding of compilation to students with a minimal fee.



8. Photocopying Services

- a) Accepts photocopying of documents to different colleges/departments/offices. The total amount will be deducted from their respective budget.

9. Discussion Rooms

- a) Accepts booking of discussion room to further the information, cultural and recreational goals for which the library exists.

10. Quiet Room

- a) Provide students with a quiet area in which they are able to remain focused without any distractions.

E. LIBRARY AND AUDIO-VISUAL COLLECTIONS

1. BOOK COLLECTIONS

- a) The University Library adopts an open-shelf system that allows books to be picked up from the shelves. Books are arranged in the shelves according to Library of Congress. OPAC (On-line Public Access Catalog) and Card Catalog are provided to facilitate easy access to library collection. Books are shelved by type of placement symbol as follows:

A. LOCATION AND PHYSICAL FACILITIES

1. Lower Grade Library

Lower Grade Library is located on the ground floor of the IS Building. It houses the book collection of the lower grade levels, computer units with Internet facilities and AV materials and equipment.

2. Upper Grade Library

Upper Grade Library is centrally located on the 2nd floor of the IS building respectively. It houses the book collection of the upper grade levels, computer units with Internet facilities and AV materials and equipment.

3. Audio-Visual Center/Auditorium

AVC is located adjacent to cluster 2 library in the 2nd floor of the IS building while the auditorium is in the 4th floor of the same building.

4. Media Center

Media Center is located adjacent to Lower Grade Library.

5. Technical Section

Technical Section is located adjacent to Media Center.

6. Specialized School Library

Special School Library is located at the ground floor-end portion of the Brother Martin Simpson Laboratory School Building. It caters to the following students:

- a) Brother Martin Simpson's Laboratory School
- b) Special Education
- c) Night High School



III. INTEGRATED/ SPECIALIZED SCHOOL LIBRARIES



Placement Symbols

SYMBOLS	PLACEMENT
AC	Art Collection
CS	Computer Study
Fic	Fiction
Fil	Filipiniana
FS	Feasibility Study
FilGref	Filipiniana Collection
FilSpC	Filipiniana Special Collection
GRef	General Reference
LSC	Lasalliana Collection
MC	Music Collection
N	Nursing
RB	Rare Book
Riz	Rizaliana
SP	Special Project
SpC	Special Collection
T	Thesis/ Dissertation
WD	War Document
ILO	International Labour Organization

2. AUDIO-VISUAL COLLECTIONS

a) Audio-Visual Materials

Audio-Visual materials can be borrowed by the faculty for classroom use.

- CD-ROM collection
- CD collection
- Cassette tapes
- Filmstrips
- Slides
- VHS tapes
- VCD/DVD tapes
- SRA
- Maps
- Globes
- Other Graphic Materials

b) Audio-Visual Equipment

The Media Center has the following audio-visual equipment/accessories that may be reserved for AV/campus use:

- Amplifier
- Automatic Voltage Regulator
- Compact Disc Player
- Colored Television
- Document Camera
- DVD Player
- DVD/VCR Player
- Karaoke
- LCD Projector
- Microphone
- Overhead Projector
- Podium
- Projection Screen
- Radio Cassette
- Slides Projector
- Video Camera



- j) The coffee shop management reserves the right to refuse entry and/or eject any customer who is found to have violated (or those attempting to violate) any of the above. Management likewise reserves the right to call the Institution's Disciplinary Officer (and turn over to them) any customer found (or attempting) to exhibit unruly or rude behavior, those speaking in a very loud voice (or shouting) when spoken to, those whose behavior is affecting or disturbing other customer/s, those customer (or group) involved in any physical injury to fellow customer/s and/or coffee shop staff.
- k) As the Coffee shop is open from 7:00 am to 7:00 pm, it shall not be used as a prolonged waiting area. Customer is only allowed to stay in the area for a maximum of 1 hour only. This is to allow other customers to make use of the Coffee shop.
- l) In order to maintain the cleanliness of the coffee shop, management may close down the area at any time for its weekly/monthly maintenance works, for this customers shall be made to vacate the place.
- m) The Coffee shop reserves the right to institute any rule or regulation which it deems appropriate to the welfare of the establishment, its customers and to the company employees. It likewise has the option to change, revise or update the above rules as it deems it fit without any prior notice, hence, all customers are advised to view or read this webpage (or document) before using any coffee shop facilities.

3. MUSEUM COLLECTIONS

The museum collections are of general types. It adopts a closed shelf system.

F. GENERAL RULES AND POLICIES

1. Control Procedures

All library users are asked to:

- a) Swipe their ID card to the computer upon entering the library.
- b) Wear or pin school ID properly
- c) Present belongings for inspection to student library assistant on duty before going out.

2. Circulation Policies

- a) The library serves only bonafide students, faculty, staff, administrators and off-campus researchers.

3. Borrowing Procedure

- a) **Students.** Students are required to present their current valid Identification Cards every time they borrow any library material either for inside use or for home reading. They can borrow a maximum of fifteen (15) books at a time.
- b) **Faculty.** Each faculty member may borrow a maximum of twenty (20) books to be used in classes for a period of one (1) month. Staff can borrow books subject to the general borrowing policy.



- c) **Integrated School Faculty and Staff.** They are allowed to borrow books and other library materials subject to the general borrowing policy.
- d) **Alumni.** Alumni are required to present their current/renewed alumni ID every time they use the library facilities for free. They can use books and other library materials inside the library only.
- e) **Off-Campus Researchers.** Off-Campus researchers who want to use the library are required to present a referral letter from their Chief Librarian or any authorized persons of their school. They are required to fill-up the Off-Campus Researcher Official Permit, pay at the Accounting Office and present the Official Receipt as payment for library fee in a day or one-time use only. Charges are: Undergraduate P40.00; Graduate P50.00; IS P40.00.

4. Returning Procedure

- a) Books should be returned to the circulation counter on the due date indicated.
- b) Reserved books borrowed for overnight use should be returned not later than 9:00 a.m. the following school day.

5. Renewals & Reservation

- a) Books maybe renewed as long as they have not been reserved.
- b) Books that are checked out by others can be reserved.

- d) Food and drinks purchased outside the coffee shop shall not be allowed to be brought inside the coffee shop area. The management reserves the right to refuse entry of any customer which is in possession of such food or drink that was purchased outside of the coffee shop.
- e) Liquor and/or any kind of alcoholic beverages are not allowed inside the coffee shop.
- f) Smoking is likewise not allowed inside the coffee shop.
- g) La Brulerie (Coffee shop) customers are advised not to leave any valuable items inside the area.
- h) All customer and their visitors are strongly advised to keep a watch on their personal belongings such as (but not limited to) mobile phones, laptops, tablets, wallets, bags, ballpens, and any other valuable item, etc. Upon the costumers entry to the coffee shop, the costumer and/or accepts that the coffee shop shall not be responsible for any damages or losses to any personal property of the customer.
- i) Customer is advised to observe proper and orderly conduct inside the coffee shop. Sleeping on the table/chair or couch is likewise not allowed. The management may at any time refuse entry to any customer who displays inappropriate or disorderly behavior any behavior that management feels is not appropriate to the well-being of the coffee shop or to its customers and company employees.



- b) By using the La Brulerie's WIFI/internet access, the customer and/or accepts the rules and regulations of La Brulerie/Coffee Shop
- Each customer shall be allowed to use the WIFI in their own account and electronic device.
 - By using the La Brulerie's (Coffee Shop) WIFI/Internet/power outlet, the customer agrees that the coffee shop shall not be responsible to any damage it may cause or corruption of the software or operating system installed in the laptop, tablet, computer, mobile phone or to any other device.
- c) Only laptop (up to 16 inches), mobile phones, tablets are allowed to be brought inside the La Brulerie (coffee shop). Any other electronic item such as (but not limited to) desktop computers, computer monitor, printers, table lamp, projector, video camera, etc. shall not be allowed to bring inside the coffee shop.
- Prolonged plugging (for more than one hour) of any electronic device is generally not allowed.
 - The La Brulerie (Coffee Shop) shall not be responsible for any related damages (or losses) as a result of the customer bringing the said item inside the Coffee Shop and/or using or operating such (or any) electronic device inside the coffee shop. Likewise, the coffee shop shall not be responsible for any failed or uncompleted transaction (or downloaded file) when using the internet (or telephone) nor does it become responsible for any file. Document, software or computer/equipment damages as a result of a power surge or power failure/outage.

6. Penalties & Fines

- a) A book fine is charged to student and faculty for failure to return a book on its due date.
- b) Charging of fines for overdue books should not exceed with the original price of the book.
- c) Any library users with an overdue books or unpaid fines are not allowed to borrow library materials for home reading until all library obligations are settled.
- d) All fines must be paid directly to the Accounting Office. Receipt of payment is presented to the librarian or to the student assistant for recording and accounting purposes.

7. Lost Book

- a) Lost book should be reported immediately to avoid accumulated overdue fines.
- b) A lost book should be replaced with any of the following:
 - b.1) Same title, same edition, same author(s)
 - b.2) Same title, same author(s), latest edition
 - b.3) Any material of the same subject or any title or author
 - b.4) Pay the current price of book.
- c) The payment for a lost book should not be lower than its original price.
- d) A processing fee pay worth Php 50.00 will be charged for each title replaced.



8. Library Clearance

Signing of library clearance will be done:

- a) For students, 1 week before the final examination every semester,
- b) For faculty member, at the end of every semester.
- c) Students who will get honorable dismissal and transcript of records are required to secure clearance and have it signed by the Librarian/Library In-charge.
- d) Clearance will not be signed unless all library obligations are settled.

9. Library Behavior

- a) Observe silence inside the library at all times. Unnecessary noise, loud conversation and discussion must be avoided.
- b) Smoking, eating, drinking and sleeping inside the library premises is strictly prohibited.
- c) Cell phones must be kept on silent mode while inside the library.
- d) Books and other library should be handled with care. Students who will be caught tear the pages and steal books will undergo disciplinary actions.
- e) Waste bins are provided in every corner of the library. Students are asked to dispose his/her garbage properly.
- f) Before leaving, students should push back the chair under the table.

- g) An Internet user is not allowed to access nude pictures, and other obscene shows in the net.
- h) An Internet user is not allowed to chat, view or play internet games and other entertainment websites.
- i) An Internet user is allowed to use USB, CD-RW to save educational files from the net.

Procedure in Accessing the Internet

- a) The user must present his /her valid School ID upon entering the Internet Web Station.
- b) To access the Internet, each user is will encode his /her valid School ID number and PIN and his /her purpose of using the computer.
- c) After use, the user must log-out the computer.

Free Internet Tutorial

- a) The Internet Services offer free Internet tutorial (hands-on) to a group of five to ten students /faculty who do not know how to use the computer and how to access the internet.
- b) The list of names that will join the free Internet tutorial service will be submitted to the Internet In-charge in the Media Center at the 2nd floor of the library. The date and time for the tutorial should be indicated.
- c) Students/faculty who avail the internet tutorial service will sign in the internet tutorial logbook.
- d) Students/faculty members who will avail of the free Internet tutorial must come on time.

14. LA BRULERIE (Coffee Shop)**HOUSE RULES :**

- d) By availing of or purchasing any La Brulerie (Coffee shop)/products, the customer agrees/accepts to follow all rules and regulations.



Procedure:

- a) The user will present his valid school ID to the Museum in-charge.
- b) He/ She will pay P25.00 at the accounting office.
- c) He/ She present the receipt to the museum in-charge for recording.
- d) He/ She will fill in the information in the logbook.
- e) The museum in-charge will show and orient the user about the collections.
- f) After the orientation & viewing of the collections has been done, the museum in-charge will return the ID of the borrower.
- g) The borrower will log-out the time in the logbook.

13. INTERNET STATION**General Rules:**

- a) Only bona fide students, faculty and staff can use the internet.
- b) Alumni and visitors may be allowed to use the internet with the permission of the Library director or from the internet in-charge. She/he will pay P10.00 per hour.
- c) Students can use the computers for a maximum of 5 hours daily.
- d) When the prepaid internet time is already consumed, each user is asked to pay P10.00 per hour at the Accounting Office before using the Internet facilities.
- e) Internet user is not allowed to use the Internet facilities beyond what she/he pays for.
- f) An Internet user is not allowed to bring her/ his friends to the station.

10. PERIODICALS**General Rules:**

- a) **All Periodicals** are to be read inside the library and cannot be borrowed for home reading.
- b) **Current Issues.** A periodical slip found in every material should be filled up upon reading.
- c) **Back issues of periodicals.** In retrieving these issues, the user should inform the assistants or the librarian in order to retrieve the items; usually they are kept under the magazine rack.
- d) **Bound Volumes.** Users can directly pull out any bound periodicals in the shelves.
- e) **Photocopy.** It is available in the library however if a student wants to photocopy outside, a slip for photocopy is required to be filled up before taking materials out from the periodical section.

Classes of Periodicals:

- a) **General Periodicals.** Not limited to one area of interest but touches many areas of interest.
- b) **Scholarly / Professional Journals.** Journals that present in-depth, original research in a specific field. These articles have been reviewed by other scholars in the field for scholastic standards and validity. Professional journals may also contain profession or industry-related news.

11. ARCHIVES**General Rules:**

- a) All Materials are for room use except some institutional documents such as PAASCU documents may be borrowed inside the College campus for academic/instructional purpose or



- other important school activities with a written approval from the Vice-Chancellor for Academics or University President or his representative.
- b) Only bonafide administrators, faculty & staff of the university can borrow university records within the campus for school activity purposes.
 - c) Unpublished materials such as theses, dissertations, feasibility studies, special projects are not allowed to be photocopied.
 - d) Permission to use is not permission to publish. Permission to quote excerpts from archival materials is subject to the limitations of "fair use". Users are advised to obtain copyright permission to quote, publish, reproduce or disseminate copyrighted material.
 - e) Photocopying is restricted. The Archivist may refuse to grant some request on a case-to-case basis.
 - f) Care in proper handling of material is advised. User is responsible for material issued, and is liable for loss or damage. Do not bend, fold, trace or write on them, nor place heavy or sharp objects on them.

The **Archivist** reserves the right to withhold any information or material in the collection.

Procedure:

- a) The borrower will present his/her valid school ID to the archives in-charge or to the student assistant.
- b) In borrowing university documents like PAASCU, the borrower will fill in the information in the logbook.

- c) For unpublished materials such as theses, dissertations, feasibility studies, special projects, the borrower will write his/her name in the book card and leave his/her valid School ID to the archives in-charge or her student assistant.
- d) Upon returning the unpublished materials, the student assistant will give the borrower his/her ID after checking the materials.
- e) In returning documents such as PAASCU, the archives in-charge or her student assistant will mark returned and affix her signature in the logbook.

12. MUSEUM

General Rules:

- a) All the material collections are to be used/viewed inside the Museum room.
- b) Each visitor is required to pay P25.00 in using or viewing the Museum collections.
- c) Donation of materials with historical or cultural value is highly acceptable.
- d) Photography is not allowed in the Museum. This is to help preserve the exhibits, some of which are old and delicate.
- e) Video recording is not allowed.
- f) Please do not lean on the glass cases as they might break.
- g) Eating, drinking and smoking are not allowed inside the museum.

