

GUIDELINES ON THE ESTABLISHMENT OF NEW LIBRARIES

(Revised as of 25 October 1990)

Request for the establishment of a new college/unit library shall be submitted to the Board of Regents, through the Library Board, for approval. No library shall be made to operate or render services without the proper approval.

Following are the standard requirements for the establishment of a new unit/college library:

1. Objectives

The college/unit library shall develop an explicit statement of its objectives in accord with the goals and purposes of the unit/college.

2. Personnel

A college/unit library shall have a full time head librarian not only equipped with appropriate academic qualifications and work experience but also a person of competence, integrity, and professionalism.

For efficiency in service, at least one (1) full time librarian shall be employed for the first 500 students, and an additional one (1) for every increase of 1,000 students. The ratio of support staff members to librarians shall be 3:1.

A continuing staff development program shall be provided for both the librarians and support staff; active participation in professional as well as library activities shall be encouraged.

3. Financial Support

The college/unit librarian shall prepare and justify an annual budget. To sustain the growth and development of the library collection, a regular budget for acquisitions shall be provided. Library funds shall be administered in accordance with the fiscal policies and procedures of the institution.

4. Collection

4.1 *Selection and Acquisition.* Collection development is the joint responsibility of the faculty and the librarian. The emphasis is on quality rather than quantity.

There should be a continuing and carefully planned program of selecting and procuring library materials. The faculty shall actively participate in the selection of print and non-print materials especially in their area of specialization. The library on the other hand, shall set up written policies and procedures to facilitate and effectively carry out the selection and acquisition activities.

4.2 *Holdings*

A. *Books*

The library holdings shall be adequate to meet curricular, instructional, research and extension programs of the institution. The collection shall consist of up-to-date and relevant books, serials, pamphlets, document and non-book materials. The provision of textbooks is not the responsibility of the library but multiple copies of frequently used materials shall be provided.

A core collection of 10,000 well-selected titles is necessary for the college/unit to effectively support its educational programs. In addition to the core collection, ten (10) titles shall be provided for every undergraduate student and twenty (20) titles for every graduate student.

B. *Periodicals*

A core periodical collection of current and relevant titles (local and foreign) shall also be provided. The recommended number of periodicals based on enrollment is as follows:

Enrollment	No. of Periodicals (Technical/Prof. Journals)
less than 1,000 students	50
1,001 – 3,000	75
Over 3,000	100

Additional titles based on major fields offered are to be provided as follows:

For every field of undergraduate Concentration or major subject field	3 titles
For every field of graduate concentration	6 titles
For every field of graduate concentration, Doctoral work or equivalent	10 titles

4.3 Organization of Materials

Library collections shall be organized in accordance with nationally accepted standards to provide bibliographic control and maximum accessibility to users.

5. Services

The library shall establish and maintain a range and quality of services that will promote the academic program of the unit/college and encourage optimal library use.

The library shall provide information and instructions to the user through a variety of techniques to meet different needs. These shall include, but not be limited to, a variety of professional reference services, and bibliographic instruction programs designed to teach users how to take full advantage of the resources available to them.

Library materials of all types and forms shall be made available to qualified users under equitable policies without jeopardizing their preservation or availability to others.

The hours of access to the library shall be consistent with reasonable demand.

6. Facilities

The unit/college shall provide library quarters for the exclusive use of the library with adequate space for the office of the librarian and staff, readers, and collections. Whether occupying a building of its own or only a part of a building. It shall be strategically located. The library shall be accessible to the students and faculty.

The reading room shall have a seating capacity of not less than 20% of the total enrollment computed at 25 sq. ft. (2.326 sq.m.) per reader.

There shall be space provisions for work areas of the library personnel computed at 50 sq. ft. (5 sq. m.) of floor space per staff member.

Standard library furniture and equipment shall be provided for storage and retrieval purposes of library materials. Shelving space to accommodate seven (7) books per linear foot shall be provided. Shelves shall be not more than 6 ½ feet high. Adequate shelving space for the core collection of 10, 000 volumes shall be provided.

7. Accountability

The librarian-in-charge shall be accountable for the library resources, equipment and facilities under his care. An annual inventory of the collections shall be made and reported to proper authorities of the institution.

STANDARDS OF STAFF SIZE OF THE U.P. DILIMAN LIBRARIES *

The University Library shall have adequate number and variety of staff to develop, organize and maintain its collections, and to provide reference and information services in support of the instructional, research and extension needs of the University.

The size of the Library staff shall depend primarily on three factors: size of enrollment, size of collection, and growth of the collection. A ratio of two (2) support staff to one (1) college librarian shall be provided. However, as the library expands and evolves into a complex entity, additional supplementary institutional and organizational factors shall be considered. (Refer to standards no. 4 – 8)

The Library personnel shall consist of professional and administrative staff. The college librarians shall perform the core academic and professional functions of the library: collections development, reference service, and essential activities associated with the bibliographic control of materials. All categories of personnel shall have appropriate education and experience as qualified in the description and classification of U.P. Library positions.

The number of college librarians required for a library shall be determined by the following factors:

1. Size of Enrollment

*For each 500, or fraction thereof,
FTE students for the first 10,000* - *one college librarian*

*For each 1,000 or fraction thereof,
FTE students above 10,000* - *one college librarian*

Remarks: Formula is adopted from the Association of Academic and Research Libraries (ACRL) standards which considers the number of Full-Time Equivalent (FTE) students enrolled.

* Based from Standards for College Libraries, 1986 prepared by the College Library Standards Committee of the Association of Academic and Research Libraries (ACRL) and approved by the ACRL Board of Directors at the ALA Midwinter Meeting in Chicago on January 19, 1986.

2. Size of Collection

For a collection of 10,000 up to 100,000 volumes - *one college librarian*

Remarks: The ACRL standard is 100,000 volumes or a fraction thereof, however, the Library requires an initial collection of 10,000 volumes to merit one college librarian.

3. Growth of Collection

For an addition of 2,500 up to 5,000 volumes per year - *one college librarian*

Remarks: The ACRL standard is 5,000 volumes or a fraction thereof added per year. The Library finds the provision of the phrase “or a fraction thereof” impractical. Hence, the Library requires an annual addition of 2,500 volumes to merit one college librarian.

4. Size of Faculty

For every 150 regular faculty members - *one college librarian*

Remarks: The average number of faculty of the various colleges of U.P. Diliman is about 50 (1990 data). This figure is multiplied by 3 to arrive at 150 faculty members which a staff of 3 (one college librarian and two support staff) may serve adequately.

5. Hours of Service

Library service in excess of 60 hours per week - *one college librarian*

Remarks: Normally, a library shall open for service beyond 40 hours per week in order to meet the research requirements of its clientele. It is assumed that the staff hired on the basis of standard nos. 1 & 2 shall be able to operate the library for a maximum of 59 hours per week in shift.

6. Service and Programs

For every 250 usage per day for the computer, archives/graphics, audiovisuals - *one college librarian*

Remarks: The rapid advances in information technology coupled with the ever increasing demand for the use of information available through computers, optical discs, audio-visuals and other graphic materials shall be considered. The acquisition, organization, service and preservation/conservation of special media resources require the expertise of professional librarians and the skills of technicians to operate special media equipment.

7. Size and Configuration of Facilities

*For every library occupying three (3) or more floors,
of two (2) physically separate units - one college librarian*

Remarks: The number of library staff should be adequate to cover the net assignable area for the library's collections and services. (Note: Not assignable area is defined by ACRL as the sum of all areas on all floors of a building used for library functions or purposes).

While a library housed a single structure is preferred as it requires less number of staff, the decentralization of library facilities for users convenience and accessibility may be considered. In such cases, provisions for additional librarian becomes necessary to meet the functional interrelationships of staffing the library service and work areas.

8. Degrees Offered

*For every five (5) graduate degree programs
With at least 250 students - one college librarian*

Remarks: Although the size of enrollment took into consideration the total student population, it is assumed that masters and doctoral students conduct extensive research or library work compared to undergraduate students.

Two conditions have to be satisfied in this formula: 1) the number of graduate degree programs, and 2) the enrollment. The purpose is to balance the existence of too many degree programs with less enrollees and few degree programs with large number of enrollees.

**LIBRARY POSITIONS REQUIRED FOR VARIOUS CATEGORIES
COLLEGE/UNIT LIBRARIES AND DIVISIONS/SECTIONS, MAIN LIBRARY**

CATEGORY	HEAD COLLEGE LIBRARIAN/ DIVISION/SECTION HEAD	SALARY GRADE
LARGE	Upper CL IV - V	SG 22 / S 5-8 To SG 24
MEDIUM	Upper CL III – Lower CL IV	SG 18 / S 5-8 to SG 22 / S 1-4
SMALL	Lower CL III	SG 18 / S 1-4

NOTE:

1. If an upper CL III librarian is not appointed as head of a medium size library, he shall be assigned as first assistant to a large library.
2. If a lower CL III is not appointed as head of a small size library, he shall be assigned as first assistant to a medium size library.

**GUIDELINES ON THE ASSIGNMENT OF HEAD LIBRARIANS IN COLLEGES
AND UNITS OF THE UNIVERSITY OF THE PHILIPPINES LIBRARIES
As of 25 October 1990**

1. Objectives:

The nomination and assignment of a college librarian to head a college/unit library shall be in accordance with the University organizational structure and library standards as defined in the University Library Organic Act 1991 and its corollary guidelines.

To establish a ranking system for assignment to managerial positions in the college/unit libraries and divisions/section of the University Main Library.

2. Professional Qualifications

The Head Librarian shall be appointed on the basis of the following qualifications (Qualification Standards for College Librarian Position at the University of the Philippines Libraries as per recommended by the President Jose V. Abueva and approved by then Civil Service Commission Chairman Patricia A. Sto. Tomas on July 2, 1992):

- a. At least a master's degree holder or a bachelor's degree holder with at least 18 units of graduate work completed;
- b. Holder of a Professional License issued by the Philippines Professional Regulatory Commission;
- c. At least holding a College Librarian III position; and
- d. With 6 years of professional experience in library/information work or in teaching library science/information science/management.

3. Head Librarians' Positions

Head Librarians positions required for various categories of college/unit libraries and divisions/sections in the Main Library are the following (UP Library Committee Report on the Library Performance Rating System and Policy Recommendations on Staff Assignment; Criteria for Determining Category and Levels for Staffing UP Diliman Libraries Updated as of 28 July 1999):

- a. For a large library, Upper College Librarian IV with Salary Grade 22, Step 5-8 to College Librarian V with Salary Grade 24;
- b. For a medium library, Upper College Librarian III with Salary Grade 18, Step 5-8 to Lower College Librarian IV, Salary Grade 22, Step 1-4;
- c. For a small library, Lower College Librarian III with Salary Grade 18, Step 1 – 4.

4. Additional Compensation

The Head Librarian shall be entitled to a monthly honorarium the amount of which shall be determined by appropriate University officials.

5. Supervision (The University Library Organic Act and University Library Rules and Regulations as Approved in the 1039th meeting of the Board of Regents Held on 14 March 1991)

The Head Librarian shall be supervised by the University Librarian

The College Dean shall have the following responsibilities over the Head Librarian:

- a. recommend the promotion and other personnel action of the Head Librarian;
- b. assist in the evaluation of performance of the Head Librarian

1. Tenure

The Head Librarian shall be appointed with tenure of at least three years which may be renewed unless sooner revoked by appropriate University officials.