

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)

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The University Library Organic Act

P R E A M B L E

The University Library (Diliman, Manila, Los Baños and Visayas) with all its resources, is the depository of the knowledge available to the University public. It is also the single most potent instrument by which the University discharges its teaching and research functions as set forth in its Charter.

The University Library Organic Act and University Library Rules and Regulations indicate the various instrumentalities of the University Library and regulate the manner of their operation. They are the guidelines by which faculty members, researchers, students and the public in general may use the library facilities, and avail themselves of its services as effectively as possible in their endeavor to contribute to the world's fund of knowledge.

To the end that the Library may truly serve the University in its pursuit of truth, knowledge and wisdom, this Organic Act and University Library Rules & Regulations are hereby promulgated.

GENERAL POLICY STATEMENT

With the establishment of the U.P. System, there is in each Constituent University (Diliman, Manila, Los Baños and Visayas) a University Library.

The University adopts, as a policy the concept of decentralized library services. Each Constituent University administers its University Library and College libraries.

Decentralized library system means 1) that the University Library in each Constituent University is under the administrative supervision of the University Librarian of the Constituent University 2) that the University Library coordinate technical and administrative services of college libraries within the constituent universities.

ARTICLE I. THE UNIVERSITY LIBRARY

Sec. 1 *The University Library of the Constituent University*

There shall be a University Library in each Constituent University consisting of:

a) the Main Library, and b) the college libraries.

Sec. 2 *The Libraries of U.P. Diliman, Manila, Los Baños and Visayas* shall be identified

under each constituent university, and evaluated in accordance with the university

approved standards for college libraries. * (Please see Annex A 1-4)

Sec. 3 *The Divisions and Sections of the Main Library*

The Main Library of the Constituent University shall consist of the following

divisions and sections which shall be headed by professional librarians:

a. Technical Services Division. The Technical Services Division shall formulate and adopt standard acquisition and cataloging policies and procedures. It shall have the following sanctions:

1) The Acquisitions Section shall implement policies concerning the Book Fund of the Constituent University.

2) The Cataloging Section shall organize the University Library collections and maintain the Union Catalog of the Constituent University Library.

3) The Bibliography and Indexing Section shall index the Filipiniana materials and publish these indexes to enhance their accessibility.

b. User Education and Services Division. The User Education and Services Division shall lend books and non-book materials housed in the Main Library and provide reference, research and bibliographic services to faculty, students, staff and researchers. It shall maintain and preserve books, documents and archival materials. It shall also undertake user orientation and instruction programs. It shall have the following sections:

* Standards for Library Staff Size
Standards for Library Collection
Guidelines on Establishment of New Libraries
Guidelines on the Assignment of College Librarians

- 1) The Filipiniana and Special Collections Section shall develop and maintain a research collection of Filipiniana materials including artworks, and provide services to facilitate their use.
 - 2) The General Reference and Media Services Section shall provide general information and reference services utilizing print and non-print materials, e.g., audio-visuals, diskettes, optical disks, computer files, CD-ROMs, etc.
 - 3) The University Archives and Records Depository shall collect, organize and maintain archival and official records including artworks of the Constituent University.
 - 4) The Computer Services Section shall plan, design, and evaluate computer operations and services of the University Library; conduct training programs for library staff and users of computerized systems; and maintain computerized disks files of programs and data bases.
- c. Administrative Services Division. The Administrative Services Division shall provide administrative support to the functional divisions/sections.

ARTICLE II. THE UNIVERSITY LIBRARY COUNCIL

Sec. 4 ***Composition of the University Library Council.*** The University Library Council shall be composed of the Vice-President for Academic Affairs as Chairman, the Vice-Chancellors for Academic Affairs, * the University Librarians of the constituent universities, and a student representative from each constituent university as members.

The Library Council shall act as the policy-making body in the operation and maintenance of unified standards pursuant to the concept of a totality of library resources and services of a multi-campus university. It shall adopt rules and regulations for the university system-wide application, subject to the approval of the President; establish mechanisms for coordinating and implementing a library services network; and assist the President in the allocation of library grants and donations. It shall meet at least once a year, and as the need arises.

 * or its equivalent in UP Manila.

ARTICLE III. THE UNIVERSITY LIBRARY BOARD *

Sec. 5 *Composition of the University Library Board.* There shall be a University Library Board in each Constituent University which shall consist of the Vice-Chancellor for Academic Affairs as Chairman and nine members to be appointed by the Chancellor from the humanities, the physical and biological sciences, the social sciences, other fields of study, the professional schools, and a Student Representative. The members shall serve for a term of three years except the Student Representative whose term expires upon the election of a new chairman of the Student Council. The University Librarian shall serve as member-secretary.

The Library Board shall promulgate policies regarding the acquisition and services programs of the University Library. It shall meet every three months and at such other times as may be deemed necessary.

ARTICLE IV. THE UNIVERSITY LIBRARIAN

Sec. 6 *The University Librarian in each Constituent University.* There shall be a University Librarian in each Constituent University shall serve as the Chief Executive Officer of the University Library and shall be appointed from among the professional librarians of the constituent universities for a term of three years without prejudice to reappointment, by the Board of Regents upon recommendation of the Chancellor and nomination by the President.

The University Librarian shall have the following duties and responsibilities:

- **a. supervise the University Library;
- b. serve as ex-officio University Archivist;
- c. formulate a library and archives development program;
- **d. recommend or endorse to the Chancellor all personnel actions in consultation with the Dean and the library personnel committee;
- e. ensure cooperation among and complementation of library services networks;

* or its equivalent in UP Visayas.

** To be specified and qualified in the implementation guidelines of the University Library Organic Act.

- f. enforce Library Rules and Regulations in the University Library and after due process, impose the appropriate penalty;
- g. transmit to the Chancellor all communications with comments or recommendations affecting library linkages, donations or gifts, and similar matters received by the University Library; and
- h. issue implementing guidelines as may be necessary for the proper functioning of the library.

ARTICLE V. THE COLLEGE LIBRARIAN

Sec. 7. ***The College Librarian.*** The College Library shall be headed by a College Librarian who shall be nominated by the University Librarian in consultation with the Dean concerned from among the professional librarians of the constituent university. The College Librarian shall be appointed by the Chancellor for a term of three years without prejudice to reappointment. He shall be invited to all college committee meetings and meetings of faculty committees involving library policies, programs and services.

The College Librarian shall have the following duties and responsibilities:

- a. manage the College Library;
- b. perform technical services;
- c. develop and maintain the collection and services pertinent to the college's field of specialization in cooperation with the faculty, staff and students;
- d. ensure that all library resources acquired by college are properly recorded in the college library accessions in accordance with the guidelines approved by the University Library Council;
- e. participate in the programs of the University Library;
- f. enforce library rules and regulations in the College Library and after due process, impose appropriate penalties;
- g. recommend to the University Librarian personnel action pertaining to library staff in the College library;

- h. recommend to the Dean in consultation with the University Librarian building plans and improvement of College Library facilities; and
- i. issue implementing guidelines as may be necessary for the proper functioning of the College Library.

Sec. 8. ***The Dean's Responsibilities over the College Library.*** The Dean shall have the following responsibilities over the College Library:

- *a. recommend the promotion and other personnel actions concerning the College Librarian, in consultation with the College Library Committee, and the University Librarian;
- b. assist in the evaluation of performance of the College Librarian; and
- c. provide budgetary allotment for library operation and maintenance, such as binding, supplies and materials, equipment and physical plant, including special funds for collections development.

ARTICLE VI. THE COLLEGE LIBRARY COMMITTEE

Sec. 9. ***The College Library Committee.*** There shall be a College Library Committee to be constituted by the Dean of the College in consultation with the College Librarian. It shall be composed of at least 3 members who are representatives of the academic departments or divisional programs of the College, one student representative and the College Librarian who shall serve as a member-secretary. The Committee shall meet at least once a semester and as may be necessary. It shall have the following functions:

- a. recommend the acquisition of books, periodicals and other library materials based on the needs of the College to ensure a well-balanced collections development program;
- *b. adopt policies consistent with university rules and regulations to meet the College's special needs;

*To be qualified/spelled out in the University Library Organic Act implementation guidelines.

- c. assist in acquiring additional library resources including funds, books, equipment, etc.; and
- d. serve as a link between the library and the faculty or staff of the College.

ARTICLE VII. RESOURCES

- Sec. 10. ***Composition of Resources.*** The resources of the University Library shall include all books, serials, pamphlets, archives, manuscripts, maps, artworks, phonorecords, slides, tapes, films, diskettes and other printed graphic or audio-visual materials obtained by the Main Library and college libraries through purchase, gifts and exchange, and other donations for university purposes. All of these materials shall be properly recorded in the books of the University.
- Sec. 11. ***Development and Maintenance of Resources.*** The resources of the Main Library and College Libraries in each constituent university shall be developed and maintained under the following conditions:
- a. The collections of these libraries shall be mainly confined to the subject fields of their respective units. Any college library may, as the need arises, draw upon the facilities of the entire University Library System.
 - b. With some exceptions, these books and non-book materials shall be cataloged and classified according to the Library of Congress Classification System. Each college library shall have its own catalog which shall be represented in the Union Catalog of the constituent university.
 - c. The University Library of each of the constituent universities shall submit to the Main Library, U.P. Diliman, the main entry and shelflist cards of all books and other library materials acquired by their respective libraries for a system-wide Union Catalog maintained by the Main Library of U.P. Diliman. User access facilities for the Union Catalog of the UP Library System shall be made available to each of the constituent university libraries.
- Sec. 12 ***Establishment of New College Libraries.*** Request for the establishment of a new college library shall be submitted to the Board of Regents, through the Library Board for approval. A new college library should meet the basic requirements as stipulated in the Guidelines on Establishment of New Libraries.

ARTICLE VIII. BOOK FUND AND COLLEGE LIBRARY FUND

Sec. 13. ***Source and Purpose of the Library Acquisition and Maintenance [Book] Fund.*** The Library Acquisition and Maintenance [Book] Fund shall consist of the library fees collected by colleges, schools and institutes. It shall be used exclusively for acquisitions and maintenance of library collections, computer software, databases and equipment of the Main Library and the various units. It shall be augmented by allocations from the University. (Revised and approved per 1147th Meeting of Board of Regents held on 21 December 2000)

Sec. 14. ***Sources and Purpose of the College Library Fund.*** In addition to its share in the Book Fund, the College Library fund shall consist of fines, payments for lost books, proceeds from sale of library publications, waste materials & discards, fees collected from library services and other similar fees; and donations from public or private sources. It shall be used exclusively for the College Library's acquisition and maintenance needs.

Sec. 15. ***Collection and Disbursement of Funds.***

a. Collection and Disbursement of Book Fund

Library fees collected from students shall be deposited with the Cashier of the University in a Library Account coded for the purpose by the Chief Accountant. The Chief Accountant shall furnish the University Librarian with a report of library fees collected every semester. Purchase of books and other library materials chargeable against the Book Fund shall be approved by the University Librarian.

b. Collection and Disbursement of College Library Fund

Fines, payments for lost books, proceeds from sale of library publications, waste materials, discards, fees from library services and other similar fees shall be collected by the College Librarian. The money collected shall be deposited with the Cashier or the University in the College Library Account coded for the purpose by the Chief Accountant. Expenses for acquisition and maintenance needs of the College Library shall be approved by the College Librarian.

ARTICLE IX. USERS OF THE UNIVERSITY LIBRARY

Sec. 16. ***Use of Libraries By Members.*** The following members of the UP System may use the Library resources subject to the rules and regulations governing their use:

- a. All bona fide students, faculty and employees, members of the Board of Regents and officials of the University
- b. Retired faculty members specifically granted off-premise reading privileges by the Board of Regents
- c. Visiting scholars with university appointments
- * d. Cross registrants from other colleges and universities, and special students
- e. Members of the Order of Oblation

Sec. 17. *Use of Libraries by Non-Members.* Non-members of the University may use the library resources within library premises under the following conditions:

- a. Alumni, former faculty members and students honorably discharged from the University may use the library resources for five (5) days without charge within a semester. Beyond five (5) days, certain fees shall be assessed.
- *b. Graduate students and researchers may use the library resources upon recommendation of their respective officials and upon payment of library fee.
- c. Certain fees shall be assessed for the use of microforms and microform equipment, audio-visuals, electronic media and computer facilities.

 * The usage of cross registrants and government agency researchers which is also limited to 5 days without charge, will be qualified in the implementing guidelines.

The University Library Rules and Regulations
(Article X)

University of the Philippines Library System
1991

ARTICLE X. UNIVERSITY LIBRARY RULES AND REGULATIONS

Sec. 1. ***Types of Library Resources.*** The use of the different types of library resources shall be subject to the following conditions:

- a. ***General Reference Books.*** General reference books and materials (encyclopedias, dictionaries, atlases, etc.) shall be for room use only. General reference books may be issued for classroom use upon request of a faculty member, but these shall be returned within the day.
- b. ***Theses, Dissertations, and Periodicals.*** Theses, dissertations, and periodicals shall be for room use only. However, faculty and officials of the University may borrow a periodical, other than the latest issue, for a period of not more than one (1) week.
- c. ***Reserve Books.*** Reserve books (required reading materials for courses offered during the semester/summer) shall be lent for room use only and recalled two hours after it is issued. It may also be borrowed for overnight use upon request and be returned not later than 9:00 o'clock the next working day.
- d. ***Circulation Books.*** Books for home use are usually loaned for two weeks.
- e. ***Special Collections.*** Special collections (rare books, books in personal papers of Filipiniana and Archives Sections, AV materials, microforms, diskettes, art collections, and certain types of Fine Arts books, etc.) shall be for room use only.

The use of archival materials such as: official records, personal papers, manuscripts, diaries, legal papers, memorabilia, etc. shall be subject to any restrictions that may have been imposed on particular records by the originating office in the University of the Philippines System or the donor as stipulated in the deed of donation. Member using special facilities, such as microforms, computers and other media resources shall be assessed.

Sec. 2 ***Registration for Library Privileges.*** Bona fide members of the University who register for library privileges shall be required to obtain the following:

- a. Student identification card valid for the current semester; or

- b. Faculty/Staff identification or appointment papers;
 - c. Borrower's card issued for the current semester; and
 - d. Library clearance
- Sec. 3. ***Borrowing Privilege of Undergraduate Students and Administrative Staff.*** Undergraduate students and staff of the University may borrow not more than five (5) books at a time.
- Sec. 4. ***Borrowing Privilege of Graduate Students and Research Staff.*** Graduate students and research staff of the University may borrow not more than ten (10) books at a time.
- Sec. 5. ***Borrowing Privilege of Faculty and Officials of the University.*** Member of the faculty and officials of the University may borrow not more than ten (10) books at a time for a period of one month.
- Sec. 6. ***Stack Privileges.*** Bona fide members of the University may, for justifiable reason, be given access to the special collections on closed stacks, such as: rarebooks, books in personal papers of Filipiniana archives, theses and dissertations, and periodicals.
- Sec. 7. ***Books Borrowed During the Second Semester.*** Books borrowed during the second semester shall be returned without renewal of loan for the mandated annual inventory.
- Sec. 8. ***Inter-Library Loans.*** Government agencies and private institutions may upon written application borrow library materials from the University Libraries:
- a. When the resources and the needs of the University community allow this arrangement and when the policies of libraries concerned permit such arrangement.
 - b. Books loaned out shall be in the name of the librarian requesting the loan. Books may be kept for two (2) weeks, renewable once, but may be recalled at any time when materials are needed.
- Sec. 9. ***Record of Withdrawal.*** A record of withdrawal shall be made of every material of any kind taken from any library. Any person who draws a book or periodical from a library shall be held accountable for it until its return.

- Sec. 10. ***Recall of Books.*** Any book on loan may be recalled if:
- a. officials of the University have an urgent need of the book;
 - b. a book is to be placed on “Reserve” for a course or is to be given shorter loan periods;
 - c. it is overdue; or
 - d. the libraries are conducting their mandated annual inventory.
- Sec. 11. ***Consortium Arrangement.*** Library privileges in consortium arrangements shall be subject to the following:
- a. There is a consortium memorandum of agreement between UP and the other consortium members; and
 - b. Library privileges shall be granted on a reciprocal basis but shall not exceed the privileges granted to bona fide members of the University.
- Sec. 12. ***Loss of a Circulation Book.*** Any person who loses or fails to return a book within seven (7) days after due date or recall shall either replace it with the same title or a good photocopy or pay its current replacement value, or replace it within thirty (30) days by another title to be selected by the librarian. In all cases the person shall pay a fine equivalent to 50% of the cost of the book.
- Sec. 13. ***Loss of a Periodical.*** Any person who loses or fails to return a periodical after recall shall either replace it with the same title and issue number or a good photocopy within thirty (30) days or pay its current replacement value, and pay a fine equivalent to 50% of the cost of the periodical.
- Sec. 14. ***Failure to Return a Circulation Book.*** Any person who fails to return any book open to general circulation on its due date or after recall shall pay a fine of P2.00 a day, exclusive of Sundays and holidays.
- Sec. 15. ***Failure to Return a Reserve Book.*** Any person who fails to return a reserve book shall pay a fine according to the following schedule: For the first hour or a fraction thereof after the hour appointed for return, one peso (P1.00); for each hour after the first, five pesos (P5.00); for each full day, fifty pesos (P50.00). A second offense within a semester shall subsequently suspend/curtail this privilege for the rest of the semester or summer.

- Sec. 16. ***Withdrawal of a Reserve Book Without Reservation Permit.*** Any person who draws out a reserve book for overnight use without an approved reservation shall pay a fine of P50.00. The library privilege to borrow from the reserve collections shall be suspended for two weeks on second offense.
- Sec. 17. ***Violations of the Use of Special Collections and Archival Materials.*** Infraction of the Rule on the use of special collections and archival materials shall mean suspension of library privileges not exceeding one month.
- Sec. 18. ***Failure to Return a General Reference Book and Other Restricted Materials Borrowed for Photocopying Purposes.*** Any person who fails to return a general reference book and other restricted materials borrowed for photocopying purposes shall pay a fine of P50.00, on the second offense the person shall have his library privileges suspended for one week.
- Sec. 19. ***Mutilating or Stealing Library Properties.*** Any person who shall deface, mutilate, appropriate for himself, or steal any library material or property shall replace it or pay its current replacement value and pay a fine or not less than three hundred pesos (P300.00) but not more than fifty percent (50%) of the current cost of the book which ever is higher. This is without prejudice to the imposition, in appropriate cases, of an additional penalty of suspension or expulsion to be imposed after due process, by the Chancellor upon recommendation of the University Librarian through the Dean.
- Sec. 20. ***Loss of Identification Card.*** Any bona fide member of the University who loses his identification card shall report the loss immediately to the College Library. An application for a duplicate identification card shall be made to the Registrar's Office and presented to the College Library for proper validation.
- Sec. 21. ***Falsification and Use of Someone Else's Identification Card or Borrower's Card.***
- a. Any person who falsifies the identification card shall after due process be suspended from the University for not more than one semester.
 - b. Any person who uses an identification card or borrower's card not his own shall have his library privileges suspended for not more than one semester.

Sec. 22. ***Disorderly and Disruptive Behavior.*** Any person engaged in disorderly conduct such as drunken behavior, creating disorder, tumult, breach of peace, or serious disturbance, gross and deliberate discourtesy, possession of prohibited drugs or in disruptive behavior such as excessive noise, loud discussions, scandalous acts (such as exhibitionist acts, necking, etc.); or in improper behavior such as smoking, eating and playing cards within the library premises shall be excluded by the Librarian from the library premises and be subject to suspension of library privileges for not more than two weeks.

Sec. 23. ***Refusal or Failure to Settle Library Accounts.*** Any person who after due notice shall refuse or fail without just cause to settle library accounts or obligations:

- a. shall not be allowed to register;
- b. shall not be permitted to use the University libraries;
- c. shall not be issued a University clearance.

Sec. 24. ***Summary and Regular Procedures for Disciplinary Action by the Librarian.*** The University or College Librarian may proceed against any person in cases of violations of provisions of the University Library Rules and Regulations. The summary and regular procedures for disciplinary action by the Librarian shall be provided in the implementing guidelines.

U.P. DILIMAN LIBRARIES

Main Library

- Technical Services
 - Acquisition
 - Cataloging
 - Bibliography & Indexing
- Administrative Services
- User Education & Services
 - Filipiniana & Special Collections
 - General Reference & Media Services
 - University Archives & Records Depository
 - Computer Services

College Libraries

- College of Architecture
- College of Arts & Letters
- College Baguio
- College of Business Administration
- School of Economics
- College of Education
 - U.P. Integrated School
- College of Engineering
- College of Fine Arts
- College of Home Economics
- College of Human Kinetics
- School of Labor and Industrial Relations
- Institute of Library Science
- College of Mass Communication
- College of Music
- College of Public Administration
- U.P. San Fernando Extension Program
- College of Social Sciences & Philosophy
- College of Social Work & Community Development
- Statistical Center
- School of Urban & Regional Planning
- Asian Center
- Asian Institute of Tourism
- Institute of Islamic Studies
- College of Law
- College of Science

Research/Special Collections

- Institute for Science & Mathematics Education Development
- Institute for Small Scale Industries
- Third World Studies
- National Engineering Center
- Building Research Center
- Transport Training Center
- Population Institute
- Creative Writing Center
- Film Center
- Local Government Center
- Center for Integrative and Development Studies
- Cordillera Studies Center

U.P. MANILA LIBRARIES

Main Library

- Technical Services
 - Acquisitions
 - Cataloging
 - Bibliography & Indexing
- User Education and Services
 - Filipiniana & Special Collection
 - General Reference/Media
 - University Archives & Records Depository
 - Computer Services
- Administrative Services

College Libraries

- Arts and Sciences
- College of Allied Medical Professions
- Dentistry
- Nursing
- Medical
- Pharmacy
- Public Health
- Institute of Health Science (Tacloban)

Research/Special Collection

- National Teachers Training Center

U.P. LOS BAÑOS LIBRARIES

Main Library

Technical Services

Acquisitions

Cataloging & Classification

Documentation Services

User Education & Services

Filipiniana & Special Collection

General Reference & Media Services

University Archives & Records Depository

Inter-Library Loans Photoduplication

Administrative Services

College Libraries

Arts & Sciences

Agriculture

Forestry

Veterinary Medicine

Economics & Management

Human Ecology

Engineering & Agricultural Technology

U.P. VISAYAS LIBRARIES

Main Library

- Technical Services
 - Acquisitions
 - Cataloging
 - Bibliography/Indexing
- User Education & Services
 - Circulation
 - Reserve
 - Reference/Serials
 - Archives
- Administrative Services

College Libraries

- College of Fisheries
 - Brackishwater Aquaculture Center
- College Cebu
- College Tacloban

DEFINITION OF TERMS

- ARCHIVES** - refers to document repositories and materials, such as public records, chronicles, annals, registers, memorabilia, diaries, official transactions, etc.
- ARTWORKS** - a term covering all forms of illustrative matter, e.g. line drawings, photographs, paintings, diagrams, land lettering, etc. which are used in printed publications to distinguish it from type-set matter.
- CATALOG** - a record of library materials contained in a collection, a library, or a group of libraries (as in the case of a Union Catalog) arranged according to some definite plan
- CATALOGING** - the process involved with the bibliographic description and assignment of subject headings for library materials to provide means of access through the library catalog.
- CONSTITUENT UNIVERSITY (CU)** - refers to each of the four autonomous campuses (Diliman, Los Baños, Manila, and Visayas) of the University of the Philippines System.
- DISKETTES** - the physical storage media used for computer readable data files.
- INDEXES** - term used for guides to literature, publications and bibliographical works which are usually alphabetic in arrangement.
- LIBRARIAN** - defined under RA 6966 as a bona fide holder of a certificate of registration issued by the Board for Librarians in accordance with the Philippine Librarianship Act.
- MICROFORMS** - a generic term for any medium, transparent or opaque, bearing micro images, such as microfilm, microfiche, microcard, etc.
- NON-BOOK MATERIALS** - those library materials which do not come within the definition of a book, serial or pamphlet, and which require special handling, e.g. audio-visual materials, microforms, computer software, artworks and vertical file materials.

ORDER OF OBLATION - the title used for the special honor and privileges granted by the University of the Philippines recognize its benefactors which include among others, alumni, corporations, foundations, University organizations and friends.

SERIALS - refer to publications in any medium issued in successive parts bearing numerical or chronological designations, and intended to be continued indefinitely.

UNION CATALOG - a record of library collections held by a network of libraries arranged and maintained in accordance with accepted standards.

UNIVERSITY LIBRARY ORGANIC ACT

ARTICLE IX. RESOURCES

Sec. 17. Use of Libraries by Non-Members

- a. Alumni, former faculty member, students honorably discharged from the University may use the library resources for five (5) days free of charge within a semester. Beyond five (5) days the following fees shall be assessed:

P10.00 per day

P450. per year

- b. Graduate students and researchers may use the library resources upon payment of library fees as follows:

P20.00 per day

P450.00 per semester

P350.00 per summer session

- c. Non-members shall be assessed P20.00 per hour or a fraction thereof for use of microforms and microform equipment.

- d. Computer facility users shall be assessed the following fees:

P20.00 per hour, or a fraction thereof

P2.00 per sheet of print-out

IMPLEMENTING GUIDELINES
UNIVERSITY LIBRARY RULES AND REGULATIONS

The University Library
University of the Philippines Diliman
Diliman, Quezon City
November, 1991

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IMPLEMENTING GUIDELINES OF THE UNIVERSITY LIBRARY RULES AND REGULATIONS

I. **PURPOSE.** To prescribe the guidelines relative to the implementation of the provisions of the University Library Organic Act on the University Library Rules and Regulations regarding library users, resources, and services; privileges of users; and procedures for services and disciplinary action.

II. **DEFINITION OF TERMS:** For purposes of these guidelines, the following terms shall be construed to mean as follows:

Bonafide faculty/employee. A person who has an appointment either as full-time, part time, contractual personnel from the University.

Bonafide student. A person who is currently enrolled either as a full time, part time, special (non-credit) or cross registrant in the University.

Borrower's Card (BC). A card issued by the library to its clients for use in borrowing materials for off-premise reading.

Consortium students. Students belonging to a program covered by a memorandum of agreement between U.P. and other consortium members. They are not bonafide members of the University.

Cross registrant. A student who is enrolled in at least two CU's of the University or in a University other than U.P. for its mother unit. A consortium student however is not a cross-registrant.

Identification Card (ID). A card issued by the Registrar and countersigned by the library for students and by HRDO for personnel or a temporary ID card issued by the library to a user whose U.P. ID is still being processed by the Registrar.

Library Rules and Regulations. Article X of the Library Organic Act approved in the 1039th meeting of the Board of Regents held on 14 March 1991.

Member of the Order of the Oblation. Donor to the University who has been given the title "Order of the Oblation" by the BOR.

Non-Degree student. A degree holder or undergraduate student, not currently enrolled in any other institution of higher learning who is allowed to take credit courses on the graduate and/or undergraduate level, provided that he satisfies the appropriate requirements for admission to the University.

Special Collecting Officer. A U.P. employee with an additional assignment as an officer responsible for collecting fines, fees, etc., relative to services rendered by his unit.

Special student. A student, who even if he does not fully satisfy the entrance requirements is admitted and allowed to enroll in subjects which, in the opinion of the instructor and the Dean, he has the necessary information and ability to pursue profitably. Subjects taken are non-credit although his work may be reported as “satisfactory” or “unsatisfactory”.

U.P. Form 5. A U.P. official registration form which is a record of the classes for which a student has enrolled.

III. **COVERAGE.** These implementing guidelines cover only provisions of Article IX (Users of the University Library) and Article X (University Library Rules and Regulations) of the University Library Organic Act as approved in the 1039th meeting of the Board of Regents held on 14 March 1991.

IV. **GENERAL GUIDELINES**

- A. All bonafide members of the U.P. System may use the University Library resources subject to the rules and regulations governing their use.
- B. All non-members of the U.P. System may use the University Library resources within the library premises subject to the rules and regulations governing their use.
- C. The duly countersigned U.P. identification card is the permit to enter the library and use its resources. It is not transferable.
- D. The borrower’s card is the permit to borrow library materials for off-premise reading. It is not transferable.
- E. Only duly authorized library staff may countersign ID’s, issue borrower’s cards, and sign library clearances.
- F. The Librarian may proceed against any person violating any provision of the University Library Rules and Regulations.

V. SPECIFIC GUIDELINES

A. *For the use of libraries by members of the University*

1. **For U.P. students the following procedures will be observed:**

a. *Identification Card*

- (1) the ID of a student is issued by the Registrar.
- (2) The duly authorized staff of the student's college library countersigns his ID upon presentation of his Form 5 provided he has no outstanding account with the U.P. Library.
- (3) The ID of a cross-registrant from within or outside the University and that of a special student and/or non-degree student is countersigned by the duly authorized staff of his college library (e.g. he was advised in that college or his Form 5 is signed by the secretary of his college). If, however, he was advised by the Registrar his ID is countersigned by Main Library of the Constituent University where he is enrolled provided he has paid his library fee and has no outstanding account with the U.P. Library.
- (4) The ID of a student on residence will only be countersigned upon payment of his library fee as manifested in his Form 5. Otherwise, he is treated as an alumnus or former student. (see B. 1)
- (5) A student who has no ID (e.g. new student or one who has lost his ID) may be issued a temporary ID (Green) by his college library or, in the case of a cross-registrant, a special student, or a non-degree student, by his college library upon presentation of his Form 5 and receipt from the Registrar that he has paid for his ID and which should include a 1" x 1" ID size picture, provided that he has paid his library fee and has no outstanding account with the UP library. If however, he was advised by the Registrar, his temporary ID card is issued by the Main Library.

b. *Borrower's card*

- (1) A student may be issued a borrower's card upon presentation of a duly countersigned ID or temporary ID by the authorized staff of his college library.

- (2) A special student, a non-degree student, or a cross-registrant is issued a borrower's card if he has paid his library fee.
- (3) A cross-registrant is issued a borrower's card by his college library or by the Main Library of the Constituent University where he is enrolled, if he has no college (e.g. he was advised by the Registrar) upon presentation of a countersigned ID or temporary ID.
- (4) A student who lost his borrower's card may be issued a new one two weeks from the date the loss is reported and upon payment of a replacement cost of P1.00.
- (5) A student who is enrolled for residence is not issued a borrower's card unless he opted to pay his library fee.

c. Borrowing privileges

- (1) A student who has a countersigned ID and a borrower's card may borrow circulation books from any UP library subject to its rules and regulations.
- (2) A student who has a countersigned ID may reserve for overnight use, one or two materials, provided he is enrolled in the course(s) wherein said materials are required readings. He may take them out on or after the appointed hour.
- (3) An undergraduate student may have on loan only 5 circulation books at a time while a graduate student may have 10 circulation books at a time. If however he has an overdue loan(2) he may not be allowed to borrow another item until he returns the book(s) and pays the fine(s) even if his total charges are less than the maximum (5 or 10) allowed.
- (4) A student may not borrow for off-premise reading the following materials: general reference books, theses, periodicals, dissertations and special materials. He may however borrow them for class use if authorized by his professor.

2. For personnel the following procedures will be observed:

a. Identification card

- (1) The ID of a U.P. employee (faculty, reps, staff) is issued by the Registrar. It is countersigned by the duly authorized staff of HRDO upon presentation of his appointment papers.

- (2) In cases when the employees is newly appointed or has lost his ID, he may be issued a temporary ID by his College Library or by the Main Library (for those without college libraries) upon presentation of his appointment papers and a receipt that he has paid for his ID provided that he has no outstanding accounts with the library.

b. *Borrower's card*

- (1) An employee may be issued a borrower's card (yellow for faculty and reps; white for staff) upon presentation of duly countersigned ID or temporary identification card provided that he has no outstanding accounts with the library.
- (2) An employee who loses his borrower's card may be issued a new one, two weeks from the date the loss was reported and upon payment of a replacement cost of P1.00.

c. *Borrowing privileges*

- (1) Any faculty/reps/staff who has an ID and a borrower's card may borrow circulation books subject to the library's rules and regulations.
- (2) Administrative staff may borrow 5 circulation books at a time for 2 weeks, REPS may borrow 10 circulation books at a time for 2 weeks while the faculty may borrow 10 circulation books at a time for a month. If however he has an overdue book(s) he may not borrow or renew a loan until the overdue book(s) is returned and the fine is paid.
- (3) General reference books, theses, dissertations, periodicals and special collections are for room use only, except in the following cases:
 - (a) Faculty members may borrow 1 physical volume of serials at a time except the latest issue, for a period of 1 week.
 - (b) Faculty members/lecturers may authorize their students to borrow reference books for classroom use. These must be returned immediately after class.

B. For the use of the library by non-members.

1. For Alumni, former faculty members and students honorably discharged from the University the following procedures will be observed:

- a. *Free use.* Alumni, former faculty members and students honorably discharged from the University may be allowed to use the library for five (5) days free of charge within a semester. They are issued special permits by the duly authorized staff of the college/unit library they would like to use. Beyond five days, they will be asked to pay library fees. (see V.B.1.b)
- b. *Fees.* Beyond five days the following fees are charged:
P 20.00 per day
P450.00 per year

Upon payment of the fees, they are issued special permits by the duly authorized staff of the college/unit library they would like to use.

- c. *Letter of Introduction or ID.* The above users must present identification cards or letters of introduction from a University personnel or a U.P. Alumni Association ID when applying for a permit to use the library.

2. For graduate students and researchers the following procedures are observed:

- a. *Graduate students* must present a letter from their librarian requesting privilege to use the U.P. libraries, and their school/university ID.
- b. *Consortium students/faculty.* A consortium student who is also a student of U.P. may be issued a consortium ID and a consortium borrower's card only by the library of the College which is a member of the consortium, upon presentation of his duly countersigned ID from U.P.; and after verification from the list of consortium students. The consortium ID and BC is valid only in the consortium libraries. Use guideline V.B.2.a if a consortium student wants to use other U.P. libraries or observe guideline V.A.1 if he is a bonafide U.P. student.
- c. *Researchers* must present a letter of request to use the U.P. libraries from their offices, and their office ID's.
- d. *Government agency researchers* must present a letter from the head of their agency requesting privilege to use the library, and their office ID. They may be allowed to use the library free of charge up to five (5) days per semester. Beyond five days they will be assessed library fees.

e. *Fees.* Graduate students and researchers are assessed as follows:

P 20.00 per day
P450.00 per semester
P350.00 per summer

f. *Library permit.* In all cases, the authorized library staff should issue a special library permit.

3. Use of Microforms and Computer Equipment

a. *Fees for equipment.* A fee of P20.00/hour or a fraction thereof will be assessed.

b. *Fees for print-out.* A fee of P2.00/sheet of print-out will be assessed.

c. *Use of computer equipment.* Computer equipment may only be used in conjunction with materials on electronic medium that are held by the library.

C. Fines and other penalties observed for violations of library rules and regulations by members of the University.

1. *Circulation Book*

a. **Failure to return.** A fine of P2.00 per day is charged after its due date or recall exclusive of Sundays and Holidays.

b. **Loss.** A fine of 50% of the cost of the book is charged if a circulation book is lost or is not returned by the borrower within seven (7) days after its due date or recall. If lost, he may either replace it with the same title or pay its current value; or replace it within 30 days by another title to be selected by the librarian.

c. **Recall.** Any book on loan may be recalled if there is an urgent need for it by an official of the University; a request for it to be placed on reserve has been received by the library; the book is overdue; or the library will conduct its mandated annual inventory.

2. *Reserve Book*

a. **Failure to return.** A fine of one peso (P1.00) is charge for failure to return a reserve book on the first hour or a fraction thereof after the hour appointed for return, five pesos (P5.00) each hour after the first, and fifty pesos (P50.00) for a full day. On a second offense the person's privilege to use the reserve collection will be suspended for the rest of the semester/summer.

- b. **Loss.** In case of loss the reserve book is treated as a circulation book. (see V.C.1.b)
 - c. **Withdrawal without reservation permit.** A fine of P50.00 will be charged any person who draws out a reserve book for overnight use without an approved reservation. On a second offense this person's privilege to borrow from the reserve collection will be suspended for two weeks.
3. *Failure to return a general reference book and other restricted materials borrowed for photocopying purposes.*
- a. **Failure to Return.** A fine of P50.00 will be charged any person who fails to return on the appointed hour a general reference book or other restricted materials borrowed for photocopying purposes. On a second offense the person's privilege to use the library will be suspended for a week.
 - b. **Loss.** In case of loss, see V.C.1.b.
4. *Mutilating or stealing library properties.* Any person who is caught defacing, mutilating, appropriating for himself or attempting to steal any library material or property shall after due process replace the material or pay its current replacement value. In addition, he shall pay a fine of not less than three hundred pesos (P300.00) but not more than 50% of the cost of the book whichever is higher. In appropriate cases, an additional penalty of suspension or expulsion may be imposed by the Chancellor after due process and upon the recommendation of the Librarian through the Dean. (see Appendix 1)
5. *Falsification and use of someone else's identification card or borrower's card.* Any person who falsifies or uses an identification card or borrower's card other than his own shall after due process have his library privilege suspended for not more than a semester.
6. *Disorderly and disruptive behavior.* Any person engaged in disorderly conduct or in disruptive behavior or in improper behavior shall be excluded by the librarian from the library premises and be subject to suspension of library privileges for not more than two weeks. (see Appendix 1 for procedures for disciplinary action)
- a. **Disorderly conduct** includes drunken behavior, creating disorder, tumult, breach of peace or serious disturbance, gross and deliberate discourtesy, and possession of prohibited drugs.

- b. **Disruptive behavior** includes excessive noise, loud discussions, scandalous acts (such as exhibitionist acts, necking, etc.)
 - c. **Improper behavior** includes smoking, eating and playing cards within the library premises.
7. *Refusal or failure to settle library accounts.* Any person who after due notice shall refuse or fail without just cause to settle library accounts for obligations:
- a. shall not be allowed to register
 - b. shall not be permitted to use the University Libraries
 - c. shall not be issued a library clearance

D. Procedure for Disciplinary Action by the Librarian. (Refer to Appendix 1)

- VI. **SAVING CLAUSE.** Cases not covered by the above shall be referred to the University Librarian for appropriate resolution.
- VII. **EFFECTIVITY.** This guidelines will take effect upon approval by the (Diliman) Library Executive Staff.

PROCEDURE FOR DISCIPLINARY ACTION BY THE LIBRARIAN

Summary Procedure for Disciplinary Action by the Librarian

The University, College or Unit Librarian may proceed summarily against any person in cases where the misconduct is committed in his or her presence within the library premises.

The respondent shall be summoned to appear before the Librarian, informed of the charges against him, and afforded the opportunity to be heard.

The decision made under this procedure shall be in writing stating the grounds for which disciplinary penalty is imposed. Such decision shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension of library privileges for one week.

Regular Procedure for Disciplinary Action by the Librarian

1. A report shall be filed by a staff member or a complaint shall be made by an aggrieved person with the Librarian.
2. The Librarian shall investigate the report or the complaint and if found sufficient, formal written charge are drawn up and served on respondent;
3. The respondent shall be required to answer in writing three (3) days from receipt of the charge;
4. No hearing shall be necessary when the respondent pleads guilty to the charge. Otherwise, a committee shall be created by the Librarian concerned to conduct a formal investigation;
5. In the formal investigation the report or complaint shall be under oath and together with supporting affidavits or other evidence shall constitute the evidence in chief for the complainant, subject to cross examination by the respondent. The answer of the respondent shall be under oath and together with supporting affidavits and other evidence shall constitute his evidence in chief subject to cross examination;
6. Committee shall transmit to the Librarian within fifteen days (15) days from the termination of the hearing the complete record of the case with its report and recommendation stating the facts and specific regulation on which it is based.
7. The Librarian within ten (10) days of the report shall render a decision which shall be final.

Formal Complaints for Breaches of Discipline

In addition to the disciplinary action provided above formal complaints for breaches of discipline may be filed with appropriate authorities by the University, College or Unit Librarian.

CRITERIA/RANGES USED IN DETERMINING THE TYPE OF LIBRARIES

1. Enrolment (50%)

600+	-	Large
300 – 599	-	Medium
Below 300	-	Small

2. Size of Collection (15%)

30,000 volumes +	-	Large
10,000 – 29,999	-	Medium
Below 10,000	-	Small

3. Annual Growth Rate (15%)

1,000 volumes +	-	Large
500 – 999	-	Medium
Below 500	-	Small

4. Use of Collection (10%)

70,000 +	-	Large
30,000 – 69,999	-	Medium
Below 30,000	-	Small

5. Building Configuration (5%)

2 or more floors of 1,000 + sq. m. or housed in two (2) or more separate buildings	-	Large
1 floor of 500 – 1,000 sq. m. or housed in 2 Separate floors with same total area	-	Medium
1 floor of 499 sq. m. or less	-	Small

6. Service Hours (5%)

60 hours/week	-	Large
46 – 59	-	Medium
Below 45	-	Small

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

7. 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.