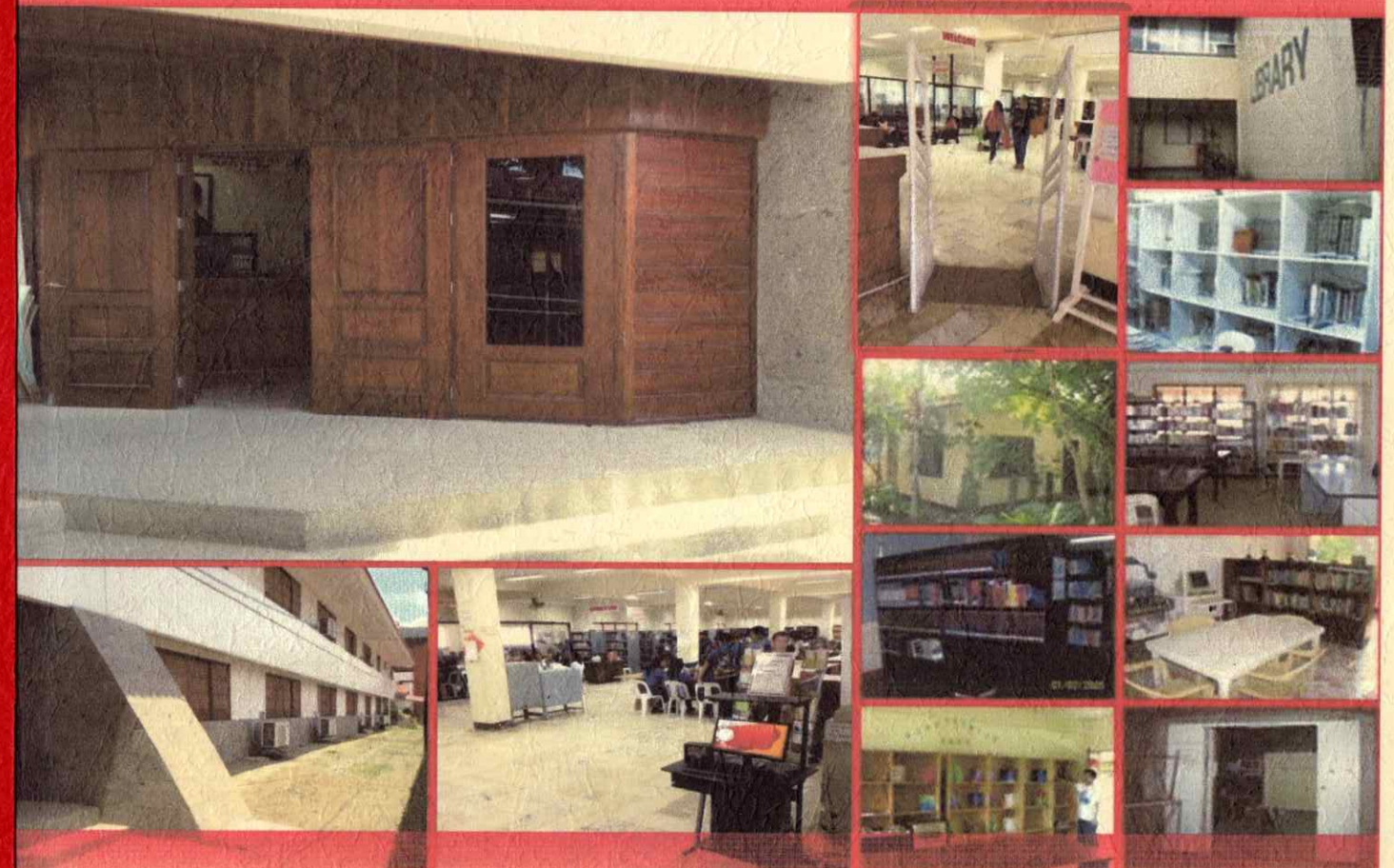




*Batangas State University*



*Library Handbook*





## Batangas State University

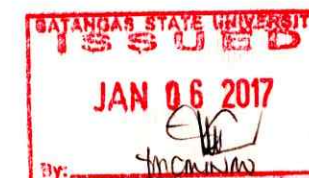
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# Batangas State University Library Handbook

Approved by BOR as per Board  
Resolution No. 559 series of 2016  
Approved by BOR as per Board  
Resolution No. 3 series of 2008





# **HELPFUL INFORMATION ABOUT THE LIBRARY AND ITS COLLECTIONS**

## **POLICIES AND PROCEDURES OF THE UNIVERSITY LIBRARY**

As gateway to knowledge and information, libraries play fundamental role in society. The resources and services they offer create opportunities for learning, support literacy and education and help shape the new ideas and perspectives that are central to a creative and innovative society.

The University Library as a complementary partner in the University's commitment to excellent service continuously provide relevant and updated collection of books, journals, electronic resources and other materials that are supportive of the curricular programs of the University. Its goal is geared towards the effective and efficient delivery of services to meet the research and information needs of its clients more specifically the Batangas State University academic community.

For a University to be successful it must be backed up by a good and functional library where informational materials are capable of helping the clientele to be able to retrieve the needed information or materials that will fit the teaching-learning process. The Library as a repository of knowledge and other forms of records, housed, organized and interpreted to meet the broad and varying needs of the people for education, information and research. Library with current and up-to-date materials is indispensable, while modern facilities for generating, storing and disseminating information in libraries becomes very essential. Provisions of good modern facilities will contribute to the fulfillment of the University's mission, vision, goals and objectives.

In general, the library's goal are provision of information, stimulation of education, research, recreational facilities, provision of recorded knowledge of man and a clear statement of library's policies and procedures which will help ensure that library services are equally accessible to all patrons.

### **Resources Available:**

- Books
- Print Journals
- Electronics Resources/Online Journals
- Wiley E-books
- Law Books
- Theses/Dissertations
- Periodicals/Serials
- Audio-visual materials
- DILG Resources
- Vertical Files

### **Services Offered**

- Information Services
- Circulation Services (Borrowing & Returning)
- Online Public Access Catalog (OPAC)
- E-Library Services
- Referral Services
- Library Orientation
- Issuance of Certification
- Photocopying Services
- Information Dissemination
- Use of Library facilities and equipment

### **1. Library Rules and Regulations**

#### **1.1 Legitimate Library Users:**

- 1.1.1 All bonafide students (enrolled for the semester)
- 1.1.2 BatStateU faculty and employees, University officials
- 1.1.3 Alumni and visiting researchers with proper identification card and referral letter (if applicable) from their respective librarians



## 1.2 Requirements for Availing of Services for Students

1.2.1 Library privileges shall be granted only to students/researchers with valid school IDs/registration forms who are enrolled for the semester. This ID/registration form is necessary for charging out books for home use and for photocopying purposes. It will be kept in the library when books/other library materials are borrowed until these are returned.

1.2.2 Students/researchers are absolutely prohibited from lending their IDs/registration forms. Violation of such is subject to disciplinary action.

1st Offense	:	Warning/Oral Reprimand
2nd Offense	:	Students will be reported to the Office of Student Discipline
3rd Offense	:	Suspension of library privileges for one (1) week

## 1.3 Proper Conduct/Policies in the Library

1.3.1 Silence must be observed in the library at all times. (Engaging in conduct that disrupts or interferes with normal operation of the Library, or that disturbs staff or visitors such as making unreasonable noise, including loud talking on cell phone and loud discussions is not allowed)

1.3.2 All users who intend to avail library services are requested to present their valid ID.

1.3.3 Users of the card catalog should refrain from detaching the card from the file.

1.3.4 Users are not allowed to sleep, eat, entertain visitors, speak and laugh loudly in the library.

1.3.5 Users who display unbecoming behavior to the library staff shall be subjected to disciplinary action

1.3.6 Food and drinks are not allowed in the library.

1.3.7 Seat or table reservation for expected incoming users is prohibited.

1.3.8 Cell phones and other communication devices should be put off in a silent mode while in the library.

1.3.9 Public display of affection (PDA) or any form of intimacy manifested by library users is prohibited.

1.3.10 Taking pictures of library materials, equipment and facilities is not allowed without permission.

1.3.11 The Library reserves the right to limit the number of students who may sit together. (Eight (8) students are allowed per table)

1.3.12 The librarian or library staff may recall any book from the borrower if there is an urgent need for it.

1.3.13 Users are required to handle the books/ journal very carefully. Marking with pencil, writing or highlighting, tearing the pages or mutilating are prohibited. Violators will be dealt with according to the provisions stipulated in the Student Handbook of the University.

1.3.14 Theft and mutilation of library materials are considered major offenses. Anyone caught attempting to steal, or in the act of stealing library materials will be reported to the University Librarian, the Office of Student Discipline or to other authority for appropriate action.

1.3.15 All users (Students / Alumni / Faculty / Officials / Employees / Outside Researchers) who intend to avail of library services are requested to present their valid ID in borrowing any library material.

**NOTE: Violation of the above is subject to disciplinary action**

1st Offense	:	Warning/Oral Reprimand
2nd Offense	:	Violators will be reported to the Office of Student Discipline
3rd Offense	:	Confiscation of school ID and suspension of library privileges for one (1) week

## 1.4 Book Loan Policies

1.4.1 Circulation Books. These books may be borrowed for overnight use (depending on the number of copies available)

1.4.2 Reference Books. These books are on open shelves and should be used in the reference area only. These may be taken out only for photo duplication.

1.4.3 Filipiniana Books. These books are written by Filipinos or foreign authors. Books with only one copy cannot be borrowed for overnight use but may be taken out for photocopying.

1.4.4 Journals/Periodicals. These collections are for room use only but borrowers are allowed to have them photocopied.

1.4.5 Vertical File Collection. These clippings from newspapers and magazines may be used within the library premises and these can be photocopied.

1.4.6 Theses and Dissertations. Dissertations, graduate and undergraduate theses are for room use only. Only abstracts and bibliography can be photocopied and only two(2) theses/dissertations are allowed to borrow at a time.

## 1.5 Lost Books

Lost book must be reported immediately to the section from where it was borrowed. Said book must be replaced with the same title or any related title of the latest edition. Replacement of lost material should not be beyond the grace period of one month. A fine of ten pesos (Php 10.00) per day, per book excluding Saturdays, Sundays and holidays will be charged from date due. Payment should be done at the Cashiering Office.

## 1.6 Library Clearance

Library clearance is required of all students, faculty and non-teaching employees at the end of the semester or to any employees/students who intend to leave the University temporarily or