



BATSTATEU LIBRARIES STATISTICAL REPORT ON THE USAGE OF THE LIBRARY BY OUTSIDE RESEARCHERS

2019-2020

PREFACE

“Libraries are innately subversive institutions born of the radical notion that every single member of society deserves free, high-quality access to knowledge and culture.”

-Dr. Matt Finch

BatStateU Libraries supports the different academic programs of the University. Its library resources and services are all fastened to meet the objectives of the program offerings.

The library resources and services are also extended to the alumni, researchers from the member-institutions of the Network of Calabarzon Educational Institutions (NOCEI) and other educational institutions. The extended sharing of library and information resources to outside researchers is free. This service of the BatStateU Libraries adheres to the goal of libraries to provide access to materials, without prejudice, to every member of the community since “libraries are major sources of information for society and they serve as guardians of the public’s access to information” (ALA).

During pre-pandemic, the BatStateU libraries opened its door to all outside researchers. It served the research needs of library clients from different institutions. Presented in the succeeding pages are statistical reports of library usage from outside researchers.

STATISTICAL REPORT OF LIBRARY USAGE BY OUTSIDE RESEARCHERS

YEAR / MONTH	OUTSIDE LIBRARY USERS			BORROWED RESOURCES			
	Sex		Total	Books		Theses/Dissertations	
	Male	Female		Number of Borrowers	Number of Borrowed Resources	Number of Borrowers	Number of Borrowed Resources
2019							
January	14	44	58	12	112	66	109
February	60	122	182	68	141	129	221
March	16	48	64	23	37	39	71
April	21	39	60	13	8	29	66
May	12	20	32	9	16	31	65
June	0	3	3	0	0	0	0
July	5	9	14	5	14	5	11
August	35	61	156	22	40	24	44
September	28	153	181	16	21	31	67
October	23	62	85	16	31	59	141
November	44	95	139	31	39	93	167
December	8	15	23	3	3	17	31
Subtotal	266	671	937	218	462	523	993

Table 1. Statistics of library usage by outside researchers for year 2019.

The above table shows the statistical report of library usage by outside researchers for the year 2019. There was a total of nine hundred thirty-seven (937) outside researchers who visited the BatStateU Libraries. Six hundred seventy-one (671) of them are female and two hundred sixty-six (266) of them are male. These researchers utilized various information resources in the library, however, most of them consulted the theses/dissertations collection in their research.

YEAR / MONTH	OUTSIDE LIBRARY USERS			BORROWED RESOURCES			
	Sex		Total	Books		Theses/Dissertations	
	Male	Female		Number of Borrowers	Number of Borrowed Resources	Number of Borrowers	Number of Borrowed Resources
2020							
January	2	3	4	2	3	3	4
February	36	48	84	16	31	56	118
March	19	17	36	6	10	30	71
Subtotal	57	68	124	24	44	89	193

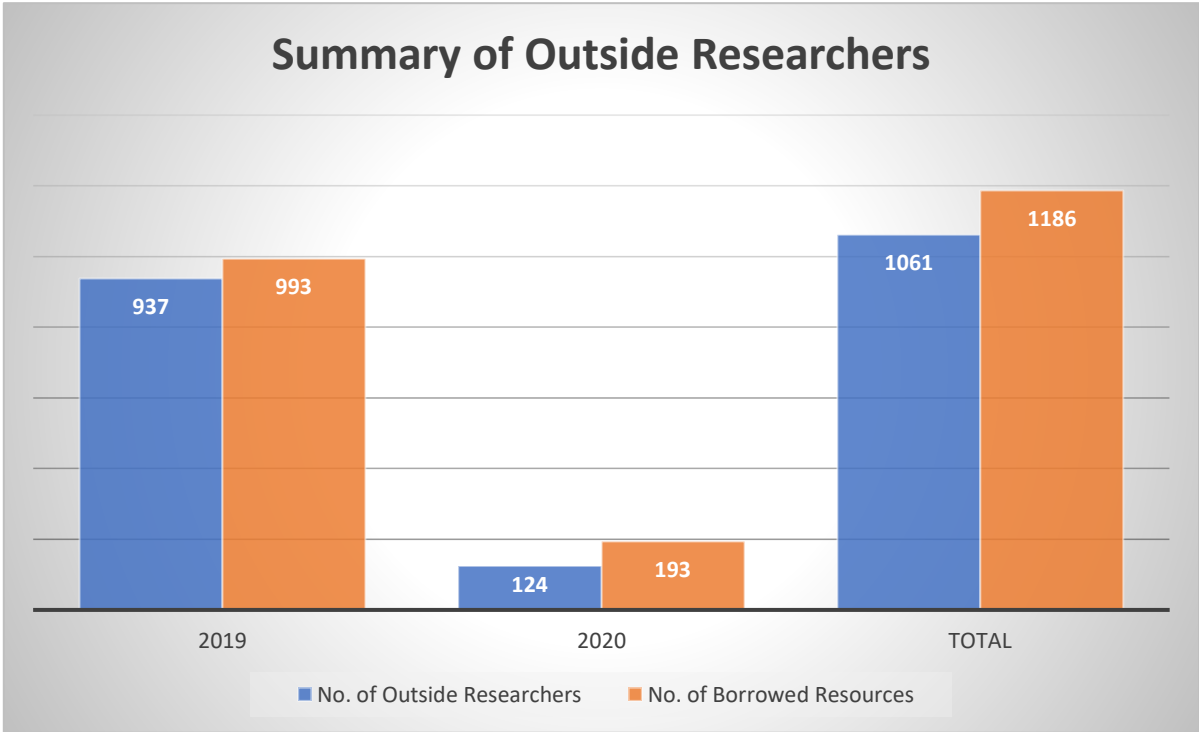
Table 2. Statistics of library usage by outside researchers for year 2020.

Table 2 shows a summary of library usage by outside researchers last 2020. For the said year, the BatStateU Libraries accommodated outside researchers from January to the first two weeks of March due to the onset of the COVID-19 Pandemic. The data also showed that January 2020 has minimal number of

outside researchers due to the eruption of the Taal Volcano which affected the different towns in all of Batangas. Thus, the total outside researchers were one-hundred twenty-four (124) only. Fifty-seven (57) of them are female while sixty-eight (68) are male. Theses/dissertations collection were mostly consulted.

YEAR / MONTH	LIBRARY USERS			BORROWED RESOURCES			
	Sex		Total	Books		Theses/Dissertations	
	Male	Female		Number of Borrowers	Number of Borrowed Resources	Number of Borrowers	Number of Borrowed Resources
2019							
Subtotal	266	671	937	218	462	523	993
2020							
Subtotal	57	68	124	24	44	89	193
TOTAL	323	739	1061	242	506	612	1186

Table 3. Summary Statistics of library usage by outside researchers for year 2019-2020.



The chart presents the summary of the number of outside researchers and number of borrowed resources. A total of one thousand one sixty-one (1061) outside researchers visited the library for 2019-2020 and a total of one thousand one hundred eighty-six (1186) library resources were circulated to them.

No.	INSTITUTION	No.	INSTITUTION
1	ACLC	24	Lyceum of the Philippines University
2	ALABANG	25	Manuel S. Enverga University Foundation
3	Alangilan Senior High School	26	Marian Learning Center and Science High School
4	ALUMNI	27	Nasugbu East Senior High School
5	AMA	28	Nicolites Montessori School, Inc.
6	ASHS	29	Our Lady of Caysasay Academy
7	Batangas Province High School For Culture And Arts	30	Philippine Women's University
8	BatStateU LEMERY	31	RMNHS
9	Casa De Bambino Emmanuel Montessori	32	Sampiro Integrated Senior High School
10	Cavite State University Naic	33	Senior High School Malvar
11	Dalubgasaab ng Lunsod ng San Pablo	34	SISHS
12	De La Salle Lipa	35	Southern Luzon State University
13	Dr. Francisco L. Calingasan Memorial Colleges Foundation	36	Sovereign Shephrd School of Values and Learning
14	Fame Academy of Science and Technology	37	St. John Academy of Visual Performing arts
15	First Asia Institute of Technology and Humanities	38	St. Joseph Academy
16	Golden Gate Colleges	39	St. Mary'S Education Institute
17	Institute of Computer Engineers of the Philippines	40	Sto. Nino Formation and Science School
18	Kolehiyo Ng Lungsod Ng Lipa	41	Tanauan City College
19	La Consolacion College of Tanaun	42	Tanauan Institute
20	Laguna State Polytechnic University	43	Taysan High School and Club Development Center
21	Lemery College	44	The Sto. Nino Formation and Science School
22	Lipa City Colleges	45	University of Batangas
23	Lpu-Batangas	46	Westmead International School

Table 4. Summary institution where the outside researchers are affiliated.

Table 4 presents the different institutions where the outside researchers came from. Data shows that majority of outside researchers are from schools near the vicinities of the BatStateU campuses.

ANNEX A

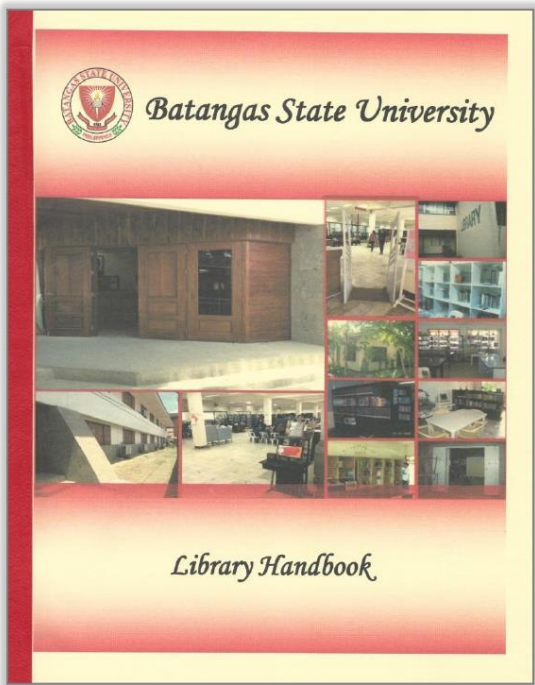
POLICY FOR RESEARCHERS FROM OTHER INSTITUTIONS/ORGANIZATIONS.




1.8.2.4	AV Materials
1.8.2.4.1	Requirements
1.8.2.4.1.1	Valid ID / School ID
1.8.2.4.2	Policies
1.8.2.4.2.1	Audio-visual materials are for room use only but for faculty who wish to take these materials for classroom use should ask permission from the Librarian
1.8.2.4.2.2	A maximum of three (3) audio-visual materials can be borrowed for a maximum of three (3) days.
1.8.2.4.2.3	In case of loss or damage, the borrower is required to replace the same with the latest copyright date.
1.8.2.4.3	Procedures
1.8.2.4.3.1	The borrower will ask the library staff for assistance; then he/she will sign in the logbook.
1.8.2.4.3.2	In returning, the borrower will give the material to the library staff for checking; then the library staff will return the ID.
1.8.3	Researchers from other Institutions/Organizations
1.8.3.1	Books
1.8.3.1.1	Requirements
1.8.3.1.1.1	Valid ID/Valid School ID
1.8.3.1.1.2	Referral Letter (if applicable)
1.8.3.1.2	Policies
1.8.3.1.2.1	The schedule days for researchers from other institutions are Friday and Saturday, 8:00 AM to 5:00 PM
1.8.3.1.2.2	Five students/researchers per institution are allowed to conduct research in the library.
1.8.3.1.2.3	Researchers will not be accommodated to research in the library during Examination Week, and Foundation Week.
1.8.3.1.3	Procedures
1.8.3.1.3.1	The referral letter and valid ID will be presented to the library staff.
1.8.3.1.3.2	The library staff will check the ID and referral letter for validation.
1.8.3.1.3.3	Upon validation, the outside researchers will log in the log sheet and will proceed to the research area.
1.8.3.2	Theses / Dissertations
1.8.4.2.1	Requirements

Figure 1. Excerpt from the Library handbook (page 31). Policy for Researchers from other Institutions/Organizations.

ANNEX B

LIBRARY HANDBOOK



Document Reference No.: BatStateU-DOC-AA-02	
FORWORD	
 Batangas State University Rizal Ave. Batangas City Tel. No. (043) 980-0387 loc. 1150 batstateumainlib@gmail.com	
Batangas State University Library Handbook	
 	
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The Library Handbook with written policies and procedures was approved by the Board of Regents as per Board Resolution No. 559 series of 2016 and Board Resolution No. 3 series of 2008.

ANNEX C

BOARD RESOLUTION FOR THE APPROVAL OF THE LIBRARY POLICIES



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

Tel Nos.: (043) 980-0385 loc. 1546/1122 Telefax: (043) 723-0339
Email Address: batstateupresident@gmail.com Website Address: <http://www.batstate-u.edu.ph>

EXCERPT FROM THE MINUTES OF THE FIFTY-SECOND (52nd) REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD AT CHED EXECUTIVE LOUNGE, HEDC BUILDING, C.P. GARCIA AVENUE, U.P. DILIMAN, QUEZON CITY ON DECEMBER 28, 2016 AT 3:00 PM

PRESENT:

HON. ALEX B. BRILLANTES, JR. CHED Commissioner	-	Chairman
HON. TIRSO A. RONQUILLO University President	-	Vice-Chairman
HON. LUIS G. BANUA Director, NEDA, R.O.IV-A	-	Member
HON. ALEXANDER R. MADRIGAL Director, DOST R.O. IV-A	-	Member
HON. FAUSTINO RICARDO G. CAEDO Private Sector Representative	-	Member
HON. AMANDO A. PLATA Alumni Regent	-	Member
HON. GEORGE P. COMPASIVO Faculty Regent	-	Member
HON. JOEY C. ESPINO Student Regent	-	Member
PROF. ENRICO M. DALANGIN Board and University Secretary	-	Head Secretariat

OTHERS PRESENT:

MS. MICAH ALEYAH A. ACUZAR	-	Technical Staff
MR. ARISTEO G. DIMASACAT	-	Technical Staff
MS. LOUWELYN A. LUISTRO	-	Technical Staff

Res. No. 559, S. 2016


WHEREAS, the Policies and Procedures for Library Services of the Batangas State University have undergone series of evaluation;

WHEREAS, one of these policies is the Policies and Procedures of the University Library;

WHEREAS, the University Librarian, presented the Policies and Procedures of the University Library before the Academic Council of the University and was duly approved through Res. No. 12-03, s. 2016, after thorough discussion and deliberation;

WHEREAS, the same was presented by the Student Regent to the Finance Committee of the Board of Regents during its meeting held December 19, 2016 and was approved for endorsement to the Board through Res. No. 280, s. 2016;

MD

Certified True Copy of the Original

ENRICO M. DALANGIN
Secretary of the University and of the Board of Regents



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

Tel Nos.: (043) 980-0385 loc. 1546/1122 Telefax: (043) 723-0339
Email Address: batstateupresident@gmail.com Website Address: <http://www.batstate-u.edu.ph>

WHEREAS, the Board during its 52nd Regular Meeting, accepted the endorsement of the Finance Committee;

NOW, THEREFORE, in view of the foregoing premises, the Board approved, as it is hereby approved the Policies and Procedures of the University Library.

Attached and made as an integral part of this resolution is the copy of the policy.

APPROVED.

Certified Correct:

Prof. ENRICO M. DALANGIN
Board and University Secretary

Certified True Copy of the Original

Digitally signed by Dalangin
Enrico Magboo
Date: 2020.09.11 09:42:57
+08'00'

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents

ANNEX D

PHOTO DOCUMENTATION OF SOURCE OF THE DATA
FOR THE USAGE OF THE LIBRARY BY OUTSIDE RESEARCHERS

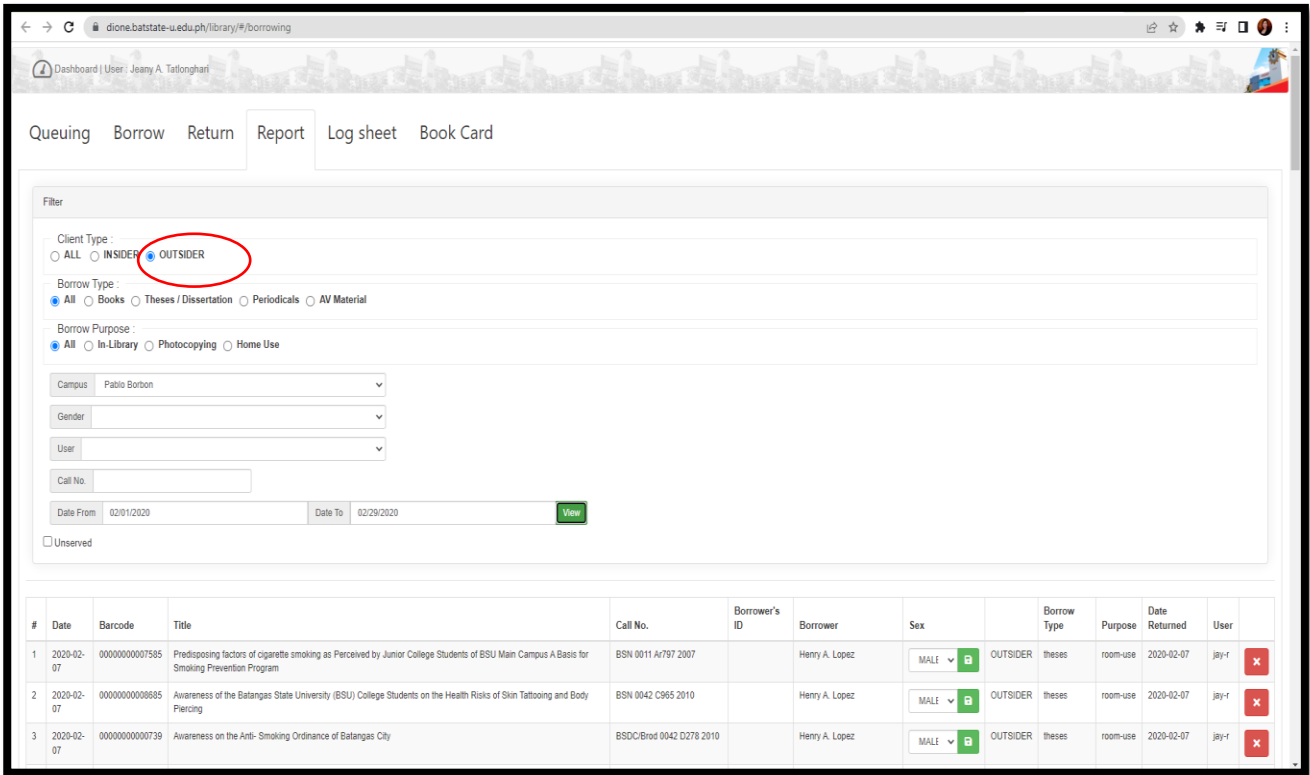


Figure 1. Screen Shot of the Library Extension Portal.

DATE	NAME OF STUDENT /CLIENT	SEX	PROGRAM /COLLEGE /OFFICE	TITLE OF THE BOOK	PROCESSING				PURPOSE			STAFF ON DUTY/SIGNATURE	DATE RETURNED
					Time Started	Time Finished	Within	Over	In-Library	Photocopy	Home Use		
01/02/2019	PUNZALAN, JESSIE ANDREW ZUAÑO	MALE	asmnhs /	Design and developme... BSEE 145 D339 2011	9:36 am	9:43 am	acc"	acc"				Josephine T. Magdasoc	01/03/2019
01/02/2019	PUNZALAN, JESSIE ANDREW ZUAÑO	MALE	BSESENG /	Design and Developme... BSEE 346 C764 2017	9:36 am	9:43 am	acc"	acc"				Josephine T. Magdasoc	21/02/2019
01/02/2019	Deinlei Luise C. Cortez	MALE	St. Mary's Education Institute /	Causes of Flooding A... BIT- CVT 016 M266 2004	10:49 am	10:50 am	acc"	acc"				Ivan Marlo A. Collat	01/02/2019
01/02/2019	TALOSIG, KRISSIA BANGUILAN	MALE	smel /	A proposed storm dra... BSCE 165 H557 2013	11:29 am	11:36 am	acc"	acc"				Josephine T. Magdasoc	01/02/2019
01/02/2019	JAVIER, AIRISE JOYCE BICAS	FEMALE	BSCVENG /	Prime Wood Industrie... BSEI 005 A1339 1997	11:43 am	11:52 am	acc"	acc"				Josephine T. Magdasoc	01/02/2019
01/02/2019	JAVIER, AIRISE JOYCE BICAS	FEMALE	BSCVENG /	Evaluation of the tr... BSCE 122 A1348 2012	11:43 am	11:50 am	acc"	acc"				Josephine T. Magdasoc	01/02/2019
01/02/2019	JAVIER, AIRISE JOYCE BICAS	FEMALE	ub /	Assessment of the im... BSCE 238 L351 2015	11:43 am	11:47 am	acc"	acc"				Josephine T. Magdasoc	01/02/2019
01/02/2019	JAVIER, AIRISE JOYCE BICAS	FEMALE	ub /	Assessment of road p... BSCE 123 A1444 2012	11:43 am	11:50 am	acc"	acc"				Josephine T. Magdasoc	01/02/2019
01/02/2019	JAVIER, AIRISE JOYCE BICAS	FEMALE	ub /	Design and developme... BSPetE 077 M887 2015	11:43 am	11:52 am	acc"	acc"				Josephine T. Magdasoc	01/02/2019
01/02/2019	Diago, Ben Hur G.	FEMALE	Kolehiyo ng Lungsod ng Lipa /	Modified solar water... BIT-ICT 058 G913 2012	12:43 pm	12:43 pm	acc"	acc"				Ivan Marlo A. Collat	01/02/2019
01/02/2019	Diago, Ben Hur G.	FEMALE	/	Automated Sprinkler ... BSCE 167 QB 2017	12:43 pm	12:43 pm	acc"	acc"				Ivan Marlo A. Collat	01/02/2019
01/02/2019	Tongol, Jayron L.	FEMALE	/	Economical Pumping S... BSCE 136 B958 2017	12:44 pm	12:45 pm	acc"	acc"				Ivan Marlo A. Collat	01/02/2019
01/02/2019	Tongol, Jayron L.	FEMALE	Kolehiyo ng Lungsod ng Lipa /	Soil monitoring syst... BSIT 200 Ac173 2014	12:44 pm	12:45 pm	acc"	acc"				Ivan Marlo A. Collat	01/02/2019
01/02/2019	Bolor, Adrian M.	NOT STATED	University of Batangas /	Renewable Energy... TJ 808.2 .J46 2012	12:49 pm	12:49 pm	acc"	acc"				Nenita C. Silang	01/02/2019
01/02/2019	Bolor, Adrian M.	NOT STATED	/	Renewable energy : p... TJ 163.2 .567 2011	12:49 pm	12:50 pm	acc"	acc"				Nenita C. Silang	01/02/2019
01/02/2019	CAIBIGAN, VHEA VALERIE	MALE	UNIVERSITY OF BATANGAS /	Design and developme... BSCE 168 D136 2014	1:05 pm	1:06 pm	acc"	acc"				Ivan Marlo A. Collat	01/02/2019
01/02/2019	DRIZ, CELINE L.	FEMALE	WESTMEAD /	Bubble Trouble: An a... BSIT 070 A1447 2012	2:09 pm	2:09 pm	acc"	acc"				Ivan Marlo A. Collat	01/02/2019
01/02/2019	DRIZ, CELINE L.	FEMALE	/	Happy Battle.Android... BSIT 120 I926 2012	2:09 pm	2:09 pm	acc"	acc"				Ivan Marlo A. Collat	01/02/2019
01/02/2019	Bagting, Pamela Camille C.	NOT STATED	University of Batangas /	Trigonometry... QA 531 .L37 2015	2:31 pm	2:32 pm	acc"	acc"				Nenita C. Silang	01/02/2019
01/02/2019	Bagting, Pamela Camille C.	NOT STATED	/	Estimating in heavy ... TH 435 .E88 2017	2:31 pm	2:32 pm	acc"	acc"				Nenita C. Silang	01/02/2019
01/02/2019	Bagting, Pamela Camille C.	NOT STATED	University of Batangas /	Geotechnical Earthqu... TA 654.6 .C46 2012	2:32 pm	2:32 pm	acc"	acc"				Nenita C. Silang	01/02/2019

Figure 2. Sample data of library usage by outside researchers generated from the Library Extension Portal.

LOGBOOK FOR
OUTSIDE RESEARCHERS AND
ALUMNI
BatStateU-LB-LIB-03

DATE	SCHOOL / UNIVERSITY	NAME	SIGNATURE
03-07-20	Sovereign Shepherd School of Values and Learning	Chiderel D. Bolme	
03-07-20	Sovereign Shepherd School of Values and Learning	Angel John E. Dimacaso Jr.	
03-07-20	Sovereign Shepherd School of Values and Learning	Ejay D. Panatigan	
03-07-2020	Golden Gate College	Arden B. Delillo	
03-07-2020	Westwood Academy of Science and Technology	Belo, Joyce Inae	
03-07-2020	Westwood International School	Henderson, Ezekiel M.	
03-07-2020	UNITEH	Air, Geraldine D.	
03-07-2020	AMACC Batangas	Del Mundo, Joan B.	
03-07-2020	AMACC Batangas	America, Precious	
03-07-2020	AMACC Batangas	DeTorres, Sheina Mae A.	
03-07-2020	AMACC Batangas	Quintan, Marhabell M.	
03-07-2020	Golden Gate Colleges	Quintan, Dorothy D.	
03-07-2020	Golden Gate Colleges	Ryaga, Lumbiray Anne B.	
03-07-2020	Tayson High School and Child Development Center	Khanza, Arpa	
03-07-2020	Tayson High School and Child Development Center	Blaine, Jru Espinosa	
03-07-2020	Tayson High School and Child Development Center	Mosho, Angela Sanchez	
03-07-2020	Tayson High School and Child Development Center	Wesley, Shaina Madarongay	
03-07-2020	Tayson High School and Child Development Center	Kevin, Bryan S. Alcantara	
03-07-2020	Golden Gate Colleges	Bacay, Divine Paul M.	
03-07-2020	UNIVERSITY OF BATANGAS	Odina, Janeth B.	
03-07-2020	UNIVERSITY OF BATANGAS	PERANANDA, IAN	
03-07-2020	UNIVERSITY OF BATANGAS	CAMPORA, LIPSE C.	
03-07-2020	Good Shepherd Christian Academy	Arjay, Bolme	
03-07-2020	Good Shepherd Christian Academy	Almora, Han Kristina F.	

DATE	SCHOOL / UNIVERSITY	NAME	SIGNATURE
2-8-20	Tayson NMS	F. Audrey Bianca Hidalgo	
2-8-20	Tayson NMS	F. Mabel Maricut	
2-8-20	Alumni	M. Robert John B. Perez	
2-10-20	Alumni	M. Ryan R. Ramos	
2-10-20	Alumni	F. Eog. K. Lucero	
02-10-2020	UB	F. MERCEDES MARIE CRISTOP	
02-10-2020	Golden Gate College	F. Baselle P. Lopez	
02-10-2020	Golden Gate College	F. Ana Badilla	
02-10-2020	Golden Gate College	F. Jamillan Decena	
02-10-2020	Golden Gate College	F. Bagella De Castro	
02-10-2020	Golden Gate College	F. Inish Roy P. Bani	
02-10-2020	Golden Gate College	F. Shelsa B. Nabor	
02-10-2020	Golden Gate College	M. Michael Joyce P. Pina	
02-10-2020	Golden Gate College	M. Mary Rose Gooden	
02-10-2020	University of Batangas-Lipa	F. Kristel C. Bernal	
02-10-2020	University of Batangas-Lipa	M. Edward M. Soriano	
02-10-2020	Golden Gate Colleges Inc.	M. Jacobert C. Cepilla	
02-10-2020	THSCOC	F. Camila G. Faustine	
02-10-2020	THSCOC	F. Gaudy G. Semina	
02-10-2020	THSCOC	F. Catherine Bages	
02-10-2020	THSCOC	M. King Lervaga	
02-10-2020	THSCOC	M. Jed Anellano	
02-10-2020	Golden Gate Colleges	F. Ethel O. Cueto	
02-10-2020	AMACC Batangas	M. Roman Jr. Sulisorez	
02-10-2020	AMACC Batangas	F. Erik Mae Bimlong	

Figure 3. Logbook for Outside Researchers and Alumni



University of
Batangas
LEARNING RESOURCE CENTER

March 7, 2020

DR. AGNES ARELLANO
OIC-Head Library
Batangas State University
Rizal Avenue Ext., Batangas City

Dear Sir / Madam:

Kindly allow Mr. *Stefanie Magsambol* our BSBA - Business Management student(s) to make use of your collections of unpublished materials and other related resources subject to your rules and regulations.

Your favorable consideration regarding this matter is highly appreciated.

Respectfully yours,



AMELITA R. CASAL
Chief Librarian



NOCEI
Network of CALABARZON
Educational Institutions, Inc.
LIBRARY COMMITTEE



AMA
Computer College
BATANGAS CAMPUS

March 7, 2020

The Librarian
Batangas State University Main Campus I
Rizal Avenue Extension Road, Batangas City

Sir / Madame,

Greetings of peace!

We, Grade 12 students from AMA Computer Colleges - Batangas, were seeking for permission to visit the University Library of Batangas State University and utilize the related literatures and studies we could find relative to our research topic entitled "Leadership Capabilities of the Senior High School Students of AMA Computer Colleges - Batangas in Relation to Gender S.Y. 2019-2020".

We will ensure that the materials will only be used for educational purposes. We are hoping for your kind consideration.

Sincerely,



America, Precious Angel R.



De Torres, Sheina Mae A.



Del Mundo, Joan B.



Guinjin, Ashley M.



Malinao, John Von



Of San Jose, Batangas Inc.
Tel. No.s (043) 726-2111 / (043) 726-3652
Fax. No. (043) 726-2111
Email address: stjosephacademy1949@yahoo.com

February 21, 2020

The Librarian
Batangas State University
Rizal Ave., Batangas City

Dear Sir/Madam:

Good day!

I would like to request your good office to allow the following students to use your good library and to do a research.

1. Mary Ann Macaliniao

2. Patricia Mae Batronel

3. Janice Caraan

4. Danielle Jacob Comia

Thank you. I am hoping for your favorable response.

Respectfully yours,



MRS. YOLYN F. LAGRASON
LIBRARIAN

Figure 4. Sample Referral Letters received from Outside Researchers.

STATISTICAL REPORT OF LIBRARY USAGE BY OUTSIDE RESEARCHERS