

Romeo V. Sta. Ana Library

INTRODUCTION

CSAV Library was established in 2011 and named it as the Romeo V. Sta. Ana Sr. Library. Mr. Romeo Sta. Ana Sr. is considered the brain of the institution whose role is to provide education to children of poor families of Victorias and produce employable and competent graduates. This library manual will guide the Librarian to manage and get wisely the funds intended for the library resources and facilities and plan the future development of the department.

VISION

Romeo Sta. Ana Library as partner of Colegio Sta. Ana de Victorias will provide quality, adequate, updated resources and facilities in developing the students intellectually, physically, emotionally as leaders of our country in their chosen career equipped with values. The Library aims to be the leading Library in the community or the whole Southern Negros.

MISSION

The Romeo Sta. Ana Sr. Library is committed to provide the updated quality learning resources, facilities and effective services that help develop the students' desire for knowledge, truth and wisdom, appreciate and take pride of Filipino's tradition and culture and value the spirituality, life and teaching of the St. Anne, Patron Saint of the college.

OBJECTIVES:

1. Facilitate and provide the Colegio de Sta. Ana de Victorias faculty, students, staff members and administrators with print and non-print resources and services that help them in their academic and instructional needs. Build a comprehensive collection of updated resources and facilities to support the academic curricula, research, teaching and learning of the college.
2. Support the educational, social, civic, cultural and other activities of the school through the resources and services of the library.
3. Educate learners in the proper use of the library and ensure the maximum use of library resources and facilities.
4. Manage and organize library resources for easy retrieval and dissemination of information.
5. Appreciate and develop local materials.
6. Develop technology facilities for students and members of the faculty.
7. Provide physical facilities conducive to study and research.
8. Uphold the spirituality of St. Anne's teaching thru library resources and facilities.

LIBRARY HOURS

(No noon break one week before and during Periodical Examinations)

Regular Class Days

Monday – Friday 7:30 A.M. - 12:00 P.M.
Saturday 8:00 A.M. - 12:00 P.M.

SUMMER

Monday – Friday 7:30 A.M. – 12:00 P.M.
1:30 P.M. - 5:00 P.M.
Saturday 8:00 A.M. - 12:00 P.M.

RESOURCES AVAILABLE

A. Print Materials

1. Books
2. Periodicals
3. Pamphlets
4. Vertical File

B. Non –Print Materials

1. Audio Visual
2. Globe
3. Maps
4. Poster/Pictures

C. Electronic Resources

1. CD/DVD-ROMs
2. Internet
3. OPAC

LIBRARY SECTIONS

1. Technical - process the books before circulation
2. Periodical -where newspaper, magazines and journals are placed
3. Reserve -where books requested by faculty and students to place in a separately shelf because of demand and the limited copies .
4. Flipiniana -houses materials written by Filipinos and about the Philippines.
5. Fiction -novels/stories created by imagination
6. Circulation -the greatest number of books with general interest are place and it offers the borrowing and returning service.

LIBRARY SERVICES

1. Library Orientation and Instruction. The library in coordination with English Faculty conducts orientation and instruction at the beginning of the school year.
2. Readers. Are directly concern in assisting, readers, users, \and clients. to find information and materials in their research and assignments.
3. Circulation Service, The function is lean materials for use by the borrowers where the latter are expected to follow the rules, regulation and procedures of this section. Only student with Library Borrower Card is entitled borrow and it not transferable
- 4 .Reference Service – is service to help the library’s clientele locate books, materials and information and provide other bibliographic advice. Maximum service is extended to library clients
5. Vertical File Service – This provides selected topics / articles for the library users in relation to their research work. These materials include clippings, pamphlets, brochures and booklets, which are arranged alphabetically by subjects.

Note: Non- CSAV students can avail of the library resources upon presenting a letter of recommendation from their Director of Libraries or Librarian .

GENERAL RULES

For Students

All students duly enrolled at Colegio de Sta. Ana de Victorias are entitled to use of Library facilities subject to the following regulations:

1. The borrower is required to present his/her Library Borrower Card to whoever is in-charge at counter in borrowing books or any resources belonging to the library. Any student caught using someone else's Library Borrower Card will be deprived of Library privileges, or suspended from using library facilities likewise be charged for any damages or losses.

2. General References Books and Materials (Encyclopedia, Dictionaries, Atlases, Yearbook, Almanac, Magazines, etc.) should never be taken out from the Library. Violation of his rule will be considered a Very Serious Offense.

3. Reserve books may only be borrowed for two consecutive hours, after which renewal of the permit is needed. If these are allowed for overnight use, these should be taken out from the library at 6:30 p.m. and be returned at 7:30 to 8:30a.m. of the following day. A fine will be charged to a student who fails to return the books on time plus an added amount per hour overdue.⁴

4. All should are required to handle carefully all books, magazines and other reading materials. If "damaged or lost", the concerned borrower will pay the full price of these materials or replacement including the handling service fee/s thereof.

5. Fiction and other general reading books may be taken home for seven on d (7) days. However, student who fails to return the book on due date will charged to minimal amount. Those who have paid their library obligation will forfeit their to borrow any books and other materials.

6. One (1) Reserve book can be borrowed by the student at a time. In case more books needed for research purposes . permission from the Librarian is needed.

Procedure in Borrowing and Returning Library Materials

Circulation and Reserve Section

- All students with no library obligations and has Library Borrower Card can borrow library materials.
- The library reserves the right to cancel library privileges of a user based on misconduct.
- School Library Borrower Card is not transferable.
- General References are for library use only.
- Circulation books can be borrowed for three (3) days.
- Reserve books are for library use only and can be borrowed overnight.
- Lost books must be reported immediately.
- Damaged/lost books must be paid or replaced within one month, after the reported date.

Filipiniana and Reference Section

- Filipiniana books are available for library use only and can be borrowed overnight at 4:00 P.M. and return on or before 8:00 A.M. the following day.
- All General References and other special materials are strictly for library use only.

Internet Policy

- The Library charge ten pesos (Php10) for one hour use and it is "First Come, First Serve."
- If the student will use USB, he /she should submit first to Library in Charge for scanning to avoid virus infection
- Every Friday the Library will erase all the files that were save in the computer.

The Library adopts an Electronic Library System Program known as ATHENA

Athena Library System

This program is high performance library automation product, which gives you the power to run the way you want to run. It helps the patron to access resources without much effort. It visually oriented product that is intuitive easily to learn and fun to use. The system is user friendly. For more information, a manual regarding the use is provided.

ONLINE PUBLIC ACCESS CATALOG (OPAC)

There is one unit computer provided for OPAC for the library users. It features a quick search in locating books in the library

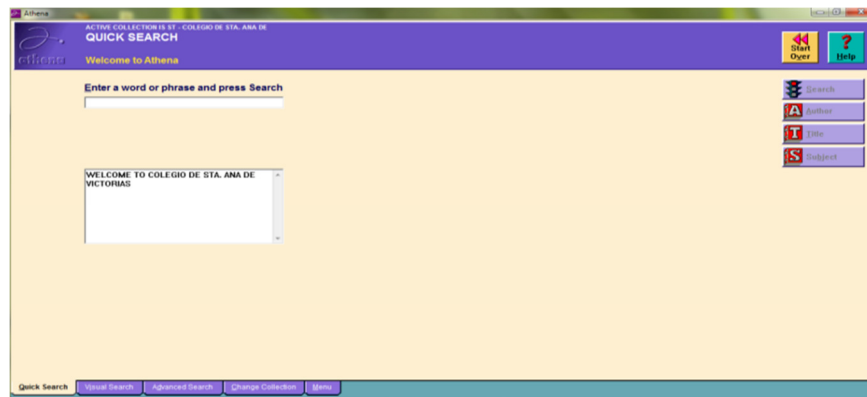
It provides three different ways to first find the materials or items: quick, advanced and visual researches More details how to access using the menu. Manual is available.

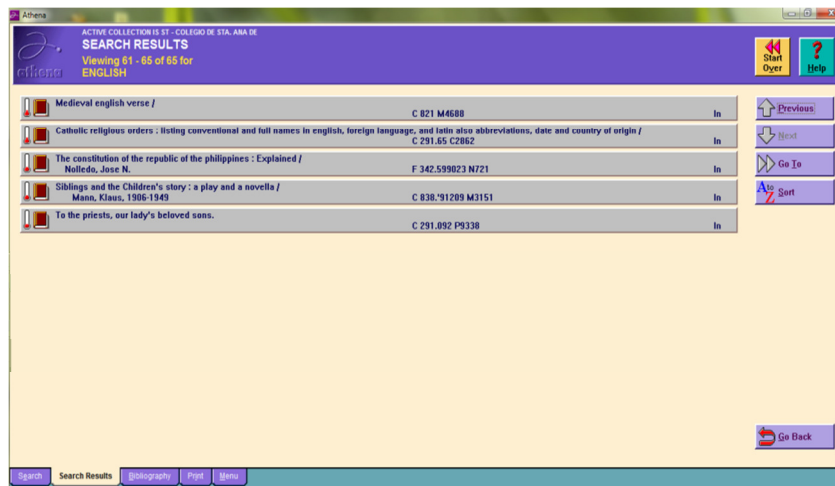
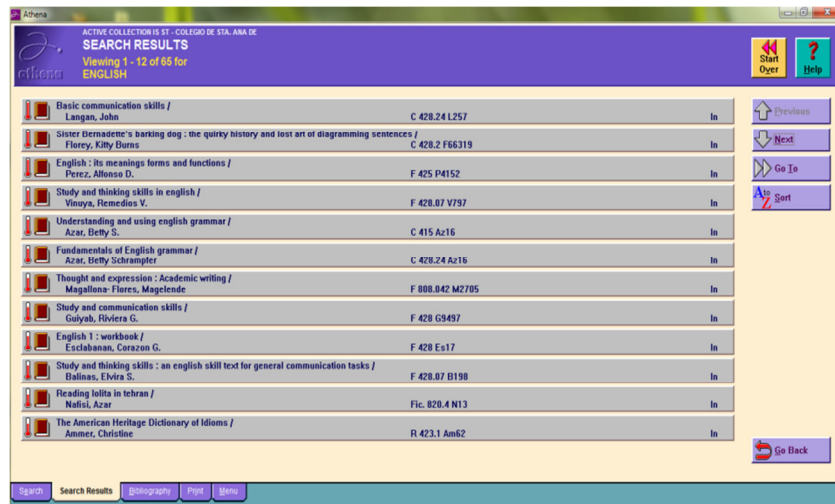
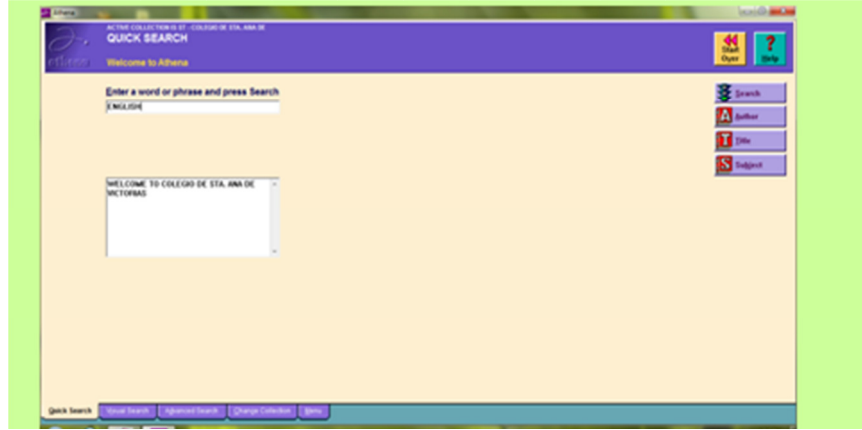
Below shows the search menu, using the mouse go to quick search , type the subject you want to search and click, on the blank on the left face of the page and it will appear all books of subject you want to search with the author, title, subject and call number or classification

Example search English, with your mouse click search or enter. Athena all English Books of the Library will appear with author and title shown on the result. The OPAC will give information all about book the copyright, place of publication.

The menu are the Cataloging, Circulation, Search and, Quick Search and if you do not how to operate, please the Librarian or Library in Charge.

Here are the menu appear for quick search





DIRECTORY OF LOCATOR AND COLOR SYMBOLS

COLOR CODING OF LIBRARY COLLECTIONS

| | |
|-------------|--|
| F | Filipiniana Section (pink) |
| C | Circulation (yellow) |
| R/GR | Reference/General Reference (green) |
| Fic. | Fiction (white) |

Library Clearance is required to all students at the end of semester.

*Dewey Decimal Classification System
(The Classification System is used by the Library)*

| | |
|-----------|---|
| 001 - 099 | General Works (Encyclopedia, Manuals, language Yearbooks) |
| 100 - 199 | Philosophy, Psychology, Ethics |
| 200 - 299 | Religion |
| 300 - 399 | Social Science |
| 400 - 490 | Languages/ Philology |
| 500 - 599 | Natural Science |
| 600 - 699 | Applied Science |
| 700 - 799 | Arts, Recreation, Sport Music, etc) |
| 800 - 899 | Literature |
| 900 - 999 | History, Biographies Countries |

| | |
|--|--|
| 000- Generalities | 300-The Social Sciences |
| 010-Bibliographies | 310-Statistics |
| 020 Library and Information Science | 320-Poliyicak Science |
| 030- General Encyclopedic works | 330-Economics |
| 040- (Unassigned) | 340-Law |
| 050-General serial publication | 350-Public Administration |
| 060-General organizations and ,useology | 360-Social Pathology and Services |
| 070- Journalism, publishing and newspapers | 370-Education |
| 080-General collections | 380-Commerce |
| 090- Manuscripts and books rarities | 390-Customs and Folklore |
| 100- Philosophy and related discipline | 600-Technology (Applied Sciences) |
| 110- Metaphysics | 610-Medical Sciences |
| 120- Knowledge., cause , purpose, man` | 620-Engineering and Allied Operation |
| 130- Popular and parapsychology , occultism | 630-Agriculture and Related |
| 140 Specific philosophical viewpoints | 640-Domistic Arts and Sciences |
| 150-Psychology | 650-Managerial Services |
| 160-Logic | 660-Chemical and Related Technologies |
| 170- Ethics and Moral philosophy | 670-Manufactures |
| 180-Ancient, Medieval Oriental | 680-Miscellaneous Manufactures |
| 190-Modern Western Philosophy | 690-Buildings |
| 200-Religion | 700-The Arts |
| 210-Natural Religion | 710-Civic and Landscape Art |
| 220-Bible | 720-Architecture |
| 230-Christian Doctrinal Theology | 730-Plastic Arts Sculpture |
| 240-Christian Moral Theology | 740 Drawing, Decorative and Minor Arts |
| 250-Local Church and Religion Orders | 750- Painting and paintings |
| 260-Social and Ecclesiastical Theology | 760-Graphic Arts Prints |
| 270-History and Geography of the Church | 770-Photograpy and Photographs |
| 280-Christian Denomination and Sects | 780 - Music |
| 290-Other Religious and Comparative | 790-Recreational and performing Arts |

400-Languages

410-Linguistics
420-English and Anglo-Saxon Languages
430-Germanic Languages German
440-Romance Languages French
450-Italian, Romanian, Rhaeto-Romanic
460-Spanish and Portuguese Languages
470-Italic Languages Latin
480-Hellenic Classical Greek
490- Other Languages

500- Pure Science

510-Mathematics
520- Astronomy
530-Physics
540- Chemistry
550- Sciences of earth and other worlds
560-Paleontology
570-Life Sciences
580-Botanical Sciences
590-Zoological Sciences

800-Literature (Belles Letters)

810-American literature Latin
820-English and Anglo -Saxon
830-Literature of Germanic Languages
840-Literature of Romance Languages
850-Italian, Romanian, Rhaeto-Romanic
860-Spanish and Portuguese Literature
870-Italic Languages Literature (Latin)
880-Hellenic Languages Literature
890-Literature of Other Languages

900-General Geography Travel

910-Geography and Travel
920-General Biography and Genealogy
930-Genral History of Ancient World
940-General History of Europe
950-General history Of Asia
960-General History of Africa
970-General History of America
980-General History of South America
980-General History of South America

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Librarian

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