


VERSION NO. <b>1</b>	MANUAL TITLE <b>STUDENT SERVICES MANUAL</b>	DOCUMENT NO. <b>SSM 4.1</b>
	DOCUMENT NAME  <b>ACQUISITION OF LEARNING RESOURCE MATERIALS</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>APRIL 17, 2017</b>
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## 1.0 OBJECTIVES

- 1.1 To select and acquire library resources in support to the academic program of the campus.
- 1.2 To provide library resources that will enrich and be responsive to the various needs and interests of the students, faculty and employee for life-long learning.

## 2.0 SCOPE

The selection policy will guide the librarians, teachers, staff, and students in selecting materials in building the library collection.

## 3.0 POLICIES

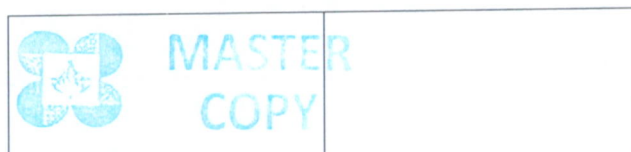
### 3.1 Selection Process Criteria


3.1.1 As a responsibility of the Library unit, it shall provide selection tools and ways to update the collection in coordination with the teachers, staff and students. Recommended titles from the following sources will be subjected for review.

- Book fairs
- Bookstore visits
- Book evaluation
- Book title suggestions/recommendations
- Book reviews
- Credible book review sites (American Library Association)
- Catalogs and brochures

3.1.2 The Library materials are evaluated based on the following criteria:

- Authoritativeness
- Accuracy
- Currency of date
- Scope/depth of coverage
- Appropriateness (to end user, format)
  - Relevance
  - Interest



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- Organization/Style/Aesthetic qualities
- Physical characteristics
- Cost/Cost-effectiveness

3.1.2.1 A resource, which does not meet the standards for its type may still be selected if it presents a different point of view, not otherwise represented in the collection or, if strong justification for purchase is presented.

3.1.3 The following specific criteria are additionally considered in the selection of Library resources.

3.1.3.1 Books

3.1.3.1.1 Books are selected on the basis of relevance and appropriateness as supplementary reading materials to textbooks.

3.1.3.1.2 Current publications are given priority in selecting new titles.

3.1.3.2 Periodicals

- Current updates
- Specialized
- Latest information
- Authority/Credibility of the publisher

3.1.3.3 Audio-Visual Resources

- Usability
- Clarity
- Comprehensiveness


3.1.3.4 Format

3.1.3.4.1 E-copy shall be purchased if there are available copies.

3.1.3.5 Duplication

3.1.3.5.1 Depending on budget and space, the library purchases five multiple copies of items in heavy demand. The decision for



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duplication and the number of extra items remains with the Librarian.

#### 3.1.3.6 Donations


3.1.3.6.1 The Library reserves the right to decide whether to include the donated materials in the library collection or not.

#### 3.1.4 Recommendations for Acquisition of Library Resources


3.1.4.1 After the selection of library resources, the Campus Librarian will recommend the selected titles of library resources for acquisition. The titles will be recommended by the Book Committee/CID Chief and approved by the Campus Director.

## 4.0 PROCEDURES

### 4.1 Selection


<b>Responsibility</b>	<b>Activity</b>
Librarian	1. Receives library resources for selection/ suggestions from book suppliers. Presents the library resources to the teacher.
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| Teacher                             | 2. Selects titles and prepares List of Selected Library Resources.<br><br>3. Recommends book titles for purchase based on their needs.         |
| Book Committee/<br>Campus Librarian | 4. Consolidates the submitted list of titles from the teachers.<br><br>5. Recommends to the Campus Director library resources for acquisition. |
| Campus Director                     | 6. Approves the recommendation of the Book Committee.  |
| Campus Librarian                    | 7. Prepares Purchase Request based on the procedure stated in the FAD manual.  |



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## 5.0 LIST OF FORMS AND REPORTS

### 5.1 Forms




5.1.1 Purchase Request

5.1.2 Library Resources Recommendation Form

### 5.2 Reports

5.2.1 List of Selected Library Resources for Procurement

5.2.2 List of Acquired Library Resources

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