


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 4.2
	DOCUMENT NAME TECHNICAL PROCESSING OF LEARNING RESOURCE MATERIALS	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVES

- 1.1 To provide thorough and accurate bibliographic identification of all items in the collection as well as an effective means of accessing records.
- 1.2 To organize library holdings into subject, location, and special collections in accordance with the standard classification schemes.

2.0 SCOPE


This procedure is applied to all of the library holdings for consistent subject classification within established collections and to facilitate easy retrieval, browsing, and optimal use.

3.0 POLICIES

- 3.1 Cataloging and classification tools shall be used to guide the Librarian in organizing the library resources effectively.
- 3.2 All library materials received by the library will be classified and catalog accordingly.
- 3.3 Using the available cataloging tools and sites in the internet, the Librarian will provide a consistent and standard classification of library resources.
- 3.4 Filipiniana resources shall be part of the library collection. A book shall be cataloged as Filipiniana if it is written in any Philippine vernacular or local dialect, if it is all about the Philippines, whether written by a Filipino or a foreign author and whether published here or abroad.
- 3.5 Articles in the periodicals that are relevant and with a research value will be indexed. An indexed guide shall be prepared to access the articles.
- 3.6 Articles or news about the PSHS, whether students or events should be kept as permanent documents.
- 3.7 Science and Technology Research and other in-house publications will have a separate internal classification.
- 3.8 Newly acquired library materials shall be promoted to the customers.




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4.0 PROCEDURES

Responsibility	Activity
Librarian	<ol style="list-style-type: none"> 1. Conducts physical inspection of the library resources before acceptance of the delivery receipt. Checks the Requisition Issuance Slip/Acknowledgement Receipt of Equipment from the actual physical count. 2. Stamps and labels PSHS ownership. 3. Records the bibliographic entries in the accession record book including the date of purchase and property number. 4. Records in order of acquisition (Accessions) library resources. 5. Checks library collection for duplicate and edition copies if available. 6. Catalogues all the acquired library resources using the International Standard Bibliographic Description for Monographs (ISBDM)/ RDA and the Anglo-American Cataloguing Rules 2nd Edition (ACCR2). 7. Classifies library resources using the Dewey Decimal Classification System. 8. Prepares process slips and catalog cards if necessary.






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<u>Responsibility</u>	<u>Activity</u>
Librarian	<p>9. Prepares call number labels and covers books.</p> <p>10. Displays newly acquired library resources.</p> <p>11. Prepares List of Newly Processed Library resources and disseminates or post it in the bulletin board.</p> <p>12. Index periodical articles like Serial Publications, pamphlets, newspaper clipping, magazines, and journals.</p>

5.0 LIST OF FORMS AND REPORTS

- 5.1 Forms
 - 5.1.1 Purchase Request
 - 5.1.2 Requisition Issuance Slip/ Acknowledgment Receipt of Equipment
- 5.2 Reports
 - 5.2.1 List of Newly Processed Library Materials
 - 5.2.2 Card Catalogs/Online Public Access Catalog (OPAC)

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