


VERSION NO. <b>1</b>	MANUAL TITLE <b>STUDENT SERVICES MANUAL</b>	DOCUMENT NO. <b>SSM 4.5</b>
	DOCUMENT NAME  <b>MAINTENANCE OF LIBRARY RESOURCES</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>APRIL 17, 2017</b>
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## 1.0 OBJECTIVES

- 1.1 To monitor the physical condition of the library resources and take actions to prevent further deterioration.
- 1.2 To preserve and maintain the library resources.


## 2.0 SCOPE

This procedure applies to the preservation and maintenance of all library materials.

## 3.0 POLICIES

- 3.1 The library shall implement rules in preserving library materials and to prevent further deterioration. These include:
  - 3.1.1 Binding of books
  - 3.1.2 Compilation of school publications, science and technology research (STR) of students, and thesis and dissertations of teachers.
- 3.2 Criteria for binding and repairing materials shall be applied as follows:
  - 3.2.1 Physical condition
  - 3.2.2 Value
  - 3.2.3 Cost
  - 3.2.4 Complete volumes and series of periodicals
- 3.3 Proper handling and caring of the library collection shall be strictly implemented to maintain its optimal use and to lessen the number of damaged materials.



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## 4.0 PROCEDURES

### 4.1 Binding

<u>Responsibility</u>	<u>Activity</u>
Librarian	<ol style="list-style-type: none"> <li>1. Conducts regular shelving and shelf reading.</li> <li>2. Segregates and sorts books for binding</li> <li>3. Makes a list of books for binding.</li> <li>4. Makes requisition for books for binding.</li> <li>5. Releases books for binding.</li> <li>6. Receives and checks repaired books.</li> </ol>

## 5.0 LIST OF FORMS AND REPORTS




### 5.1 Forms

#### 5.1.1 Purchase Request

### 5.2 Reports

#### 5.2.1 List of Periodicals to be bound

#### 5.2.2 List of major damaged books/periodicals

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