



Republic of the Philippines
PROVINCE OF BENGUET



La Trinidad

**OFFICE OF THE PROVINCIAL
GOVERNOR
BENGUET PROVINCIAL LIBRARY**

Library Policy Manual

(2023 edition)

Foreword

“A public library is an organization established, supported and funded by the community, either through local, regional or national government or through some other form of community organisation. It provides access to knowledge, information, lifelong learning, and works of the imagination through a range of resources and services and is equally available to all members of the community regardless of race, nationality, age, gender, religion, language, disability, economic and employment status and educational attainment.”

-IFLA Public Library Service/ Guidelines, 2010

The Benguet Provincial Library as a repository of knowledge serves the public's information needs, generally not only through books but, also with the use of modern information “Information Communication Technology”. Since its establishment, BPL stood as a vital instrument in upholding education, culture, history, and civic consciousness of its community. The public library evolved, through library clients' demands and technological advances, to become a strong arm of the Province in disseminating factual information through its services, programs, projects, and activities. Throughout its development, BPL adopted guidelines on how to operate as a government institution; and how to best serve its library clients.

The library extends other services such as trains library staff and municipal / barangay librarian – designates, students who are On the Job Training, does storytelling and assist clients on their online government transactions.

This library policy manual of the Benguet Provincial Library serves as a backbone of the library in carrying-out its mission, vision, and functions to its patrons. It safeguards the integrity of the library while at the same time provide the users of the library with guidance on its the rules, services, and procedures.

It is hoped that through this policy manual, harmonious and dignified relations between the Benguet Provincial Library and its patrons will be achieved.

LIBRARY POLICY MANUAL OF THE BENGUET PROVINCIAL LIBRARY

Contents	Page
Foreword -----	2
Table of contents -----	3-4
I. Benguet Provincial Library Brief Profile and History -----	5-11
II. Legal mandates -----	12-13
III. Benguet Provincial Library Vision -----	13
IV. Benguet Provincial Library Mission -----	14
V. Benguet Provincial Library Core Values -----	14
VI. Benguet Provincial Library Mandate -----	14
VII. Benguet Provincial Library Organizational outcome; Objectives -----	14
VIII. Library Services -----	14-15
IX. General Library Rules and Regulations -----	16
9.1. Library Hours -----	16
9.2. Who may use the library? -----	16
9.3. Official library contacts details -----	16
9.4. General library rules and regulations; Operation & maintenance -----	16
X. Administrative Organization -----	16
10.1. PGO – Library Organizational Chart -----	17
10.2. Duties and responsibilities of library -----	18
10.3. Duties and responsibilities of public librarian(s) -----	18
10.4. Duties and responsibilities of library support staff -----	18
10.5. Duties and responsibilities of on-the-job-trainees/ library volunteers -----	18
XI. Library Policies -----	19
11.1. Duties and responsibilities of library users -----	19
11.2. Procedures before entering the library -----	19
11.3. Conduct within library premises -----	19
11.4. Procedures before leaving the library -----	20
11.5. Circulation Policies -----	20
11.6. Procedures for in-house reading -----	21
11.7. Procedures for photocopying of library materials -----	22
11.8. Collection Development Policies -----	22
11.9. Guiding Principles of the Collection -----	22
11.10. Scope of the collection -----	23
11.11. Selection criteria -----	24
11.12. The Acquisition Process -----	25
11.13. Policies for donations, gifts, and exchanges -----	26
11.14. Provision for donations, gifts, and exchanges -----	26
11.15. Deselection criteria -----	26
11.16. Procedure for condemning library materials -----	27
11.17. Procedure for requesting book or any library material -----	27
11.18. Technical Processing of Library materials -----	27

11.18.1. Property tagging by the Provincial General Services (PGSO) ---	28
11.18.2. In -house accessioning of the newly acquired library books (Donation, Loaned, Purchased) -----	28
11.18.3. Automated Cataloging of library collections -----	29-34
11.18.4. Automated indexing manual for bounded periodicals -----	34-41
11.18.5. Guidelines on the modification of Koha System -----	42
11.18.6. Guidelines in cataloging Filipiniana and Local materials -----	42
11.18.7. Guidelines on the retrieval of inventory list -----	43
11.18.8. Guidelines on vertical filing -----	44-49
11.18.9. Procedures for physical processing of library materials -----	49-52
11.19. Policies for the use of non-book library materials and library facilities -----	53
11.19.1. Use of computers and internet services -----	53
11.19.2. Use of recreational board games -----	54
11.20. Polices for the use of library for programs, projects, and activities -----	55
11.21. Request for programs, projects, or activities to be conducted at the library ----	55
11.22. Request for partnered library programs, projects, or activities -----	55
11.23. Procedure for feedback and complaints -----	55
 XII. Library forms and labels -----	 56
12.1. Library client Registration form -----	56
12.2. Library client's registration card -----	57
12.3. Donation acknowledgment through certificate of appreciation -----	57
12.4. Certification of Appropriation, Funds and Obligations of Allotment -----	58
12.5. Disbursement voucher -----	59
13.6. Pre and Post Repair Inspection report -----	60
12.7. Purchase Request -----	61
12.8. Statement of expenses -----	62
12.9. Waste Materials Report -----	63
12.10. Receipt of returned Semi-Expandable Property form -----	64
 XIII. Benguet Provincial Library Proposed Development Plan -----	 65
XIV. Benguet Provincial Library Citizen's Charter -----	66
XV. Benguet Provincial Library Cutter's two figure author table -----	67-73

List of tables

Table 1: Showing the Personnel and Staff of the library -----	11
Table 2. Total books and bounded periodicals of the library -----	12
Table 3: Library materials and terms of circulation -----	21

List of Figures

Figure 1. Library Online Public Access Catalog (OPAC) -----	15
Figure 2: Flow chart of the acquisition process of the Benguet Provincial Library ----	25
Figure 3: Sample Property tags placed on the newly purchase library materials -----	28
Figure 4: Accessioned for donated, loaned and purchased books -----	28
Figure 5: Assigned color code of books on each section of the library -----	50
Figure 6: Due date Slip of the Library -----	51
Figure 7: Book card of the Library -----	52
Figure 8: Book Pocket of the Library -----	52
Figure 9: Library client registration form -----	56
Figure 10: Library Clients Library Card -----	57
Figure 11: Certificate of Appreciation given to the donor of books and other library materials -----	57

I. Benguet Provincial Library Brief Profile and History

The Benguet Provincial Library started serving the general public from near and far flung areas on August 1, 1967 after the creation of Benguet as a separate province by virtue of Republic Act. No. 4695.

It was temporarily housed in a room at the Mountain State Agricultural College, now the Benguet State University, where the Philippine National Bank and the Department of Science and Technology Office was formerly located.

In April 1973 when the three –storey capitol building was completed, Governor Ben Palispis allocated a room adjacent to the office of the Governor for the Library. Sometime in 1986 up to the present, it was finally transferred to a separate building adjacent to the main capitol building and which was formerly occupied by the Provincial Engineering Office.

The table below reflects the personnel and staff of the library since its establishment up to date:

Year / Position	Name of Personnel
1969-1979	
Position	Personnel
Provincial Librarian	Hurlina Evangelista
Clerk Librarian	Virginia Montano
Janitor Messenger	Mary F. Bansen
0980-1982	
Position	Personnel
Provincial Librarian	
Senior Librarian	Loly K. Moises
Librarian	Virginia K. Montano
Clerk	Mary F. Bansen
Utility Worker	Elizabeth Zambrano
1983-1984	
Position	Personnel
Provincial Librarian	Loly K. Moises
Senior Librarian	Mary F. Bansen
Librarian	
Clerk	Elizabeth Zambrano
Utility Worker	Minda W. Bansen
1985	
Position	Personnel
Provincial Librarian	Loly K. Moises
Senior Librarian	
Librarian	Minda W. Bansen
Clerk	Julia G. Pelitan
Utility Worker	
1986-1987	
Position	Personnel
Provincial Librarian	Loly K. Moises
Senior Librarian	Marciana Luma-ang
Librarian	Nena B. Candiao
Clerk	Minda W. Bansen

Year / Position	Name of Personnel
Utility Worker	Julia G. Pelitan
1988	
Position	Personnel
Provincial Librarian	Loly K. Moises
Senior Librarian	Marciana Luma-ang
Librarian	Nena B. Candiao
Clerk	Donatela R. Molintas
Utility Worker	Julia G. Pelitan
1989	
Position	Personnel
Provincial Librarian	Loly K. Moises
Senior Librarian	Zenia B. Daculog
Librarian	Donatela R. Molintas
Clerk	Jennette Marie G. Bangao
Utility Worker	George C. Garas
1990	
Position	Personnel
Librarian III	Loly K. Moises
Librarian II	Zenia B. Daculog
Librarian I	Donatela R. Molintas
Clerk	Jennette Marie G. Bangao
Utility Worker	Larry C. Ingosan
1991-1995	
Position	Personnel
Librarian III	Loly K. Moises
Librarian II	Zenia B. Daculog
Librarian I	Donatela R. Molintas
Clerk	Jennette Marie G. Bangao
Utility Worker	Leonida A. Aguinas
1996	
Position	Personnel
Librarian III	Loly K. Moises
Librarian II	Zenia B. Daculog
Librarian I	Donatela R. Molintas
Clerk	Jennifer C. Fianza
Utility Worker 1	Leonida A. Licdan
1997	
Position	Personnel
Librarian III	Loly K. Moises
Librarian II	Zenia B. Daculog
Librarian I	Donatela R. Molintas
Clerk	Jennifer C. Fianza
Utility Worker 1	Leonida A. Licdan
1998	
Position	Personnel
Librarian III	Loly K. Moises
Librarian II	Zenia B. Daculog
Librarian I	Donatela R. Molintas

Year / Position	Name of Personnel
Clerk	Arlene T. Virgilio
Utility Worker 1	Leonida A. Licdan
1999	
Position	Personnel
Librarian III	Loly K. Moises
Librarian II	Zenia B. Daculog, PhD.
Librarian I	Donatela R. Molintas
Clerk	James A. Joven
Utility Worker 1	Leonida A. Licdan
2000-2001	
Position	Personnel
Librarian III	Loly K. Moises
Librarian II	Zenia B. Daculog, PhD.
Librarian I	Donatela R. Molintas
Clerk	Vacant
Utility Worker 1	Leonida A. Licdan
2002-March 2003	
Position	Personnel
Librarian III	Loly K. Moises
Librarian II	Zenia B. Daculog, PhD.
Librarian I	Vacant
Clerk	Martha G. Pig-ang
Utility Worker 1	Leonida A. Licdan
September 2003	
Position	Personnel
Librarian III	Zenia B. Daculog, PhD.
Librarian II	Fely B. badival
Librarian I	Vacant
Clerk	Martha G. Pig-ang
Utility Worker 1	Leonida A. Licdan
2004-2005	
Position	Personnel
Librarian III	Zenia B. Daculog, PhD.
Librarian II	Fely B. badival
Librarian I	Leticia I. Bautista
Clerk	Martha G. Pig-ang
Utility Worker 1	Leonida A. Licdan
2008	
Position	Personnel
Librarian III	Zenia B. Daculog, PhD.
Librarian II	Leticia I. Bautista
Librarian I	Vacant
Administrataive Aide IV (Clerk II)	Martha G. Pig-ang
Utility Worker 1	Leonida A. Licdan
2009	
Position	Personnel
Librarian III	Zenia B. Daculog, PhD.
Librarian II	Leticia I. Bautista

Year / Position	Name of Personnel
Librarian I	Mariline B. Sawey
Administrative Aide IV (Clerk II)	Martha G. Pig-ang
Utility Worker 1	Leonida A. Licdan
January 2010 - March 18, 2010	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV (Clerk II)	Vacant
Administrative Aide I (Utility Worker I)	Leonida A. Licdan
March 19, 2010	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV (Clerk II)	Dexter V. Marcelo
Administrative Aide I (Utility Worker I)	Leonida A. Licdan
October 1, 2013 - February 29, 2014	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV (Clerk II)	Vacant
Administrative Aide I (Utility Worker I)	Leonida A. Licdan
March 1, 2014 - July 15, 2014	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV (Clerk II)	Vacant
Administrative Aide I (Utility Worker I)	Vacant
July 16, 2014 - July 30, 2014	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV (Clerk II)	Charlie B. Kelly
Administrative Aide I (Utility Worker I)	Vacant
August 1, 2014 - February 29, 2016	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV	Charlie B. Kelly
Administrative Aide I (Utility Worker I)	Alfredo H. Cuidno
March 1, 2016 - March 20, 2016	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.

Year / Position	Name of Personnel
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV	Vacant
Administrative Aide I (Utility Worker I)	Alfredo H. Cuidno
March 21, 2016 - December 31, 2016	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV	Jonielyn P. Tayaban
Administrative Aide I	Alfredo H. Cuidno
January 1, 2017 - February 29, 2017	
Position	Personnel
Librarian III	Zenia A. Biang, Ph.D.
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV	Jonielyn P. Tayaban
Administrative Aide I	Vacant
March 1, 2017 - May 31, 2017	
Position	Personnel
Librarian IV	Zenia A. Biang, Ph.D.
Librarian III	Vacant
Librarian II	Leticia I. Bautista
Librarian I	Mariline B. Sawey
Administrative Aide IV	Jonielyn P. Tayaban
Administrative Aide I	Rowell Q. Agpay
June 1, 2017 - September 30, 2017	
Position	Personnel
Librarian IV	Zenia A. Biang, Ph.D.
Librarian III	Leticia I. Bautista
Librarian II	Vacant
Librarian I	Mariline B. Sawey
Administrative Aide IV	Jonielyn P. Tayaban
Administrative Aide I	Rowell Q. Agpay
October 1, 2017 - November 6, 2017	
Position	Personnel
Librarian IV	Zenia A. Biang, Ph.D.
Librarian III	Leticia I. Bautista
Librarian II	Mariline B. Sawey
Librarian I	Vacant
Administrative Aide IV	Jonielyn P. Tayaban
Administrative Aide I	Rowell Q. Agpay
November 7, 2017 - November 14, 2017	
Position	Personnel
Librarian IV	Zenia A. Biang, Ph.D.
Librarian III	Leticia I. Bautista
Librarian II	Mariline B. Sawey
Librarian I	Delilah C. Apili

Year / Position	Name of Personnel
Administrative Aide IV	Jonielyn P. Tayaban
Administrative Aide I	Rowell Q. Agpay
November 15, 2017 - November 30, 2017	
Position	Personnel
Librarian IV	Zenia A. Biang, Ph.D. (On Leave)
Librarian III	Leticia I. Bautista (OIC)
Librarian II	Mariline B. Sawey
Librarian I	Delilah C. Apili
Administrative Aide IV	Jonielyn P. Tayaban
Administrative Aide I	Rowell Q. Agpay
December 1, 2017 - February 15, 2018	
Position	Personnel
Librarian IV	Zenia A. Biang, Ph.D. (On Leave)
Librarian III	Leticia I. Bautista (OIC)
Librarian II	Mariline B. Sawey
Librarian I	Delilah C. Apili
Administrative Aide IV	Vacant
Administrative Aide I	Rowell Q. Agpay
February 16, 2018 - December 15, 2018	
Position	Personnel
Librarian IV	Zenia A. Biang, Ph.D. (On Leave)
Librarian III	Leticia I. Bautista (OIC)
Librarian II	Mariline B. Sawey
Librarian I	Delilah C. Apili
Administrative Aide IV	Felicitas B. Sukaw
Administrative Aide I	Rowell Q. Agpay
December 16, 2018 - January 30, 2019	
Position	Personnel
Librarian IV	Zenia A. Biang, Ph.D. (On Leave)
Librarian III	Leticia I. Bautista (OIC)
Librarian II	Mariline B. Sawey
Librarian I	Delilah A. Bangao
Administrative Aide IV	Vacant
Administrative Aide I	Rowell Q. Agpay
February 1 - 29, 2019	
Position	Personnel
Librarian IV	Vacant
Librarian III	Leticia I. Bautista
Librarian II	Mariline B. Sawey
Librarian I	Delilah A. Bangao
Administrative Aide IV	Vacant
Administrative Aide I	Rowell Q. Agpay
March 1, 2019 - March 20, 2019	
Position	Personnel
Librarian IV	Vacant
Librarian III	Leticia I. Bautista
Librarian II	Mariline B. Sawey
Librarian I	Delilah A. Bangao

Year / Position	Name of Personnel
Administrative Aide IV	Lanie E. Azarcon
Administrative Aide I	Rowell Q. Agpay
March 21, 2019 - September 30, 2019	
Position	Personnel
Librarian IV	Leticia I. Bautista
Librarian III	Vacant
Librarian II	Mariline S. Amogan
Librarian I	Delilah A. Bangao
Administrative Aide IV	Lanie E. Azarcon
Administrative Aide I	Rowell Q. Agpay
October 1, 2019 - July 31, 2020	
Position	Personnel
Librarian IV	Leticia I. Bautista
Librarian III	Mariline S. Amogan
Librarian II	Vacant
Librarian I	Delilah A. Bangao
Administrative Aide IV	Lanie E. Azarcon
Administrative Aide I	Rowell Q. Agpay
August 1, 2020 to February 15, 2021	
Position	Personnel
Librarian IV	Leticia I. Bautista
Librarian III	Mariline S. Amogan
Librarian II	Delilah A. Bangao
Librarian I	Vacant
Administrative Aide IV	Lanie E. Azarcon
Administrative Aide I	Rowell Q. Agpay
February 16, 2021 to March 15, 2023	
Position	Personnel
Librarian IV	Leticia I. Bautista
Librarian III	Mariline S. Amogan
Librarian II	Delilah A. Bangao
Librarian I	Mialyn P. Dalisay
Administrative Aide IV	Lanie E. Azarcon
Administrative Aide I	Rowell Q. Agpay
March 16, 2023 to date	
Position	Personnel
Librarian IV	Leticia I. Bautista
Librarian III	Mariline S. Amogan
Librarian II	Delilah A. Bangao
Librarian I	Mialyn P. Dalisay
Administrative Aide IV	Vacant
Administrative Aide I	Rowell Q. Agpay

Table 1: Showing the Personnel and Staff of the library

The Library books and periodical holdings increases yearly due to the library’s procurement, donations and Loaned books from the National Library of the Philippines.

The table below shows the total books and bounded periodical holdings of the library as of March 2023 annual inventory:

Library Sections	Donation books	Loaned books	Purchased
Archives	564	71	154
Children	263	95	84
Circulation	1,958	130	293
Fiction	620	6	2
Filipiniana	899	789	648
Filipiniana - Cordillera Administrative Region	402	7	255
Filipiniana - Fiction	22		
Filipiniana - Reference	152	16	54
Filipiniana - Rizaliana	33	97	1
Filipiniana - Theses	233	87	11
Reference	395	323	610
Bounded Serials / periodicals			4,011
Total count holdings	5,541	1,621	6,123

Table 2. Total books and bounded periodicals of the library

The Library maintained one (1) paid subscriptions of newspaper (Baguio Midland Courier), and annual subscription of Official Gazette. For other newspaper needs particularly national issues, we advised our clients to visit the National Library website through this site: <http://web.nlp.gov.ph/nlp/?q=node/10448>.

In collaboration with the Department of Information and Communication Technology (DICT), the Benguet Provincial Library was established as Tech4ed Center on September 26, 2016. Its objective is to gain employment, education and to empower entrepreneur towards economic development. It allows individuals and communities to have the chance to engage in economic activities through its segments: eEduSkills, eAssist, eGovserve and eAssis. There were 870 individuals and counting are registered on the platform since it was launched.

Despite the pandemic, the Benguet Provincial Library continuously providing services to its client by launching an online platform where clients fill out a form through google docs (<https://bt.ly/3AOoUZf>). The said form becomes a channel for the clients to enter their query regarding researches and being answered by the library staff send through their gmail account.

The library open to serve the public from Mondays to Saturdays (8:00 AM – 5:00 PM). Updates and programs of the Library can be accessed through its official facebook page, Benguet Provincial Library and the library website: <https://bplibrary.benguetprovince.com/>.

II. Legal mandates

The legal basis for the establishment, organization and functions of the Benguet Provincial Library is supported by the following legislations:

Republic Act 7743 - “An Act Providing for the Establishment of Congressional, City and Municipal Libraries and Barangay Reading Centers Throughout the Philippines, Appropriating the Necessary Funds therefor and for Other Purposes. The law was passed on June 17, 1992.

Republic Act 6966, repealed by RA 9246 - “An Act Modernizing the Practice of Librarianship in the Philippines thereby Repealing Republic Act No. 6966, entitled, “An Act regulating the Practice of Librarianship and Prescribing the Qualifications of Librarians” Appropriating funds therefor and for other purposes.”

PRC Board for Librarians Resolution No.05, series of 2004 - “Implementing Rules and Regulations for the practice of Librarianship.”

PRC Board for Librarians Resolution No. 06, series of 2006 - “**Code of Ethics for Registered Librarians.**”

Republic Act 7356 - “An Act Creating the National Commission for Culture and the Arts, establishing National Endowment fund for Culture and the Arts, and for Other Purposes” which was enacted on April 3, 1992. This law empowers public libraries to be part of the cultivation of history, cultures, and tradition in their respective localities.

Republic Act 9184 and Implementing Rules and Regulations – Commonly known as “Government Procurement Reform Act” of 2016. It is an act providing for the modernization, standardization and regulation of the procurement activities of the government and for other purposes. This law gives legal guidance on CCPL in terms of procuring through purchase, all its requested library materials.

Republic Act 8293 – also known as the “Intellectual Property Code of the Philippines. This law allows public libraries and archives to be a channel for the general public to witness “public lending” of any original work for a limited period of time and for non-profit purposes.

Presidential Proclamation No. 837 - “Declaring the month of November 1991 and every year as Library and Information Services Month. The proclamation was issued on November 1991.”

Presidential Proclamation No. 109 – Designating the period from November 24 to 30 each year as the National Book Week.

Proclamation No. 563, 1959 – Designating March 9 of every year as Public Library Day in the Philippines.

Commission on Audit Circular No.89-2896 – Audit Guidelines on the Divestment or Disposal of Property and Other Assets of National Government Agencies and Instrumentalities, Local Government Units and Government Owned or Controlled Corporations and their Subsidiaries of 1989. This provides guides on library materials for condemn by BPL.

Commission on Audit Circular No.94-012 – Setting a policy regarding purchases and acquisition of library books and materials, fixing liability and accountability of government librarians, retirement and insurance of library books and materials and others.

Commission on Audit Circular No.155 – Requiring the settlement of and clearance from accountabilities of government officials and employees prior to their transferor acceptance of their resignation issued on June 1992.

III. Benguet Provincial Library Vision

“The Benguet Provincial Library envisions to be the center for useful and accurate information and discovery through innovative programs; various collections and responsive services”

IV. Benguet Provincial Library Mission

“The Benguet Provincial Library as a repository of printed and recorded cultural heritage of the Province and other intellectual literary and information sources shall conserve and preserve this collection and provide timely access through facilities and resources such as online bibliographic records and a system to provide outstanding library services, collections, programs, and facilities which will expand and enrich our costumers’ lives”

V. Benguet Provincial Library Core Values

Integrity, Commitment, Accountability, Responsiveness, Excellence

VI. Benguet Provincial Library Mandate

The Benguet Provincial Library as repository of printed and recorded cultural heritage of the Province and other intellectual literacy and information resources shall provide access to these resources for our people's intellectual growth, citizenship building, life-long learning and enlightenment.

VII. Benguet Provincial Library Organizational Outcome

The Benguet Provincial Library serves as information center about the community- it's resources, history, people, customs and traditions and to establish programs and services for the community to instill the love for books and reading. Provision of access to learning resources, efficient free on-line access to the different information sources and serve as information hub/center in support of the teaching, learning and research activities of the community

Objectives

The following are the objectives of the Benguet Provincial Public Library as adopted from *IFLA’s Public Libraries Manifesto* (1994):

1. To create and strengthen reading habits throughout all ages;
2. To support both individual and self-conducted education as well as formal education at all levels;
3. To provide opportunities for personal creative development;
4. To stimulate the imagination and creativity of all members of the community;
5. To promote awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
6. To provide access to cultural expressions of all forms of arts;
7. To foster inter-cultural dialogue and uphold cultural diversity of the community;
8. To ensure access for citizens to all sorts of community information;
9. To provide adequate library and information services to members of the community;
10. To facilitate the development of information and computer literacy skills toward lifelong learning.

VIII. Library Services

Benguet Provincial Library provides the following Free Services to its patrons on a daily basis:

1. **Reader’s services** – Answer patron inquiries in any medium either face-to-face, email, phone calls, etc.
2. **Virtual reference service.** Library staff assist library clients on their researches virtually through the following channels:
 - Benguet Provincial Library Online Information Request Form. It can be access through <https://bt.ly/3AOoUZf>

- Library Social media (library official Facebook page: Benguet Provincial Library)
 - Library Website, can be access through <https://bplibrary.benguetprovince.com/>
- 3. Research assistance service** – Provide reliable sources for research and further studies of its patrons.
- 4. Reference and Information Services**

The Library has Library Online Public Access Catalog (OPAC) where the clients can search their researches and they can be directed on the location of the materials / books within the library.

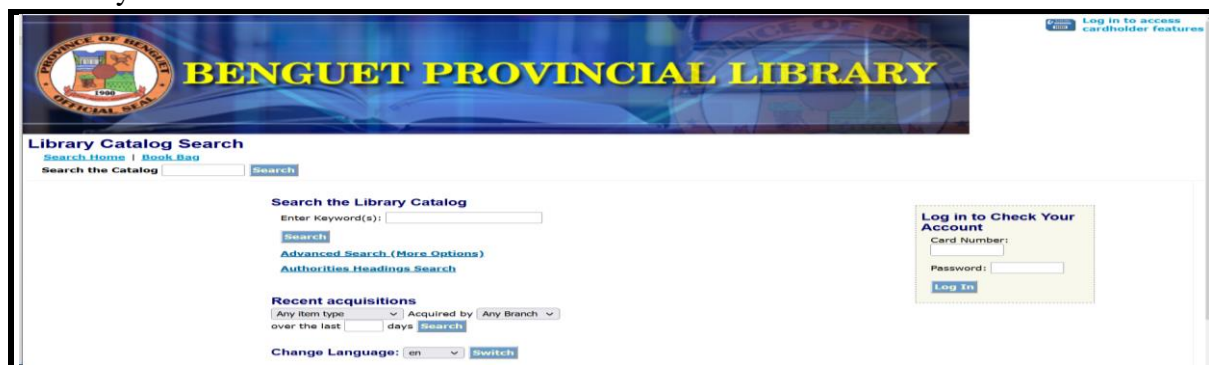


Figure 1. Library Online Public Access Catalog (OPAC)

- 5. Circulation services** - Library staff will assist library patrons with the location & circulation of library materials. The Library practices open shelf system where library Patrons freely browse books and bounded and not bounded serials / periodicals available at the library. The library has available books on Computer Science Information & general Works; Philosophy & Psychology; Religion; Social Sciences; Language; Science and Technology; Arts & Recreation; Literature; History and geography. Likewise, the library holds bounded serials, journals, magazines with various subjects.
- 6. Online Resources.** Below are the online resources available at the library
- a. The library has digital collections which can be accessible through its website: <https://bplibrary.benguetprovince.com/>. These digital collections are free of use upon the request of the researcher



- b. National Library of the Philippines Electronic Resources (Books, Journals, Magazines, newspaper, Theses, etc.). It can be accessible through their website: <http://web.nlp.gov.ph/nlp>.
- 7. Digital and online Services**
- a) Access to government applications and sites for online transactions and appointments - Assistance for online system appointment to the different Government Services prior to their personal visit to the concerned Government agency to avoid long lines and uncertain processing time.
 - b) Computer uses
 - c) Access to world Wide Web
 - d) Online Research
 - e) Access to databases, websites, etc.

8. **Children’s section services** – create appropriate activities for children client of the library such as: Storytelling / Kuwentuhan silid-aklatan; Reading challenge; Motor skills activities (Arts and crafts, dancing, writing, etc.);_Reading and discussion.
9. **Wi-Fi and Internet service** – The Library ssustain free Internet and Wi-Fi connectivity within the library premises for patron-use.
10. Organization, processing, maintenance and preservation of all library collections / Outreach program services
11. Acquire or purchase necessary library materials and cultural and historical valuables.
12. Create library programs, projects, and activities suitable to the diverse age range of the members of the community.
13. **Document delivery services** – Deliver requested scanned documents to its patrons through any format through different channels: Library gmail account (benguetlibrary@gmail.com) ; Facebook page (Benguet Provincial Library) ; Benguet Provincial Library Online Information Request Form. It can be access through <https://bt.ly/3AOoUZf>

IX. General Library Rules and Regulations

9.1. Library Hours:

Monday to Saturday 8:00 A.M.-5:00 P.M. (no noon break)

9.2. Who may use the library?

Benguet Provincial Library is open to the public.

9.3. Official library contacts details

Telephone number:	074-424-1875
E-mail address:	benguetlibrary@gmail.com
Contact Person:	Leticia I Bautista /Librarian IV

9.4. General Library rules and regulations

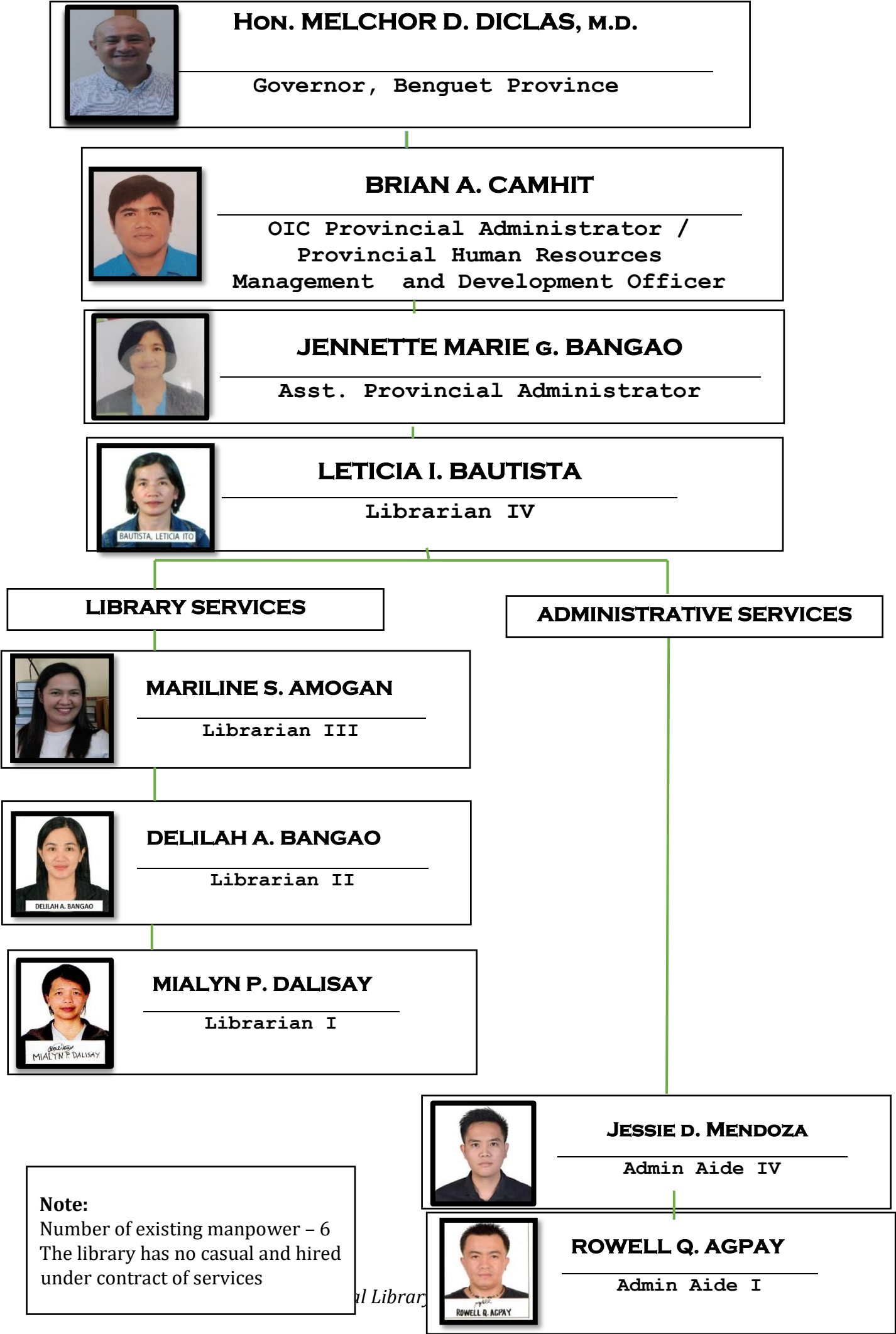
OPERATION & MAINTENANCE

1. Library Hours. The Library opens from 8:00 AM until 5:00 PM and no noon break from Monday to Saturday.
2. The Library operates an open shelf system. Patrons can browse or scan books and other reading materials available in the bookshelves.
3. Theses/dissertations and archive materials are for room use only.
4. Books and other reading materials can be borrowed for home reading. Fiction books may be borrowed for a week with a maximum of three books. While non-fiction books can be borrowed for three days with a maximum of 3 books. Valid ID is a requirement.
5. Lost borrowed books for home reading to be replaced by the borrower. Same title, author, edition / copyright, publisher.
6. Books and other reading materials are inventoried annually, equipment and ICS are inventoried semi-annually.
7. Every library patron entered the library is required to register at the registration desk for attendance. Patrons who have existing library card can present their library card. New patrons are required to fill up the registration form available at the registration desk.
8. Eating is allowed inside the library so long as they clean any littering / mess as they leave the library premises.
9. Talking, discussion is allowed in a minimal tone.
10. Smoking, vaping inside the library is strictly prohibited.
11. Bullying among patrons is not allowed/tolerated.
12. Photocopy and taking picture on the library resources is allowed. The library has no photocopy service. Patrons to leave their valid IDs if they wish to photocopy a portion of the library materials.

X. Administrative Organization

Benguet Provincial Library functions under the Governor’s Office. It embodies the mission and vision of the office; as well as support its programs, projects, and events for the cultivation of Benguet Province culture and history.

10.1. Organizational Chart
PGO-LIBRARY-ORGANIZATIONAL CHART



10.2. Duties and responsibilities of the library

1. Organize the functions and transactions of the Benguet Provincial Library.
2. Formulate administrative policies and procedures for the library.
3. Head the collection development of the library.
4. Prepare and consolidate the library budget.
5. Conduct physical inventory of all library holdings.
6. Sign library supplies request.
7. Submit monthly, annual library reports, inventory, evaluation, and comply all memos.
8. Head the library committee for all library groups in the community.
9. Refer to book jobbers, vendors, and publishers in the procurement of necessary library resources.
10. Attend professional development seminars or workshops to further knowledge about the management and guidance of all libraries.

10.3. Duties and responsibilities of Public Librarian(s)

The librarians assist the Librarian IV in carrying-out the policies, rules, and regulations of the Provincial Library. They are also responsible to be in-charge in the absence of the Librarian IV. Specifically, the public library librarians shall also:

1. Carryout the functions, policies and procedures of the Benguet Provincial Library.
2. Organize library materials such as cataloging, classifying of books, and indexing of periodicals for circulation.
3. Assist in planning and organizing the most efficient and effective means of disseminating information on library matters to the reading public.
4. Prepare and submits reports concerning library matters.
5. Assist in evaluation, selection and recommendation of books and other library materials to the proper authorities for requisition.
6. Attend professional development seminars and conferences usually called by the National Library of the Philippines and other government agencies concerning library matters.

10.4. Duties and responsibilities Public Library Support staff

Library support staff function as the forefront library service provider to the users of the library. He/she shall entertain basic library questions of library users. He/she shall also be responsible in keeping the library neat and conducive for study at all times. Specifically, the tasks of the library support staff are as follows:

1. Help with the daily operations of the library.
2. Follow administrative policies and procedures for the library.
3. See to it that library materials are always on the right place.
4. Maintain the cleanliness and orderliness of the library.
5. Answer basic library questions such as where to find what, and how to locate a book on the shelves.
6. Supervise the use of office supplies by efficiently using them, and recycling other materials that may be put to new use.
7. Assist in the preparation of annual reports, inventory, and evaluation for the library.
8. Assist in the technical processing of new library collections.
9. Remind the library users to maintain proper behavior inside the library.
10. Attend professional development seminars or workshops to further knowledge about the operations of the library.

10.5. Duties and responsibilities of on-the-job-trainees / library volunteers

Admitted on-the-job trainees, SPES staff (Summer Program for Employment of Students), and library volunteers attend to their roles in carrying-out the services

programs, projects, and activities of the public library. Specifically, they are responsible for the following:

1. Carryout the ideals of the library by observing punctuality, neatness, physical and moral decency, and courtesy at all times.
2. Supports library activities as additional man power.
3. Follow library rules and regulations dutifully.
4. Report to the librarian-on-duty of any untoward incidences in the library.
5. Maintain a conducive learning atmosphere inside the library.
6. Actively seek feedback and improvement suggestions in terms.
7. Commits to professional accountability over mistakes done.
8. Upholds healthy relationships with workmates at all times, following honesty in work performance and respect for all.
9. Maintain work progress from a given task.
10. Provide necessary output as directed by supervisor.

XI. Library Policies

11.1. Duties and responsibilities of library users

All patrons of the Benguet Provincial Library (BPL) must observe the core values, mission, and vision of the library. As a patron, he / she / they will not impose any request that may malign BPL from its principles and functions. BPL reserves the right to protect its establishment, staff, and collections from untoward requests by any library user.

Benguet Provincial Library welcomes the public. There is no priority given to the residents of Benguet Province. Everyone will be given equal and impartial access to its services, collections, programs, projects and activities, provided that the client followed due processes in obtaining these functions of BPL.

11.2. Procedures before entering the library

1. Register on the front desk.
2. Present library card. New library client will fill up registration form available at the front desk. Library staff to assist them.
3. Bag/s and another belonging/s can be brought inside the library.
4. New client will receive their library card. Library Staff to input their filled-up registration form on the library system.
5. Animals are not allowed inside the reading room. They may be left in attendance by the library staff present.
6. Personal books are allowed to be brought inside the library. Book collection of the library has a stamp of ownership to differentiate from their personal books / belongings.
7. Enter the library reading room quietly.

11.3. Conduct within library premises

1. Respect and courtesy must be observed with all users of the library. Working in silence should be followed so as not to disturb the other library users.\
2. Library materials, furniture, and equipment must be handled with care. Any untoward incidents regarding the mishandling of these materials are to be sanctioned.
3. Cellular phones and other gadgets must be turned to silent mode to avoid unnecessary disturbance to other library users.
4. Charging of any electronic device must asked permission first from the librarian-on-duty before plugging-in to any electrical power source. This is to prevent any electrical mishaps in the library.
5. Napping for mental breaks is allowed, it must be done quietly so as not to disturb other users of the library.
6. Always ask for assistance from any library staff before using any library equipment.

7. Taking pictures of the library premises must be asked permission first from the librarian-on-duty. This is to protect the privacy of all people inside the library.
8. Watching and/or listening to obscene, harmful, or harassing contents from the user's personal gadgets without due educational justification is strictly prohibited.
9. Use of Internet/Wi-Fi connectivity for irrelevant activities (such as downloading movies, playing mobile games) is strictly prohibited. This is to maximize the use of these resources by all library users.
10. Eating is allowed inside the reading room. Clean up litters or mess as they leave from the library premises. Drinks with covers (such as tumblers or water jugs) are allowed to be brought in.
11. Discussion and talking among group library patrons are allowed with minimal tone so as not to disturb the other library users.

11.4. Procedures before leaving the library

1. Ensure all personal belongings are with the user before leaving the library reading room.
2. Present all borrowed books to the staff on duty at the exit.
3. Ensure that borrowed books are properly stamped with the due date to remember when to return the book/s. All borrowed books must be issued on the library system.
4. Present personal books for inspection.
5. Present all other belongings brought inside the library as they leave the library premises.
6. The library shall not be forced to be opened beyond office hours due to forgotten belongings of the Library users inside the library premises.
7. Library users may call the library phone or send an email inquiry for any matters concerning their personal belongings discovered beyond the library's operating hours.

11.5. Circulation Services

The Benguet Provincial Library holds a diverse range of library materials, print and non-print, to cater the literacy needs of its users. The Library is practicing open shelf, client can browse on the different sections of the library. The following are library sections for all library materials:

Sections / Code	Days allowed and number of books to be borrowed	Requirement for borrowing
Archives Books / R	Room-use only	
Children’s Book / J	3 days / 3 books	Borrower’s valid Personal identification card to be returned once the book is returned from borrowing
Circulation Books / C	3 days / 3 books	Borrower’s valid Personal identification card to be returned once the book is returned from borrowing
Fiction Books / F	1 week / 3 books	Borrower’s valid Personal identification card to be returned once the book is returned from borrowing
Filipiniana Books / Fil	3 days / 3 books	Borrower’s valid Personal identification card to be returned once the book is returned from borrowing

Filipiniana - Cordillera Administrative Region Books / Fil-CAR	3 days / 3 books	Borrower's valid Personal identification card to be returned once the book is returned from borrowing
Filipiniana – Reference Books / Fil-R	3 days / 3 books	Borrower's valid Personal identification card to be returned once the book is returned from borrowing
Filipiniana – Rizaliana Books / Fil – Ri	3 days / 3 books	Borrower's valid Personal identification card to be returned once the book is returned from borrowing
Filipiniana – Theses / Fil - Th	Room-use only	Borrower's valid Personal identification card to be returned once the book is returned from borrowing
Reference / Re	3 days / 3 books	Borrower's valid Personal identification card to be returned once the book is returned from borrowing
Encyclopedia	Room-use only	
Serials	3 days / 3 bounded serials	Borrower's valid Personal identification card to be returned once the book is returned from borrowing
Vertical Files	Room-use only	
Old Photographs	Room-use only	
Globes, maps	Room-use only	
Encyclopedia	Room-use only	

Table 3: Library materials and terms of circulation.

Any Library users are allowed to borrow books, provided that he/she/they followed the prescribed requirements for borrowing library books outside of the library.

11.6. Procedures for in-house reading

1. Select the reading materials on the shelves. The Library is practicing open shelves, Library users can browse of their book preferences.
2. Library users can use the library OPAC to locate their preferred books available at the library. They can always ask assistance from the Librarians-on-duty to locate the preferred books.
3. Library user quietly scans the reading materials on the reading table.
4. Ask permission from the librarian-on-duty if the user wishes to take pictures of the pages of the books. This is to prevent copyright infringement and to preserve the appearance of the material.
5. All users of the library are not allowed to vandalize, mutilate or tamper any library materials. Deliberately doing so may be punishable by crime as these materials are government property.
6. Library users to place all read books on one table labeled “Please leave all used books here” after using it. Library staff to reshell after listing the statistics of the used books.

11.7. Procedures for photocopying of library materials

1. Library user consults the librarian-on-duty about the page/s of the book/he/she/they wishes to be reproduced.
2. Library user leaves an identification card and proceeds to have the book reproduce via photocopy machine.
3. Once done, library user returns the original library materials. Librarian-on-duty collates photocopied pages.

11.8. Collection Development Policies

The planned development of the collection of a library requires the application of a stated selection and deselection policy. No policy statement can be definitive for all time, since a public library is not a static institution. Ideas about its nature and contents are constantly evolving. Many of these changes are precipitated by reorientation of the range of the community it serves, demand for technological innovations, and the need to augment literacy needs.

The collection development policies of the Benguet Provincial Library will serve as a guide in acquiring and condemning library materials, while taking into consideration the budgetary parameters allocated by the Benguet Province, the space limitations of the library building, and the evaluation of the library needs of the community that the library serves. These policies will also be evaluated periodically to reflect the ever-changing role that Benguet Provincial Library embodies.

11.9. Guiding principles of the collection

Complementing library services

Materials to be part of the library collection must support the services, programs, projects, and activities of the library. In so much as to be utilized by the library patrons, materials of the library should also be used to carryout these planned activities by the library.

All-encompassing

This principle dictates that collections be diverse in terms of age range, reading levels, format, medium, authority, and even its origin. Benguet Provincial Library values all forms of print and non-print materials as the library caters multi-age members of the community.

Laudatory contents and format

Benguet Provincial Library aims to collect materials of high value most especially those that were created to give exemplary pieces of information and impact to the society. Given in any form or media, the library will maintain these materials as part of its special collections. Formats of outstanding quality also dictate the material's usability in circulation.

Of historical and cultural significance

Since the mandate of the Benguet Provincial Library is an avenue for the repository of printed and recorded cultural heritage of the Province and other intellectual literacy and information resources, created materials inspired by the rich culture and history of the Province will also be part of the library collection. These materials will give significance on the value of cultural identity and cultural preservation of the province of Benguet and Cordillera Administrative Region.

Original

An essential characteristic of library collections is that it should be original. The reputation of the author or creator shall be considered in selecting prospective library collections. This principle also transcends BPL's value for truthful and factual sources of information.

Cost-efficient

Given the budgetary structure of the library, cost-efficiency of materials to be part of the library will also be considered. This entails that materials should be of quality while being inexpensive at the same time. With this attribute, library materials may withstand frequent circulation for a long period of time. Cost efficiency of library materials will also limit the likelihood for early deselection.

Accurate and factual contents

Precision of contents both in theory and application are to be considered in selecting library materials. Books of general knowledge, but misconstrued into writing may provide confusion and disorganization of thoughts to the library users. Therefore, these features shall be greatly evaluated. In addition, materials with obsolete information may be a criterion for deselection.

Non-partisan

This principle indicates BPL's unbiased relations with the suppliers, publishers, book jobbers, and/or distributors of library materials. No matter the political and religious affiliation of these vendors, BPL will give attention to their products and will be evaluated fairly for acquisition.

11.10. Scope of the collection

General references

These are books that contain general forms of knowledge ranging from diverse subject matters.

Archives

Consists of books on historical records and legal documents.

Circulation

Consists of Foreign book and other reference materials that are usually used by students from elementary to college level. Some of these are textbooks that are currently used by academic institutions in Benguet Provincial Library. These materials are vital for use of students and academic professionals who are users of the library.

Children's books

Consists of Children's books and Bloom books. These materials are comprised mostly of storybooks for children to cultivate their interest for reading and enhance their literacy development. These books may be used by children of all ages (even adults).

Fiction books

Consists of novels and pocket books both by local and international authors. These materials are used for leisure reading and entertainment.

Theses

These materials are studies conducted by all graduate students/ professionals. These theses are for room-use only.

Periodicals / Serials

Consists of bounded and unbounded magazines, journals, official gazette and newspapers. Periodical library materials of Benguet Provincial Library are composed of magazines of diverse topics, journals, and the newspapers (Baguio Midland Courier). These materials provide current and retrospective information for the reading needs of the community. This collection contains print materials ranging from souvenir programs, newsletters, administrative paraphernalia, and other materials. Previous issues of these periodicals are being bounded annually.

Vertical files

This collection is composed of newspaper clippings about informative pamphlets and brochures by different local and national institutions. These materials provide up-to-date information from a specific timeline that may be helpful for retrospective studies.

References

Consists of general references like atlases, dictionaries, directories, encyclopedias, and annual reports

Filipiniana

Book and non-book materials about the Philippines, produced in or outside the Philippines, by Filipinos or non-Filipinos, in any of the Philippine languages or dialects or in a foreign language

Filipiniana-Cordillera Administrative Region

Consists of books about Cordillera Administrative Region. Benguet Provincial Library houses all pertinent materials about the history and culture of the Province of Benguet and Cordillera Administrative Region. These materials are composed of publications from various authors. This collection contains print and non-print materials on history, cultural, practices, other materials of cultural and historical value for the Province.

11.11. Selection criteria

In order to assure quality selection of library materials, the following additional factors will be weighed as they apply:

- Educational significance;
- Informational or recreational interest;
- Reputation and significance of the author, producer, editor and/or publisher;
- Degree of potential user appeal;
- Contribution to the variety in viewpoints offered on controversial issues;
- Currency of information;
- Arrangement and organization of the material (for example: indices, glossaries, tables of contents, chapter headings, etc.);
- Artistic quality, literary style or production values;
- Readability levels;
- Quality and variety of format;
- Need for duplicate copies of extensively used materials;
- Need to replace essential/required worn, damaged, or missing materials.

11.12. The Acquisition processes

The Benguet Provincial Library strictly complies with the policies and procedures stipulated in R.A.9184 or the “Government Procurement Reform Act” of 2016. Thus, BPL applies the following procedure for procurement of library materials through local government purchase:

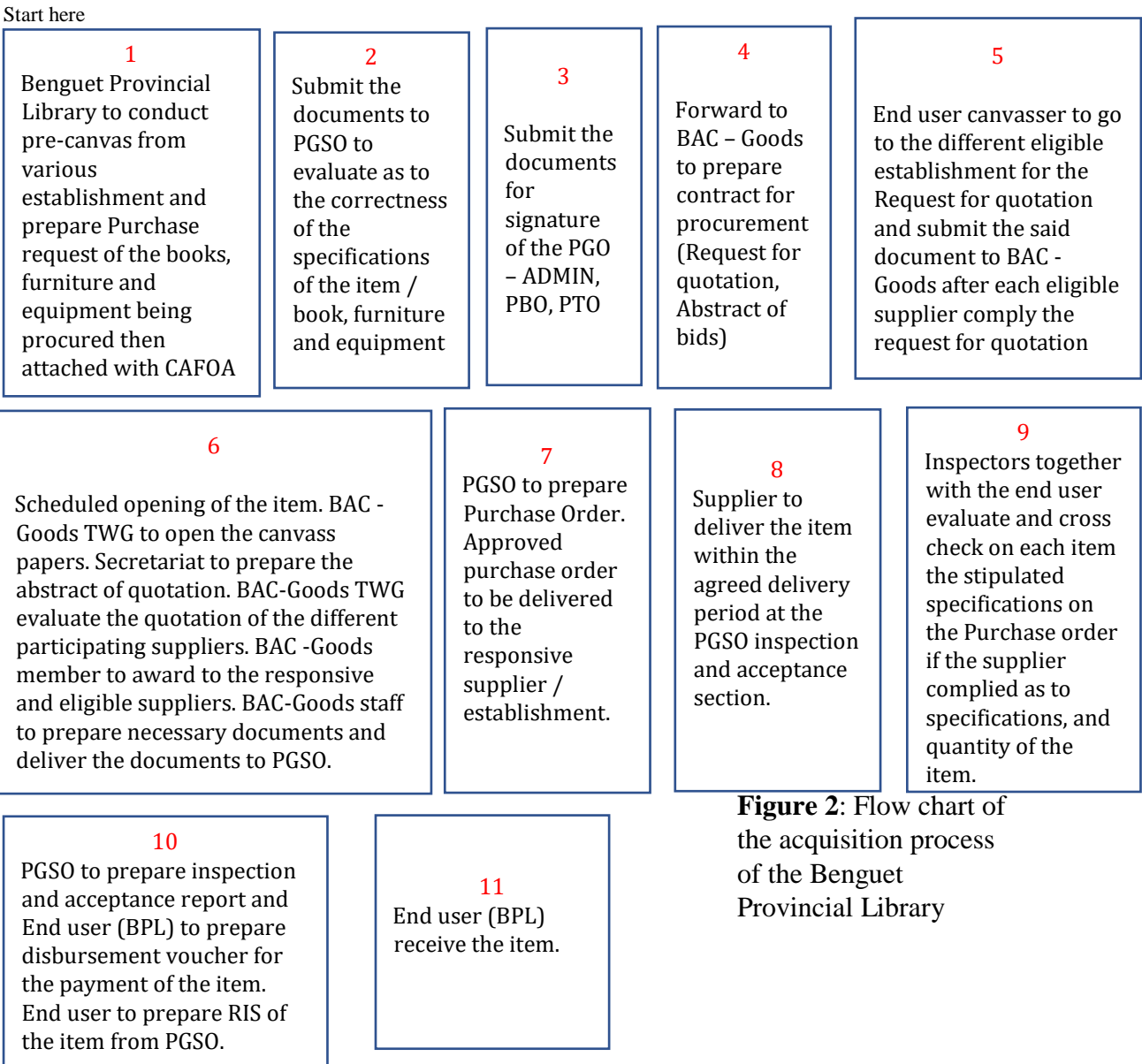


Figure 2: Flow chart of the acquisition process of the Benguet Provincial Library

11.13. Policies for donations, gifts, and exchanges

Organizations and individuals frequently express interests in donating books and other resources to the library. Generally, the Benguet Provincial Library staff receives donations from various donors using the following:

Acceptance criteria:

1. Donated materials should be in good to excellent condition with no writing or other defacing, complete, clean, durable, and attractive.
2. BPL received all donated books regardless of its year of publication. Duplicated copy received will be donated to the libraries such as barangay reading center, municipal and school libraries.
3. Fiction books should be no more than eighty years old with the exception of books by well-known children's authors and classics.
4. All materials should support the reading level and interest of the public.
5. Donated books should not reflect stereotypes of racial or cultural groups in either the text or the illustrations and should avoid over simplification of complex issues and other distortions that would give readers erroneous or misleading information.
6. Materials that generally are not appropriate for library use, such as textbooks, consumable instructional materials such as workbooks, standardized tests, outdated periodicals, pamphlets, and catalogs will not be accepted.
7. Materials which physical integrity is already dilapidated, torn, or almost for dispose will not be accepted.
8. BPL reserves the right to condemn donated materials without the consent of the donor if materials fall on the criteria for deselection.
9. All donations shall be part of the Benguet Provincial Library and thus become a property of Benguet Provincial Library. Dispose of all donated books shall be discretion of the BPL.

11.14. Procedures for donations, gifts, and exchange

1. Donor donates their books at the Library preferably with listings of the donated books.
2. Library staff to put stamp of ownership on the donated books and process them ready for circulation.
3. Library to prepare Certificate of Appreciation to the donors.

11.15. Deselection criteria

To always maintain quality library collection, it is important that the library collections undergo weeding or deselection periodically. The significance of this process is to know which materials are of great relevance and useful to the whole community. The deselection process can also help the library staff to determine the library materials that are often used and checked out by the library users and at the same time ensure the physical conditions of the materials. The following are the guidelines to be used in the deselection of library materials:

- **Relevance of the materials.** It is important that the librarian ensures that the library materials conform to the information need of the community. The materials that do not support the ideals of the library may be subjected for weeding or deselection.

- **Obsolescence.** Materials with outdated and obsolete information or subject matter must be weeded out.
- **Physical Condition.** Those materials that are in poor physical condition (damaged and cannot be repaired, worm-infested, mutilated and the like conditions) are candidates for weeding.
- **Circulation Statistics.** Materials that have very low circulation statistics can be a candidate for deselection to free space allocation.
- **Inaccuracy.** All materials that proved to contain inconsistencies and inaccuracies with the information being presented must be withdrawn or taken out of the shelves.
- **Materials with superseded editions.** Library materials with superseded editions are usually taken out of the shelves.
- **Materials with obsolete format.** For non-print collections, materials with newer version of formats (for example, electronic edition versus outdated printed copy) are to be considered for deselection.

11.16. Procedure for condemning library materials

Benguet Provincial Library strictly complies with the policies and procedures stipulated in the Commission on Audit Circular no. 89-296 on the subject of “Audit Guidelines on the Divestment or Disposal of Property and Other Assets of National Government Agencies and Instrumentalities, Local Government Units and Government-Owned or Controlled Corporations and their Subsidiaries” of 1989. Thus, BPL applies the following process for condemning of library materials:

- Library staff to select materials for condemn applying the criteria for condemnation;
- Delete materials to be condemned on the library system. Indicate on the accession book that the materials were condemn.
- Submit the list of materials for condemnation together with the materials to be condemned to the PGSO.

11.17. Procedure for requesting condemned book or any library material

Users of the library or any institution are free to request any condemned material. The process for materials request is as follows:

- Requesting entities will signify their intention through letter request to the Provincial Governor. Request letter will be forwarded to the PGSO

11.18. Technical Processing of Library materials

Benguet Provincial Library adopted specific procedures in the technical processing of all library materials. Technical processing commences the life of a material as part of the entire library collection. It is in these processes that materials are accessioned, cataloged, stamped, labeled, to be readily accessible on the library system and for circulation. Details of these procedures are stated on the following:

11.18.1. Property tagging by the Provincial General Services Office (PGSO)

Property tags or stamps of ownership are placed on all purchased materials by the PGSO. These tags are provided by the Provincial General Services Office of the Province of Benguet. The PGSO staff to placed on each library material.

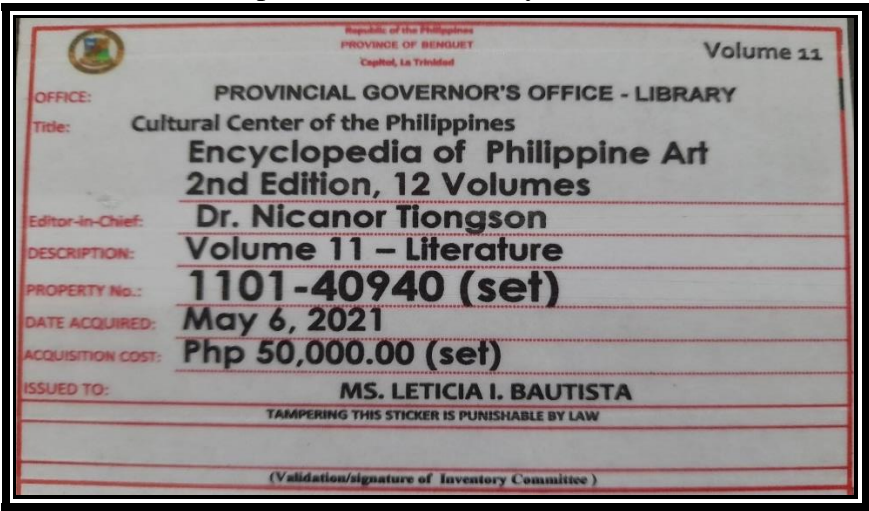
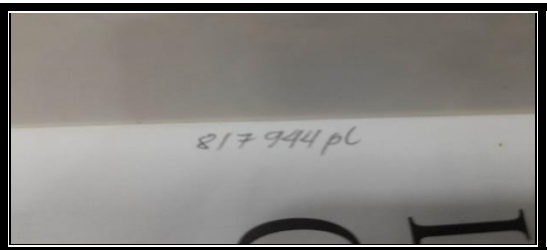


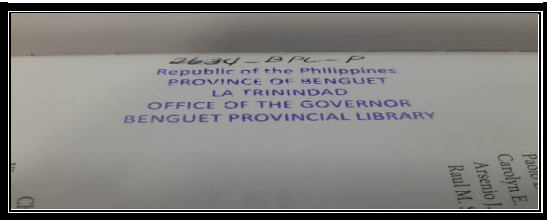
Figure 3: Sample Property tags placed on the newly purchase library materials

11.18.2. In-house accessioning of the newly acquired library books (Donation, Loaned, Purchased)

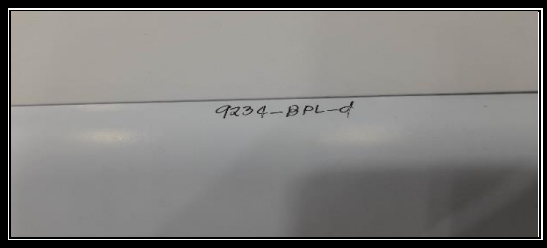
Accessioning is the process of assigning unique identification number on the materials that are added to the entire library collection. The unrepeated identification number given to the material is called accession number. The library has a separate accession book for Donation, Loaned and Purchased books. Accession book is where the information about the material is being recorded. This information includes: Number, Date received, Classification, Author, Title of the Book, Edition, Volumes, Pages, Source of Fund, Cost Price, Publisher, Year and remarks. Placement of the Accession number will be on the title page, copyright page, secret page (page 7) and on the back page.



Accession number for Loaned Book



Accession number for purchased book



Accession number for donation Books

Figure 4: Accessioned for donation, loaned and purchased books

11.18.3. Automated Cataloging of library collections

Accessioned materials are catalogued and classified and encoded its bibliographic data in the Koha database provided by the National Library of the Philippines. The library uses Koha’s Cataloging module to create bibliographic description of newly acquired materials, or search and counterchecks for existing record of the material. The following are the steps in automated cataloging of books on the library system:

- Step 1.** Search for the existing catalog records and any existing records on the MARC reservoir before you add a new record. If records exist in database click edit to add items if existing.
- Step 2.** If no records exist, click creates empty biblio.

Guidelines to supply the information when empty biblio is created.

Tab 0

- 1. Tag 000 to 008 – click the text box to automatically fill – up the value
- 2. Tag 020- **International Standard Book Number (ISBN)**

An item's **ISBN** is shown in the 020 field without hyphens. Do NOT add punctuation at the end of the number. Information that qualifies the ISBN such as publisher, binding, format, volume number, etc., is entered in parenthesis after the ISBN. Just type the number continuously.

Examples:

0200914378260 (pbk)
0200394502884 (Random House)

- 3. Tag 090 – Local call number

Copy assigned classification number.
Example: Re 550.3 I19 1993

Tab 1

- 1. **Tag 100 – Personal author as main entry**

When an item has a clearly identifiable personal author or creator who is chiefly responsible for the creation of the intellectual or artistic content of a work, the name is entered in the 100 field. There may only be one 100 tag in a record. Personal authors can be writers, music composers, map cartographers, bibliographers, photographers, artists or performers.

NOTE: If author is more than 3. First author is the main entry.

- 2. **Tag 110 – Corporate author as main entry**

The main entry may be the name of a corporate author rather than that of a personal author or creator. The 110 tag is used and the corporate name is entered there.

A corporate author is an organization or a group of persons identified by a particular name and that acts as an entity. There are several types of corporate authors that may be main entries: associations; institutions; business firms; governments; conferences; ad hoc events such as fairs or exhibits and vessels such as spacecraft and ships.

A corporate body may be chosen as the main entry only if the contents of the item being cataloged belong in one or more of six categories:

- *Administrative* - The contents deal with the corporate body itself. Examples would be things such as annual reports, university calendars, membership directories and catalogs.
- *Legal material* - The item's contents include the corporation's laws, decrees, administrative regulations, treaties, court decisions or legislative hearings.
- *Collective thought* - The item's contents are from reports of commissions, recommendations of committees, etc.
- *Collective activities of performing groups* - This would include sound recordings, video recordings or published music recorded or produced by a performing group.
- *Collective activities* - This would include publications from conferences, fairs, exhibits, etc.
- *Cartographic material* - A corporate body can be considered as the main entry for cartographic material when it is responsible for more than just the material's publication because it has financed expeditions, hired and directed staff, etc.

3. Tag 245 – Title statement

The title and statement of responsibility are entered in the 245 field. Enter the information just as it appears on the item following AACR2 rules for form and punctuation.

Title proper

The chief name of an item is called the **title proper**. Other title information, such as a subtitle, is not considered to be part of the title proper. If the title proper is repeated in another language, the repeated title is called a parallel title and is considered to be other title information. Except for punctuation and capitalization, the title proper is transcribed exactly as it is found on the chief source of information. Do not add any information such as "by" or "and" to the record if it is not on the chief source of information itself.

Other title information: subfield |b

When there is title information, such as a subtitle, in addition to the title proper it is called "other title information" and usually follows the title proper on the title page. This area is preceded by a space, colon (;)

Statement of responsibility area: subfield |c

The statement of responsibility identifies the person(s) or organization(s) responsible for the intellectual or artistic content of the work being cataloged. This area is preceded by a space, slash (/). Each area in this statement that represents different types of responsibility is separated by a space, semicolon, and space. The chief source of information is the preferred place from which to take the statement of responsibility. Enclose in square brackets any statement from alternative sources. Only statements that are significant to the bibliographic description should be recorded. Editors who assisted with the book design are sometimes listed on the verso of the title page but they would not be included in the statement of responsibility. Unlike the title proper, a statement

of responsibility is not essential to a description and if a statement indicating responsibility does appear in a prominent place on the item it is omitted.

NOTE: For more than 3 authors get the first author and mention the number of remaining authors.

Example: Christopher D. Hudson and 6 others. --

Example:

1. The tapestry room: a child's romance / Molesworth; illustrated by Walter Crane. --
2. Looking backwards / Colette; translated from the French by David Le Vay; with an introduction by Maurice Goudekot. --

Note: If author is more than 5 write the first author then followed by the remaining number of authors. Example: (David Le Vay and three others. --). But under tag 700 get all the names of joint authors.

4. Tag 246 – Varying form of title

5. Tag 247 – Former title

6. Tag 250 - Edition statement

An edition consists of all copies of an item produced from the same master copy. Because there may be substantial changes in the original content in later editions, each edition is treated as a distinct work and cataloged separately. The edition statement is entered exactly as it appears on the item. Cataloging information about the edition of a book is recorded if it is found on the title page, verso or other preliminaries including the cover or the colophon. This is preceded by a dot space dash dash (. --)

Example:

Second edition. --

7. Tag 700 – Added entry – personal name

As previously noted, the name of the primary personal author or creator is entered in the 100 field. Other personal names of authors, contributors or creators can be given as added entries in a MARC 700 field. This field ends with a period (.).

Example:

O'Connor, Dennis, joint author.

C. Tab 2

1. Tag 040 – Cataloging source

Name of the library. Just click the arrow.

2. Tag 260 – Publication, distribution, etc.

The 260 field is used to record all details about the place(s), name(s) and date(s) related to the publishing, distributing, issuing, releasing and manufacture of an item and **must contain information about all three of these elements**. Information for this field comes from the chief source of information, accompanying material or from a readily available reference source. Enclose

information not found on the chief source of information in square brackets. This field is repeatable and it ends in a period.

Three **subfields**, |a, |b and |c, **are required for most** types of material.

The following subfield codes may be used. The most frequent subfields are listed in the order in which they would be used. Punctuation and form of entry that appear in the examples below are prescribed by AACR2.

|a Place of publication, distribution, etc.

Example

Englewood, Colorado :

- [Place of publication not identified] : (is used if place is unknown)

|b Name of publisher, distributor, etc.

Example

Libraries Unlimited,

- [publisher not identified], (is used if publisher is unknown)

|c Date of publication, distribution, etc.

- Consider the latest copyright.
- [date of publication not identified]. (is used if copyright is unknown)

Places of publication

The publication area usually contains only one place of publication. If a work is published in more than one city in the country of the cataloger, the first-named place is normally the one entered into the record.

On the title page:

Example:

University of California Press
Berkeley / Los Angeles / London

Transcribe as: Berkeley : University of California Press,

D. Tab 3

1. Tag 300 – Physical description

Information entered here in the physical description area includes: number of pages, volumes, discs, frames, etc.; other physical details, illustrative material, playing speed, material from which an item is made, etc.; dimensions, height, diameter, etc. and information about accompanying material (teacher's guide, separate maps, etc.).

This field **must always** have a **subfield** |a. Punctuation that appears in the following examples is prescribed by AACR2.

|a Extent of item or specific material designation (number of pages or parts)

145 pages ; 28 cm.

- |b Other physical details (illustrations, color, sound, etc.)
31 pages : illustrations ; 28 cm.
31 pages : illustrations (colour) ; 28 cm.
31 pages : illustrations (some colour) ; 28 cm.
- |c Dimensions
243 pages ; 22 cm.

Books with numbered pages

A book is described in terms of the number of pages (sheet printed on both sides) or leaves (sheet printed on one side). The last numbered page or leaf is given. If some pages have roman numerals, the last Roman numeral is used unless they are included in the Arabic numeral page count.

- vii, 150 pages
- 8 leaves

Books with unnumbered pages

Unnumbered pages containing **significant** information (for example an unnumbered index) are counted and the total given in square brackets. Disregard unnumbered sequences of inessential matter such as advertising, blank pages, etc.

- 322, [15] pages
- [no pagination], is used for unnumbered pages.

If the cataloger is estimating the approximate extent for the item, the number is preceded by "ca."

- ca. 600 leaves

Children's books with unnumbered pages

The Library of Congress does not follow the above rule for children's books. If the pages in a children's book are not numbered, describe the item as "1 v." with the word unpaginated in parenthesis.

- 1 v. (unpaginated)

Examples of subfield |a (extent of item) for books

Review the following examples of the extent of item for books, pamphlets and printed sheets carefully. Notice how the name of the specific material designation is only used once after the number of units.

Examples:

1. xvii, 323 pages : (ends in a colon if the book is illustrated)
2. 321 leaves ; (ends in a semi colon if the book is not illustrated)

2. Tag 842 – Textual Physical form designation

Drop down – choose the type of materials being catalogue either books, manuscript, pamphlets, etc.

E. Tab 4

1. Tag 650
2. **Subject** access points and classifications are included in this field. Subject information is not considered part of the bibliographic record and is added only after the descriptive cataloging process is completed.

F. Tab 6 - Note area

This **notes area** is for data that the cataloger considers important to the library user and that has not been incorporated in any of the above fields.

1. Tag 500 – general note

Place index with the corresponding pages.

Example: Includes index : pages 200-205.

2. Tag 504 – Bibliographic etc, note

Place bibliography with the corresponding pages.

Example: Includes bibliography : pages 195-199.

3. Tag 41 – Immediate source of acquisition

Place the accession number of the materials.

Guidelines to change / add existing record on the Koha system:

1. Adding library branches:

System -> parameters -> library branches – click modify -> save.

2. Adding item types

System -> parameters -> item types -> edit item-> save.

Example of item types: books, analytics, chart, maps, journals, pamphlet, etc.

STEP 3. Save bibliographic record and go to item

If materials have existing bibliographic data / catalog record modify by clicking the folder -> click modify

If materials have no existing bibliographic data / catalog data -> new item -> supply the needed information of the text box -> click add item.

Call number:

Re -> **Call number prefix**

809.04 -> **Classification part**

N62 -> **Item part**

1990 -> **Call number suffix**

11.18.4. Automated Indexing Manual for bounded periodicals

The Library indexed bounded periodicals on the library system that includes, journals, souvenirs programs, Officials gazette, newsletters, administrative paraphernalia, and other materials.

Guidelines on the Automated indexing manual for bounded periodicals:

I. Existing bibliographic records

****In case of duplicate item (magazines, journals) go to Tab 0, Tag 773 and indicate the assigned label).** Example: March 12 1983 p. 1-2 ; Serials – Benguet 92 ; Serials – Benguet 100

****In case of existing template follow the following steps:**

a. Catalog

Catalogue search

Search on

Any word

Title

Author

Subject

Item Type

Branch

Other options

Item barcode

Call Number

ISBN

Publisher

b. Catalog search (any word)

Catalogue search

Search on

Any word

Title

Author

Subject

Item Type

Branch

Municipality of mankayan

Other options

Item barcode

Call Number

ISBN

Publisher

c. Duplicate the item

Koha

Acquisitions

Catalogue

Circulation

Members

Authorities

Reports

Parameters

About

Help

Main page

Late orders

History search

Logged in as: mar

MARC biblio : 21696

Edit biblio

Duplicate

Edit item

delete

Complete

Normal

ISBD

Add to shelf

Print

Request

Mankayan tourism. --
Subjects-
Topical Tourism --Mankayan, Benguet.
Terms:
Host Item: Municipality of Mankayan 95th Foundation Day Mar 13-15 2008 ; Serials - Benguet 154

c. Edit biblio

Biblionumber : 21747 With Framework : Indexing

Edit biblio

Duplicate

Edit item

delete

Complete

Normal

ISBD

Add to shelf

Print

Request

000 -LEADER

@ fixed length control nam a22 7a 4500

field

001 -CONTROL NUMBER

36550566

003 -CONTROL NUMBER IDENTIFIER

bgtp

005 -DATE AND TIME OF LATEST TRANSACTION

20180123084945.0

008 -FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION

180123t xxu||||| |||| 00| 0 eng d

773 -HOST ITEM ENTRY

9 9

g Relationship

information

Mar 13-16 2008 ; Serials - Benguet 154

t Title

Municipality of Mankayan 95th Foundation Day

Auth

842 -TEXTUAL PHYSICAL FORM DESIGNATOR

Analytics

993 -DB Identifier

Model

e. Tab 0 > Tag 000 – 008 (click)

Edit MARC Record Number With Framework : [Indexing -]

[Add Bibliographic Record and go to Items](#) [z39.50 Search](#)

0	000 - LEADER	
1	nam a22 7a 4500	...
2	001 - CONTROL NUMBER	
3	33694380	...
4	003 - CONTROL NUMBER IDENTIFIER	
5	bgtp	...
6	005 - DATE AND TIME OF LATEST TRANSACTION	
7	20180123134447.0	...
8	006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION +	
9	007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION +	
10	008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION	
11	180123t xou 001 0 eng d	...
12	010 - LIBRARY OF CONGRESS CONTROL NUMBER	

f. Tab 0 > Tag 773 (host item entry) g (relationship information). Follow this format: date, page, assigned label. Example: Mar 12 2008 p. 1-2 ; Serials – Benguet 154

Koha Acquisitions **Catalogue** Circulation Members Authorities Reports Parameters About **Help**

sequence number
▲ a Originator
control term
▲ b Originating
agency
▲ c Authorized
recipients of material
▲ g Other
restrictions

773 - HOST ITEM ENTRY +

▲ g 9
Relationship information Mar 13-15 2008 ; Serials - Benguet 154
▲ i Title Municipality of Mankayan 95th Foundation Day

3 6 7 8 b d h i k m n o p r u w x y

842 - TEXTUAL PHYSICAL FORM DESIGNATOR

▲ a Textual physical form designator (GMD) Analytics
▲ b Specific Material Designation

851 - LOCATION [OBSOLETE] +

▲ 3 Materials specified
▲ 6 Linkage
▲ a Name (custodian or owner)
▲ b Institutional division
▲ c Street address
▲ d Country
▲ e Location of units
▲ f Item number

g. Tab 1 > Tag 245 (Title statement) – Change title of the article

version

245 - TITLE STATEMENT

▲ a Title * Mankayan tourism. --
▲ 6 Linkage
▲ 8 Field link and sequence number
▲ b Remainder of title
▲ c Statement of responsibility, etc
▲ e Name of part/section/series (SE) [OBSOLETE]
▲ f Inclusive dates
▲ g Bulk dates
▲ h Medium
▲ i Form
▲ n Number of part/section of a work
▲ p Name of part/section of a work
▲ s Version

246 - VARYING FORM OF TITLE +

▲ 3 Institution to which field applies
▲ 6 Linkage
▲ 8 Field link and sequence number

h. Tab 4 > Tag 650 – Change the topic based on the content of the article

subdivision

650 - SUBJECT ADDED ENTRY--TOPICAL TERM +

▲ a Topical term or geographic name as entry element Tourism
▲ 2 Geographic subdivision Mankayan, Benguet.
▲ 3 Source of heading or term
▲ 4 Materials
▲ 4 Relator code
▲ 6 Linkage
▲ 8 Field link and sequence number
▲ 9 9 (RLIN)
▲ b Topical term following geographic name as entry element
▲ c Location of event
▲ d Active dates
▲ e Relator term
▲ v Form subdivision
▲ x General subdivision
▲ y Chronological subdivision

651 - SUBJECT ADDED ENTRY--GEOGRAPHIC NAME +

i. save bibliographic records and go items > save item

II. New bibliographic Records

a. Add biblio

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

Logged in as: marlyn [Log Out]

Search
Add biblio
Subscriptions
Late issues
Virtual shelves

Catalogue search

Search on

Any word
Title
Author
Subject
Item Type
Branch

Other options

Item barcode
Call Number
ISBN
Publisher

b.Select Indexing

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

Logged in as: marlyn [Log Out]

MARC biblio management

To add a new biblio/item, scan or type the ISBN/ISSN number

Title
ISBN
Go
Default: Create Empty biblio
Default: Indexing

Hint

If the ISBN or title is found in the biblio table, it will be retrieved and can be modified.
If the ISBN or title is found in the reservoir, it will be retrieved and a biblio will be added.
Otherwise, a biblio can be added from scratch.

c.Create empty biblio

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

Logged in as: marlyn [Log Out]

MARC biblio management

To add a new biblio/item, scan or type the ISBN/ISSN number

Title
ISBN
Go
Indexing: Create Empty biblio

Hint

If the ISBN or title is found in the biblio table, it will be retrieved and can be modified.
If the ISBN or title is found in the reservoir, it will be retrieved and a biblio will be added.
Otherwise, a biblio can be added from scratch.

d.New biblio

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

Logged in as: marlyn [Log Out]

Add MARC Record With Framework : Indexing

Add Bibliographic Record and go to Items x39.50 Search

000 - LEADER
001 - CONTROL NUMBER
003 - CONTROL NUMBER IDENTIFIER
005 - DATE AND TIME OF LATEST TRANSACTION
006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION +
007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION +
008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION
010 - LIBRARY OF CONGRESS CONTROL NUMBER
a LC control number
011 - LINKING LIBRARY OF CONGRESS CONTROL NUMBER [OBSOLETE]
a LC control number
012 - NATIONAL BIBLIOGRAPHIC NUMBER

e.Tab 0 > click Tag 000 – 008

Add MARC Record With Framework : Indexing

Add Bibliographic Record and go to Items z39.50 Search

0	000 - LEADER
1	nam a22 7a 4500 ...
2	001 - CONTROL NUMBER
3	15444173 ...
4	003 - CONTROL NUMBER IDENTIFIER
5	bgtp ...
6	005 - DATE AND TIME OF LATEST TRANSACTION
7	20180123111237.0 ...
8	006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION +
9
10	007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION +
11
12	008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION
13	180123r xxu 00 0 eng d ...
14	010 - LIBRARY OF CONGRESS CONTROL NUMBER
15	LC control ...

f.Tab 0 > Tag 773 click three dots (...) > authority search

ICMVA INTRANET: Authorities - Mozilla Firefox

192.168.2.201:8080/cgi-bin/authorities/auth_finder.pl?authtypecode=PITTI&index=233&result=

Logged in as: marlyn [Log Out]

Authority search

Search on

Authority type	PITTI
Main entry (\$a only)	contains -
Main entry	contains -
Anywhere	contains -

(add % at the end of your word if you want to use right-truncation : theor% will find theory & theories)

Start search

6 Linkage

a Name (custodian or owner)

g.Type title of magazines (created templates) > start search

ICMVA INTRANET: Authorities - Mozilla Firefox

192.168.2.201:8080/cgi-bin/authorities/auth_finder.pl?authtypecode=PITTI&index=233&result=

Logged in as: marlyn [Log Out]

Authority search

Search on

Authority type	PITTI
Main entry (\$a only)	contains -
Main entry	contains -
Anywhere	contains - <u>municipality of Mankayan</u>

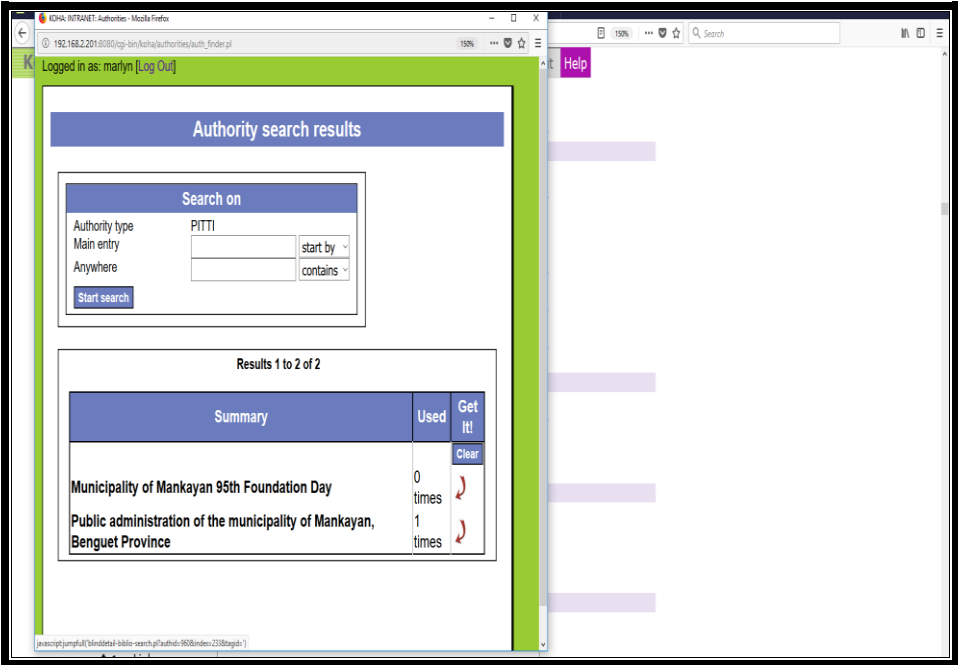
(add % at the end of your word if you want to use right-truncation : theor% will find theory & theories)

Start search

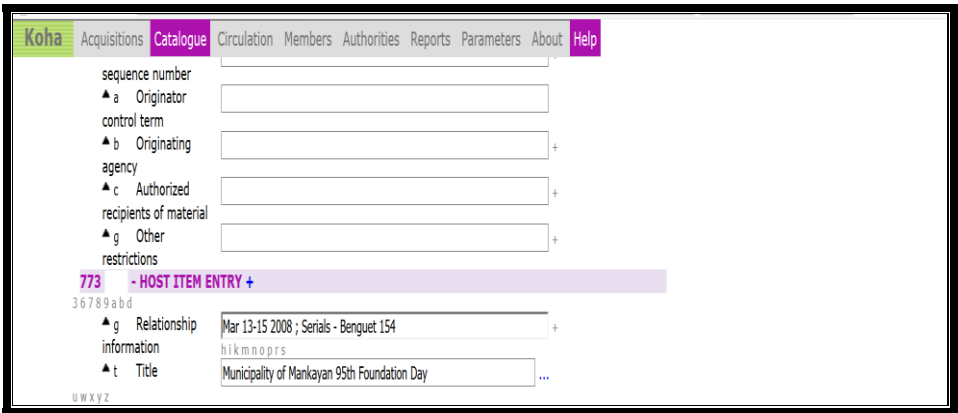
6 Linkage

a Name (custodian or owner)

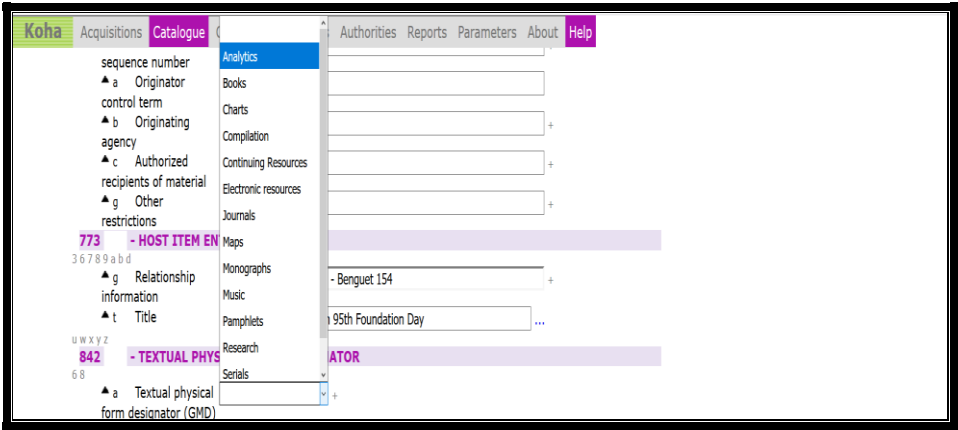
h.Authority search result > click the appropriate title of magazines (red arrow)



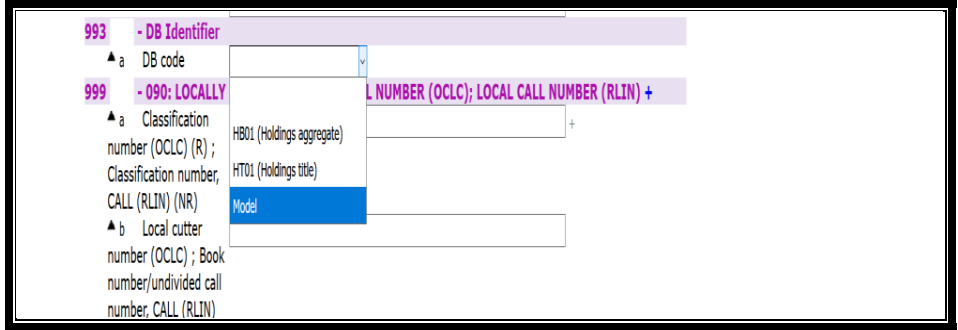
i.Host item



j.Tab 0 > Tag 842 > drop down the arrow then select Analytics



k.Tab 0 > Tag 993 > drop down arrow then select Model



1.Tab 1 > Tag 245

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

statement for music

▲ p Name of

part/section of a work

▲ r Key for music

▲ s Version

245 - TITLE STATEMENT

▲ 6 Linkage

▲ 8 Field link and sequence number

▲ a Title *

▲ b Remainder of title

m.Tab 2 > Tag 040 > Select Benguet Provincial Library

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

▲ c Level of effort used to assign subject headings

▲ d Level of effort used to assign classification

▲ e Number of fixed field character positions coded

040 - CATALOGING SOURCE

▲ 6 Linkage

▲ 8 Field link and sequence number

▲ a Original

cataloging agency

▲ b Language of cataloging

▲ c Transcribing

n.Tab 4 > Tag 650 > topical terms (topics assign depending on the content of the article)

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

▲ y Chronological subdivision

▲ z Geographic subdivision

650 - SUBJECT ADDED ENTRY--TOPICAL TERM +

▲ 2 Source of heading or term

▲ 3 Materials specified

▲ 4 Relator code

▲ 6 Linkage

▲ 8 Field link and sequence number

▲ 9 (RLIN)

▲ a Topical term or geographic name as entry element

▲ b Topical term following geographic name as entry element

▲ c Location of event

▲ d Active dates

▲ e Relator term

▲ v Form subdivision

▲ x General subdivision

▲ y Chronological subdivision

▲ z Geographic subdivision

o.Add new biblio

History search

Add MARC Record With Framework : Indexing

Add Bibliographic Record and go to Items

z39.50 Search

0

1

2

3

4

5

6

7

8

9

052

- GEOGRAPHIC CLASSIFICATION +

▲ 2

Code Source

▲ 6

Linkage

▲ 8

Field link and sequence number

+

▲ a

Geographic classification area code

▲ b

Geographic classification subarea code

+

▲ c

Subject (MP)

[OBSOLETE]

▲ d

Populated place name

+

098

- OTHER CLASSIFICATION SCHEMES (OCLC) +

▲ a

Call number based on other classification scheme

▲ e

Feature heading

▲ f

Filing suffix

351

- ORGANIZATION AND ARRANGEMENT OF MATERIALS +

▲ 3

Materials

77

Highlight All Match Case Whole Words 1 of 1 match

X

p.Add Item. Fil-up the information on: 1 (Item status) - On shelf; 3(a) Location – Benguet Provincial Library; 3(b) – Serials; 3(e): Address - La Trinidad, Benguet; 3(n): country code – ph; 3(z): Home branch – Benguet Provincial Library

Mankayan tourism. -- (biblionumber #21748)

Edit bibli MARC Normal BIB1

New Item

1- Item status On-shelf

3- Number of Items

a- Location Benguet Provincial Library

b- Division Serials

c- Section

e- Address La Trinidad, Benguet

g- Non-coded location qualifier

h- Classification part

i- Item part

j- Shelving control number

k- Call number prefix

l- Shelving form of title

m- Call number suffix

n- Country code ph

o- Complete calinumber

p- Barcode

q- Donation / Loaned / Purchased

r- Price

s- Accession Number

t- Copy number

v- Volume number

w- Issue number

z- Homebranch Benguet Provincial Library

Add Item

11.18.5. Guidelines on the modification of Koha system

1. To change / add category 040a – name of library

Systems -> parameters -> authorized values -> select 040a -> ok -> edit / add authorized values -> ok

2. To change / add 8521 – item status

Systems -> parameters -> authorized values -> select 8521 -> ok -> edit / add authorized values -> ok

3. To change / add library section

Systems -> parameters -> authorized values -> select 852b -> ok -> edit / add authorized values -> ok

4. To change / add name of country

Systems -> parameters -> authorized values -> select 852n -> ok -> edit / add authorized values -> ok

5. To modify / change dates

Systems -> parameters -> system preferences -> admin -> date format -> modify

6. To change OPAC preferences

Systems -> parameters -> system preferences -> choice OPAC -> modify each item you wish to modify.

7. To change INTRANET preferences

Systems -> parameters -> system preferences -> choice INTRANET -> modify each item you wish to modify.

8. To add / modify members / library patrons

Systems -> members -> add member – fill – up needed information on the text box -> modify / save.

9. To change / add windows preferences

Systems -> tools -> option -> type the following URL on the text box (option)-> <http://192.168.2.201:8080> | 192.168.1.18 -> save / modify / ok

10. To save file (to create back up copy)

Systems -> parameters -> mark biblio export -> fill – up needed information of the text box -> export.

11.18.6. Guidelines in cataloging Filipiniana and Local materials

A. History/ Places

Philippine history – 959.9

Local History – 907.5991

Luzon (Philippines) T2 - .5991

B. Languages

Tagalog (Tagalog/Filipino) – 499.211

Philippine Languages (English) – 499.21

Local (Luzon) – 499.215991

Dictionaries – 499.21599103

C. Literature

Philippine Literature (Tagalog/Filipino) – 899.211

Philippine Literature (English) – 899.21

Local (Luzon) – 899.215991

D. Persons

(Filipinos) T5 - .9921

Aeta (Philippine people) T5 - .9911

Note: To be added as indicated

Table 1 – Standard Subdivisions

Table 2 – Geographic Areas, Historical Periods, Persons

Table 4 – Subdivisions of Individual Languages and Language Families

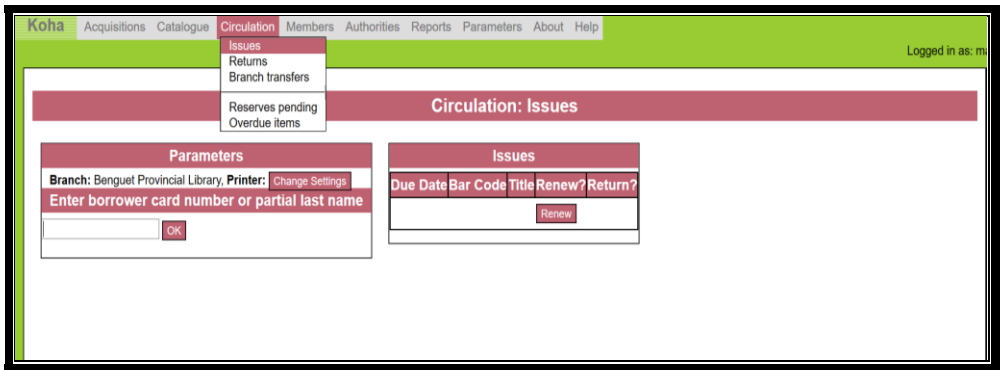
Table 5 – Ethnic and National Groups

11.18.7. Guidelines on the retrieval of inventory list

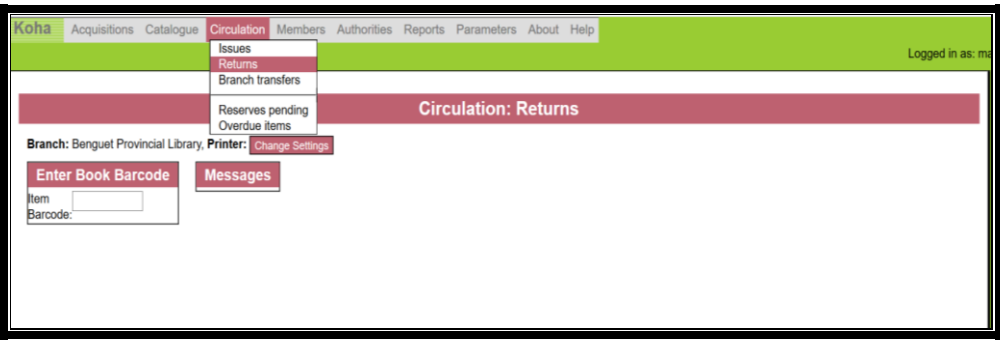
INVENTORY

Steps:

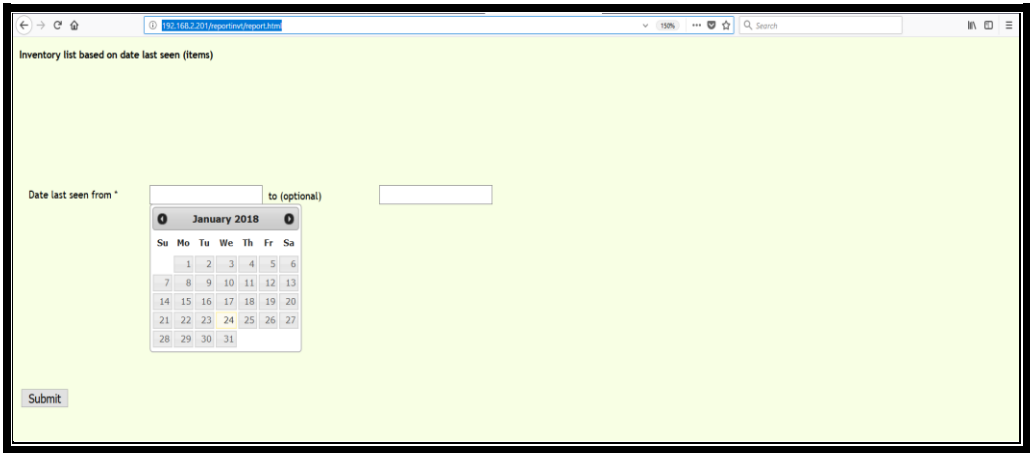
- 1. Go to circulation > issues > input the barrower card number or last name



- 2. Go to circulation > returns > input the book barcode manually or through the barcode reader



- 3. Go to <http://192.168.2.201/reportinv/report.html> to print the inventory list. Enter the desired date on the provided box and submit.



11.18.8. Guidelines on vertical filing

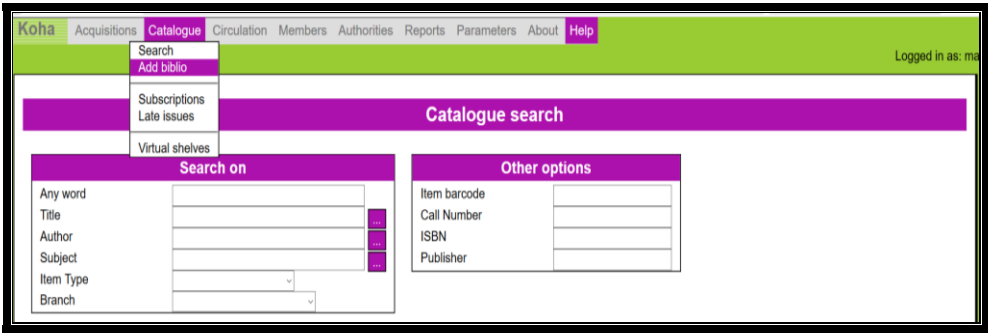
Vertical files were from broadsheet newspaper. Important articles from old issues of newspaper were cut and pasted on bond paper, labeled and filed in folders with assigned subject. These are also entered on the library koha.

Labelling:

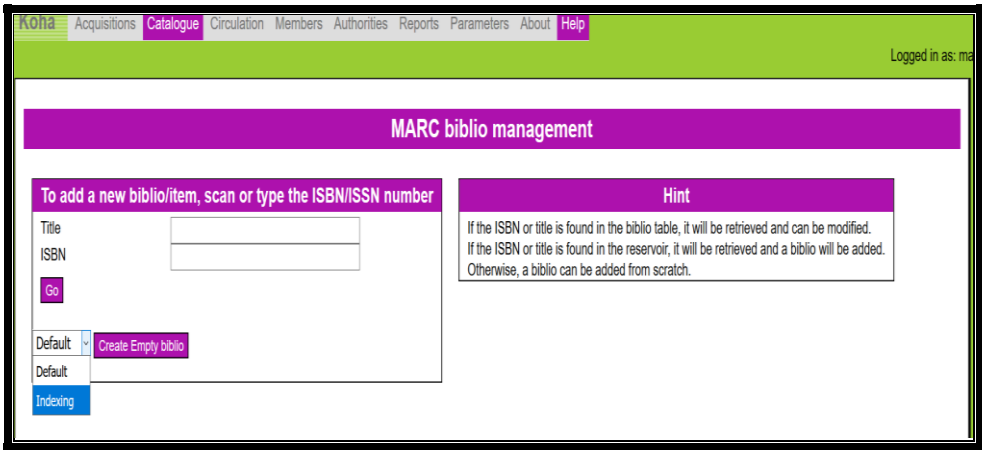
Example: Sun Star Baguio
December 12, 2019
P. 9

Vertical filing manual:

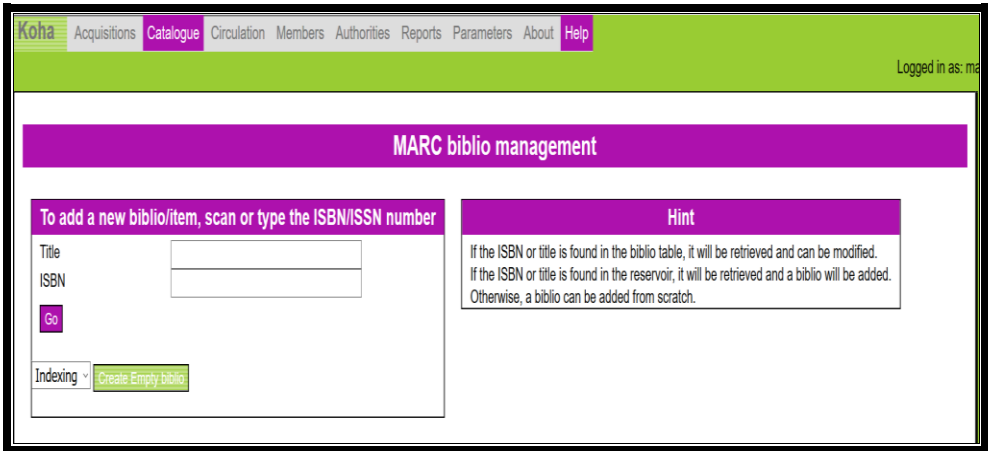
- 1. New bibliographic Records
 - a. Add biblio



- b. Select Indexing



- c. Create empty biblio



d. New biblio

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

Logged in as: marlyn [Log Out]

Add MARC Record With Framework : Indexing

Add Bibliographic Record and go to Items x39.50 Search

0	000 - LEADER	
1	001 - CONTROL NUMBER	
2	003 - CONTROL NUMBER IDENTIFIER	
3	005 - DATE AND TIME OF LATEST TRANSACTION	
4	006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION +	
5	007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION +	
6	008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION	
7	010 - LIBRARY OF CONGRESS CONTROL NUMBER	
8	011 - LINKING LIBRARY OF CONGRESS CONTROL NUMBER [OBSOLETE]	
9	012 - NATIONAL BIBLIOGRAPHIC NUMBER	

e. Tab 0 > click Tag 000 – 008

Add MARC Record With Framework : Indexing

Add Bibliographic Record and go to Items x39.50 Search

0	000 - LEADER	nam a22 7a 4500
1	001 - CONTROL NUMBER	15444173
2	003 - CONTROL NUMBER IDENTIFIER	
3	005 - DATE AND TIME OF LATEST TRANSACTION	20180123111237.0
4	006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION +	
5	007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION +	
6	008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION	180123t xxw 00 0 eng d
7	010 - LIBRARY OF CONGRESS CONTROL NUMBER	

f. Tab 0 > Tag 773 click three dots (...) > authority search

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

Logged in as: marlyn [Log Out]

Authority search

Search on

Authority type PTTI

Main entry (\$a only) contains

Main entry contains

Anywhere contains

(add % at the end of your word if you want to use right-truncation : theor% will find theory & theories)

Start search

6 Linkage

a Name (custodian or owner)

g. Type title of folder (created templates) > start search

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help Logged in as: marlyn

Authority search

Search on Persons

Main entry (\$a only) contains

Main entry contains

Anywhere contains

(add % at the end of your word if you want to use right-truncation : theor% will find theory & theories)

Start search

Add authority

Authority type Uniform Title Add

h. Authority search result > Type the title of the Folder as labeled

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

130 - HEADING-UNIFORM TITLE

2 Linkage

8 Field link and

sequence number

a Uniform title

a Date of

treaty signing

f Date of a

work

g Miscellaneous

information

n Medium

s Form

subheading

i Language of

a work

n Medium of

performance for music

n Number of

part/section of a work

p Arranged

statement for music

p Name of

part/section of a work

r Key for music

s Version

t Title of a Sablan Tublay Tuba

work

y Form

subdivision

i. Click the Add authority

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help Logged in as: marlyn [Log Out]

Issues
Returns
Branch transfers
Reserves pending
Overdue items

Add authority

Adding authority (Uniform Title)

010 - LIBRARY OF CONGRESS CONTROL NUMBER

8 Field link and

sequence number

a LC control

number

z

Canceled/invalid LC control number

014 - LINK TO BIBLIOGRAPHIC RECORD FOR SERIAL OR MULTIPART ITEM +

8 Linkage

8 Field link and

sequence number

a Control

number of related bibliographic record

016 - National Bibliographic Agency Control Number +

2 Source

8 Field link and

sequence number

a Record

control number

z

Canceled/invalid record control number

020 - INTERNATIONAL STANDARD BOOK NUMBER +

6 Linkage

8 Field link and

j. Labeled title of the folder was created

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help Logged in as: marlyn [Log Out]

Authority #1274 (Uniform Title)

130 - HEADING-UNIFORM TITLE

t Title of a work Sablan Tublay Tuba

- k. Go back to catalogue search > create new biblio > drop down the arrow beside Default then click Indexing > click Create Empty biblio

- l. Tab 0 > Tag 000 – 008 (click)

- m. Tab 0 > Tag 773 (host item entry) g (relationship information): (Clippings) p.1. t (Title): Sablan-Tublay-Tuba (created on the authority)

- n. Tab 0 > Tag 842 > drop down the arrow then select Clippings

o. Tab 0 > Tag 993 > drop down arrow then select Model

993 - DB Identifier

▲ a DB code

999 - 090: LOCALLY

▲ a Classification number (OCLC) (R); Classification number; CALL (RLIN) (NR)

▲ b Local cutter number (OCLC); Book number/undivided call number; CALL (RLIN)

Model

p. Tab 1 > Tag 245. Type the title of the article

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

statement for music

▲ p Name of

part/section of a work

▲ r Key for music

▲ s Version

245 - TITLE STATEMENT

▲ 6 Linkage

▲ 8 Field link and sequence number

▲ a Title *

▲ b Remainder of title

q. Tab 2 > Tag 040 > Select Benguet Provincial Library

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

▲ c Level or effort used to assign subject headings

▲ d Level of effort used to assign classification

▲ e Number of fixed field character positions coded

040 - CATALOGING SOURCE

▲ 6 Linkage

▲ 8 Field link and sequence number

▲ a Original cataloging agency

▲ b Language of cataloging

▲ c Transcribing

r. Tab 4 > Tag 650 > topical terms (topics assign depending on the content of the article)

Koha Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help

sequence number

▲ a Chronological

▲ v Form

subdivision

▲ x General

subdivision

▲ y Chronological

subdivision

▲ z Geographic

subdivision

650 - SUBJECT ADDED ENTRY--TOPICAL TERM +

▲ 2 Source of heading or term

▲ 3 Materials specified

▲ 4 Relator code

▲ 6 Linkage

▲ 8 Field link and sequence number

▲ 9 9 (RLIN)

▲ a Topical term or geographic name as entry element

▲ b Topical term following geographic name as entry element

▲ c Location of event

▲ d Active dates

▲ e Relator term

▲ v Form

subdivision

▲ x General

subdivision

▲ y Chronological

subdivision

▲ z Geographic

subdivision

651 - SUBJECT ADDED ENTRY--GEOGRAPHIC NAME +

▲ 2 Source of heading or term

s. Add bibliographic records and go to items

Koha - Acquisitions Catalogue Circulation Members Authorities Reports Parameters About Help
[Authorities] Logged in as: marlyn [Log Out]

Add MARC Record With Framework : Indexing

Add Bibliographic Record and go to Items 239.50 Search

052 - GEOGRAPHIC CLASSIFICATION +
▲ 2 Code Source
▲ 3 Linkage
▲ 3 Field link and sequence number
▲ 3 Geographic classification area code
▲ 3 Geographic classification subarea code
▲ 3 Subject (MP) [OBSOLETE]
▲ 3 Populated place name
098 - OTHER CLASSIFICATION SCHEMES (OCLC) +
▲ 3 Call number based on other classification scheme
▲ 3 Feature heading
▲ 3 Filing suffix
351 - ORGANIZATION AND ARRANGEMENT OF MATERIALS +
▲ 3 Materials specified
▲ 3 Linkage
▲ 3 Field link and sequence number
▲ 3 Organization
▲ 3 Arrangement
▲ 3 Hierarchical

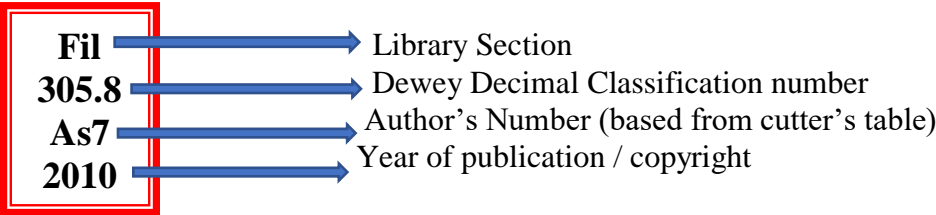
t. Add Item. Fill-up the information on: 1 (Item status) - On shelf; 3(a) Location – Benguet Provincial Library; 3(b) – Clippings; 3(e): Address - La Trinidad, Benguet; 3(n) : country code – ph ; 3(z) : Home branch – Benguet Provincial Library

1 - Item status On-shelf
3 - Number of Items
a - Location Benguet Provincial Library
b - Division Clippings
c - Section
e - Address La Trinidad, Benguet
g - Non-coded location qualifier
h - Classification part
i - Item part
j - Shelving control number
k - Call number prefix
l - Shelving form of title
m - Call number suffix
n - Country code ph
o - Complete callnumber
p - Barcode
q - Donation / Loaned / Purchased
r - Price
s - Accession Number
t - Copy number
v - Volume number
w - Issue number
z - Homebranch Benguet Provincial Library
Modify Item


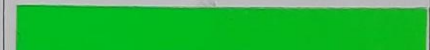
11.18.9. Procedures for physical processing of library materials

After accessioning and cataloging, library materials are physically processed with the following steps:

- 1. Type the call number of the book on the matte sticker paper
- 2. Attached the call number (tag) on the spine of the book



3. Color coding is assigned as **blue** for purchased books; **green** for loaned books from National Library of the Philippines; **no color** for donation books

Purchased Books	
Loaned books	

4. Different sections of the library were assigned with different colors as follows:





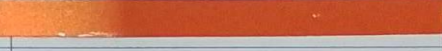



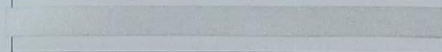


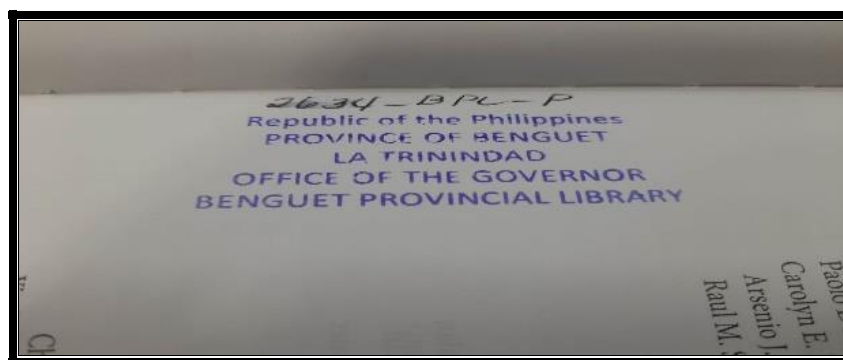
Section / Code	
Archives Books / R	
Children's Book / J	
Circulation Books / C	
Fiction Books / F	
Filipiniana Books / Fil	
Filipiniana - Cordillera Administrative Region Books / Fil-CAR	
Filipiniana – Reference Books / Fil-R	
Filipiniana – Fiction – Fil-Fic	
Filipiniana – Rizaliana Books / Fil – Ri	
Filipiniana – Theses / Fil -Th	
Reference / Re	

Figure 5: Assigned color code of books on each section of the library.

5. Attached barcode number to each book. Below is the final output showing its, call number label, color code, and barcode number



6. The Benguet Provincial Library stamp of ownership will be stamped on the title page, copyright page, secret page (page 7), and on the back page.



7. Book pocket will be pasted on the last or loose page of the book cover. This will include the book card containing the call number, title, author of the book, Date, Borrowers name, Date returned. The date due slip is pasted close together or side by side with the book pocket.

[illegible]

Figure 6: Due date Slip of the Library


	BENGUET PROVINCIAL LIBRARY	
	9234-BPL-d Paw, James N. Spread of winged seeds: the biogeography of pine trees in the Philippines / James N. Paw. -- -- 15103bgtp	
Fil-CAR 585.209599 P28 2022	Date	Borrower's name

Figure 7: Book card of the Library



Figure 8: Book Pocket of the Library

11.19. Policies for the use of non-book library materials and library facilities

11.19.1. Use of computers and internet services

1. All library users must register on the logbook provided before using the computer.
2. Once permitted, library staff will assist the library user on any available computer.
3. All library users are given a maximum of 1 hour but subject for extension if no users signed up for next use.
4. Library users are expected to handle the computer hardware with care.
5. It is the responsibility of library users to surf the Internet with safety, keeping in mind not to download and/or enter harmful websites that may contain virus / malware / or phishing applications to the computer's software.
6. If there will be interruptions in internet connectivity, hardware or software malfunction, or power interruption, the time allotted for the library user's use of the computer will be adjusted.
7. Library users are not allowed to use the Internet for online and offline games, and/or visit obscene websites or web contents.
8. All files saved in the computer will be deleted regularly to clear-up storage spaces. Library users are requested to save their work and attach it to their email or any social media storage.
9. After a library user finished using the computer, he/she/they will log-out and inform the library staff on duty. It is the library user's responsibility to log-out of any personal accounts that were used or visited using the Internet.
10. A library user is allowed to share the computer to any other users of the library during his/her/their allotted time. Library users are also allowed to share their time allotment for other library users to use their assigned computer.
11. In cases where the library user damaged any hardware of the computer, the Library staff will assess the damage and may direct the following fines:
 - a. Replacement of the damaged hardware with a newly bought item, of the same brand or of higher quality
(example: mouse, keyboard, CPU, AVR, etc.)
 - b. Replacement of the damaged hardware with a used but still functioning item of the same brand
 - c. If in case the library user who damaged the library computer's hardware refused to commit to any of the imposed fines, the Library Staff may file a complaint against the library user for "damage to government property."
 - d. After the library user settles with the accountability, the replacement item will be part of the property of the Benguet Provincial Library. The library user accounted for, will not be allowed, in any case, to recover the item back for any reason.

11.19.2. Use of recreational board games

1. Library users to ask permission from the Library Staff on the use of the board game (Example: Scrabble, Chess, Sungka, etc.)
2. Only 1 board game is allowed per pair borrower
3. Only Library staff are allowed to release the requested board games.
4. The Board games are for room-use only
5. There is no time limit for using the board games. If in case the borrower wishes to extend use, the library staff on duty may grant permission, as long as no other library users waiting for the next use.
6. It is the responsibility of the borrower to handle the board game and all of its pieces carefully.
7. Before release of board games, library staff on duty will show borrowers the completeness of the said item.

8. Library users who are using the board game inside the library must observe silence and respect for other users of the library.
9. A crowd of not more than 4 library users playing the board game will be allowed. They are expected to play the board game while observing respect to the other users of the library.
10. Gambling using the board game is strictly prohibited.
11. Any untoward noise and/or conflict between and among users of the board game will automatically dismiss them to use the board game.
12. In cases where the borrower misplaced or damaged a piece or pieces of the board game, he/she/they must report to the library staff on duty. Library staff will assess the damage.
13. Depending on the circumstance and damage to the board game, the Library Staff may direct necessary fines as follows:
 - i. Replacement of the whole board game
 - ii. Replacement of the damaged piece (for example, recreate a letter piece of the Scrabble by printing the letter on a piece of cardboard paper of the same thickness with the other pieces)
14. If in case the library user who damaged the board game refused to commit to any of the imposed fines, the Library Staff may file a complaint against the library user for “damage to government property.”
15. After the library user settles with the accountability, the replacement item will be part of the property of the Benguet Provincial Library. The library user accounted for, will not be allowed, in any case, to recover the item back for any reason.

11.20. Policies for the use of library for programs, projects, and activities

The Benguet Provincial Library gladly spearheads library programs, projects and activities in support of their vision, mission, and core values. BPL participates in all the projects, programs, and activities of the current government that may need the library’s resources, or the manpower, skills, and talents of the library staff.

The following are the library programs, projects, or activities of the Benguet Provincial Library:

Storytelling

This targets young children to inspire the love for reading and support their literacy development. Usually, the librarian in-charge does storytelling or library staff, any library personnel now conducts the storytelling session to the children, inside or outside of the library.

Library instruction

The library staff conducts basic library instruction to teach about topics related to the library such as: use of the OPAC, parts of the library, proper handling of books, research methods using the Internet, etc. The library staff may also conduct a tour of the different sections of the library on special request.

Outreach programs

The Library partners with government and non-government organizations to conduct off-site library activities such as organization of collection to barangay reading center and municipal library. This activity is usually done with permission from the governing office of the Province of Benguet.

11.21. Request for programs, projects, or activities to be conducted at the library

1. Walk-in library users may request for an on-the-spot activity inside the library provided that there is an available space.
2. For a large group of library users, request for in-house library programs should be submitted a day before the visit; so that the library staff may prepare.
3. For repetitive in-house library programs or activities to be conducted on different time and date, request should be submitted at least 2 working days prior to scheduled visit. For example, if a teacher would like to bring her class to learn about library instructions to be conducted by the library staff, they should request prior to the dates and time of visit of their classes.
4. Library users attending any in-house library program must observe courtesy and good behavior inside the library at all times.
5. It is the discretion of Head of the Library, under any circumstance, not to grant on-the-spot and scheduled request for in-house library programs.

11.22. Request for partnered library programs, projects, or activities

Some government offices and non-government organization offers partnered activities with the Benguet Provincial Library. For these instances, the request to commence with the program, project, or activity must be directed to the governing offices such as the Provincial Governor's Office.

The Provincial governing bodies may grant or disallow the request depending on the scope and purpose of the activity. These requests should follow due process and proper documentation from the involve offices before its launch at the library.

Memorandum of agreement (MOA) is to be signed between the Province's governing offices and the partner institution. Depending on the duration of the program, project or activity, this MOA is to be notarized and distributed to involved offices before the program, project or activity starts at the library.

11.23. Procedure for feedbacks and complaints

For untoward incidences that happened within the premises of the Benguet Provincial Library; or for feedbacks or complaints related against any of the library staff, collection, services, programs, projects or activities, the following procedures are to be followed. The Province of Benguet Employee Feedback form is to be used in filing for these concerns.

1. How to send feedback

- Accomplish the Feedback Form available at the PACD desk (Main building) and drop in the designated Comment and Suggestion Box located at the PACD Desk.
- Feedback or queries can also be sent through phone, email of the library, Library's official Facebook page or a formal letter. Make sure to provide the following information:

* Client's name *Complete Address

*Contact details (telephone number, cellular phone number,
electronic mail address)

2. **How feedbacks are processed**
 - The Feedback Forms dropped in the Comment and Suggestion Box are collected by the Human Resource Management and Development Office (HRMDO) personnel. All feedbacks are forwarded to concerned office department/ personnel.
 - Feedbacks requiring answers are forwarded to the office / department and required to answer within promptly upon receipt of the feedback. The office response is then relayed to the client.
 - Feedback or queries sent through phone, emails, messenger or formal letter are forwarded to the Head of the Library for appropriate action. Response is then sent to the client through phone, emails or formal letter.
3. **How to file a complaint**
 - Write the complaint on the Feedback Form available at the PACD desk and drop in the designated Comment and Suggestion Box located at the PACD Desk.
 - Complaints can also be filed through a formal letter. Make sure to provide the following information:
 - * Client's name *Complete Address
 - *Contact details (telephone number, cellular phone number, electronic mail address)
 - Name of the person being complained o Incident
 - Evidence
4. **How complaints are processed**
 - The complaints written on the Feedback Forms are collected regularly by the HRMDO personnel. All complaints are forwarded to concerned office department or personnel for explanation to be submitted promptly upon receipt of the complaint. The response is then relayed to the complainant.
 - Complaints sent through a formal letter are forwarded to the Office Head Officer-in-Charge/ Action Officer for appropriate action. Response will be sent to the complainant through a formal letter.

XII. Library forms and labels

Library client Registration form

Benguet Provincial Library Client's Registration form
Name :
Birthdate :
Gender :
Address L
Email Address :
Mobile Number
Category (Please check only one applicable)
Elementary :
High School :
College :
Community :
Capitol Employee :

Figure 9: Library client registration form

12.2. Library Clients Library card

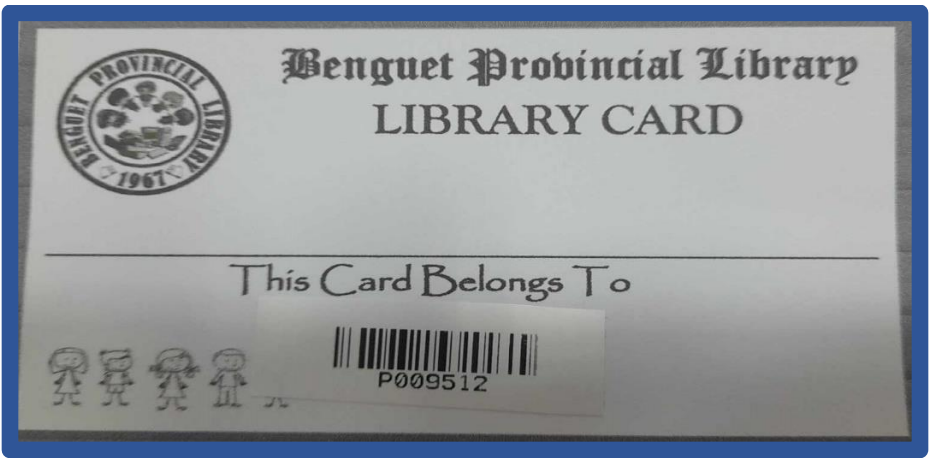


Figure 10: Library Clients Library Card

12.3. Donation acknowledgement through certificate of appreciation

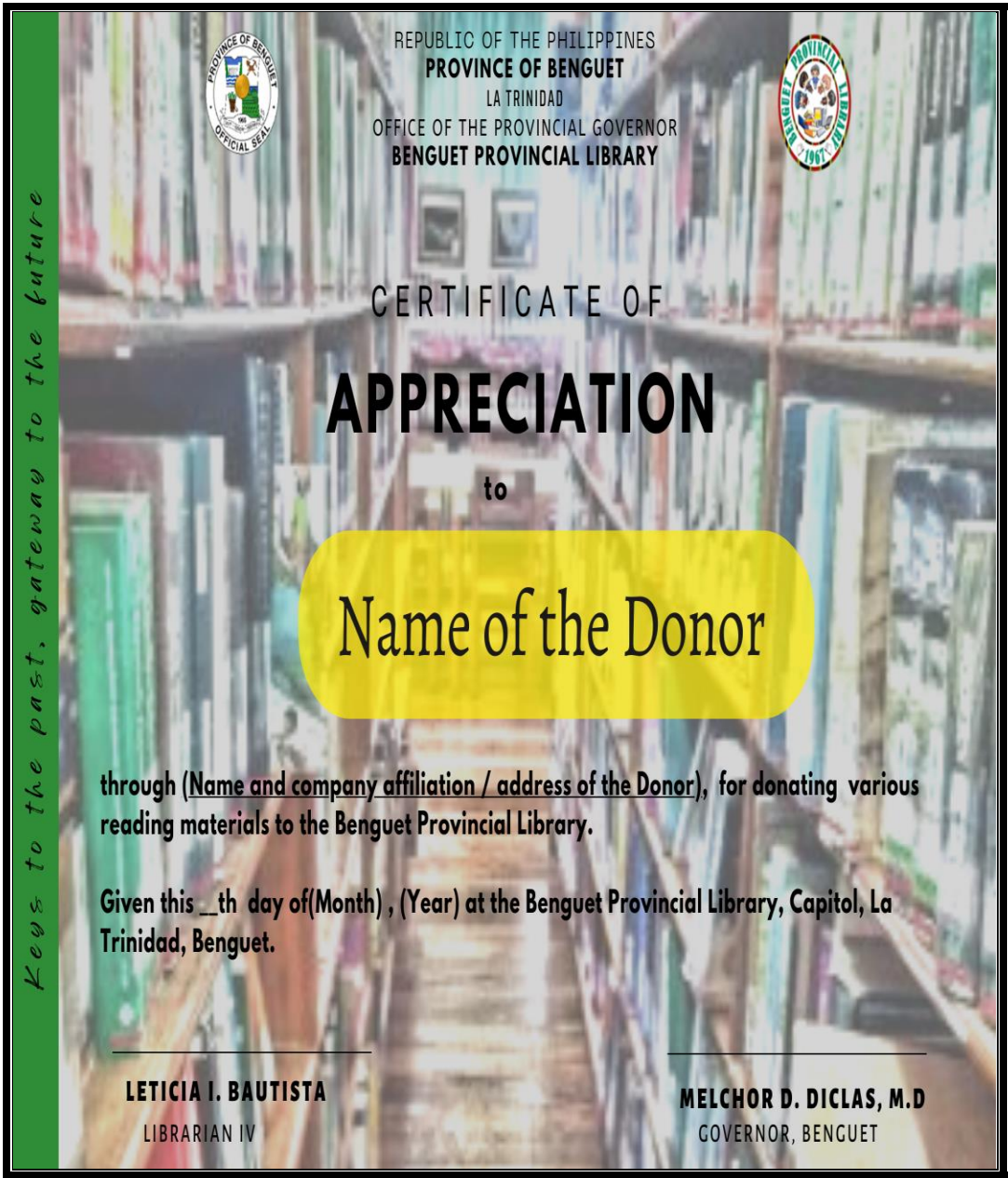




Figure 11: Certificate of Appreciation given to the donor of books and library Materials

<div style="display: flex; justify-content: space-between; align-items: center;"> <div> PROVINCIAL GOVERNMENT OF BENGUET CERTIFICATION ON APPROPRIATIONS, FUNDS AND OBLIGATION OF ALLOTMENT </div> </div>				
Request		Obligation No.:		
Payee _____		Approved Amount:		
Function		Certification:		
Allotment Class		I hereby certify as to the existence of appropriations for the expenditures in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> TOMASA S. ATAYOC Budget Officer Date </div>		
Expense Code		Certification:		
Amount		I hereby certify as to the availability of funds for the expenditures in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> IMELDA I. MACANES Treasurer Date </div>		
Total amount requested		Certification:		
Amount in Words:		I hereby certify that the allotments are available for obligation in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> LUCIA P. KISIM Accountant Date </div>		
Requesting Official:		Certification:		
Name and Signature		I hereby certify that the allotments are available for obligation in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> LUCIA P. KISIM Accountant Date </div>		
Date		Certification:		
Subsidiary Ledger		I hereby certify that the allotments are available for obligation in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> LUCIA P. KISIM Accountant Date </div>		
Date		Certification:		
Particulars /Reference		I hereby certify that the allotments are available for obligation in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> LUCIA P. KISIM Accountant Date </div>		
Liquidations		I hereby certify that the allotments are available for obligation in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> LUCIA P. KISIM Accountant Date </div>		
Obligation Increase (Decrease)		I hereby certify that the allotments are available for obligation in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> LUCIA P. KISIM Accountant Date </div>		
Balance		I hereby certify that the allotments are available for obligation in the amount specified herein: <div style="text-align: center; margin-top: 20px;"> LUCIA P. KISIM Accountant Date </div>		

12.5. Disbursement voucher

 <div style="display: inline-block; text-align: center;"> Republic of the Philippines PROVINCIAL GOVERNMENT OF BENGUET Capitol, La Trinidad </div>		FUNDING: <input type="checkbox"/> GENERAL <input type="checkbox"/> 20% PDF <input type="checkbox"/> TRUST <input type="checkbox"/> SEF																																													
DISBURSEMENT VOUCHER			DV No.: _____ Date: _____																																												
Payee: _____			ID No./TIN: _____																																												
Address: _____			CAFOA No.: _____																																												
			Responsibility Center: _____																																												
Particulars			Amount																																												
Amount Due																																															
A Certified: Expenses/Cash Advances necessary, valid, proper, lawful and incurred under my direct supervision. <div style="text-align: center;"> _____ Printed Name and Signature Head, Requesting Office/Authorized Representative </div>	B Certified: Completeness and propriety of supporting documents/previous cash advance liquidated/existence of funds held in trust. <div style="text-align: center;"> _____ LUCIA P. KISIM Provincial Accountant </div>	C Certified: Funds available for the purpose. <div style="text-align: center;"> _____ IMELDA I. MACANES Provincial Treasurer </div>																																													
D Approved For Payment: P _____ <div style="text-align: center;"> MELCHOR D. DICLAS, M.D. Provincial Governor </div>	<div style="text-align: center;"> Payment: Check No. _____ Bank Name: _____ Date: _____ </div> <div style="text-align: center; font-size: 2em; margin: 10px 0;">➔</div>		E Received Payment: <div style="text-align: center;"> Signature Over Printed Name/Position Date _____ </div>																																												
F Accounting Entries <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Particulars</th> <th style="width: 15%;">Account Code</th> <th style="width: 20%;">Debit</th> <th style="width: 25%;">Credit</th> </tr> </thead> <tbody> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr> </tbody> </table>				Particulars	Account Code	Debit	Credit																																								
Particulars	Account Code	Debit	Credit																																												
Prepared by: _____		Certified Correct: _____																																													
Accounting Personnel		LUCIA P. KISIM																																													

12.6. Pre and Post -Repair Inspection report

		Republic of the Philippines					
		PROVINCE OF BENGUET					
		Capitol, La Trinidad					
PRE AND POST-REPAIR INSPECTION REPORT							
(Please see instructions at the back)							
		Date:					
DESCRIPTION OF PROPERTY, PLANT AND EQUIPMENT							
A. MOTOR VEHICLES		B. OTHER PROPERTY, PLANT AND EQUIPMENT					
TYPE:		TYPE:					
PLATE NUMBER:		SERIAL NUMBER:					
PROPERTY NUMBER:		MODEL:					
ENGINE NUMBER:		PROPERTY NUMBER:					
CHASSIS NUMBER:		SERIAL NUMBER:					
ACQUISITION DATE:		ACQUISITION DATE:					
ACQUISITION COST:		ACQUISITION COST:					
REPAIR HISTORY CONTROL NUMBER AND DATE :							
NATURE OF LAST REPAIR AND MAINTENANCE:							
DEFECTS/COMPLAINTS:							
PREPARED BY :		REQUESTED BY:					
END USER		END USER					
		Control no:					
		Date:					
PRE-REPAIR INSPECTION							
I. FINDINGS/RECOMMENDATIONS:							
II. JOB ORDER (Nature and Scope of Work to be done):							
III.PARTS TO BE REPLACED AND /OR PROCURED:							
Qty	Unit	Particulars/description	Amount	Qty	Unit	Particulars/Description	Amount
Additional sheet Attached							
PRE-INSPECTED BY:				RECOMMENDING APPROVAL:			
Technical Property Inspector				Provincial General Services Officer			
				APPROVED:			
				Provincial Governor			
POST-REPAIR INSPECTION FINDINGS							
				Date:			
With Waste Materials				Without Waste Materials			
POST-INSPECTED BY:				RECOMMENDING APPROVAL:			
Technical Property Inspector				Provincial General Services Officer			
				APPROVED:			
				Provincial Governor			


12.7. Purchase Request

[illegible]

12.8. Statement of Expenses

STATEMENT OF EXPENSES						
Province of Benguet						
Department : Provincial Governor's Office				CAFOA no. :		Date :
Section : Benguet Provincial Library						
Item no.	Quantity	Unit of issue	Item description	Receipt no.	Unit cost	Total cost
Total						-
CERTIFICATION						
This is to certify that the amount of _____(Php) was used for the purchase of _____for library clients.						
Further certify that the item was offered in a very reasonable price which is advantageous to the government.						
LETICIA I. BAUTISTA						
Librarian IV						
Certified Correct :						
Signature :						
Printed Name :			JENNETTE MARIE G. BANGAO			
Designation :			Assistant Provincial Administrator			

12.9. Waste Materials Report

		Republic of the Philippines								
		PROVINCIAL GOVERNMENT OF BENGUET								
		Capitol, La Trinidad, Benguet								
WASTE MATERIALS REPORT										
						Fund :				
Place of Storage : _____						Date : _____				
ITEMS FOR DISPOSAL										
Item	Quantity	Unit	Description	Record of Sales						
				Official Receipt						
				No.	Date	Amount				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
					TOTAL					
Certified Correct :						Disposal Approved :				
			Provincial General Services						Provincial Governor	
CERTIFICATE OF INSPECTION										
I hereby certify that the property enumerated above was disposed of as follows:										
	Item	x	Destroyed							
	Item		Sold at private sale							
	Item		Sold at public auction							
	Item		Transferred without cost to							
						(Name of the Agency/Entity)				
Certified Correct:						Witness to Disposal:				
Signature over printed name of Inspection Officer						Signature over Printed Name of Witness				

XIII. BENGUET PROVINCIAL LIBRARY PROPOSED DEVELOPMENT PLAN

Benguet Provincial Library Development Plan						
ISSUES/PROBLEM	CAUSES & UNDERLYING CAUSE OF THE PROBLEM	GOALS	OBJECTIVES	TARGETS	STRATEGIES	PROGRAMS / PROJECTS AND ACTIVITIES
DEVELOPMENT ADMINISTRATION SECTOR						
PGO-Library						
Suboptimal access to quality basic education services (data)	Lack of barangay library and reading center		To initiate the establishment of Barangay library and reading center to all barangays of Benguet		Coordinate with barangay officials	Solicit reading materials, furnitures and equipment
						Provide technical assistance
						Scheduled Children's activities (Story telling, grammar and spelling session, Reading comprehension)
	Low awareness on the free library services		To serve wider population		Marketing, promotions and dissemination of library services to schools, communities and social media.	Information dessimination of library services to schools and community
						Enhance existing online services and library website
						Library OPAC to be accessible world wide
						Conduct various meetings,activities and programs at the library
						Collaboration with other agencies
					Implementation of Compensatory time off	Extend library services on Saturdays
			To provide up to date references		Purchase books, donations from other line agencies producing local materials	Procure updated books, local materials on history, culture of the Cordillera Administrative Region
	The space and location of the existing municipal and provincial public libraries are not conducive for research and study		To cater to the different needs of all groups in the community		Provide support to public libraries	Improve facilities and space
						Relocate the library / Construction of a new site of a library

XIV. Benguet Provincial Library Citizen’s Charter

BENGUET PROVINCIAL LIBRARY CITIZEN'S CHARTER					
1. SERVICE: REGISTRATION OF LIBRARY CLIENTS					
SCHEDULE OF AVAILABILITY: MONDAY TO SATURDAY (8:00 AM - 5:00 PM) NO NOON BREAK					
REQUIREMENTS:					
FEES/CHARGES:		NONE			
STEPS	CLIENTS	SERVICE PROVIDER	RESPONSE TIME	RESPONSIBLE PERSON/S	LOCATION
1	First time library clients. Fills out the registration form indicating the necessary information	Receives filled out registration form and register them on the Reader's Registration on the Library system. Issuance of client's library card	2 minutes	Library Staff	
2	Clients who have existing library record. Inform personnel at the registration desk that they have already existing record	Asks the name of the clients and register his/her on the Reader's Registration on the library system	2 minutes	Library Staff	
2. SERVICE: ASSISTANCE TO LIBRARY CLIENTS ON THEIR RESEARCHES					
SCHEDULE OF AVAILABILITY: MONDAY TO SATURDAY (8:00 AM - 5:00 PM) NO NOON BREAK					
REQUIREMENTS:					
FEES/CHARGES:		NONE			
STEPS	CLIENTS	SERVICE PROVIDER	RESPONSE TIME	RESPONSIBLE PERSON/S	LOCATION
1	Search their researches on the library OPAC which is located at the library entrance	Get the details of the needed reading materials and locate them on the shelves. Issues needed reading materials to the clients. Clients may opt to locate the reading materials on the shelves since the library is practicing open shelves system	3 minutes	Library Staff	
3. SERVICE: ASSISTANCE TO CHILDREN'S LIBRARY CLIENTS					
SCHEDULE OF AVAILABILITY: MONDAY TO SATURDAY (8:00 AM - 5:00 PM) NO NOON BREAK					
REQUIREMENTS:					
FEES/CHARGES:		NONE			
STEPS	CLIENTS	SERVICE PROVIDER	RESPONSE TIME	RESPONSIBLE PERSON/S	LOCATION
1	Children library clients inform the library staff of their activities.	Library staff provide activities based from the weekly schedule Activities for Children. Available educational board games were also provided	3 minutes	Library Staff	
4. SERVICE: DIGITAL AND ONLINE SERVICES					
SCHEDULE OF AVAILABILITY: MONDAY TO SATURDAY (8:00 AM - 5:00 PM) NO NOON BREAK					
REQUIREMENTS:					
FEES/CHARGES:		NONE			
STEPS	CLIENTS	SERVICE PROVIDER	RESPONSE TIME	RESPONSIBLE PERSON/S	LOCATION
1	Clients inform the service provider of his/her purpose such as : Access to government application and sites for online transactions and appointments ; Computer uses ; Access to World Wide Web ; Online research ; Access to databases, website. etc.	Check readily available computers and laptops and assist individuals to access the following : Access to government application and sites for online transactions and appointments ; Computer uses ; Access to World Wide Web ; Online research ; Access to databases, website. etc.	2 minutes	Library Staff	
2	Register on the Tech4Ed portal and Sign in on the the logbook provided	Assist registration on the Tech4Ed portal	3 minutes	Library Staff	
5. SERVICE: READER'S / VIRTUAL REFERENCE SERVICE					
SCHEDULE OF AVAILABILITY: MONDAY TO SATURDAY (8:00 AM - 5:00 PM) NO NOON BREAK					
REQUIREMENTS:					
FEES/CHARGES:		NONE			
STEPS	CLIENTS	SERVICE PROVIDER	RESPONSE TIME	RESPONSIBLE PERSON/S	LOCATION
1	Library patron inquiries either face-to-face, email, phone calls, Library Website and on the Online Information Request Form	Answer / provide promptly Library patron quires in any medium either face-to-face, email, phone calls, Library website	3 minutes	Library Staff	
6. SERVICE: BORROWING OF READING LIBRARY MATERIALS / PHOTOCOPY OF READING MATERIALS					
SCHEDULE OF AVAILABILITY: MONDAY TO SATURDAY (8:00 AM - 5:00 PM) NO NOON BREAK					
REQUIREMENTS:		1. One (1) Valid Identification Card or Approved Borrower's Card			
FEES/CHARGES:		NONE			
STEPS	CLIENTS	SERVICE PROVIDER	RESPONSE TIME	RESPONSIBLE PERSON/S	LOCATION
1	Provides valid Identification Card/ Approved Library Borrower's Card	Asks client/s valid Identification Card/ approved Library Borrower's Card	2 minutes	Library Staff	
2	Writes name on the book card located at the back cover of every reading materials being borrowed	Writes the name of the borrower on the due date located at the back cover of every reading materials being borrowed	2 minutes	Library Staff	
		Issues borrowed reading materials	2 minutes	Library Staff	
		Enters borrowed books on the library system	2 minutes	Library Staff	
7. SERVICE: APPLICATION FOR LIBRARY BORROWER'S CARD					
SCHEDULE OF AVAILABILITY: MONDAY TO SATURDAY (8:00 AM - 5:00 PM) NO NOON BREAK					
REQUIREMENTS:		1. Two (2) copies 1x1 Picture			
FEES/CHARGES:		NONE			
STEPS	CLIENTS	SERVICE PROVIDER	RESPONSE TIME	RESPONSIBLE PERSON/S	LOCATION
1	Clients inform the service provider of his/her intent to avail of the Library Borrower's Card	Instructs client to fill out all the necessary information on the Library Borrower's Card Form	2 minutes	Library Staff	
2	Fills out Library Borrower's Form	Receives completed Library Borrower's Form. Librarian IV signs the form for approval	2 minutes	Library Staff	
		Prepares Library Borrower's Card. Client can borrow books of his / her choice using the approved borrower's Card	3 minutes	Library Staff	
8. SERVICE: GENERAL CLEARANCE					
SCHEDULE OF AVAILABILITY: MONDAY TO SATURDAY (8:00 AM - 5:00 PM) NO NOON BREAK					
REQUIREMENTS:					
FEES/CHARGES:		NONE			
STEPS	CLIENTS	SERVICE PROVIDER	RESPONSE TIME	RESPONSIBLE PERSON/S	LOCATION
1	Presents the general clearance to the Information Desk (Library entrance)	Receives the general clearance being processed. Enters it in the logbook	2 minutes	Librarian IV	
		Checks the name of the personnel if he/she has no unreturned reading materials	2 minutes	Librarian IV	
		Librarian IV signs clearance of personnel if found no unreturned materials	2 minutes	Librarian IV	
		Personnel is asked to return books if he/she is found to have unreturned reading materials	2 minutes	Librarian IV	

XV. Benguet Provincial Library Cutter's two figure author table

Aa	1	Aj	As	1	Ea	Ej	1	Es	Ia	1	Ik	1	It
Aad	2	Aje	Asc	2	Ead	Ejc	2	Esd	Iad	2	Ikc	2	Ite
Aag	3	Aje	Ash	3	Eag	Eje	3	Esg	Iag	3	Ike	3	Ith
Aak	4	Ajg	Asi	4	Eai	Ejg	4	Eak	Iai	4	Ikg	4	Iti
Aan	5	Aji	Asl	5	Eak	Eji	5	Esm	Iak	5	Iki	5	Itm
Aap	6	Ajl	Asp	6	Eam	Ejl	6	Esp	Iam	6	Ikl	6	Ito
Aar	7	Ajo	Ass	7	Ear	Ejo	7	Esr	Iar	7	Iko	7	Itt
Aau	8	Aju	Ast	8	Eat	Eju	8	Est	Iat	8	Iku	8	Itu
Aax	9	Ajy	Asu	9	Eaw	Ejy	9	Esv	Iau	9	Iky	9	Ity
Ab	1	Ak	At	1	Eb	Ek	1	Et	Ib	1	Il	1	Iu
Abbo	2	Ak	At	2	Ebc	Eke	2	Eto	Ibb	2	Ild	2	Iuc
Abd	3	Aka	Ath	3	Ebe	Ekh	3	Eth	Ibe	3	Ile	3	Iuo
Abg	4	Akh	Athe	4	Ebb	Ekk	4	Eti	Ibi	4	Ilg	4	Iug
Abi	5	Aki	Atk	5	Ebk	Ekl	5	Etm	Ibn	5	Ili	5	Iul
Abk	6	Ako	Atl	6	Ebl	Ekm	6	Eto	Ibo	6	Ill	6	Iur
Abn	7	Akr	Ato	7	Ebo	Eko	7	Etr	Ibr	7	Ilm	7	Ius
Abr	8	Aku	Att	8	Ebt	Eku	8	Etu	Ibu	8	Ilo	8	Iut
Abu	9	Aky	Atw	9	Ebu	Eky	9	Ety	Iby	9	Ils	9	Iux
Ac	1	Al	Au	1	Ec	El	1	Eu	Ic	1	Im	1	Iv
Acc	2	Ald	Auc	2	Ecc	Eld	2	Euc	Ice	2	Ime	2	Ive
Ace	3	Alg	Aue	3	Ece	Elg	3	Eue	Ich	3	Imh	3	Ivo
Ach	4	Ali	Aug	4	Ech	Eli	4	Eug	Ici	4	Imi	4	Ivg
Acj	5	All	Aul	5	Eck	Elk	5	Eul	Ick	5	Iml	5	Ivi
Acl	6	Alm	Aur	6	Ecl	Elm	6	Eun	Icm	6	Imm	6	Ivl
Aco	7	Alo	Aus	7	Eco	Elr	7	Eur	Ico	7	Imp	7	Ivo
Act	8	Alu	Aut	8	Ect	Elt	8	Eut	Icu	8	Imr	8	Ivu
Acu	9	Alw	Aux	9	Ecu	Ely	9	Eux	Icy	9	Imu	9	Ivy
Ad	1	Am	Av	1	Ed	Em	1	Ev	Id	1	In	1	Izx
Add	2	Ame	Ave	2	Edd	Emc	2	Eve	Ide	2	Inc	2	Izr
Ade	3	Ame	Ave	3	Edg	Eme	3	Evi	Idi	3	Ine	3	Izi
Adh	4	Amg	Avg	4	Edi	Emh	4	Evk	Idl	4	Ing	4	Izl
Adk	5	Ami	Avi	5	Edl	Emk	5	Evl	Ido	5	Ini	5	Izn
Adm	6	Amm	Avl	6	Edn	Emm	6	Evo	Ids	6	Inm	6	Izo
Ado	7	Amp	Avo	7	Edr	Emp	7	Evr	Idu	7	Ino	7	Izr
Adr	8	Ams	Avr	8	Edt	Ems	8	Evt	Idw	8	Int	8	Izu
Adu	9	Amu	Avt	9	Edw	Emv	9	Evy	Idy	9	Inz	9	Izy
Ae	1	An	Aw	1	Ee	Eh	1	Ew	Ie	1	Io		
Aeg	2	Anc	Awd	2	Eed	End	2	Ewc	Ied	2	Iod		
Aeh	3	Ane	Awg	3	Eeg	Eng	3	Ewe	Ieg	3	Iog		
Ael	4	Ang	Awi	4	Eei	Eni	4	Ewg	Iei	4	Ioi		
Aem	5	Ani	Awl	5	Eel	Enl	5	Ewi	Iek	5	Iol		
Aen	6	Ank	Awo	6	Een	Enn	6	Ewn	Iem	6	Ion		
Aeo	7	Ann	Awr	7	Eer	Enr	7	Ewp	Ier	7	Ior		
Aer	8	Ans	Awv	8	Eet	Ent	8	Ews	Iet	8	Iot		
Aet	9	Anv	Awz	9	Eew	Enw	9	Ewy	Iew	9	Iow		

Af	1	Ao	Ax	1	Ef	Eo	1	Ex	If	1	Ip
Afd	2	Aod	Axe	2	Efe	Eod	2	Exc	Ifc	2	Ipe
Afg	3	Aog	Axf	3	Eff	Eog	3	Exe	Ife	3	Ipi
Afi	4	Aoj	Axi	4	Effi	Eoj	4	Exf	Ifg	4	Ipl
Afl	5	Aom	Axl	5	Effu	Eom	5	Exi	Ifi	5	Ipn
Afm	6	Aop	Axn	6	Efv	Eop	6	Exm	Ifl	6	Ipr
Afp	7	Aos	Axo	7	Efo	Eos	7	Exp	Ifo	7	Ipt
Afr	8	Aov	Axu	8	Efu	Eov	8	Exs	Ifu	8	Ipv
Afu	9	Aox	Axv	9	Efy	Eox	9	Exu	Ify	9	Ipy

Ag	1	Ap	Ay	1	Eg	Ep	1	Ey	Ig	1	Iq
Agc	2	Apc	Ayc	2	Egd	Epd	2	Eye	Ige	2	Iqua
Age	3	Aph	Ayi	3	Egg	Epg	3	Eye	Igg	3	Ique
Agi	4	Apo	Ayl	4	Egi	Epi	4	Eyl	Igl	4	Iquh
Agl	5	Appl	Aym	5	Egl	Epl	5	Eym	Ign	5	Iqui
Agn	6	Appo	Ayo	6	Egm	Epm	6	Eyr	Igo	6	Iquo
Ago	7	Aps	Ayr	7	Ego	Epp	7	Eys	Igr	7	Iquu
Agr	8	Apt	Ays	8	Egr	Eps	8	Eyt	Igu	8	Iquy
Agu	9	Apu	Ayt	9	Egy	Epw	9	Eyw	Igy	9	Iqv

Use one letter for words beginning with consonants (except S) two for words beginning with vowels or with S, three for words beginning with Sc.

Ii, Iw, IxIp, OoUo, Uq, Uu, Ss, and Sx can generally be used without figures

Ah	1	Aq	Az	1	Eh	Eq	1	Ez	Ih	1	Ib
Ahe	2	Aqh	Aze	2	Ehe	Equa	2	Ezd	Ihe	2	Ire
Ahe	3	Aqua	Azi	3	Ehi	Eque	3	Eze	Ihi	3	Irh
Ahi	4	Aque	Azl	4	Ehk	Equh	4	Ezi	Ihl	4	Iri
Ahm	5	Aqui	Azn	5	Ehl	Equi	5	Ezl	Ihn	5	Irm
Ahn	6	Aquo	Azo	6	Ehm	Equo	6	Ezn	Iho	6	Iro
Ahr	7	Aquu	Azp	7	Eho	Equu	7	Ezo	Ihr	7	Irr
Ahu	8	Aquv	Azu	8	Ehr	Equy	8	Ezu	Ihu	8	Irv
Ahw	9	Aqv	Azz	9	Ehy	Eqv	9	Ezy	Ihy	9	Irw

Ai	1	Ar			Ei	Er	1		Ij	1	Is
Aid	2	Arc			Eic	Erc	2		Ijc	2	Isd
Aig	3	Are			Eie	Ere	3		Ije	3	Ish
Aik	4	Ari			Eig	Eri	4		Ijg	4	Isl
Ail	5	Arl			Eil	Eri	5		Iji	5	Ism
Ain	6	Arn			Ein	Ern	6		Ijl	6	Isn
Air	7	Ars			Eip	Erp	7		Ijo	7	Iso
Ais	8	Aru			Eis	Ers	8		Iju	8	Isu
Ait	9	Arw			Eit	Eru	9		Ijy	9	Isy

B	11	C	D	11	F	G	11	H	J	11	K
Bae	12	Cai	Dad	12	Fad	Gaf	12	Hag	Jack	12	Kah
Baco	13	Cail	Dae	13	Faf	Gal	13	Halo	Jlkm	13	Kan
Bad	14	Cam	Dai	14	Fah	Gam	14	Hall	Jacl	14	Kao
Bail	15	Camp	Dal	15	Fair	Gan	15	Halla	Jaco	15	Kas
Bain	16	Can	Dall	16	Faire	Gar	16	Halm	Jacq	16	Kau
Bak	17	Cap	Dalt	17	Fais	Gardn	17	Ham	Jad	17	Kav

Bal	18	Care	Dam	18	Fal	Garf	18	Hami	Jaf	18	Kay
Bald	19	Carf	Dan	19	Fall	Garo	19	Han	Jah	19	Ke
Bail	21	Carm	Danf	21	Fam	Gas	21	Hap	Jak	21	Kear
Ban	22	Caro	Dani	22	Far	Gat	22	Hardm	Jam	22	Keat
Bar	23	Carr	Dank	23	Farn	Gau	23	Haro	Jame	23	Keb
Bark	24	Cart	Dar	24	Farr	Gav	24	Harris	Jami	24	Kee
Barm	25	Caru	Darm	25	Fars	Gay	25	Hars	Jan	25	Keen
Barne	26	Cas	Das	26	Fas	Ge	26	Haru	Janm	26	Keh
Barr	27	Casm	Dav	27	Fau	Gee	27	Has	Jao	27	Kel
Bars	28	Cat	Davi	28	Faw	Gel	28	Hat	Jar	28	Kell
Bas	29	Catm	Davis	29	Fay	Geo	29	Hau	Jarm	29	Kello
Bat	31	Cau	Davj	31	Fe	Ger	31	Haw	Jas	31	Kem
Batt	32	Ce	Daw	32	Fee	Gerr	32	Hax	Jau	32	Kemp
Bax	33	Cel	Dav	33	Fel	Ges	33	Hayf	Jay	33	Ken
Bay	34	Ch	De	34	Felt	Gf	34	He	Je	34	Kende
Be	35	Chal	Deb	35	Fen	Gib	35	Hean	Jef	35	Kene
Beal	36	Chan	Ded	36	Fenn	Gid	36	Hee	Jeffery	36	Kenna
Beam	37	Char	Del	37	Fer	Gil	37	Hem	Jeffrey	37	Kenne
Bear	38	Charles	Dell	38	Ferg	Gile	38	Hen	Jeffri	38	Kennedy
Bed	39	Chat	Dem	39	Fern	Gile	39	Henm	Jel	39	Kennee
Bel	41	Che	Den	41	Ferr	Gill	41	Heo	Jen	41	Keno
Bem	42	Chem	Denni	42	Fes	Gilm	42	Here	Jenkl	42	Kenu
Ben	43	Chi	Deno	43	Fet	Gin	43	Hern	Jenl	43	Kee
Beno	44	Chim	Deo	44	Fi	Gip	44	Hert	Jenni	44	Kep
Beo	45	Chl	Des	45	Fie	Gl	45	Hes	Jenno	45	Ker
Bers	46	Chr	Desi	46	Fieldi	Glas	46	Hesi	Jep	46	Kerr
Bi	47	Chu	Desr	47	Fih	Gle	47	Het	Jer	47	Kers
Bij	48	Ci	Det	48	Fill	Glef	48	Heu	Jerm	48	Kes
Bil	49	Cim	Dev	49	Fin	Gli	49	Hew	Jes	49	Ket
Bim	51	Cl	Dew	51	Fio	Glo	51	Hex	Jet	51	Kett
Bio	52	Clah	Dex	52	Fis	Glu	52	Hi	Jeu	52	Key
Bir	53	Clap	Dey	53	Fishe	Gn	53	Hid	Jev	53	Ki
Bis	54	Claq	Di	54	Fisk	God	54	Hil	Jew	54	Kide
Bix	55	Clarke	Dick	55	Fit	Goe	55	Hill	Jewem	55	Kif
Bl	56	Clarks	Dicki	56	Fitt	Goi	56	Hilm	Ji	56	Kim
Bla	57	Clat	Dil	57	Fitz	Golds	57	Him	Jo	57	Kimo Blak
	58	Cle	Dill	58	Fitzm	Goldt	58	Hin	Joe	58	King
Blan	59	Clem	Dim	59	Fl	Goo	59	Hing	Joe	59	Kinge
Bland	61	Cli	Din	61	Flam	Gooda	61	Hio	Johc	61	Kingn
Blo	62	Clo	Dio	62	Flc	Goodm	62	His	Johns	62	Kini
Bo	63	Co	Dirr	63	Flen	Goodw	63	Hit	J'son	63	Kir
Boa	64	Coc	Diu	64	Fli	Gooe	64	Hiu	Johnst	64	Kis
Boi	65	Coe	Do	65	Flo	Gor	65	Ho	J'st'ne	65	Kitt
Bon	66	Coh	Dod	66	Flop	Gore	66	Hod	Joho	66	Kl
Bow	67	Col	Doe	67	Fly	Gorf	67	Hoe	Jok	67	Kle
Bowl	68	Colf	Doh	68	Fo	Gorm	68	Hoh	Jol	68	Kli
Box	69	Colli	Doll	69	Foh	Gos	69	Holb	Jon	69	Klo

Boyn	71	Colm	Dom	71	Folg	Got	71	Hold	Jones	71	Clue
Br	72	Colt	Doo	72	Foll	Gou	72	Holle	JonesL	72	Kn
Bra	73	Com	Dore	73	Fols	Gould	73	Holm	JonesZ	73	Kne
Bre	74	Con	Dos	74	For	Goull	74	Holn	Joo	74	Kni
Brem	75	Cond	Dov	75	Ford	Gr	75	Hom	Jor	75	Kno
Bri	76	Conf	Dowra	76	Fore	Grah	76	Hoo	Jord	76	Know
Brim	77	Coo	Doy	77	Forr	Grat	77	Hop	Jos	77	Knox
Bro	78	Coom	Dr	78	Fos	Grav	78	Hor	Joser	78	Knu
Broo	79	Cop	Dram	79	Foss	Grax	79	Hos	Joss	79	Ko
Brow	81	Cor	Dre	81	Fost	Gree	81	Hou	Jot	81	Koc
Browni	82	Cos	Drew	82	Fot	Green	82	Hov	Jou	82	Kof
Bru	83	Cou	Dri	83	Fox	Greene	83	How	Jow	83	Kol
Bry	84	Cr	Dru	84	Fr	Greenl	84	Howl	Joy	84	Kor
Bu	85	Cran	Du	85	Frاند	Greeno	85	Hox	Joyc	85	Kr
Buc	86	Cre	Dud	86	Frao	Gree	86	Hu	Joz	86	Kram
Bud	87	Cro	Duf	87	Fre	Gri	87	Hue	Ju	87	Kre
Bur	88	Crom	Dub	88	Fref	Grim	88	Hum	Jud	88	Krem
Bura	89	Cs	Dum	89	Freo	Gro	89	Hun	Judg	89	Kri
Burg	91	Cum	Dun	91	Fri	Grop	91	Huno	Judk	91	Kro
Burl	92	Cuo	Dunh	92	Fro	Gru	92	Hunti	Juds	92	Krom
Burn	93	Curm	Dur	93	Frot	Gu	93	Hur	Jue	93	Kru
Burs	94	Curt	Dus	94	Fru	Gui	94	Hurm	Jul	94	Krum
Burt	95	Cus	Dut	95	Fu	Guk	95	Hus	Jum	95	Ku
Bus	96	Cusi	Dw	96	Fum	Gur	96	Husm	Junk	96	Kum
But	97	Cut	Dwo	97	Furc	Gus	97	Hut	Juo	97	Kv
Butp	98	Cutt	Dy	98	Furm	Gut	98	Huv	Jus	98	Ky
By	99	Cux	Dyk	99	Furn	Guy	99	Hv	Jy	99	Kyn
L	11	M	N	11	P	R	11	T	V	11	W
Lad	12	McB	Nad	12	Pack	Rac	12	Tad	Vab	12	Wa
Laf	13	McCe	Naf	13	Pad	Rai	13	Tah	Vac	13	Wai
Lai	14	McD	Nah	14	Paf	Ram	14	Tal	Vad	14	Wal
Lal	15	McE	Nam	15	Pah	Ran	15	Tam	Vac	15	Walk
Lam	16	McF	Nap	16	Pain	Rane	16	Tap	Vaf	16	Walm
Lamba	17	McG	Nas	17	Pak	Rann	17	Tar	Vag	17	Walt
Lame	18	McH	Naso	18	Palm	Rao	18	Tas	Vah	18	Wam
Lamo	19	McK	Nat	19	Pam	Rau	19	Tau	Vai	19	Wao
Lams	21	McKi	Nati	21	Par	Rax	21	Tay	Vaj	21	Ward
Lan	22	McL	Nau	22	Parke	Re	22	Te	Vak	22	Ware
Landa	23	McN	Naw	23	Parkm	Ream	23	Tef	Val	23	Warf
Lane	24	McP	Ne	24	Parm	Reb	24	Tem	Vall	24	Warn
Lang	25	McT	Neal	25	Pars	Ree	25	Ten	Vam	25	Warr
Lange	26	Mad	Nealm	26	Pas	Reg	26	Tent	Van	26	Wars
Lanh	27	Mag	Neap	27	Pat	Rei	27	Ter	Vaub	27	Wash
Lann	28	Mai	Nec	28	Pau	Rem	28	Tes	Vand	28	Wasi
Lanr	29	Mai	Neaf	29	Pay	Ren	29	Tet	Vanf	29	Wat
Lap	31	Mam	Neg	31	Pe	Rer	31	Tew	Vanh	31	Waterm
Lar	32	Mao	Nel	32	Peas	Rev	32	Th	Vank	32	Watf
Las	33	Marc	Nels	33	Peb	Rey	33	Thau	Vanm	33	Wats
Lat	34	Mark	Nem	34	Ped	Rh	34	The	Vano	34	Watt
Latm	35	Mars	Neo	35	Pei	Ri	35	Tho	Vanq	35	Watu

Lau	36	Mart	Nes	36	Pek	Rice	36	Thom	Vans	36	Way
Laum	37	Mas	Nesl	37	Pen	Rich	37	Thomp	Vanu	37	We
Lava	38	Maso	Net	38	Penm	Richa	38	Thoms	Vanw	38	Web
Lavi	39	Mast	Neu	39	Peo	Richrds	39	Thor	Vany	39	Webm
Law	41	Mat	Nev	41	Per	Richman	41	Thr	Vao	41	Weo
Lawf	42	Math	New	42	Perl	Rick	42	Thu	Var	42	Wef
Lawo	43	Matt	Newe	43	Pers	Rid	43	Ti	Varm	43	Weim
Laws	44	Mau	Newe	44	Pet	Rie	44	Tie	Vas	44	Wel
Lax	45	Max	Newf	45	Pett	Rill	45	Til	Vat	45	Weld
Le	46	Me	Newi	46	Peu	Rim	46	Till	Vau	46	Welli
Leae	47	Mee	Newn	47	Pf	Rin	47	Tilt	Vav	47	Wem
Leas	48	Mela	Newt	48	Pfi	Rip	48	Tim	Ve	48	Wen
Leb	49	Melm	Nex	49	Ph	Rir	49	Tin	Veb	49	Weo
Lee	51	Mem	Ni	51	Phel	Rit	51	Tir	Ved	51	Wes
Lef	52	Men	Nic's'n	52	Phem	Riu	52	Tiu	Vef	52	West
Lei	53	Meo	Nici	53	Phi	Ro	53	Tit	Veh	53	Wet
Lem	54	Mere	Niel	54	Phi	Robbi	54	Titu	Vel	54	Weu
Leo	55	Merr	Nie	55	Phin	Robi	55	To	Ven	55	Wh
Ler	56	Mes	Nig	56	Phl	Robinso	56	Toe	Venm	56	Whe
Leu	57	Meu	Nih	57	Pi	Robl	57	Toe	Veo	57	Wheelf
Lew	58	Mi	Nij	58	Pic	Roc	58	Tolm	Ver	58	Whit
Lewit	59	Milc	Nil	59	Pid	Rock	59	Tom	Verm	59	Whitl
Lh	61	Mill	Nim	61	Pier	Rod	61	Ton	Verr	61	Whitn
Lie	62	Milli	Nin	62	Pif	Roe	62	Top	Very	62	Who
Lin	63	Milm	Nis	63	Pih	Rog	63	Tor	Ves	63	Wi
Lind	64	Milt	Niu	64	Pil	Rol	64	Tot	Vet	64	Wih
Linr	65	Mim	Nix	65	Pin	Rolli	65	Tow	Vi	65	Wilj
Lio	66	Min	No	66	Pip	Rom	66	Town	Vic	66	Will
Lir	67	Mir	Noc	67	Pis	Roo	67	Tr	Vic	67	Willia
Lis	68	Mis	Noe	68	Pit	Rop	68	Trai	Vig	68	Willm
Lism	69	Misn	Noh	69	Pl	Ror	69	Tras	Vii	69	Wills
Lit	71	Mo	Nol	71	Ple	Ros	71	Tre	Vil	71	Wilt
Littl	72	Mod	Noll	72	Plo	Rose	72	Trem	Vim	72	Win
Littlef	73	Mol	Non	73	Plum	Rosf	73	Tri	Vin	73	Winm
Liu	74	Mon	Nop	74	Plun	Rot	74	Tro	Vinc	74	Wio
Liver	75	Monl	Nor	75	Po	Rou	75	Trom	Vine	75	Wis
Livf	76	Mont	Nore	76	Poll	Roum	76	Tru	Vini	76	Wism
Ll	77	Moo	Nori	77	Pom	Row	77	Trum	Vino	77	Wit
Ln	78	Moor	Norm	78	Poo	Rowa	78	Try	Vins	78	Witi
Locke	79	Mop	Norr	79	Poom	Rowe	79	Tu	Vint	79	Wiu
Lockf	81	Mord	Nors	81	Pop	Rox	81	Tud	Vic	81	Wo
Lod	82	Morg	Norti	82	Por	Ru	82	Tul	Vis	82	Woe
Loh	83	Morr	Norw	83	Port	Rud	83	Tum	Vit	83	Wol
Lon	84	Mort	Nos	84	Pos	Rug	84	Tur	Vl	84	Wom
Long	85	Mos	Nou	85	Pott	Ruh	85	Turnc	Vo	85	Woo
Longf	86	Mou	Now	86	Pou	Rul	86	Turnf	Vog	86	Woodn
Loo	87	Mow	Noy	87	Pow	Run	87	Tus	Voi	87	Woodw
Lop	88	Mu	Nu	88	Pr	Rur	88	Tut	Vol	88	Wool
Lori	89	Muf	Nug	89	Prau	Rus	89	Tuu	Von	89	Wor

Lot	91	Mull	Nuh	91	Pre	Russ	91	Tw	Vor	91	Wos
Lou	92	Mun	Nun	92	Pres	Russi	92	Tw	Vos	92	Wr
Louisa	93	Mou	Nur	93	Pri	Rut	93	Two	Vosn	93	Wri
Lov	94	Murd	Nus	94	Pro	Ruu	94	Twu	Vot	94	Wro
Low	95	Murp	Nut	95	Pru	Ry	95	Ty	Vr	95	Wu
Lu	96	Murr	Nutt	96	Pu	Ryb	96	Tyd	Vri	96	Wum
Lum	97	Mus	Nutt	97	Pur	Ryd	97	Tyi	Vu	97	Wy
Ly	98	Mut	Ny	98	Put	Rye	98	Tyo	Vum	98	Wym
Lyn	99	My	Nym	99	Puu	Ryn	99	Tyt	Vy	99	Wyh
Oa	1	Oj	Ot	1	Ua	Uj	1	Uv	Sa	1	Sh Sq 1
Oad	2	Ojc	Otc	2	Uad	Ujd	2	Uvd	Sai	2	Shao Squan 2
Oag	3	Oji	Otg	3	Uag	Uje	3	Uve	Sal	3	She Sque 3
Oai	4	Ojl	Oti	4	Uaj	Ujh	4	Uvg	Sam	4	Sheg Squi 4
Oal	5	Ojo	Otl	5	Uam	Uji	5	Uvi	San	5	Sher Squin 5
Oan	6	Ojr	Oto	6	Uap	Uji	6	Uvi	Sao	6	Shi Squo 6
Oar	7	Ojt	Otr	7	Uas	Ujo	7	Uvo	Sar	7	Sho Squon 7
Oat	8	Ojv	Ott	8	Uav	Ujs	8	Uvs	Sat	8	Short Squu 8
Oaw	9	Ojr	Otu	9	Uay	Uju	9	Uvu	Sav	9	Shu Squy 9
Ob	1	Ok	Ou	1	Ub	Uk	1	Uw	Sb	1	Si Sra 1
Obe	2	Oke	Oue	2	Ube	Ukb	2	Uwd	Sbe	2	Sif Sre 2
Obi	3	Oki	Ouc	3	Ube	Uke	3	Uwe	Sbi	3	Sil Srj 3
Obl	4	Okl	Oug	4	Ubg	Ukh	4	Uwg	Sbl	4	Sim Srj 4
Obo	5	Oko	Oul	5	Ubi	Uki	5	Uwi	Sbo	5	Simo Srl 5
Obr	6	Okr	Oun	6	Ubl	Ukl	6	Uwl	Sbr	6	Sin Srm 6
Obs	7	Okt	Our	7	Ubo	Uko	7	Uwo	Sbu	7	Sio Sro 7
Obu	8	Okv	Ous	8	Ubs	Uks	8	Uws	Sbv	8	Sis Sru 8
Obw	9	Okx	Ouv	9	Ubu	Uku	9	Uwu	Sby	9	Siu Sry 9
Oc	1	Ol	Ov	1	Uc	Ul	1	Ux	Sca	1	Sj Ss 1
Occ	2	Ole	Ove	2	Ucc	Uld	2	Uxd	Scad	2	Sje Like Sk
Och	3	Oli	Ovg	3	Uce	Ulg	3	Uxe	Scag	3	Sji
Ocj	4	Olir	Ovi	4	Ucg	Ulk	4	Uxg	Scak	4	Sjl
Oco	5	Olm	Ovl+-	5	Uci	Ulm	5	Uxi	Scam	5	Sjo
Ocp	6	Oln	Ovo	6	Ucl	Ulo	6	Uxl	Scan	6	Sjr
Ocs	7	Olo	Ovr	7	Uco	Ulr	7	Uxo	Scar	7	Sju
Ocu	8	Ols	Ovu	8	Ucs	Ult	8	Uxs	Scat	8	Sjw
Ocw	9	Olu	Ovw	9	Ucu	Ulw	9	Uxu	Scav	9	Sjy
Od	1	Om	Ow	1	Ud	Um	1	Uy	Sch	1	Sk Sta 1
Odc	2	Omc	Owe	2	Ude	Umd	2	Uyd	Sohe	2	Ske Stam 2
Odi	3	Omg	Owi	3	Ude	Umg	3	Uye	Schi	3	Ski Ste 3
Odl	4	Omh	Owl	4	Udg	Umk	4	Uyg	Schm	4	Skl Stem 4
Odo	5	Omi	Owo	5	Udi	Umm	5	Uyi	Schmi	5	Sko Sti 5
Odr	6	Omo	Owr	6	Udl	Umo	6	Uyl	Scho	6	Skr Sto 6
Ods	7	Omr	Owt	7	Udo	Umr	7	Uyo	Schre	7	Sku Ston 7
Odu	8	Omu	Owv	8	Uds	Umt	8	Uys	Schul	8	Skw Str 8
Odw	9	Omww	Owy	9	Udu	Umw	9	Uyu	Schw	9	Sky Stu 9
Oe	1	On	Ox	1	Ue	Un	1	Uz	Soo	1	Sl Su 1
Oec	2	One	Oxe	2	Ued	Und	2	Uzo	Soi	2	Sle Sud 2
Oed	3	Ong	Oxi	3	Ueg	Ung	3	Uze	Soo	3	Sli Sug 3
Oef	4	Oni	Oxl	4	Uej	Unk	4	Uzg	Sou	4	Slj Suj 4
Oeh	5	Onl	Oxm	5	Uem	Unm	5	Uzi	Soy	5	Slo Sul 5

Oel	6	Ono	Oxo	6	Uep	Uno	6	Uzl	Sol	6	Slr	Sum	6
Oep	7	Onr	Oxr	7	Ues	Unr	7	Uzo	Sor	7	Slu	Sun	7
Oes	8	Ont	Oxrs	8	Uev	Unt	8	Uzu	*Like Sv		Slun	Sus	8
Oex	9	Onu	Oxv	9	Uey	Unw	9	Uzy			Sly	Suw	9
Of	1	Op	Oy	1	Uf	Up	1		Sd	1	Sm	Sv	1
Ofe	2	Ope	Oyd	2	Ufd	Upe	2		Sde	2	Smam	Sve	2
Ofl	3	Opi	Oye	3	Ufe	Uph	3		Sdi	3	Sme	Svi	3
Ofl	4	Opl	Oyg	4	Ufg	Upi	4		Sdl	4	Smi	Svl	4
Ofm	5	Opo	Oyl	5	Ufi	Upm	5		Sdo	5	Smith	Svo	5
Ofo	6	Opr	Oyl	6	Ufl	Upo	6		Sdr	6	SmithJ	Svr	6
Ofs	7	Opt	Oyp	7	Ufo	Upr	7		Sdu	7	Smo	Svu	7
Ofu	8	Opv	Oys	8	Ufs	Upt	8		Sdw	8	Smu	Svum	8
Ofw	9	Opx	Oyv	9	Ufu	Upw	9		Sdy	9	Smy	Svy	9
Og	1	Oq	Oz	1	Ug	Ur	1	X	Se	1	Sn	Sw	1
Ogd	2	Oqua	Ozd	2	Ugd	Urd	2	Xe	Seb	2	Sne	Swam	2
Ogf	3	Oque	Oze	3	Uge	Urg	3	Xh	See	3	Sni	Swe	3
Ogi	4	Oquh	Ozg	4	Ugg	Urk	4	Xi	Seh	4	Snj	Swem	4
Ogl	5	Oqui	Ozi	5	Ugi	Urm	5	Xl	Sem	5	Sno	Swi	5
Ogo	6	Oquo	Ozl	6	Ugl	Uro	6	Xm	Seo	6	Snow	Swim	6
Ogr	7	Oquu	Ozo	7	Ugo	Urr	7	Xo	Ses	7	Snu	Swo	7
Ogs	8	Oquy	Ozs	8	Ugs	Urt	8	Xu	Seu	8	Snup	Swu	8
Ogu	9	Oqv	Ozy	9	Ugu	Urw	9	Xy	Sex	9	Sny	Swy	9
Oh	1	Or		1	Uh	Us	1	Y	Sf	1	So	Sy	1
Ohe	2	Ord		2	Uhd	Use	2	Yar	Sfe	2	Soc	Syd	2
Ohi	3	Ore		3	Uhe	Ush	3	Ye	Sfi	3	Soi	Syg	3
Ohl	4	Ori		4	Uhg	Usi	4	Yeo	Sfl	4	Sol	Syj	4
Oho	5	Orl		5	Uhi	Usl	5	Yi	Sfo	5	Som	Syl	5
Ohr	6	Orn		6	Uhl	Uso	6	Yir	Sfr	6	Soo	Sym	6
Oht	7	Orp		7	Uho	Usr	7	Yo	Sfu	7	Sos	Syn	7
Ohv	8	Ors		8	Uhs	Ust	8	Yon	Sfw	8	Sou	Syr	8
Ohx	9	Oru		9	Uhu	Usw	9	Yu	Sfy	9	Sow	Syv	9
Oi	1	Os	Q	1	Ui	Ut	1	Z	Sg	1	Sp	Sz	1
Oid	2	Oso	Qu	2	Uid	Ute	2	Zed	Sge	2	Spam	Sze	2
Oig	3	Osf	Que	3	Uig	Uth	3	Zeh	Sgi	3	Spc	Szi	3
Oik	4	Osh	Qui	4	Uij	Utk	4	Zem	Sgl	4	Spi	Szl	4
Oil	5	Osl	Quo	5	Uim	Utm	5	Zer	Sgo	5	Spl	Szo	5
Oin	6	Osp	Quq	6	Uip	Uto	6	Zev	Sgr	6	Spo	Szr	6
Oir	7	Oss	Quv	7	Uis	Utr	7	Zl	Sgu	7	Spra	Szu	7
Oit	8	Osu	Quz	8	Uiv	Utt	8	Zp	Sgv	8	Spri	Szw	8
Oiw	9	Osw	Qv	9	Uiy	Utw	9	Zw	Sgy	9	Spu	Szy	9

/cdr

Prepared by:

MARILINE S. AMOGAN

Librarian III

Approved by:

LETICIA I. BAUTISTA

Librarian IV