Management System
ISO 9001:2015
TÜVRheinland
CERTIFIED
www.tuv.com
ID 9108633846

CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

LIBRARY OPERATIONS MANUAL

2018 EDITION

Approved per Board of Regents Resolution No. 8, s. 2018
dated March 27, 2018

CATANDUANES STATE UNIVERSITY

TABLE OF CONTENTS

Section	Description	Page No.
I.	**GENERAL INFORMATION**	3
A.	Introduction	3
B.	Institutional Mandate, Vision, Mission and Core Values	3
II.	**UNIVERSITY LIBRARY**	4
A.	Brief History	4
B.	Objectives of the University Library	4
C.	Organization and Management	5
	1. Organizational Structure	5
	2. Library Advisory Committee	6
	3. Personnel	6
D.	Library Sections, Facilities and Services	9
	1. Library Sections and Facilities	9
	2. Library Services	10
	3. Library Service Hours	11
E.	Library Rules and Regulations	11
	1. Authorized Users	11
	2. Library Card	12
	3. Borrowing Privileges	13
	4. Use of Library Information Resources	14
	5. Fines and Penalties	15
	6. Photocopying	15
	7. Use of Online Public Access Catalog (OPAC)	15
	8. Use of Internet/CD-ROM Services	16
	9. Use of Audio-Visual Materials	17
	10. Use of Little Theatre, Audiovisual and Audiovisual Facilities	17
	11. Mutilation of Library Books and Materials	19
	12. Decorum in the Library	19
	13. Signing of Clearance	20
III.	**COLLECTION DEVELOPMENT POLICY**	21
A.	Introduction	21
B.	Objectives of the Policy	21
C.	Scope of Collection	21
D.	Budget Structure and Allocation	21
E.	Collection Development Process	22

F.	Selection and Acquisition Process	22
	1. Guidelines	22
	2. Factors to be considered	23
	3. Sources for selection	23
G.	General Collection Management and Development Policies	23
H.	Collection Evaluation Maintenance	24
	1. Collection Care	24
	2. Weeding	24
	3. Preservation	25
I.	Review of the Collection Development Policy	25
J.	Flowchart of Library Resources Acquisition Process	26
IV.	**REFERENCES**	27
V.	**ANNEXES**	28
A.	Library Card Application Form (Students)	28
B.	Library System Registration Form (Faculty/Employee)	29
C.	Library System Registration Form (Outside Researcher)	30
D.	Application for Use of Audio-Visual Equipment and Facilities	31
E.	Issuance of Library Card	32
F.	Cataloging, Indexing and Processing	34
G.	Signing of Library Clearance	36
H.	Circulation Service for CSU Students	38