



Republic of the Philippines
Don Mariano Marcos Memorial State University
La Union

LIBRARY *Manual*



PREFACE

The library is the repository of knowledge and the heart of any learning institution. It is a synergy of people, hardware and software whose purpose is to assist clients in using knowledge and technology to transform and improve their lives.

The library has a very unique role to perform in many organizations especially in learning Institutions. This should be a priority-funded unit just so the latest upgrades in terms of knowledge and technology are made available for students, teachers, and professional consumptions.

Information and knowledge are essential to the attainment of institutional goals. The Library contains volume of knowledge that are kept, generated and disseminated or abreast with what ought to be known. The ways in which reading materials are selected, acquired, stored, accessed and distributed within the institution will in large measure, determine the success of teaching, research and other academic endeavours the institution thrives on clear policies concerning access to the development and implementation of such.

This manual shall provide guidance/direction to the librarians, administrators, faculty, staff and students preserving, organizing and circulating materials and information for the consumption of the Don Mariano Marcos Memorial State University (DMMMSU) community and other users. It is written with the aim of giving the best and quality service to clients.

Table of Contents

	Page
Preliminaries	
Cover Page	i
Preface	ii
Table of Contents	iii
Chapter I	
Don Mariano Marcos Memorial State University	1
DMMMSU Core Values	2
University Philosophy, Vision, Mission, and Goal	3
Goal and Objectives of the Library	3
The University Seal	4
Chapter II	
Library Services	5
Library Areas	8
Chapter III	
Library Rules and Policies	10
Procedure/Guidelines in Borrowing	11
Charges, Fines and Penalty	12
Use of e-library	13
The Library Collection	15
Collection Development Policy	15
Guidelines to Determine the Number of Books and Audio Visual Materials	19
Library Weeding Program	21
Chapter IV	
DMMMSU Organizational Structure	25
University Library Organizational Structure	26
Campus Library Organizational Structure	27
Personnel	28
Library Committee	31
Appendices	
Codes for Levels of Collecting	33
North La Union Campus Library Committee	35
Mid La Union Campus Library Committee	36
South La Union Campus Library Committee	37
Open University System Library Committee	38
RA No. 6966	39
Code of Ethics for Librarians	48
University Officials	50
Library Personnel	51
DMMMSU Hymn	52