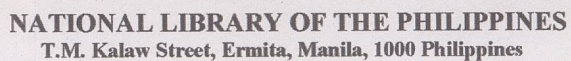




**NATIONAL LIBRARY OF THE
PHILIPPINES**

**PROCEDURAL
MANUAL**

Filipiniana Division

Rev. 1


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THE FILIPINIANA DIVISION

Introduction

The Filipiniana Division supports the National Library of the Philippines (NLP) in achieving significant developments in the country. It performs two main functions, first, as an active research centre and public library to answer the information and education needs of the public; and second, as a national cultural center as it leads the collection and preservation of the written and printed cultural heritage of the country.

Filipiniana Division offers extensive sources of information about the Philippines, its people, culture, history, arts, literature and government. It is comprised of six sections which hold d collections for all types of researchers and research needs in Philippine perspectives. The five sections are the General Books, Theses and Dissertations Section, Government Publications, Multimedia Resources Sections, Rare Books Section, and Serials section


It also serves as the official repository of the printed & recorded cultural heritage collections of the country and undertakes preservation activities to delay deterioration and extend the life of the rare, valuable and historical collections, for research and scholarly works of the general public. It has been the home of valuable, historical and original collections that are significant in the study of Philippine history.

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It values its collections as important sources of knowledge and pride for every Filipino. Among the most valued collections in NLP are the manuscripts of Dr. Jose Rizal's novels, "Noli Me Tangere", "El Filibusterismo" and "Ultimo Adios". Filipiniana Division is also a proud repository of primary sources such as the collection of Philippine Revolutionary Papers and the Manuel L. Quezon Papers which are both useful for researches about Philippine history during the American Regime.

Functions

1. Provides access to Filipiniana resources in printed and microform formats;
2. Performs activities to preserve Filipiniana resources;
3. Provides extension services such as workshops on bindery, preservation of paper-based collections and management of Filipiniana resources.

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Collections

Filipiniana Collections in NLP follow the definition set by the prominent Spanish bibliographer and Filipiniana collector, Wenceslao Retana as stated in Miguel B. Pacis' The Filipiniana Division and Its Books written in 1961, as follows :

1st. Those that were printed in the Philippines irrespective of the subject they treat of, because all of them are indispensable for the accurate study of the topography of the Archipelago.


2nd. Those that are about the Philippines, no matter in what language they were written or the place where they were printed, because they are more or less necessary for the study of the country.

3rd. Those that were written by Filipinos on any subject and regardless of their imprint because they are of great use to measure their intellectual capacity, their laboriousity, their taste, ambitions, etc.

Sections

1. General Books, Theses & Dissertations Section


The section maintains the collection of Filipiniana general books and references, theses, dissertations, feasibility studies and baby theses. With a wide selection of research materials in this section, it is considered as the most visited section and most utilized collections in the library.

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- a. **General Book Collections** cover books and pamphlets published or printed from 1946 to present. Its collections are rich in materials on Philippine literature, language and history. It also offers wide selection of resources on various topics relating to the Philippines and to Filipinos, in general.
- b. Theses and Dissertations Collections consist of enormous collection of theses and dissertations gathered and collected from various universities nationwide.
- c. Undergraduate Theses or Baby Theses and Feasibility Studies are collections of research papers of undergraduate/college students in various fields of studies.

3. Government Publication Section

This section houses the publications of different government agencies in the Philippines including national government offices (i.e. Departments, Bureaus, and other attached agencies), local government offices, government-owned and controlled corporations (i.e. GSIS), state universities and colleges, judicial offices (i.e. Supreme Court, Department of Justice, Regional Trial Court, etc.), legislative

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offices (i.e. House of Representatives and The Senate) other independent offices and special agencies.

Collections in the section are mainly in printed format which are either, published, printed or produced from 1946 to present. Types of collections are varied : books,


4. **Multimedia Section**

Multimedia Section holds non-book materials such as audio, visual and audio-visual collections various media such as beta tapes, cassettes tapes and VHS, optical discs such as CDs, VCDs, DVDs and CD-ROMs, and microform formats.

The collection of microfilms is the most utilized collections in this section. Its collections include copies of rare books, manuscripts, serials and special collections. Of prime value is the Otley Beyer Collection and the growing number of audio-visual materials.

5. **Rare Books and Manuscripts Section**

As early as 1903 when the Americans had stabilized their sovereignty over the Philippines, the government already showed unusual interest in Philippine history and culture (Morallos, 1998). On March 17, 1903, Act no. 688 by the Philippine Commission called for the acquisition and conservation of materials and resources of Philippine culture, history, literature and linguistics. This started the collection of Philippine cultural heritage collections in libraries.

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Some of outstanding items in the NLP Collections now include :

In 1967, the Rare Books and Manuscripts Section (RBMS) of the National Library of the Philippines (NLP) was created through Department Order No.3 to collect and preserve Filipiniana collections that include : original manuscripts, early printed books, exceptional collections, artworks, and other publications of historical importance.

In 2007, the Presidents' Room was created as a sub-section of RBMS to organize, maintain, preserve and provide access to presidential manuscripts and publications on Philippine presidents. Subsequently, the Special Collections Section was merged to RBMS as a result of NLP Rationalization Program. The bindery which is primarily responsible for book binding and repairs and application of preventive conservation activities is also attached to this section.

5.1. Rare Books and Manuscripts Collections refer to :

1. All books about the Philippines printed before 1945
2. All books printed in the Philippines prior to 1945;
3. All books belonging to the Tabacalera Collection;
4. Notable specimens of bookmaking, illustrations, and binding;
5. All early and rare Philippine manuscripts :
6. All out-of-print Filipiniana books of great historical value.
7. All highly important works of art in the institution.

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Outstanding collections in this section include the following :


5.1.1 Biblioteca de la Compañia General de Tabacos de Filipinas Collections

The **Compañía General de Tabacos de Filipinas** was founded by [Antonio López y López](#) in [Barcelona, Spain](#) in 1881 with the main objective of cultivating, trading, manufacturing, and taking advantage of tobacco from the Philippines. In 1883, it started buying all kinds of Filipiniana publications until it gained the distinction as the best library in the world about the Philippines.

In 1912, the Tabacalera Library was sold to Philippine National Library and became the country's initial and one of the outstanding heritage collections in NLP. The oldest book cataloged in the Aparato and oldest book in NLP Rare Collections is the "DE MOLUCCIS INSULIS" the first known book written about the Philippines.

5.1.2. The Philippine Incunabula

"Incunabulum" first appeared in English in the 19th century, referring retroactively to those books produced in the first decades

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of printing press technology - specifically those printed before the year 1501.

In the Philippines, historians and bibliographers refer to the years 1593 when Doctrina Christiana was first printed --to 1640 (some until 1643)as our incunabula period (Afan,1979). There were about 40 titles produced then and NLP has twelve (12) of those :

2.1 Year 1618

Becerra, Fernando, O.E.S.A.

Relacion de el martyrio de s.f. Fernando de S. Joseph...


This publication describes the martyrdom of two Augustinian missionaries, Frays Melo and San Joseph who were sent to Moscow and Japan respectively, in order to convert the natives of these places to Christianity. This work touches very little on the Augustinians in the Philippines.

2.2 Year 1619

Pinpin, Tomas

Librong Pagaaralan nang mga Tagalog nang Uicang Castilla.

This could have the first printed book written by a Filipino in the local Tagalog language, but it had been preceded by Doctrina Christiana en Lengua Espanola y Tagala, that had been printed in Tagalog, in both Latin script and the commonly used Baybayin script of the natives of the time, in the year 1593. Printer : Diego Talaghay

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2.3 Year 1625

San Francisco, Diego de, O.F.M.

Relacion verdadera y breve de la presecusion y martirios que padecleron por la confession de Nuestra Santa Fe Catholica Manila : Colegio de Santo Thomas de Aquino by Tomas Pinpin, 1625

This book relates on the conversion work of the Franciscan Order in Japan. It discusses the origin and causes of religious persecution against the Christians by the natives of the place. The work of the other religious orders in converting the Japanese to Christianity is also included in the narrative.

2.4 Year 1628

Colin, Francisco


Sermon que mando imprimir el Ilustrissimo S.D. Fray Miguel Garcia Serrano, Arsobispo de Manila.

This book contains a sermon delivered at the Cathedral of Manila by Fray Francisco Colin S.J. expounding on the decree of Philip IV—that the Feast of the Holy Sacrament must be observed universally as a thanksgiving for the mercy and benefits received by the king in defending and augmenting his domain.

2.5 Year 1630

Esquivel, Jacinto, O.P.

Vocabulario de Japon.

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This is thick volume dictionary of Japanese and Spanish words. It was originally written in Japanese and Portuguese by the Jesuits father. However, Fr. Jacinto Esquivel, a Dominican translated the work from Portuguese to Spanish. The work was used to aid the Spanish missionaries in the propagation of Christianity in Japan.

2.6 Year 1634

Pinelo, Francisco, O.P.

Vida y Milagros de S. Domingo de Guzman, Patriarca de la orden predicadores...

This book discusses the life and works of St. Domingo de Guzman, patron saint of the Dominican Order.

2.7 Year 1638

Gomez, Andres, O.P.

Sermon predicado en la yglesia de la Encarnacion del real campo de la ciudad de Manila.


A sermon preached in the Church of the Incarnacion by Fray Andres Gomez during a thanksgiving mass in honor of the famous victory of the Spanish forces against the King of Jolo.

2.8 Year 1640

Aduarte, Diego de, O.P.

Vida y sermons del p. Francisco Blancas de San Jose...

This unpublished work in manuscript form treats exclusively on the life, virtues and works of Father Francisco Blancas de San Jose, known earlier in his life as Father Francisco Blancas. The description on the life of Fr. Blancas is exactly the same as that in Aduarte's Historia...(1640), V.II, Chapter 2. The rest of the text is in Tagalo consisting of sermons, prayers, and other works faithfully copied by Aduarte and dedicated to the memory of this beloved Dominican missionary.

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2.9 Year 1640

Aduarte, Diego de, O.P.

**Historia de la provincial de Sancto Rosario de la orden
predicadores en Philipinas, Japon y China...**

This work was printed in Manila by Luis Beltran at the Colegio de Sancto Tomas in 1640. Divided into two parts, Aduarte's Historia...is the first book ever written on the history of the Dominican Order in the Philippines. It includes in its discussion important information such as the history and founding of provinces and towns, establishments of convents, schools, hospitals, and other institutions ; the founding of the University of Santo Tomas ; the first mention of printing in the Philippines ; conversion work of the early Dominican missionaries and other pertinent historical and cultural facts about the country. Diego de Aduarte about the time of the writing of his book was the Bishop of Nueva Segovia.

2.10 Year 1641

**Suceso Raro de Tres Volcanes
Don Fray Pedro Arce**


This is a report on three volcanic eruptions that occurred early in January 1640 which Fr. Pedro de Arce, then Bishop of Cebu, had ordered to be made and verified (Garcia, 1983).

2.11 Year 1641

**Relacion del Illustre Y Glorioso Martyrio De Quatro
Embaxadores Protuguefes....**

2.12 Year 1643

**Oratio Panegirica Super Salvationem...
Fr. Ioannem de Aragon**

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In 2012, some of these collections were translated from Spanish to English language through the grant awarded by NCCA. The project aims to bridge the language gap among Filipino researchers and to promote better appreciation of Philippine history and culture, as printed and described in these books. This initiative is taken both as a means to preserve the original and a strategy to promote cultural appreciation and research.

5.2. Manuscripts

NLP also holds a big number of historical documents and manuscripts. These manuscripts serve as primary sources of information in researches about Filipinos and their country's history, culture, and tradition. Outstanding collections are :

5.2.1 Rizaliana Manuscripts

Dr. Jose Rizal is the national hero of the Philippines who wrote the two most important novels in the country, Noli Me Tangere and El Filibusterismo. Both novels expose the ills of Philippine society during the colonial. These novels along with other writings led to Rizal's exile in Dapitan, Mindanao and later death through firing squad after he was charged "inciting rebellion".

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Noli Me Tangere and other original works of Dr. Jose Rizal were acquired by NLP on January 26, 1911 by virtue of Act 2021 in the amount of P32,000.00. Said manuscript is actually the clean copy which was sent by Rizal to the printing press, for typesetting. Papers are ruled with light blue lines and brown ink was used. Rizal finished the novel on February 21 1887 at Berlin, Germany (Ocampo, 2011).

El Filibusterismo was bought from Valentin Ventura. Original cover does not show the drawing of the three priests, Gomes, Burgos and Zamora which always appears on the covers of the late editions. The original binding by Rizal was destroyed in late 50's when offset edition was of the manuscripts was produced by JRNCC (Ocampo, 2011).

Humor never escaped Rizal, his two cartoons and drawings in the Ullmer Collection are the proofs.

5.2.2. Philippine Insurgent Records

Insurgent records refer to the records captured by American forces and taken to U.S. after the war. These are the testaments

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of the Philippine revolution and the subsequent war between the Philippine revolutionaries and the American colonialists.

5.2.3 Manuel L. Quezon Collection : Memory of the World

Regarded as the most colourful personality during American Period and first president of the Commonwealth Republic, MLQ executed a will donating his personal and official papers and memorabilia to the National Library. The deed was done in Del Monte, Bukidnon.

The papers are rich primary sources for the American period as those consist extensively of correspondence and miscellaneous papers covering the whole span of his political career.

In 2010, the Presidential Papers of Manuel L. Quezon : Documentary Heritage, was recommended for inclusion in the Memory of the World Register. In 2011, Quezon Papers were inscribed in UNESCO's Memory of the World.

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5.3 Presidential Collections consist of published and unpublished resources on Philippine presidency. Its collections offer a view of the personal ways, childhood, families, visions and philosophies, and political career of each Philippine president as evident in the library's collection of photographs, books, manuscripts, personal papers and records, and digital resources.

5.4. Special Collections include various personal collections of well-known personages in Philippine literature and history which are acquired either through purchase, donation or deposit. It also maintains special materials such as maps, photographs, calendars, posters and musical scores. Collections as follows :

5.4.1. The Lope K. Santos Collection generally consists of books, pamphlets, periodicals and manuscripts with a total of 522 items on various fields such as linguistics, literary writings consisting of novels, poetry and essays, political and social writings; history; translations and others.

5.4.2. The Julian Cruz Balmaceda Collection consisting of awit, corrido, and novels as well as pamphlets and typescripts was acquired in 1966. The collection is considered the richest and the most used among the special collections on Philippine literature, languages, science and history.

5.4.3. The Raymundo Banas Collection is especially rich in Philippine and foreign musical compositions. The collection was acquired in November 1974.

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5.4.4. *The Cirilo Honorio Collection* was acquired on June 19, 1974, and includes books, periodical clippings and pre-war serials on various subjects the majority of which are on history and literature.


5.4.5. *The Anita Garcia Collection* is important because of the rarity of the collection which are mostly on history.

5.4.6. *The Amado Hernandez and Atang de la Rama Collections* are rich in Philippine literature, labor movement, theater in the Philippines and Philippine music. Also included is a very interesting collection of photographs.

5.4.7 *The Camilo Osias Collection* was acquired through donation. This is another important special collection because of its information on Philippine education, literature, the Philippine independent missions to the United States and also some Rizaliana.

5.4.8 *The Encarnacion Alzona Collection* consists of general books, philosophy, education, social sciences, law, languages, literature, history and periodicals acquired on December 28, 1982.

5.4.9. *The Leonor Orosa Goquingco Collection* which was acquired very recently, consists of books, pamphlets, serials, and postcards on culture and arts, Rizaliana and literature.

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5.4.10. *The Benigno Zamora Collection* was a donation added to the Special collections. It consists of books on various subjects including literature and on Rizal.

5.4.11. *The Paul Verzosa Collection* is a collection of books on philosophy, religion, language and history.

5.4.12. *The Norberto Romualdez Collection* is predominantly consisted of law books.

5.4.13. *Caburian Collection*


5.4.14. *Tengco Collection*

5.4.15. *The music collection* is composed of about 400 pieces of musical scores printed locally and internationally. It includes musical compositions of Filipino composers like Francisco Santiago, Nicanor Abelardo, Julio Nakpil, Hilarion Rubio, etc.

5.4.16. *The map collection* is directly or indirectly relates to the Philippines which include geographic, topographic, geological, scientific, road, and mineral resources (made by the U.S. Coast and Geodetic Survey and re-issued by the Philippine Coast and Geodetic Survey).

5.4.17. *Photograph Collection.*

Original and copies of photographs depicting various scenes in Philippine life and history also have space in the library. There are about 30,000

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pieces of photographs in the collection. Popularly used are the albums by Luther Parker and Sarmiento which both boasts of interesting scenes in Philippine history

5.4.18. Artworks

Artworks creatively and uniquely done by Filipino artists are in itself cultural heritage. Since its establishment in 1901, the National Library of the Philippines has gathered a good collection of paintings, mixed media arts, and objects either through donation and purchase. Among the valuable pieces it holds include a portrait of Apolinario Mabini done by national artist, Fabian dela Rosa and a portrait of Elpidio Quirino also done by a prominent national artist, Fernando Amorsolo.

In 2013, NLP was awarded a grant from the National Commission for Culture and the Arts (NCCA) to finance the restoration of NLP Artworks. Six artworks were restored in this project.

Last year, NLP, through the late Director Antonio M. Santos and the National Museum, through Director Jeremy R. Barns, signed a Memorandum of Agreement for the loan of all NLP Artworks to National Museum for a period of three (3) years.

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5.4.19. Memorabilia


Along with printed collections donated to NLP are various memorabilia of the collectors. One of the most precious memorabilia is the antique table and chair owned by President Manuel Quezon. Intricate details on the table are made of ivory.

5.4.20. Local History Collection

On December 7, 1951, President Elpidio Quirino signed Executive Order No. 486 which orders for the collection and compilation of historical data regarding barrios, towns, cities and provinces in the country. The Division Superintendent of Schools, District Supervisors, principals and teachers shall execute the project.

Such was launched to augment the lost local history collections of NLP which were destroyed during the battle for liberation of Manila from the Japanese. Today, NLP still holds a copy of the collection but some have been badly utilized and supplement projects to improve the collection are seen very necessary.

Sixty five (65) years later, NLP launched a cultural project entitled "Historical Data of the Philippines" in cooperation with the National Historical Commission of the Philippines and funded by the National Commission for Culture and the Arts (NCCA).

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5.4.21 Heritage Collections

Filipiniana Division preservation copies of its collections in a separate storage. Monitoring and inventory of the collections are jointly managed by the sections heads of the division.

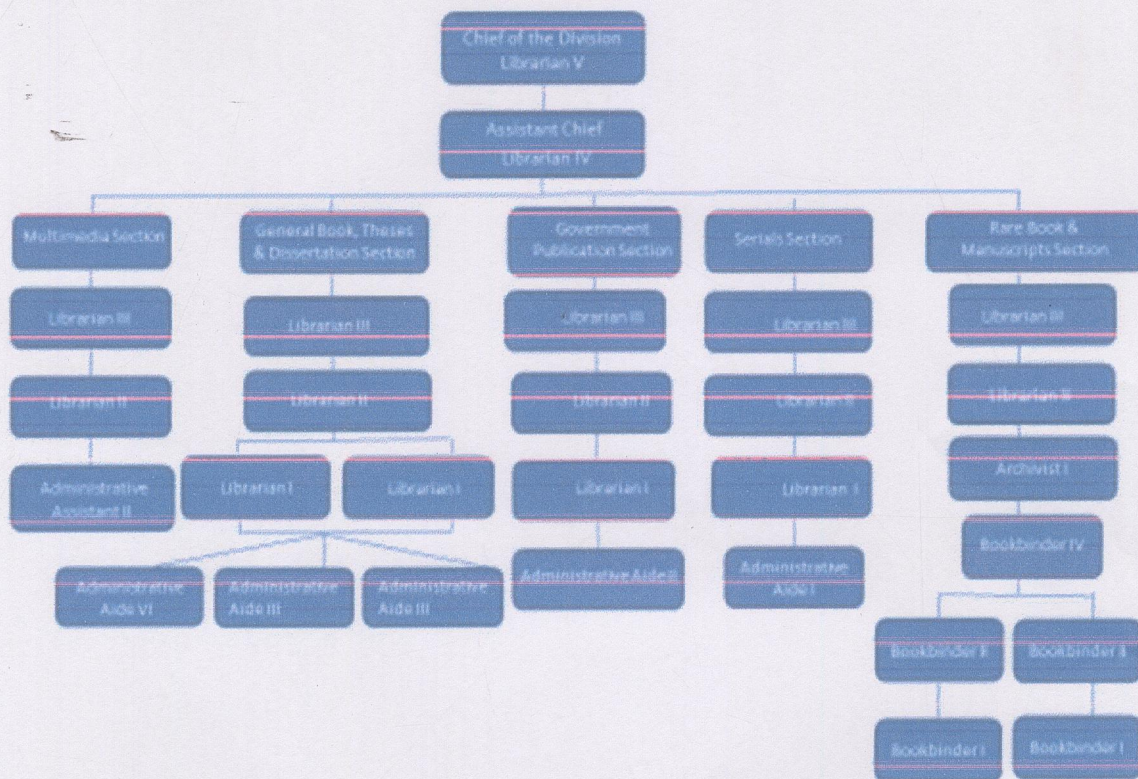
5. Serials Section


This section takes charge of organizing, servicing and preserving of ephemeral materials. Its collections include provincial newspapers, campus and provincial journals, brochures, magazines, souvenir and fiesta programs, invitations, posters, leaflets, calendars and those whose main characteristic is short-lived or continuing.

Its collections are mainly in printed format, and are locally published/ produced from 1946 to present by or for non-governmental organizations, institutions and societies, and any academic and university presses created or controlled by non-governmental organizations.

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IV. Organizational Chart



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V. Human Resource


The Filipiniana Division is manned by licensed librarians and support staff. The Librarian V occupies the top position and is designated as Division Chief or Chief Librarian. Librarian V is assisted by a librarian IV who is designated as Assistant Chief Librarian. Librarian III, II, I are also employed. Following are the general description of duties and responsibilities of librarians in the Division :

Librarian V

Serves as the Head of the Division;
Administers library policies and implements rules and regulations;
Develops and implements plans and programs for the division;
Coordinates, manages and evaluates inter-division activities;
Approves communications and reports;
Issues certifications for legal purposes;
Conducts leadership trainings; and
Gives technical advice to staff.

Librarian IV

Serves as acting chief in the absence of the Division Chief;
Assists the Division Chief in implementing policies, rules and regulations;
Assists the Division Chief in formulating plans and programs for the division;
Coordinates, manages and evaluates the activities in the division;
Prepares communications and reports;

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Handles institutional surveys and questionnaires.

Conducts library training.

Selects and evaluates library materials for acquisition.

Gives technical advice to staff.

Performs other duties as may be assigned from time to time.

LIBRARIAN III

Serves as Section Head ;

Acts as the custodian of the collections in the section;

Participates in/Assists the Chief and Assistant Chief in formulating policies, rules and regulations;

Monitors work flow and outputs of the section;

Performs technical work;

Prepares reports and project proposals;

Renders public services; and

Performs other duties as may be assigned from time to time.


LIBRARIAN II

Renders public services

- a. Readers Services
- b. Certification of availability of materials
- c. Library Promotion (all media including internet)
- d. Extension Service

Performs technical works :

- a. Abstracting and Indexing

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- b. Cataloging
- c. Guides to collections
- d. Inventory

Suggests enhancements in readers services;
Assists Librarian III in training other staff; and
Performs other tasks as may be assigned

LIBRARIAN I

- Renders public services
- a. Readers Services
 - b. Certification of availability of materials
 - c. Library Promotion (all media including internet)
 - d. Extension Service


- Performs technical works :
- a. Abstracting and Indexing
 - b. Cataloging
 - c. Guides to collections
 - d. Inventory

Performs other tasks as may be assigned

Librarians are assisted by support staff occupying the following positions :

a. Senior History Researcher

Assists librarians in servicing rare, historical collections;
Assists in researches and in answering research inquiries;
Leads preparation of special exhibitions;
Performs preventive conservation activities.

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b. Bookbinder IV, II, I


Perform book repair;
Perform bookbinding activities;
Prepare archival enclosures;
Perform preventive conservation activities.

c. Administrative Assistant II

Assists in the operation and maintenance of microfilm readers;
Assists in servicing microforms;
Prints reproductions as requested.

d. Administrative Aide VI, II, I

Assist librarians in shelving collections;
Assist librarians in servicing collections;
Assist clients in locating materials on shelves
Assist in preparation of records.

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VI. Products and Services

A. Products

A.1. Readers Services

1. Bibliographies and Virtual Shelves
2. Book exhibitions
3. Certifications
4. Reproductions


A.2. Preservation Activities

1. Archival enclosures : boxes, book covers, folders/sleeves
2. Trainings and workshops

B. Services

B.1. Readers Services


1. **Readers assistance** includes activities from answering directional questions to preparing bibliographies on topics needed. Specifically, it covers the following :

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- Answering reference questions;
 - Giving library instructions/education in the form of orientation and guided tours;
 - Recommending/suggesting bibliographies and list of references;
 - Issuing certification as may be requested.
2. **Borrowing and returning service** covers the circulation of Filipiniana collections within NLP premises.
 3. **Reproduction service** includes xerox, digital/scanning and computer print-outs.
 4. **Issuance of Certification**
 - Certificate of True Copy
 - Certificate of Appearance

B.2. Preservation Activities

1. Trainings and workshops
2. Bookbinding
3. Book Repairs
4. Book Arts
5. Preventive Conservation

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VII. Policies and Guidelines

A. Library Hours


Reading room services are open Mondays to Fridays except on legal and national holidays, from 8:00am to 5:00pm, no noon break.

B. Conduct in the Library

1. Silence must be observed at all times.
2. Security inspection must be adhered to.
3. Bags and luggage are not allowed. Such must be deposited to the Baggage Area located at the main lobby of NLP.
4. Eating and drinking are prohibited.
5. Sleeping is discouraged.
6. Cellphones and gadgets must be in silent mode.
7. Order and cleanliness must be observed.

C. Security

All Library clients must subject themselves to inspection by the security personnel upon entering and exiting the reading areas and the main doors or NLP.

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D. Theft, Lost and Damage


Causing damage to (such as tearing, defacing, etc) or theft of the library collections of the National Library of the Philippines is a criminal offense punishable by law under the Revised Penal Code of the Philippines (Articles 311 and 328).

E. Access

1. Library clients must present NLP Client Transaction Stub to access collections.
2. Library clients must handle the collections with utmost care.
3. All collections are for "Room Use" only.
4. Library clients may use of four books/volumes per transaction.
5. Access to original copies of rare books, manuscripts and other special materials are generally restricted. Alternatively, library clients may use access copies of such collections in either photocopy, microform or digital format, whichever is available.

For use of original rare books and special collections :

1. Library clients must wash or sanitize hands before handling any collection.

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2. Library clients must handle all collections with utmost care. The following must be observed :

- a. Use book cradles to prevent stress to all parts of the book;
- b. Mark pages by inserting markers provided in the library;
- c. Never force open a book or any bound collection with tight binding;
- d. When turning a page, lift the top outer corner and lightly slip the fingertips down the fore-edge, supporting the page.
- e. Close the book when reading is done.
- f. Ask for assistance when dealing with extremely fragile, damaged and deteriorated collections.

3. Use PENCIL only. Never point the tip of the pencil to any part of a collection.

F. Reproduction

The Copyright Law of the Philippines (Part 4 Republic Act 8293) governs the making of photocopies or other reproductions of copyrighted material. The person making the reproduction is responsible solely for any infringement.

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Reproduction fees:

Description	Fees
Photocopy	Php1.00/page
Microform print-out	Php7.00/copy
Scan copy	Php5.00/copy
Digital images	Php 30.00 /image (base rate)

VIII. Procedures


A. Readers' Services

A.1. Borrowing and Returning


The division implements the close-shelf system in its reading rooms. Librarians and library support staff receive the clients and serve the materials they need.

Procedures :

1. Scan NLP Client Transaction Stub or NLP Client Identification Card at the kiosks located in every reading areas.
2. Browse the Online Public Access Catalog (OPAC) for the list of materials on topics needed. Important bibliographic information must be noted/copied – title, author, call number, location

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3. Fill out Request Slip and present to the librarian in-charge at the circulation counter. Wait for the librarian to hand out the materials needed.
4. Present material/s together with request slip, NLP Client Transaction Stub or NLP Client Identification Card for recording/check out.
5. Proceed to reading area.
 - a. Return used materials to the librarian in-charge at the circulation counter for check in and claim the NLP Client Transaction Stub or NLP Client Identification Card.

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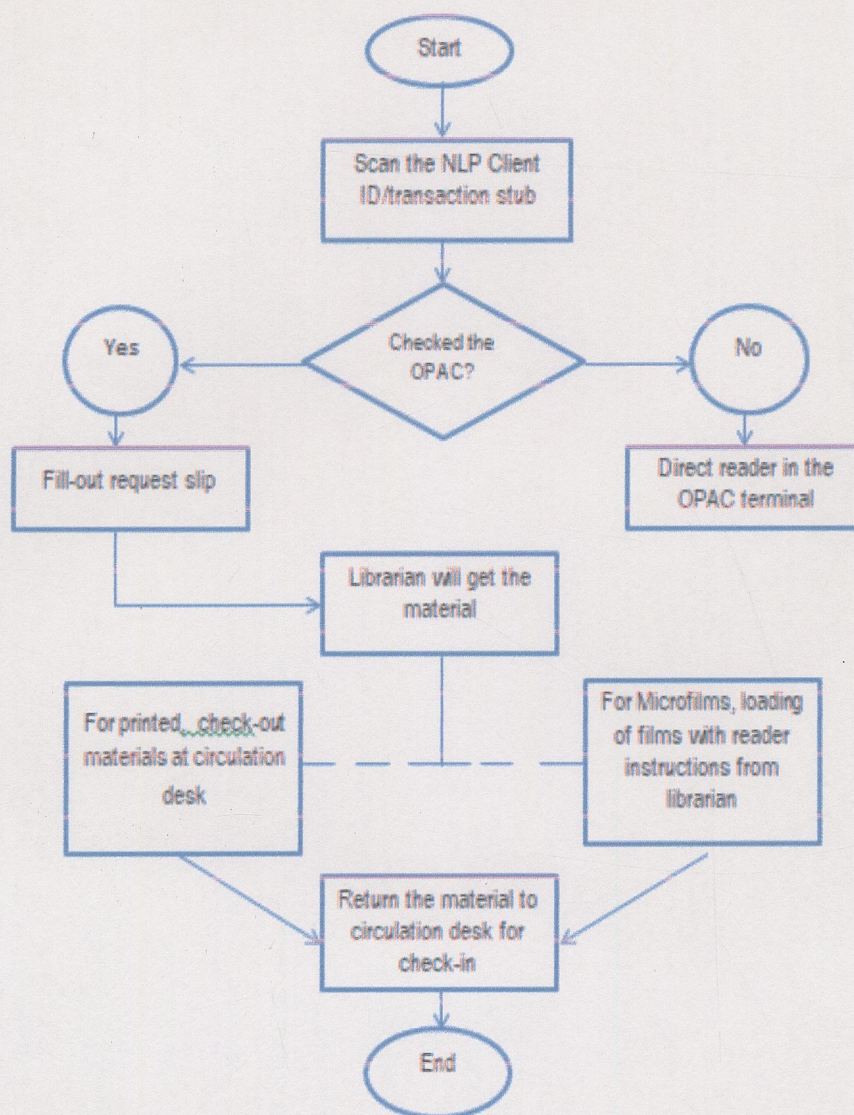



Figure 1. Flow Chart for Borrowing and Returning Library Materials

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A.2. Reproduction of Library Materials

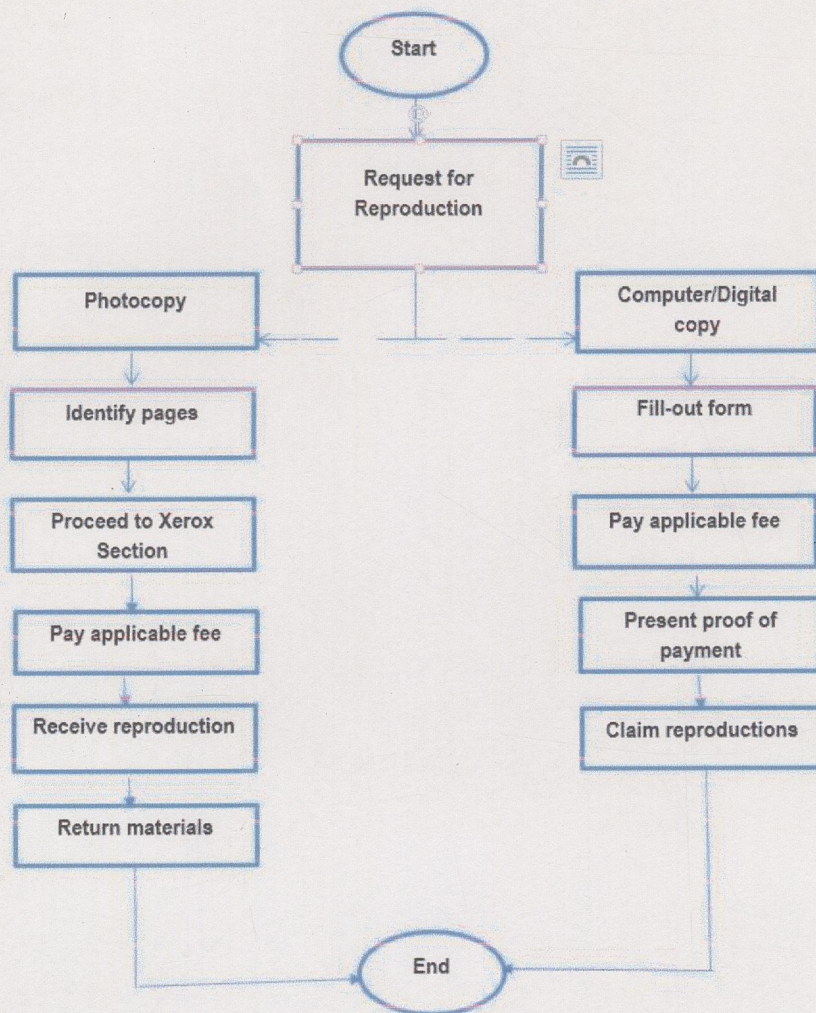



Figure 2. Flow Chart for Reproducing Library Materials

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A.3. Request for Certification

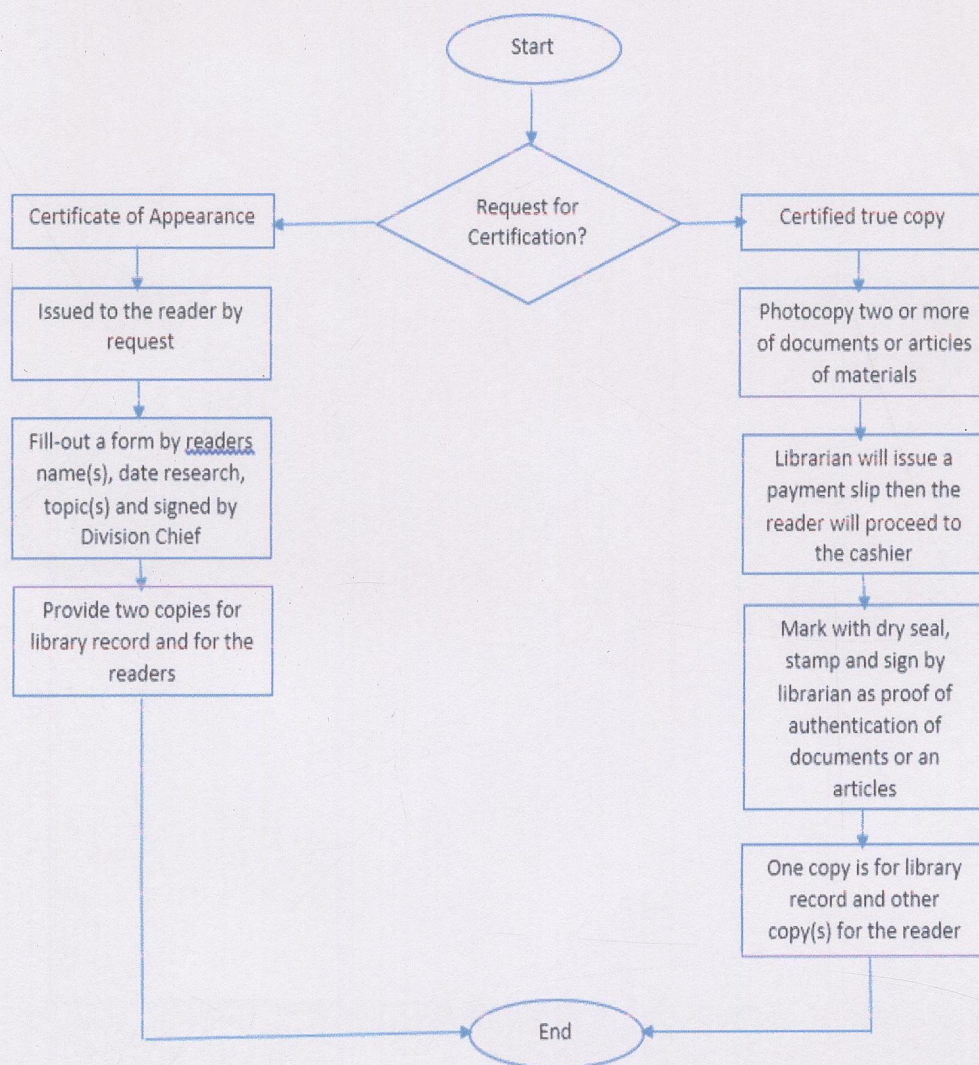



Figure 3. Flow Chart for Requesting Certification

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B. Technical Activities

Filipiniana Division also performs supplemental technical activities to ensure that its collections can all be accessed by the library researchers.

B.1 Receiving Collections from Technical Divisions.

Additional library collections are regularly received by the Division from either the Catalog Division or the Collection Development Division.

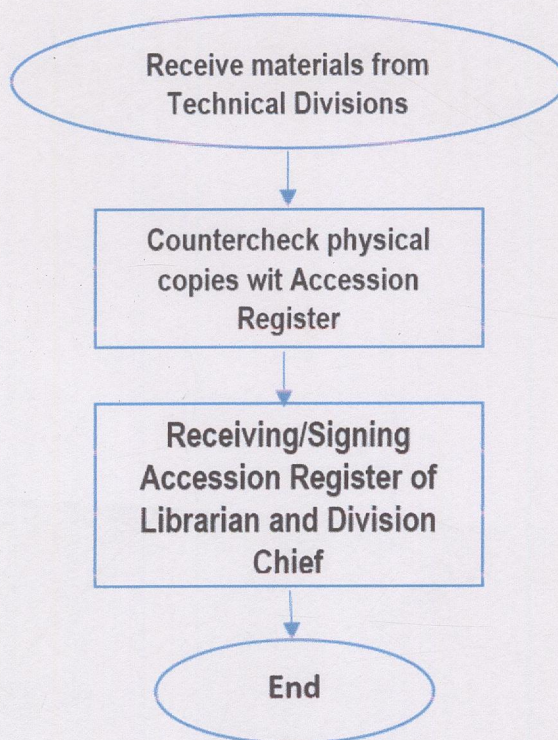



Figure 4. Flow Chart for Receiving Library Materials from Technical Divisions

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B.2. Verifying and Modifying Holdings Record and Status of Cataloged Collections

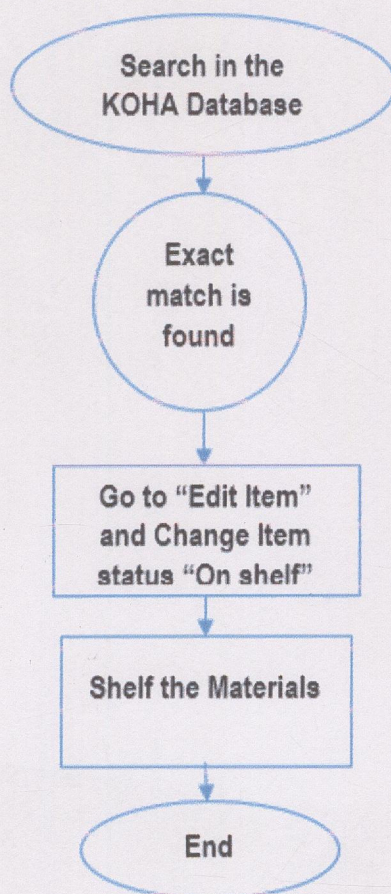



Figure 5. Flow Chart for Verifying and Modifying Holdings Record

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B.3 Mechanical and Technical Processing of Selected Filipiniana Materials

Activities are limited to Cataloging of duplicate copies of serials and subsequent issues of already cataloged issues of serials and government publications.

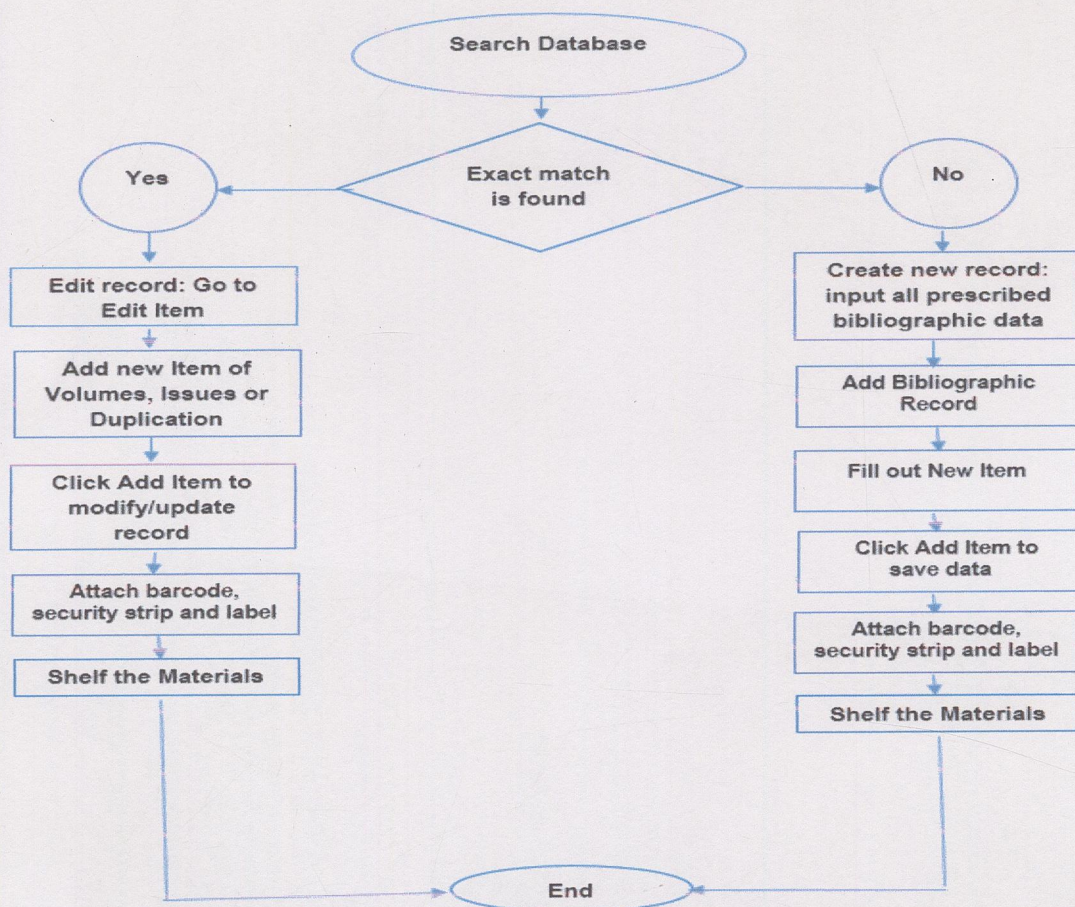



Figure 6. Flow Chart for Cataloging and Modifying Catalog Records of Selected Filipiniana Materials

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B.4 Indexing

Indexing activities are limited to Multimedia Collections published 1946-2004, Official Gazettes and Serials published 1999 and older.

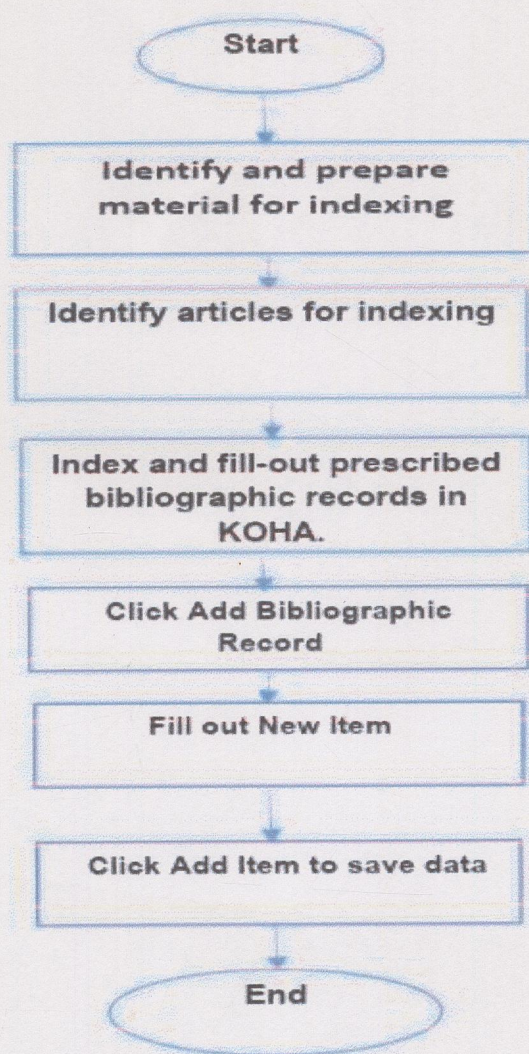



Figure 7. Flow Chart for Indexing Selected Filipiniana Materials

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C. Preservation and Conservation Activities

NLP is mandated to preserve and conserve all Filipiniana materials in its possession. Prior to the International Partnership of NLP with the Federal Republic of Germany, conservation and preservation activities are limited to (1.) Microfilming, (2.) Photocopying, (3.) Binding and Repair (4.) Fumigation, and (5.) Electronic Imaging.

The cultural partnership between Germany and the Philippines was initiated by the Cultural Section of the German Embassy, Manila and the National Library of the Philippines from 2008-2011. The partnership was focused on the conservation and preservation of Philippine printed cultural heritage in the country, with emphasis on the original manuscripts of Dr. Jose Rizal. Dr. Rizal has made himself a prominent figure in Germany because part of his life was well spent there.

From 2008-2009, three German conservators made an inspection, assessment and in depth analysis of the three Rizal manuscripts in NLP. In 2010, two librarians from NLP were sent to Germany for a month of intensive instruction and exposure to various conservation laboratories in Germany. An ideal mix of theoretical presentations on the nature and composition of paper, practical conservation activities and vicinity tours to schools, libraries, archives and laboratories dominated the restoration and conservation education.

During the same year, the construction of the Conservation Room in NLP was approved through a counterpart fund awarded by the National Government


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to NLP. The room was completed in March 2011 with an area for dry activities and for liquid based applications. In April, the restoration of the manuscripts took place at the newly organized conservation room in NLP. The German Government commissioned the services of two German professional conservators Monika Schneidereit-Gast and Katrin Hüpeden.

The restoration project coincided with the celebration of the 150th Anniversary of Dr. Jose Rizal's Birth; thus, local and online newspapers carried the news about the project highlighting the generous grants awarded by the German Government to the Philippines through the partnership between the German Embassy and NLP. A ceremonial turnover of the restored documents to President Benigno S. Aquino III by the Ambassador of the Embassy of the Federal Republic of Germany, Christian-Ludwig Weber and the Director of the NLP, Antonio M. Santos marked the successful completion of the restoration project.

Since then, NLP intensified its programs to preserve and conserve its Filipiniana collections. Acquisition of archival supplies has become more and more stable, funding for the materials and equipment are well appropriated and trainings of personnel were initialized. Staff were also provided with local trainings and workshops.


At the moment, preservation and conservation program is limited to preventive conservation. Activities regularly performed include :

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1. Collection Assessment
2. Environmental Monitoring

An assessment form is used to monitor the environment and results of assessment are used as basis for next plan of actions.

3. Dry Cleaning of Paper-based collections
4. Mending/repair
5. Encapsulation
6. Pest control
7. Microfilm Assessment and Rewashing
8. Book Binding and Repair
9. Digitization (reformatting)

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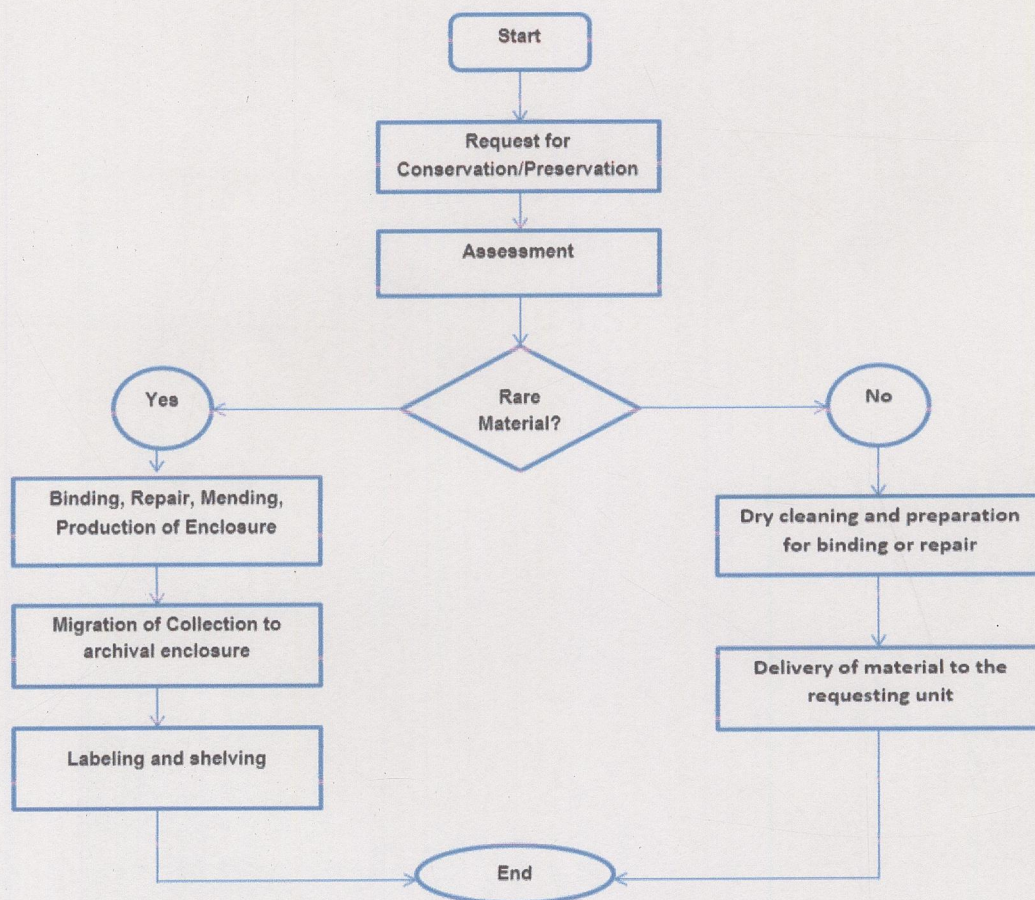



Figure 8. Flow chart for Requesting Bookbinding and Repair


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General Procedures for Dry Cleaning :

1. Assess the material. Record assessment using prescribed forms for book or manuscript.
2. Prepare the tools needed for dry cleaning.
3. Using the hake brush, brush each side of the volume externally before turning the cover.
4. Gently brush each page from the inner binding outwards.
5. Repeat process up to the last page of the book.
6. For manuscripts and unbound materials, gently brush surface dirt from the material, working from the center outwards. Brush should be very soft; wiping materials should be very smooth.
7. Return to original or archival case.

Mending/Repair

1. Examine the torn page of the document.
2. Determine the correct position for the two sides of the tear to overlap.
3. Hold the document in place and adhere the tear with the archival document repair tape to cover the tear.
(If the tear is not straight, you can use a series of tape sections to patch the tear in a series of small, straight lines) Hold the tape at both ends so it is outstretched to its full length and carefully lower it over the tear.
4. Press the archival document repair tape with the warm tacking iron to set the tape.
5. Repeat the procedure at the back of the page if necessary.
6. Let it cool.


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General Procedures for Bookbinding and Repair

1. Assess material; check damages and identify needs for repair
2. Align the pages
3. Trim pages to size if necessary
4. Measure and mark where to puncture holes
5. Puncture holes for the binding
6. Stitch / Re-sew the binding
7. Assemble the cover
8. Attach the cover
9. Glue the spine cover
10. Finishing off

General Procedures for Encapsulation

1. Assess the physical state of the document.
2. Measure the height and width of the document
3. Measure and cut two sheets of polyester film or Mylar film 1 inch larger on all sides of the document.
4. Place a sheet of polyester film on a clean, flat surface then place the document over it then put the other sheet of film on top of the document.
5. Adhere the left side and the bottom of the film with archival double-sided tape making an L-sleeve for air circulation and access.
6. Trim the edges and the corners of the film if necessary
7. Wipe both the top and bottom sheets of the capsule to remove any lingering fingerprints or impurities.

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General Procedures for pest control:


Infested materials are fumigated prior to dry cleaning; use of naphthalene is implemented as necessary. A customized fumigation box with tight cover and filled with commonly used pesticide, moth ball or naphthalene ball is used. The box is kept tightly closed

Staff should wear molded mask, gloves and apron/laboratory gown when fumigating and cleaning materials exposed to naphthalene. Hands should be washed and sanitized after handling objects exposed to naphthalene.

1. Prepare fumigation box. Check if there is sufficient amount of naphthalene balls in the box.

Note : Naphthalene may contain carcinogenic properties and is harmful to human when inhaled over long period of time. It can also cause nausea, vomiting, abdominal pain, seizures and even coma. If swallowed, naphthalene can damage red blood cells causing kidney damage and many other problems.

2. Prepare and record materials for fumigation.
3. Lay down the materials in the box and keep the box covered for about 3 days.
4. After about 3 days, retrieve the material and perform dry cleaning activity.


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Procedures for Microfilm Assessment and Preparation for Rewashing

1. Identify items for rewashing and prepare for assessment.
2. Open each box of microfilm and run through the film for any damage such as tear or warping.
3. Smell the film to check acidity. Strong sour smell indicates damage. Record the assessment.
4. All microfilm rolls fit for rewashing will be listed and prepared for pick up by Rewashing service provider.

Procedures for Receiving Washed Microfilm

1. Check delivery list with issue list for completeness.
2. Assess quality of rewashing. Open each box of microfilm and load the films into the Microfilm readers.
3. Run through the film for any damage such as tear or warping. Record assessment.
3. Smell the film to check acidity. No sour smell must be present. Record Assessment.
4. Issue clearance/delivery receipt (check which form)

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IX. Contact Details

Anne Rosette Crelencia


Officer In-Charge

Filipiniana Division


3rd Floor

E-mail: agcrelencia@nlp.gov.ph

Filipiniana Division		Tel. No. 310-5035	
Rare and Manuscript		local no. 310	
General Books Section		local no. 311	
Theses and Dissertation Section		local no. 309	
Government Publication Section		local no. 408	
Multimedia Section		local no. 311	
Serials Section		local no. 313	

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X. Forms

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I. READERS SERVED (Readers Services)


Services	General Books	Government Publications	Multimedia	Rare and Special Collections	Serials	Theses and Dissertations	Conservation	TOTAL
1. Readers Assistance								
a. Patrons served with collections in various Reading Areas								
b. Attended and answered patron inquiries and requests via telephone call, emails and letters								
c. Patrons provided with special workshops/trainings								
TOTAL READERS SERVED								

II. MATERIALS SERVED (Circulation Services)

Reading Areas	Books including pamphlets	Theses and Dissertations	Guides	Audio Visual	Clippings, VF and Abstracts	Manuscripts	Maps and large print	Microform (loaded)	Photos and pictures	TOTAL
General Books										
Theses and Dissertations										
Multimedia Collections										
Rare										
Special										

Figure 9. Accomplishment Report of Filipiniana Division, p. 1

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President's Room									
TOTAL MATERIALS SERVED									


Reading Areas	Government Publications		SERIALS					TOTAL
	Serials	Books	N- Newspapers	P-newspapers	Journals	Magazines	Vertical Files	
Government Publications								
Serials								
TOTAL MATERIALS SERVED								
GRAND TOTAL								

III. COLLECTION MANAGEMENT (TECHNICAL)

Activities	General Books	Government Publications	Multimedia	Rare and Special Collections	Serials	Theses and Dissertations	Conservation	Total
1. Number of Filipiniana collections bibliographic records edited								
2. Number of library collections indexed								
3. Preparation/revision of guides and bibliographies								

Figure 9. 1 Accomplishment Report of Filipiniana Division, p. 2

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IV. COLLECTION MANAGEMENT (MECHANICAL)


Activities	General Books	Government Publications	Multimedia	Rare and Special Collections	Serials	Theses and Dissertations	Conservation	Total
1. Number of collections sorted and shelved								
2. Number of library collections provided with security strips								
3. Received new/additional collections								
a. donation								
b. purchased								
4. Number of collections inventoried								

V. PRESERVATION

Activities	General Books	Government Publications	Multimedia	Rare and Special Collections	Serials	Theses and Dissertations	Conservation	Total
A. Collection under management								
a. Number of pages of <u>Filipiniana Collections</u> Preserved								
b. Number of sets of <u>indenta</u> and labels produced								
c. Number of archival enclosures provided to rare and special collections (box, folders, case etc.)								
B. Number of pages conserved								
a. Numbers of pages of <u>Filipiniana Collections</u> conserved								

Figure 9. 2 Accomplishment Report of Filipiniana Division , p. 3

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V. PRESERVATION


c. Number of microfilm images backed-up and converted to digital format								
-Bartlett Collection								
d. Number of pages of library materials bound								
a. hardbound								
b. softbound								
C. Prepared materials for binding								
serials								
books								
others								
D. Maintained microfilm scanners (Report of maintenance activities must be attached)								

VI. TRAININGS AND SEMINARS / WORKSHOPS

Activities	General Books	Government Publications	Multimedia	Rare and Special Collections	Serials	Theses and Dissertations	Conservation	Total
Participants:								
Event Title:								
Organizer :								
Date:								
Venue:								

Figure 9. 3 Accomplishment Report of Filipiniana Division, p. 4

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines Filipiniana Division PROCEDURAL MANUAL	Ref No.	NLP- 085
		Date of Effectivity	OCT 03 2018
		Revision No.	0
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	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines ACCOMPLISHMENT REPORT OF FILIPINIANA DIVISION	Ref No.	NLP-027
		Effective Date	22 Nov 2017
		Revision No.	0
		Page No.	5 of 5

VII. SPECIAL PROJECTS AND ASSIGNMENTS/MEETINGS


Activities	General Books	Government Publications	Multimedia	Rare and Special Collections	Serials	Theses and Dissertations	Conservation	Total
Name:								
Project Title:								
Position/ Role:								
Office Order No.:								
Project Period :								


VIII. REPORT PREPARATION

1. Prepared individual monthly report
2. Prepared consolidated monthly report-SECTION Level
3. Prepared consolidated monthly report-DIVISION level
4. Prepared quarterly report
5. Prepared annual accomplishment report-
6. Prepared monthly attendance report-DIVISION level
7. Prepared monthly statistics report-SECTION level

PREPARED BY: JEAN S. ICO	May 28, 2018	APPROVED BY: ROSETTE G. CRELENCIA	
LIBRARIAN II	DATE	ASSISTANT CHIEF	DATE
Multimedia Section		FILIPINIANA DIVISION	

Figure 9. 4 Accomplishment Report of Filipiniana Division, p. 5

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines Filipiniana Division PROCEDURAL MANUAL	Ref No.	NLP- 085
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	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines CERTIFICATE OF APPEARANCE	Ref No.	NLP-040
		Effective Date	22 Nov 2017
		Revision No.	0
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_____, 201__

This is to certify that _____
(full legal name)


of the _____ has appeared in the National
Library of the Philippines, _____ on _____, in connection with
(Division) (Date)


(Purpose)

This certification is being issued upon his/her request for whatever purpose it may serve.

Chief

Figure 10. Certificate of Appearance

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines Filipiniana Division PROCEDURAL MANUAL	Ref No.	NLP- 085
		Date of Effectivity	OCT 03 2018
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	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines ORDER OF PAYMENT FOR REPRODUCTION	Ref No.	NLP-058
		Effective Date	22 Nov 2017
		Revision No.	0
		Page No.	1 of 1


Date :
 Address :
 Contact Number :
 PAYMENT FOR : Scanned / e-copy of collection / print out copy / CD-DVD duplication
 Details — Collection:


Rate : Scanning	Php <input type="text"/>	/image (X)	No. of images: <input type="text"/>
e-copy	Php <input type="text"/>	/image (X)	No. of images: <input type="text"/>
Printing	Php <input type="text"/>	/image (X)	No. of images: <input type="text"/>
Duplication	Php <input type="text"/>	/CD or DVD (X)	No. of copies: <input type="text"/>

TOTAL AMOUNT: Php
 Processed by:

Copy received by: *Name and Signature*
 O.R. No :

Figure 11. Order of Payment for Reproduction

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines Filipiniana Division PROCEDURAL MANUAL	Ref No.	NLP- 085
		Date of Effectivity	OCT 03 2018
		Revision No.	0
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	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines REQUEST FOR BOOKBINDING AND REPAIR FORM	Ref No.	NLP-074
		Effective Date	22 Nov 2017
		Revision No.	0
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QUANTITY (State how many volumes/bounds/le- aves/pieces)	DESCRIPTION (State type of binding, preferred color, labels needed etc. Samples may be supplied as attachment)	PURPOSE (State specific use of bound/repared collections)	TARGET DATE OF COMPLETION

Requested by: _____


(Name, Signature and Designation)

Approval:

____ Approved

____ Disapproved due to: _____

Figure 12. Request for Bookbinding and Repair Form

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines Filipiniana Division PROCEDURAL MANUAL	Ref No.	NLP- 085
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NATIONAL LIBRARY OF THE PHILIPPINES
T.M. Kalaw Street, Ermita, Manila, 1000 Philippines


Location-Section/ Call No. or Reference Source / Roll No.:	Title or Article Title:	Author:

Name:	
Date:	

NLP-064 Rev. 0

22 Nov 2017

Figure 13. Request Form for Use of Library Materials

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Rel.	NLP- 085
	Filipiniana Division PROCEDURAL MANUAL		Date of Effectivity	OCT 03 2018
			Revision No.	0
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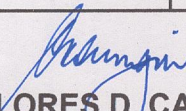
Blesila P. Velasco
BLESILA P. VELASCO
 Librarian V
 Chief, Public Libraries Division

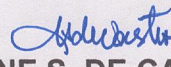
Susan J. Fetalco
SUSAN J. FETALCO
 Librarian V
 Chief, Collection Development Division

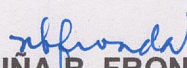
DOLORES D. CARUNGUI
 Librarian V
 Chief, Reference Division

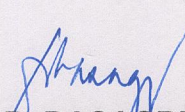
Arlene S. De Castro
ARLENE S. DE CASTRO
 Librarian V
 Chief, Catalog Division

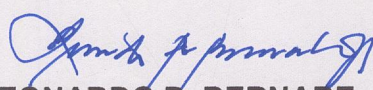
	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP- 085
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