



**NATIONAL LIBRARY OF THE
PHILIPPINES**

**PROCEDURAL
MANUAL**

Collection Development Division



**NATIONAL LIBRARY OF THE
PHILIPPINES**

T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

**COLLECTION DEVELOPMENT DIVISION
PROCEDURAL MANUAL**

Ref No.	NLP- 088
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**COLLECTION DEVELOPMENT DIVISION
POLICIES AND PROCEDURAL MANUAL**

CONTROLLED



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I. BACKGROUND OF DIVISION

The National Library of the Philippines (NLP) is primarily in charge with the selection, acquisition, organization and preservation of the written evidentiary materials of our culture and history. Likewise, NLP should acquire as many as possible the most important and useful library materials from other countries relating to the Philippines.

NLP performs a dual function: as a National Library and as a Public Library. As a National Library, it is responsible for the collection and preservation of the national literature, whereas as Public Library, it acts as the central node of the public library system in the country.

The Collection Development Division (CDD) is mandated to perform the task of building and maintaining the library's collection to serve educational, social, research, cultural, recreational, and other needs of the library users.

The division has the following core functions:

- Select, evaluate and acquire all types of library materials to enrich and expand the collection of the NLP, Locally Funded Projects and its affiliated public libraries;
- Maintain exchange of publications program with local and foreign institutions, and;
- Implements the provisions of the Decree on Cultural and Legal Deposit Law (PD 812).



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MANDATE

The National Library of the Philippines (NLP) as the repository of the printed and recorded cultural heritage of the country and other intellectual literary and information sources.

VISION

An intellectually, socially, and culturally developed Filipino society.

MISSION

Acquire, organize, conserve, and preserve Filipiniana materials and provide equitable access to library resources through a system of public libraries throughout the country.



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Collection Development Division Functional Chart

CORE FUNCTION

- 1. Selects, evaluates, acquires and process all types of library materials to enrich and expand the collections of the National Library and its public libraries**
- 2. Maintains exchange program with local and foreign institution**
- 3. Implements the provision of P.D. 812 (Legal Deposit Law)**

ACQUISITION SECTION

- 1. Selects, evaluates and acquires all types of library materials for purchase and subscriptions to local and foreign periodicals / serials**
- 2. Maintains exchange program with local and foreign institutions**
- 3. Evaluates, receives and acknowledges gifts and donations**
- 4. Implements the provision of P.D. 812 (Legal Deposit Law)**

MECHANICAL PROCESSING AND ORGANIZATIONAL SECTION

- 1. Performs mechanical organization of acquired library materials**
- 2. Documents all acquired books / non-books and other library materials**
- 3. Prepares and sends publications to exchange partners**
- 4. Distributes processed library materials for technical organization**



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THE DIVISION HAS TWO SECTIONS:

ACQUISITION SECTION

This section is in charge of acquiring materials for the NLP library collection and its affiliated public libraries, whether by purchase, legal deposit, gifts and donations and through exchange programs

MECHANICAL PROCESSING AND ORGANIZATIONAL SECTION

This section handles the mechanical processing and organization of acquired books and other library materials, documents, prepares and sends publications to exchange partners and transfers books and other library materials to the Catalog Division, for classification, cataloging and database entry. Moreover, the section carries out the tasks of collating, stamping, accessioning, affixing of barcodes and security strips.



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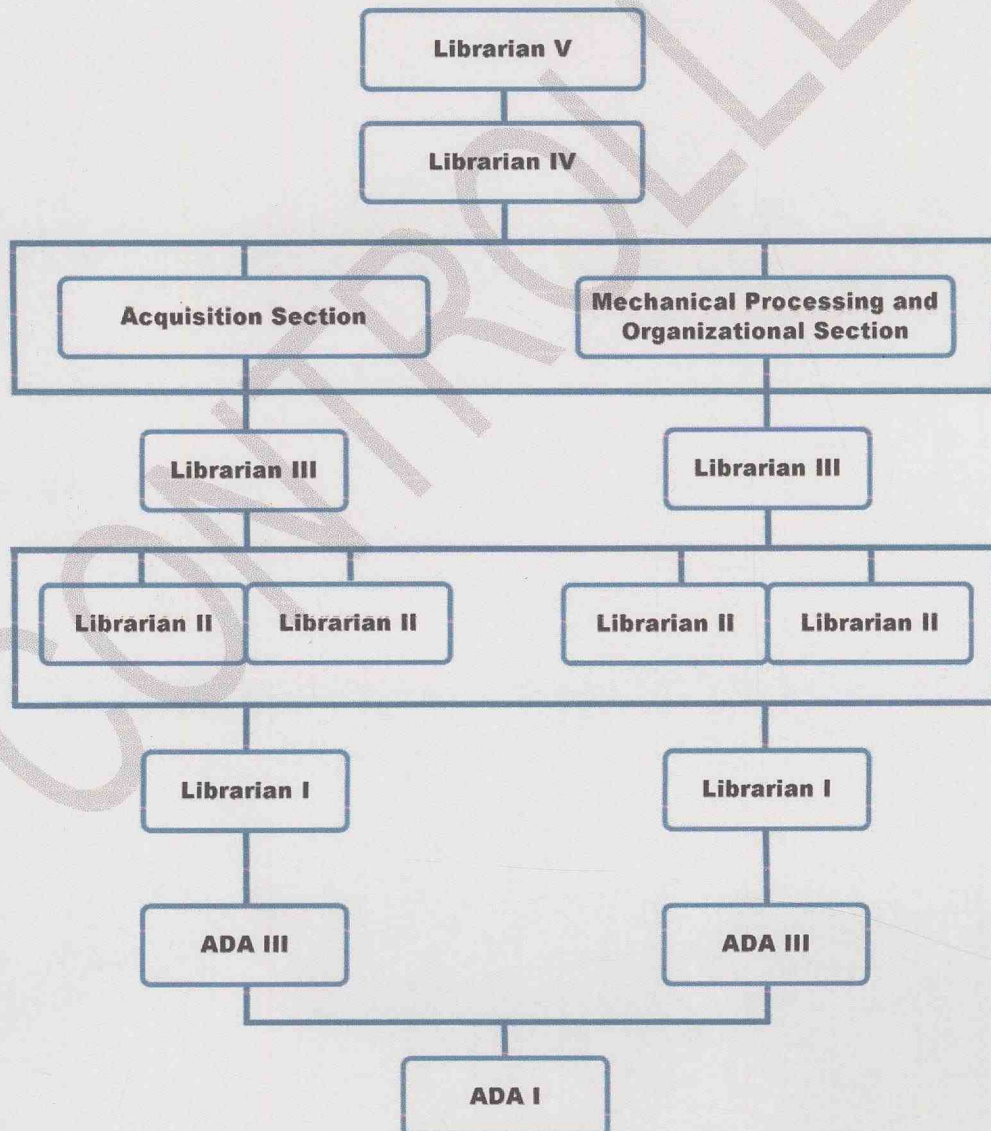
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II. ORGANIZATIONAL CHART (DIVISION LEVEL)

**Collection Development Division
Organizational Chart**





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DUTIES AND RESPONSIBILITIES

Administrative Aide (ADA) I

1. Assists in the preparation of Obligation Request and Status (ORS), Inspection and Acceptance Report (IAR) and Disbursement Voucher.
2. Assists in the mechanical processing (collating, accessioning, stamping, and affixing of security strips) of library materials.
3. Searches and verifies bibliographic records of library materials in the library system (KOHA) to avoid purchase of duplicate titles.
4. Assists in receiving of library materials delivered by book dealers and donors.
5. Performs related activities assigned from time to time by the immediate supervisor as well as other activities that are being conducted by the NLP Management.

Administrative Aide (ADA) III

1. Assists in the preparation of Purchase Request (PR), Purchase Order (PO), Obligation Request and Status (ORS), Inspection and Acceptance Report (IAR) and Disbursement Voucher.
2. Assists in the mechanical processing (collating, accessioning, stamping, and affixing of barcode and security strips) of library materials.
3. Generates/Prints accession register or Inventory Custodian Slip (ICS).
4. Assists in preparing and processing attachments of Purchase Orders (PO) payment.
5. Files and maintains documents on Purchased materials (Purchase Request (PR), Purchase Order (PO), Obligation Request and Status (ORS), Inspection and Acceptance Report (IAR) and Disbursement Voucher.)
6. Performs related activities assigned from time to time by the immediate supervisor.



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Librarian I

1. Performs mechanical processing (collating, accessioning, stamping, affixing of barcodes and security strips) of library materials.
2. In-charge of the processing of the Legal Deposit, Copyright and ISBN publications.
3. Issues certificates and acknowledgment of library materials received.
4. Assists in receiving of library materials delivered by book dealers and donors.
5. Encodes/provides bibliographic data of library materials in the library system (KOHA)
6. Assists in the preparation of monthly statistical report.
7. Assists in handling and monitoring of the Project Procurement Management Plan (PPMP) of the division
8. Performs related activities assigned from time to time by the immediate supervisor.

Librarian II

1. Performs mechanical processing (collating, accessioning, stamping, affixing of barcodes and security strips) of library materials
2. Prepares Purchase Requests (PR) and Purchase Orders (PO).
3. Records subscriptions and other library materials received.
4. Assists in selection and acquisition of library materials.
5. Provides bibliographic data of library materials (KOHA).
6. Issues certificates and acknowledgment letters/receipts of library materials received.
7. In-charge of receiving library materials delivered by book dealers and donors.
8. Follow-up gaps/missing issues of subscription.
9. In-charge in the preparation and compilation of monthly statistical report.
10. Handles and monitors the Project Procurement Management Plan (PPMP) of the Division.
11. Performs related activities assigned from time to time by the immediate supervisor.



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Librarian III

1. Serves as section head and assumes the duties of the librarian IV (assistant chief designate) in the latter's absence.
2. Supervises the mechanical processing (collating, accessioning, stamping, affixing of barcodes and security strips) of library materials.
3. Oversees the preparation of Purchase Requests (PR), Purchase Orders (PO), Obligation Request and Status (ORS), Inspection and Acceptance Report (IAR), and Disbursement Voucher.
4. Handles subscriptions to local and foreign continuing resources.
5. Supervises the delivery of library materials to the different Divisions.
6. Performs and monitors the selection and acquisition of library materials through purchase, donation, gifts and exchange.
7. Supervises the staff in the preparation of bibliographic data of library materials (KOHA).
8. Monitors work flow and outputs of the section.
9. Administers the issuance of certificates and acknowledgment of library materials received.
10. Prepares quarterly Statistical Reports
11. Participates / assists the chief and assistant chief in formulating policies, programs and other library activities.
12. Assists in the evaluation of the staff performance.
13. Performs related activities assigned from time to time by the Assistant Chief and Chief of the division.



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Librarian IV

1. Serves as acting chief in the absence of the division's Chief.
2. Assists the division Chief in implementing policies, rules and regulations, formulating plans, and programs of the division.
3. Coordinates, manages, monitors and evaluates all acquisition processes, activities and procedures in the division.
4. Prepares, handles and monitors NLP, PL & LFP's books and subscription
5. Prepares communications, reports, institutional surveys and questionnaires.
6. Coaches, monitors and evaluates Staff performance including job orders and janitors.
7. Supervises/monitors the selection, evaluation and processing of Legal Deposit, Copyright and ISBN/ISSN publications.
8. Performs other duties that may be assigned from time to time by the Chief of the Division, Assistant Director and Director.

Librarian V

1. Formulates library policies, rules and regulations.
2. Supervises over-all activities of the division.
3. Administers library policies and implements rules and regulations of the division.
4. Develops and implements plans, programs and budget of the division.
5. Supervise the preparation and monitors book and subscription budget
6. Coordinates, manages and evaluates inter-division activities.
7. Approves written communication, certificates and reports.
8. Coaches, monitors and evaluates Staff performance including job orders and janitors.
9. Attends management planning and meetings.
10. Performs other duties that may be assigned from time to time by the Assistant Director and Director.



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III. PRODUCTS AND SERVICES

A. PRODUCTS

1. Acquired Library Materials through Purchase, Legal Deposit, Copyright Deposit, Donation, Gifts and Exchange.
 - a. Books
 - b. Non-Book Materials (pamphlets, leaflets, microfilm, microfiche videotapes, VCD, DVD, Blu-ray, CD-ROMS, Audio-CD, Reels, Maps, Globes, Audiobooks, ebooks etc. in print, analog and digital format)
2. Subscriptions
 - a. Print (newspapers, journals, magazines, and other continuing resources)
 - b. Non-Print (E-journals & Databases)

B. SERVICES

1. Select and evaluate library materials for NLP collections
2. Preparation of the following documents:
 - a. Purchase Requests
 - b. Purchase Orders
 - c. Obligation Requests and Status
 - d. Inspection and Acceptance Report / PAR
 - e. Petty Cash Vouchers
 - f. Inventory Custodian's Slip
 - g. Certificate of Emergency Purchase
 - h. Disbursement Vouchers
3. Issuance of Legal Deposits Certificate
4. Issuance of Acknowledgment Receipts
5. Issuance of Certificate of Appearance (Optional)
6. Issuance of Certified True Copy of Issued Certificates (Optional)



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7. Mechanical and Technical Services
 - a. Accession Registers
 - b. Transmittal Slips
 - c. Inventory Custodian's Slip (ICS)
8. Organize training on the use of e-resources in coordination with vendors
9. Provide training for Library Science Student trainees and Non-librarians in the mechanical processing of library materials
10. Select/recommend books and serials for Philippine National Bibliography
11. Send exchange lists and publications to exchange partners
12. Issuance of Deed of Donation (As need arises)

C. DEFINITION OF TERMS

- **Accession Number** - A unique number assigned to a bibliographic item in the order in which it is added to a library collection, recorded in an accession record maintained by the technical services department. Most libraries assign accession numbers in continuous numerical sequence, but some use a code system to indicate type of material and/or year of accession in addition to order of accession.
- **Accession Register / Record** - A list of the bibliographic item added to a library collection in the order of their addition. Normally such a list includes the accession number, brief bibliographic identification, source, and price paid for each item
- **Acquisition** - The process of selecting ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies, such as publishers, dealers, and vendors, to obtain resources to meet the needs of the institution's clientele in the most economical and expeditious manner.
- **Acquisition Librarians** - Librarians involved in selecting, ordering and receiving materials for libraries. It includes budgeting and dealing with outside agencies such as library suppliers and publishers



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- **Audio book-** A book read aloud and recorded on audiotape or compact disc (CD), usually by a professional actor or reader or by the author. Synonymous with book-on-tape, recorded book, talking book, and e-audio book.
- **Audio Visual Materials** - A work in a medium that combines sound and visual images, for example, a motion picture or video recording with a sound track, or a slide presentation synchronized with audiotape.
- **Book Selection** - The process of choosing books and other items with a view of providing a balanced stock.
- **Book Selection Policy** - Written statement, which makes judgments in the choices library materials in accordance with the vision, mission and objectives that the library is attempting to serve (working definition).
- **Books** - A collection of leaves of paper, parchment, vellum, cloth, or other material (written, printed, or blank) fastened together along one edge, with or without a protective case or cover.
- **Braille** - A tactile system of embossed print invented in 1829 by blind Parisian Louis Braille in which the letters of the alphabet are represented by combinations of six raised dots arranged in columns three dots high and two dots wide to enable visually impaired persons to read by touch.
- **CD-ROM (Compact Disc Read-Only Memory)** - A small plastic optical disk similar to an audio compact disc, measuring 4.72 inches (12 centimeters) in diameter, used as a publishing medium and for storing information in digital format. Stamped by the producer on the metallic surface, the data encoded on a CD-ROM can be searched and displayed on a computer screen but not changed or erased.
- **Catalogs** - A comprehensive list of the books, periodicals, maps and other materials in a given collection, arranged in systematic order to facilitate retrieval (usually alphabetically by author, title, and/or subject. In most modern libraries, the card catalog has been converted to machine-readable bibliographic records and is available online.
- **Collate** - To determine, usually by close examination of signatures, leaves, illustrations, and other characteristics, if a copy of a book is complete and perfect, or to compare it with descriptions of ideal copies found in bibliographies for the same purpose. Also, to compare two printed works page by page and line by line, to establish whether they are identical copies or variants of the same text.



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- **Collection Development** - The process of planning and building a useful and balanced library materials over a period of years, based on an ongoing assessment of the information needs of the library's clientele, analysis of usage statistics, and demographic projections, normally constrained by budgetary limitations.
- **Continuing resource** - Is a publication in any physical or electronic format that is intended to be issued with no set ending, and generally carries numbering, dates, or both. Serials and integrating resources are types of continuing resources.
- **Copyright** - The exclusive legal rights granted by a government to an author, editor, compiler, composer, playwright, publisher, or distributor to publish, produce, sell, or distribute copies of a literary, musical, dramatic, artistic, or other work, within certain limitations (fair use and first sale). Copyright law also governs the right to prepare derivative works, reproduce a work or portions of it, and display or perform a work in public.
- **Donation** - A voluntary deposit of records by a person or organization in which both legal title and physical custody are formally transferred by the donor to the institution maintaining the archives. In libraries, the term is used synonymously with gift.
- **E-book/ electronic book** - A digital version of a traditional print book designed to be read on a personal computer or e-book reader.
- **Electronic resource/e-resource** - Material consisting of data and/or computer program(s) encoded for reading and manipulation by a computer, by the use of a peripheral device directly connected to the computer, such as a CD-ROM drive, or remotely via a network, such as the Internet. Electronic resources not publicly available free of charge usually require licensing and authentication.
- **Evaluation** - Continuous review of library materials, as a means of maintaining an active library collection of current interest to users.
- **Exchange** - An arrangement in which a library sends items it owns to another library and receives in return items owned by the other library, or sends duplicate copies to another library and receives duplicate materials in return. Also refers to any publication given or received in this manner. Compare with gift.
- **Filipiniana Materials** - Book and non-book materials about the Philippines, in whole or in part, produced in or outside the Philippines, by Filipino or non-Filipinos in any of the Philippine language or dialects or in a foreign language.



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- **Gift** - One or more books or other items donated to a library, usually by an individual but sometimes by a group, organization, estate, or other library.
- **Government Documents** - Publication issued at government expense or published by authority of a governmental body. Publication in book, serial or non-book form bearing an imprint of a government, whether federal, state, local, or foreign and of inter-governmental organizational such as UNESCO etc.
- **Large Prints** - Books for partially sighted readers, printed in a clear, large print typeface.
- **Legal Deposits** - Legal deposit as a statutory obligation requires publishers, distributors and, in some countries, printers to freely provide copies of their publications to the national collection. In many countries this scope is being extended to include electronic resources together with other forms of non-print media. (IFLA)
- **Manual** – A book of compact size, especially one describing in considerable detail the government of a state or the structure and functions of a government agency.
- **Mechanical Processing** – In library, is the ongoing maintenance activities of a library's collection, including collating, stamping, barcoding and the placing of the accession register.
- **Multimedia** - A combination of two or more digital media (text, graphics, audio, animation, video, etc.) used in a computer application or data file, such as an online encyclopedia, computer game, or Web site (example: A 2 Z 4 Birders Online Guide). Multimedia applications are often interactive.
- **Non-book Material** - Library materials that do not come within the definition of a books, periodical or pamphlet which require special handling e.g. audio-visual materials, and vertical file materials microfilms or computer software.
- **Purchase Order (PO)** – In acquisitions, the official record of an order placed by a library, authorizing a publisher, jobber, dealer, or vendor to deliver materials or services at a set price. A PO becomes a contract once it is accepted by the seller. Most purchase orders include order number, name and address of ordering agency, description and quantity of items ordered, price per item, discount or credit terms, fund to be charged, time for completion, shipping terms, and delivery address and instructions. Compare with invoice.
- **Rare Book** - Old scarce or difficult to find book since this are no longer in the book markets. These may include incunabula, sixteenth to eighteenth century



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imprints, first edition especially illustrated editions book the bindings, unique copies book of interest for their association (local, regional, subject, etc.).

- **Reference book** - A book designed by its arrangement and treatment to be consulted for definite items of information rather than to be read consecutively.
- **Selection** - The process of deciding which materials should be added to a library collection. Selection decisions are usually made on the basis of reviews and standard collection development tools by librarians designated as selectors in specific subject areas, based on their interests and fields of specialization.
- **Selection Aids/Tools** - Materials that may be used to help and guide librarians in selecting and acquiring library materials for their libraries. (Working definition).
- **Serial-** A publication in any medium issued under the same title in a succession of discrete parts, usually numbered or dated and appearing at regular or irregular intervals with no predetermined conclusion.
- **Special Collections** - Collection of books connected with local history celebrities, industries, etc. or on a certain subject or period or gathered for some particular reason which is general in character.
- **Stamping** - The process of impressing mark of ownership on the cover of a book in ink.
- **Subscription** - The right to receive a newspaper or periodical for a designated period of time (or prescribed number of successive issues), upon payment of a subscription fee payable in advance to the publisher or subscription agent.
- **Talking Books** - A book read aloud and recorded on audiotape or compact disc (CD), usually by a professional actor or reader or by the author. Originally, books were produced on tape for the visually impaired, but the market for audible has expanded to include persons who are illiterate or dyslexic, and others who would rather listen than read. Synonymous with audio book.
- **Vendor** - In a more general sense, any individual, company, or agency, other than a publisher, that provides products and/or services to a library or library system for a fee. A distinction is normally made between book vendors (booksellers, dealers, jobbers, etc.) and serials vendors (subscription agents, continuation dealers, etc.).



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IV. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

The purpose of this Collection Development Policy is to guide the Collection Development Division (CDD) staff in the selection, acquisition and maintenance of library materials and to serve as a plan for the overall development of the collection. The library's acquisition policies are based on the NLP's quality policy to provide and deliver efficient services to the Relevant Interested Parties (RIP's) for national growth and development. Moreover, it clarifies the purpose and procedures of identifying and handling the selection of materials to be added to the collections, whether by purchase, donations, gifts and exchange, copyright and legal deposits.

The main reasons for preparing Collection Development Policy Manual are as follows:

- It serves as a guideline in the selection, acquisition and processing of library materials.
- It acts as a planning, implementation and management tool for developing collection that supports the NLP's mission.
- It serves as reference for internal communication and training
- It establishes parameters and priorities, guiding staff in developing budget and allocating resources.

A. SELECTION TOOLS

Below are the selection tools used by the CDD acquisition librarians as reference in the selection of library materials. These frequently issued aids are usually evaluative and are used to keep up on forthcoming and currently issued resources.

1. Book reviews
2. Recommended lists from Bookstore



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3. Publisher's Catalogs
4. Copyright and Fair Use
5. Vendors / Product Demos
6. Surveys / Reader's Suggestions
7. Book Fairs
8. Book Launching
9. Recommended collection lists
10. Online catalogs
11. List of copyrighted materials
12. News Bulletin

B. COLLECTION DEVELOPMENT PRINCIPLES

1. Responsibility for the Selection

The CDD Chief, in consultation with the Book Selection Committee and the NLP Top Management are responsible for the review and selection of materials for purchase. The Librarian in charge of the selection and acquisition process will abide by the criteria stated in this manual. The CDD Chief Librarian welcomes suggestions from the public through surveys and recommendations. Staff from the Reading Areas who are more familiar with the information needs of the library users are also consulted in the selection process.

2. Clients

The National Library of the Philippines provides collection access to the following client groups:

- a. College Students
- b. Post graduate students
- c. Authors
- d. Children and Young Adults
- e. National Government Agencies (NGAs)



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- f. Non-Government Organizations (NGOs)
- g. General Public

3. Scope of the collection

The NLP collection holds resources designed to support the learning, cultural, historical and research needs of the public. Resources are provided in a variety of formats including:

- a. Books and other hand-copy printed materials (fiction and non-fiction, general reference and trade books)
- b. Serials (i.e. journals, Periodicals or newspapers in both electronic or hard copy format)
- c. E-resources (i.e. e-books, e-journals and databases, electronic collections containing bibliographic citations and/or full-text items)
- d. Multimedia materials (including sound recordings, musical scores, movies, and documentaries in CDs/DVDs, audio books, computer software, microfilms, etc.);
- e. Realia (i.e. physical objects, such as models, maps, globes, cartographic materials, photos, etc.)
- f. Kits (Arts and crafts)
- g. Rare books and manuscripts
- h. Special Collections
- i. Ephemera

4. Information / Research Needs Assessment

Determining and analyzing the information and research needs of the public are the integral parts of the collection building process. To uphold the NLP's objective in providing quality customer service, the NLP collection reflects the large, diverse and dynamic community it serves. To keep pace with the changing information needs of the public, it is necessary to determine the



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strengths of the NLP collection and identify those areas of lesser collecting interest.

The information needs of the Relevant Interested Parties (RIPs) can be gauged through the following methods:

- a. Information Needs Surveys (through questionnaires, social media, e-mails, etc.)
- b. Recommendations from the staff of NLP Reading Areas
- c. Usage Statistics
- d. Focus Group Discussions (FGD)

C. GENERAL CRITERIA FOR SELECTION

The following criteria shall be taken into consideration when selecting and acquiring library materials of any format:

1. Relevance of content
 - a. Quality of content
 - b. Comprehensiveness
 - c. Enduring value
 - d. Integrity
 - e. Purpose
2. Suitability for the defined client group
3. Demand or usage
4. Current and anticipated needs and interests of the public
5. Format
6. Availability or resources
7. Cost
8. Language



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9. Relation to the existing collection
10. Significance of the author/creator or publisher
11. Literary merit
12. Support of the library programs and initiatives
13. Timeliness and longevity of the materials
14. Space and budgetary limits
15. Patron requests for materials
16. The collection objectives of the library as reflected in this policy.
17. Historical significance, interest or value

**D. SPECIFIC CRITERIA FOR SELECTION AND ACQUISITION OF LIBRARY
MATERIALS**

1. FILIPINIANA COLLECTION

a. General Book Collection

General Book Section includes books published or printed from 1946 to present. It offers wide selection of resources on various topics relating to the Philippines and to Filipinos in general.

The following are the criteria for selecting General Book Collection:

- i. Purchase must be done on all Filipiniana titles for General Book Collection like those on:
 - Philippines and its People (including biographies, autobiographies, Reminiscences, personal narratives)
 - Materials that deal with national and social development of the Filipinos
 - Philippine history, including local history



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- Travel books and guidebooks
 - All other materials treating Philippine subject (literature and arts, social Sciences, languages, religion, politics etc.)
 - All materials written and published by foreign and local authors that deals about the Philippines in whatever language they may be written and place they may have been printed.
 - All publications of Philippine-based Asian Organizations will be considered as Filipiniana Collection (e.g. IRRI, ADB, SEAFDEC, SEAMEO, etc.)
 - A maximum of five (5) copies must be acquired.
- ii. Textbooks, which are the sole responsibility of the schools shall be purchased when requested by librarians and researchers on a case to case basis.

b. Rare Books and Manuscripts Collection

Rare books are generally characterized by their artifactual or monetary value, physical format, uniqueness or rarity, and are irreplaceable.

The following are the criteria for Rare book selection:

- i. All books about the Philippines, printed from 1595 – 1945;
- ii. All books belonging to the Tabacalera Collection;
- iii. Notable specimens of bookmarking, illustrations and binding;
- iv. All Filipiniana collection treats on materials which are out of print but of great historical and literary value.

c. Presidential Papers Collection

All documents known as the Presidential papers from General Emilio Aguinaldo to President Rodrigo Roa Duterte, which:

- i. Offers the richest and the most valuable primary sources



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materials on the Philippine and domestic affairs.

- ii. Contains highly confidential and historical materials necessary in the analysis of Philippine-American relation.
- iii. Consists of original letters, proclamation orders, decrees, telegrams, diaries, printed matters, etc.

d. Heritage Collection

Library materials to be added to Heritage Collection are acquired through Purchase, Donations, Copyright Deposit and Legal Deposit. Filipiniana Division maintains these copies of Filipiniana collections for preservation purposes.

The following are the criteria for Heritage Collection:

- i. Purchase must be done on all Filipiniana titles for General Book Collection like those on:
 - Philippines and its culture Filipinos (including biographies, autobiographies, Reminiscences, personal narratives)
 - Philippine history, including local history
 - Travel books and guidebooks
 - All other materials treating Philippine subject (literature, social Sciences, languages, etc.)
 - Philippine government and its Agencies' publications
- ii. Textbooks, which are the sole responsibility of the schools shall be purchased on a case to case basis.

e. Special Collection

- i. All kinds of maps which directly or indirectly relates to the Philippines.
- ii. All photographs treating Philippine subjects.



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- iii. Collection of individual persons, consisting of books, pamphlets, newspaper clippings, photographs, etc.
- iv. Experts on the subject covered by the collection usually assist the committee
- v. The committee together with the subject expert conduct and ocular inspection of the materials for purchase.
- vi. Based on the recommendation of the subject expert and on the final report of the Committee, the Director decides on the matter.
- vii. Procedures stated in the acquisition of Filipiniana materials are followed.

f. Local Serials Collection

Local serials and other continuing resources are obtained through purchase, legal deposit, copyright and donation.

NLP subscribes as much as possible two (2) copies of all locally published serials, magazines and journals.

The procedures for the subscription to local serials are as follows:

- i. Subscription to periodicals whether Filipiniana or foreign shall be evaluated and updated regularly.
- ii. CDD shall explore from time to time the birth of new publications or new periodicals to serve the current need of library users.
- iii. Acquisition of maiden issues shall be a must.
- iv. Periodicals with special articles/issues shall be acquired.
- v. Subscription to periodicals in other formats shall be considered.
- vi. Periodicals of local and practical interests, trade and technical journals shall be considered.
- vii. Bidding of the subscriptions to local serials for the succeeding calendar year is done on the fourth quarter of the current year to avoid delays in placing orders and deliveries of subscriptions. Subscription period starts from January and ends in December of every year.



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g. Theses, Dissertations and Undergraduate Theses Collection

As a depository, the NLP also receives at least one (1) copy of masteral theses, doctoral dissertations and undergraduate theses in printed and/or CD formats presented by colleges and universities offering graduates studies or programs

h. Government Publications Collection

- i. Government publications are obtained through purchase, legal deposit, copyright deposit and donation.
- ii. All publications published by the Philippine National Government Agencies (NGAs), Local Government Units (LGUs) and State Universities and Colleges (SUCs) (e.g. OP, NHCP, UP, MSU, etc.)
- iii. A maximum of five (5) copies of government publication must be acquired.

i. . Multimedia Materials

Composed of audio, video and audiovisual resources such as: tapes, in beta, cassettes and VHS formats, optical discs, in CD, DVD and VCD formats, microforms, microfilms and microfiches.

The following are the criteria for selecting multimedia materials:

- i. Authority/accuracy in terms of content
- ii. Free of bias and stereotype
- iii. Represents differing viewpoints on controversial subjects
- iv. Current copyright date as appropriate to the subject
- v. Meet high standards of quality in:
 - Artistic quality and/or literary style
 - Authenticity
 - Educational significance
 - Factual content
 - Physical format
 - Presentation



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- Readability
- Technical Quality
- vi. Informational or recreational interests
- vii. Reputation and significance of the author, producer, editor, and/or publishers
- viii. Degree of potential use appealing
- ix. Quality and variety of format
- x. Appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.

2. REFERENCE COLLECTION

a. General Reference Collection

- i. Books selected shall be judged based on the reputation, significance and effectiveness of presentation of the authors/publishers.
- ii. Books selected shall be based on reliable information, up-to-date, accuracy, and significance of subject and appropriateness of materials.
- iii. Popular demand and value commensurate with cost and/or need must be considered in the selection of books.
- iv. Format implies that paper should be of good quality and binding must be firm.
- v. Examination of special features always includes the indexes, bibliographies and other helpful materials.
- vi. Language (English must be preferred) and publications in other language must have English translation.
- vii. One (1) copy must be acquired.

b. Asia and Oceania Collection

- i. Library materials published by the international organizations pertaining to the history and culture of Asia and Oceania, publications in English language must be preferred. The NLP will accept library materials in other languages provided with English translations.
- ii. Reference materials, travel books and guidebooks pertaining to Asia and Oceania.



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- iii. In the selection process, consider the educational significance, timeliness, permanence and importance of the library materials. Reputation of the authors, producer, or publishers must be considered
- iv. All publications of Asian Organizations based outside the Philippines (e.g. IRRI, ADB, SEAFDEC, SEAMEO, etc.)

c. Children's Library Collection

As stated in the UNESCO's Manifesto for Public Libraries, one of the public libraries' most significant roles is "to support and participate in activities and programs for the development of reading and writing skills within all age group". To comply with this policy, the NLP acquires children's collection in different formats to cultivate a culture of learning even at a young age.

Below are the criteria for selecting Children's library materials :

i. Types of materials

- Printed materials (Books, periodicals, comics, brochures, charts, maps, flash cards, Big books, joke and riddle books, Early reader books, picture concept books, etc. etc.)
- Multi-Media (CDs, DVDs, Cassettes)
- Educational toys and learning games (Board games, puppets, mascots, etc.)
- Computers and E-Resources
- Traditional literature like nursery rhymes, fairy tales, fables and folktales
- Arts and crafts

ii. Text content

- Promotion of positive values
- Cultural and social development
- Reader development
- Lifelong learning
- High quality
- Age appropriate
- Current and accurate



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iii. Target group

- Pre-school children (age below 4)
- Elementary/primary school children (age 5-10)
- Young Adult (age 11-16)
- Young people with reading, learning and developmental difficulties.
- Families

iv. Format (for books)

- Font size
- Illustration (colorful and visually appealing illustrations)
- High quality of printing
- Quality of writing
- Large prints

v. Language

- Filipino
- Philippine Regional Dialects
- English

d. UN Publication Collection

The National Library of the Philippines (NLP) is a depository library of publications issued/published by the United Nations. The NLP regularly receives books, monographs, non-books and serials from the different UN specialized organizations and agencies such as UNESCO, UNIDO, ILO, FAO, UNDP, UNESCWA and others.

e. Foreign Serials Collection

Foreign serials and other continuing resources are obtained through donations and exchange. Subscription to printed foreign serials was stopped since the online subscription to electronic foreign serials started given the budgetary realities and the continuing high rate of inflation in printed serial subscription costs and to avoid redundancy in the acquisition of foreign serials and other continuing resources.

f. Library for the Blind Collection

Library for the Blind collection includes Braille and talking books, audio materials for people with temporary or permanent low vision,



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blindness, or a physical disability that prevents them from reading or holding the printed page. The following are the criteria that should be considered when selecting and acquiring library materials for the visually impaired:

i. **Braille and Large Print Materials**

- Acquires Braille and large print materials to support the basic vocational information and recreational reading needs of the blind/visually impaired
- Users input on materials, etc. that would support their independent study or learning needs.

ii. **Audio Records**

- Meet educational, informational, recreational, vocational and self-developmental needs of the blind/visually impaired.
- Recordings bear correct pronunciation, modulated voice and presentation.
- Recorded master copies suitable for copying on Request.

iii. **Audio Books / eAudio Books**

Audio books should be selected using the criteria for Filipiniana and Foreign materials (Fiction and Non-Fiction) and mindful of the needs and general interests of the clientele, especially the PWDs. Audio books will be acquired generally by purchase from reputable suppliers and publishers of audio book materials.

3. ELECTRONIC RESOURCES COLLECTION

Foreign e-books, audiobooks, and databases are subject to the same general selection criteria and procurement as other library materials. The following guidelines in selecting e-resources are also adapted from the International Federation of Librarians and Associations (IFLA).

a. **Technical feasibility - including, but not limited to:**

- i. Availability, e.g., remote access, stand-alone access.



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- ii. Authentication, e.g., IP [Internet Protocol] filtering or login password.
 - iii. Hardware and software compatibility and capability.
 - iv. Storage and maintenance, e.g., remote hosting v. local hosting.
 - v. Platforms which facilitate access to e-resources.
- b. Functionality and reliability – including but not limited to:**
- i. Search and retrieval functionality, e.g., truncation, browsing, search history, transliteration
 - ii. Exporting and downloading, e.g., printing, e-mail, downloading to a machine, and downloading to an electronic device
 - iii. Sorting and ranking abilities for database results. For example: author, title, date, relevancy, facets, etc.
 - iv. Interface, e.g., system intuitiveness, navigation, help and tutorials.
 - v. Integration.
 - vi. Reliability and availability, e.g., response times, 24/7 access.
- c. Vendor support – including but not limited to:**
- i. User training and support.
 - ii. Trials and product demonstrations.
 - iii. Technical support and system notification process.
 - iv. Statistical reporting.
 - v. Customization, e.g., branding.
 - vi. Provision of bibliographic data, e.g., MARC records.
 - vii. Data security and archiving policies.
- d. Supply – including but not limited to:**
- i. Purchase model, e.g., purchase, subscribe, pay per view, rental.
 - ii. pricing models, e.g., selective v. big deal.
 - iii. Access options, i.e. single user, multiple users.
 - iv. Archiving and post termination rights.
 - v. Maintenance fees.
 - vi. Cancellation rights.
- e. Licensing – including but not limited to:**
- i. Model/Standard license.
 - ii. Governing laws.
 - iii. Liability for unauthorized use.
 - iv. Definition of authorized users.



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- v. Definition of authorized sites.
- vi. Fair Dealing (or "Fair Use") Provision.
- vii. Termination.
- viii. Refunds.
- ix. Period of agreement.
- x. Compliance with the governing laws of the library's or consortium's legal jurisdiction (province, state, country).
- xi. Language of the license.

4. MATERIALS FOR PUBLIC LIBRARIES

The Collection Development Division (CDD) acquires books and other library resources to conform to the NLPs mandate to increase the level of literacy among Filipino people. The CDD Chief, in consultation with the Public Libraries Division (PLD) staff in charge of the book allocation and Technical Working Group (TWG) select books and other library materials in all formats to augment the information needs of the reading public.

The following are the criteria for selecting library materials for the NLP affiliated public libraries:

- a. The appropriateness of the materials in relation to the interests and needs of the library users and the community as a whole.
- b. The value of the materials for educational, informational, cultural and recreational purposes.
- c. Timeliness or permanence of use.
- d. Availability of funds and space.
- e. Popular demands and current interests.
- f. Quality of writing and/or visual arts.
- g. Reputation, skills, competence and purpose of the originator of the work.
- h. Price.

E. MODE OF ACQUISITION

1. PURCHASE

Books and other library materials are purchased or acquired through the following budget allotment class categories:



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- a. **Maintenance and other Operating Expenses (MOOE)** – Books and other library materials less than Php15,000 per volume and printed subscriptions.
- b. **Capital Outlays (CO)** – For purchase of books amounting to Php15,000 or more per volume.

Acquisition of books and other library materials shall be governed by Republic Act 9184 and its 2016 Revised Implementing Rules and Regulations. The following methods of procurement are being implemented by NLP:

- a. Competitive or Public Bidding shall be conducted in accordance with Government Procurement Reform Act (RA 9184)
- b. Other alternative methods of procurement are as follows:
 - i. **Small value** - Canvassing of library materials by CDD shall be conducted in bookstores and from dealers, publishers, authors, and creators.
 - ii. **Repeat Order** – a method of Procurement that involves a direct Procurement of Goods from the previous winning bidder, whenever there is a need to replenish Goods procured under a contract previously awarded through Competitive Bidding.
 - iii. **Direct contracting, otherwise known as Single Source Procurement** – a method of Procurement that does not require elaborate bidding documents because the supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale, which offer maybe accepted immediately or after negotiations.
 - iv. **Shopping** - Cash Advance can also be used as another mode of procurement for newly published library materials.
 - v. **Negotiated Procurement** – a method of procurement whereby the procuring entity directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant. It is applied after two (2) failed public bidding.
 - vi. Cash advance can also be used as another mode of procurement for newly published Filipiniana materials
 - vii. The CDD Chief evaluates, selects and acquires books through cash advance. A petty cash fund of Php30,000 is being issued to



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CDD Chief upon request. Newly published books are obtained through book offers by the dealers, book launching and book fairs. (Please refer to COA Circular No. 92-002 for the complete guidelines on petty cash expenses)

NUMBER OF COPIES/VOLUMES TO BE PURCHASED

a. Books

i. Filipiniana Division

- For Filipiniana General Book Collection
 - 5 copies/volumes per title - maximum
 - 3 copies/volumes per title - Minimum
- For GAD Collection
 - 2 copies/volumes per title - maximum
- For Heritage Collection
 - 2 copies/volumes per title - maximum
 - 1 copy/volume per title - minimum

ii. Reference Division

- For General Reference Collection
 - 2 copies/volumes per title - maximum
 - 1 copy/volume per title - minimum
- For Asia and Oceania Section
 - 2 copies/volumes per title - maximum
 - 1 copy/volume per title - minimum
- For Children's Library
 - Foreign Children's Books
 - 2 copies/volumes per title - maximum
 - 1 copy/volume per title - minimum
 - Filipiniana Children's Books



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- 3 copies/volumes per title - maximum
- 1 copy/volume per title - minimum

iii. 3. Public Libraries Division

- Books
 - 15 copies/volumes per title - maximum
- GAD Collection
 - 20 copies/volumes per title - maximum

iv. For Exchange Purposes

- No. of titles - Depending upon the budget
- 30 copies/volumes per title - maximum

b. NON-BOOK MATERIALS

i. For Multimedia Collection

- 2 copies/volumes per title - maximum
- 1 copy/volume per title - minimum

ii. For Library for the Blind Collection

- 2 copies/volumes per title - maximum
- 1 copy/volume per title - minimum

iii. For Public Libraries Division

- 15 copies/volumes per title - maximum

iv. For Bohol Congressional Library, Sentro ng Karunungan Library & Batanes Provincial Library

- 2 copies/volumes per title - maximum
- 1 copy/volume per title - minimum

c. LOCAL PERIODICALS SUBSCRIPTION

i. For the NLP Collection

- Newspaper
 - 9 copies/volumes per title - maximum
 - 2 copies/volumes per title - minimum
- Serials
 - 3 copies/volumes per title - maximum
 - 2 copies/volumes per title - minimum



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ii. For Bohol Congressional Library, Sentro ng Karunungan Library & Batanes Provincial Library

- Newspapers
 - 2 copies/volumes per title - maximum
 - 1 copy/volume per title - minimum
- Foreign Serials
 - 1 copy/volume per title - maximum

2. GIFTS AND DONATIONS

The NLP accepts books and other library materials that were deemed beneficial to its library clientele. Donated book and non-book materials helped to strengthen and augment the NLPs existing collection through the years. However, these materials should be evaluated based on the merits in relation to the needs and demands of the users. Decisions regarding the acceptance or refusal of gifts and donations are the responsibility of the CDD staff in charge using the following guidelines:

a. NATURE OF GIFTS

A gift is defined as library materials offered by a person, corporation, or agency which the library may choose to accept or reject. The librarian in charge should determine the type of materials to be accepted that are suitable to the Library's collection.

i. Types of Library Materials to be accepted

- Book written by Filipino and non-Filipino authors published in the Philippines or abroad and with reference value should be considered in the Collection provided that no duplicate copies already exists in the collection.
- Books and other library materials with research value and appropriate to the collection are accepted.



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- Foreign books should be current or possibly copyrighted within the last 5-10 years in the field of Medicine, Business, Technology, Health Sciences, Engineering, etc. These should be in good condition preferably hardcover and written in book paper
- Other materials should also be accepted: bestsellers, classics, general adult fiction and non-fiction, children's books (in very good condition), good quality paperbacks, as well as historical materials.
- Magazines and other continuing resources published within the last 3-5 years.
- Books with English/Filipino translations will be accepted.

ii. **Types of Materials Not to be Accepted**

Books with poor physical condition and duplicates are not accepted. Gift materials not added to the collection will be donated to other interested public libraries/institutions or dispose.

Hereunder are the categories of books with poor physical condition:

- Dirty
- Moldy
- Burnt
- Water damaged
- Damaged binding or pages
- Infested with termites
- Excessive writing, marking, or highlighting
- Outdated foreign books are not preferred.
- Textbooks, workbooks, laboratory manuals, old magazines and the like are not accepted as donation.
- Photocopies or loose-leaf publications.
- Conference programs that do not include the papers presented.



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b. VALUATION OF LIBRARY MATERIALS

i. Purchased Materials

Library materials acquired by purchase are recorded **at cost** that appears on the invoice. (Sec. 5, GAM 2016.)

ii. Deposits and Donated Materials

- **Deposits and donated or acquired at no or nominal cost but has a fixed selling price** - As prescribed by the Philippine COA and DBM rules, policies and procedures on recognition and measurement of gifts, donations and goods-in-kind, "On initial recognition, gifts and donations including goods in-kind are measured at their **fair value as at the date of acquisition**, which may be ascertained by reference to an active market, or by appraisal. An appraisal of the value of an asset, is normally undertaken by a member of the valuation profession who holds a recognized and relevant professional qualification. For many assets, the fair value will be readily ascertainable by reference to quoted prices in an active and liquid market (Par. 97, PPSAS 23).
- **Deposits and donated or acquired at no or nominal cost but has NO fixed selling price** - Sec. 11 (Non-exchange Transaction) of Government Accounting Manual (GAM) for National Government Agencies, 2016 states that for "PPE acquired through a non-exchange transaction, such as donation, presidential proclamation, taxes, transfers and grants, its cost shall be measured at its fair value as at the date of acquisition. However, this does not constitute revaluation. **If the fair value cannot be determined, the asset shall be recorded at a nominal value (the value that is stated on currency or face value) (Sec. 11, GAM 2016.)**



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The following are the proposed valuation for the donated materials without determined amount/price:

1. BOOKS (FILIPINIANA MATERIALS)

- | | | |
|------|---|--------------|
| i. | From 1950 – 1979 | PRICE |
| | •Soft bound | 20.00 |
| | •Hard bound | 30.00 |
| ii. | From 1980-1989 | |
| | •Soft bound | 30.00 |
| | •Hard bound | 50.00 |
| iii. | From 1990-1999 | |
| | •Soft bound | 50.00 |
| | •Hard bound | 75.00 |
| iv. | From 2000- present (fair market value) see table below: | |

Market Value	NLP Pricing
PhP 50.00	PhP 50.00
PhP 100.00	PhP 100.00
PhP 150.00	PhP 150.00
PhP 200.00	PhP 200.00
and so on..	

2. THESES

- | | | |
|-----|---------------------------|--------------|
| i. | From 1950 – 2009 | PRICE |
| | • Hard bound | 100.00 |
| ii. | From 2010- present | |
| | • Hard bound | 150.00 |

3. DISSERTATIONS

- | | | |
|-----|---------------------------|--------------|
| i. | From 1950 – 2009 | PRICE |
| | •Hard bound | 150.00 |
| ii. | From 2010- present | |
| | • Hard bound | 200.00 |

4. UNDERGRADUATE/BABY THESIS

- | | | |
|----|-------------------------|--------------|
| i. | From 1990 – 2009 | PRICE |
| | • Hard bound | 50.00 |



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- ii. **From 2010- present**
 - Hard bound 100.00

5. THESES/DISSERTATIONS (CD FORMAT)

- i. **From 2000- present**
 - Theses 75.00
 - Dissertations 75.00

6. MULTIMEDIA MATERIALS

- i. **Below year 2000** 100.00
- ii. **From 2000- present** 150.00

7. SERIALS AND CONTINUING RESOURCES

i. Filipiniana and Government Publications

- From 1990-2000 20.00
- From 2001- 2010 25.00
- From 2011 -present 30.00
- Publications below 10 pages 10.00
(Leaflets, Pamphlets, brochures, newsletters, flyers)

ii. Reference/Asia and Oceania/United Nation Publications

- From 1990-2000 25.00
- From 2001-2010 30.00
- From 2011-present 35.00
- Publications below 10 pages 12.00
(Leaflets, Pamphlets, brochures, newsletters, flyers)

8. OTHER LIBRARY MATERIALS

- i. **Maps**
 - Small size 10.00
 - Wall map 20.00
- ii. **Charts**
 - Small size 30.00
 - Big size 50.00
- iii. **Globes** 50.00



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c. ORGANIZATION AND STORAGE

The NLP reserves the right to decide the conditions of display, housing and access to the materials.

3. EXCHANGE

Exchange of publication program is widely promoted by UNESCO and its member countries to provide universal availability of publications and exchange cultural ties among nations. Usually cultural treaties between the Philippine government and the government of the contracting state include exchange of publications program with their respective national libraries. Upon its own initiative, the NLP can also open exchange of publications program with other institutions.

The procedure includes the following:

- a. Determine the institution, which has something to offer that is of value to particular unit of the delivery.
- b. Communicate with the institution chosen with which the NLP wants to exchange publications, explaining its special fields of interests and stating the items the library can offer.
- c. If both parties mutually agreed and accede to each conditions which may be imposed, the exchange arrangement is considered valid.
- d. There shall be a regular evaluation of exchange partners to ensure that the program has been implemented properly and effectively.
- e. The NLP shall also consider the needs and interests of exchange partners when acquiring materials for exchange.
- f. Library materials concerning the Philippines shall be purchased for exchange.
- g. The NLP shall accept materials written in English and other languages provided with English translations.
- h. The CDD staff in charge of the Exchange program explores prospective partners from time to time.
- i. The NLP shall develop more exchange partners from the ASEAN and the Pacific Rim to augment and enrich the collection of the Asia and Oceania Section.

4. LEGAL DEPOSITS

Presidential Decree No. 812 (Legal Deposit Decree) requires the deposit of at least two (2) copies of each work published in the country. The author or publisher at no cost shall deliver the same copies to the NLP within two (2) months of its publication.



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The types of materials which can be deposited are the following:

- a. Books – which includes all printed literary works
- b. Musical arrangements
- c. Catalogs
- d. Periodicals
- e. Government publications
- f. Prints
- g. Photographs
- h. Drawings and other graphic arts
- i. Map
- j. Plans, Charts;
- k. Tables
- l. All supplemental materials, whether in their original form or adaptations or reproduction of the same, which are made available for sale of free distribution to the general public, but shall not include legal documents, printed forms, trade circulars, timetables, and other commercial documents.

5. COPYRIGHT DEPOSITS

Under Philippine law, original intellectual creations in the literary and artistic domain are copyrightable. These include books, pamphlets, articles and other writings; periodicals and newspapers; lectures, sermons, addresses, dissertations prepared for oral delivery; letters; dramatic or dramatico-musical compositions; choreographic works or entertainment in dumb shows; musical compositions; drawing, painting, architecture, sculpture, engraving, lithography; models or designs for works of art; original ornamental designs or models for articles of manufacture; illustrations, maps, plans, sketches, charts and three-dimensional works relative to geography, topography, architecture or science; drawings or plastic works of a scientific or technical character; photographic works including works produced by a process analogous to photography; lantern slides; audiovisual works and cinematographic works and works produced by a process analogous to cinematography or any process for making audio-visual recordings; pictorial illustrations and advertisements and computer programs.

Authors are required to deposit two (2) copies of each copyrighted materials to the National Library of the Philippines under the provisions of the new Copyright Law (R.A. 8293).

To supplement the Filipiniana Collection of the NLP, the Copyright Section forwards one (1) copy of deposit to CDD for processing and for circulation purposes.



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F. MECHANICAL PREPARATION OF LIBRARY MATERIALS

a. FOR NLP LIBRARY MATERIALS

i. Book Materials

WORKFLOW

ACTIVITIES

Collating

Collating is done for purchased books. This process involves examining a book page by page to check if there are missing and damaged pages.

Stamping

Books are stamped with ownership mark on the following parts:

- a. Top, bottom and sides of the book
 - b. Title page
 - c. First page of the text
 - d. Secret pages (27 & 47)
 - e. End/last page of the text
- Legal Deposit mark and date of receipt are stamped in the upper right corner of the book cover and title page; and in the upper-center of the front page of newspapers/magazines.

Accessioning

Books added to the existing collection of the library are assigned specific and unique number

Accession number is stamped on the following parts of the book:

- a. Back (verso) of the title page also known as the copyright page
- b. First page of the text (center- left margin or center-bottom)
- c. Secret pages (27 & 47) (center- left margin or center-bottom)
- d. Last page of the text
- e. Inside back cover (upper right side)

Assigning of specific location symbols

- ao-** Asia and Oceania Purchase
- aod** – Asia and Oceania Donations
- as** – American Shelf



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btd– Baby theses Donations
cbr – China Book Room
ccp - China Corner Project
cl – Children’s Library Purchase
cl (cd) – Children’s Library CD Purchase
cl (tp) – Children’s Library Tape Purchase
cl(dvd) - Children’s Library DVD Purchase
cl d – Children’s Library Donation
cl d (fc) – Children’s Library Flash Cards Purchase
f - Filipiniana Purchase
fd - Filipiniana Donation
fdch– Filipiniana Charts Donation
fdmp – Filipiniana Maps Donation
fmp – Filipiniana Maps Purchase
ftd– Theses and Dissertations
ftd(cd)– Theses and Dissertations CD
gp – Government Publications Purchase
gpd – Government Publications Donations
isc – Iranian Studies Center
lbd- Library for the Blind Donation
m (cd) – Multi-media Purchase
md (cd) – Multi-media Donation
pl – Public Libraries Purchase
pld (cd) – Public Libraries CD Donations
pld (mp) – Public Libraries Maps Donations
plfd – Public Libraries Filipiniana Donations
pl-gad – Public Libraries Purchase for Gender and Development
plrd – Public Libraries Reference Donations
r - Reference Purchase
rd - Reference Donation



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Locally Funded Projects

bat – Batanes Provincial Library

bcl – 1st Congressional District Library of Bohol

cvm – Crispina Valdez Marcos Memorial Library and Museum

tcl – Sentro ng Karunungan Library

Barcoding

Barcode number is affixed to a book for identification, inventory, and circulation purposes.

For thick books, barcode number is placed on the upper part of the spine (1 inch from the top edge)
For thin books, barcode is placed on the upper left side of the front cover. But in the case of Filipiniana books, 2 barcodes with the same number are affixed on the upper part of the spine of the book and on the lower part of the back cover.

Affixing of security strips

Books are affixed with security strips to protect the entire library collection from unauthorized borrowing or access. Strips are placed on the left side of the text block or body of the book.

Searching titles in the NLP (KOHA) Database

Search titles in the NLP Database to avoid duplication of entries.

Create new record using CDD Template for new titles. For library materials with existing record, update/add bibliographic data.

Encoding in the NLP (KOHA) Database

All books, serials and other non-books materials are encoded and provided with bibliographic data through CDD template.

Deliver/Transmit to Catalog Division

After the accession register was generated from the ILS system (KOHA), books are delivered to Catalog Division for Technical Processing. Books are grouped into 25 vols. per set.

Three (3) copies of Accession Registers are printed. One copy is kept on file at CDD.



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2. Non-Book Materials

WORKFLOW

Checking/testing Non-Books Materials

Viewing/listening and examining audio-visual materials to determine defective or damaged materials

Maps, globes, etc. are examined physically to determine if there are defects/ damages in the production.

Stamping ownership mark / Accessioning

Audio-visual materials (CD-ROM, DVD, Blu-ray discs, etc.) – Accession numbers and ownership marks are placed on the CD casing and on the CD, itself.

Maps – Accession numbers and ownership marks are stamped at the top and bottom margins of the map.

Globes – Accession numbers and ownership marks are stamped/attached on the globe stand.

Barcoding

Audio-visual Materials (CD-ROM, DVD, Blu-ray discs, etc.) -Barcodes are placed on the CD casing and on the CD itself.

Maps – Barcodes are placed at the top and bottom margins of the map.

Globes – Barcode is affixed on the globe stand.

Searching titles in the NLP (KOHA) Database

Search titles in the NLP Database to avoid duplication of entries.

Create new record using CDD Template for new titles. For library materials with existing record, update/add bibliographic data.

Delivery/Transfer to PLD

A transmittal slip of books/library materials for turn-over to PLD is provided.

Books/library materials are delivered to PLD for after encoding in the KOHA-PNB database and for distribution to Public Libraries.

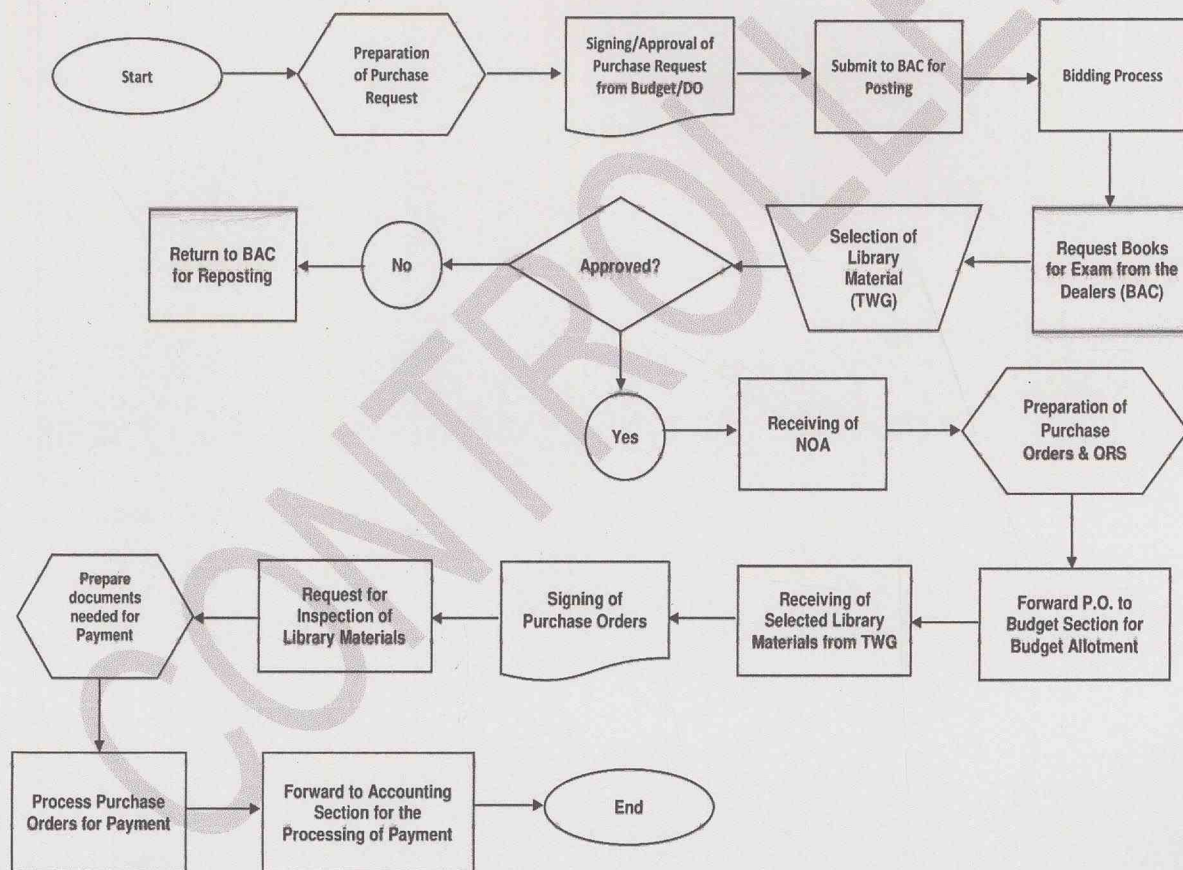


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V. PROCESSES/PROCEDURES

PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS THROUGH PURCHASE (PRINT BOOKS)





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**PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS
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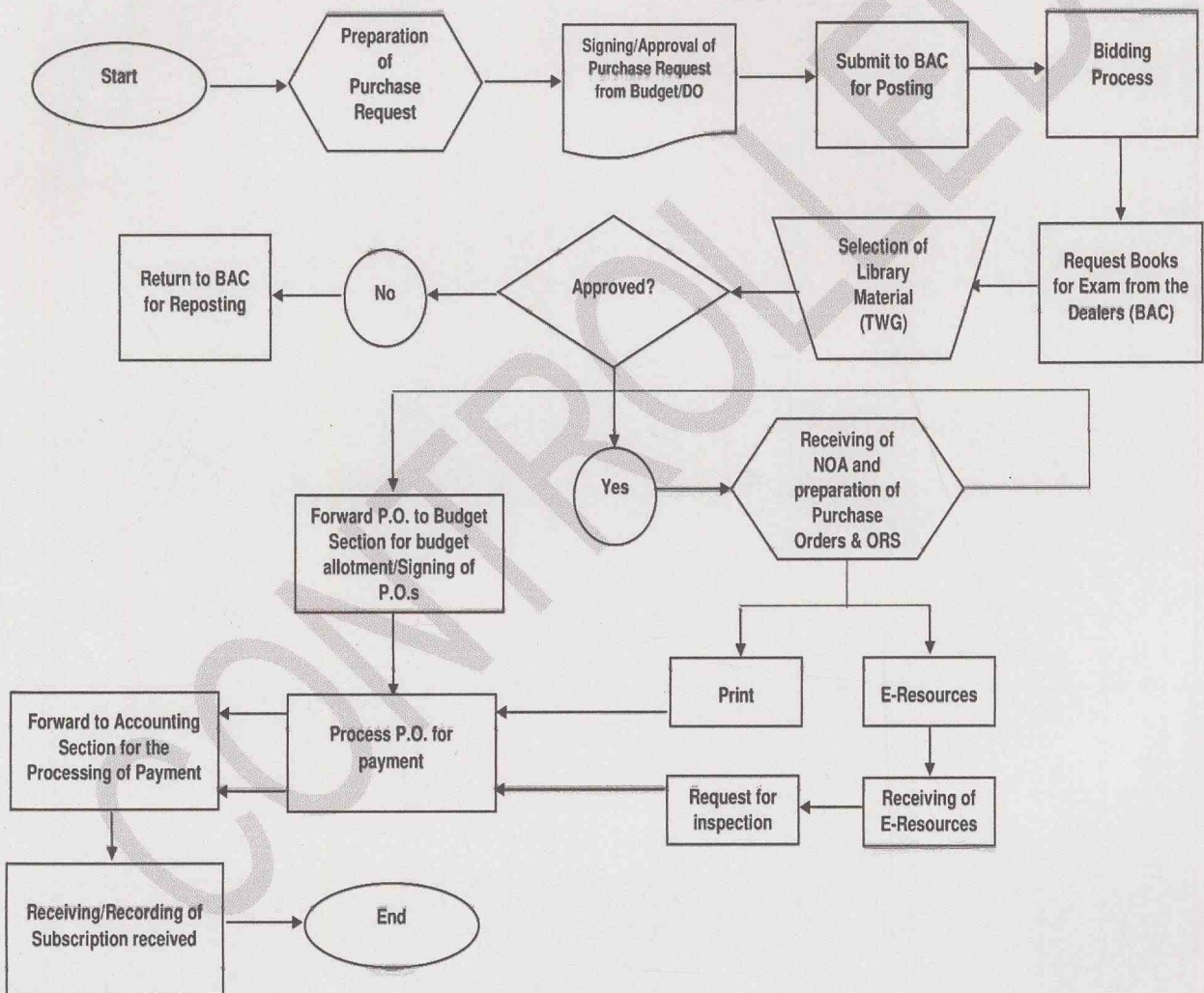
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Preparation of Purchase Requests	Maximum of 2 working days
2. Signing/approval of Purchase Requests by CDD Chief & Director	Within 5 working days
3. Submit Purchase Request to BAC for posting	After the approval of the Director
4. The Technical Working Group (TWG) will select library materials for purchase	Maximum of 5 working days
5. If not approved, Purchase Request will be forwarded again to BAC for re-posting	Maximum of 2 working days
6. If approved, BAC will furnish a copy of Notice of Award and other Bid documents to CDD	Maximum of 1 day
7. Preparation of Purchase Orders (PO's) and Obligation Requests and Status Report (ORS) for submission to Budget Section for budget allotment	Maximum of 1 day per P.O.
8. Purchase Requests will be signed by the dealers after being signed by the Director	Maximum of 5 working days
9. Preparation Requests for Inspection Report	Maximum of 1 hour
10. After the library materials were inspected, prepare/attach documents needed for payment, such as photocopies of Bid Documents and Disbursement Voucher.	Maximum of 1 hour
11. Forward Purchase Order to Accounting Section for the processing of payment	Maximum of 1 hour



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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS THROUGH SUBSCRIPTION (PRINT SERIALS AND E-RESOURCES)





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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS THROUGH SUBSCRIPTION (PRINT SERIALS AND E-RESOURCES)

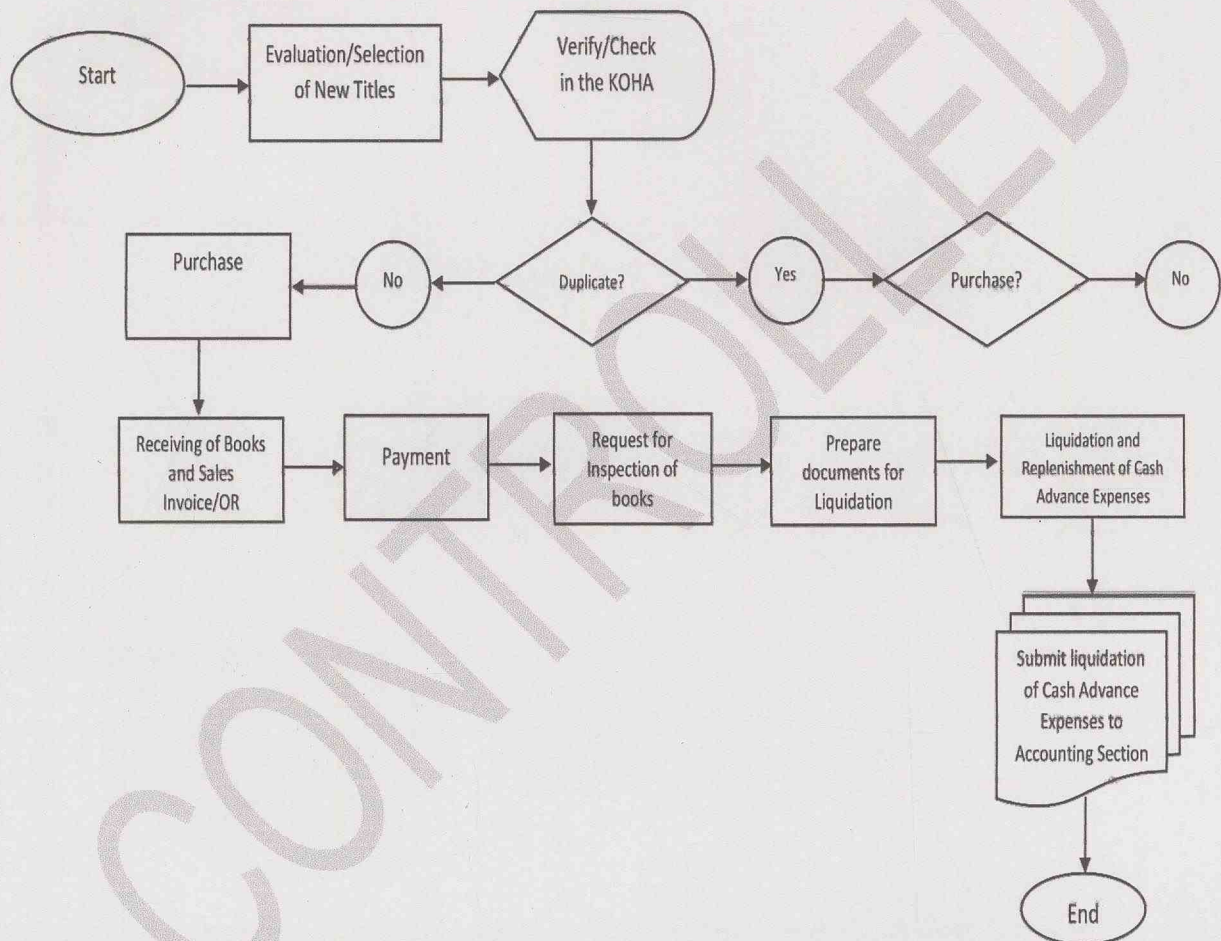
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Preparation of Purchase Requests	Maximum of 2 days per Purchase Request
2. Signing/approval of Purchase Request by CDD Chief/ Director	Within 5 working days
3. Submit Purchase Requests to BAC for posting	After the approval of the Director. The lead time for posting an invitation to apply for eligibility and to bid is 2 working calendar days starting on the date of advertisement
4. Request E-resources/database to Vendors for evaluation	Maximum of 5 days
5. The Technical Working Group (TWG) will select database/E-resources for purchase	Within 2 weeks
6. If not approved, Purchase Request will be forwarded again to BAC for re-posting	Within 7 working days
7. If approved, BAC will furnish a copy of Notice of Award and other Bid documents to CDD	Within a period not exceeding seven (7) calendar days from the determination and declaration by the BAC of the Lowest Calculated and Responsive Bid.
8. Forward Purchase Orders to Budget Section for Allotment	Maximum 2 working days upon completion of documentary requirements
9. Purchase orders will be signed by the dealers after being signed by the Director a. E-Resources <ul style="list-style-type: none"> • Receiving of E-resources from the Vendor • Preparation Request for Inspection Report • After E-resources were inspected, prepare/attach documents needed for payment, such as photocopies of bid documents and Disbursement Voucher • The Inspection Committee checks/inspects received e-Resources • Forward Purchase Order to Accounting Section for the processing of payment b. Print <ul style="list-style-type: none"> • Process Purchase Orders and forward to Accounting Section for Payment 	<p>Maximum of 1 week upon signing by the Director</p> <p>15 working days upon receipt or signing of the Director Maximum of 10 minutes Maximum of 2 working days</p> <p>Maximum of 2 weeks (1 database x 3000). Depends upon the internet connectivity Maximum of 1 day upon completion of required documents</p> <p>Maximum of 1 day upon completion of required documents</p>



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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS
THROUGH CASH ADVANCE





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**PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS
THROUGH CASH ADVANCE**

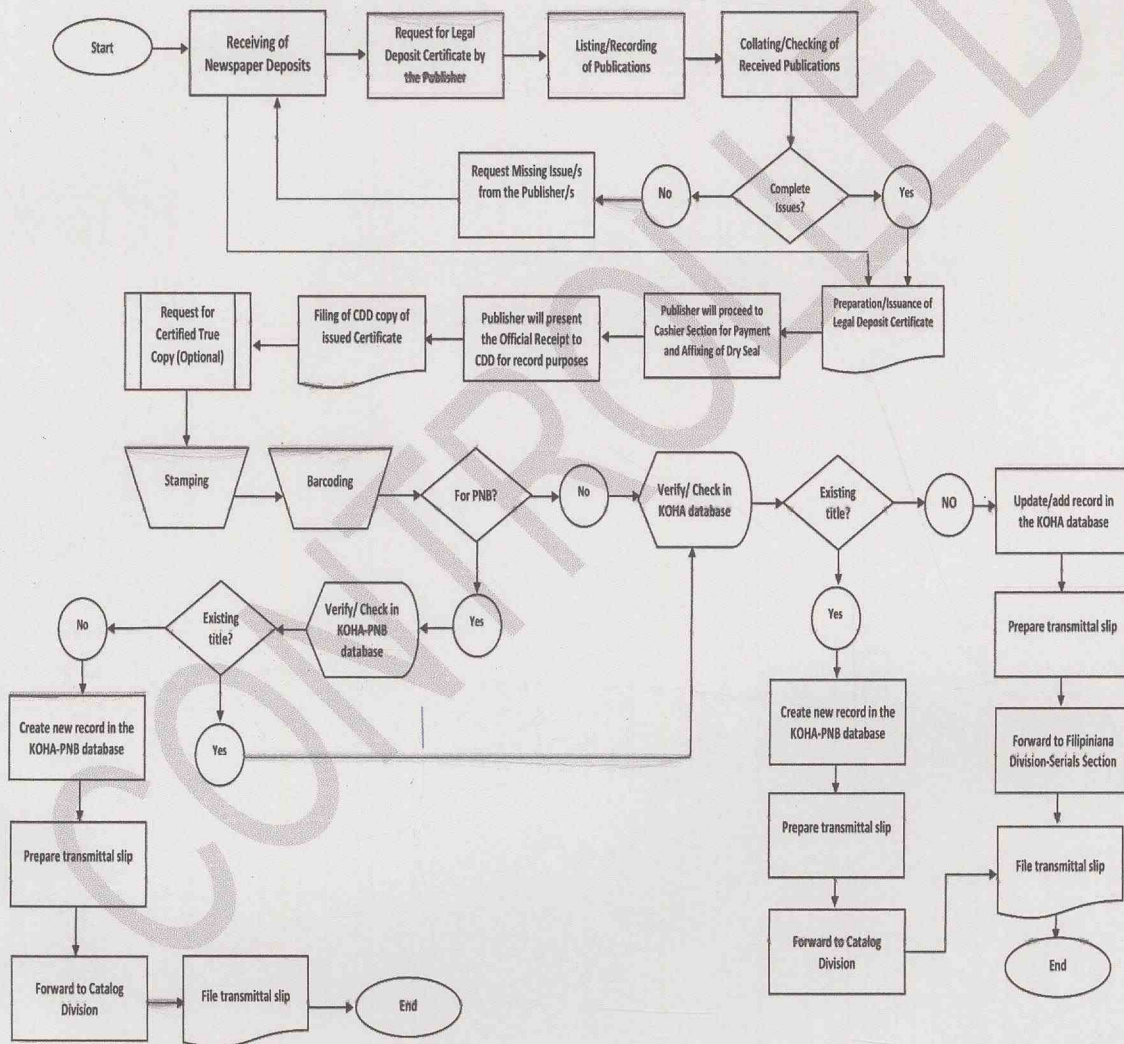
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. The CDD Chief selects and evaluates Filipiniana books for purchase through cash advance	Maximum 5 minutes per title
2. Books are searched in the Library System (KOHA) to avoid duplication of copies	Maximum of 5 minutes per title
3. As the designated petty cash custodian, the CDD Chief pays for the acquired library materials	After titles are selected
4. Request for inspection of books purchased to the Inspection Committee	Upon receipt of library materials
5. The CDD staff assigned in the processing of books acquired through cash advance prepares 4 copies of the following documents needed for inspection, processing and liquidation and replenishment of cash advance expenses: a. Inspection and Acceptance Report (4 copies) b. Petty Cash Voucher (4 copies) c. Requisition and Issue Slip (4 copies) d. Inventory Custodian Slip (4 copies) e. Summary of books purchased through cash advance (4 copies) f. Certificate of Emergency Purchase (4 copies) g. Petty Cash Register h. Report on Paid Petty Cash Vouchers i. Petty Cash Fund Record	Maximum of 4 weeks
6. Submit liquidation of cash expenses to Budget Section and Accounting Section for replenishment of petty cash fund. (2 copies)	Cash advance expenses must be liquidated within Twenty (20) days from accomplishment of the purpose
7. Furnish a copy of Cash Liquidation Report to Filipiniana Division	After the submission of liquidation/replenishment report to the accounting section
8. File receiving copy	After the submission of liquidation/replenishment report to the accounting section



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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS
THROUGH LEGAL DEPOSITS
(NEWSPAPER DEPOSITS – REGIONAL & NATIONAL NEWSPAPERS)





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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS THROUGH LEGAL DEPOSITS

(NEWSPAPER DEPOSITS – REGIONAL & NATIONAL NEWSPAPERS)

WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receive regional and national newspaper deposits from BSD, through mail, courier or personal delivery.	Maximum of 5 minutes
2. Publishers request Legal Deposits Certificate in pursuant to P.D. No. 812 known as Legal Deposit Law. A valid company ID and a formal written request with authorized signature are required.	Publisher will return after 3 days for the issuance of the certificate (for publication with 52 issues submitted)
3. Record received publications according to title, volume, issue number, year of publication, and number of copies.	Maximum of 3 minutes per title
4. Collate/check received publications to determine lacking or missing issues, blank or missing pages, and other typographical errors in the issue date and issue number.	Maximum 5 minutes per issue of tabloid with 8-12 pages Maximum of 9 minutes per issue of broadsheet with 46 pages/4 sections
5. Request lacking or missing issues and/or blank or missing pages from the publisher.	Call publisher: maximum of 15 minutes. Delivery of missing issues depends on the publisher's schedule
6. Prepare/Issue Certificate of Legal Deposits.	Maximum of 5 minutes
7. A valid ID and copy of the request letter received by the CDD must be presented. Upon receipt of certificate, the publisher will proceed to the Cashier Section for payment and affixing of dry seal.	Maximum of 5 minutes (depends on the payment line)
8. The publisher will present the Official Receipt from the Cashier Section to the CDD Staff in charge for record purposes.	Maximum of 3 minutes
9. File duplicate copy of issued Legal Deposits Certificate.	Maximum of 3 minutes
10. Request for Certified-true copy by the publisher. (Optional)	Maximum of 3 minutes
11. Stamp publications with Legal Deposit mark, date of receipt and affix barcode	Maximum of 5 minutes per issue
12. For 1 st issue/volume publications <ol style="list-style-type: none"> Search titles of publication in the KOHA-PNB database For new titles, create new bibliographic entries using CDD Template, encode bibliographic records to KOHA-PNB Database For existing titles in the PNB database, go to step number 13 	Maximum of 5 minutes per title Maximum of 15 minutes per title Maximum of 10 minutes per title
13. Publications for NLP Collection: <ol style="list-style-type: none"> Search titles of publication in the KOHA database For new titles, , create new bibliographic entries using CDD Template, encode bibliographic records in the Library System (KOHA). For existing titles in the Library System (KOHA), add or update record 	Maximum of 5 minutes per title Maximum of 15 minutes per title Maximum of 10 minutes per title
14. Prepare transmittal slip in duplicate copies and forward to Catalog Division or Filipiniana Division-Serials Section	Maximum of 1 hour per page (25 titles)
15. Publications for donation to Public Libraries will be forwarded to Librarian-In-Charge of the mechanical processing. The NLP will keep 2 copies per issue of publication. Exceeding copies will be donated to Public Libraries.	After the mechanical processing of library materials
16. File receiving copy of transmittal receipt.	Maximum of 3 minutes

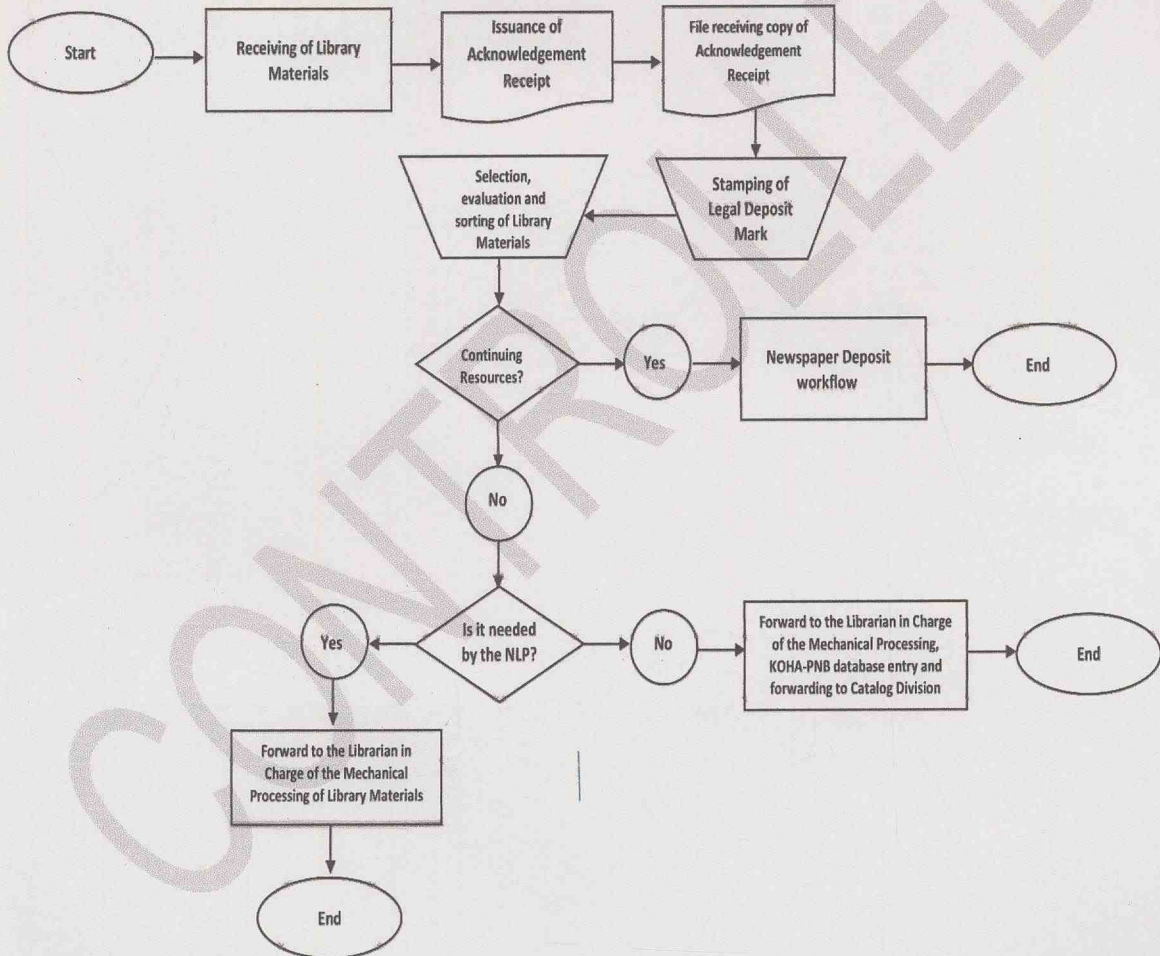


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**PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS
THROUGH LEGAL DEPOSITS**
(BOOKS AND OTHER MATERIALS FROM WALK-IN PUBLISHERS AND AUTHORS)





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THROUGH LEGAL DEPOSITS**

(BOOKS AND OTHER MATERIALS FROM WALK-IN PUBLISHERS AND AUTHORS)

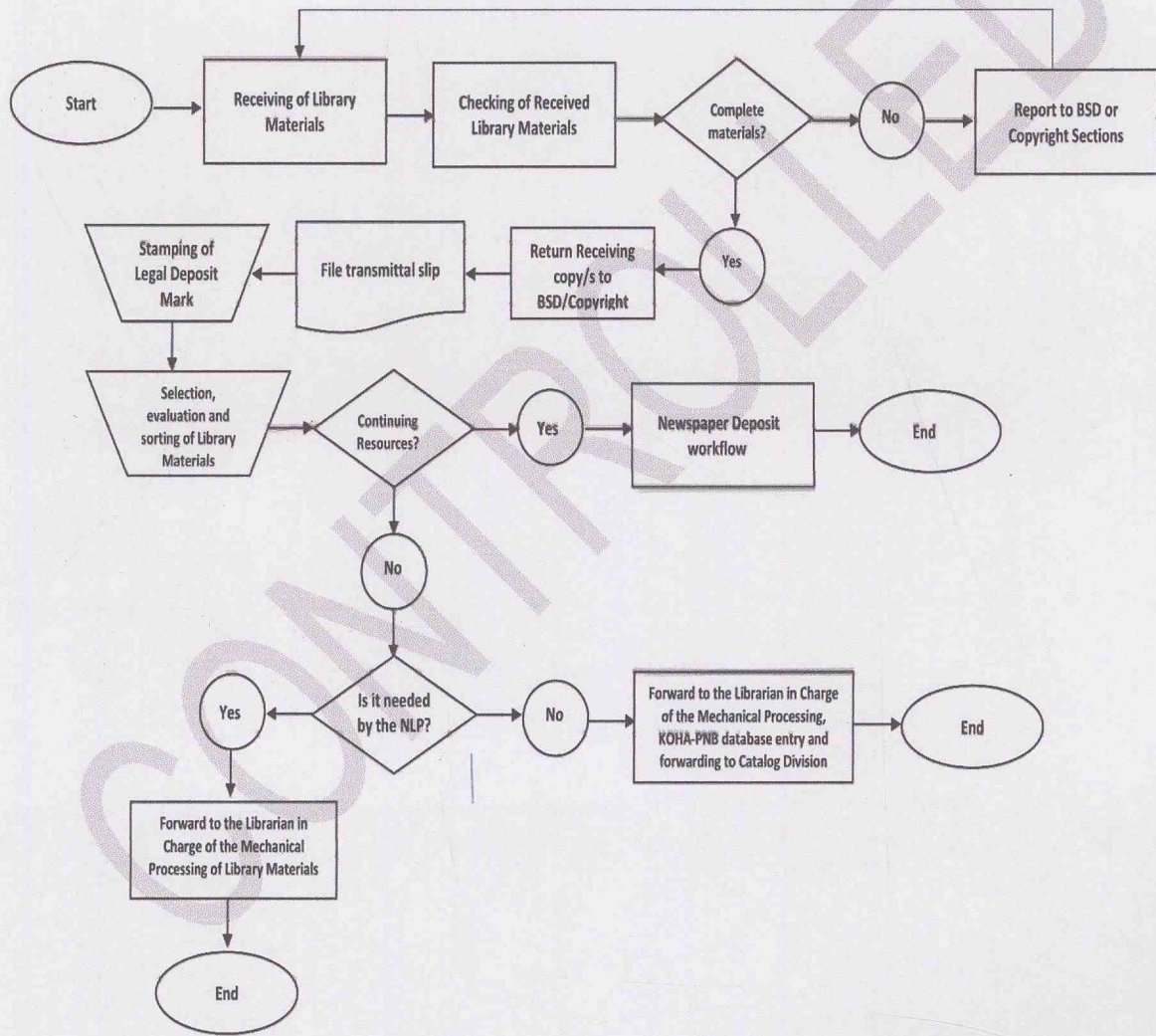
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receive library materials submitted by walk-in publishers and authors.	Maximum of 5 minutes
2. Prepare/Issue Acknowledgment Receipt.	Maximum of 5 minutes
3. File receiving copy of the issued Acknowledgment Receipt	Maximum of 3 minutes
4. Record/list received library materials.	Maximum of 3 minutes per title
5. Stamp library materials received with Legal Deposit Mark and date of receipt.	Maximum of 3 minutes per title
6. Select and evaluate library materials. Sort library materials according to type (e.g. books, serials, etc.) and determine to which division it should be forwarded.	Maximum of 5 minutes per title
7. For serials and other continuing resources, please see/follow Newspaper Deposits (Regional & National Newspapers) flowchart	Newspaper Deposits processing (see page 56-57)
8. For non-continuing resources, determine if the materials are needed by the NLP or to be donated to Public Libraries.	Maximum of 5 minutes per title
9. Books and other library materials for NLP Collection will be forwarded to the Librarian-In-Charge of the mechanical processing and technical processing.	After the mechanical processing of library materials
10. Books and other library materials determined not needed by the NLP such as textbooks and workbooks will be forwarded to the librarian-in-charge of the mechanical processing, KOHA-PNB database data entry and forwarding to the Catalog Division.	After the mechanical processing of library materials



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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS THROUGH LEGAL DEPOSITS
(BOOKS AND OTHER MATERIALS FROM BIBLIOGRAPHIC SERVICES DIVISION & COPYRIGHT DIVISION)





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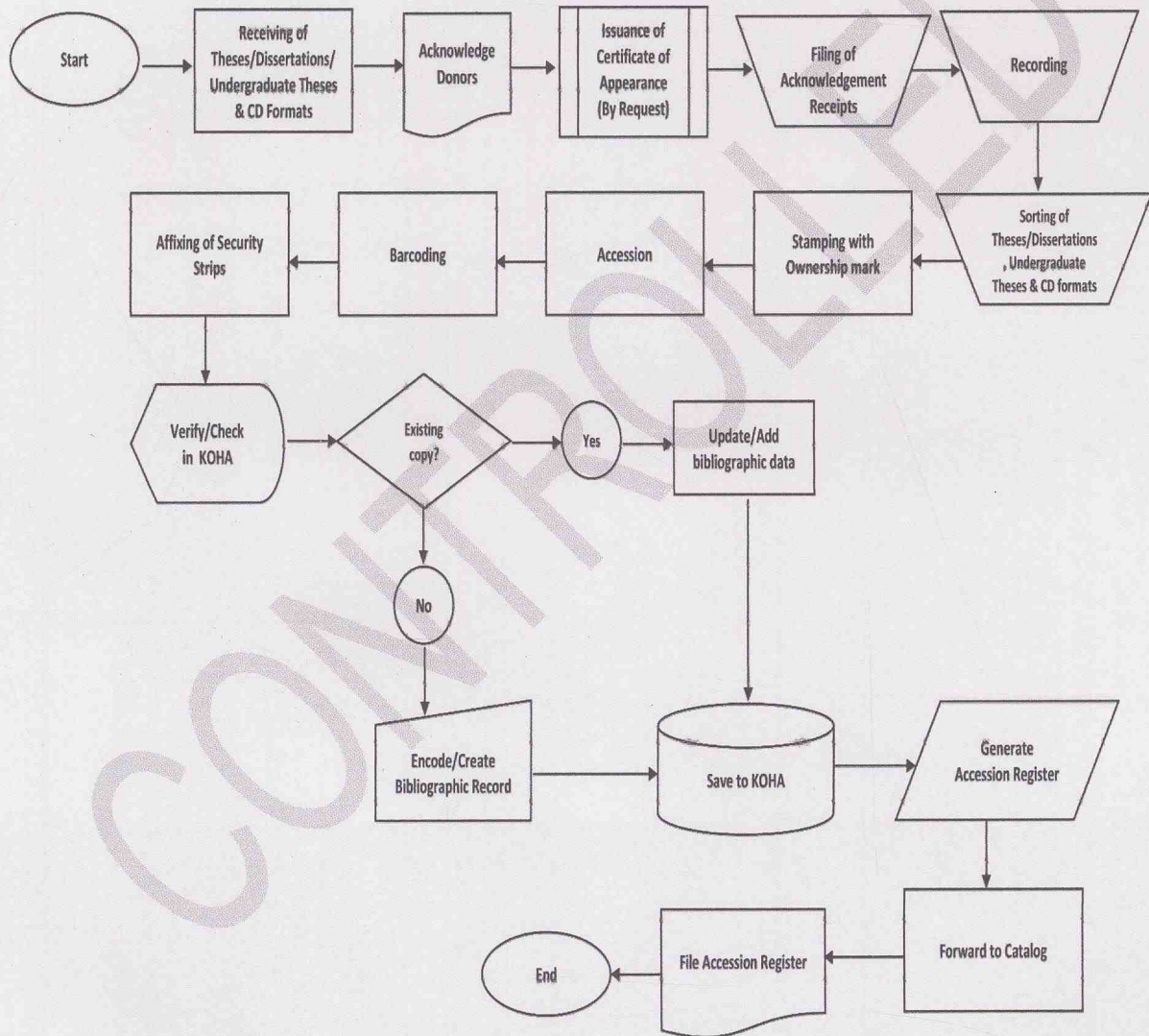
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receive library materials forwarded by the Bibliographic Services Division (BSD) and Copyright Section. Check materials received based on the transmittal slip provided by the BSD and RPD.	Maximum of 1 hour for 200 titles
2. In case of missing/lacking issues, inform BSD and Copyright Section.	Maximum of 5 minutes
3. Return transmittal slip of materials received to BSD.	Maximum of 5 minutes
4. File transmittal slip of the list of library materials received.	Maximum of 3 minutes per transmittal slip
5. Stamp library materials received with mark of ownership and date of receipt.	Maximum of 3 minutes per title
6. Select and evaluate library materials. Sort library according to type (e.g. books, serials, etc.) and determine to which division it should be forwarded.	Maximum of 5 minutes per title
7. For serials and other continuing resources, follow Newspaper Deposits (Regional & National Newspapers) flowchart	Newspaper Deposits processing (see pages 56-57)
8. For non-continuing resources, determine if the materials are needed by the NLP or to be donated to Public Libraries.	Maximum of 5 minutes per title
9. Books and other library materials for NLP Collection will be forwarded to the Librarian-In-Charge of the mechanical processing and technical processing.	After the mechanical processing of library materials
10. Books and other library materials determined not needed by the NLP, such as textbooks and workbooks will be forwarded to the librarian-in-charge of the mechanical processing, PNB database entry and forwarding to the Catalog Division.	After the mechanical processing of library materials



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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS
THROUGH THESES AND DISSERTATIONS DEPOSITS





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**PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS
THROUGH THESE AND DISSERTATIONS DEPOSITS**

WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receive theses, dissertations and undergraduate theses (in print and CD formats).	Maximum of 3 minutes per title
2. Acknowledge donors.	Maximum of 5 minutes per acknowledgment receipt
3. Issue Certificate of Appearance. (Optional)	Maximum of 5 minutes per certificate
4. File acknowledgment Receipts.	Maximum of 3 minutes
5. Record/encode theses and dissertations received.	Maximum of 4 hours (250 titles)
6. Sort out materials according to type (e.g. theses, dissertations, undergraduate theses and CD format) for mechanical processing.	Maximum of 2 minutes per title
7. Create new bibliographic entries using CDD template for library materials without existing bibliographic records	Maximum of 15 minutes per title
8. Update/add bibliographic data for library materials with existing records	Maximum of 5 minutes per title
9. Save bibliographic records in the database	Maximum of 15 minutes per title or depends upon the internet connectivity
10. Generate accession registers	Maximum of 5 minutes
11. Forward processed materials to Catalog Division for Cataloging and Classification (25 titles/ volumes of thesis per set)	After the mechanical / technical processing of library materials. Maximum of 2 ½ days.
12. File accession register	Maximum of 3 minutes



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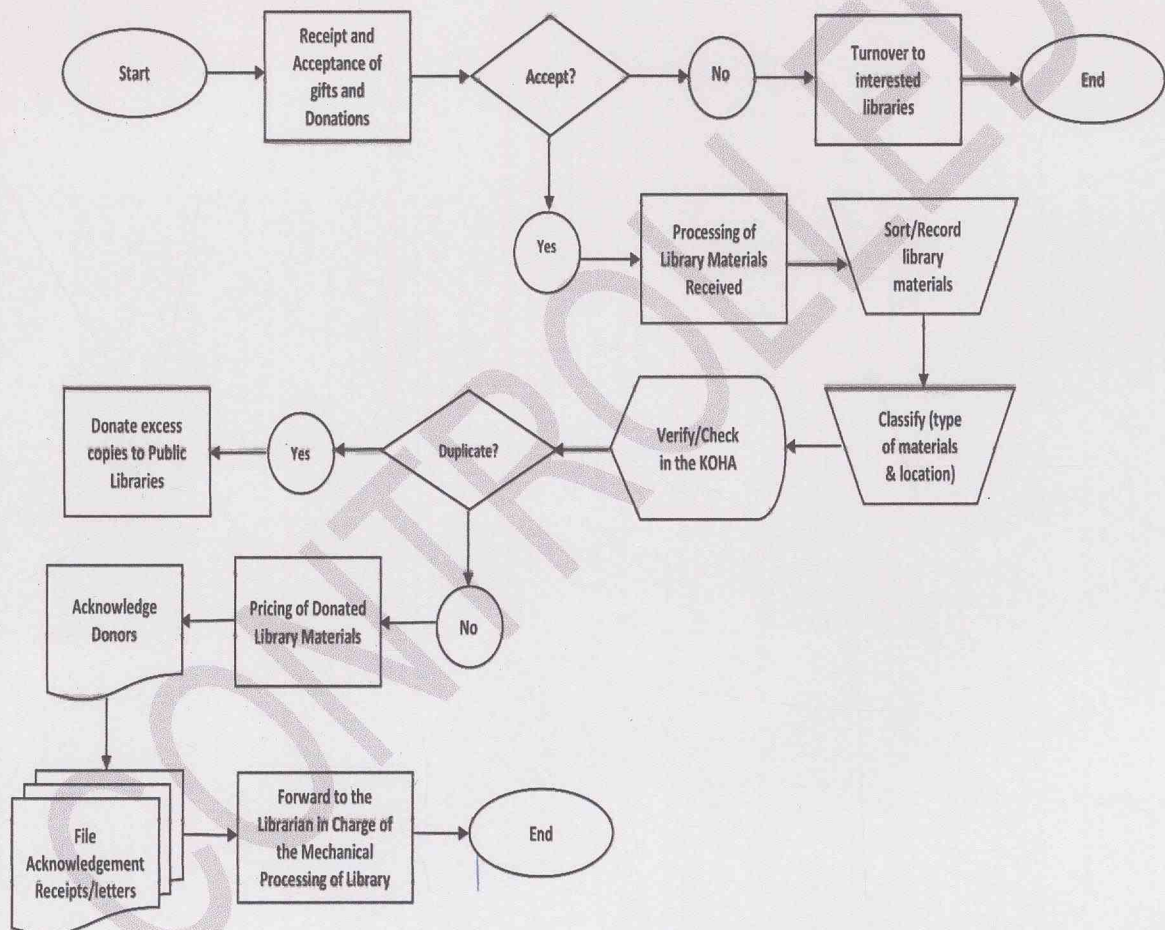
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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS THROUGH GIFTS AND DONATIONS





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**PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS
THROUGH GIFTS AND DONATIONS**

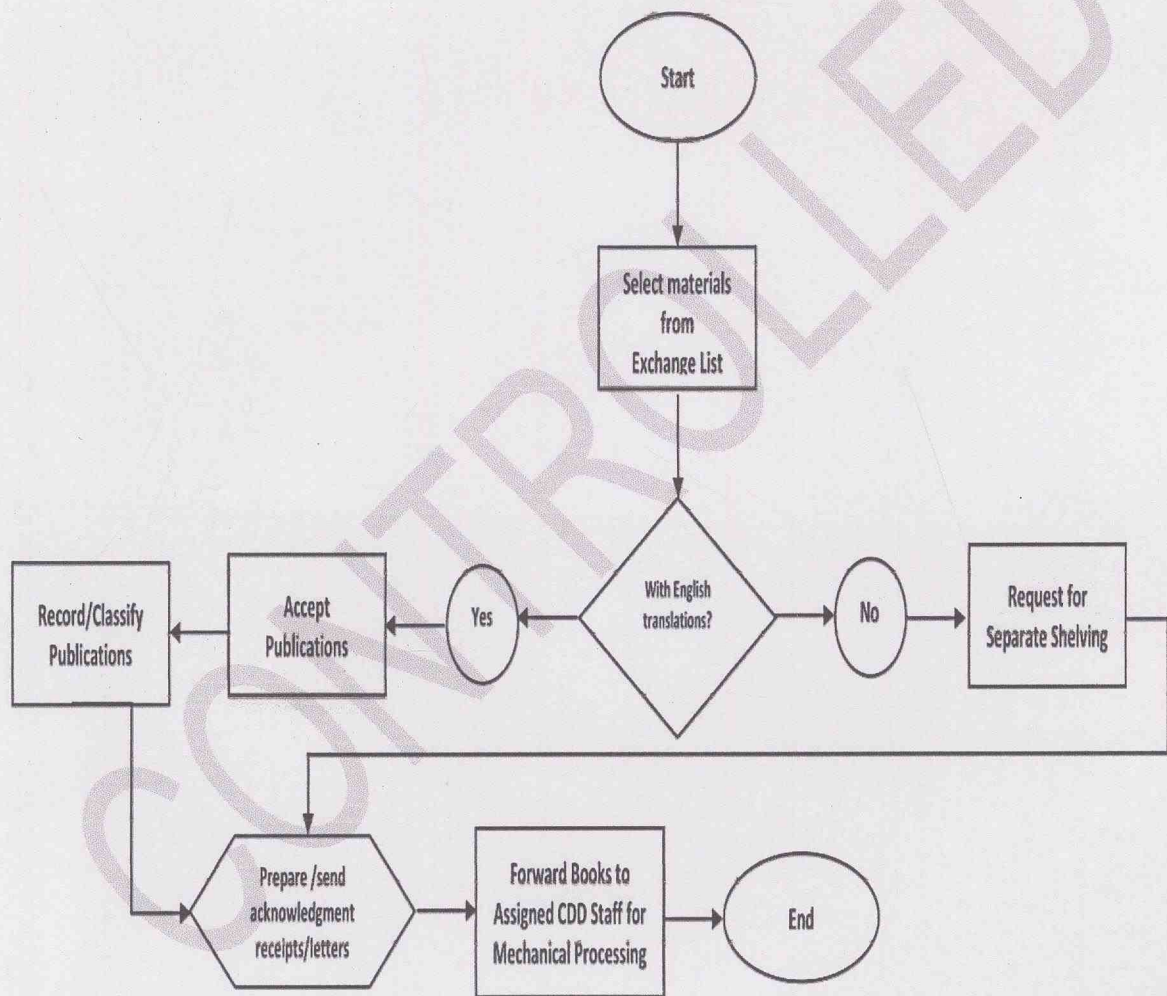
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receipt and acceptance of gifts and donations.	Maximum of 3 minutes per title
2. Old and worn out books are not accepted. Only library materials copyrighted from the last 5-10 are accepted.	Maximum of 3 minutes per title
3. Process donated library materials.	Maximum of 3 minutes per title
4. Record library materials received.	Maximum of 3 minutes per title
5. Sort library materials according to type (e.g. books, serials, etc.) and determine to which division it should be forwarded.	Maximum of 2 minutes per title
6. Verify/check bibliographic data of materials in the NLP Database (KOHA) to avoid duplication of copies	Maximum of 5 minutes per title
7. Donate excess copies to public libraries.	Maximum of 5 minutes per title
8. Indicate corresponding amount/price to the library materials received	Maximum of 5 minutes per title
9. Acknowledge donors.	Maximum of 5 minutes
10. File acknowledgment letters/receipts	Maximum of 3 minutes
11. Forward library materials to the assigned CDD staff for mechanical and technical processing	After the mechanical processing of library materials



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PROCEDURES FOR SELECTION AND RECEIVING OF PUBLICATIONS FROM EXCHANGE PARTNERS





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**PROCEDURES FOR SELECTION AND RECEIVING OF PUBLICATIONS FROM
EXCHANGE PARTNERS**

WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Select materials from the exchange lists provided by exchange partners.	Maximum of 5 minutes per title
2. Accept materials sent by exchange partners.	Maximum of 3 minutes per title
3. Request separate shelving for books without English translations.	
4. Record the materials received from exchange partners	Maximum of 3 minutes per title
5. Classify the materials to which division it should be located (e.g. Reference, Filipiniana, AO, etc.)	Maximum of 2 minutes per title
6. Indicate corresponding amount/price to the library materials received (please refer to Valuation of library materials – pages 39-42)	Maximum of 3 minutes per title
7. Acknowledge exchange partners	Maximum of 5 minutes per title
8. Forward library materials to the assigned CDD staff for mechanical processing.	Maximum of 3 minutes per title



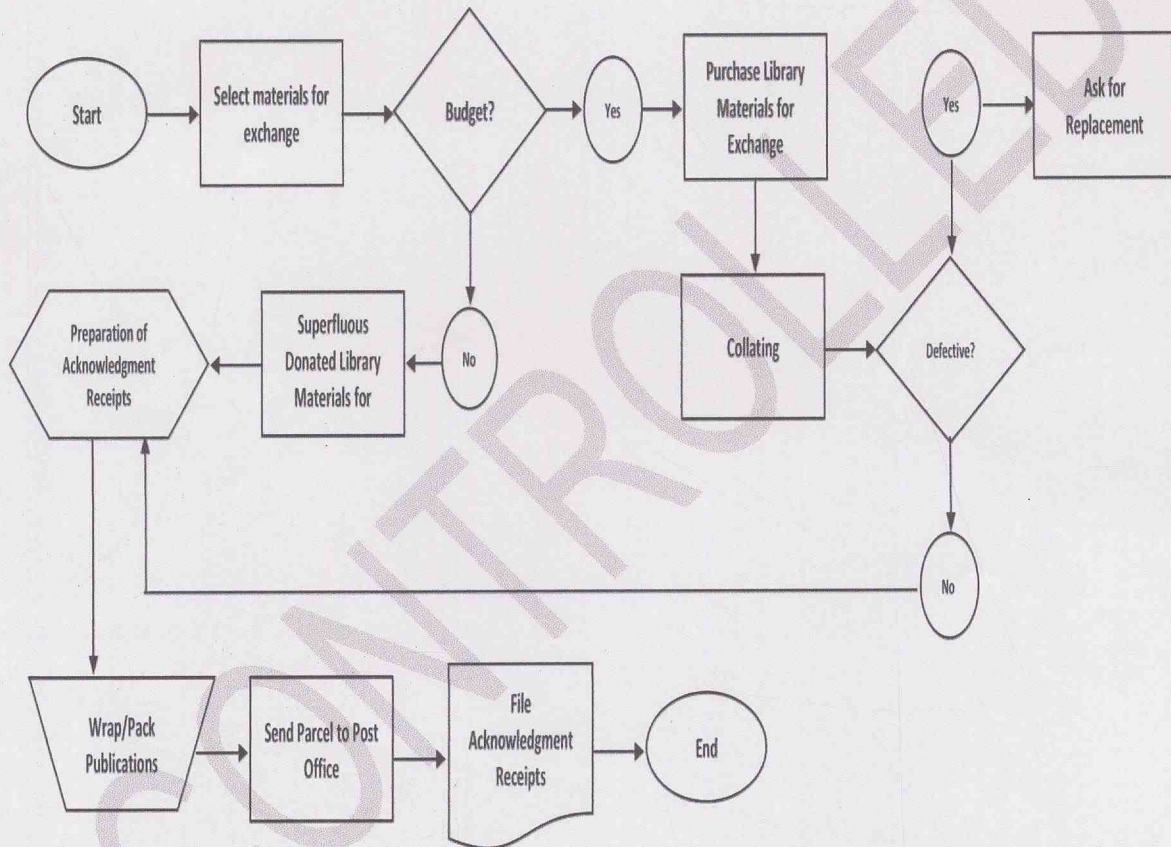
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PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS FOR EXCHANGE TO INSTITUTIONAL PARTNERS





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**PROCEDURES FOR SELECTION AND ACQUISITION OF LIBRARY MATERIALS FOR
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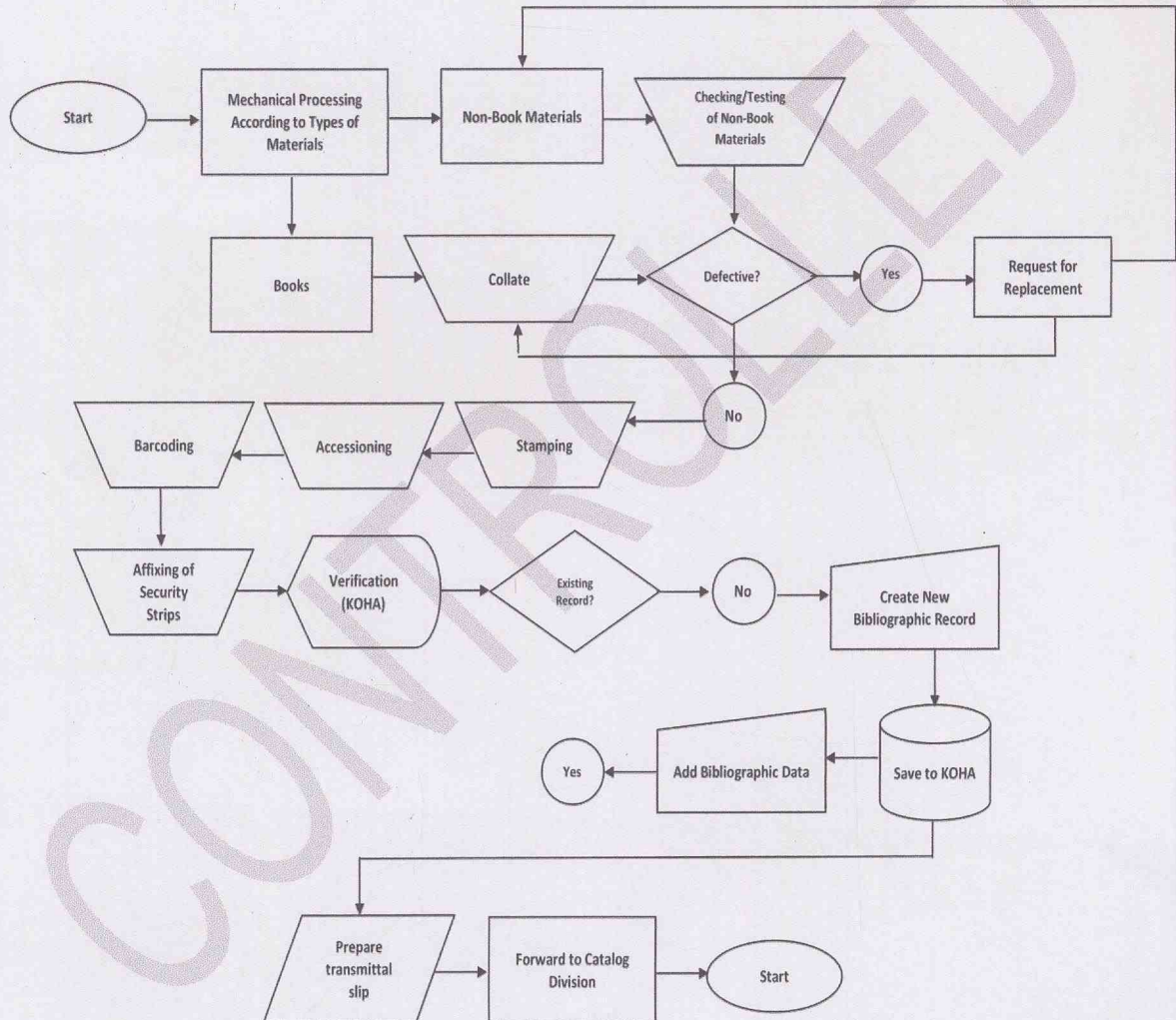
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Select materials for exchange.	Maximum of 3 minutes per title
2. Purchase library materials for exchange upon budget availability.	Maximum of 5 minutes per title
3. In case of budgetary constraints, superfluous donated library materials can be sent to exchange partners.	Maximum of 5 minutes per title
4. Prepare acknowledgment receipts.	Maximum of 5 minutes
5. Wrap/Pack publications.	Maximum of 10 minutes per parcel
6. Send parcels to Post Office.	Maximum of 5 minutes
7. File acknowledgment receipts	Maximum of 3 minutes



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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
BOOKS AND NON-BOOK MATERIALS (PURCHASE) – FOR NLP COLLECTION





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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
BOOKS AND NON-BOOK MATERIALS (PURCHASE) – FOR NLP COLLECTION

WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Collate purchased books to determine if there are missing or defective pages.	Maximum of 4 minutes (100 pages)
2. Check/test non-book materials to determine defective or damaged materials.	Depends upon the audio and video materials "running time" or time it takes to play from start to finish. Maximum of 5 minutes per material (maps, charts, etc.)
3. Stamp books with ownership mark.	Maximum of 5 minutes per title
4. Accession library materials.	Maximum of 3 minutes per title
5. Affix barcode to library materials for identification, inventory, and circulation purposes.	Maximum of 2 minutes per title
6. Attach security strips to protect the entire library collection from unauthorized borrowing or access. (Books only)	Maximum of 2 minutes per title
7. Verify/check bibliographic data of materials in the KOHA to avoid duplication of entries.	Maximum of 5 minutes per title
8. Create new bibliographic entries using CDD Template for library materials without existing bibliographic records.	Maximum of 15 minutes per title
9. Update/add bibliographic data for library materials with existing bibliographic records.	Maximum of 5 minutes per title
10. Save bibliographic records in the NLP database.	Maximum of 15 minutes per title or depends upon the internet connectivity
11. Generate accession registers.	Maximum of 5 minutes per title
12. Forward processed materials to Catalog Division for Cataloging and Classification (25 titles/ volumes of thesis per set)	After the mechanical / technical processing of library materials. Maximum of 2 ½ days.
13. File accession registers.	Maximum of 3 minutes per title



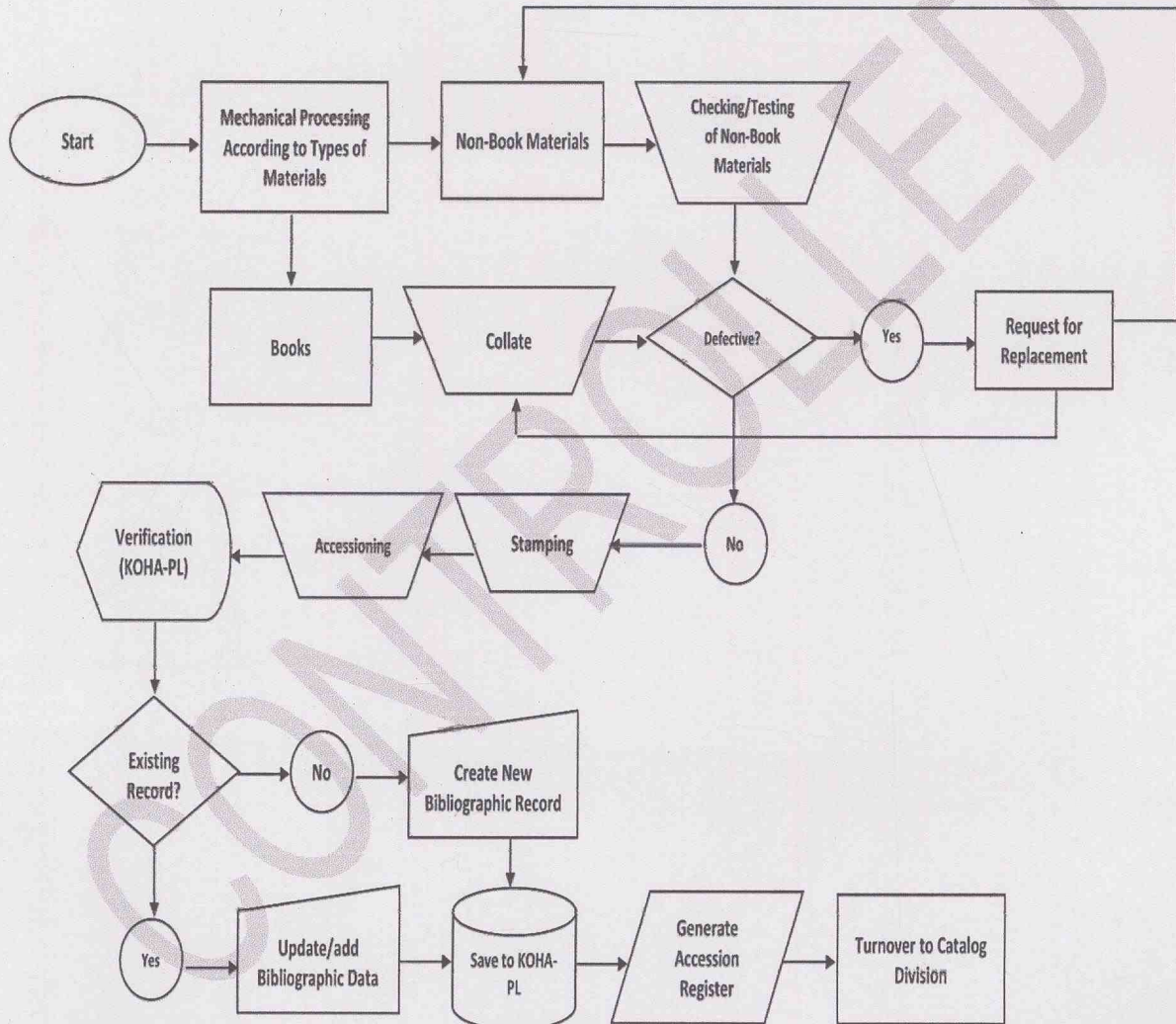
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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS BOOKS AND NON-BOOK MATERIALS (PURCHASE) – FOR PUBLIC LIBRARIES





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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS

BOOKS AND NON-BOOK MATERIALS (PURCHASE) – FOR PUBLIC LIBRARIES

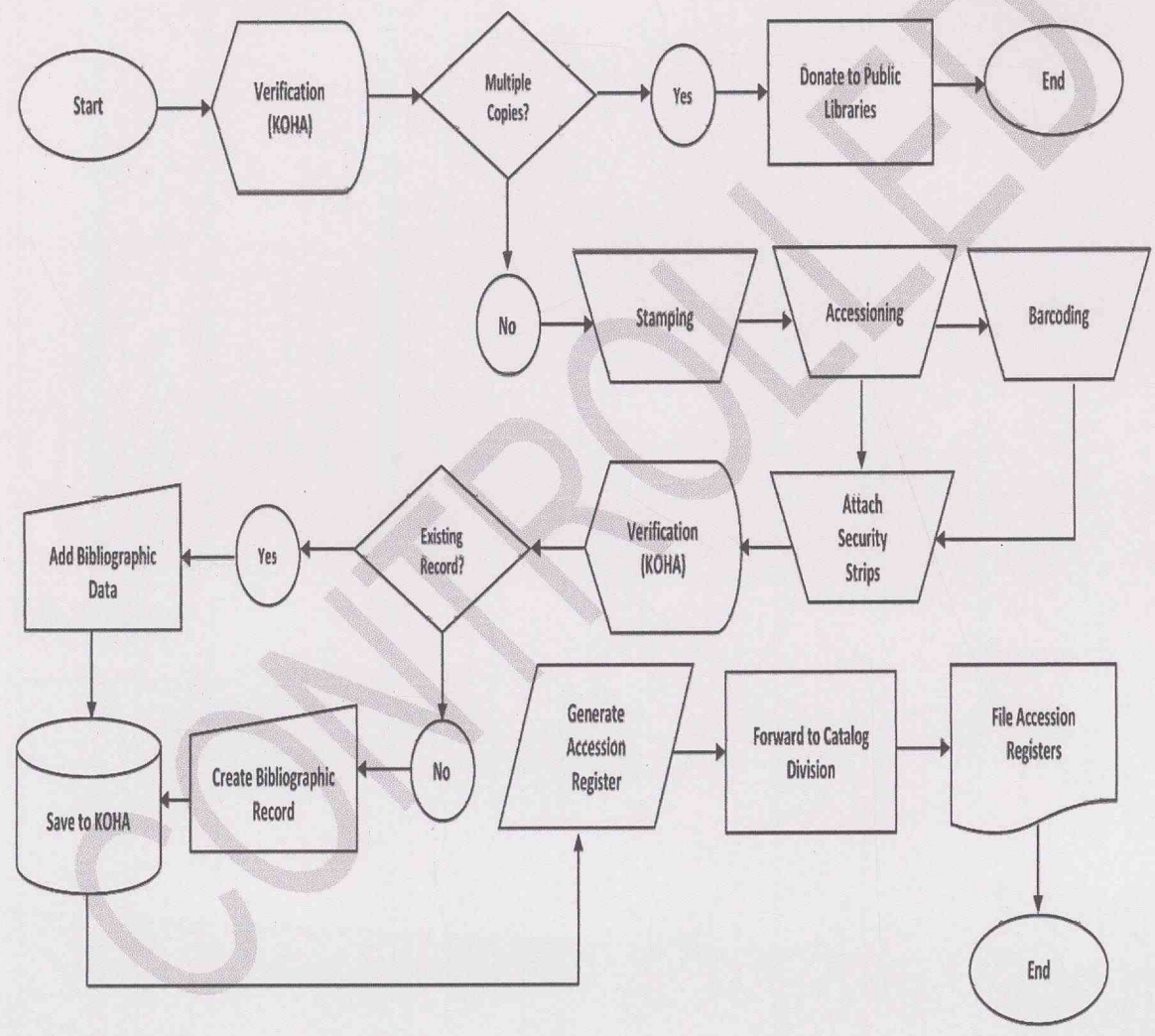
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Collate purchased books to determine if there are missing or defective pages.	Maximum of 4 minutes (100 pages)
2. Check/test non-book materials to determine defective or damaged materials.	Depends upon the "running time" of the material (for audio and video materials) Maximum of 5 minutes per material (maps, charts, etc.)
3. Stamp books and non-books with ownership mark.	Maximum of 5 minutes per title
4. Accession library materials.	Maximum of 3 minutes per title
5. Verify/check bibliographic materials in the Library System (KOHA-PL) to avoid duplication of entries.	Maximum of 5 minutes per title
6. Create new bibliographic entries using CDD Template for library materials without existing bibliographic records	Maximum of 15 minutes per title
7. Update/add bibliographic data of library materials with existing bibliographic records	Maximum of 5 minutes per title
8. Save bibliographic records in the Public Library Template	Maximum of 15 minutes per title or depends upon the internet connectivity
9. Prepare transmittal slip	Maximum of 1 hour per page (25 titles)
10. Forward processed library materials to Public Libraries Division for distribution to public libraries	After mechanical and technical processing of library materials
11. File transmittal slip.	Maximum of 3 minutes per title



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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
BOOK DONATIONS – FOR NLP COLLECTION





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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
BOOK DONATIONS – FOR NLP COLLECTION

WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Verify/check bibliographic data of materials in the NLP Database (KÓHA) to avoid duplication of copies.	Maximum of 3 minutes per title
2. Donate excess copies to public libraries.	Maximum of 3 minutes per title
3. Stamp books with ownership mark.	Maximum of 5 minutes per title
4. Accession library materials.	Maximum of 3 minutes per title
5. Affix barcode to library materials for identification, access, inventory, and circulation purposes	Maximum of 2 minutes per title
6. Attach security strips to protect the entire library collection from unauthorized borrowing or access.	Maximum of 2 minutes per title
7. Verify/check bibliographic data of materials in the KOHA to avoid duplication of entries.	Maximum of 5 minutes per title
8. Create new bibliographic entries using CDD Template for library materials without existing bibliographic records.	Maximum of 15 minutes per title
9. Add /update bibliographic data for library materials in existing bibliographic records.	Maximum of 5 minutes per title
10. Save bibliographic records in the NLP database.	Maximum of 15 minutes per title or depends upon the internet connectivity
11. Generate accession registers.	Maximum of 5 minutes per title
12. Forward processed materials to Catalog Division for Cataloging and Classification (25 titles/ volumes of thesis per set)	After the mechanical / technical processing of library materials. Maximum of 2 ½ days.
13. File duplicate accession registers received from the Catalog Division for record purposes	Maximum of 3 minutes per title

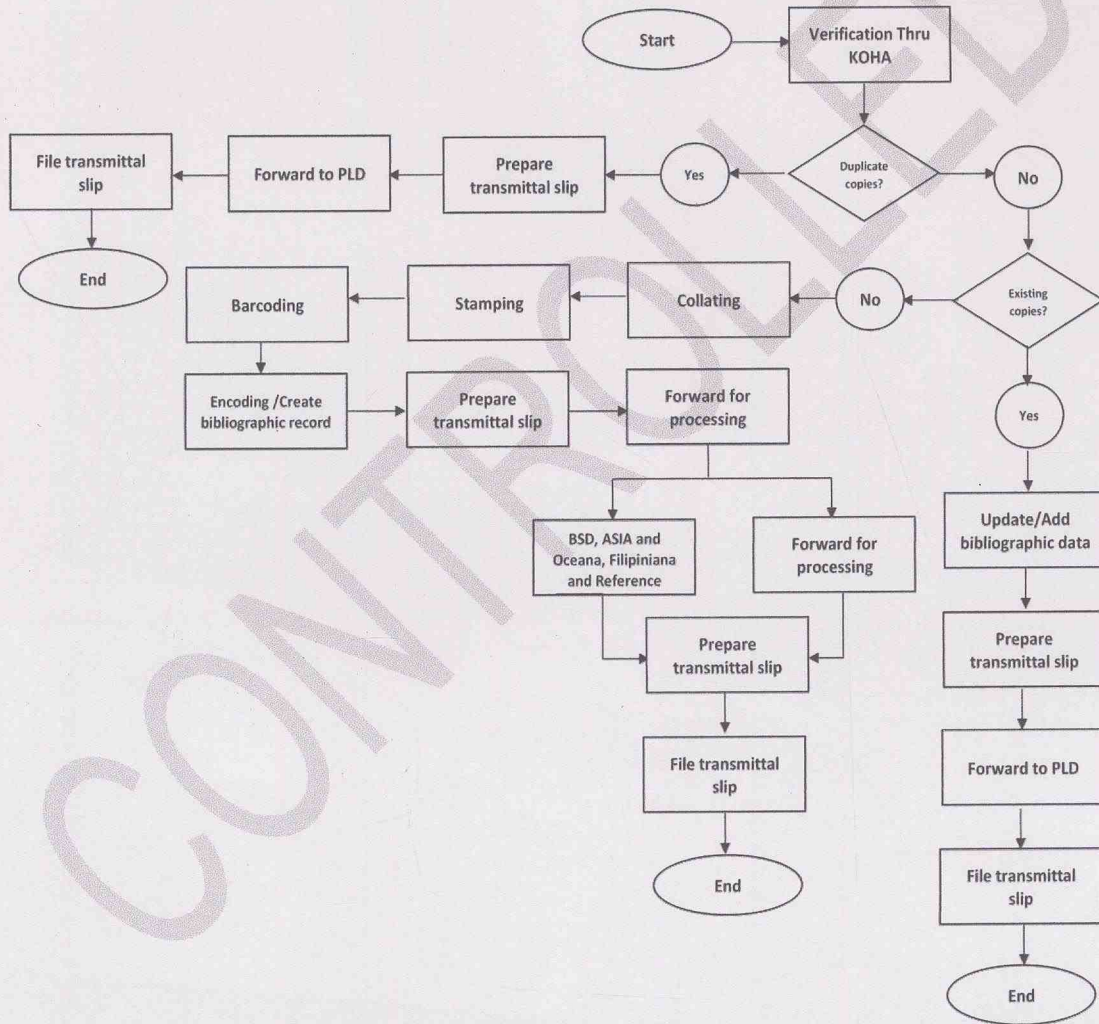
Note: Accompanying materials of books should bear the same accession number and should not be detached/removed from the material.



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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
SERIALS DONATIONS – FOR NLP COLLECTION





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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS

SERIALS DONATIONS – FOR NLP COLLECTION

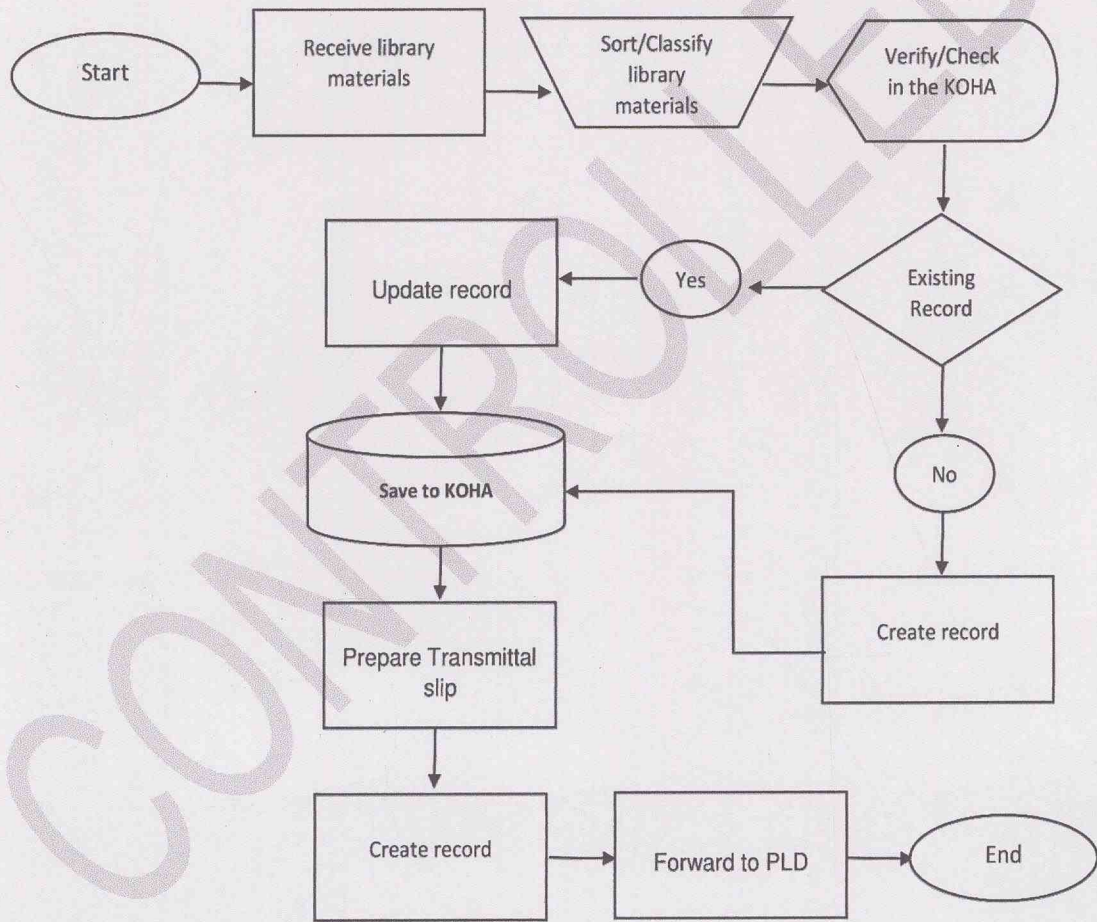
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Verify/Check bibliographic data of materials in the NLP database (KOHA) to determine duplicate copies of serials	Maximum of 5 minutes per title
2. Donate excess copies to public libraries. Provide transmittal slip	Maximum of 3 minutes per title
3. Collate serials for missing and defective pages	Maximum of 4 minutes (100 pages)
4. Stamp with ownership mark	Maximum of 5 minutes per title
5. Affix barcode to serials for identification, inventory, and for easy access and retrieval	Maximum of 2 minutes per title
6. Encode/create bibliographic entries using CDD Template for library materials with existing record	Maximum of 5 minutes per title
7. Provide transmittal slip/s for serials to be forwarded to the Bibliographic Services Division (BSD) and to the Catalog Division	Maximum of 1 hour per page (25 titles)
8. File receiving copies of the library materials delivered to PLD, BSD, and Catalog Division	Maximum of 3 minutes per title



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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
DONATIONS – FROM PHILIPPINE NATIONAL BIBLIOGRAPHY (PNB)
(BOOK AND NON-BOOK)





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**PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
DONATIONS FROM BIBLIOGRAPHIC SERVICES DIVISION (BSD) FOR PHILIPPINE
NATIONAL BIBLIOGRAPHY (PNB) - (BOOK AND NON-BOOK)**

WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receive library materials from the Bibliographic Services Division (BSD) and Copyright Section	Maximum 20 minutes (per 50 titles)
2. Sort/classify the library materials and determine if it is for PNB entry	Maximum of 2 minutes per title
3. Verify/check bibliographic materials in the Library System (KOHA) to avoid duplication of entries	Maximum of 3 minutes per title
4. Create new bibliographic entries using CDD Template for library materials without existing bibliographic records	Maximum of 15 minutes per title
5. Add / updates bibliographic data for library materials with existing bibliographic records.	Maximum of 5 minutes per issue
6. Save bibliographic records in the Library System (KOHA)	Maximum of 15 minutes per title or depends upon the internet connectivity
7. Prepare transmittal slip	Maximum of 1 hour per page (25 titles)
8. Forward processed library materials to Catalog Division for classification and cataloging	After mechanical and technical processing of library materials
9. File receiving copies of transmittal slips from Catalog Division	Maximum of 3 minutes per title

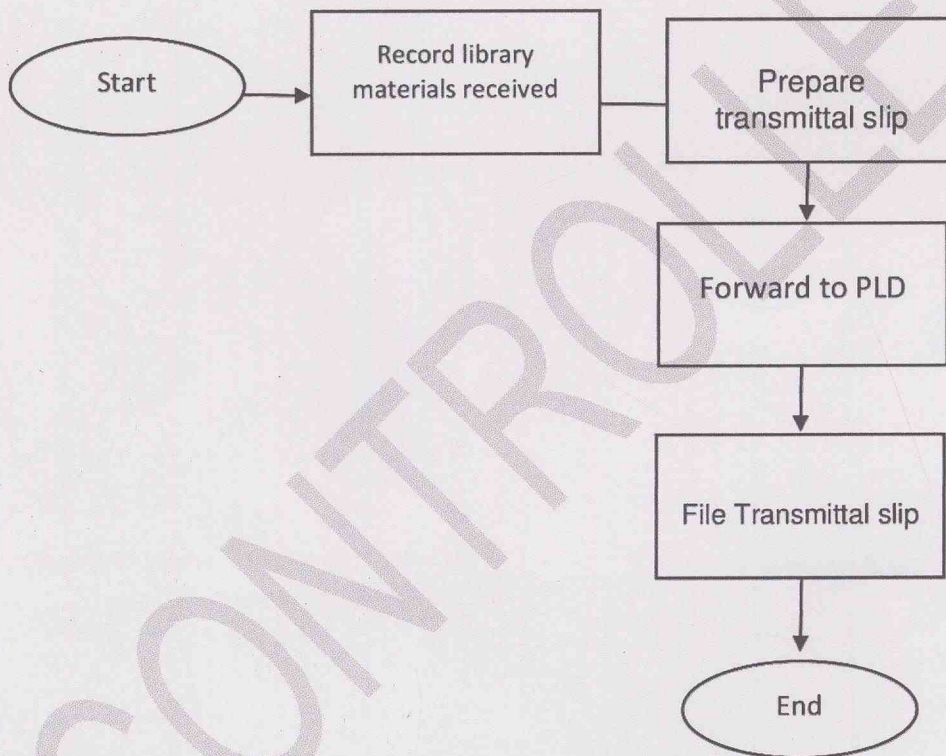


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**PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
DONATIONS FOR PUBLIC LIBRARIES (BOOK AND NON-BOOK)**





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**PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
DONATIONS – FOR PUBLIC LIBRARIES (BOOK AND NON-BOOK)**

WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receive donated library materials for Public Libraries	Maximum 30 minutes (per 50 titles)
2. Prepare transmittal slips	Maximum of 1 hour per page (25 titles)
3. Forward processed library materials to Public Libraries Division for distribution to public libraries	After preparing transmittal slips
4. File receiving copies of transmittal slips from PLD.	Maximum of 3 minutes per title

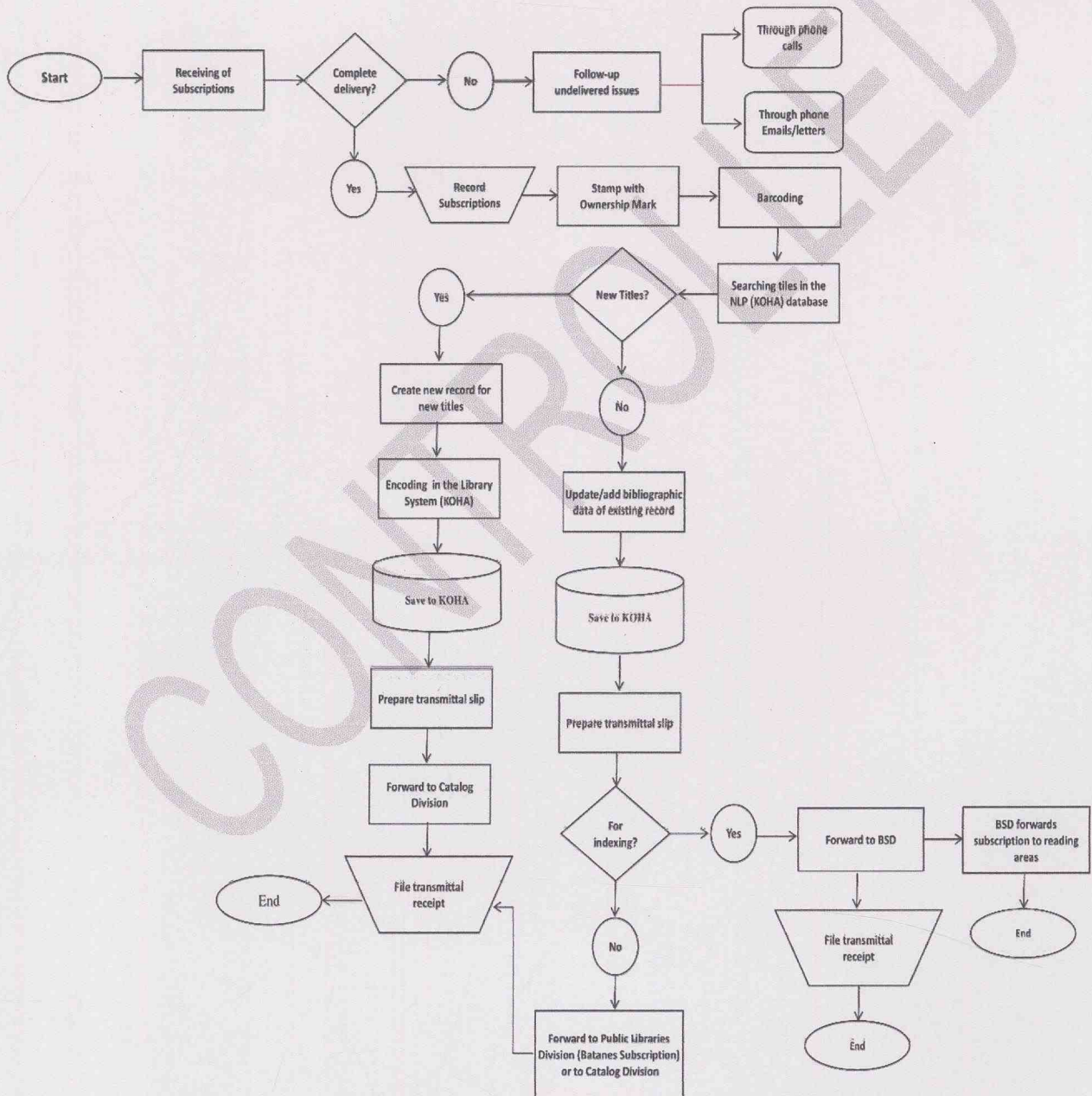
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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
THROUGH PURCHASE
SERIALS AND OTHER CONTINUING RESOURCES (PRINT)





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THROUGH PURCHASE**

SERIALS AND OTHER CONTINUING RESOURCES (PRINT)

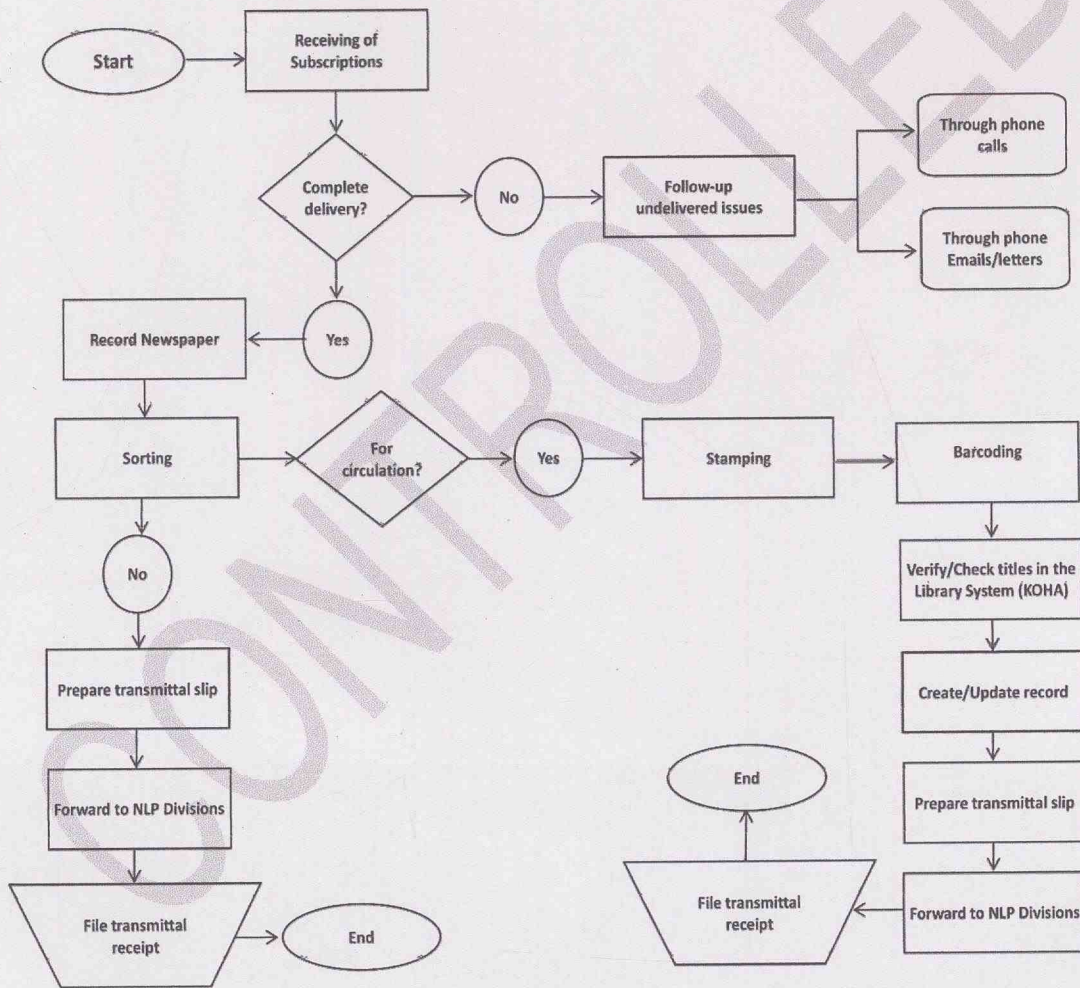
WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receive local and foreign subscriptions through mail, courier or personal delivery	Maximum 20 minutes (per 50 titles)
2. For incomplete delivery, follow-up undelivered/missing issues through phone call or send a letter/e-mail	Magazines/Journals (20 titles every 2 weeks, maximum of 1 hour)
3. If complete, record subscriptions and stamp with ownership mark and affix barcode.	Maximum of 5 minutes per title
4. Search title to avoid duplication of entries.	Maximum of 3 minutes per title
5. Create new bibliographic entries using CDD Template for library materials without existing bibliographic records	Maximum of 15 minutes per title
6. Add / update bibliographic data for library materials with existing bibliographic records.	Maximum of 5 minutes per issue
7. Prepare transmittal slip	Maximum of 1 hour per page (25 titles)
8. Serials and other continuing resources are forwarded to Bibliographic Services Division for indexing. BSD then forwards the indexed materials to reading areas (Filipiniana Division-Serials and GPS Sections, and Reference Division-Serials Section.	Maximum of 1 hour per 50 issues (includes checking/receiving)
9. Serials/Magazines for Batanes Provincial Library are not indexed. These materials are forwarded directly to Public Libraries Division for distribution.	Maximum of 100 issues a month (including the preparation of transmittal slips)
10. File transmittal receipt of Serials/continuing resources forwarded to different NLP divisions.	Maximum of 3 minutes per title



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PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
THROUGH PURCHASE
DAILY NEWSPAPER (PURCHASED)





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**PROCEDURES FOR MECHANICAL PROCESSING OF LIBRARY MATERIALS
THROUGH PURCHASE**
DAILY NEWSPAPER (PURCHASED)

WORK PROCEDURE	LEAD TIME FOR PROCESSING
1. Receive local and foreign subscriptions through mail, courier or personal delivery	Maximum 20 minutes (per 50 titles)
2. For incomplete delivery, follow-up undelivered/missing issues through phone call or send a letter/e-mail	Daily Newspapers (12 titles/ 37 issues a day maximum of 30 minutes)
3. If complete, record subscriptions and stamp with ownership mark and affix barcode.	Maximum of 5 minutes per title
4. Sort/classify the materials to which division it should be located	Maximum of 17 minutes per 37 issues
5. For materials not for circulation: a. Prepare transmittal slip b. Forward to BSD, ITD and other divisions c. File transmittal slip	Maximum of 30 minutes per page (25 issues) Maximum of 3 minutes per issue
6. Materials for circulation will be: a. Stamped with mark of ownership b. Affixed with barcode	Maximum of 3 minutes per 37 issues Maximum of 5 minutes per 37 issues
7. Verify/check bibliographic materials in the Library System (KOHA) to avoid duplication of entries.	Maximum of 3 minutes per issue
8. Create new bibliographic entries using CDD Template for library materials without existing bibliographic records.	Maximum of 15 minutes per issue
9. Add / update bibliographic data for library materials with existing bibliographic records.	Maximum of 5 minutes per issue
10. Save bibliographic records in the database	Maximum of 15 minutes per title or depends upon the internet connectivity
11. Prepare transmittal slip	Maximum of 20 minutes per page (12 issues/titles)
12. File transmittal receipt of serials/continuing resources forwarded to different NLP divisions.	Maximum of 3 minutes per transmittal receipt



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DIVISION CONTACT DETAILS

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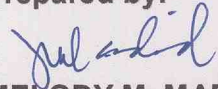
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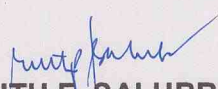
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RUTH F. SALUBRE
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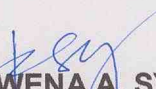

LONLIA R. GARCIA
Librarian III


JANICE M. BADAR
Librarian II



MABELIN C. CABIAD
Librarian II


ROSITA C. CHIONG
Librarian II


ALONA B. LUNA
Librarian II


ROWENA A. SY
Librarian I


NERIZA D. ORABA
Librarian I

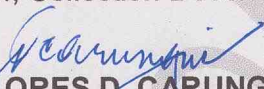

ROSANNA S. ESTACIO
ADA III

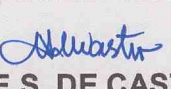

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ADA I

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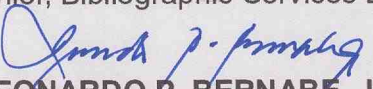

ANNE ROSETTE G. CRELENCIA
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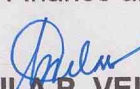

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Chief, Catalog Division

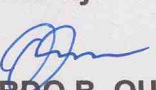

NIÑA B. FRONDA
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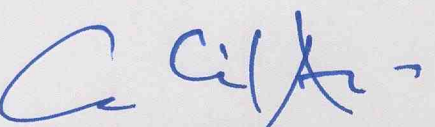

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Director

THE NATIONAL LIBRARY OF THE PHILIPPINES
Guidelines on Petty Cash Fund¹

A. General Guidelines

1. The petty cash fund (PCF) is established by the NLP (the agency) to be used for the payment of recurring petty operating expenses and miscellaneous expenses which cannot be paid conveniently through checks/LDDAP-ADA.
2. Payments from PCF must **not** exceed the amount of **P15,000.00** for each transaction, except when a higher amount will be allowed by law and/or specific authority by COA.
3. Splitting of transactions to avoid exceeding the ceiling shall not be allowed.
4. The PCF shall not be used for the payment of regular expenses such as rentals, subscriptions, light and water bills and the like.
5. The Head of the Agency (HoA) shall designate an accountable officer as the Petty Cash Custodian and the HoA shall indicate in the authorization-the maximum amount of accountability.
6. The Chief Administrative Officer shall assess the monthly requirement of petty expenses of NLP every 6 months or as the need arises and endorse to management for appropriate reduction or increase of PCF.
7. Only permanently appointed officials shall be designated as Petty Cash Fund Custodian.

B. Establishing the Petty Cash Fund²

1. The following documents are required in order to grant the advance for petty cash:
 - i. Authority of the accountable officer issued by the HoA.
 - ii. Certification from the accountant of "No Unliquidated Balance".
 - iii. Approved application for bond/fidelity bond for accountability greater than P5,000.00.
 - iv. Approved estimates of petty expenses for one month.

C. Liquidation of Petty Cash Fund

1. The PCF shall be replenished as soon as disbursements reach at least 75% or as needed.
2. The petty cash voucher (PCV) shall be prepared for every payment made out of the PCF duly accomplished and approved by designated officials.
3. Canvass from at least 3 suppliers is required for purchases amounting to P1,000.00 and above, except for purchases made while on official travel.

¹ GAM for NGAS vol I, Chapter 6, sec. 35-37

² COA Circular No. 2012-001 dated June 14, 2012 (sec 1.1.2 and 1.2), amended by COA Circular No. 2013-001 dated January 10, 2013

4. For purchases amounting to P300.00 and below, OR may not be required if the establishment cannot issue any bills or receipts. A Certification of Expenses Not Requiring Receipts (Annex A) should be prepared and then signed by immediate supervisor. (Exceptions: Payment of Fares in Busses, train, vessel/ship and purchases from establishments issuing receipts.)
5. The petty cash voucher shall be supported by Official Receipts, Cash invoices, or BIR-accredited invoices.
6. All purchases shall be inspected and signed by the inspectors accordingly.
7. For gasoline and toll expenses, approved trip tickets shall be attached.
8. For emergency purchases, certification from HoA shall be attached.
9. In case of replacement/ repair of property, the Waste Materials Report (Annex B) shall be prepared.
10. The unused balance of the PCF shall not be closed/ refunded at the end of the year. The fund shall be closed only upon termination, separation, retirement or dismissal of the Petty Cash Custodian, who in turn shall refund any balance to close his/her cash accountability.
11. At the end of the year, the PCFC shall submit to the Accounting Division/Unit all Unreplenished Petty Cash Vouchers for recording in the books of accounts.
12. The Petty Cash Custodian shall maintain the Petty Cash Register to monitor/summarize the PCF established/replenished and the disbursements charged thereto.
12. The documentary requirements³ on liquidation of PCF are attached in annex C of this guideline.

³ COA Circular No. 2012-001 dated June 14, 2012 (sec 1.1.2 and 1.2), amended by COA Circular No. 2013-001 dated January 10, 2013

ANNEX A

(Agency Name)	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS Pursuant to COA Circular No. <u>2017-001</u> dated <u>June 19, 2017</u>	
Name of Employee	Employee No.
Office	
Division	
Particulars	Amount (P)
TOTAL	
Purpose	
<i>I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that wilful falsification of statements is punishable by law.</i>	
Signature	Noted by:
Printed Name	Employee
Date	Date
	Immediate Supervisor

ANNEX B

WASTE MATERIALS REPORT

Entity Name : _____ Fund Cluster : _____

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 : _____
 Signature over Printed Name of Supply and/or Property Custodian
 Signature over Printed Name of Head of Agency/Entity or his/her Authorized Representative

CERTIFICATE OF INSPECTION

I hereby certify that the property enumerated above was disposed of as follows:

Item _____ Destroyed
 Item _____ Sold at private sale
 Item _____ Sold at public auction
 Item _____ Transferred without cost to _____ (Name of the Agency/Entity)

Certified Correct: _____ Signature over Printed Name of Inspection Officer
 Witness to Disposal: _____ Signature over Printed Name of Witness

ANNEX C

Petty Cash Fund

Checklist: Documentary Requirements on Liquidation of PCF

- Summary of Petty Cash Vouchers
- Report of Disbursements
- Petty Cash Replenishment Report
- Approved purchase request with Emergency Purchase, if necessary
- Bills, Receipts, sales Invoice
- Certificate of inspection and acceptance
- Report of Waste Materials in case of replacement /repair
- Approved trip Ticket, for gasoline Expenses
- Canvass from at least 3 suppliers for purchase involving P1,000 and above, except for purchase made while on official travel
- Summary/Abstract of Canvass
- Petty Cash Vouchers
- OR in case of Refund
- For Reimbursement of Toll receipts (Toll Receipts and Trip tickets)
- Other Necessary Documents

**MALACAÑANG**

Manila

PRESIDENTIAL DECREE No. 182 May 6, 1973**REQUIRING OF TRAINEES TO UNDERGO TRAINING AND SERVICE FOR EIGHTEEN CONSECUTIVE MONTHS WITH AT LEAST SIX MONTHS OF MILITARY TRAINING**

WHEREAS, martial law has been declared under Presidential Proclamation No. 1081 dated September 21 and is now in effect throughout the land;

WHEREAS, under Section fifty-three of the National Defense Act as amended by Republic Act Four The Ninety- One, trainees are required to undergo training and service for eighteen consecutive months with at least six months of military training, after which they may be assigned for duty and service with elements of the Regular Force; and

WHEREAS, there is an urgent need for the extension of service of trainees beyond eighteen months to regular troops in the implementation of the cited Proclamation No. 1081 and Decrees, General Orders, and L. Instructions issued pursuant thereto;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution as Commander-in-Chief of the Armed Forces of the Philippines, and pursuant to Presidential Proclamation No. 1081 dated September 21, 1972 and General Order No. 1 dated September 22, 1971, do hereby order and decree that after completion of the training and service tour of each trainee as prescribed under Section fifty-three of the National Defense Act, as amended by Republic Act No. 4091, such trainee may thereafter be drafted into selective emergency military service for a period not exceeding twelve months and any selected trainee who refuses to render such service shall be punished as a deserter under the provisions of the Military Tribunal created under General Order No. 1. In case of vacancies for enlistment in the Regular Force, the best qualified draftees shall be given priority in filling-up such vacancies; PROVIDED, that a draftee shall receive the base pay and allowances equivalent to those of a private in the regular force, and if employed for combat operations shall be entitled to all benefits received by a member of the regular force; PROVIDED, further, that for every year of training and service, to include emergency military selective service herein provided for, draftee shall receive a separation gratuity of not less than one month salary upon the condition that a period of six months shall be considered a complete year for purposes of this gratuity; PROVIDED, finally, that a draftee or those who rendered service as contemplated above shall be given priority in appointments in the government service, commensurate to his training, experience, and educational qualifications, provisions of the Civil Service Law to the contrary notwithstanding.

All laws, rules and regulations inconsistent herewith are hereby amended or modified accordingly.

The Secretary of National Defense shall issue the necessary rules and regulations to implement this Decree.

This Decree shall take effect immediately.

Done in the City of Manila, this 6th day of May, in the year of Our Lord, nineteen hundred and seventy-three.

**MALACAÑANG**

Manila

PRESIDENTIAL DECREE No. 812 October 16, 1975**DECREE ON LEGAL AND CULTURAL DEPOSIT**

WHEREAS, the acquisition, organization and preservation of a nation's intellectual and cultural heritage is a duty of the State;

WHEREAS, the cultural heritage of the Filipino nation is manifested in, among others, a comprehensive bibliography, the principal basis of which are the published and printed materials on legal deposit;

WHEREAS, these legal deposit materials are of great value to readers, researchers, and scholars;

WHEREAS, there also exists an imperative need to preserve published and printed materials for posterity against unforeseen events and calamities such as fires, earthquakes, floods, or wars that may cause destruction to our national culture; and

WHEREAS, it is believed that the best way of accomplishing these purposes is to provide that certain government libraries be made recipients and depositories of copies of such published and printed materials;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested by the Constitution, do hereby decree, order and make as part of the law of the land the following measures:

Section 1. This Decree shall be known as the "Decree on Legal and Cultural Deposit".

Section 2.

(a) Within one month from the date any printed book, as this term is defined herein, is first delivered out of press, the publisher of such book shall furnish, free of charge and in the same finish as the best copies of the same are produced, two copies thereof to the National Library, and a copy each to the University of the Philippines Main Library, the University of the Philippines Library at Cebu City, the Mindanao State University Library, and the Cultural Center of the Philippines Library. Upon receipt of the respective copies, the Librarian concerned shall issue an acknowledgment receipt therefor to the proper person and shall retain a copy of such receipt for record purposes.

(b) The heads of the various departments, bureaus, offices, and branches of the government, including provinces and municipalities, and government-owned and government-controlled corporations are likewise required to furnish the National Library two free copies of any printed book published by them, and a copy each to the aforementioned libraries, within the period specified in paragraph (A) of this Section.

Section 3. For purposes of this Decree, the following shall be taken in the sense herein below indicated:

(a) "Book" includes all printed literary works, musical arrangements, catalogues, periodicals, government publications, prints, photographs, drawings and other graphic arts, maps, plans, charts, and tables, and supplements thereto, whether in their original form or adaptations or reproductions of the same, which are made available for sale or free distribution to the general public, but shall not include legal documents, forms, trade circulars, timetables, and other commercial documents.

(b) "Printed", as applied to books, means that which is produced by printing, lithography, photography, or any like process.

(c) "Printer" refers to the proprietor of the printing establishment.

(d) "Publisher" refers to the person, natural or juridical, which undertakes the production of a book for offer for sale or free distribution. The publisher of a book may also be its printer.

Section 4. Notwithstanding the provisions of existing laws to the contrary, departments, bureaus, office branches of the government including the provinces and municipalities, and government-owned or government-controlled corporations ordering the printing of any publication are directed to furnish, without charge to the National Library, at least fifty (50) copies of all printed reports or documents of any kind to serve as the mainstay exchange commitments of the National Library, both national and international.

Section 5. The Director of the National Library is hereby empowered to make use of, allocate or distribute in any manner he deems fit, and in the interest of educational or cultural advancement, scholarship, or research materials on legal deposit in the National Library.

Section 6. The Director of the National Library shall keep a record of all materials received under Section 3 of this Decree, which record shall contain, as far as practicable, the following particulars as supplied by the publisher:

- (a) The title of the book and the contents of the title page with a translation into English language;
- (b) The language in which the book is written;
- (c) The name of the author, translator, or editor of the book;
- (d) The subject matter;
- (e) The place of printing and the place of publication;
- (f) The name or firm of the printer and/or the name or firm of the publisher;
- (g) The date of issue from the press and/or the date of publication;
- (h) The number of sheets, leaves or pages;
- (i) The size;
- (j) The number of the edition;
- (k) The number of copies which the edition consists of;
- (l) The price at which the book is sold to the public; and
- (m) The name and residence of the proprietor of the copyright or any portion of the copyright.

Section 7. The records to be kept by the Director of the National Library, pursuant to the immediately preceding section, shall be published in the Official Gazette at the end of each quarter, counted from the beginning of each calendar year, or not less than one month after the end of such quarter.

Section 8. In case of a copyrighted work, the provisions of Section 2 of this Decree shall not apply.

Section 9. In case of total or partial non-fulfillment of the deposit required under Section 2 (A) of this Decree, the publisher shall upon conviction be liable to a fine of not less than fifty (P50.00) Pesos nor more than five hundred (P500.00) Pesos and shall, likewise, be obliged to deliver the materials published or printed. If the copy material is no longer available, a reproduction thereof, or the value of the work, shall be added to the fine.

Section 10. All laws, executive orders and/or administrative regulations which are inconsistent herewith are repealed or modified accordingly.

Section 11. This Decree shall take effect three (3) months after its approval.

Done in the City of Manila, this 18th day of October, in the year of Our Lord, nineteen hundred and seventy-five.