

**STANDARDS
FOR PHILIPPINE
LIBRARIES:**
*School Library and Media
Centers*

BOARD FOR LIBRARIANS

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**PROFESSIONAL REGULATIONS COMMISSION
(PRC)**

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P R E F A C E

The Board for Librarians of the Professional Regulations Commission is pleased to present these standards for Philippine Libraries. The objective was to comply with the Republic Act 9246 to produce standards for all types of libraries – school libraries and media centers, academic (colleges and universities), special libraries and public libraries, and also aimed at meeting the needs of libraries and other collection holding institutions all over the country.

It is also hoped that all libraries shall comply with these standards, likewise lead towards improving the collections and services and enhance the status of libraries and the library profession in the Philippines.

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The Board for Librarians

INTRODUCTION

Republic Acts 6966 and 9246 paved the way towards the professionalization of librarians and the practice of librarianship in the Philippines. It took time to put all the things required by the law into its right place, like these Philippine standards. It is very important and necessary to have such standards to serve as guides towards the realization of ideals for librarians and information professionals, and specifically libraries in the country in the complex technological world we are in today.

It is with great pride that the Board for Librarians is coming up with these standards for all types of libraries: school library and media centers, academic libraries, special libraries and public libraries. The years of hard work, committee meetings, consultations and research made this up. This labor of love for the profession manifests the commitment of Filipino library professionals towards the realization of higher goals, mission and vision of their respective schools, organizations and institutions.

We cannot deny the benefits of continuing education and the role of libraries play in educating the Filipino youth. Libraries are integral parts of the educational system of the Philippines; the access to various types of information materials in libraries be it through online databases, electronic books, and other technologies available in library media or learning resource centers in schools, colleges and universities, organizations and institutions.

Setting quantitative and qualitative standards is sought to improve the access, usage, administration, management and collections of libraries. It is the objective of these standards to serve as a reference tool or guidelines towards attaining quality service and functional libraries in the Philippines. It will also serve as the yardstick as regard to staff, quarters, equipment and furniture, collections, and services.

STANDARDS FOR PHILIPPINE LIBRARIES: SCHOOL LIBRARY MEDIA CENTERS

INTRODUCTION

An effective school library media center must reflect the needs of its school population. It must be properly and adequately equipped to meet the needs of the curriculum and the users. In order for it to be a real partner in the attainment of educational goals, a set of standards must be followed. The said standards will apply to elementary and secondary schools in order to assure continuity and quality instruction at all levels in both the public and private school sectors in the Philippines.

Standards I. Mission, Goals and Objectives

- A. Clearly defined goals and objectives for the school library media center shall be established in terms of the philosophy, goals and objectives of the school.
- B. A set of policies, procedures, rules, and regulations shall be formulated to ensure consistency in the operation of services.
- C. A written Manual of Operation as well as Student/Faculty Guides shall be maintained and continuously updated to serve as guide to the staff in the implementation of tasks and to the users in the utilization of services.

Standard II. Administration

- A. A unified program integrating library and audiovisual programs under the leadership of a qualified and competent professional is recommended.
- B. Where there are two or more professional librarians, one is appointed as the head to oversee the smooth implementation of services as well as the supervision of personnel.
- D. The school library media center shall be regularly evaluated in terms of its services, personnel and resources, not only by the students but also

by the faculty.

Standard III. Human Resources

A. The school library media center shall be appropriately staffed by full time licensed librarians and trained clerical support, the number of which is proportionate to student population.

1. Size

For an enrollment of 500 or less – 1 full time librarian + 1 support staff
 For an enrollment of 1,000 - 1 full time head librarian/media specialist, 1 full time librarian/media specialist + 2 support staff

For an enrollment of 2,000 -- 1 full time head librarian/media specialist, 2 full time librarian/media specialist, + 4 support staff

Note : There shall be an additional librarian and two additional support staff for every additional one thousand enrollment.

2. Qualifications

2.1 Professional Librarian – BSE / BSEEd., major or minor in Library Science, or BLS/BLIS graduate - certified by BFL (or licensed)

Note : The head librarian/media specialist must have graduate units in Library and Information Science (LIS) or related field (e.g. MA, major in Educational Technology), and 5 years experience in the library.

2.2 Library Assistant – College/ secretarial graduate

2.3 Audiovisual Technician – 2 year course in Electronics

B. The professional/licensed librarian shall be given a faculty status, enjoying the same benefits as those of the teaching faculty.

C. Participation in seminar-workshops, conferences and other continuing professional education activities shall be encouraged and subsidized.

Standard IV. Collection Management

A. Collection Development

1. The school library media center shall acquire print, non-print and electronic materials as well as equipment that will support and reinforce the curriculum and meet the needs, abilities and interests of the users.
2. These materials shall be current and in good condition and must reflect an appropriate balance among all types of resources (see Recommended Annual Growth Rate in the Appendix A).
3. The school library media center shall maintain a local history collection composed of materials about the school community, its history, programs, people, etc.
4. The librarian/media specialist, in coordination with the faculty, shall be responsible for the selection and acquisition of all materials based on a written Collection Development Plan.
5. The recommended size of the various collections for an enrollment of less than 1000 students are as follows :
 - 5.1 A basic collection of 3,000 book titles for the elementary level and 5,000 titles for the secondary level is necessary to support the curricular offerings of the school;
 - 5.2 Twenty percent (20%) of the total collection shall be published within the last ten (10) years;
 - 5.3 A basic subscription to 15 titles of general interest magazines and 10 titles of professional journals;
 - 5.4 A basic subscription to 3 titles of newspapers on national coverage and 1 title with local news coverage;
 - 5.5 An updated collection of pamphlets, clippings, government documents, vocational information and other materials appropriate to the curriculum and interest of students shall be provided;
 - 5.6 A starting collection of non-print materials on various formats as follows :
 - 1 map for each geographic region and 1 special map (i.e. economic, weather, political, historical, etc.) for each type

being studied. The number of duplicates will be determined by the number of sections that will be using the map at the same time.

- 2 globes
- 100 titles of video recordings on different subject areas
- 200 titles of sound recordings on different types of music
- 15 titles of slide sets
- 25 titles of transparency sets
- 50 titles of electronic resources (e.g. CD-ROMs, audio books, etc.)
- an acquisition of 1000 pieces representing pictures, charts, study prints, photographs and other types of graphic materials

5.7 A variety of audiovisual equipment available in amounts adequate to serve the instructional program of the school.

B. Selection and Organization

1. Book selection shall be a shared responsibility among the librarians, teachers and administrators;
2. Basic policies for the selection of printed and non-printed materials shall be formally and clearly formulated;
3. All print and non-print materials and equipment shall be properly organized, stored, and displayed following standard rules and procedures for easy retrieval and dissemination;
4. An inventory and weeding of the collection shall be conducted regularly.

C. Preservation and Security

The school library media center shall have a program for the care and preservation of all its collection. It should also have an adequate safeguards against loss, mutilation, and theft.

Standard V. Services and Utilization

- A. The school library media center shall be open before, during and after classes to meet the needs of the clientele and maximize the use of library resources, facilities and services.
- B. Announcements of acquisition and other promotional activities shall be

made periodically.

- C. Coordination with the faculty shall be done to promote effective use of the school library media center.
- D. Instruction on the effective use of the library media center and on various information sources shall be given to the students as well as to the faculty.
- E. The school library media center shall be available for use by individual students and by class groups throughout the school day. Flexible scheduling enables the teacher to bring his class to the library at the times best suited for the purpose of class supervised research.

Standard VI. Physical Facilities

- A. The school library media center shall be housed in a barrier-free and flexible facility, and that can accommodate a seating capacity of 10 % of the total student population.
- B. The library shall provide a storage space for the print collection, a reading area, a workroom and a store room, an office for the head librarian/media center coordinator, as well as a space for formal library instruction.
- C. In schools where the library is also a media center, space shall be provided for listening and viewing, as well as for the storage, distribution and repair of audiovisual materials and equipment.
- D. The school library media center shall be appropriately equipped with attractive and, at the same time, functional furniture to make it inviting to young users.

Standard VII. Information Technology Facilities and Services

The school library and media center shall have facilities for information technology and communication services.

Standard VIII. Financial Resources

- A. The school shall provide adequate funds for staffing and sufficient funds to acquire resources and supplies in support of the school library media center programs.

- B. To sustain the library's growth and development, a library/AV fee shall be collected, reviewed periodically and updated whenever necessary.
- C. Funds shall be administered by the librarians and apportioned according to the needs of the school curriculum.
- D. Funds shall be budgeted for staff development; investment in new and improved means of information access and delivery shall also be allocated.

Standard IX. Linkages and Networking

- A. The school library media center shall participate in resource sharing networks in order to increase the opportunities to intensify the collection and services.
- B. The school library media center shall establish linkages with other resource centers in the vicinity/community (e.g. barangay, public and special libraries) and refer students to their collections.

Appendix A
RECOMMENDED GROWTH RATE OF COLLECTION
for
SCHOOL LIBRARY MEDIA CENTERS

Dewey Decimal Classification	Percentage of Increase	Exemplary Standards
000-099 General works	4%	B E Y O N D R E C O G N I Z E D S T A N D A R D S
100-199 Philosophy	1%	
200-299 Religion	4%	
300-399 Social sciences	10%	
400-499 Languages	1%	
500-599 Pure Sciences	10%	
600-699 Applied Sciences	10%	
700-799 Fine Arts & Recreation	6%	
800-899 Literature	10%	
910-929 Geography/travel/Biography	6%	
900-999 History	8%	
Fiction	15%	
Filipiniana	<u>15%</u>	
	100%	

Appendix B
FURNITURE AND EQUIPMENT STANDARD
FOR
SCHOOL LIBRARY AND MEDIA CENTERS

ITEMS	NUMBER OF UNITS	SPECIFICATIONS
Reading tables	Number that can accommodate 15-25% of the enrollment	Elementary: 0.71 m (H) x 0.91 m (W) x 0.91 m (L) Secondary: 0.75 m (H) x 0.90 m (W) x 1.8 m (L)
Armless chairs	Same as above	37 cm (W), 43.5 cm (D), height of back rest -43 cm Total height: 89 cm
Librarian's table		1.22 m (W) x 0.66 m (L) x 0.76 m (H)
Librarian's chair Charging desk/circulation	Depending on the design	47 cm (W), 43.5 cm (D), height of back rest -43 cm Total height: 89 cm Simple and functional in design with space provided for filling trays for book cards and shelved for returned books. It should also be designed with provision for computers for circulation. The desk may be counter height or sitting height
Card catalog with trays	Will depend on the collection	With handle label holder and rod with 36 trays 0.90 m(W), 1.18 m (H), 0.45 m (D)
Periodical index cabinet		Same as card catalog cabinet
Shelf list card cabinet		Same as the card catalog cabinet with 12/24/36 trays
Book shelves: Preferably adjustable -single faced -double faced -wall shelves		-30 m (D) x 1.3 m (W) x 0.76 – 1.5 m (H) Height of shelves: - Elem—not more than 1.5 m - HS – not more than 1.8 m The bottom shelf should slope

		back to facilitate reading call numbers on the books shelved therein
Vertical file cabinet	Depending on the number of clippings folders	Standard filing cabinet
Magazine rack	Depending on the number of subscription titles	With ten shelves: 0.30 x 0.40 m x 1.52 m (H) in size Or size and design vary
Newspaper display rack	Depending on the number of subscription titles	10 rungs of 0.30 x 0.40 m in size Or size and design vary
Dictionary stand and atlas stand/shelves	Minimum of 3	Slope top with 3 shelves
Storage cabinet		0.40 m (D) x 0.90 m (W) x 1.83 m (H)
Furniture for informal reading		Sofa set and bean bags
Bulletin board	At least 2 or depending on the available space	Cork or magnetic 2.40 (L) x 1.20 m (W)
Step stool	Minimum of 4	Different sizes
Book truck	2 or 3	With shelves and ball caster
Large picture files	Depending on the number of collection	
Large picture files	Depending on the number of collection	Size and design vary
Equipment		
Computers (aside from those installed in the Computer Laboratory)	1 for 1000 enrollment For 100 enrollment	- for clerical work - for circulation desk - for OPAC terminals Work stations where students and teachers can use software packages, word-process work, CD-ROM and Internet