 LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna	<i>Doc. Code.:</i> LU:AA-GU-03	<i>Page:</i> 1 of 8
	<i>Revision No.</i> 00	<i>Effectivity Date:</i> September 1, 2021
	<i>Document Title:</i> LIBRARY TECHNICAL SERVICES	

1. Policy Framework

This guideline directs organization of the library's collection, providing principles, and guidelines on classification and cataloging, indexing, and mechanical processing.

2. Application and Scope

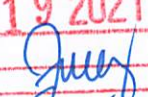
This guideline applies to library personnel conducting cataloging, indexing of periodicals, and mechanical processing of books.

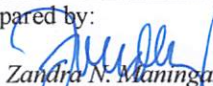
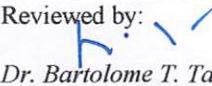

3. Definition of Terms


- 3.1 **Cataloging** organizes a collection of bibliographic items to facilitate their identification, location, access, and use.
- 3.2 **Classification** codes and organizes library materials according to their subject and assign a call number to that information resource.
- 3.3 **Indexing and Bibliographic Service** provides index to journal and newspaper articles and other research tools
- 3.4 **Mechanical Processing** makes the materials ready like labeling, covering and others.
- 3.5 **Technical Service** orders, receives, and catalogs materials in all formats.

4. General Policies

- 4.1 The University Library performs the following technical services:
 - 4.1.1 Processes materials in all formats in support to the institutional curricular offerings, teaching, and research needs.
 - 4.1.2 Provides original cataloging and other bibliographic services.
 - 4.1.3 Maintains cataloging records.
 - 4.1.4 Gathers and reports collection statistics.
 - 4.1.5 Provides indexing of periodicals and bibliographic listing of books, research papers and undergraduate theses.
- 4.2 Accession records shall be kept updated by the University Library.

Date: **AUG 19 2021**
Authorized by: 

Prepared by:  Dr. Zandra N. Maningas Head, Quality Management Office	Reviewed by:  Dr. Bartolome T. Tanguilig III Vice President, Academic Affairs	Approved by:  Dr. Charlemagne G. Laviña University President
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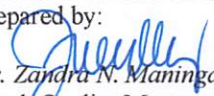
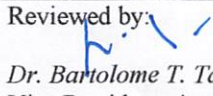
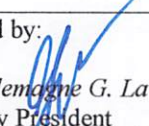
 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-03	Page: 2 of 8
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: LIBRARY TECHNICAL SERVICES	


5. Specific Policies

5.1 Classification and Cataloging

5.1.1 Descriptive Cataloging

- 5.1.1.1 The Resource Description and Access (RDA) is used for the descriptive cataloging of books, theses, bound periodicals, and Audio Visual materials and basis for the format of the catalog entries.
- 5.1.1.2 If author is the main entry, the cataloger shall double rule the initial letter of the author's surname and single rule the initial letter of the title except articles (A, AN, The).
- 5.1.1.3 If title is the main entry, the initial letter of title except articles (A, An, The) shall be double ruled.
- 5.1.1.4 For copyright date and date of publication.
 - a. If the date of publication is not given, supply the date of or approximate date of publication enclosed in square brackets e.g. [2021]. If the date cannot be approximated, supply a probable year, followed by a question mark e.g. [2021?]
 - b. Add copyright date if different from publication date
 - c. If probable date cannot be ascertained, use [Date of publication not identified].
 - d. If a book is a reproduction of a printed work using the same type, plates, etc. as the original, the latest printing date is treated as a new publication date. Put remarks in the note area that it is a reprint copy.
- 5.1.1.5 Serials are not cataloged; they are just recorded and indexed.
- 5.1.1.6 If cataloged materials are duplicate with slight variation in bibliographic data, the cataloger shall maintain the call number with a slight change to denote difference, e.g. on cutter table number, series, etc.
- 5.1.1.7 If the material is a first copy in the library, print shelf list card
- 5.1.1.8 Multimedia materials symbols such as maps, VDR (video recordings), SDR (sound recordings), CER (electronic resources), transparency, and globe shall be provided in the description area in cataloging module.
- 5.1.1.9 The Cataloger shall search the materials in the online catalogs (Library of Congress, iLib UP Diliman, National Library of the Philippines, among others) if they are available.
- 5.1.1.10 If there were three or more authors only the first author will be recorded, omit all the others and indicate the omission by recording the number of omitted names e.g Ocampo [and three others].
- 5.1.1.11 Researchers and advisers are considered as primary and secondary authors of theses and feasibility studies, among others, respectively.

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 LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna	<i>Doc. Code.:</i> LU:AA-GU-03	<i>Page:</i> 3 of 8
	<i>Revision No.</i> 00	<i>Effectivity Date:</i> September 1, 2021
	<i>Document Title:</i> LIBRARY TECHNICAL SERVICES	

5.1.2 Subject Cataloging

5.1.2.1 Dewey Decimal Classification, system for organizing the contents of a library based on the division of all knowledge into 10 groups, with each group assigned 100 numbers. The 10 main groups are:

- 5.1.2.1.1 000-Computer Science, Information & General Works
- 5.1.2.1.2 100- Philosophy
- 5.1.2.1.3 200-Religion
- 5.1.2.1.4 300- Social Sciences
- 5.1.2.1.5 400- Language
- 5.1.2.1.6 500- Natural Sciences & Mathematics
- 5.1.2.1.7 600- Technology
- 5.1.2.1.8 700- Arts & Recreation
- 5.1.2.1.9 800- Literature
- 5.1.2.1.10 900- History & Geography

5.1.3 Classification

5.1.3.1 The Cataloger uses the Dewey Decimal Classification (DDC) in categorizing library resources.

5.1.4 Call Number

5.1.4.1 In labeling the DDC number, it is divided into the following:

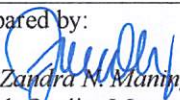
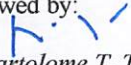
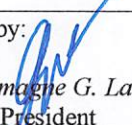
- 5.1.4.1.1 Location symbol;
- 5.1.4.1.2 Classification number;
- 5.1.4.1.3 Work Mark/Author Number; and
- 5.1.4.1.4 Copyright Date.


5.1.5 Catalog Entries

- 5.1.5.1 The library shall provide shelf list cards of the materials being cataloged.
- 5.1.5.2 With the presence of Digital Library, the library shall only provide subject card entry.

5.1.6 Shelflisting

5.1.6.1 Shelflist cards are arranged using the Dewey Decimal Classification.

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 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	<i>Doc. Code.:</i> LU:AA-GU-03	<i>Page:</i> 4 of 8
	<i>Revision No.</i> 00	<i>Effectivity Date:</i> September 1, 2021
	<i>Document Title:</i>	
LIBRARY TECHNICAL SERVICES		

5.1.7 Location

5.1.7.1 The location symbol is indicated above the call numbers belonging to specific collections.

5.1.8 Collection Category

5.1.8.1 Filipiniana books are books about the Philippines, its people, arts and culture, history, literature, languages or dialects regardless of author, place of publication and language used and also books that's contains atleast a chapter about the Philippines.

5.1.8.2 General Reference books like encyclopedias, dictionaries and handbook.

5.1.8.3 Unpublished materials include theses, capstone projects, narrative reports, feasibility studies, manuscripts, and workbooks.

5.1.8.4 Periodicals are magazines that are published at regular intervals. Periodicals are for room use only.

5.1.8.5 Newspaper clippings

5.1.8.6 Electronic Books is a book publication made available in digital form and can be accessed by students.

5.1.8.7 Journals for professional programs.

5.1.8.8 Fiction Books are any form of narratives which deal, in part or in whole, with events that are imaginary and invented by its author/s.

5.1.8.9 Multimedia materials are collections of non-print materials such as transparency, video compact discs (VCDs), compact discs (CDs), and Audio, among others.

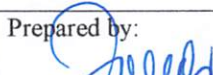
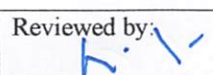
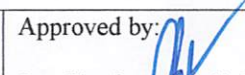
5.1.8.10 Bound journals are also classified as books.


5.1.9 Indexing

5.1.9.1 The library staff selects article to be indexed taking consideration of the following:

1. Supporting of the curriculum;
2. Regularity of issue;
3. Class and range of its readership;
4. Usefulness; and
5. Subject coverage or content.

5.1.9.2 The library staff carefully examines/reads the text/s of each article to be indexed.

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 LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna	<i>Doc. Code.:</i> LU:AA-GU-03	<i>Page:</i> 5 of 8
	<i>Revision No.</i> 00	<i>Effectivity Date:</i> September 1, 2021
	<i>Document Title:</i> LIBRARY TECHNICAL SERVICES	

5.1.9.3 The library staff shall encode the bibliographic data of the article such as:

1. Subject Heading
2. Title of the article;
3. Author of the article;
4. Title of the periodical;
5. Volume and issue number;
6. Page/s of the article where it appears; and
7. Date of publication (in abbreviation format).

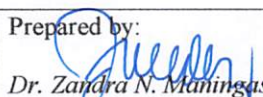
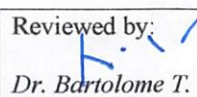
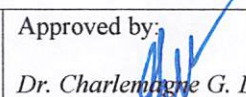
5.1.9.4 The library staff analyzes the content of the article to be indexed and relates it to the user's need.


5.1.9.5 The library staff determines possible subject represented in the article.

5.1.9.6 The library staff assigns subject heading using the existing online indexes or heading list.

5.1.9.7 The library staff puts a double check mark (//) on the left corner of the indexed article.

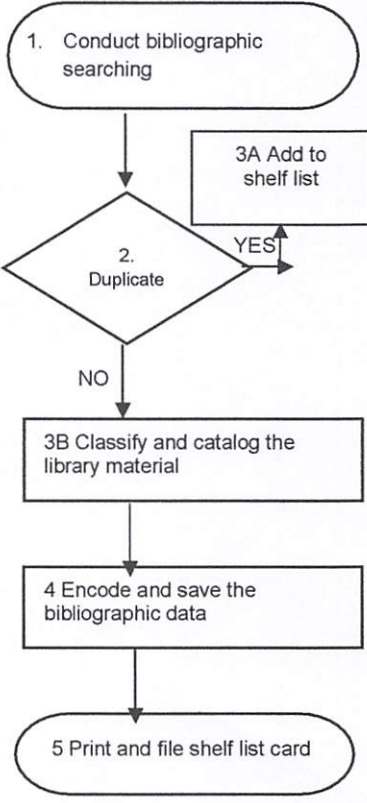
5.1.9.8 The library staff uploads the summary of indexed periodicals at the Digital Library.

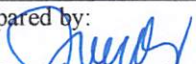
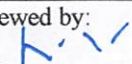
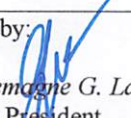
<i>Prepared by:</i>  <i>Dr. Zandra N. Maningas</i> Head, Quality Management Office	<i>Reviewed by:</i>  <i>Dr. Bartolome T. Tanguilig III</i> Vice President, Academic Affairs	<i>Approved by:</i>  <i>Dr. Charlemagne G. Laviña</i> University President
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 LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna	Doc. Code.: LU:AA-GU-03	Page: 6 of 8
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: LIBRARY TECHNICAL SERVICES	

6. Process Map and Work Instruction

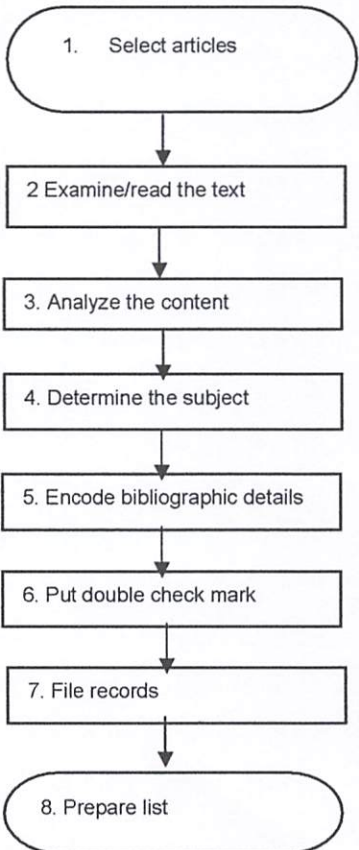
A. Cataloging and Classification of Library Resources

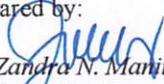
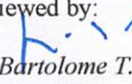
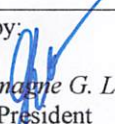
PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend:			
In-Charge	Process Flow		
Library staff	 <pre> graph TD A([1. Conduct bibliographic searching]) --> B{2. Duplicate} B -- YES --> C[3A Add to shelf list] B -- NO --> D[3B Classify and catalog the library material] D --> E[4 Encode and save the bibliographic data] E --> F([5 Print and file shelf list card]) </pre>	<p>The librarian conducts bibliographic searching of the material in available online catalog systems. Otherwise, it will be classified and catalogued using standard cataloging scheme.</p> <p>The library staff encodes and saves the bibliographic data.</p> <p>The library staff print shelflist card and files the card chronologically.</p>	<p>Output: Complete bibliographic details of materials</p> <p>Output: Accession record</p> <p>Output: Bibliographic data of the materials are saved</p> <p>Output: Filed shelf list card arranged chronologically.</p>

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 LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna	Doc. Code.: LU:AA-GU-03	Page: 7 of 8
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: LIBRARY TECHNICAL SERVICES	

B. Indexing Periodicals

	PROCESS MAP	WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend:			
In-Charge	Process Flow		
Library staff		<p>The library staff selects article to be indexed taking consideration of the following: Supporting of the curriculum; Regularity of issue; Class and range of its readership; Usefulness; and Subject coverage or content.</p> <p>The library staff shall encode the bibliographic data of the article such as: Subject Heading Title of the article; Author of the article; Title of the periodical; Volume and issue number; Page/s of the article where it appears; and Date of publication (in abbreviation format).</p>	<p>Output: Article selected is significant to the approved program curriculum and users</p> <p>Output complete and accurate details</p> <p>Output: Accurate filing of records</p> <p>Output: List of index to journal disseminated and received by different concerned academic departments</p>

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	<i>Revision No.</i> 00	<i>Effectivity Date:</i> September 1, 2021
	<i>Document Title:</i> LIBRARY TECHNICAL SERVICES	

7. Monitoring and Evaluation

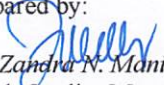
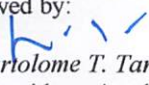
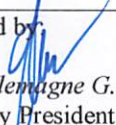
This guideline shall be uploaded to and viewable through Document Management System (DMS).

8. Dissemination

This guideline shall be uploaded and be made viewable through the Document Management System (DMS).

9. Related Documents

None

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QUALITY MANAGEMENT SYSTEM MANUAL

PAGE REVISION HISTORY

Level 1 Level 2 Guideline

Document Code: LU:AA-GU-03

Document Title: Library Technical Services

Page	Revision No.	Reason for Change	Prepared by:	Reviewed by:	Approved by:	Effectivity Date:	Release Date:

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