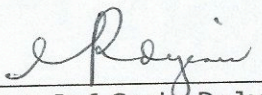


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| Policy No: | ACA-POL-LIB-0003 |
| Policy Title: | Library Materials Requisition Policy |
| Implementation Procedure: | ADM-PROC-LIB-0003 Library Material Requisition Procedure |
| Date of Issuance: | S.Y. 2010 to 2011 |
| Effectivity: | S.Y. 2010 to present |
| Page Number: | One (1) |
| Office of Origin: (Policy Expert) | Library Services Department |
| "Supersedes" Notification: | |
| Purpose of Policy: | The policy aims to establish the Colegio's terms and conditions on the requisition of library materials made by the academic departments. |
| Detailed Policy Statement: | <ul style="list-style-type: none"> • All requests for acquisitions of library materials should be selected by the academic heads, faculty members, administrators, librarians or students of any of the six academic departments. • The Library Board or the Faculty Library Committee composed of the Department Head / Chief Librarian as chairman and representatives from each academic department as members should deliberate on all bulk request for acquisition. • In cases where requests come from students, the area chairman must endorse these to their academic department. • All book / periodical requisitions should be recommended by corresponding academic department heads before they are endorsed by the Chief Librarian and approved by the Vice President for Academic Affairs and the Vice President for Financial Affairs. • The librarians, based on the clientele use and recommendation, may also make their own recommendations especially for Filipiniana and Reference materials. • Books for examination and possible acquisition should be evaluated within 15 (fifteen) days. If the department concerned fails to evaluate within set time frame, the librarian has the prerogative to evaluate and select books to be ordered. • All requisitioners should fill out the book evaluation form as an attachment to all book requisitions under their area. • All requests for free publications from donor institutions should be coursed through the Chief Librarian. • Book / periodical donations evaluated and selected by the Chief Librarian or her duly appointed representative need not pass thru any department head for further selection. |
| Applicability: | All academic heads and teaching personnel |
| Policy Approval Authority: | Chief Librarian |
| Related Policies or References | Book Evaluation Form |
| Definition: | |
| Prepared by | Planning, Funding and Development Office |
| Approved by |  Asst. Prof. Carolyn De Jesus |
| Date of Approval | 1-10-12 |

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