



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City
CID – LRMS



Division of Baguio City
OCT 21 2016
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DIVISION MEMORANDUM


NO. 345, s. 2016

**Monitoring and Evaluation of the Implementation of Learning Resource Centers
and Library Hubs and School Library Needs Analysis**

TO: PSDSs, Public School Heads, School Librarians and Designated Teacher-Librarians

1. Please be informed that the DepEd Bureau of Learning Resources Quality Assurance Division will conduct a Monitoring and Evaluation on the Implementation of Learning Resource Centers and Library Hubs and School Library Needs Analysis through a Consultative Conference on Nov. 8 – 11, 2016 in Davao City.
2. Please accomplish the following forms and email Blr.lrqad@deped.gov.ph and copy furnish Depedbagoio.lrmds@gmail.com on or before November 2, 2016:

| | | |
|--------|---|---------------------------------------|
| Form 1 | - | School Library Profile |
| Form 2 | - | School Library Profile Interpretation |
| Form 4 | - | School Library Functionality Survey |
| Form 6 | - | School Library Needs Analysis |
3. Please see attached enclosure.
4. For your information and compliance.


ATTY. AUGUSTIN P. LABAN III
Attorney III
Officer-In-Charge
Schools Division Superintendent

FORM 1: SCHOOL LIBRARY PROFILE

Name of school: _____

School address: _____

Division of: _____

Total student enrollment (as of June 2016): _____

PART A. PROFILE

Put a check mark (✓) on the appropriate blank before each item.

- Elementary School (**ELS**) Junior High School (**JHS**, Grades 7-10)
 HS with Senior High (**WSH**, G7-12) Stand Alone Senior HS (**SASH**)

School Library Status: Existing No school library

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. SPACE AND LOCATION

1.1 What best describes the space of your school library in terms of seating capacity? Please check only one.

- The library can accommodate 10% or more of the total student population.
 The library can accommodate 7-9% of the total student population.
 The library can accommodate 4-6% of the total student population.
 The library can accommodate 1-3% of the total student population.
 The library can accommodate less than 1% of the total student population.

1.2 What is the size of your school library (in square meter)?

_____ m².

1.3 What best describes your library in terms of location? Please check only one.

- The library is in a separate building.
 The library occupies a separate room within a building.
 The library shares space with another.
 Others (please specify) _____

1.4 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

- The library *is easily* accessible from any point in the campus and is safe from flooding.
 The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)
 The library *is easily* accessible from any point in the campus and is not safe from flooding.

2. SERVICES

2.1 How long does the school library operate daily to accommodate users?

- The school library operates from the start of the earliest class period *with no noon break and extends after* the last class period.
- The school library operates from the start of the earliest class *with noon break and extends after* the last class period.
- The school library operates from the start of the earliest class period *with no noon break but it closes at the end* of the last class period.
- The school library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period*.
- The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.
- Others (please specify) _____

2.2 The following are activities and services that a school library should provide.

Put a check mark (✓) in the box beside the activities and services that your school library offers. Check all that apply.

| School Library Activities | |
|--|--------------------------|
| Updates the Bulletin/Information Board to promote library and information services (Current Awareness). | <input type="checkbox"/> |
| Conducts orientation on the use of the library and its services for students and teachers. | <input type="checkbox"/> |
| Conducts regular activities that promote library and information services. | <input type="checkbox"/> |
| Conducts classroom visits to promote library and information services. | <input type="checkbox"/> |
| Uses social media to promote library and information services. | <input type="checkbox"/> |
| Others (Please specify): | <input type="checkbox"/> |
| School Library Services | |
| The staff provides Selective Dissemination of Information to the faculty. | <input type="checkbox"/> |
| Allows borrowing of books for home use. | <input type="checkbox"/> |
| Allows students to use the computer for encoding, viewing, and the like. | <input type="checkbox"/> |
| Allows the students to bring books outside the library and returns within the day if not allowed for home use. | <input type="checkbox"/> |
| Allows students to use the computer for internet access. | <input type="checkbox"/> |
| Allows the faculty to use the computer for encoding, viewing, and the like. | <input type="checkbox"/> |
| Allows the faculty to use the computer for internet access. | <input type="checkbox"/> |
| The staff prepares clippings (for vertical files collection) | <input type="checkbox"/> |
| The staff does indexing. | <input type="checkbox"/> |
| Others (please Specify): | <input type="checkbox"/> |

2.3 Put a check mark (✓) in the appropriate box to indicate the collection access system that your school library practices. Choose one only.

| Collection Access System | | |
|--------------------------|--|--|
| Open Shelf/Stack | Shelving in a library to which users have unrestricted access. | |
| Closed Shelf/Stack | Shelving area in a library to which only members of the library staff have access. | |

3. ADMINISTRATION AND HUMAN RESOURCES

3.1 Provide the following information regarding the personnel in-charge of the library:

3.1.1 Name of Staff : _____
 Email: _____
 Contact Number: _____

3.1.2 Gender: ___ Male ___ Female

3.1.3 Highest Educational Attainment:
 ___ PhD
 ___ Masters
 ___ (College) Undergraduate Degree

3.1.4 Designation:
 ___ Licensed Librarian, License No. _____
 ___ Librarian (Not Licensed)
 ___ Teacher-Librarian
 ___ Others (Please Specify) _____

3.1.5 What is the appointment status?
 ___ Permanent
 ___ Contract of Service
 ___ Others (Please specify): _____

3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

| Name of the Staff | Designation | Highest Educational Attainment | Appointment Status |
|-------------------|-------------|--------------------------------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |

4. COLLECTION MANAGEMENT

4.1 Put a check mark (✓) in the appropriate box to indicate the bibliographic processes that your school library follows.

| Bibliographic Processes | | |
|-------------------------|---|--|
| Accessioning | The process of assigning a unique number to a bibliographic item added to a library collection. | |
| Cataloging | The process of creating entries for a catalog (bibliographic description, subject analysis). | |
| Classification | The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them. | |
| Labelling | The process of putting call numbers of the books. | |
| No Processing | The books are displayed with no further bibliographic processing. | |

4.2 Library Collection Inventory

| 4.2.1 GENERAL REFERENCES | Copyright 2005-Present | | Copyright 2004- or Earlier | | TOTAL | |
|--------------------------|------------------------|---------------|----------------------------|---------------|---------------|---------------|
| | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies |
| 1. Encyclopedias | | | | | | |
| 2. Dictionaries | | | | | | |
| 3. Almanacs | | | | | | |
| 4. Handbooks | | | | | | |
| 5. Manuals | | | | | | |
| 4. Atlases | | | | | | |
| 5. Yearbooks | | | | | | |
| 6. Directories | | | | | | |
| 7. Thesaurus | | | | | | |
| Others | | | | | | |
| TOTAL | | | | | | |

| 4.2.2 GENERAL COLLECTION (Subject Area Specific References) | | Copyright 2005-Present | | Copyright 2004- or Earlier | | TOTAL | |
|---|---|------------------------|---------------|----------------------------|---------------|---------------|---------------|
| Broad Subjects | Scope | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies |
| English & Literature | Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc. | | | | | | |
| Filipino at Panitikan | Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc. | | | | | | |

| <i>Continuation...</i> 4.2.2 GENERAL COLLECTION (Subject Area Specific References) | | Copyright 2005-Present | | Copyright 2004-or Earlier | | TOTAL | |
|---|---|------------------------|---------------|---------------------------|---------------|---------------|---------------|
| Broad Subjects | Scope | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies |
| Science | Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc. | | | | | | |
| Aral. Panlipunan | Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc. | | | | | | |
| Music | Musical Instruments, Compositions, Songs, History of Music, etc. | | | | | | |
| Arts | Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc. | | | | | | |
| Physical Education | Books on Martial Arts, Sports/Games, Body Building, etc. | | | | | | |
| Health | Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc. | | | | | | |
| Edukasyon sa Pagpapahalaga | Religion, Morality, Values Education, etc. | | | | | | |
| Mathematics | Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics, | | | | | | |
| Business | Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc. | | | | | | |
| Management | Books on Organizational Management, Leadership, etc. | | | | | | |
| Computers/ Information Tech. | Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc. | | | | | | |
| Research | Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc. | | | | | | |
| Philosophy | Books on Philosophy, Logic, Ethics, etc. | | | | | | |
| Technical Vocation/TLE | Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc. | | | | | | |
| Others | Please specify the subject Area (You may add) | | | | | | |
| TOTAL | | | | | | | |

| 4.2.3 ADDITIONAL SUPPLEMENTARY READERS | Copyright 2005- Present | | Copyright 2004-or or Earlier | | Combined Total Number of Titles |
|--|----------------------------|------------------|---------------------------------|------------------|--|
| | No. of Titles | No. of Copies | No. of Titles | No. of Copies | |
| Biographies | | | | | |
| Novels | | | | | |
| Collections/Anthology of Short Stories | | | | | |
| Collection/Compilation of Poetry | | | | | |
| Others (Please specify) | | | | | |
| TOTAL | | | | | |

| 4.2.4 NON-PRINT COLLECTION | | Copyright 2005- Present | Copyright 2004-or Earlier | Combined Total Number of Titles |
|-------------------------------|---|-------------------------------|---------------------------------|--|
| | | Total No. of Titles | | |
| Digital File Collection | E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.) | | | |
| | CD/DVD Collection of Movies, Documentaries, etc. | | | |
| Braille Collection | | | | |
| Microfilm Collection | | | | |
| Others (Please specify) | | | | |
| TOTAL | | | | |

| 4.2.5 PERIODICAL SUBSCRIPTION | Years Subscribed | Locally Published | Internationally Published | TOTAL NUMBER OF SUBSCRIPTIONS |
|-------------------------------------|---------------------|-----------------------------|------------------------------|-------------------------------------|
| | | No. of Titles Subscribed | No. of Titles Subscribed | |
| Newspapers | Year 2016 | | | |
| | Year 2015 | | | |
| | Year 2014 | | | |
| Tabloids | Year 2016 | | | |
| | Year 2015 | | | |
| | Year 2014 | | | |
| Magazines | Year 2016 | | | |
| | Year 2015 | | | |
| | Year 2014 | | | |
| Journals | Year 2016 | | | |
| | Year 2015 | | | |
| | Year 2014 | | | |
| TOTAL | | | | |

5. ACQUISITION

5.1 Put a check mark (✓) on the appropriate box to indicate your school library's means for books acquisition. Check all that apply.

| School Library Means of Book Acquisition | |
|---|--|
| MOOE | |
| LGU | |
| NGO | |
| PTA | |
| DepEd (Central Office/Division/District Office) | |
| Alumni | |
| Others (Please specify): | |

5.2 Put a check mark (✓) on the appropriate box to indicate the source of your school library budget. Check all that apply.

| Sources of School Library Budget | |
|---|--|
| No Budget | |
| LGU | |
| NGO | |
| PTA | |
| DepEd (Central Office/Division/District Office) | |
| Alumni | |
| MOOE | |

6. FACILITIES

6.1 Put a check mark (✓) on the appropriate box to indicate collection access facility your library has/have. Check all that apply.

- OPAC (Online Public Access Catalog)
 Card Catalog Cabinet with Catalog Cards
 None

6.2 Put a check mark (✓) on the appropriate box to indicate ICT facilities available in your library have. Check all that apply.

| ICT Facilities | |
|---------------------------|--|
| Computer Set | |
| Projector | |
| Document Camera | |
| DVD Player | |
| Photocopier | |
| Scanner | |
| Printer | |
| Printer with Scanner | |
| Telephone | |
| Internet Connection/Modem | |
| Television | |
| Others (Please specify): | |

Accomplished By:

Librarian/School Librarian Personnel in-Charge

Reviewed and Noted By:

Principal/School Head

References:

- RA 9155; DO 56, s. 2011
- DECS Order No. 6, 1998
- IFLA School Library Guidelines, 2nd Rev. Ed., June 2015.

FORM 2: SCHOOL LIBRARY PROFILE INTERPRETATION

School Name: _____

School Address: _____

Division Of: _____

Total Student Enrollment (As of June 2016): _____

Put a check mark (✓) on the appropriate blank before each item.

____ Elem. School;

____ Junior HS (G7-10);

____ HS with Senior High (G7-12);

____ Stand Alone Senior HS

Directions: Using the Library Profile (Form 1) accomplished by the School Librarian, rate the school library on the following components using the attached point equivalents for Library Functionality. To complete the rating, divide the score earned by the sub-total for each component then multiply by 100.

| Components | Indicators | Perfect Score | Scores Earned | Interpretation | |
|---------------------------------------|--------------------------|---------------|---------------|----------------|--|
| 1. Space & Location | Seating Capacity | 5 | | | |
| | Location | 3 | | | |
| | Accessibility | 3 | | | |
| | <i>Sub-total</i> | 11 | | | |
| 2. Services | Operating Hours | 5 | | | |
| | Activities | 5 | | | |
| | Services | 4 | | | |
| | Collection Access | 2 | | | |
| | <i>Sub-total</i> | 16 | | | |
| 3. Administration and Human Resources | Staff Designation | 5 | | | |
| | <i>Sub-total</i> | 5 | | | |
| 4. Collection Management | Bibliographic Processing | 3 | | | |
| | Gen. References | 6 | | | |
| | Gen. Collection | 6 | | | |
| | SRMs | 6 | | | |
| | Non-Print Coll. | 6 | | | |
| | Periodical Collection | Newspapers | 7 | | |
| | | Tabloids | | | |
| Magazines | | | | | |
| Journals | | | | | |
| | <i>Sub-total</i> | 34 | | | |
| 5. Acquisition | Book Acquisition | 7 | | | |
| | Sources SL Budget | 7 | | | |
| | <i>Sub-total</i> | 14 | | | |
| 6. Facilities | Collection Access | 3 | | | |
| | Facilities | 7 | | | |
| | <i>Sub-total</i> | 10 | | | |
| GRAND TOTAL | | 90 | 100 | | |
| Functionality: | | | | | |

Prepared By: _____

Date Accomplished: _____

School Librarian
Signature over Printed Name

Reviewed By: _____

School Head
Signature over Printed Name

Score Equivalents:

- **Fully Functional (FFL)** *If ratings in all components are 80% and above. The school library indicates “best practice/s.”*
- **Functional (FL)** *If ratings in all components are not less than 70%. The school library is able to reach the standard and is continually making progress.*
- **Semi Functional (SFL)** *If rating/s in any of the component/s is/are not less than 50%. The school library is making progress in providing information services.*
- **Not Functional (NFL)** *If ratings in any of the component/s is/are 49% and below. The library meets below the minimum requirement established for school library and Information services.*

POINT EQUIVALENCES FOR LIBRARY FUNCTIONALITY

1. SPACE AND LOCATION

1.1 What best describes the space of your school library in terms of seating capacity?

- **(5 points).** The library accommodates 10% or more of the total student population.
- **(4 points).** The library accommodates 7-9% of the total student population.
- **(3 points).** The library accommodates 4-6% of the total student population.
- **(2 point).** The library accommodates 1-3% of the total student population.
- **(1 point).** The library accommodates less than 1% of the total student population.

1.2 What best describes your school library in terms of location?

- **(3 points).** The school library is in a separate building.
- **(2points).** The school library occupies a separate room within a building.
- **(1 point).** The school library shares space with others.

1.3 How accessible is the school library to the users/students? Are the library collections safe from flooding?

- **(3 points).** The school library *is easily* accessible from any point in the campus and is safe from flooding.
- **(2 points).** The school library *is not easily* accessible from any point in the campus but is safe from flooding.
- **(1 point).** The school library *is easily* accessible from any point in the campus and is not safe from flooding.

2. SERVICES

2.1 How long does the library operate daily to accommodate users?

- **(5 points)** The library operates from the start of the earliest class period *with no noon break and extends after* the last period of classes.
- **(4 points)** The library operates from the start of the earliest class *with noon break and extends after* the last period of classes.
- **(3 points)** The library operates from the start of the earliest class period *with no noon break but it closes at the end of the last class period.*
- **(2 points)** The library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period.*
- **(1 point)** The library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel or as specified in “others.”

2.2 Please identify the following activities and services your school library provides.

| Equivalent Points | Criteria for Library Activities |
|-------------------|--|
| 5 | The library conducts 3 or more activities. |
| 3 | The library conducts 2 activities. |
| 2 | The library conducts 1 activities. |
| 1 | The library conducts other activity. |
| 0 | No activity conducted. |

| Equivalent Points | Criteria for Library Services |
|-------------------|---|
| 4 | the library provides 4 or more services |
| 3 | the library provides 3 services |
| 2 | the library provides 2 services |
| 1 | the library provides only 1 service |

2.3 Access System

| Equivalent Points | Collection Access Systems |
|-------------------|---------------------------|
| 2 | Open Shelf/Stack |
| 1 | Closed Shelf/Stack |

3. ADMINISTRATION AND HUMAN RESOURCES

| Equivalent Points | 3.1 Staff Designation |
|-------------------|--|
| 5 | The library has a full-time Librarian. |
| 3 | The library has a Teacher-Librarian. |

4. COLLECTION MANAGEMENT

4.1 What best describes your school library's bibliographic processing?

| Equivalent Points | Criteria |
|--------------------------|---|
| 3 | All the bibliographic processes are being done. |
| 2 | Only one/some of the bibliographic processes is/are being done. |
| 1 | None of the bibliographic processes is being done. |

4.2 Library Collection Inventory

4.2.1 Gen. References, 4.2.2 Gen. Collection, 4.2.3 Non-Print Collection, 4.2.4 SRMs

| Equivalent Points | Standards |
|--------------------------|--|
| 5 | If 20% or more of the total collection (titles) are published within the last 10 years |
| 4 | If 10-19% of the total collection (titles) are published within the last 10 years |
| 3 | If 5-9% of the total collection (titles) are published within the last 10 years |
| 2 | If 2-4% of the total collection (titles) are published within the last 10 years |
| 1 | If 1% or less of the total collection (titles) are published within the last 10 years |

4.2.5 Periodical Collection

| Equivalent Points | Scoring for Newspapers, Tabloids, Magazine & Journals |
|--------------------------|--|
| 7 | 3 or more subscriptions in Year 2016 (regardless of type of periodical) |
| 6 | if 2 subscriptions in Year 2016 (regardless of type of periodical) |
| 5 | If only 1 subscription in Year 2016 (regardless of type of periodical) |
| 4 | if latest subscription was on year 2015, 2 subscriptions regardless of type of periodical) |
| 3 | if latest subscription was on year 2015, 1 subscription regardless of type of periodical) |
| 2 | if latest subscription was on year 2014, 2 subscriptions regardless of type of periodical) |
| 1 | if latest subscription was on year 2014, 1 subscription regardless of type of periodical) |

5. ACQUISITION

5.1 Please identify your library's means for book acquisition.

| Equivalent Points | Criteria |
|--------------------------|---|
| 7 | MOOE, LGU, NGO, PTA, DepEd, Alumni others |
| 6 | MOOE, LGU, PTA |
| 5 | either/both of MOOE, LGU, PTA, Alumni |
| 4 | MOOE + either/both of NGO, DepEd, Others |
| 3 | MOOE |
| 2 | either both of NGO, DepEd, Others |
| 1 | either NGO, DepEd, or Others |

5.2 What is the source of your school library budget?

| Equivalent Points | Sources of School Library Budget |
|--------------------------|--|
| 7 | MOOE, LGU, NGO, PTA, DepEd, Alumni, others |
| 6 | MOOE, LGU, PTA |
| 5 | either/both of MOOE, LGU, PTA, Alumni |
| 4 | MOOE + either/both of NGO, DepEd, Others |
| 3 | MOOE |
| 2 | either both of NGO, DepEd, Others |
| 1 | either NGO, DepEd, or Others |

6. FACILITIES

6.1 Which collection access facility does your library have?

| Equivalent Points | Criteria |
|--------------------------|--|
| 3 | If the library has both OPAC and Card Catalog Cabinet. |
| 2 | If the library has OPAC but no Card Catalog Cabinet. |
| 1 | If the library uses only Card Catalog Cabinet. |

7. Please identify ICT facilities that your library has.

| Equivalent Points | Criteria |
|--------------------------|---|
| 7 | Computer with internet connection + 5 other facilities |
| 6 | Computer with internet connection + 4 other facilities |
| 5 | Computer with internet connection + 3 other facilities |
| 4 | Computer without internet connection + 2 other facilities |
| 3 | Computer without internet connection + 1 other facility |
| 2 | No computer but has other facilities. |
| 1 | No computer and has one other facility. |

FORM 4: SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. SPACE AND LOCATION

1.1 Please tally the stated sizes of the libraries using the *sample* format below.

| Sizes of School Libraries in Square Meters (sq.) | |
|--|-----------------------------------|
| Designated School Library Area (in sq.m.) | (ex.. 50, 65, 45, 50) |
| Descriptive Location | (ex.. back of principal's office) |

2. SERVICES

2.1 How accessible is the school library to the users/ students? Are the library collections safe from flooding?

| School Levels <i>(Whatever is applicable)</i> | Other Location Accessibility |
|--|------------------------------|
| Elem Schools | 1. 2. 3. |
| Junior HS | 1. 2. 3. |
| | 1. 2. 3. |
| Stand Alone Senior HS | 1. 2. 3. |

2.2 Please state here the other activities and services stated by the respondents.

| School Library Activities and Services | | |
|--|--------------------------|------------------------|
| School Levels <i>(Whatever is applicable)</i> | Other Library Activities | Other Library Services |
| Elem Schools | 1. 2. 3. | 1. 2. 3. |
| Junior HS | 1. 2. 3. | 1. 2. 3. |
| With Senior High | 1. 2. 3. | 1. 2. 2 |
| Stand Alone Senior High Schools | 1. 2. 3. | 1. 2. 3. |

4. COLLECTION MANAGEMENT

4.2.1 Based on responses, please specify below the **other** broad subjects and its scope, subjects that are not in the given categories.

| 4.2.1 GENERAL REFERENCES | | Copyright 2005-Present | | Copyright 2004-or Earlier | | TOTAL | |
|--------------------------|-------|------------------------|---------------|---------------------------|---------------|---------------|---------------|
| Broad Subjects | Scope | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies |
| | | | | | | | |
| | | | | | | | |
| TOTAL | | | | | | | |

4.2.2 Based on responses, please specify below the **other** broad subjects and its scope, subjects that are not in the given categories.

| 4.2.2 GENERAL COLLECTION (Subject Area Specific References) | | Copyright 2005-Present | | Copyright 2004-or Earlier | | TOTAL | |
|---|-------|------------------------|---------------|---------------------------|---------------|---------------|---------------|
| Broad Subjects | Scope | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies |
| | | | | | | | |
| | | | | | | | |
| TOTAL | | | | | | | |

4.2.3 Please specify below the **other** subjects that were answered by the respondents.

| 4.2.3 ADDITIONAL SUPPLEMENTARY READERS | Copyright 2005- Present | | Copyright 2004-or Earlier | | Combined Total Number of Titles |
|--|----------------------------|------------------|------------------------------|------------------|--|
| | No. of Titles | No. of Copies | No. of Titles | No. of Copies | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

4.2.4 Please specify below the **other** non-print collection that were answered by the respondents.

| 4.2.4 NON-PRINT COLLECTION | Copyright 2005- Present | Copyright 2004-or Earlier | Combined Total Number of Titles |
|----------------------------|-------------------------------|---------------------------------|--|
| | Total No. of Titles | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

5. ACQUISITION

5.1 Other School Library Means for Books Acquisition

| |
|--|
| |
| |
| |

5.2 Other Sources of School Library budget

| |
|--|
| |
| |
| |
| |

6. FACILITIES

6.1 Other ICT Facilities

| |
|--|
| |
| |
| |
| |

FORM 6: SCHOOL LIBRARY NEEDS ANALYSIS

Name of School: _____

Division: _____ Region: _____

Name of Librarian: _____ Contact Number: _____

I. Directions: The following survey aims to identify the extent of the needs of your school library. Rate the following aspects considering the present status of your school library using the rating scale below. Please check the appropriate box that corresponds to your answer.

5- Highly Needed; 4- Needed; 3- Somewhat Needed; 2- Not Sure ; 1-Not Needed

| ITEMS | 5 | 4 | 3 | 2 | 1 |
|--|---|---|---|---|---|
| A. SCHOOL LIBRARY SPACE AND LOCATION | | | | | |
| 1. The school library needs to expand in order to accommodate at least 10% seating capacity of the student population. | | | | | |
| 2. The school library needs to be separated from another office because they share a common room. | | | | | |
| 3. The school library needs to be relocated to be accessible from any point of the campus. | | | | | |
| 4. The school library needs to be relocated to make sure it is safe from flooding. | | | | | |
| B. SERVICES | | | | | |
| 1. The school library needs to open from the start of the earliest class and needs to extend beyond the last class period. | | | | | |
| 2. The library needs to operate on a regular schedule. | | | | | |
| 3. The school library needs to update the Bulletin/Information Board to promote library and information services. | | | | | |
| 4. The school library needs to conduct orientation on the use of the library and its services for students and teachers. | | | | | |
| 5. The school library needs to conduct monthly activities that promote library and information services. | | | | | |
| 6. The school library needs to conduct classroom visits to promote library and information services. | | | | | |
| 7. The school library needs to use social media to promote library and information services. | | | | | |
| 8. The school library needs to allow borrowing of books for home use. | | | | | |
| 9. The school library needs to allow students to use the computer for encoding, viewing, and the like. | | | | | |
| 10. The school library needs computer and internet access for students' and teachers' use. | | | | | |
| 11. The school library staff needs to prepare clippings for vertical file collection. | | | | | |
| 12. The school library staff needs to do indexing. | | | | | |
| 13. The school library needs to practice open shelf/stack shelving to allow unrestricted access of the users. | | | | | |

| ITEMS | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| C. LIBRARIAN | | | | | |
| 1. The school library needs to have a full-time licensed librarian. | | | | | |
| 2. The librarian needs training on the following bibliographic processes: | | | | | |
| a. Accessioning | | | | | |
| b. Cataloging | | | | | |
| c. Classification | | | | | |
| d. Labeling | | | | | |
| D. LIBRARY COLLECTION | | | | | |
| 1. The school library needs the following general references: | | | | | |
| a. Encyclopedias | | | | | |
| b. Dictionaries | | | | | |
| c. Almanacs | | | | | |
| d. Handbooks | | | | | |
| e. Manuals | | | | | |
| f. Atlases | | | | | |
| g. Yearbooks | | | | | |
| h. Directories | | | | | |
| i. Thesaurus | | | | | |
| 2. The school library needs the following learning area specific references: | | | | | |
| a. English & Literature | | | | | |
| b. Filipino at Panitikan | | | | | |
| c. Science | | | | | |
| d. Araling Panlipunan | | | | | |
| e. Music | | | | | |
| f. Arts | | | | | |
| g. Physical Education | | | | | |
| h. Health | | | | | |
| i. Edukasyon sa Pagpapahalaga | | | | | |
| j. Mathematics | | | | | |
| k. Business | | | | | |
| l. Management | | | | | |
| m. Computers/ Information Tech. | | | | | |
| n. Research | | | | | |
| o. Philosophy | | | | | |
| p. Technical Vocation/TLE | | | | | |
| 3. The school library needs the following additional supplementary readers: | | | | | |
| a. Biographies | | | | | |
| b. Novels | | | | | |
| c. Collections/Anthology of Short Stories | | | | | |
| d. Collection/Compilation of Poetry | | | | | |
| 4. The school library needs the following digital file collection: | | | | | |
| a. E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.) | | | | | |
| b. CD/DVD Collection | | | | | |

| ITEMS | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| c. Periodical Subscription | | | | | |
| c.1 Broadsheet Newspaper | | | | | |
| c.2 Tabloid Newspaper | | | | | |
| c.3 Magazines | | | | | |
| c.4 Journals | | | | | |
| E. BOOK ACQUISITION | | | | | |
| 1. The school library needs to acquire books and other collections using the allocated funds . | | | | | |
| 2. The school library needs to acquire books and other collections tapping LGU funding. | | | | | |
| 3. The school library needs to acquire books and other collections from the donations either from the PTA or other NGOs. | | | | | |
| 4. The school library needs to acquire books and other collections given by the DepEd Central Office, Regional Office of Division Office. | | | | | |
| 5. The school library needs to have specific annual budget. | | | | | |
| F. FACILITY | | | | | |
| 1. The school library needs the following access facility: | | | | | |
| a. Online Public Access Catalog (OPAC) | | | | | |
| b. Card Catalog Cabinet with Catalog Cards | | | | | |
| 2. The school library needs the following equipment: | | | | | |
| a. Computer Set | | | | | |
| b. Projector | | | | | |
| c. Document Camera | | | | | |
| d. DVD Player | | | | | |
| e. Photocopier | | | | | |
| f. Scanner | | | | | |
| g. Printer | | | | | |
| h. Printer with Scanner | | | | | |
| i. Telephone | | | | | |
| j. Internet Connection/Modem | | | | | |
| k. Television | | | | | |

II. Directions: Rank the following school library aspects that need improvement in order of importance. Write **1** for the aspect that needs foremost improvement attention, **2** for the next and so on.

- _____ School Library Space and Location
- _____ Services
- _____ Librarian
- _____ Library Collection
- _____ Book Acquisition
- _____ Facility

Thank you for your cooperation.