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

\_\_\_\_\_\_\_\_\_m2.

* 1. 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. 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.

1. **SERVICES**
	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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. 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.

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

* 1. 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](http://www.abc-clio.com/ODLIS/odlis_b.aspx#bookshelves) in a [library](http://www.abc-clio.com/ODLIS/odlis_l.aspx#library) to which users have un[restricted access](http://www.abc-clio.com/ODLIS/odlis_r.aspx#restricted). |  |
| Closed Shelf/Stack | [Shelving](http://www.abc-clio.com/ODLIS/odlis_b.aspx#bookshelves) area in a [library](http://www.abc-clio.com/ODLIS/odlis_l.aspx#library) to which only members of the [library staff](http://www.abc-clio.com/ODLIS/odlis_l.aspx#librarystaff) have [access](http://www.abc-clio.com/ODLIS/odlis_a.aspx#access). |  |

1. **ADMINISTRATION AND HUMAN RESOURCES**
2. .1 Provide the following information regarding the personnel in-charge of the library:
	* 1. Name of Staff :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_

 Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Gender: \_\_\_\_Male \_\_\_\_Female
		2. Highest Educational Attainment:

\_\_\_\_PhD

\_\_\_\_Masters

\_\_\_\_(College) Undergraduate Degree

* + 1. Designation:

 \_\_\_\_\_\_Licensed Librarian, License No.\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_ Librarian (Not Licensed)

 \_\_\_\_\_\_Teacher-Librarian

 \_\_\_\_\_\_Others (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. What is the appointment status?

 \_\_\_\_\_Permanent

 \_\_\_\_\_Contract of Service

 \_\_\_­\_\_­­­­Others (Please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| --- | --- | --- | --- |
| Name of the Staff | Designation | Highest Educational Attainment | Appointment Status |
|  |  |  |  |
|  |  |  |  |
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1. **COLLECTION MANAGEMENT**
	1. Put a check mark (🗸) in the appropriate box to indicate the bibliographic processes that your school library follows.

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| **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 [class](http://www.abc-clio.com/ODLIS/odlis_c.aspx#class)es, [subclass](http://www.abc-clio.com/ODLIS/odlis_s.aspx#subclass)es, and sub-subclasses based on the [characteristic](http://www.abc-clio.com/ODLIS/odlis_c.aspx#characteristic)s 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. |  |

* 1. 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. |   |   |   |   |  |  |

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| --- | --- | --- | --- |
| *Continuation…*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 |  |  |  |  |  |

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

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| --- | --- | --- | --- | --- |
| 4.2.5PERIODICAL 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 |  |  |  |

1. **ACQUISITION**
	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): |  |

* 1. 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 |  |

1. **FACILITIES**
	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

* 1. 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.*