**FORM 4: SCHOOL LIBRARY FUNCTIONALITY SURVEY**

1. SPACE AND LOCATION
	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)* |

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

|  |  |
| --- | --- |
| School Levels *(Whatever is applicable)*  | 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 *(Whatever is applicable)* | 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

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