



## **1.0 OBJECTIVES**

- 1.1 To have easy access and easy retrieval of materials available in the library.
- 1.2 To be able to direct library users to locate the materials needed in just a short span of time.
- 1.3 To enhance knowledge of students, mentors and employees in IAFT and Bigfoot as a whole.

## **2.0 POLICY STATEMENTS**

2.1 The Librarian and library staff's responsibilities:

- To see to it that service is fully utilized by the right users (students, mentors and employees).
- To assist users in their library searches.

## **3.0 FORMS**

### *3.1 Accession book*

- To record all the details of each material – date arrived, author, title, edition, number of pages, asset number, etc.
- To assign "accession numbers" to each volume in the collection.
- As a ledger, a tool for TESDA inspection and other accreditations

### *3.2 Index Card (3 x5 size)*

- It is where the librarian writes the details in a proper format observed in librarianship.
- It comes usually in four kinds – shelf list, author, title and subject cards.

### *3.3 Stickers*

- To identify the owner of the material...e.g. IAFT library.

### *3.4 Labels*

- To record the call number or classification number of the particular material using the Dewey Decimal Classification system.

## **4.0 PROCEDURES**

### *4.1 Accession book*

- *The librarian encodes all the necessary data of the book: date arrived, author, title, edition, number of pages, asset number, etc.*

### *4.2 Index Card (3 x5 size)*

- *The librarian follows the correct format in cataloging and classification.*

### *4.3 Stickers*

- *Librarian/Library staff pastes the sticker on the spine of the material for easy identification.*

### *4.4 Labels*

- *Librarian/Library pastes the labels of the call number or classification numbers following the grouping from 000 to 999.*