

## **LIBRARY**

The College Library is located at the 4th level of the Luxembourg campus building. The collection primarily consists of print and non-print material to support the varied curricular offerings of the school. Print materials are composed of Circulation and Reserved books, general reference, Filipiniana, these, fiction, journals, newspapers, magazines and Scholastic reading materials. Its audio-visual collection consists of DVDs, VCDs and CDs related to the courses offered. The SISFU and SSLC collections are also housed in this library.

**SISFU Collection:** This section houses all collection of books on Hospitality Management, Leisure and Tourism and Culinary Arts located in the circulation.

### Information Concerning the Use of the SISC/SISFU Library

1. New students must attend the Library Orientation in order to help them use the library effectively.
2. SISFU students have to obtain a library card from the circulation counter of the College Library, 4th Floor, SISC building. Library cards will only be issued to students who are officially enrolled at SISFU. A list of these students will be provided by the SISFU

Registrar's Office to the SISC Library Coordinator at the beginning of each term. The following are the requirements for library card applicants:

- Upon receipt of their card, students will complete needed information on the library card
  - The students are required to submit one 1x1 latest ID picture to be attached on their card
  - Library cards are non-transferrable. In cases of lost library cards, reapplication is then required.
3. Students have to present their library cards before they can borrow from the college library.
    - Some books may be borrowed for a maximum of 3 days
    - Other books classified as "reserve books" are available for library use only.
  4. Students should refer to the Library Guide to understand the guidelines for the use of the Library, as well as to maximize the benefits and services provided by the Library.
  5. Students should return books on or before the due date. Failure to do so will mean paying a fine of five (5) pesos per day. It is the responsibility of the student to return borrowed books on "due dates". A library clearance will be required prior to the term's final exam to ensure that the student does not have overdue books in his/her possession by the end of each term.

6. Students may use their own laptops in the College Library. However, laptops need to be registered at SISC in order to obtain the required password for WIFI access.
7. Students are responsible for the securing of their laptops and valuables.
8. Students may borrow a maximum of 3-5 books for overnight use only.
9. Faculty may borrow a maximum of 10 books that can be used for the whole semester.

### **Policies for Library Users**

1. Silence shall be observed at all times in all parts of the library.
2. Students are advised to follow the uniform code before entering the library premises
3. Strictly no food and drinks allowed.
4. All bags should be deposited at the baggage area inside the library. Bring with you your Valuables, (e.g., money, cell phones, etc.)
5. Library materials and equipment are part of the school's property and should be handled with care.
6. Group work may be allowed in the library, provided they will not disturb the rest of the users.
7. Loud discussions, eating, loitering and playing cards are strictly prohibited.
8. Cell phones, mp3 players and other communication devices must be on a silent/vibrating mode or switched off inside the library.
9. Users should present book, material for inspection upon entering/leaving the library.
10. Library users are encouraged to read announcements to stay updated with the current changes in the library.

### **Services**

1. Readers Services. This covers the basic and essential divisions of the College Library. These are the Circulation, Filipiniana, General Reference and Audio-Visual, and Periodicals.
2. Instructional Media Services. The Audio-Visual Room houses a collection on CD's, VCD's CD-ROM, and DVD's that may be borrowed for viewing upon request. These materials may not be checked out by students; however, teachers may borrow these materials for overnight purposes if there are no reservations made by another borrower. Borrowing of these items is only done every Friday to ensure availability of these items for classroom/instructional purposes. Reservation of the library Viewing Room should be done 2 days prior to the actual usage.

3. Technical Services. This is responsible for the “health and well-being” of library’s collection. Its basic function is to organize the book and non-book collections of the library, which are made available through the process of Acquisition and Cataloging and Classification.

#### **Overdue Notice College students**

1. The list of students with accountabilities is prepared as per record of the library.
2. The list of students with accountabilities is posted before the end of every semester at the main entrance of the College Library and Students Affairs Bulletin Board to serve as a reminder for early settlement.
3. List of students with accountabilities is submitted to their respective College Dean/ Chairpersons and Principals/DPs for assistance.
4. Students with accountabilities should see the library staff for the settlement of their accountabilities.
5. Library maintains the listings for 1 whole year.

#### **Lost Books/Materials of Students, Faculty and Staff**

1. Borrower informs the library staff of the lost book.
2. Library Staff verifies the system’s record and checks the borrower/user’s account.
3. Borrower is informed of the cost of the lost books/materials.
4. Borrower/s has option regarding lost books/materials.  
1st option----- Replacement of the same title  
2nd option----- Pay the corresponding amount of the books/materials  
3rd option----- Replacement of any related subject with the latest publication
5. Library user’s preferred replacement of the books/materials is processed.
6. Library Staff verifies the current amount of the lost book / materials through book dealers / publisher / suppliers.
7. Library Staff prepares the Library Receipt Slip indicating the corresponding amount of lost book/material for replacement.