

# **Philippine Association of Academic and Research Libraries (PAARL)**

## **Standards for Academic Libraries for 2000**

### **1. Purpose**

The purpose of these Library Standards is to serve as guidelines on how the quality of the library of a college/university can be assessed and to offer guidance for improvements in the library. While a university library may have broader responsibilities, and may have constraints upon that cannot be overcome, this statement nonetheless places emphasis upon the library within the context of the university it serves, its mission and goals.

These Standards are generally intended to apply to libraries supporting academic programs at the bachelor's degree level (for college libraries) and master's and doctoral degree levels (for university libraries).

### **2. Administration**

- 2.1 The college/university library shall be administered and supervised by a licensed, full time librarian under a clearly drawn organizational set up.
- 2.2 The college librarian shall have at least a bachelor's degree major in library science and at least three years successful library work experience.
- 2.3 The university librarian shall have at least a master's degree in library science and at least five years of successful library work experience at a supervisory level.
- 2.4 The college/university librarian shall be appointed by the President or the highest academic officer, in accordance with the institution's appointing policy, and report to him directly or to the highest academic officer. The responsibilities and authority of the college/university librarian shall be defined in writing.
- 2.5 The college/university librarian shall have faculty or academic status, and shall participate actively and interact with the faculty on curricular and instructional matters, and research activities.
- 2.6 A library committee comprising of representatives of the student body, members of the faculties, the college or university's administration, and the chief administrative officer of the library, who shall act as ex-officio secretary of the committee, shall serve as an advisory body on matters pertaining to collection development and use.
- 2.7 The library shall maintain written policies and procedures manuals covering its internal administration and operational activities, such as a cataloging manual, circulation procedures, collection development policy, and the like, which shall be reviewed regularly.
- 2.8 The college/university librarian shall submit a written annual report informing the administration and its users on its activities, accomplishments, problems and needs, and its plan of development.
- 2.9 The library shall maintain a systematic and continuous or regular program for its self-improvement in connection with collection development, physical facilities improvement, and staff development.
- 2.10 As far as possible, the library shall get involved in professional activities, regional, national or international, participate in resource sharing or networking activities, and utilize cooperative library programs to enhance its resources and services and to reduce operating costs, subject to institutional policies.

### **3. Financial Support**

- 3.1 The college/university librarian shall prepare an annual budget, which should be between 5 to 10 % of the total operating budget of the institution. In the process, he shall identify and prioritize all library needs and apportion expected revenues according to these needs and priorities. He shall justify the library budget and upon approval, administer this in accordance with the fiscal policies and procedures of the institution.
- 3.2 The library fee shall be set at a realistic level. A minimum of P 200.00 per semester per college student, or P 300 per semester per university student is recommended. To sustain the library's growth and development, the library fee shall be reviewed periodically and updated whenever necessary. All library fees collected shall be used exclusively for the library's collection development.
- 3.3 In addition, adequate funds shall be allocated by the institution for maintenance, replacement, repairs, renovation and for investment in new and improved means of information access and delivery.
- 3.4 Where institutional funds are inadequate, other ways of augmenting the library's financial resources shall be explored. These include endowments and donations, and participation in exchange programs and consortia or cooperative projects.
- 3.5 Any revenue generated by the library from fees and charges such as fines, payment for lost or damaged materials, computer search and printout, and from the sale of duplicate or unneeded items, shall be retained by the library, preferably in a separate fund account to be exclusively managed by the college/university librarian, for the support of its collections and services.
- 3.6 The library shall maintain internal accounts to monitor its income and expenses.

### **4. Collection**

#### 4.1 Selection and Acquisition

- 4.1.1 Collection development is the joint responsibility of the faculty and the librarian. The emphasis is on quality rather than quantity.
- 4.1.2 There shall be a year-round and carefully planned program of selecting and procuring library materials. The faculty shall actively participate in the selection of print and non-print materials especially in their area of discipline, and in developing procedures to facilitate and effectively carry out the selection and acquisition activities.
- 4.1.3 The library shall define in writing the policies for collection development that will guide the selection and acquisition of materials. Such policies shall be developed by the library in consultation with the faculty, and approved by the administration.
- 4.1.4 The library shall provide for a periodic review of its existing collection, for purposes of maintaining the quality of the collection and its continued relevance to the needs of the library's users, and of determining collection strengths and weaknesses.

#### 4.2 Holdings

- 4.2.1 The library holdings shall be adequate to meet the curricular, instructional, research, and recreational needs of its clientele. The collection shall consist of up-to-date and relevant books, serials, pamphlets, documents and non-book materials, and electronic resources (used with computers). The provision of textbooks is not the responsibility of the library but a maximum of five (5) copies of frequently used materials shall be provided. In the matter of reserve books, a provision of at least one copy for every twenty-five (25) students is deemed sufficient.
- 4.2.2 The selection shall also include an extensive Filipiniana collection to meet the ever increasing demand of users for this type of materials. A comprehensive acquisition of current Filipiniana titles relevant to the school's curriculum is strongly

recommended. It is recommended that this Filipiniana collection be separated from the general collection for purposes of identity, preservation, and functionality of use.

4.2.3 A core book collection of 5,000 well-selected titles for college libraries, and 10,000 titles for university libraries, is deemed necessary for the college/institution to effectively support its educational programs. In addition to the core collection, a minimum of *five (5)* professional titles per student shall be provided.

4.2.4 The availability of CD-ROMs and online databases may replace one or more of the library requirements, depending on the number of full-text titles/volumes contained therein. Particular consideration shall be given to the availability of Internet services to supplement the library's collection of information resources

4.2.5 In addition to the core book collection, a core periodical collection of current and relevant titles (local and foreign) shall also be provided. The recommended number of periodicals based on enrollment is as follows:

Enrollment	# of Periodical titles
less than 1,000 students	50
1,001 - 3,000	75
over 3,000	100

Every major fields shall be covered by at least

3 titles of undergraduate concentration of major subject field

6 titles of graduate concentration

10 titles of doctoral work or equivalent

4.2.6 Even if the institution meets the above minimum requirements, it should spend the budget allocated for library materials to further develop and update its resources.

4.2.7 A regular weeding program shall be undertaken to keep the collection relevant and up-to-date, particularly in the fields of science and technology. A three (3) to five (5) percent replacement of older materials each year is recommended.

4.2.8 To enhance its collection and reduce costs, the library shall initiate and maintain resource-sharing arrangements with other libraries.

### 4.3 Organizational and Care of Materials

4.3.1 Library collections shall be organized to insure efficient identification and retrieval. The books shall be catalogued and classified according to an accepted standard of bibliographic description (such as the Anglo-American Cataloging Rules), and a system of classification, like the Dewey Decimal System or that of the Library of Congress. Periodicals shall be indexed.

4.3.2 The catalog shall be in a format (card or electronic) that permits concurrent or simultaneous use by users of the library.

4.3.3 In addition to the catalog, there should also be subordinate files, such as subject authority files, shelflists, serial holdings lists, indexes, and the like, for bibliographic control and intellectual access to all library materials.

4.3.4 The library shall provide its own cataloging manual of policies and procedures.

4.3.5 The library shall have a program for the care and preservation of its own collection. It should have adequate safeguards against damage, loss, mutilation, and theft, if it is to serve its primary goal of making its collection available to its users.

4.3.6 It is recommended that the library keep its card catalogs to serve as back-up files of its online catalogs, in cases of power failure, inaccessibility due to downtime, or during off-line periods, etc.

## 5. Personnel

### 5.1 Size of Staff

5.1.1 The library shall have a sufficient number and variety of personnel to develop, organize and maintain the collections and provide information and reference service necessary to meet college/university needs. The size and qualifications of staff will be determined by many factors, including size and scope of collections, number of separate library units, number of service points, service hours, rate of acquisition, rate of circulation, nature of processing, and nature of service demand.

5.1.2 Ratio of librarians to clerical and other staff will vary depending upon the range of operations and services provided by the library and upon its total workload requirements.

For first 500 students	- one full-time Librarian and <u>three</u> full-time support staff
For every <u>additional</u> 1,000 students	<u>or a major fraction thereof</u> - one additional full-time Librarian

### 5.2 Minimum Qualifications:

#### 5.2.1 Professional Staff

- a. College - Bachelor's degree in Library Science or Information Science
  - at least 3 years of library work experience (preferably at the supervisor level).
  - licensed librarian
  - shall work towards a master's degree in library science or Information Science.
- b. University - Master's degree in Library Science or Information Science
  - licensed librarian
  - at least 5 years of library work experience (preferably at the supervisor level).

#### 5.2.2 Paraprofessional Staff

- a. Library Technicians  
-Bachelors degree in any discipline other than Library Science  
-With relevant training or skills in clerical work
- b. Library Assistant  
-Bachelors degree in any discipline other than Library Science  
-With relevant training or skills in clerical work
- c. Associate/Research Aids/Researcher  
-Bachelor's degree in any discipline other than Library Science with at least 15-18 units of Library Science  
-With relevant training or skills in clerical work

#### 5.2.3 Library Support Staff

- At least two years of college education

- With relevant training or skills to carry out clerical responsibilities

### 5.3. Status

- 5.3.1 Professional librarians shall be given faculty or academic status with corresponding privileges, compensation and other benefits comparable or equivalent to those of the faculty members (in accordance with institutional policies).
- 5.3.2 Where faculty rank exists, professional librarians shall meet the same requirements for promotion and tenure as other faculty.

### 5.4 Recruitment, Selection and Promotion of Staff

- 5.4.1 The head librarian shall work in cooperation with the Personnel Office (or its equivalent) in the recruitment, screening and selection of library staff.
- 5.4.2 The head librarian shall conduct an annual performance evaluation of all library personnel under his/her supervision as basis for their promotion and corresponding salary adjustment.

### 5.5 Staff Development

- 5.5.1 The changing complexity of library work and ongoing changes in technology mandate regular staff participation in continuing formal and informal education. A continuing staff development program shall be provided with the corresponding financial assistance from the institution. It may include formal studies in the field of library or information science or any other relevant discipline which should be consistent with the thrust of the library, and other job-related educational programs such as in-service training, seminar-workshops, and conferences.
- 5.5.2 Participation in library and other professional associations as well as in their library activities should be encouraged.

## 6. Services

- 6.1 The services provided by the library shall be clearly related to the purposes of the institution. Generally, the library should provide a variety of services that support and expand the instructional, research and extension service capabilities of the institution.
- 6.2 The library's services shall be designed to promote and facilitate efficient and effective use of recorded information in all formats by all of the library's clientele.
- 6.3 Services offered by the library shall include reference and information services, which are available at adequately identified and designated points during established service hours.
- 6.4 User instruction shall be provided as specialized and in-depth assistance to individuals on the use of the library's resources.
- 6.5 The library shall maintain and make available for use access tools such as catalogs, indexes, and other information resources.
- 6.6 Majority of the stock in the library's collection shall be readily available for lending, and shall be available to authorized clientele within the context of the library's purpose, goals and objectives.
- 6.7 Terms of loan and access to the library's information resources for all user categories shall be described. Circulation procedures shall be effective and efficient.
- 6.8 The hours of access to the library shall be consistent with reasonable demand.
- 6.9 The library should strive, as far as possible, to enhance information access through networking, resource sharing, online information services, and use of technological advances. Interlibrary loan activities and document-delivery services, shall be encouraged for the purpose of increasing resources and extending cooperation with other libraries.

## 7. Physical Facilities

### 7.1 Site / Location and Design

- 7.1.1 The building shall provide adequate space for housing the library's collections in whatever format, for study and research, and for staff workroom and offices. In addition, provision for future expansion should be made.
- 7.1.2 The college library can be a part of a building provided it is accessible to members of the faculty, students and employees of the institution.
- 7.1.3 For a university, it is highly desirable to have a separate building for the exclusive use of the library and other related activities. The building shall also be centrally located within the campus.
- 7.1.4 The librarian shall be consulted in planning the site/location of the library, its building design, and other architectural/spatial details. (Specific details include layout of the buildings, light, ventilation, temperature and humidity control, stacks, exhibit areas, and number of reader stations.)
- 7.1.5 The facilities shall be attractive and designed to provide safety, and promote operational efficiencies and effectiveness of use.
- 7.1.6 Suitable space for staff workroom, offices, lounge, etc. should be available. If feasible, it is recommended that the formula to be used for staff space should be 50 ASF (or 7' x 7') x number of full-time librarian.

### 7.2 Space Requirement

The size of the library building shall take into account the size of its total user population, the extent and nature of its collection, and the size of its staff.

- 7.2.1 All library space shall be computed by assignable square feet (ASF) for library functions as specified below. Square feet are "assignable" only if they are usable for the function described. These exclude main lobby, stairs, walled corridors, rest rooms and areas accommodating building maintenance services, which are not deemed usable for the functions described.

Stack space	=	.1 ASF x number of bound volumes
Staff space	=	50 (or 7' x 7') ASF x number of full time librarian
User space	=	5 ASF x no. of full time student (which is based on 5% of total population)

- 7.2.2 Notwithstanding the provision under 7.2.1, special consideration is given to libraries with automated systems or other library applications of advanced information technology.

### 7.3. Furniture and Equipment

- 7.3.1 Standard library furniture and equipment shall be provided for the storage and retrieval purposes of library materials.
  - 7.3.1.1 Shelves
    - Wall shelves - (not more than) 6 ½ ft. high and (not more than) 3 ft. wide
    - Free standing double faced shelves (6 ½ ft. high and 3 ft. wide)
    - Counter shelves (not more than 3 ft. high)

- 7.3.1.2 Card catalog (cabinet) - not more than 5 ft. high
- 7.3.1.3 Chairs - for a seating capacity of not less than 5% of the student population
- 7.3.1.4 Reading tables
- 7.3.1.5 Shelf list cases - not more than 5 ft. high
- 7.3.1.6 Magazine rack/stand
- 7.3.1.7 Filing cabinets for vertical files
- 7.3.1.8 Cabinet for storage of supplies
- 7.3.1.9 Office desk for personnel
- 7.3.1.10 Computer tables and chairs
- 7.3.1.11 Dictionary/Atlas stands

7.3.2 Necessary equipment to access information and to assist instruction should be available, when and where they are needed. These equipment should be efficiently managed and maintained.

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| 7.3.2.1 Telephone facilities    | 7.3.2.9 Record player                  |
| 7.3.2.2 Typewriters             | 7.3.2.10 Videocassette recorder        |
| 7.3.2.3 Computers               | 7.3.2.11 Video camera / camcorder      |
| 7.3.2.4 Overhead projectors     | 7.3.2.12 Television monitor/receiver   |
| 7.3.2.5 Sound-slide projector   | 7.3.2.13 Television monitor / receiver |
| 7.3.2.6 Photocopying machines   | 7.3.2.14 Data projector (LCD Panel)    |
| 7.3.2.7 Opaque projector        | 7.3.2.15 Video projector               |
| 7.3.2.8 Audiotape recorder      | 7.3.2.16 CD-ROM player                 |
| 7.3.2.9 Record player           | 7.3.2.17 Microform reader/printer      |
| 7.3.2.10 Videocassette recorder | 7.3.2.18 Fax machine                   |
| 7.3.2.11 Video camera/camcorder |  |

**7.4 Provisions for Reading Comfort**

- 7.4.1 The library should be adequately lighted, properly ventilated, and acoustically suited for quiet reading.
- 7.4.2 It should be aesthetically attractive & properly maintained.
- 7.4.3 Special provisions should be made for the physically handicapped.

**7.5 Control and Security Measures**

Control and security measures shall be provided for safeguarding the library. These security measures include: provision for ample aisles, emergency exits/escape doors, fire extinguishers and screened windows. Likewise, if feasible, provision shall also be made for emergency warning device, hiring of security guard, installation of monitoring camera, and electronic surveillance system. **Guidelines on safety and disaster preparedness should be established and implemented.**