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The Development of a Collection Development Policy

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Abstract

A collection development policy is a significant library document with an intention of building its collections based on some standards and aimed to support the vision, mission, goals and objectives of the parent institution. This paper presents the "The Development of Collection Development Policy" which is largely based from the perceived collection development practices and suggestions of its stakeholders. The survey questionnaire contains statements pertaining to the current practices on collection development of the library such as selection, acquisition, donation, weeding, preservation, loss and replacement, and copyright laws.

Introduction

In the Philippines, Republic Act 7722, Section 2 states that "The State shall protect, foster and promote the right of all citizens to affordable quality education at all levels and shall take appropriate steps to ensure that education shall be accessible to all." However, the major person to make the library operational and functional is the librarian who is directly responsible to the whole operation of the library. The librarians are responsible for the development of their collections that will support the curriculum and as well as personal and professional needs of its clients.

Collection development policy is a written statement of the library's intentions for developing its information resources by establishing ground rules which will eventually provides framework for collaborative collection development program. The policy should be reviewed and revised on a regular basis to keep up with the changes in the community and to make sure current practices and procedures in the library is being reflected.

The study aimed to: 1) identify the current practices in collection development; 2) determine whether the current practices on collection development are within or outside the Commission on Higher Education (CHED) and/or Philippine Association of Academic and Research Librarians (PAARL) standards; and 3) identify comments and suggestions of the respondents with regards to collection development policy.

This hinges on the concept that the library is the heart of the institution. Innovation is always anchored on evaluation as bases for improvement thus collection evaluation provides library managers with a tool for adapting the collection, an internal analysis tool for planning, a tool to respond systematically to budget changes, and a communication tool and data for resource sharing with other libraries. To attain a balanced collection, it is best to assess the collection to know how well the library responds to the information needs of clienteles and to the educational goals and objectives of the parent institution and to identify the collection's strengths and flaws as well. Therefore, the librarian will be given an insight on how well the library responds to the needs and demands of the library patrons and he would be able to devise a collection development policy suited to the academic community.

Methodology

This study was undertaken with the aim of formulating a Collection Development Policy determined through identifying the current practices on collection development, and soliciting suggestions and recommendations from the respondents. It was conducted in Eastern Luzon Colleges (2007), Bambang, Nueva Vizcaya, Philippines on 150 students, 22 faculty, and 19 administrators and staff as respondents.

The descriptive-survey questionnaire contains statements pertaining to the current practices on collection development of the library which is patterned from CHED and/or PAARL standards. This includes the selection, acquisition, donation, weeding, preservation, loss and replacement, and copyright laws. Moreover, comments and suggestions were also asked from the respondents to cover aspects that were not included in the instrument.

Results and Discussions

The librarians have the responsibility to provide information that will support the curriculum and as well as personal and professional needs of its client. But before librarians can perform this task, it is necessary for them to be guided by policies through a collection development policy which will serve as a guide in selecting, acquiring, preserving, weeding, and evaluating the materials.

- **1. Collection Development Practices of the ELC Library.** There are many activities or practices involved and oftentimes religiously followed and carried out by librarian. Collection development, in particular, entails practices and processes to carry out selection, acquisition, weeding, donations, loss and replacement, and copyright/censorship.
- **2. Selection and Acquisition Responsibility of Librarian, Faculty, Administrators and Students.** PAARL (2000) standards state that: 1) collection development is the joint responsibility of the faculty and the librarian; 2) there shall be a year-round and carefully planned program of selecting and procuring library materials; and, 3) the library shall define in writing the policies for collection development that will guide the selection and acquisition of materials.
- **3. Responsibility of Librarians in Selection and Acquisition.** Most of the stated responsibilities of the librarians were noted as strongly and moderately practiced. The responsibility of the librarian to keep statistics and record the library materials in the accession record was highly noted as strongly practiced with a percentage of 85.86. Seemingly, the perceived responsibility of the librarian is seen mostly on keeping records of the library materials.

Table 1. Respondents' Perception of the Responsibility of the Librarian in Selection and Acquisition

Table 1. Respondents	' Perceptio	n of the	Responsibi	lity of th	e Libraria	an in Se	lection a	nd Acqu	isition
	Respondents								
	,				If not prac	cticed, do	you recom	mend this	
I.A. Responsibility of					to be inclu	uded on th	e CDP?		Qualitative
Librarian	Practiced	%	Not Practiced	%	Yes	%	No	%	Description
a. The librarian selects									
library materials with faculty									Strongly
consultation.	157	82.20	34	17.80	30	88.24	4	11.76	Practiced
b. The librarian has the									
responsibility to approve or									
disapprove selected titles of									
books requested by the									Moderately
faculty.	121	63.35	70	36.65	51	72.86	19	27.14	Practiced
c. The librarian makes use									
of selection aids such as									
publisher's list to select print									Moderately
and non-print resources.	137	71.73	54	28.27	45	83.33	9	16.67	Practiced [*]
d. The librarian sends book									
request form to different									Moderately
departments.	98	51.31	93	48.69	78	83.87	15	16.13	Practiced [*]
e. The librarian gathers the									
requests and									
recommendations of the									Moderately
faculty.	142	74.35	49	25.65	44	89.80	5	10.20	Practiced
f. The librarian prepares the									
allocated budget of the									Moderately
library.	116	60.73	75	39.27	64	85.33	11	14.67	Practiced
g. The librarian sees to it									
that purchases of library									
materials are all within the									
library budget on such									Moderately
materials.	136	71.20	55	27.80	50	90.91	5	9.09	Practiced
h. The librarian sends books	-								
and other library materials									Moderately
for faculty evaluation.	97	50.79	94	49.21	79	84.04	15	15.96	Practiced
i. The librarian forwards the									
final list of selected titles to									
the administration for									Strongly
approval.	152	79.58	39	20.42	33	84.62	6	15.38	Practiced
j. The librarian works closely	1								
with the administration in									Strongly
the selection and acquisition			1						Practiced
of the library materials.	145	75.92	46	24.08	38	82.61	8	17.39	
k. The librarian has the									
responsibility for keeping									
the statistics of acquisition									
and recording the library									
materials in the accession									Strongly
record.	164	85.86	27	14.14	21	77.78	6	22.22	Practiced
I. The librarian also									
recommends library									Strongly
materials for purchase.	152	79.58	39	20.42	31	79.49	8	20.51	Practiced

Responsibility of Faculty in Selection and Acquisition. Faculty participate in the selection and acquisition through recommending recent and relevant titles of library resources in line with their field of expertise.

Table 2. Respondents' Perception of the Responsibility of the Faculty in Selection and Acquisition

·	Respondents	espondents' Perception										
					If not practobe inclu				Qualitative			
I.B. Responsibility of Faculty	Practiced	%	Not Practiced	%	Yes	%	No	%	Description			
 a. The faculty selects and 												
recommends titles of print												
and non-print resources.	137	71.73	54	28.27	49	90.74	5	9.26	Moderately Practiced			
 b. The faculty submits 												
requests directly to the												
librarian.	135	70.68	56	29.32	52	92.86	4	7.14	Moderately Practiced			
c. The faculty directly												
submits requests to the												
administration for approval.	116	60.73	75	39.27	50	66.67	25	33.33	Moderately Practiced			
d. The faculty helps in the												
purchase of books.	121	63.35	70	36.65	59	84.29	11	15.71	Moderately Practiced			
e. The faculty personally												
purchase books and												
reimburse expenses									Not Practiced –			
afterwards to the accounting									Moderately			
office.	88	46.07	103	53.93	77	74.76	26	25.24	Recommended			

Responsibility of Students in Selection and Acquisition. They suggest the need for students to participate and be involved in the selection of library materials for they are the primary customers that the library caters to which will benefit them to acquire personal and professional growth resulting to the total development of well-rounded individuals.

Table 3. Respondents' Perception of the Responsibility of Students in Selection and Acquisition

	Respondent	ts' Percep	tion						
I.C. Responsibility of						racticed, do		ommend this?	Qualitative
Students	Practiced	%	Not Practiced	%	Yes	%	No	%	Description
 a. The students recommend/suggest titles of books to the librarian. 	69	36.13	122	63.87	107	87.70	15	12.30	Not Practiced – Strongly Recommended
b. The students give their recommendations through their instructors.	86	45.03	105	54.67	84	80	21	20	Not Practiced – Strongly Recommended
c. The students directly send their suggestions to the administration.	39	20.42	152	79.58	116	76.32	36	23.68	Not Practiced – Strongly Recommended
d. The students have the right to participate in the evaluation of library holdings.	104	<i>54.4</i> 5	87	45.55	78	89.66	9	10.34	Moderately Practice

Responsibility of the Administration in Selection and Acquisition. The administration practices their responsibility in selection and acquisition. Positively, this confirms the support of the administration to the library but still an all out support is still needed for the library's improvement.

Table 4. Respondents' Perception o the Responsibility of the Administration in Selection and Acquisition

Table 4. Respondent	Responden								•
I.D. Responsibility of Administration	Practiced	%	Not Practiced	%		racticed, do			Qualitative Description
. The administration has					res	70	INO	70	
a. The administration has the authority to approve or disapprove the selected titles of print and non-print resources.	124	64.92	67	35.08	46	68.66	21	31.34	Moderately Practiced
b. The administration and/or the librarian can purchase library materials.	159	83.25	32	16.75	28	87.50	4	12.50	Strongly Practiced
c. The administration procures library materials.	146	76.44	45	23.56	37	82.22	8	17.78	Strongly Practiced
d. The administration, the librarian and the faculty purchase library materials.	134	70.16	57	29.84	45	78.95	12	12.05	Moderately Practiced
e. The administration prepares the budget for the library.	153	80.10	38	19.90	32	84.21	6	15.79	Strongly Practiced
f. The administration allows the faculty to purchase books and other library materials without informing the librarian.	76	39.79	115	60.21	49	42.61	66	57.39	Not Practiced – Moderately Recommended
g. The administration grants the librarian the freedom to purchase library materials.	110	57.59	81	42.41	63	77.78	18	22.22	Moderately Practiced
h. The administration can also select and recommend library materials.	143	74.87	48	25.13	37	77.08	11	22.92	Moderately Practiced

2. The Selection Practices of the ELC Library. Selection is the heart of the collection development. This process ensures that the library is getting the appropriate library materials that would be included on the collection for patron's use.

Book Selection Practices. The respondents perceived the book selection practices as strongly and moderately practiced. Interestingly, the criteria in selecting books had the highest percentage among the enumerated practices on book selection. These criteria were: 1) author's reputation in the subject field; 2) demand for the material; 3) students' interest; 4) reputation of the publisher; 5) high standards of quality in content, format, and/or literary merit; and 6) possibility of use for one or more courses. The respondents consider the aforementioned criteria and CHED requirements in selecting books to be included on the collection.

Table 5. Respondents' Perception in Book Selection Practices

	Responden	ts' Percep	tion						
II.A. Book Selection			Not Practice	ed				ommend this	Qualitative
	Practiced	%		%		cluded on t		7	Description
					Yes	%	No	%	•
	123	64.40	68	35.60	50	73.53	18	26.47	Moderately Practiced
reading materials published									
within the last five (5) years.									
	117	61.26	74	38.74	50	67.57	24	32.43	Moderately Practiced
are selected over the									
foreign ones.									
c. Inexpensive books are	110	57.59	81	42.41	44	<i>54.3</i> 2	37	45.68	Moderately Practiced
more likely to be selected									
over the expensive titles.									
d. The library selects books									
in conformity with the CHED	120	62.83	71	37.17	63	88.73	8	11.27	Moderately Practiced
requirement that there									•
should be five (5)									
professional titles per									
professional subjects with at									
least three (3) copies each.									
e. Books needed for new	102	53.40	89	46.60	52	58.43	37	41.57	Moderately Practiced
course offering are									•
prioritized than the courses									
offered earlier.									
f. The library observes the									
following criteria in selecting	136	71.20	55	28.80	46	83.64	9	16.36	Moderately Practiced
books:									
f.1. high standards of									
quality in content, format,									
and/or literary merit									
f.2. possibility of use for	131	68.59	60	31.41	51	85	9	15	Moderately Practiced
one or more courses									
f.3. students' interest	141	73.82	50	26.18	43	86	7	14	Moderately Practiced
	146	76.44	45	23.56	40	88.89	5	11.11	Strongly Practiced
the subject field									3,
f.5. reputation of the	140	73.30	51	26.70	40	78.43	11	21.57	Moderately Practiced
publisher									, , , , , , , , , , , , , , , , , , , ,
f.6. demand for the	145	75.92	46	24.08	38	82.61	8	17.39	Strongly Practiced
material									3.7

Recreational Reading Material Selection Practices. All reading materials considered as recreational reading materials must be selected regardless of form, language, and cost.

Table 6. Respondents' Perception in Recreational Reading Materials Selection Practices

Table 6. Responden	Respondents			`	,				
II.B. Recreational Reading	Practiced	%	Not Practiced	%		cticed, do y			Qualitative Description
		, ,		, ,			No	%	2 000 mpo
a. The library selects recreational/leisure reading materials such as popular fiction, biographies, sports and games, and arts and crafts.	138	72.25	53	27.75	48	90.57	5	9.43	Moderately Practiced
b. A single copy for every title is selected.	123	64.40	68	45.60	48	70.59	20	29.41	Moderately Practiced
c. The library does not select Filipino fiction	82	42.93	109	57.07	73	66.97	36	33.02	Not Practiced – Moderately Recommended
d. The library does not select fiction if it costs P1, 000.00 and above.	83	43.46	108	56.54	60	55.56	48	44.44	Not Practiced – Moderately Recommended
e. The library only selects recreational reading material when demand for the material is anticipated.	107	56.02	84	43.98	65	77.38	19	22.62	Moderately Practiced

Reference Materials Selection Practices. All the practices in the selection of reference materials were all perceived by the respondents as moderately practiced. Evidently, the library selects and acquires reference materials for its direct constituents.

Table 7. Respondents' Perception in Reference Materials Selection Practices

	Respondents' Perception										
Selection Practices	Practiced	%	Not Practiced	%	If not prac	Qualitative Description					
		, ,		, ,	Yes	%	No	%	2 000 mpo		
 a. The library sets a schedule for the selection of reference materials. 	100	52.36	91	47.64	71	78.02	20	21.98	Moderately Practiced		
 b. Latest edition of the materials is preferred. 	131	68.39	60	31.41	51	85	9	15	Moderately Practiced		
c. Specialized encyclopedias in various disciplines are also preferred.	131	68.39	60	31.41	56	93.33	4	6.67	Moderately Practiced		

Campus Archival Materials Selection Practices. Keeping the school's memory alive through maintaining various kinds of the school's documents is a very noble act to be initiated by the library. The campus archive is necessary to preserve materials of historical and sentimental value thus it must be selected, maintained and organized.

Table 8. Respondents' Perception in Campus Archival Materials Selection Practices

Table 6. Respondents				ai iviatei	iais Seic	CHOILL	actices		
II.D. Campus Archival	Respondents	Percepti	on						
Materials Selection			Not Practiced		If not prac	ticed, do y	ou recomi	mend this	Qualitative
Practices	Practiced	%		%	to be incli	ided on th	e CDP?		Description
					Yes	%	No	%	•
 a. The library has the 									
responsibility to select and	132	69.11	59	30.89	48	81.36	11	18.64	Moderately Practiced
organize archival materials									
of the institution.									
b. The library maintains the									
following:									
b.1. Biographies	105	54.97	86	45.03	80	93.02	6	6.98	Moderately Practiced
Biographical materials									
regarding trustee members,									
presidents, executive									
administrators, faculty and									
college alumni									
b.2. School/College History	111	58.12	80	41.88	73	91.25	7	8.75	Moderately Practiced
b.3. Pictures	67	35.08	124	64.92	109	87.90	15	12.10	Not Practiced –
Photographs of college									Strongly
staff, students and member									Recommended
of the academic community									
as well as school buildings									
b.4. Policies and	137	71.73	54	28.27	49	90.74	5	9.26	Moderately Practiced
Procedures									•
Rules and regulations,									
Personnel and students									
manual									

Periodical Materials Selection Practices. The statements enumerated on the table were perceived as strongly and moderately practiced. Thus, the library selects and subscribes to journals, newspapers, and magazines relevant to course offerings and information need of clients especially in their field of interests.

Table 9. Respondents' Perception in Periodicals Selection Practices.

	Respondents	' Perception	on						
II.E. Periodical Selection Practices	Practiced	%	Not Practiced	%	to he inclu	, ,	e CDP?		Qualitative Description
 The library subscribe to relevant professional both local and foreign journals and magazines. 		74.35	49	25.65	44	89.80	5	10.20	Moderately Practiced
b. The librarian and faculty recommend relevant titles of journals and magazines.	132	69.11	59	30.89	55	93.22	4	6.78	Moderately Practiced
c. The subscription of magazines and journals are grouped together into one order and sent to a reliable agent or dealer.	133	69.63	58	30.37	44	75.86	14	24.14	Moderately Practiced
 d. The library places the subscription of these resources on a continuing basis. 	149	78.01	42	21.99	37	88.10	5	11.90	Strongly Practiced

Audiovisual Materials Selection Practices. The practices in selecting audiovisual materials were all perceived by the respondents as strongly and moderately practiced. The library selects materials which are in demand and usable for patron use.

Table 10. Respondents' Perception in Audiovisual Materials Selection Practices

II.F.1 Audiovisual Materials	Respondents	' Perception	on						
Selection Practices			Not Practiced					mend this	Qualitative
	Practiced	%		%		uded on th		1	Description
					Yes	%	No	%	•
a. The library selects and acquires audiovisual materials which have educational content and are used to achieve educational goals.	121	63.35	70	36.64	65	92.86	5		Moderately Practiced
b. The library selects materials which will be used for teaching aids, moral and spiritual concepts, attitudes, and the improvement of humanity to develop mature persons among students.	138	72.25	53	27.75	51	96.23	2	3.77	Moderately Practiced
c. Materials and equipment are selected using the following standards: c.1. the amount	135	70.68	56	29.32	51	91.07	5		Moderately Practiced
c.2. durability and longevity of use	140	73.30	51	26.70	46	90.20	5		Moderately Practiced
c.3. ease of operation	140	73.30	51	26.70	48	94.12	3		Moderately Practiced
c.4. quality of content	147	76.96		23.04	39	88.64	5	11.36	Strongly Practiced
c.5. legal considerations	145	75.92		24.08	37	80.43	9	19.57	Strongly Practiced
d. The library selects materials which are in demand and usable to the clientele.	149	78.01		21.99	38	90.48	4	9.52	Strongly Practiced
e. The library does not subscribe/select to illegal copies of VCDs/DVDs.	136	71.20	55	28.80	42	76.36	13		Moderately Practiced

Electronic Resources Selection Practices. All of the respondents perceived practices on selecting electronic resources as moderately practiced the following: 1) the library selects and acquires materials compatible with the available equipment; and, 2) the criteria considered when selecting electronic resources were: a) content, b) technical support, c) cost, 4) legal consideration, and 5) access. However, they perceived as not practiced that the library selects and acquires CD-ROMs and online databases for clientele, thus they strongly recommended that this should be added on the proposed policy. Flatley and Prock (2009) highly recommend developing a collection development policy for e-collections which is in synch with the institution's mission and goals.

The library greatly considers the criteria in selecting these kinds of library materials and the respondents suggest that the librarian must select and acquire electronic resources which met the above mentioned criteria to achieve quality collection.

Table 11. Respondents' Perception in Electronic Resources Selection Practices

II.F.2. Electronic Resources	Respondent	s' Percep	tion						
Selection Practices	Practiced	%	Not Practiced	 %		racticed, do		ommend this	Qualitative Description
a. The library selects and acquires CD-ROMs and online databases for the clientele.	61	31.94	130	68.06	123	94.62	7	5.38	Not Practiced – Strongly Recommended
b. The library selects and acquires materials compatible with the available equipment.	103	53.93	88	46.07	83	94.32	5	5.68	Moderately Practiced
c. The stated criteria are considered when selecting electronic resources: c.1. content	112	58.64	79	41.36	72	91.14	7	8.86	Moderately Practiced
c.2. technical support	109	57.07	82	42.93	77	93.19	5	6.10	Moderately Practiced
c.3. cost	115	60.29	76	39.79	70	92.11	6	7.89	Moderately Practiced
c.4. legal consideration	112	58.64	79	41.36	70	88.61	9	11.39	Moderately Practiced
c.5. access	112	58.64	79	41.36	75	94.94	4	5.06	Moderately Practiced

3. Acquisition Practices. The respondents perceived as strongly practiced the following: 1) when books are delivered, they are unpacked and checked against the delivery receipts; 2) books are then collated to make sure that no pages are missing or they are not defective in other ways; 3) items found defective or than those ordered are then set aside and later returned to their resources as soon as possible; and, 4) the books and other library resources are recorded in the accession record. This indicates that there are smooth sailing practices or procedures present in the acquisition of library materials.

Table 12. Respondents' Perception in Acquisition Practices

	Respondents	s' Percepti	on						
III. Acquisition Practices	Practiced	%	Not Practiced	%		cticed, do y		mend this	Qualitative Description
	Fracticeu	70		70	Yes	%	No No	%	Description
a. The administration and the librarian obtain quotations/information from several book dealers/publishers before deciding from where and what materials to purchase.	140	73.30	51	26.70	46	90.20	5		Moderately Practiced
b. The librarian contacts the book dealers/publishers chosen to verify the needed titles are present on their stock.		71.20	55	28.80	52	94.55	3		Moderately Practiced
c. If titles of books are verified with the book dealer, orders will be made.	143	74.87	48	25.13	43	89.58	5		Moderately Practiced
d. When books are delivered, they are unpacked and checked against the delivery receipts.	154	80.63	37	19.37	28	75.68	9	24.32	Strongly Practiced
e. Books are then collated to make sure that no pages are missing or they are not defective in other ways.	147	76.96	44	23.04	39	88 .64	5	11.36	Strongly Practiced
f. Items found defective or than those ordered are then set aside and later returned to their resources as soon as possible.	156	81.68	35	18.32	30	85.71	5	14.29	Strongly Practiced
g. The books and other library resources are recorded in the accession record.	161	84.29	30	15.71	24	80	6	20	Strongly Practiced

4. Donations and Gifts Practices. All of the respondents perceived as moderately practiced the following: 1) the library has the right to accept or refuse gift items; 2) the following conditions are considered for the refusal of the gifts: a) materials are in poor repair, worn out, or marked up and b) old laboratory manuals, workbooks and textbooks; and, 3) once the gift are added to the collection, the donor can no longer withdraw the material from the library. Seemingly, "gifts that cannot be added to the collection are discarded, sold, or given to student and faculty or non-profit organizations was perceived as not practiced and was strongly recommended to be on the policy.

Table 13. Respondents' Perception in Donations/ Gifts Practices

Table 13. Responde				ifts Pr	actices				
	Respondent	s' Percep	tion						
IV. Donations/Gifts Practices	Practiced	%	Not Practiced	%		racticed, do	Qualitative Description		
	1 14011004	70		70	Yes	%	No	%	
a. The library has the right to accept or refuse gift items.	133	69.63	58	30.37	43	74.14	15	25.86	Moderately Practiced
b. Only gifts that support the curriculum and courses offered by the college are accepted.	100	52.36	91	47.65	62	68.13	29	31.87	Moderately Practiced
c. Upon acceptance of gifts by the library, acknowledgment and thank you letter from the president are sent to the donors.	120	62.83	71	37.17	60	84.51	11	15.49	Moderately Practiced
d. Gifts that cannot be added to the collection are disposed of at the discretion of the administration.	97	50.79	94	49.21	53	56.38	41	43.62	Moderately Practiced
discarded, sold, or given to student and faculty or non- profit agencies.	79	41.76	112	58.64	64	57.14	48	42.86	Not Practiced – Moderately Recommended
The following conditions are considered for the efusal of the gifts: f.1. materials are in poor epair, worn out, or marked up	116	60.73	75	39.27	53	70.67	22	29.33	Moderately Practiced
f.2. an existing copy of the material is already in the collection	117	61.26	74	38.74	50	67.57	24	32.43	Moderately Practiced
	115	60.21	76	39.79	49	64.47	27	35.53	Moderately Practiced
f.4. old back issues of periodicals, particularly in sciences	113	59.16	78	40.84	55	70.51	23	29.49	Moderately Practiced
f.5. old laboratory nanuals, workbooks and extbooks	112	58.64	79	41.36	57	72.15	22	27.85	Moderately Practiced
f.6. obsolete reference	116	60.73	75	39.27	45	60	30	40	Moderately Practiced
	118	61.78	73	38.22	52	71.23	21	28.77	Moderately Practiced
 Gifts judged appropriate be added to the collection are considered property of he library. 	141	73.82	50	26.18	41	82.00	9	18.00	Moderately Practiced

5. Weeding Practices. Generally, the respondents perceived weeding practices as moderately practiced except for the two items. These were: 1) the librarian weeds materials every five (5) years and 2) disposal of needed items is documented through pictures. This signifies that weeding is not yet fully implemented but it is an important activity to ensure that library materials are up-to-date and relevant for clients' utilization.

Table 14. Respondents' Perception in Weeding Practices

	Respondent	s' Percept	tion						
V. Weeding Practices			Not Practiced		If not p	racticed, do	ommend this		
	Practiced	%		%	to he in Yes	ocluded on t	he CDP? No) %	Description
materials every five (5) years.	83	43.46	108	56.54	90	83.33	18	16.67	Not Practiced – Strongly Recommended
 b. The list containing titles of recommended for withdrawal is sent to the administration for approval. 	124	64.92	67	35.08	62	92.54	5	7.46	Moderately Practiced
c. The President or the Vice President (in the absence of the President), is the sole judge for the final disposition of the items	125	64.45	66	34.55	54	81.82	12	18.18	Moderately Practiced
d. Library materials are removed from the collection if: d.1. inaccurate and outdated information	117	61.26	74	38.74	65	87.84	9	12.16	Moderately Practiced
d.2. duplication and lack of demand of materials	110	57.59	81	42.41	66	81.48	15	18.52	Moderately Practiced
d.3. lack of space	99	51.83	92	48.17	63	68.48	29	31.52	Moderately Practiced
d.4. cost of continuing subscription	115	60.21	76	39.71	61	80.26	15	19.74	Moderately Practiced
d.5. obsolescence of format	115	60.21	76	39.71	61	80.26	15	19.74	Moderately Practiced
e. The library materials included in the approved list of materials for withdrawal are taken out of the collection through sale or donation.	101	52.88	90	47.12	61	67.78	29	32.22	Moderately Practiced
f. The corresponding record of the weeded out materials are marked "discarded".	104	54.45	87	45.55	69	79.31	18	20.69	Moderately Practiced
g. Disposal of needed items s documented through pictures.	92	48.17	99	51.83	88	88.89	11	11.11	Not Practiced – Strongly Recommended
h. The librarian is relieved from accountability of the materials after it was disposed.	124	64.92	67	35.08	50	74.63	17	25.37	Moderately Practiced

6. Preservation Practices. In summary, most of the responses were remarked as moderately practiced. The library informing the patrons of the proper care and handling of library materials and bounding of professional journals were noted as strongly practiced. The library practices some ways of preserving library materials such as duplication, binding or even rebinding to prevent deterioration of in demand library materials.

Table 15. Respondents' Perception in Preservation Practices

	Respondents	' Perception	on						
VI. Preservation Practices	Practiced %		Not Practiced		to he inclu	ided on th			Qualitative Description
					Yes	%	No	%	
a. The library informs patrons of the proper care and handling of library materials.	166	86.91	25	13.09	21	84	4	16	Strongly Practiced
b. Book repair is immediately done for damaged materials.	139	72.77	52	27.23	48	92.31	4		Moderately Practiced
c. Professional journals are bound together.	147	76.96	44	23.04	38	86.36	6	13.64	Strongly Practiced
d. Binding of important periodicals are conducted.	137	71.73	54	28.27	50	92.59	4		Moderately Practiced
e. The library duplicates books by photocopying if heavy use is anticipated.	112	58.64	79	41.36	69	87.34	10		Moderately Practiced
f. The library copies all original discs and all copied copies are for client use.	110	57.59	81	42.41	64	79.01	17		Moderately Practiced
g. The librarian inspects worn out library materials and sends these to a professional book binder.	113	59.16	78	40.84	69	88.46	9		Moderately Practiced

7. Loss and Replacement Practices. Accountability of lost library materials was always on the librarian's shoulders. Collectively, as seen on the table, almost of the practices mentioned were definitely viewed as moderately practiced. The only practice viewed as strongly practiced was paying or replacing lost or damaged library materials by the borrower. Some policies were established in the library in order to avoid or minimize losses which were oftentimes incurred by library users due to negligence and carelessness.

Table 16. Respondents' Perception in Loss and Replacement Practices

·	Overall Respondents' Perception										
Practices	Practiced	%	Not Practiced		If not practiced, do you recommend this to be included on the CDP?				Qualitative Description		
		, .			Yes	%	No	%	2 000		
a. The library automatically replaces worn out or missing library materials if necessary.	108	56.54	83	43.45	79	95.18	4		Moderately Practiced		
b. The borrower pays or gives replacement of the lost or damaged materials.	160	83.77	31	16.23	28	90.32	3	9.68	Strongly Practiced		
 c. Search for the missing item is conducted for a year before being declared lost. 		66.49	64	33.59	51	79.69	13		Moderately Practiced		
 d. The list of lost library materials is forwarded to the administration. 	140	73.30	51	26.70	44	86.27	7		Moderately Practiced		

8. Copyright Practices. Positively, as gleaned on the table, practices enumerated were perceived as strongly and moderately practiced. Respondents had seen as strongly practiced the following: 1) the library supports and adheres to the Copyright law and the Optical Media Policies and 2) the administration has the responsibility of establishing policies that enforces such laws. This proves that copyright restrictions and laws were supported by the library and the ELC administration as well.

Table 17. Respondents' Perception in Copyright Practices

	Overall Respondents' Perception								
VIII. Copyright Practices	Practiced	%	Not Practiced	d %	If not practiced, do you recommend this to be included on the CDP?				Qualitative Description
	radiidda	/0		/0	Yes	%	No	%	D G G G I F II G I F
 a. Illegal (pirated) copies are not selected, acquired and used. 	129	67.54	62	32.46	37	59.68	25	40.32	Moderately Practiced
b. The library supports and adheres to the Copyright Law of Republic Act 8293 (Intellectual Property Code) and Republic Act 9239 (Optical Media Policies)	147	76.96	44	23.04	39	88.64	5	11.36	Strongly Practiced
c. The administration has the responsibility of establishing policies that enforce this law.	144	75.39	47	24.61	47	100	0	0	Strongly Practiced

2. Collection Development Practices Within or Outside the PAARL/CHED Standards. Collection development practices shall be in coherence with existing standards. The collection development practices were generally evaluated as within the standards of either PAARL or CHED. Practices marked as outside the prescribed standards were: 1) Inexpensive books are more likely to be selected over the expensive titles; 2) The administration prepares the budget for the library; and 3) The administration allows the faculty to purchase books and other library materials without informing the librarian.

Table 18. Collection Development Practices Based on PAARL/CHED Standards

Table To. Collection Development Plac	lices based on FAARL/CHED Standards	
ELC Collection Development Practices	PAARL/CHED Standards	Evaluation
I.A. Responsibility of Librarian		
a. The librarian selects library materials with	4.1.1 Collection development is the joint responsibility of the faculty	Within the
faculty consultation.	and the librarian. The emphasis is on quality rather than quantity.	standards
	(PAARL)	
b. The librarian has the responsibility to approve		Within the
or disapprove selected titles of books requested	selecting and procuring library materials. The faculty shall actively	standards
by the faculty.	participate in the selection of print and non-print materials especially in	
c. The librarian makes use of selection aids such	their area of discipline, and in developing procedures to facilitate and	Within the
as publisher's list to select print and non-print	effectively carry out the selection and acquisition activities.	standards
resources.	4.1.3 The library shall define in writing the policies for collection	Within the
d. The librarian sends book request form to	development that will guide the selection and acquisition of materials.	standards
different departments.	Such policies shall be developed by the library in consultation with the	Within the
e. The librarian gathers the requests and	faculty, and approved by the administration. (PAARL)	standards
recommendations of the faculty.		
f. The librarian prepares the allocated budget of		Within the
the library.	which should be between 5 to 10 % of the total operating budget of the	
g. The librarian sees to it that purchases of library	institution. In the process, he shall identify and prioritize all library	Within the
	needs and apportion expected revenues according to these needs and	standards
materials.	priorities. He shall justify the library budget and upon approval,	
	administer this in accordance with the fiscal policies and procedures of	
	the institution.	
	3.6 The library shall maintain internal accounts to monitor its income	
	and expenses.	
	4.2.6 Even if the institution meets the above minimum requirements, it	
	should spend the budget allocated for library materials to further	
h. The librarian sends books and other library	develop and update its resources. (PAARL) 4.1.2 There shall be a year-round and carefully planned program of	Within the
materials for faculty evaluation.	, , , , , , , , , , , , , , , , , , , ,	standards
i. The librarian forwards the final list of selected	participate in the selection of print and non-print materials especially in	
titles to the administration for approval.	r · · · · · · · · · · · · · · · · · · ·	standards
unes to the autilitionation for approval.	effectively carry out the selection and acquisition activities.	Within the
j. The librarian works closely with the	4.1.3 The library shall define in writing the policies for collection	standards
administration in the selection and acquisition of	development that will guide the selection and acquisition of materials.	Within the
the library materials.	Such policies shall be developed by the library in consultation with the	winin nie
uie iiviaiy iilalellais.	Cach policios shall be developed by the library in conductation with the	

k. The librarian has the responsibility for keeping the statistics of acquisition and recording the library materials in the accession record.	faculty, and approved by the administration. (PAARL)	standards
	4.1.1 Collection development is the joint responsibility of the faculty and the librarian. The emphasis is on quality rather than quantity. (PAARL)	Within the standards
I.B. Responsibility of Faculty		
a. The faculty selects and recommends titles of print and non-print resources.	4.1.1 Collection development is the joint responsibility of the faculty and the librarian. The emphasis is on quality rather than quantity. (PAARL)	Within the standards
b. The faculty submits requests directly to the librarian.	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.	Within the standards
c. The faculty directly submits requests to the administration for approval.	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. (PAARL)	Within the standards
d. The faculty helps in the purchase of books.	4.1.3 The library shall define in writing the policies for collection	Within the
e. The faculty personally purchase books and	development that will guide the selection and acquisition of materials.	standards
office.	Such policies shall be developed by the library in consultation with the faculty, and approved by the administration. (PAARL)	Within the standards
I.C. Responsibility of Students	0.04 !!	harrie de e
	2.6 A library committee comprising of representatives of the student	Within the
books to the librarian. b. The students give their recommendations	body, member of the faculties, the college or university's administration, and the chief administrative officer of the library, who	standards Within the
through their instructors.	shall act as ex-officio secretary of the committee, shall serve as an	standards
c. The students directly send their suggestions to	advisory body on matters pertaining to collection development and	Within the
the administration.	use. (PAARL)	standards
d. The students have the right to participate in the		Within the
evaluation of library holdings.		standards
I.D. Responsibility of Admin.		
approve or disapprove the selected titles of print and non-print resources.	2.6 A library committee comprising of representatives of the student body, member 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. (PAARL)	Within the standards
b. The administration and/or the librarian can	4.1.2 There shall be a year-round and carefully planned program of	Within the
purchase library materials.	selecting and procuring library materials. The faculty shall actively	standards
	participate in the selection of print and non-print materials especially in	
d. The administration, the librarian and the faculty	their area of discipline, and in developing procedures to facilitate and effectively carry out the selection and acquisition activities.	standards Within the
purchase library materials.	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. (PAARL)	standards
e. The administration prepares the budget for the library.		Outside
f. The administration allows the faculty to purchase books and other library materials without informing the librarian.		Outside
g. The administration grants the librarian the freedom to purchase library materials.	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. (PAARL)	Within the standards

I.A. Book Selection Practices The library selects reading materials published	2.4 The library collection should have at least five (5) titles per subject.	Within the
within the last five (5) years.	2.4 The library collection should have at least live (5) titles per subject. At least 20% of the total collection of books should be published within the last four years (CMO #11, s.1999; CMO #53, s. 2006). B. Professional Holdings. 1. At least five (5) titles per professional course published within five (5 years) (CMO #30, s.2006)	
b. Books locally published are selected over the foreign ones.	Sec. 16. The school shall adopt textbooks which are of recent edition,	Within the standards
c. Inexpensive books are more likely to be selected over the expensive titles.		Outside
	4.2.3 In addition to the core collection, a minimum of five (5)	Within the
CHED requirement that there should be five (5) professional titles per professional subjects with least three (3) copies each.		standards
e. Books needed for new course offering are prioritized than the courses offered earlier.		Within the standards
		Within the
		standards
	l	Within the standards
,	· · · · · · · · · · · · · · · · · · ·	Within the
	1 e 1	standards
		Within the
no reputation of the publicher		standards
	pamphlets, documents and non-book materials, and electronic	Within the standards
	has a marginality of the library but a marginary as of five (F) as a local	Within the standards
.B. Recreational Reading Materials Selection Pra		
	4.1.3 The library shall define in writing the policies for collection	Within the
		standards
		Within the
		standards Within the
		standards
. The library does not select fiction if it costs P1,	collection shall consist of up-to-date and relevant books, serials,	Within the
	J	standards
	has an analytic for the Physics but a manifestive of Conf. (5) and the of	Within the standards
•	books, a provision of at least one copy for every twenty-five (25) students is deemed sufficient. (PAARL)	
.C. Reference Materials Selection Practices	A O A The Phase held and held a second secon	NAC:1- :- :1
	, , , , , , , , , , , , , , , , , , , ,	Within the
		standards Within the
	· ·	standards
lisciplines are also preferred.	resources (used with computers). The provision of textbooks is not the	Within the standards
I.D. Campus Archival Materials Selection Practice		
	, , ,	Within the standards
organize archival materials of the institution.	indiadional, recoursel, and recreational riceas of its chemical.	

b.1. Biographies Biographical materials regarding trustee members, presidents, executive administrators, faculty and college alumni b.2. School/College History b.3. Pictures Photographs of college staff, students and member of the academic community as well as school buildings b.4. Policies and Procedures Rules and regulations, Personnel and students' manual	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. (PAARL)	Within the standards Within the standards Within the standards
II.E. Periodicals Selection Practices		
The library subscribe to relevant professional both local and foreign journals and magazines.	The recommended number of periodicals based on enrollment is as	standards Within the
b. The librarian and faculty recommend relevant titles of journals and magazines.	follows:	standards Within the
c. The subscription of magazines and journals	Enrollment # of Periodical titles	standards
are grouped together into one order and sent to a		Within the
reliable agent or dealer.	1,001 – 3,000 75	standards
d. The library places the subscription of these	over 3,000 100	
resources on a continuing basis.	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 (PAARL) 2.4The library should also carry up to date books, journals and	
II.F.1 Audiovisual Materials Selection Practices	periodicals that are published locally and internationally, including two (2) local and two (2) foreign publications (CMO #11, s.1999; CMO #53, s. 2006; CMO #30, S. 2006).	
a. The library selects and acquires audiovisual	4.1.3 The library shall define in writing the policies for collection	Within the
	3 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	standards
used to achieve educational goals.		Within the
b. The library selects materials which will be used		standards
for teaching aids, moral and spiritual concepts,		Within the
attitudes, and the improvement of humanity to	instructional, research, and recreational needs of its clientele. The	standards
develop mature persons among students.	collection shall consist of up-to-date and relevant books, serials,	Within the
develop mature persons among students.	pamphlets, documents and non-book materials, and electronic	standards
c. Materials and equipment are selected using	.	Within the
the following standards:	responsibility of the library but a maximum of five (5) copies of	
c.1. the amount		standards Within the
c.2. durability and longevity of use	books, a provision of at least one copy for every twenty-five (25)	
c.3. ease of operation	to denote in denominal coefficient (DAADI)	standards Within the
c.4. quality of content	· · · · · · · · · · · · · · · · · · ·	
c.5. legal considerations		Standards Within the
d. The library selects materials which are in		Within the standards
d. The library selects materials which are in demand and usable to the clientele.		Standards Within the
e. The library does not subscribe/select to illegal copies of VCDs/DVDs.		standards
II.F.2. Electronic Resources Selection Practices		
a. The library selects and acquires CD-ROMs	4.1.3 The library shall define in writing the policies for collection	Within the
and online databases for the clientele.	, , ,	standards
b. The library selects and acquires materials		Within the
compatible with the available equipment.	faculty, and approved by the administration.	standards
c. The stated criteria are considered when		Within the
selecting electronic resources:	instructional, research, and recreational needs of its clientele. The	standards
c.1. content		Within the
c.2. technical support	pamphlets, documents and non-book materials, and electronic	standards
		Within the
c.3. cost	responsibility of the library but a maximum of five (5) copies of	
c.4. legal consideration		standards
. 5	beater a manufacture of all least and a second an account to the (OF)	Within the
c.5. access	lateral and a lateral and a second and the second	standards
	4.2.4 The availability of CD-ROMs and online databases may replace	Within the standards

	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. (PAARL) 2.3 The library should be able to provide non-print materials such as CD ROM, internet access, etc. (CMO #11, s.1999; CMO #53, s. 2006; CMO #30, s. 2006).	
III. Acquisition Practices	LACT III	hagar a
a. The administration and the librarian obtain	4.1.2 There shall be a year-round and carefully planned program of	Within the
quotations/information from several book dealers/publishers before deciding from where	selecting and procuring library materials. The faculty shall actively participate in the selection of print and non-print materials especially in	standards
and what materials to purchase.	their area of discipline, and in developing procedures to facilitate and	standards
b. The librarian contacts the book	effectively carry out the selection and acquisition activities.	Within the
dealers/publishers chosen to verify the needed	4.1.3 The library shall define in writing the policies for collection	standards
titles are present on their stock.		Within the
c. If titles of books are verified with the book	Such policies shall be developed by the library in consultation with the faculty, and approved by the administration. (PAARL)	standards
dealer, orders will be made. d. When books are delivered, they are unpacked	lacuity, and approved by the administration: (FAARL)	Within the
and checked against the delivery receipts.		standards Within the
and officially against the delivery receipts.		standards
e. Books are then collated to make sure that no		Within the
pages are missing or they are not defective in		standards
other ways.		
f. Items found defective or than those ordered are		
then set aside and later returned to their resources as soon as possible.		
g. The books and other library resources are		
recorded in the accession record.		
IV. Donations/Gifts Practices		l .
a. The library has the right to accept or refuse gift		Within the
items.	augmenting the library's financial resources shall be explored. These	standards
b. Only gifts that support the curriculum and	include endowments and donations, and participation in exchange	Within the
courses offered by the college are accepted.	programs and consortia or cooperative projects. 4.1.3 The library shall define in writing the policies for collection	standards
c. Upon acceptance of gifts by the library, acknowledgment and thank you letter from the	development that will guide the selection and acquisition of materials.	Within the standards
president are sent to the donors.	,	Within the
d. Gifts that cannot be added to the collection are		standards
disposed of at the discretion of the	4.1.4 The library shall provide for a periodic review of its existing	Within the
administration.	collection, for purposes of maintaining the quality of the collection and	standards
	its continued relevance to the needs of the library's users, and of determining collection strengths and weaknesses. (PAARL)	Within the
discarded, sold, or given to student and faculty or non-profit agencies.	determining conection strengths and weaknesses. (FAARL)	standards
f. The following conditions are considered for the		Within the
refusal of the gifts:		standards Within the
f.1. materials are in poor repair, worn out, or		standards
marked up		Within the
f.2. an existing copy of the material is already in		standards
the collection		Within the
f.3. broken and incomplete runs of periodicals		standards
f.4. old back issues of periodicals, particularly in		Within the standards
sciences		Within the
f.5. laboratory manuals, workbooks and		standards
textbooks		Within the
f.6. obsolete reference books		standards
g. Once the gifts are added to the collection, the		
donor can no longer withdraw the material from the library.		
h. Gifts judged appropriate to be added to the		
collection are considered property of the library.		
V. Weeding Practices		
a. The librarian weeds materials every five (5)	4.1.4 The library shall provide for a periodic review of its existing	Within the
years.	collection, for purposes of maintaining the quality of the collection and	standards
b. The list containing titles of recommended for	its continued relevance to the needs of the library's users, and of	Within the
withdrawal is sent to the administration for	determining collection strengths and weaknesses.	standards
approval.	4.2.7 A regular weeding program shall be undertaken to keep the	Within the

the final disposition of the items d. Library materials are removed from the collection if: d.1. inaccurate and outdated information d.2. duplication and lack of demand of materials d.3. lack of space d.4. cost of continuing subscription d.5. obsolescence of format e. The library materials included in the approved list of materials for withdrawal are taken out of the collection through sale or donation. f. The corresponding record of the weeded out materials are marked "discarded". g. Disposal of needed items is documented through pictures. h. The librarian is relieved from accountability of the materials after it was disposed.	and technology. A three (3) to five (5) percent replacement of older materials each year is recommended. (PAARL)	standards Within the standards
VI. Preservation Practices		
and handling of library materials.	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. (PAARL)	Within the standards
copied copies are for client use. g. The librarian inspects worn out library		Within the standards Within the
materials and sends these to a professional book binder.		standards
VII. Loss & Replacement		Statiualus
	4.3.5 The library shall have a program for the care and preservation of	M/ithin tho
missing library materials if necessary.	tis 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. (PAARL)	standards
c. Search for the missing item is conducted for a year before being declared lost.	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. 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. (PAARL)	Within the standards
d. The list of lost library materials is forwarded to the administration.	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	Within the standards
VIII. Copyright Practices		
a. Illegal (pirated) copies are not selected, acquired and used. b. The library supports and adheres to the Copyright Law of Republic Act 8293 (Intellectual Property Code) and Republic Act 9239 (Optical	members of the faculties, the college or university 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.	Within the standards Within the standards Within the standards

3. Suggestions and Recommendations of Respondents to the Content of the Proposed Collection Development Policy. Libraries are service-oriented and clientele-centered organization supporting its

parent organization. The ELC academic community as the prime users of the library is fairly to be consulted on what they could have to say of the library. Hence, through the solicitation of what they feel and how they could help would be beneficial to any library managers beneficial to any library managers for them to determine problems and possibly address through devising strategies to reach out what they their needs and interests. The researcher provided space on different areas of concerns for the respondents to "voice out" any of their suggestions or recommendation on a certain area in order to improve the library practices, resources and services.

The respondents would like to improve the collection development practices of the library namely: 1) The librarian is expected to consult faculty, students, and Department Heads or Deans in the selection and acquisition of library materials; 2) Library materials, print and non-print, to be selected shall be up-to-date, relevant, informative, and of good quality to meet their diverse information needs and practicing a balanced and fair selection and acquisition for all courses; 3) The provision of additional resources like recreational reading materials, audiovisual materials and internet access; 4) Having an extra copy of books through photocopying was mentioned as possible means to take care of library materials; 5) Replacing and paying for damaged and lost library materials were also proposed; 6) Strict implementation of the copyright law was also suggested.

	ions and Recommendations of the Respondents			
Areas of Concern	Suggestions/Recommendations and Other Comments	n	F	%
Selection & Acquisition				
Library	library materials.	8	5	62.50
A. Librarian	Librarian should purchase books		2	25
	3. Librarian should send books for evaluation to subject teachers for evaluation and		1	12.50
	recommendations.			
B. Faculty	1. Faculty must see to it that those books they are requesting are much needed by the		1	11.11
	students.	9	5	55.56
	They should help in the selection of library materials.		2	22.22
	3. Faculty should give their requests to the librarian.		1	11.11
	4. Faculty should not be included in the purchase of library materials			
C. Students	1. Students must participate in the selection and acquisition of library materials through	6	6	100
	suggestions and recommendations.			
D. Administration	Provide books for students.		3	30
	2. Immediate release of library budget and transparency must be practiced.	10	3	30
	3. Meetings and passing of memos should be conducted before procuring books.		2	20
	4. They should only approve the selected titles of books for purchase.		1	10
	5. Coordination with the librarian must be done.		1	10
Selection Practices	1. Relevant, updated, and substantial books should be selected and acquired. Good			
A. Books	quality content of books must also be observed. Demands and needs of users should be	13	10	76.92
	observed.		3	23.08
	2. Balanced selection of books must be applied to all courses. All departments must be			
	involved not few courses/departments only			
B. Recreational				
Reading Materials	1. Acquire/Provide recreational reading materials for all users.	3	3	100
C. Reference				
Materials	Complete and updated reference materials must be selected and acquired.	1	1	100
D. Campus Archives	Compile student paper.	2	1	50
	Only manuals should be maintained.		1	50
E. Periodicals	Only relevant journals must be selected.	1	1	100
F. Audiovisual				
Materials	Purchase more audiovisual materials for students.	2	2	100
G. Electronic				
Resources	Library should provide electronic resources and access to internet	4	4	100
Acquisition Practices	Enough books should be acquired. Purchase more books. Additional books.			
·		8	8	100
Donations/Gifts	1. Any gifts or donations must be accepted regardless of its present condition/Treasure			
	gifts.	4	2	50
	2. It is the librarian's discretion whether to accept or refuse gifts/donations.		1	25
	3. Contact other schools for donations		1	25
Weeding	Useful materials should be maintained at the library to be used as references.	1	1	100
Preservation	Library should always have an extra copy. More photocopied books	3	2	66.67
	2. Enrich audiovisual.	1	1	33.33

Loss & Replacement	1. Replace, fix or pay any lost and destroyed library materials		3	60
	2. Coordination with the faculty in searching lost books and other library materials	5	1	20
	3. Inventory of library materials should be done to identify the losses.		1	20
Copyright	Strict implementation of rules and regulations.		2	50
	2. Library should not provide photocopied materials unless it is not prohibited by the law.	4		
			1	25
	3. Be lenient and considerate because poor students may be affected.		1	25

Recommendations

The collection development practices were within the standards of CHED and/or PAARL and observable good practices in collection development shall be maintained. However, there were practices that need to be carried out and standardized must be incorporated in the "Proposed Collection Development Policy." This paper should be presented to the administrators for approval and full implementation in the ELC library and to ensure quality, relevant and up-to-date materials for the students and faculty as well to meet their changing needs and demands. Moreover, an annual revision of the policy is recommended to incorporate new policies.

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