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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 clientele 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

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

I.B. Responsibility of Faculty	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
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 afterwards to the accounting office.	88	46.07	103	53.93	77	74.76	26	25.24	Not Practiced – Moderately 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

I.C. Responsibility of Students	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
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	54.45	87	45.55	78	89.66	9	10.34	Moderately Practiced

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

I.D. Responsibility of Administration	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
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

II.A. Book Selection	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
a. The library selects reading materials published within the last five (5) years.	123	64.40	68	35.60	50	73.53	18	26.47	Moderately Practiced
b. Books locally published are selected over the foreign ones.	117	61.26	74	38.74	50	67.57	24	32.43	Moderately Practiced
c. Inexpensive books are more likely to be selected over the expensive titles.	110	57.59	81	42.41	44	54.32	37	45.68	Moderately Practiced
d. The library selects books in conformity with the CHED requirement that there should be five (5) professional titles per professional subjects with at least three (3) copies each.	120	62.83	71	37.17	63	88.73	8	11.27	Moderately Practiced
e. Books needed for new course offering are prioritized than the courses offered earlier.	102	53.40	89	46.60	52	58.43	37	41.57	Moderately Practiced
f. The library observes the following criteria in selecting books:	136	71.20	55	28.80	46	83.64	9	16.36	Moderately Practiced
f.1. high standards of quality in content, format, and/or literary merit									
f.2. possibility of use for one or more courses									
f.3. students' interest									
f.4. authors' reputation in the subject field									
f.5. reputation of the publisher									
f.6. demand for the material	145	75.92	46	24.08	38	82.61	8	17.39	Strongly Practiced

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

II.B. Recreational Reading	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
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

II. C. Reference Materials Selection Practices	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
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

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

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

II.E. Periodical Selection Practices	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
a. The library subscribe to relevant professional both local and foreign journals and magazines.	142	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 Selection Practices	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					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	7.14	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:	135	70.68	56	29.32	51	91.07	5	8.93	Moderately Practiced
c.1. the amount									
c.2. durability and longevity of use	140	73.30	51	26.70	46	90.20	5	9.80	Moderately Practiced
c.3. ease of operation	140	73.30	51	26.70	48	94.12	3	5.88	Moderately Practiced
c.4. quality of content	147	76.96	44	23.04	39	88.64	5	11.36	Strongly Practiced
c.5. legal considerations	145	75.92	46	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	42	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	23.64	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 Selection Practices	Respondents' Perception								Qualitative Description
	Practiced		Not Practiced		If not practiced, do you recommend this to be included on the CDP?				
		%		%	Yes	%	No	%	
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:	112	58.64	79	41.36	72	91.14	7	8.86	Moderately Practiced
c.1. content	109	57.07	82	42.93	77	93.19	5	6.10	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

III. Acquisition Practices	Respondents' Perception								Qualitative Description
	Practiced		Not Practiced		If not practiced, do you recommend this to be included on the CDP?				
		%		%	Yes	%	No	%	
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	9.80	Moderately Practiced
b. The librarian contacts the book dealers/publishers chosen to verify the needed titles are present on their stock.	136	71.20	55	28.80	52	94.55	3	5.45	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	10.42	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

IV. Donations/Gifts Practices	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					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
e. Gifts that cannot be added to the collection are 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
f. The following conditions are considered for the refusal of the gifts: f.1. materials are in poor repair, 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
f.3. broken and incomplete runs of periodicals	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 manuals, workbooks and textbooks	112	58.64	79	41.36	57	72.15	22	27.85	Moderately Practiced
f.6. obsolete reference books	116	60.73	75	39.27	45	60	30	40	Moderately Practiced
g. Once the gifts are added to the collection, the donor can no longer withdraw the material from the library.	118	61.78	73	38.22	52	71.23	21	28.77	Moderately Practiced
h. Gifts judged appropriate to be added to the collection are considered property of the 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

V. Weeding Practices	Respondents' Perception								Qualitative Description
	Practiced		Not Practiced		If not practiced, do you recommend this to be included on the CDP?				
		%		%	Yes	%	No	%	
a. The librarian weeds 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:	117	61.26	74	38.74	65	87.84	9	12.16	Moderately Practiced
d.1. inaccurate and outdated information									
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 is 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

VI. Preservation Practices	Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					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	7.69	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	7.41	Moderately Practiced
e. The library duplicates books by photocopying if heavy use is anticipated.	112	58.64	79	41.36	69	87.34	10	12.66	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	20.99	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	11.54	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

VII. Loss & Replacement Practices	Overall Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
a. The library automatically replaces worn out or missing library materials if necessary.	108	56.54	83	43.45	79	95.18	4	4.82	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.	127	66.49	64	33.59	51	79.69	13	20.31	Moderately Practiced
d. The list of lost library materials is forwarded to the administration.	140	73.30	51	26.70	44	86.27	7	13.73	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

VIII. Copyright Practices	Overall Respondents' Perception								Qualitative Description
	Practiced	%	Not Practiced	%	If not practiced, do you recommend this to be included on the CDP?				
					Yes	%	No	%	
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

ELC Collection Development Practices	PAARL/CHED Standards	Evaluation
I.A. Responsibility of Librarian		
a. The librarian selects library materials with faculty consultation.	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 librarian has the responsibility to approve or disapprove selected titles of books requested by the faculty.	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 librarian makes use of selection aids such as publisher's list to select print and non-print resources.	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 librarian sends book request form to different departments.		Within the standards
e. The librarian gathers the requests and recommendations of the faculty.		Within the standards
f. The librarian prepares the allocated budget of the library.	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.	Within the standards
g. The librarian sees to it that purchases of library materials are all within the library budget on such materials.	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 develop and update its resources. (PAARL)	Within the standards
h. The librarian sends books and other library materials for faculty evaluation.	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
i. The librarian forwards the final list of selected titles to the administration for approval.		Within the standards
j. The librarian works closely with the administration in the selection and acquisition of the 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	Within the standards

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
l. The librarian also recommends library materials for purchase.	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 development that will guide the selection and acquisition of materials.	Within the standards
e. The faculty personally purchase books and reimburse expenses afterwards to the accounting 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		
a. The students recommend/suggest titles of books to the librarian.	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 students give their recommendations through their instructors.		Within the standards
c. The students directly send their suggestions to the administration.		Within the standards
d. The students have the right to participate in the evaluation of library holdings.		Within the standards
I.D. Responsibility of Admin.		
a. The administration has the authority to 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 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.	Within the standards
c. The administration procures library materials.	effectively carry out the selection and acquisition activities.	Within the standards
d. The administration, the librarian and the faculty 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)	Within the 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

II.A. Book Selection Practices		
a. The library selects reading materials published within the last five (5) years.	2.4 The library collection should have at least five (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)	Within the standards
b. Books locally published are selected over the foreign ones.	Sec. 16. The school shall adopt textbooks which are of recent edition, reflective of current trends in Criminology Education, up-to-date in methods of presentation and content, and preferably written by Filipino authors (CMO #42, s. 1998).	Within the standards
c. Inexpensive books are more likely to be selected over the expensive titles.		Outside
d. The library selects books in conformity with the CHED requirement that there should be five (5) professional titles per professional subjects with at least three (3) copies each.	4.2.3 In addition to the core collection, a minimum of five (5) professional titles per student shall be provided (PAARL). Professional Holdings. 1. At least five (5) titles per professional course published within five (5 years) (CMO #30, s.2006)	Within the standards
e. Books needed for new course offering are prioritized than the courses offered earlier.	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. (PAARL)	Within the standards
f. The library observes the following criteria in selecting books:	4.1.1 Collection development is the joint responsibility of the faculty and the librarian. The emphasis is on quality rather than quantity.	Within the standards
f.1. high standards of quality in content, format, and/or literary merit	4.1.3 The library shall define in writing the policies for collection development that will guide the selection and acquisition of materials.	Within the standards
f.2. possibility of use for one or more courses	Such policies shall be developed by the library in consultation with the faculty, and approved by the administration.	Within the standards
f.3. students' interest		Within the standards
f.4. authors' reputation in the subject field	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. (PAARL)	Within the standards
f.5. reputation of the publisher		Within the standards
f.6. demand for the material		Within the standards
II.B. Recreational Reading Materials Selection Practices		
a. The library selects recreational/leisure reading materials such as popular fiction, biographies, sports and games, and arts and crafts.	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.	Within the standards
b. A single copy for every title is selected.	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. (PAARL)	Within the standards
c. The library does not select Filipino fiction		Within the standards
d. The library does not select fiction if it costs P1,000.00 and above.		Within the standards
e. The library only selects recreational reading material when demand for the material is anticipated.		Within the standards
II.C. Reference Materials Selection Practices		
a. The library sets a schedule for the selection of reference materials.	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. (PAARL)	Within the standards
b. Latest edition of the materials is preferred.		Within the standards
c. Specialized encyclopedias in various disciplines are also preferred.		Within the standards
II.D. Campus Archival Materials Selection Practices		
a. The library has the responsibility to select and organize archival materials of the institution.	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	Within the standards
b. The library maintains the following:		Within the standards

b.1. Biographies Biographical materials regarding trustee members, presidents, executive administrators, faculty and college alumni	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
b.2. School/College History		Within the standards
b.3. Pictures Photographs of college staff, students and member of the academic community as well as school buildings		Within the standards
b.4. Policies and Procedures Rules and regulations, Personnel and students' manual		
II.E. Periodicals Selection Practices		
a. The library subscribe to relevant professional both local and foreign journals and magazines.	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:	Within the standards
b. The librarian and faculty recommend relevant titles of journals and magazines.		Within the standards
c. The subscription of magazines and journals are grouped together into one order and sent to a reliable agent or dealer.	Enrollment # of Periodical titles less than 1,000 students 50 1,001 – 3,000 75 over 3,000 100	Within the standards
d. The library places the subscription of these 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) 2.4 ...The library should also carry up to date books, journals and 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).	
II.F.1 Audiovisual Materials Selection Practices		
a. The library selects and acquires audiovisual materials which have educational content and are used to achieve educational goals.	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.	Within the standards
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.	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. (PAARL)	Within the standards
c. Materials and equipment are selected using the following standards: c.1. the amount		Within the standards
c.2. durability and longevity of use		Within the standards
c.3. ease of operation		Within the standards
c.4. quality of content		Within the standards
c.5. legal considerations		Within the standards
d. The library selects materials which are in demand and usable to the clientele.		Within the standards
e. The library does not subscribe/select to illegal copies of VCDs/DVDs.		Within the standards
II.F.2. Electronic Resources Selection Practices		
a. The library selects and acquires CD-ROMs and online databases for the clientele.	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.	Within the standards
b. The library selects and acquires materials compatible with the available equipment.		Within the standards
c. The stated criteria are considered when selecting electronic resources: c.1. content	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.	Within the standards
c.2. technical support		Within the standards
c.3. cost		Within the standards
c.4. legal consideration		Within the standards
c.5. access	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		
a. The administration and the librarian obtain quotations/information from several book dealers/publishers before deciding from where and what materials to purchase.	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
b. The librarian contacts the book dealers/publishers chosen to verify the needed titles are present on their stock.		Within the standards
c. If titles of books are verified with the book dealer, orders will be made.		Within the standards
d. When books are delivered, they are unpacked and checked against the delivery receipts.		Within the standards
e. Books are then collated to make sure that no pages are missing or they are not defective in other ways.		Within the standards
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		
a. The library has the right to accept or refuse gift items.	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. 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. (PAARL)	Within the standards
b. Only gifts that support the curriculum and courses offered by the college are accepted.		Within the standards
c. Upon acceptance of gifts by the library, acknowledgment and thank you letter from the president are sent to the donors.		Within the standards
d. Gifts that cannot be added to the collection are disposed of at the discretion of the administration.		Within the standards
e. Gifts that cannot be added to the collection are discarded, sold, or given to student and faculty or non-profit agencies.		Within the standards
f. The following conditions are considered for the refusal of the gifts:		Within the standards
f.1. materials are in poor repair, worn out, or marked up		Within the standards
f.2. an existing copy of the material is already in the collection		Within the standards
f.3. broken and incomplete runs of periodicals		Within the standards
f.4. old back issues of periodicals, particularly in sciences		Within the standards
f.5. laboratory manuals, workbooks and textbooks		Within the standards
f.6. obsolete reference books		Within the 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) years.	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. 4.2.7 A regular weeding program shall be undertaken to keep the	Within the standards
b. The list containing titles of recommended for withdrawal is sent to the administration for approval.		Within the standards

c. The President or the Vice President (in the absence of the President), is the sole judge for the final disposition of the items	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. (PAARL)	standards
d. Library materials are removed from the collection if:		Within the standards
d.1. inaccurate and outdated information		Within the standards
d.2. duplication and lack of demand of materials		Within the standards
d.3. lack of space		Within the standards
d.4. cost of continuing subscription		Within the standards
d.5. obsolescence of format		Within the standards
e. The library materials included in the approved list of materials for withdrawal are taken out of the collection through sale or donation.		Within the standards
f. The corresponding record of the weeded out materials are marked "discarded".		Within the standards
g. Disposal of needed items is documented through pictures.	Within the standards	
h. The librarian is relieved from accountability of the materials after it was disposed.		
VI. Preservation Practices		
a. The library informs patrons of the proper care and handling of library materials.	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
b. Book repair is immediately done for damaged materials.		Within the standards
c. Professional journals are bound together.		Within the standards
d. Binding of important periodicals are conducted.		Within the standards
e. The library duplicates books by photocopying if heavy use is anticipated.		Within the standards
f. The library copies all original discs and all copied copies are for client use.		Within the standards
g. The librarian inspects worn out library materials and sends these to a professional book binder.		Within the standards
VII. Loss & Replacement		
a. The library automatically replaces worn out or missing library materials if necessary.	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
b. The borrower pays or gives replacement of the lost or damaged materials.		
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.	2.6 A library committee comprising of representatives of student body, 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. 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.	Within the standards
b. The library supports and adheres to the Copyright Law of Republic Act 8293 (Intellectual Property Code) and Republic Act 9239 (Optical Media Policies)		Within the standards
c. The administration has the responsibility of establishing policies that enforce this law.		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.

Table 19. Suggestions and Recommendations of the Respondents

Areas of Concern	Suggestions/Recommendations and Other Comments	n	F	%
Selection & Acquisition Library A. Librarian	1. Librarian must consult deans, department heads, faculty and students in selecting library materials.	8	5	62.50
	2. Librarian should purchase books		2	25
	3. Librarian should send books for evaluation to subject teachers for evaluation and recommendations.		1	12.50
B. Faculty	1. Faculty must see to it that those books they are requesting are much needed by the students.	9	1	11.11
	2. They should help in the selection of library materials.		5	55.56
	3. Faculty should give their requests to the librarian.		2	22.22
	4. Faculty should not be included in the purchase of library materials		1	11.11
C. Students	1. Students must participate in the selection and acquisition of library materials through suggestions and recommendations.	6	6	100
D. Administration	1. Provide books for students.	10	3	30
	2. Immediate release of library budget and transparency must be practiced.		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 A. Books	1. Relevant, updated, and substantial books should be selected and acquired. Good quality content of books must also be observed. Demands and needs of users should be observed.	13	10	76.92
	2. Balanced selection of books must be applied to all courses. All departments must be involved not few courses/departments only		3	23.08
B. Recreational Reading Materials	1. Acquire/Provide recreational reading materials for all users.	3	3	100
C. Reference Materials	1. Complete and updated reference materials must be selected and acquired.	1	1	100
D. Campus Archives	1. Compile student paper.	2	1	50
	2. Only manuals should be maintained.		1	50
E. Periodicals	1. Only relevant journals must be selected.	1	1	100
F. Audiovisual Materials	1. Purchase more audiovisual materials for students.	2	2	100
G. Electronic Resources	1. Library should provide electronic resources and access to internet	4	4	100
Acquisition Practices	1. 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	1. Useful materials should be maintained at the library to be used as references.	1	1	100
Preservation	1. Library should always have an extra copy. More photocopied books	3	2	66.67
	2. Enrich audiovisual.		1	33.33

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