OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 213 s. 2016

To	:	**PSDSs,School Heads, Librarians and Teacher Designated Librarians** Elementary and Secondary Schools This Division
From	:	**SALLY B. ULLALIM, CESO V** Schools Division Superintendent
Subject	:	School Library Needs Analysis
Date	:	**October 10, 2016**

1. The DepEd-Bureau of Learning Resources Quality Assurance Division will conduct a Monitoring and Evaluation on the Implementation of Learning Resource Centers and Library Hubs and School Library Needs Analysis through a Consultative Conference on October 18-21, 2016 in Davao City. The consultative meeting aims to:

    a. Identify the needs of school libraries with regard to library collection to serve as basis for inputs in the call guidelines for supplementary materials;

2. In line with the activity, please accomplish the two attached forms and submit on or before October 13, 2016. The accomplished forms are required to ensure the success of the said activity.
    Form 1.School Library Profile
    Form 2.School Library Needs Analysis

3. For your information and strict compliance.

FORM 1. SCHOOL LIBRARY PROFILE
(To be accomplished by the School Librarian)

Name of school:_____

School address:_____

Division of:_____

Total student enrollment (as of June 2016):_____

PART A. PROFILE

Put a check mark (✓) on the appropriate blank before each item.

____Elementary School (**ELS**)   ____Junior High School (**JHS**, Grades 7-10)

____HS with Senior High (**WSH**, G7-12)   ____Stand Alone Senior HS (**SASH**)

School Library Status: ____Existing   ____No school library

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. SPACE AND LOCATION

1.1 What best describes the space of your school library in terms of seating capacity? Please check only one.

____ The library can accommodate 10% or more of the total student population.

____ The library can accommodate 7-9% of the total student population.

____ The library can accommodate 4-6% of the total student population.

____ The library can accommodate 1-3% of the total student population.

____ The library can accommodate less than 1% of the total student population.

1.2 What is the size of your school library (in square meter)?

_____ m2.

1.3 What best describes your library in terms of location? Please check only one.

____ The library is in a separate building.

____ The library occupies a separate room within a building.

____ The library shares space with another.

____ Others (please specify)_____

1.4 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

____The library *is easily* accessible from any point in the campus and is safe from flooding.

____ The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)

____ The library *is easily* accessible from any point in the campus and is not safe from flooding.

2. SERVICES

2.1 How long does the school library operate daily to accommodate users?

___The school library operates from the start of the earliest class period *with no noon break and extends after* the last class period.

___The school library operates from the start of the earliest class *with noon break and extends after* the last class period.

___The school library operates from the start of the earliest class period *with no noon break but it closes at the end* of the last class period.

___The school library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period.*

___The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.

___Others (please specify) _____

2.2 The following are activities and services that a school library should provide. Put a check mark (✓) in the box beside the activities and services that your school library offers. Check all that apply.

School Library Activities	
Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	
Conducts orientation on the use of the library and its services for students and teachers.	
Conducts regular activities that promote library and information services.	
Conducts classroom visits to promote library and information services.	
Uses social media to promote library and information services.	
Others (Please specify):	
School Library Services	
The staff provides Selective Dissemination of Information to the faculty.	
Allows borrowing of books for home use.	
Allows students to use the computer for encoding, viewing, and the like.	
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	
Allows students to use the computer for internet access.	
Allows the faculty to use the computer for encoding, viewing, and the like.	
Allows the faculty to use the computer for internet access.	
The staff prepares clippings (for vertical files collection)	
The staff does indexing.	
Others (please Specify):	

2.3 Put a check mark (✓) in the appropriate box to indicate the collection access system that your school library practices. Choose one only.

Collection Access System		
Open Shelf/Stack	Shelving in a library to which users have unrestricted access.	
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access.	

3. ADMINISTRATION AND HUMAN RESOURCES

3.1 Provide the following information regarding the personnel in-charge of the library:

    3.1.1 Name of Staff :_____
               Email:_____
               Contact Number: _____

    3.1.2 Gender: _____Male   _____Female

    3.1.3 Highest Educational Attainment:
           _____PhD
           _____Masters
           _____(College) Undergraduate Degree

    3.1.4 Designation:
           _____Licensed Librarian, License No._____
           _____ Librarian (Not Licensed)
           _____Teacher-Librarian
           _____Others (Please Specify) _____

    3.1.5 What is the appointment status?
           _____Permanent
           _____Contract of Service
           _____Others (Please specify):_____

3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

Name of the Staff	Designation	Highest Educational Attainment	Appointment Status

4. COLLECTION MANAGEMENT

4.1 Put a check mark (✓) in the appropriate box to indicate the bibliographic processes that your school library follows.

Bibliographic Processes		
Accessioning	The process of assigning a unique number to a bibliographic item added to a library collection.	
Cataloging	The process of creating entries for a catalog (bibliographic description, subject analysis).	
Classification	The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them.	
Labelling	The process of putting call numbers of the books.	
No Processing	The books are displayed with no further bibliographic processing.	

4.2 Library Collection Inventory

4.2.1 GENERAL REFERENCES	Copyright 2005-Present		Copyright 2004- or Earlier		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2005-Present		Copyright 2004- or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						

Continuation...
4.2.2 GENERAL COLLECTION (Subject Area Specific References)

Broad Subjects	Scope	Copyright 2005-Present		Copyright 2004-or Earlier		TOTAL	
		No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
Management	Books on Organizational Management, Leadership, etc.						
Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
Philosophy	Books on Philosophy, Logic, Ethics, etc.						
Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.						
Others	Please specify the subject Area (You may add)						
TOTAL							

4.2.3 ADDITIONAL SUPPLEMENTARY READERS	Copyright 2005-Present		Copyright 2004-or or Earlier		Combined Total Number of Titles
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
Biographies					
Novels					
Collections/Anthology of Short Stories					
Collection/Compilation of Poetry					
Others (Please specify)					
TOTAL					

4.2.4 NON-PRINT COLLECTION		Copyright 2005-Present	Copyright 2004-or Earlier	Combined Total Number of Titles
		Total No. of Titles		
Digital File Collection	E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)			
	CD/DVD Collection of Movies, Documentaries, etc.			
Braille Collection				
Microfilm Collection				
Others (Please specify)				
TOTAL				

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published No. of Titles Subscribed	Internationally Published No. of Titles Subscribed	TOTAL NUMBER OF SUBSCRIPTIONS
Newspapers	Year 2016			
	Year 2015			
	Year 2014			
Tabloids	Year 2016			
	Year 2015			
	Year 2014			
Magazines	Year 2016			
	Year 2015			
	Year 2014			
Journals	Year 2016			
	Year 2015			
	Year 2014			
TOTAL				

5. ACQUISITION

5.1 Put a check mark (✓) on the appropriate box to indicate your school library's means for books acquisition. Check all that apply.

School Library Means of Book Acquisition	
MOOE	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
Others (Please specify):	

5.2 Put a check mark (✓) on the appropriate box to indicate the source of your school library budget. Check all that apply.

Sources of School Library Budget	
No Budget	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
MOOE	

6. FACILITIES

6.1 Put a check mark (✓) on the appropriate box to indicate collection access facility your library has/have. Check all that apply.

___OPAC (Online Public Access Catalog)
___Card Catalog Cabinet with Catalog Cards
___None

6.2 Put a check mark (✓) on the appropriate box to indicate ICT facilities available in your library have. Check all that apply.

ICT Facilities	
Computer Set	
Projector	
Document Camera	
DVD Player	
Photocopier	
Scanner	
Printer	
Printer with Scanner	
Telephone	
Internet Connection/Modem	
Television	
Others (Please specify):	

Accomplished By: Reviewed and Noted By:

_____   _____
Librarian/Personnel in-Charge   Principal/School Head

References:

- RA 9155; DO 56, s. 2011
- DECS Order No. 6, 1998
- IFLA School Library Guidelines, 2nd Rev. Ed., June 2015.

Form 2. SCHOOL LIBRARY NEEDS ANALYSIS

Name of School:_____

Division:_____ Region:_____

Name of Librarian:_____ Contact Number:_____

I. Directions: The following survey aims to identify the extent of the needs of your school library. Rate the following aspects considering the present status of your school library using the rating scale below. Please check the appropriate box that corresponds to your answer.

5- Highly Needed; **4**- Needed; **3**- Somewhat Needed; **2**- Not Sure ; **1**-Not Needed

ITEMS	5	4	3	2	1
A. SCHOOL LIBRARY SPACE AND LOCATION					
1. The school library needs to expand in order to accommodate at least 10% seating capacity of the student population.					
2. The school library needs to be separated from another office because they share a common room.					
3. The school library needs to be relocated to be accessible from any point of the campus.					
4. The school library needs to be relocated to make sure it is safe from flooding.					
B. SERVICES					
1. The school library needs to open from the start of the earliest class and needs to extend beyond the last class period.					
2. The library needs to operate on a regular schedule.					
3. The school library needs to update the Bulletin/Information Board to promote library and information services.					
4. The school library needs to conduct orientation on the use of the library and its services for students and teachers.					
5. The school library needs to conduct monthly activities that promote library and information services.					
6. The school library needs to conduct classroom visits to promote library and information services.					
7. The school library needs to use social media to promote library and information services.					
8. The school library needs to allow borrowing of books for home use.					
9. The school library needs to allow students to use the computer for encoding, viewing, and the like.					
10. The school library needs computer and internet access for students' and teachers' use.					
11. The school library staff needs to prepare clippings for vertical file collection.					
12. The school library staff needs to do indexing.					
13. The school library needs to practice open shelf/stack shelving to allow unrestricted access of the users.					

ITEMS	5	4	3	2	1
C. LIBRARIAN					
1. The school library needs to have a full-time licensed librarian.					
2. The librarian needs training on the following bibliographic processes:					
a. Accessioning					
b. Cataloging					
c. Classification					
d. Labeling					
D. LIBRARY COLLECTION					
1. The school library needs the following general references:					
a. Encyclopedias					
b. Dictionaries					
c. Almanacs					
d. Handbooks					
e. Manuals					
f. Atlases					
g. Yearbooks					
h. Directories					
i. Thesaurus					
2. The school library needs the following learning area specific references:					
a. English & Literature					
b. Filipino at Panitikan					
c. Science					
d. Araling Panlipunan					
e. Music					
f. Arts					
g. Physical Education .					
h. Health					
i. Edukasyon sa Pagpapahalaga					
j. Mathematics					
k. Business					
l. Management					
m. Computers/ Information Tech.					
n. Research					
o. Philosophy					
p. Technical Vocation/TLE					
3. The school library needs the following additional supplementary readers:					
a. Biographies					
b. Novels					
c. Collections/Anthology of Short Stories					
d. Collection/Compilation of Poetry					
4. The school library needs the following digital file collection:					
a. E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)					
b. CD/DVD Collection					

ITEMS	5	4	3	2	1
c. Periodical Subscription					
c.1 Broadsheet Newspaper					
c.2 Tabloid Newspaper					
c.3 Magazines					
c.4 Journals					
E. BOOK ACQUISITION					
1. The school library needs to acquire books and other collections using the allocated funds .					
2. The school library needs to acquire books and other collections tapping LGU funding.					
3. The school library needs to acquire books and other collections from the donations either from the PTA or other NGOs.					
4. The school library needs to acquire books and other collections given by the DepEd Central Office, Regional Office of Division Office.					
5. The school library needs to have specific annual budget.					
F. FACILITY					
1. The school library needs the following access facility:					
a. Online Public Access Catalog (OPAC)					
b. Card Catalog Cabinet with Catalog Cards					
2. The school library needs the following equipment:					
a. Computer Set					
b. Projector					
c. Document Camera					
d. DVD Player					
e. Photocopier					
f. Scanner					
g. Printer					
h. Printer with Scanner					
i. Telephone					
j. Internet Connection/Modem					
k. Television					

II. Directions: Rank the following school library aspects that need improvement in order of importance. Write **1** for the aspect that needs foremost improvement attention, **2** for the next and so on.

_____School Library Space and Location

_____Services

_____Librarian

_____Library Collection

_____Book Acquisition

_____Facility

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Thank you for your cooperation.