

[DECS ORDER NO. 6, s. 1998, January 22, 1998]

POLICIES AND PROGRAMS FOR SCHOOL LIBRARY DEVELOPMENT

1. A school library is very important in the attainment of the objectives of education. Its main function is to make instructional materials available and accessible to teachers and learners in order to develop positive reading/study habits and develop the ability to use these materials efficiently and effectively as tools of learning.
2. The library is a service center, reading center, guidance center, material production center, and most importantly teaching-learning center. The library should be the center of a school being an integral and indispensable part of it.
3. Each elementary and secondary school must have a functional library. Schools without libraries must establish them, those with libraries must improve them. Refer to Enclosure 1 of details.
4. School libraries should procure basic print supplementary materials, in addition to adequate copies of textbooks and teacher's manuals, in accordance with the Guidelines on Supplementary Materials Intended for Public Elementary and Secondary Schools. Refer to Enclosure 2 for details.
5. Monitoring of school libraries should be done regularly by DECS central office, regional offices, and/or school heads.
6. Immediate dissemination of the contents of this Order to all concerned is enjoined.

Adopted: 22 Jan. 1998

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Secretary

Enclosure I

Guidelines on the Implementation of School Library Policies and Programs

A library is an information center, audio visual center, and instructional material center whose functions include the following: systematically collect, classify, store, and retrieve information. It also assists in adapting these informations to suit their intended use.

School libraries should have a collection of instructional materials that conform to expressed and anticipated requirements of the teaching-learning process and the special mission/goal of the school. The collection should include materials with cultural and recreational values to stimulate teachers' and pupils' interest and

develop reading and inquiry as natural habits of life. Reading as an indispensable intellectual tool not only helps children learn to read but learn and comprehend. Well informed citizenry is necessary for global competitiveness.

Awareness of what the library has/should have is necessary in the library development plan. Teachers must know what instructional materials are available in the library so that these can be effectively used in the teaching-learning process. They should coordinate with the librarian and give assignments that will foster and maximize the use of library materials. School heads should be aware of the concerns of the library and help develop and improve its facilities and services.

There are five (5) components of a functional library namely (1) physical facilities, (2) librarian, (3) materials/collection, (4) library programs and services, and (5) budget funds.

1

Physical Facilities

There must be a separate building or room properly constructed for a school library which is well-lighted, ventilated, free from noise, centrally located to be accessible to teachers and pupils, with modified open-shelf system, and can accommodate at least fifty (50) pupils for library lessons once a week.

1.1 Physical Set up

Room area for an enrolment of 500 — 72 sq. m. and an additional 1.2 sq. m. per place for 8% of enrolment in excess of 500

Shape — preferably rectangular, 2/3 of the area for library users and 1/3 for library collection

1.2 Furniture and Equipment —

Library reading table — (2 units)

0.71 m. (H) x 0.91 m (W) x 43.50 m (D)

Armless chair — (24 units)

Width — 37 cm (W) , Height of back rest — 43 cm

Total height — 89 cm

Charging desk/circulation — 36" x 20"

Sunk bay — 39"

Card Catalogue Cabinet with handle label holder and rod with 36 trays

Width — 0.90 m, Height — 1.18, Depth — 0.45 m

Book Shelves

Single faced — 0.20 m (D) x 0.25 m (W) x 1.30 m (H)

Double faced — 1.52 m (H)

Dictionary and Atlas Stand with Slope top and 3 shelves

38 cm x 90 cm x 5 cm

Vertical File — standard Filing Cabinet

Magazine rack with 10 shelves

0.30 m (W) x. 0.40 m (D) x 1.52 m (H)

Storage Cabinet — 0.40 m (D) x 0.90 m (W) x 1.83 m (H)

12 mm thick plywood, 6 mm thick backing
Shelf List Card Cabinet — (same as card catalogue) —
12/24 trays depending upon the collection
Librarian's table — 0.90 m (W) x 1.80 m (L) x 0.75 m (H)
Librarian's chair — 0.37 m (W) x 1.80 m (L) x 0.75 m (H)
Step stool — H — 13 2/3" x 15" (W) and 9" (top-D)
Bulletin Board (cork or magnetic) — 2.45 m (L) x 1.25 m (W)
Working Table — 0.90 m (W) x 1.80 m (L) x 0.75 m (H)
Tray for 3" x 5" index cards
Cutter 16" x 18" sharp blade, wall clock at least 26 cm. diameter
Book — truck with three flat shelves, 5" diameter caster —
two rigid and two swivel (big collection)
37 3/4 (H) x 14" (W) x 32" (L)
Equipment: Typewriter, computer with printer, projector, T.V., radio,
cassette, tape player, video tape player.

2

Librarian and support staff

Every complete elementary and secondary must have teacher-librarians and school librarian, the number of which depends on the enrolment.

2.1 Enrolment: Teacher-Librarian ratio

500 or less — one teacher-librarian
501 to 1,000 — one full-time and one part-time teacher-librarian
1,001 to 2,000 — one full-time librarian and one part-time
teacher-librarian
2,001 and above — an additional one full-time
librarian for every 1,000 additional enrollees

2.2 Qualifications

Elementary — BSEEd or BEED major or minor in Library Science or with
at least 15 units in Library Science — 1 year experience with license

Secondary-BSE major or minor in Library Science or with at least 15
units in Library Science — 1 year experience with license

Note: As an incentive, a teacher-librarian in elementary level will be one
salary grade higher than other faculty members.

2.3 A teacher-librarian shall have one teaching load. Library orientation and
literature appreciations — Kinder to Grade IV, library lesson Grade V-VI, and for high
school - how to research.

2.4 Librarian's duties and responsibilities

2.4.1 Properly classifies/arranges and catalogues all materials for easy
retrieval

2.4.2 Records all library collection and acquisitions.