AREA VII LIBRARY

LIBRARY SELF- SURVEY

Bachelor of Science in Applied Mathematics
Level I
October 26-30, 2026



AREA VII

LIBRARY

PARAMETERS

A. Administration
B. Administrative Staff
C. Collection Development, Organization and Preservation
D. Services and Utilization
E. Physical Set-up and Facilities
F. Financial Support
G. Linkages

Program : **BACHELOR OF SCIENCE IN APPLIED MATHEMATICS**

Level : **I**

SUC : **UNIVERSITY OF SOUTHERN MINDANAO**

Campus : **USM-MAIN**

Date of Actual Survey: **October 26-30, 2026**

AREA VII: LIBRARY

The library is the heart of any learning institution. It is a synergy of people, hardware and software whose purpose is to assist clients in using knowledge and technology to transform and improve their lives.

Information and knowledge are essential to the attainment of institutional goals. The ways in which they are selected, acquired, stored, accessed and distributed within the Institution will, in large measure, determine the success of teaching, research and other academic endeavors. The Institution thrives on clear policies concerning access to, and provision of, information. Thus, the library must take an active role in the development and implementation of these policies.

Each institution has a unique vision, mission, goals and objectives. These are influenced by this philosophy, geographical location and social responsibility. Similarly, as a subsystem of the Institution, the library has a unique role to perform.

A. Administration

The library should be administered and supervised by a full-time, professional librarian with at least, a Master's degree in Library and Information Science under a functional organizational set-up. It should be administered in a manner which allows and encourage the fullest and most effective use of available library resources.

The head librarian may have an academic rank (classified as academic non-teaching staff) and actively participates in curricular, instructional and research matters. A Library Board/Committee should serve as a conduit between the library and its users.

The head librarian should develop a long range plan. He/ She must have a systematic and continuous program for evaluating library performance. He/ She must prepare systems and procedures for library operation and utilization in coordination with administration, the faculty and the students.

B. Personnel

The Library should have a sufficient staff to organize and maintain the collection as well as to manage information and reference services for the clientele.

C. Collection Development, Organization and Preservation

The Library's varied resources should be adequate to serve the Institution's instructional and research needs. It must have a system of progressive development and growth in accordance with the Institutional Development Plan.

D. Services and Utilization

The overriding goal of the library is to provide services to the academic community. These services are measured by their effectiveness in meeting the user's needs.

E. Physical and Set-up and Facilities

The library should provide adequate and appropriate space and facilities to serve the academic community. It should be strategically planned and functionally designed to allow for rearrangement and future expansion. A separate building for the library would be ideal.

F. Financial Support

The library should have a separate, realistic and adequate budget to support its various activities and services. The budget proposal is prepared in consultation with the Library Board/Committee.

G. Linkages

A network of alliance/relationship extending beyond the Institution could enhance the library services. These linkages may be customary, contractual or cooperative. In collaboration with other libraries, it participates in activities that could enhance the attainment of its objectives.

The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available, preferably at the Accreditation Center.

1. Comparative figures of total volumes of basic collection;
2. Composition and functions of the Library Committee;
3. Copy of library handbook, guide and internal procedures, etc;
4. Library Development Plan for the next 3 – 5 years;
5. Library Organizational Chart;
6. Library Personnel's duties and responsibilities;
7. List of agencies with which the library has linkages. Include copies of MOA, letters of donations, etc;
8. List of classified library holdings other than handbooks, journals and general references;
9. List of discarded or weeded-out books;
10. List of electronic resources (with description);
11. List of professional books for specific major fields (by particular subject and title);
12. List of serials (including volume, number and date of publication);
13. Logbook of library users;
14. Memorandum Circular of Board Resolution on the establishment of the Library Advisory Board/Library Committee;
15. Properly-labeled floor plan of the library and its internal layout;
16. Standards for Philippines Library (recent)
17. Statistical reports on the use of books and other library resources in the last three (3) years; and
18. Update inventory of library furniture and equipment.

RATING SCALE								
NA	0	1	2	3	4	5		
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent		
Not applicable	*Missing*	*Criterion is met minimally in some respects, but much improvement is needed to overcome weakness* *(75% lesser than standards)*	*Criterion is met in most respects, but some improvement is needed to overcome weakness* *(50% lesser than the standards)*	*Criterion is met in all respects* *(100% compliance with the standards)*	*Criterion is fully met in all respects, at a level that demonstrates good practice* *(50% greater than the standards)*	*Criterion is fully met with substantial number of good practices, at a level that provides a model of others* *(75% greater than the standards)*		
Indicators						**Item Rating (IR)**	**System – implementation – Outcome Means (SIOM)**	**Parameter Mean (PM)**
PARAMETER A: ADMINISTRATION								
SYSTEM – INPUTS AND PROCESSES								
S.1. The organizational structure of the library is well-defined.						**4**		
S.2. The development of the library goals and objectives is the responsibility of the library head and staff with the approval of the Head of the institution.						**5**		
S.3. There is a library Board/Committee which sets library policies, rules and procedures and periodically reviews them.						**4**		
S.4. There is a duly approved and widely disseminated Library Manual or written policies and procedures covering the library's internal administration and operation.						**4**	**4.25**	

IMPLEMENTATION			
	4		

I.1.	The library develops an explicit statement of its goals and objectives in conformity with the mandate of the institution.			
I.2.	the library is administered and supervised by:	**4.5**		
	I.2.1. a full-time professional licensed librarian; and **5**			
	I.2.2. at least a master's degree holder in MS Library and Information Science or MAEd/MA in Library Science. **4**			
I.3.	the Head librarian directs and supervises the total operation of the library and is responsible for the administrative activities of the institution.	**5**		

Indicators		I R	SI O M	P M
I.4.	The Head Librarian, preferably with as academic rank, actively participates in the academic and administrative activities of the institution.	**5**		
I.5.	The annual accomplishments and other reports of the library are promptly submitted to the higher offices concerned.	**4**		
I.6.	A Library Development Plan is prepared in consultation with the institution's officials and stakeholders.	**4**	**4.41**	

OUTCOME/S				
O.1.	The goals and objectives of the Library are satisfactorily attained.	4		
O.2.	The library organizational structure is well-designed and effectively implemented	4	**4**	**4.22**

PARAMETER B: ADMINISTRATIVE				
SYSTEM – INPUTS AND PROCESSES				
S.1.	The Library has staff with the following qualifications:	3.5		
	S.1.1. BS in Library and Information Science for the College/Academic Unit Library; and 4			
	S.1.2. MS in Library and Information Science of MAED/MA in Library Science for the Institution. 3			
S.2.	The library meets the required number of qualified and licensed librarians and staff to meet the needs of the school population with the ratio of:	**3.5**		
	S.2.1. one (1) Licensed Librarian with two (2) full time staff for the first 500 – student population; and 3			
	S.2.2. one (1) additional full time Professional Librarian with one (1) full time staff for every additional			

1, 000 students.	4			
S.3. There is a continuing staff development program with the corresponding financial assistance from the institution.		4	3.66	
Indicators		**IR**	**SIOM**	**PM**
IMPLEMENTATION				
I.1. The library staff compensation, retirement, and fringe benefits, as well as other privileges, are granted in accordance with existing government laws and institutional policies		5	5	

OUTCOME/S			
O.1. The Librarians are qualified	5	**5**	**4.55**

PARAMETER C: COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION				
SYSTEM – INPUTS AND PROCESSES				
S.1. There is a written Collection Development Policy.		4		
S.2. There is a core collection of at least:		4		
S.2.1. 5, 000 titles for the Academic Unit Library; or	4			
S.2.2. 10, 000 titles that supports the instruction, research and other programs for an Institution Library.	4			
S.3. Twenty percent (20%) of the library holdings are of current edition, i.e. with copyright within the last 5 years.		4		
S.4. The non-print, digital and electronic resources are available.		3		
S.5. There is an integrated library system.		5		
S.6. there are provisions for the preservation, general care, and upkeep of library resources.		4	**4.0**	

Indicators	**IR**	**SIOM**	**PM**
IMPLEMENTATION			
I.1. The Collection Development Policy is regularly reviewed	4		

and evaluated by the Library Committee.			
I.2. The library collection and services support the mission and vision of the Institution, goals of the College/Academic Unit and objectives to the Program.	4		
I.3. The library provides sufficient research books and materials to supplement the clients' curricular needs.	3		
I.4. The library maintains an extensive (15% of the total) Filipiniana collection.	4		
I.5. The library provides 3-5 book/journal titles of professional subjects in the major fields of specialization.	3		
I.6. The collection is organized according to an accepted scheme of classification and standard code of cataloging.	4		
I.7. Regular weeding-out program is conducted to maintain a relevant and update collection.	3		
I.8. The quality and quantity materials and resources conform with the standards set for a particular academic program.	4	**3.62**	
OUTCOME/S			
O.1. The library core collection is adequate, updated and well-balanced	3		
O.2. The professional books, journals and electronic resources for the program are sufficient.	3	**3.0**	
			3.54

PARAMETER D: SERVICES AND UTILIZATION			
SYSTEM – INPUTS AND PROCESSES			
S.1. The Library has information services pertinent to the institution's requirements.	**5**	**5**	

Indicators	IR	SIOM	PM
IMPLEMENTATION			
I.1. The following services/programs are provided:	4.25		
I.1.1. functional and interactive library web page; **4**			
I.1.2. integrated library system; **5**			
I.1.3. on-line public access (OPAC); **5**			
I.1.4. circulation on-line; **5**			
I.1.5. computerized cataloging; 4			

I.1.6. inventory reporting;	4		
I.1.7. serials controls;	4		
I.1.8. internet searching;	4		
I.1.9. CD-ROM;	3		
I.1.10. on-line database;	3		
I.1.11. photocopying; and	5		
I.1.12. bar coding.	5		
I.2. The library opens at least 54 hours per week for the College/Academic Unit or 60 hours per week for the Institution.	4		
I.3. The library promotes and disseminates its program through a regular announcement of its new acquisitions of print materials (books, journals, magazines), resources, facilities, and services.	4		
I.4. Librarians and staff are available during library hours to assist and provide library services.	5		
I.5. Statistical data on the utilization or various resources and services are compiled and used to improve the library collection and operations.	4	4.25	

Indicators	IR	SIOM	PM
OUTCOME/S			
O.1. The library services are efficiently and effectively provided.	4		
O.2. The library users are satisfied with library services.	4	4	4.41

PARAMETER E: PHYSICAL SET-UP AND FACILITIES			
SYSTEM – INPUTS AND PROCESSES			
Location and site			
S.1. The library is strategically located and accessible so students, faculty and other clientele.	5		
S.2. The library is systemically planned to allow future expansion.	4		
Space Requirement			
S.3.The size of library meets standard requirements considering the present enrollment and future expansion.	5		

S.4. The reading room can accommodate at least 10% of the school enrollment at any given time.	**5**		
S.5. Space is provided for print resources as well as stations for electronic resources.	**5**		
S.6. Space provided for the librarians' office, staff room, technical room, etc.	**5**		
S.7. Ramps for the physically disabled are provided.	**4**		
Future and Equipment			
S.8. The library meets the required and standard-size furniture and equipment.	**5**		
S.9. The following library furniture and equipment are available	**4.43**		
S.9.1 adjustable/movable shelves; **5**			
S.9.2. magazine display shelves; **5**			
S.9.3. newspaper racks; **4**			
S.9.4. standard tables and chairs; **5**			

Indicators	**IR**	**SIOM**	**PM**
S.9.5. carrels for individual study; **4**			
S.9.6. desks and chairs for staff; 4			
S.9.7. charging desk; 5			
S.9.8. dictionary stand; 5			
S.9.9. atlas stand; 4			
S.9.10. bulletin boards and display cabinet; 4			
S.9.11. vertical file cabinets; 4			
S.9.12. book racks; 5			
S.9.13. map stands/cabinet; 3			
S.9.14. cardex/ rotadex or any filing equipments for periodical records 3			
S.9.15. typewriters; **N/A**			
S.9.16. computers with printers; and **5**			
S.9.17. others (please specify) _OPAC Workstations 4			
Physical Provisions for Reading			

S.10. The library is well lighted.	4		
S.11. The library is well ventilated	4		
S.12. The atmosphere is conducive to learning.	5		
Security/Control			
S.13. Fire extinguishers and a local fire alarm system are available.	3		
S.14. The Library employs a system for security and control of library resources.	3	**4.38**	

Indicators	I R	S I O M	P M
IMPLEMENTATION			
I.1. IT software and multi-media equipment are utilized.	**4**	**4**	

OUTCOME/S			
O.1. The environment in the library is conducive to learning	4		
O.2. The library facilities are well-maintained and aesthetically designed.	4	**4**	**4.12**

PARAMETER F: FINANCIAL SUPPORT			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has a regular and realistic budget for the library.	**4**	**4**	

IMPLEMENTATION			
I.1. The Head Librarian and staff, in coordination with other officials of the institution, prepare and manage the annual library budget.	**5**		
I.2. All fees and funds allocated for library resources and services are utilized solely for such purpose and are properly audited.	**4**		
I.3. Other sources of financial assistance are sought.	**3**		

		4.0	

Indicators	IR	SIOM	PM
OUTCOME/S			
O.1. The financial support from fiduciary, supplemental and external funds is adequate.	4	4	4.0

PARAMETER G: LINKAGES			
SYSTEM – INPUTS AND PROCESSES			
S.1. The Library is on the mailing list of agencies, foundations, etc., for exchange of publications and other books and journals donations.	4	4	

IMPLEMENTATION			
I.1. Linkages with other institutions and funding agencies are explored and established for purposes of enhancing library facilities and resources	4		
I.2. The library establishes consortia, networking, and resource sharing with other institutions and library collaborative activities.	4	4	

OUTCOME/S			
O.1. Library resources sharing and linkages are well-established.	4	4	4.0
		Area Mean:	**4.26**

SUMMARY OF RATINGS

AREA VII: LIBRARY

Parameters		Numerical Rating	Descriptive Rating
A	ADMINISTRATION	4.22	Very Satisfactory
B	ADMINISTRATIVE STAFF	4.55	Excellent
C	COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION	3.54	Very Satisfactory
D	SERVICES AND UTILIZATION	4.41	Very Satisfactory
E	PHYSICAL SET-UP AND FACILITIES	4.12	Very Satisfactory
F	FINANCIAL SUPPORT	4.0	Very Satisfactory
G	LINKAGES	4.0	Very Satisfactory

Total: 28.84

Mean: 4.12 Very Satisfactory

LEAD ACCREDITOR/S:

SUSAN S. MARTINEZ

LILIAN M. CLARITO