



ASIAN SOCIAL INSTITUTE

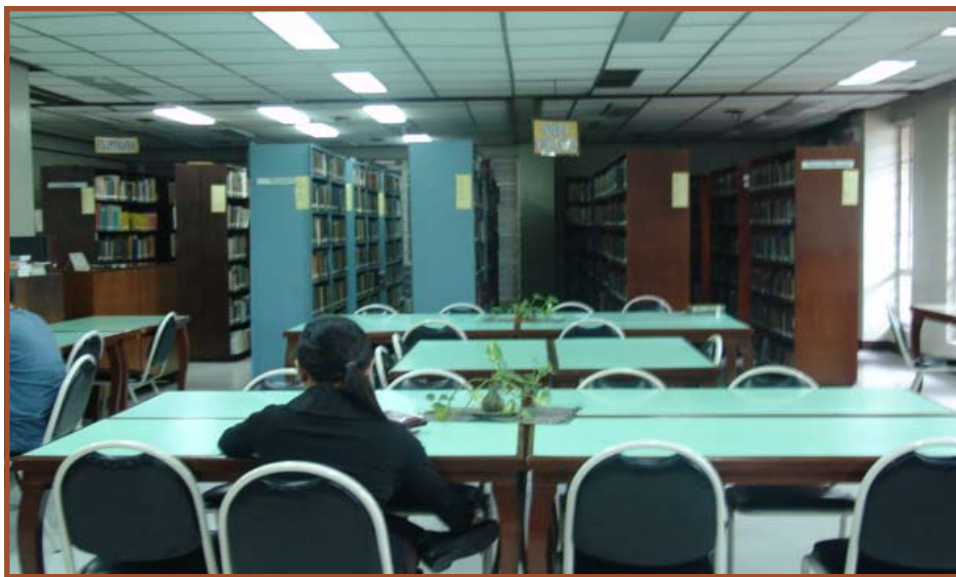
1518 Leon Guinto Street, Malate, Manila 1004

PHILIPPINES

www.asinet-online.org

LIBRARY

MANUAL





The Asian Social Institute (ASI) was incorporated in accordance with law and duly registered with the Securities and Exchange Commission (SEC) with Registration No. 00055290 on the 25th day of March in the year of our Lord nineteen hundred seventy four (1974).



PREFACE

From the time ASI was founded in June 1962, the Institute “survived over the years and is very much alive and dynamic today” (ASI Option- July-Sept 2000). The Institute dynamism is seen in its community-oriented academic program offerings, people based and school based programs, supported by its library.

The continuous development of ASI library is important in meeting the various research/information needs of the clients from various disciplines such as Applied Cosmic Anthropology, Economics, Education, Social Services and Development, Social Work, Sociology, Pastoral Sociology/Studies and Community Development.

To be able to give direction in organizing and in managing the ASI Library, this manual serves as a guide to the library staff.

To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

The Librarian

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ASI'S GUIDING PRINCIPLES

VISION

An Asian Social Science Graduate School of Transformative Praxis Towards Justice, Peace and Integrity of Creation (JPIC)

MISSION

- Christian in inspiration
- Ecumenical and interfaith in reality assessment, action, reflection and celebration
- Global and cosmic in perspective
- Asian in character
- Grassroots in orientation
- Interdisciplinary in approach
- Culturally and experientially grounded
- Humane, liberating and creative in process

GOALS

1. To form Asian leaders on all levels for personal and social transformation
2. To develop in the students and the staff their capacity to theorize from experience
3. Come up with transformative ideas with practical applications for facilitators of social change
4. To document prototypes of people empowerment of ASI action arms and ASI networks
5. To communicate in publications, video productions, and through for a transformative ideas to policy-makers, implementers and other publics
6. To organize networking among ASI graduates and associations on all levels.

ASI ANTHEM

We are people of the field crowding
Asia's City streets

We are people called to build
a community of peace

We remember as we toil,
hope is springing in our soil

Let all the earth yield fruits
a hundred fold

We, who sail the ASI ship,
sing the vision of our Founder

Francis Senden's anchor hold,
truth and freedom, justice, love

This our masthead we unfurl
bravely through uncertain seas

Sail on, lead on, God's people
to promised land.

We, who bear the ASI name,
shun the fame of mighty powers

Without arms, without gold
fighting for humanity

Come and hail the Lord of all
LOWLY HEARTS HE UPHOLDS

LET US PROCLAIM THE GOODNESS OF THE LORD



THE ASI LIBRARY

ASI Library aims to support the Institute's Curriculum in producing socially oriented Asian social scientists equipped with theories and research skills, in order to contribute to a more humane, responsive and just social order.

The Library is committed to the following Vision, Mission, and Goal.

VISION

Humane, efficient and effective delivery of library and information services.

MISSION

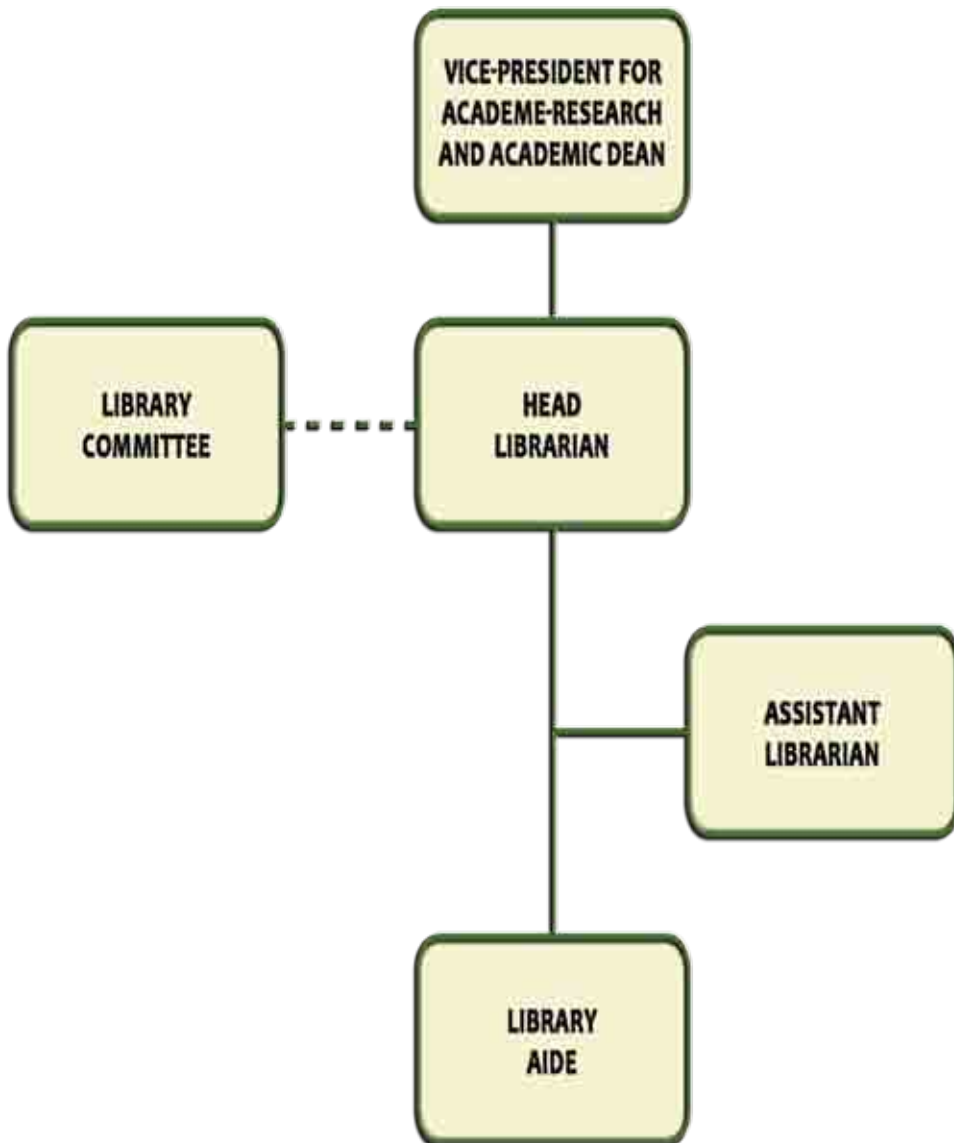
Guided by the Institute's vision for a just humane social order, the library provides:

- The latest trends in library and information services collection and facilities.
- Enrichment of social science collection, print, non-print and electronic resources both local and foreign.

GOAL

To provide a well-rounded and functional collection and socially oriented services

THE ASI LIBRARY'S ORGANIZATIONAL CHART



THE LIBRARY COMMITTEE

The Library Committee shall serve as an advisory group to the Librarian. The Committee shall look into the library needs vis-a-vis the academic programs of the Institute and shall advise the librarian on matters regarding general library policy and the development of library resources. It shall also act as a liaison body between the faculty and the librarian.

Composition

The Library Committee is composed of the following members:

1. Head Librarian
2. Vice-President for Academe-Research
3. Academe Services Coordinator / Liaison Officer
4. Research Director
5. Head, Human Resource & Organizational Development
6. Registrar
7. Academe Section Heads

Duties

1. Reviews and evaluates books for acquisition.
2. Assists the librarian in planning, implementing and evaluating the programs of the library.
3. Assists the librarian in preparing the annual library budget and the library development plan.
4. Assists the librarian in the planning and programming of activities for library staff development and training.
5. Reviews the procedural manual for the library.
6. Reviews and approves the recommendations of Section Heads and other Department Heads as regards books to purchase.

THE LIBRARY PERSONNEL

ASI Library is operated and managed by the following:

Peferto Cabalquinto
Head Librarian

Edmer Ramirez
Assistant Librarian

Paterno Omaguing
Library Aide

LIBRARY PERSONNEL'S DUTIES AND RESPONSIBILITIES

A. LIBRARIAN

1. Job Relationship

Reports to the Vice President for Academe-Research, coordinates with the Academic Dean, Registrar, supervises all the Library staff.

2. Duties and Responsibilities

- Supervises all library services. Does the cataloging and acquisition of books, periodicals and other reading materials.
- Directs planning and implementation of the library programs and project both short and long-term in consultation with the Academic Dean.

- Prepares the budget of the library in consultation with the Vice-President for Academe-Research and the heads of the various sections.
- Prepares the annual report and submits the same to the Vice President for Academe-Research.
- Coordinates the work in the library and establishes linkages with other libraries and agencies.
- Consults the Vice-President for Academe-Research on the general and specific policies of the library.
- Carries on correspondences on the following: application for and renewal of new subscription, referrals and linkages with other libraries and related matters.
- Plans and implements staff development program for all the library staff in coordination with the Vice-President for Academe-Research.
- Ensures the safety of the library and all equipment, furniture, fixtures, collections and other matters therein.
- Performs such other functions and tasks as may be assigned from time to time.

B. ASSISTANT LIBRARIAN

1. Job Relationship

Reports to the Head Librarian of the Institute, coordinates with other staff of the library.

2. Duties and Responsibilities

- Catalogues books and other library materials.
- Does the indexing and abstracting of journals and periodicals and other related materials.
- Assists the Head Librarian in carrying on correspondences on the following: letter of referral
- Renewal of subscription, and linkages with other agencies and other related matters.
- Takes charge of the loan desk.
- Assists the students in locating books on the shelves and attends to other needs of the students, faculty and staff.
- Attends to the vertical files - clippings of newspapers and other materials containing articles/write-ups relevant to or needed in the different academic sections.
- Follows-up unreturned books from the students, faculty and staff before the end of the semester.
- Arranges books, magazines and other materials on designated shelves.
- Helps in maintaining order in the library, particularly in the reading areas and the loan counter, etc.
- Performs other duties and functions as may be assigned from time to time for the good of the service.

C. LIBRARY AIDE

1. Job Relationship

Reports directly to the Head Librarian, works with other Library Staff.

2. Duties and Responsibilities

- Acts as the utility worker in the library.
- Maintains cleanliness and the orderliness in the entire library, i.e. office, work area, reading area, viewing room, shelves, etc.
- Takes charge of the reproduction machine (photocopying machine) and sees to it that proper functioning, care and maintenance of such machine is undertaken.
- Does some messengerial jobs on matters pertaining to the library.
- Sees that the safety of the entire library and its collection and possessions are safeguarded.
- Does specific duties and functions as may be assigned from time to time by the Head Librarian.

— LIBRARY PERSONNEL DECORUM —

1. Maintains proper behavior inside the library with high respect and good relationship with the library users, peers and superiors
2. Observes punctuality and uses official time effectively and honestly.

3. Takes charge and is responsible for the proper use and upkeep of library equipments.
4. Sees that task assigned for the day is monitored and reported to the heads or peers.
5. Notifies head for un-anticipated absence from work.

SERVICES OFFERED

A. READERS SERVICES

1. Athena Library System / On Line Public Access Catalogs (OPAC)
2. Circulation: Charging & Discharging Library Materials.
3. Computer & Internet Services
4. Multi-Media Services (DVD, CD, VHS, CD-ROM, Beta Lecture Tapes)
5. Viewing services
6. Inter-library Loan and Referral Services
7. Current Awareness Services
8. Instructional Services (Library orientation at the start of the school year; production of Library Guide)
9. Photocopying & Printing Services
10. Research and Internet Information Assistance to Thesis/ Dissertation Writers
11. Personalized assistance for users with disabilities
12. Technical Services: acquiring, cataloging, indexing, etc.

B. TECHNICAL SERVICES

1. Selection and Acquisition of Library Materials
2. Procedures on the Selection and Acquisition
3. Accessioning
4. The Library Classification Scheme
5. Descriptive Cataloging AACR2
6. Subject Cataloging
7. Sample entries of materials classified using the LCCS
8. Processing of Physical Book
9. Preparing Book/Catalog Cards

**SELECTION AND ACQUISITION
OF LIBRARY MATERIALS**

The ASI Library is guided with the Institute’s goal “in forming socially oriented leaders in ASIA and in the Philippines in particular who can assist in uplifting the marginalized sectors of society.”

Considering the given goal, the head librarian selects and acquires library materials through cooperative effort among faculty members, heads of the different academic sections, the library committee members and the Vice President for Academe-Research and Dean.

Library materials are acquired based on the following Selection and Acquisition Policies:

LIBRARY MANUAL

1. Library materials are acquired by purchase, donation and exchange to meet the curricular needs of the Institute
2. Suggested titles from faculty and Section Heads are first priorities for acquisition
3. In demand and frequently used books are considered for purchase
4. Research materials duly approved by the library committee are automatically procured
5. Donated books are accepted if related to curriculum requirements and /or relevant to the subjects which the curriculum offered.
6. Suggested titles from the faculty/heads of the sections are given priority
7. Frequently used/ in demand books are included in the list of acquisition
8. Only materials approved by the library committee from the list submitted by Section Heads and faculty are given priority for acquisition.

A. Procedures in the selection and acquisition with the following steps:

1. Books reviewed by the Section Head

- Step 1. The Librarian forwards books for review to the Section Head.
- Step 2. Section Heads review, send back books to the librarian who forwards them to the Library Committee.
- Step 3. The Library Committee reviews and approves the books to be purchased.

Step 4. Check request is prepared for approval of the Vice-President for Academe-Research and the Treasurer; with the approved check, books are purchased.

2. Books recommended by faculty members:

Step 1. The faculty gives the title of the book and its corresponding price to the Librarian.

Step 2. The Librarian informs the section head of the request and seeks the approval or endorsement of the head. (Note: The Head must confer with the faculty on the merit of purchasing the book i.e. inquiring about the quality, usefulness and relevance, etc.)

Step 3. The request as endorsed by the head is forwarded to the Vice-President for Academe-Research for the latter's approval.

Step 4. The librarian requests for the check (from the Accounting Office) as approved by the Vice-President for Academe-Research and purchases the book.

Step 5. Books are purchased.

B. Processes. Once a book is acquired, it must undergo the following processes:

1. Accessioning/Encoding
2. Classifying/cataloging
3. Mechanical Processing of the physical book (Collating, stamping, placing the accession number)
4. Preparing catalog cards (typing cards)
5. Placing the books for circulation

C. Accessioning:

Accessioning is the process of entering a book in the accession record book and signing a number to that book based on the date it was received in the library.

The following information about the book is entered in the Accession Record Book:

1. Accession Number
2. Date Received
3. Class Number
4. Author of the book (Surname first)
5. Title of the book
6. Edition
7. Volume number
8. Pages
9. Source of Fund
10. Price of the book
11. Publisher's name
12. Year of Publication
13. Remarks (*e.g. are there missing pages? Is the book a photocopy of the original? etc.*)

The accession number is stamped on the following areas of the book:

1. The upper part of the inside flyleaf cover of the book
2. Below the copyright date

3. Secret page of the book, that is page 14 on top of the flyleaf
4. Upper cover of the inside flyleaf cover of the book
5. Shelf list card
6. Book pocket
7. Book card

THE ASI LIBRARY CLASSIFICATION SCHEME

ASI Library adapts the Library of Congress Classification (LCC) in organizing the collection.

The schedules are outlined as follows:

A:	General Works
AC:	Collections
AE:	Encyclopedias
AG:	Dictionaries
AI:	Indexes
AM:	Museums
AN:	Newspapers
AP:	Periodicals
AS:	Academies and learned societies
AY:	Yearbooks. Almanacs. Directories
AZ:	History of scholarship. The humanities
B:	Philosophy. Psychology. Religion
B:	History and systems of philosophy
BC:	Logic
BD:	Speculative philosophy

BF:	Psychology
BH:	Aesthetics
BJ:	Ethics
BL:	Religions. Mythology. rationalism
BM:	Judaism
BP:	Islam. Bahaim. Theosophy
BQ:	Buddhism
BR:	Christianity
BS:	The Bible
BT:	Doctrinal theology
BV:	Practical theology
BX:	Christian denominations
C:	Auxiliary Sciences of History (General)
CB:	History of civilization
CC:	Archeology
CD:	Diplomatics. Archives. Seals
CE:	Technical chronology. Calendar
CJ:	Numismatics
CN:	Inscriptions. Epigraphy
CR:	Heraldry
CS:	Genealogy
CT:	Biography (General)
D:	History (General). Europe (General)
DA:	Great Britain
DAW:	Central Europe
DB:	Austria. Hungary. Czechoslovakia
DC:	France
DD:	Germany
DE:	The Greco-Roman World
DF:	Greece

DG:	Italy
DH:	Low Countries. Benelux Countries
DJ:	Netherlands (Holland)
DJK:	Eastern Europe (General)
DK:	Russia. Soviet Union. Former Soviet Republics. Poland
DL:	Northern Europe. Scandinavia
DP:	Spain. Portugal
DQ:	Switzerland
DR:	Balkan Peninsula. Turkey
DS:	Asia
DT:	Africa
DU:	Oceania (South Seas)
DX:	Gypsies
E & F:	History - Western Hemisphere
E:	United States (General)
F:	United States local history. Canada. Latin America
G:	Geography. Anthropology. Recreation
G:	Geography (General). Atlases. Maps
GA:	Mathematical geography. Cartography
GB:	Physical geography
GC:	Oceanography
GE:	Environmental sciences
GF:	Human ecology. Anthropogeography
GN:	Anthropology
GR:	Folklore
GT:	Manners and customs (General)
GV:	Recreation. Leisure
H:	Social Sciences
H:	Social Sciences (General)

HA:	Statistics
HB:	Economic theory. Demography
HC:	Economic history and conditions
HD:	Industries. Land use. Labor
HE:	Transportation and communications
HF:	Commerce
HG:	Finance
HJ:	Public finance
HM:	Sociology (General)
HN:	Social history and conditions. Social problems. Social reform
HQ:	The family. Marriage. Women.
HS:	Societies: secret, benevolent, etc.
HT:	Communities. Classes. Races.
HV:	Social pathology. Social and public welfare
HX:	Socialism. Communism. Anarchism
J:	Political Science
J:	General legislative and executive papers
JA:	Political Science (General)
JC:	Political theory
JF:	Political institutions and public administration - General
JK:	Political institutions and public administration - United States
JL:	Political institutions and public administration - Canada. Latin America
JN:	Political institutions and public administration - Europe
JQ:	Political institutions and public administration - Asia. Africa. Australia. Pacific area
JS:	Local government. Municipal government

JV:	Colonies and colonization. Emigration and immigration. International migration
JZ:	International relations
K:	Law (General)
K:	General. Comparative and uniform law. Jurisprudence
KBR- KBU:	Canon Law and Law of the Roman Catholic Church; The Holy See
KD:	Law of the United Kingdom and Ireland
KDZ:	Law of America, North America
KE:	Law of Canada
KF:	Law of the United States
KG:	Law of Latin America, Central America and West Indies
KH:	Law of South America
KJ-KK:	Law of Europe
KL-KW:	Asia. Africa. Pacific area. Antartica
KZ:	Law of nations
L:	Education
L:	Education (General)
LA:	History of education
LB:	Theory and practice of education
LC:	Special aspects of education
LD:	Individual institutions - United States
LE:	Individual institutions - America (except US)
LF:	Individual institutions - Europe
LG:	Individual institutions - Asia. Africa. Oceania
LH:	Collge and school magazines and papers
LJ:	Student fraternities and societies, United States
LT:	Textbooks

M:	Music
M:	Musical works
ML:	Literature on music
MT:	Musical instruction and study
N:	Fine Arts
N:	Visual Arts (General)
NA:	Architecture
NB:	Sculpture
NC:	Drawing. Design. Illustration
ND:	Painting
NE:	Print media
NK:	Decorative arts. Applied arts
NX:	Arts in general
P:	Language and Literature
P:	Philology. Linguistics
PA:	Greek and Latin languages and literatures
PB:	Modern languages (General). Celtic languages
PC:	Romance languages
PD:	Germanic languages (General). Scandinavian languages
PE:	English language
PF:	West Germanic languages
PG:	Slavic, Baltic, Albanian languages and literature
PH:	Uralic, Basque languages and literatures
PJ:	Oriental philosophy and literature (General). semitic languages and literature
PK:	Indo-Iranian languages and literatures
PL:	Languages and literatures of Eastern Asia, Africa and Oceania
PM:	Hyperborean, Indian, and Artificial languages

PN:	Literature (General)
PQ:	French, Italian, Spanish and Portuguese literatures
PR:	English literature
PS:	American literature
PT:	Germanic literatures
PZ:	Children's literature
Q:	Science
Q:	Science
QA:	Mathematics
QB:	Astronomy
QC:	Physics
QD:	Chemistry
QE:	Geology
QH:	Natural History. Biology
QK:	Botany
QL:	Zoology
QM:	Human anatomy
QP:	Physiology
QR:	Microbiology
R:	Medicine
R:	Medicine (General)
RA:	Public aspects of medicine
RB:	Pathology
RC:	Internal medicine
RD:	Surgery
RE:	Ophthalmology
RF:	Otorhinolaryngology
RG:	Gyneccology and obstetrics
RJ:	Pediatrics
RK:	Dentistry

RL:	Dermatology
RM:	Therapeutics. Pharmacology
RS:	Pharmacy and materia medica
RT:	Nursing
RV:	Botanic, Thomsonian, and eclectic medicine
RX:	Homeopathy
RZ:	Other systems of medicine
S:	Agriculture
S:	Agriculture (General)
SB:	Plant culture
SD:	Forestry
SF:	Animal culture
SH:	Aquaculture. Fisheries. Angling
SK:	Hunting sports
T:	Technology
T:	Technology (General)
TA:	Engineering (General). Civil engineering
TC:	Hydraulic engineering. Ocean engineering
TD:	Environmental technology. Sanitary engineering
TE:	Highway engineering. Roads and pavements
TF:	Railroad engineering and operation
TG:	Bridge engineering
TH:	Building construction
TJ:	Mechanical engineering and machinery
TK:	Electrical engineering. Electronics. Nuclear engineering
TL:	Motor vehicles. Aeronautics. Astronautics
TN:	Mining engineering. Metallurgy
TP:	Chemical technology
TR:	Photography

TS:	Manufactures
TT:	Handicrafts. Arts and crafts
TX:	Home economics. Hospitality industry
U:	Military Science
U:	Military science (General)
UA:	Armies: Organization, distribution, military situation
UB:	Military administration
UC:	Maintenance and transportation
UD:	Infantry
UE:	Cavalry. Armor
UF:	Artillery:
UG:	Military engineering. Air Force
UH:	Other services
V:	Naval Science
V:	Naval science (General)
VA:	Navies: Organization, distribution, naval situation
VB:	Naval administration
VC:	Naval maintenance
VD:	Naval seamen
VE:	Marines
VF:	Naval ordnance
VG:	Minor services of navies
VK:	Navigation. Merchant marine
VM:	Naval architecture. Shipbuilding. Marine engineering
Z:	Library Science
Z:	Books. Writing. Paleography. Books industries. Trade. Libraries. Bibliography
ZA:	Information resources (General)

A. **Descriptive Cataloging AACR2** is applied in descriptive cataloging of library materials.

1. General Rules

- a. The information for cataloging is taken from the chief source of information, (title page).
- b. The Description is divided into the following areas. Each area may have more than one element.

Title and Statement of Responsibility

Edition

Material specific details

Publication, distribution, etc.

Physical description

Series

Note

Standard Number and terms of availability

- c. Punctuation
- d. Establishing levels of detail in the description

2. Rules: (for books, pamphlets and monographs)

a. *Title and Statement of Responsibility Area*

- 1) Transcribe the title exactly as it is in your material, except punctuation and capitalization.

Example: *Learning to question.*

- 2) Aside from the title proper there is other title information, it is separated by a colon (:)

Example: *Leading change: overcoming the ideology of comfort and the tyranny of custom.*

- 3) Following the title is statement of responsibility; it must be separated by a slash (/). And if there is more than one statement, a semi-colon (;) is used for punctuation.

Example: *Uncovering the source of love and hate: a theory of Human behavior/Colter Rule; foreword by Joseph Post*

- 4) In the statement of responsibility “Dr., “Mrs” etc. are omitted, but not the title of nobility like “Barones”

b. Edition Area

- 1) the edition of the book is included

Example: *3rd ed.*

- 2) Any statement relating to such edition follows; it must be separated by a slash (/).

Example: *3rd ed./revised and expanded by Michael L. Tushman*

c. Material specific detail area

- 1) It is only use when describing cartographic materials, like music, computer files, serial publication and microforms.

Example: *vol. 1no.1 (Jan.Feb. 1993)*

d. Publication, Distribution etc.

- 1) First, state the place of publisher or distributor, and then a colon (:), followed by the name of the publisher or distributor. A comma follows the publisher and after the comma state the date of publication or distributor of book.

Example: *New York : Sunstone, 1995.*

- 2) If the book does not have a place of publication and publisher, the following can be used: (sl) ; (sn)

e. Physical description area

- 1) Start a paragraph for the physical description of the book. State the number of pages of the book; the number of volumes, if there is more than one. Use "ill." To indicate illustration after colon (:). Add the description such as maps after ill. And a comma (,). Give the height of the item in centimeters, and precede this with semicolon (;)

Example: *468p. ; ill. ; maps ; 28cm.5 v. : ill., charts ; 26cm.*

f. Series area

- 1) Series statement is enclosed parenthesis () next to the physical description area. Included are title of the series, statement of responsibility and other information like International Serial Number (ISSN), subseries, and the numbering within the series.

Example: *594p.; ill,maps; 28cm.(American in series) 624. : ports. ; 25cm. (Graeco-Roman memoirs, ISSN 0306-9222; no.62*

g. Note area

- 1) Start a new paragraph for note area. Note are made for any additional important information that is not already included in the areas describe above. It is also made for the audience level, for the summary of the content, for the full or selective contents of the item, for library holding status, and for a "with" note that indicates this is only part of the item and a collective title is not available.

Example: *Play in 5 acts Library has v. 1,3-5, and 7 only Contents: Love and peril/the Marquis of Lorne With: candles at night/ Alexander Napier*

h. Standard number and terms of availability area

- 1) Start a new paragraph for the International Standard Book Number (ISBN). It is optional to indicate the price after the Colon (:)

Example: *ISBN 0-901214-05-1 (set): P1,000.00*

- 2) The first item in descriptive cataloging is the author statement; it is consist of the author's name, editor or compiler who is responsible for the issuance of the title of the book. Type first the family name, followed by the name and the middle initial.

Example: *Gonzales, Ernesto A.*

- 3) If there are two or more persons author of such a title, the first name listed on the title page is used as the author statement. If it is a corporate body, it is responsible for the title, then the corporate body's name is considered as the author or the entry.
- 4) If the book has more than three authors, only the first should be listed and write the sign of omission and follow an (et.al.) sign. In the case of title whose editor or compiler, change frequently, like almanac, yearbook, the item is treated as if it does not change at all.

B. Subject Cataloging

The second step in cataloging process is the assigning of subject headings. The purpose of assigning subject heading is to list all materials on a given

subject under a uniformed term, so that in one search, the library users can easily identify the materials

There are two types of reference books used as cataloging tools in assigning subject headings 1. Library of Congress Subject Headings (LCSH). 2. Sears List of Subject Heading (SLSH).

1. Steps in Assigning Subject Headings

- a. Determine what kind of materials are all about by reading or looking at the materials themselves or look at the table of contents.
- b. Once the subject heading is determined, LCSH or SLSH is consulted to find the uniformed terms which now becomes the subject headings.
- c. The subject heading is put at the bottom part of the card catalog with Arabic numbered sequence of it is the computer, it is being place in the designated area for subject heading.

2. Sample Entries of Materials Classified Using LCCS for Print Materials

a. *Book*

1) Sample of Author Card or Main Entry

PN	Alpers, Paul
56.P3	What is pastoral? / Paul Alpers- Chicago:
A43	University of Chicago Press, c 1996
1996	xiii; 429p.; 23 cm.
	Includes bibliographical references and index.
	ISBN 0-226-01516-5
	1. Pastoral literature-History and criticism
	I. Title

2) Sample of Subject Card

PN	PASTORAL LITERATURE
56.P3	Alpers, Paul
A43	What is pastoral? / Paul Alpers. - Chicago:
1996	University of Chicago Press, c 1996
	429p.; 23 cm.
	Includes bibliographical references and
	index.
	ISBN 0-226-01516-5

3) Sample of Shelf List Card

PN	Alpers, Paul
56.P3	What is pastoral? / Paul Alpers. - Chicago:
A43	University of Chicago Press, c 1996
1996	429p.; 23 cm.
	Includes bibliographical references and
	index.
	ISBN 0-226-01516-5
Acc. No.	1. Pastoral literature-History. I. Title

b. Serial

P	Vidyajyoti: Journal of Theological Reflection.
Niwas	
BT	Marg, New Delhi: Arokiasamy, Publisher.
65	Vol. 64, No. 1 (July 2000)
V691	ISSN 0970-1079 (\$20.00) per year

c. Monographs/Pamphlets

F	Geron, M. Piedad
HD	Integrating the population dimension in environmental planning: user's manual/
77	Ma. Piedad Geron - Manila: National
G31	Development Authority and Integrated
1995	Population and Development Planning Project, c 1995.
	26p.; tables; 28cm.
	1. Development planning 2. Population development

C. List of Congress Classification Cutter Number

Library of Congress cutter numbers are composed of the initial letter of the main entry heading, followed by Arabic numerals representing the succeeding letters on the following basis:

1. After the initial **vowels**

for the second letter	b	d	l-m	n	p	r	s-t	u-y
use number	2	3	4	5	6	7	8	9

2. After the initial letter **S**

for the second letter	a	ch	e	h-i	n-p	t	u	w-z
use number	2	3	4	5	6	7	8	9

3. After the initial letters **QU**

for the third letter	a	e	i	o	r	t	y
use number	3	4	5	6	7	8	9

***For initial letters **Qa-Qt**, use 2-29

4. After other initial **consonants**

for the second letter	a	e	i	o	r	u	y
use number	3	4	5	6	7	8	9

5. When an additional **number** is preferred

for the third letter	a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number	3	4	5	6	7	8	9

***Entries beginning with **numerals** are assigned an **A cutter (.A12 - .A19)** and numbers to precede all entries beginning with the letter A.

D. Preparing Books/Catalog Cards

1. The following data are typewritten on the space provided in the card: *the personal author; corporate main entry; brief title; call number; and, accession number of the books.*
2. The accession number should be typewritten on the upper middle of the book pocket.
3. The call number is typewritten on the upper right corner of the book pocket.
4. The book pocket is pasted on the inside back or front flyleaf of the book.
5. The date due slip is pasted on the opposite side of the book pocket.

E. Typing Catalog Cards - observing indentions and margins

The indention for hand-typed catalog cards are “first” “second” and “third” indention.

LIBRARY MANUAL

1. The first indentation should begin on the ninth type writer space from the left edge of the card, 12 spaces for the second indentation and 15 spaces for the third indentation.
2. The letter symbol of the call number should start from the third line from top edge of the card. For call numbers without a letter symbol start typing on the fourth line from the top edge and nine spaces from the left edge.
3. The author's name, on the first indentation, fourth line from the top edge of the card.
4. The title should be typed on the second indentation of the card or on the fifth letter of the author's surname, continuing on the third indentation if the title is long.

F. Producing the Set of Cards

1. The Library Assistant types all the cards: author, title, subject and the shelf list cards.
2. The Cataloger proofreads the four (4) sets of cards and make proper corrections
3. The Library Assistant makes the corrections and sorts out the cards according to author, title and subject and arranged it alphabetically. And finally the cards are filed in the union card catalog.

G. Placing the Books for Circulation

Books are loaned out by library users through the Circulation Section. It charges and discharges books.

General rules followed are:

1. All library staff should be familiar with the library rules and regulations.

2. To avoid losses any material to be taken out of the library is subject to the approval and inspection of the library staff on duty.
3. The Statistics of books borrowed should be recorded before filing the circulation and reserve cards.
4. Only two (2) books at a time may be loaned out for one week to ASI students.
5. Library cards must always be checked before loaning out books to students.
6. The accession number of the book must be checked against the book card accession number.
7. When charging books for circulation, the due date must be properly stamped on the borrower's card and on the borrower's slip at the cover of the book.
8. Faculty members of the Institute are allowed to borrow a maximum of three books at a time. To qualify to borrow again, it is necessary to have these books (any one or two or all of the three) returned on or before the due date. The number of books returned will determine the number of books that may be borrowed next.

H. Charges for Library Services

- P5.00 for overdue books per day
- P20.00 per hour for Internet services

COURSE OFFERINGS

DEGREE COURSES

- Doctor of Philosophy in Applied Cosmic Anthropology
- Master of Science in Sociology*
- Master of Science in Sociology, major in Pastoral Studies*
- Master of Science in Sociology with Specialization in Transformational Politics
- Master of Science in Pastoral Sociology*
- Master of Science in Economics*
- Master of Science in Social Work*
- Master of Science in Education with Specialization in Community Development
- Master of Science in Education with Specialization in Transformational Leadership
- Master in Social Services and Development
- Bachelor of Science in Social Work*

*Accredited Level III

SPECIAL COURSE

- International Diploma Course in Community Development (Recognized by the Commission on Higher Education: Special Course for Community Development Workers)
- Socio-Pastoral Renewal Course for Priests