

LIBRARY SERVICES FOR STUDENTS, FACULTY, and STAFF:

SERVICES TO STUDENTS

1. REFERENCE/ INFORMATION

- This is a personal assistance provided by the librarian to the students in their research and information needs.

2. CURRENT AWARENESS SERVICE

- This will help the students to be aware of the new books, magazines, and other materials available in the library.

3. READERS ADVISORY SERVICE

- It is a service in the library wherein the librarian will recommend suitable books and other reading materials to the users.

4. CIRCULATION SERVICE

- Charging out the books and other library materials to the reader, receiving it upon return, and returning it to its proper location.

5. INTERNET SERVICE

- This service allows the students to access the internet for free. However, the use of internet must be in line with education and research only.

6. LIBRARY ORIENTATION/INSTRUCTION

- Library orientation refers to helping people to be aware of and comfortable with the facilities and the services available. Library instruction refers to the teaching of the effective use of the library to the students and other users.

SERVICES TO FACULTY and STAFF

1. **Reference/Information**

- This is a personal assistance given to faculty members in their research and information needs.

2. **Selective Dissemination of Information (SDI)**

- **Current Awareness**– This is an ongoing dissemination of information to the faculty and to the rest of the academic community with regards to newly-acquired books and other library materials
- **Library Reaching Out**– This service is concerned with informing faculty members of the available books in their field of specialization. They are invited to come to the library in their most convenient time in order to see for themselves the books/ materials being announced

3. **Readers Advisory Service**

- It is a service in the library wherein the librarian will recommend suitable books and other reading materials to the faculty and staff.

4. **Circulation Service**

- It is concerned with the following activities: charging out the material to the reader, receiving it upon return and returning it to its proper location.

5. **Library Orientation**

- One of the services in the library that extends its role to ensure that users make the most effective use of library resources. The program is designed to educate the faculty members and staff in locating print and non- print resources to fulfil their information needs.