November 16, 2016

**DIVISION MEMORANDUM**
**No.** ___737___ **, s. 2016**

# URGENT FACE TO FACE ASSESSMENT AND VALIDATION WORKSHOP OF ALL LEARNING RESOURCE AND DEVELOPMENT CENTERS (LRMDC) IN-CHARGE OF THE DIVISION OF CEBU PROVINCE

**TO** : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public Elementary and Secondary Schools Heads
Designated Librarians and Other Concerns

1.	This Office announces the conduct of an **URGENT FACE TO FACE ASSESSMENT AND VALIDATION WORKSHOP OF ALL LEARNING RESOURCE AND DEVELOPMENT CENTERS (LRMDC) IN-CHARGE OF THE DIVISION OF CEBU PROVINCE** at Ecotech Center, Lahug, Cebu City on the schedules specified below, to wit:

| Group No. | Cluster of Municipalities | Date/Venue | No. of Expected Participants |
|---|---|---|---|
| 1 | (Elem) Minglanilla, San Fernando, Sibonga, Argao, Dalaguete, Alcoy, Boljoon, Oslob, Santander, Badian, Alegria, Alcantara | November 21, 2016 Ecotech Center, Cebu City | 249 Librarians/Designate |
| 2 | (Elem) Cordova, Carmen, Catmon, Compostela, Liloan, Pilar, Poro, San Francisco, Sogod, Tudela, Consolacion, Borbon | November 21, 2016 Ecotech Center, Cebu City | 199 Librarians/Designate |
| 3 | (Elem)Tuburan, Bantayan, Daanbantayan, Madridejos, Medillin, San Remegio, Sta. Fe, Tabogon, Tabuelan | November 22, 2016 Ecotech Center, Cebu City | 212 Librarians/Designate |
| 4 | (Elem) Ginatilan, Malabuyoc, Moalboal, Ronda, Samboan, Aloguinsan, Asturias, Balamban, Barili, Pinamungajan | November 22, 2016 Ecotech Center, Cebu City | 234 Librarians/Designate |
| 5 | All Secondary Schools | November 23, 2016 Ecotech Center, Cebu City | 239 Librarians/Designate |

2.    The assessment and validation workshop aims to come up with an accurate and validated data to be used in planning for the LRMDC operations roadmap of the Division and also to be submitted to the Central Office.

3.    Participants to the workshop will be the designated library hub/school librarians from the public elementary and secondary schools of the entire Division regardless of school typology or whether the school has a functional library or not. All schools must be represented.

4.    Designated librarians with assignments during the conduct of the Provincial Meet are advised to be excused from their assigned task during their scheduled attendance to the workshop.

5.    All participants are required to bring the following, to wit:
   a. Duly accomplished School Library Needs Analysis Form, School Library Profile Form, and Form 4
   b. Laptop computer
   c. Wifi connection
   d. Interim school designation as school librarian

6.    The Officers of the Association of School Librarians of the Division of Cebu Province will serve as workshop staff. Workshop staff who shall be reporting to the venue on Sunday, November 20, 2016 shall be entitled to one (1) day CTO for non-teaching and service credit for teaching.

7.    Travelling and other related expenses shall be chargeable against local/school MOOE funds, while food, venue rental, accommodation of workshop staff, materials and other incidental expenses are chargeable against division MOOE funds, subject to the usual accounting and auditing rules and regulations.

8.    This Memorandum shall serve as Travel Authority of all participants.

9.    Immediate and wide dissemination of and strict compliance with this Memorandum is directed.


**RHEA MAR A. ANGTUD, Ed. D.,CESO VI**
Schools Division Superintendent

# 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 Pagpapapahalaga | | | | | |
|     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

**\*\*\*\***

**Thank you for your cooperation.**

# 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) | | 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 |
| Science | | | | | | | |

| Subject | Description | | | | | | |
|---------|-------------|---|---|---|---|---|---|
| | 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 | | Locally Published | Internationally Published | |
|---|---|---|---|---|

| PERIODICAL SUBSCRIPTION | Years Subscribed | No. of Titles Subscribed | 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 4. Other List

## PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. **SPACE AND LOCATION**

    1.1 Please tally the stated sizes of the libraries using the *sample* format below.

| Sizes of School Libraries in Square Meters (sq.) | |
| --- | --- |
| Elem Schools | 50, 65, 45 |
| Junior HS | 56, 70, 55 |
| Senior HS | 65, 55, 60, 45 |
| Stand Alone SHS | 48, 66, 58 |

2. **SERVICES**

    2.1 How accessible is the school library to the users/ students? Are the library collections safe from flooding?

| School Levels | Other Location Accessibility |
| --- | --- |
| Elem Schools | 1.<br>2.<br>3. |
| Junior HS | 1.<br>2.<br>3. |
|  | 1.<br>2.<br>3. |
| Stand Alone Senior HS | 1.<br>2.<br>3. |

2.2 Please state here the other activities and services stated by the respondents.

| School Library Activities and Services | | |
|---|---|---|
| School Levels | Other Library Activities | Other Library Services |
| Elem Schools | 1.<br>2.<br>3. | 1.<br>2.<br>3. |
| Junior HS | 1.<br>2.<br>3. | 1.<br>2.<br>3. |
| With Senior High | 1.<br>2.<br>3. | 1.<br>2.<br>2 |
| Stand Alone Senior High Schools | 1.<br>2.<br>3. | 1.<br>2.<br>3. |

## 4. COLLECTION MANAGEMENT

4.2.1 Based on responses, please specify below the **other** broad subjects and its scope, subjects that are not in the given categories.

| 4.2.1 GENERAL 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 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| TOTAL | |  |  |  |  |  |  |

4.2.2 Based on responses, please specify below the **other** broad subjects and its scope, subjects that are not in the given categories.

| 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 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| TOTAL | |  |  |  |  |  |  |

4.2.3 Please specify below the **other** subjects that were answered by the respondents.

| 4.2.3 ADDITIONAL SUPPLEMENTARY READERS | Copyright 2005-Present | | Copyright 2004-or Ealier | | Combined Total Number of Titles |
|---|---|---|---|---|---|
| | No. of Titles | No. of Copies | No. of Titles | No. of Copies | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

4.2.4 Please specify below the **other** non-print collection that were answered by the respondents.

| 4.2.4 NON-PRINT COLLECTION | Copyright 2005-Present | Copyright 2004-or Earlier | Combined Total Number of Titles |
|---|---|---|---|
| | Total No. of Titles | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

## 5. ACQUISITION

### 5.1 Other School Library Means for Books Acquisition

### 5.2 Other Sources of School Library budget

## 6. FACILITIES
### 6.1 Other ICT Facilities