



1. OBJECTIVES

- 1.1 To solicit from mentors, students, employees and Management Committee library titles to add to the collection.
- 1.2 To make available to library users the best materials that will enhance their learning.
- 1.3 To ensure that purchased the materials fit the right readers.

2. POLICY STATEMENTS

2.1 BOOKS

The School director's responsibilities:

- To approve the selection materials to support the offered courses
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The Mentors' responsibilities:

- To take part in selection to develop the collection and have a variety of choices for references of the subject that they are teaching.

The Librarian's responsibilities:

- To see to it that service is fully implemented.
- To keep students, mentors and employees abreast of updated knowledge in the field of filmmaking, acting and general education.

The Purchaser's responsibilities:

- To facilitate the payments of the acquired materials.
- To issue payment to the supplier.

2.2 NON-BOOKS/NON-PRINT

The Chief Operating Officer's responsibilities:

- To approve the requests for reimbursement of DVDs, VCDs , etc.

The Chief Financial Officer responsibilities:

- To approve the request for reimbursement of DVDs, VCDs , etc.

The Executive Director for Programs' responsibilities:

- To select non-printed materials consists (DVDs,

VCDs) etc. for the benefit of the students, mentors and the general employee population as well.

The Librarian's responsibilities:

- To submit monthly cash requirements as the bases for the pre-ordering of library materials

The Asset team's responsibilities:

- To do the tagging and endorsing to the library with a receiving copy.

3.0 FORM

- 3.1 *Recommendation Sheet* – is a form that anyone can fill in on materials that need to be purchased for the library collection. Specifics include the title, author, publisher, copyright year, edition and the purpose.

4.0 PROCEDURE

4.1 Books

- The librarian secures a list of materials from the different book suppliers.
- Gives the list and recommendation sheet to the mentors for their choices
- Librarian finalizes the list and submits to the school director for final approval
- Once approved, do the online request and waits for its delivery.

4.2 Non-Books (DVD,VCD,etc.)

- Executive Director for Programs scouts for materials from different shops and does the selection following the monthly budget.
- brings the selected non-printed materials for reimbursement.
- submits the items to the asset team for the proper tagging.
- Asset team endorses to the library with the receiving documents.

- Librarian processes for circulation.