

Republic of the Philippines
(Republic of the Philippines)
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

May 15, 1984

MEMORANDUM
No. 97, s. 1984

REORIENTING THE MECS LIBRARY

To: Assistant Secretaries
Bureau Directors
Regional Directors
Directors of Cultural Agencies
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Chief Executive Officer, PDPCO

1. In the interest of the service, the following policies shall be adopted per the integrated MECS library:

a. Definition and objectives

The MECS Library is a highly specialized library whose collections and services relate to education and its allied disciplines. It shall have the following goals/objectives:

- (1) To support the goals and objectives of MECS.
- (2) To provide a specialized type of service for the information requirements of the Ministry and the different bureaus and offices under it.
- (3) To serve as a node in a national network system among libraries and to establish linkages among other government libraries and institutions.
- (4) To adopt new technology such as computers and micrographics when feasible to promote economy and efficiency.
- (5) To serve as a clearinghouse for information materials relating to the cultural agencies emanating from the ministry.

b. Collection

The Library shall maintain a collection of the following:

- (1) Basic references such as dictionaries, encyclopedias, handbooks, annuals, almanacs, glossaries, etc.

- (2) Books on comparative educational systems.
- (3) International publications such as Unesco publications on education and culture.
- (4) Publications on the transcultural programs.
- (5) Professional and cultural books on education and its related disciplines.
- (6) Microforms such as microfiche, microfilm on publications relating to the Ministry's functions.
- (7) Books in the fields of educational planning, school administration and supervision, economic aspects of education, counseling and guidance and other related subjects.
- (8) Vertical file and pamphlet collection.
- (9) Indexed magazines, periodicals and newspapers.

c. Services

The Library shall be open to Ministry officials, staff and researchers from outside, as well. Services shall include the following:

- (1) assistance in using any of the general reference works, periodicals, indexes and bibliographies;
- (2) research assistance in locating materials found in books, pamphlets, government documents and monographs;
- (3) assistance in the use of micrographic equipment such as microfiche and microfilm readers;
- (4) serves as a clearinghouse for all bureaus and cultural agencies libraries;
- (5) reference services;
- (6) routing of periodicals to interested officials of the Ministry; and
- (7) retrieval and making all library materials, if possible, available at all times to the library patrons.

d. Staff Development and Retraining

- (1) Staff growth and development through continuing education programs shall be integrated within

the organization as a means of ensuring effectiveness and efficiency, at the same time enhancing individual self-actualization.

- 2) The staff shall be encouraged to actively participate in professional associations.

1. Budget

The provision of adequate and continuing annual budgetary support shall be clearly defined by the Ministry officials to ensure progressive development of library services.

2. In order to make available to researchers, scholars and students collection of graduate theses for reference in a more suitable place, all theses in the NCCS Library which are not available in the present National Library collection shall be transferred to the said institution and the rest to the Philippine Normal College Library which shall become the secondary depository library for graduate theses.

3. The contents of this Memorandum should be disseminated to all concerned for their guidance and information.

(SGD.) JAIME C. LAYA
Minister

References:
None

Allotment: 1-2-3-4- (D.O. 1-76)

To be indicated in the Perpetual Index under the following subjects:

BOOKS
LIBRARY
MAGAZINES
PUBLICATIONS

