



## LEARNING RESOURCE CENTER

The Learning Resource Center recognized as one of the vital parts of the school system. It is one place where students form basic concepts about the world, where dreams, aspirations, and values are born developed.

### **VISION:**

St. Andrew's School Learning Resource Center envisions the formation of students' ability in using resources for getting information, for building ideas and for acquiring special skills.

### **MISSION:**

St. Andrew's Learning Resource Center commits itself to the following:

- Helping develop reading habits through the use of books and the various materials and facilities.
- Assisting students in the effective and efficient use of the library materials and its facilities.
- Widening and strengthening students' skill in doing research work.
- Providing a variety of reading materials on varied subjects and interests for the different levels, from faculty, administrators and staff.

### **CORE VALUES:**

St. Andrew's School Learning Resource Center upholds the following:

- Love for books
- Better Communication and Sharing Values
- Intellectual Freedom
- Cooperative Collection Development
- Confidence and Curiosity
- Resourcefulness

### **LRC SERVICES**

#### 1. Library Hours

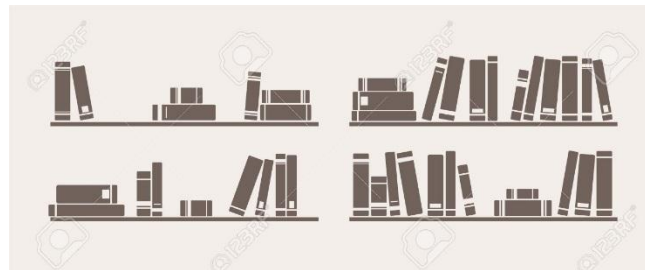
- The library is open from 6:45am-6:00pm, no noon break. Mondays to Friday.

#### 2. Borrowing & Returning

- All students are entitled to borrow books in the library with their library cards.

#### 3. Photocopying

\* The LRC is divided in two parts the Print Section and Non-Print Section.



## **LEARNING RESOURCE CENTER GUIDE** **(Print Section)**

### **CONTROL PROCEDURES**

Upon entrance, each student deposits their bag in the shelves provided near the door. Only writing materials may be brought inside the LRC. All clientele are required to log-in.

Likewise, all library clientele are requested to have their books and other materials checked by the librarian / library staff upon exit.

### **SECTION/S**

- **Circulation Section** – This is where books and other library materials are loaned out.
- **Serial / Periodical Section** – where magazines and newspapers are available for all clientele. Bound periodicals are also shelved here.
- **General Reference Section** – It houses up-dated reference resources like encyclopedias, dictionaries, almanacs, yearbooks, atlases, directories.
- **Faculty & Staff Reading Area** – Professional books, journals, periodicals, manuals and guide, books for teachers' instructional needs and professional growth are stationed here. Available computers with internet connections are also available for research.



- **Working Area** – where books are technically processed: collating, stamping, accessioning, classifying and cataloging.
- **Grade School Collection Area** – all grade school books, fiction books, story books and all textbooks are shelved here.
- **High School Collection Area**- high school textbooks in all subject areas are available here.
- **Reading Area** – is located at the center of the LRC with the capacity of 87 seats.

#### **RULES & REGULATIONS**

1. All library clientele must have individual library card in transacting business with the LRC.
2. General reference books such as, encyclopedias, dictionaries, atlases, almanacs etc. are to be used inside the LRC only.
3. Non-fiction books may be borrowed for overnight use only. With the maximum of 3 books per transaction.
4. Fiction and biography books may be borrowed for 1 week and can be renewed for another week.
5. Maps, charts, kits and materials in the IMC may be borrowed for classroom use only provided by the adviser's signature.

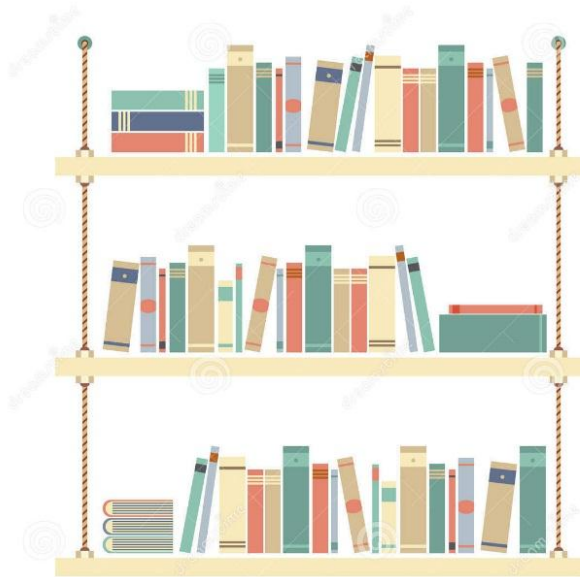
6. Eating, drinking, playing, sleeping and project-making are strictly prohibited.

#### **FINES**

A fine of Php 1.00 each day will be charged for any material not returned on the due date (Inclusive of Sundays and holidays)

#### **SPECIAL COLLECTIONS**

- **Andrean Collections** – all activities of the school in videos and pictures are shelved at the IMC.
- **Special Projects** – several projects of our students are also available for instructions.



### **OUR LEARNING RESOURCE CENTER**



# INSTRUCTIONAL MEDIA CENTER GUIDE

(Non- Print Section)

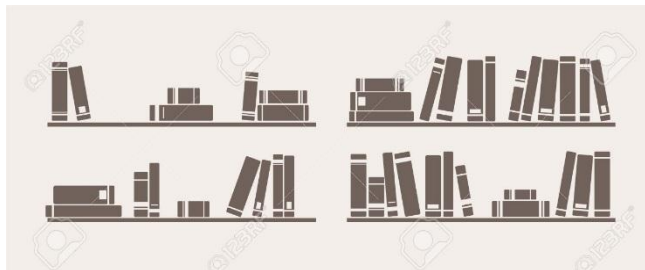
## RESERVATION

1. All reservations for the use of Institutional Media Facilities is on a FIRST COME FIRST SERVED BASIS. Fill- up and sign the reservation form.
2. Reservations and request for IMC Materials are done three days before the intended use. We require at least (2) alternative titles in case the material requested is not available.
3. **Phone reservations are not accepted.**
4. Kindly report as soon as possible if your IMC facilities are not in good condition.
5. All instructional materials intended for use should be reserved and prepared before the proposed schedule.
6. Reservations of materials should be made at the IMC only.

## GENERAL RULES

1. The IMC and its facilities are for SAS Community.

2. No equipment set in the classroom may be moved out without informing the IMC Staff. (for Grade School Department only)
3. Cassette Players, CD Players and their IMC materials are lent to bonafide users, but should be returned to the IMC on or before 5:00 p.m.
4. VHS, VCDs, CD's and DVD's should be returned on the same day it was borrowed.
5. Those whose signatures appear on the reservation form shall be held liable for any damage or loss of materials/ equipments.
6. Duplication of VHS, VCD's, DVD's and CD's is strictly prohibited.
7. Lending of materials to another person whose name and signature does not appear in the reservation form is strictly prohibited.
8. Any loss or damage of equipment while on loan will be the borrower's responsibility.
9. A fee shall be charged for overnight materials / equipment not returned on time. P100.00 per day.



## List of Equipment & Materials Available:

EQUIPMENTS	MATERIALS
Camera – Digital & Manual	Andrean Collections
Cassette Players/Recorders	CD, DVD, VCD, Tapes
CD / DVD Cassette Players	Charts
Extension Cords	Globes
Karaoke	Graphs
Microphones	Hand Puppets
Overhead Projector	Manipulative Materials
Portable Sound System	Maps
Radio/ AM-FM	Modules / Programmed Instruction
Slide Projector	Motion Pictures
T.V. Monitors	Pictures
Video Camera	Posters
Wall Screens	Realia / Models
LCD Projectors	Records
	Slides, Transparencies
	Tape Recordings, Video Tapes

## WHO ARE THERE TO HELP YOU?

**Mrs. Mayleene A. Paderes**  
School Librarian

**Mrs. Racel T. Agron**  
Assistant Librarian

## Visit or call us at:

**Learning Resource Center**  
St. Andrew's School  
Third Floor, Preschool Building  
Tel. No. 829-82-13 Local 116

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