



Republic of the Philippines
Cagayan State University
Carig Sur, Tuguegarao City



Library & Information Services

**LIBRARY DEVELOPMENT PLAN
(2018-2022)**

PROGRAM	OBJECTIVES	STRATEGIES	MAJOR ACTIVITIES BY SCHOOL YEAR					PERFORMANC E INDICATORS	SOURCE OF FUNDING	MEANS OF VERIFICATION (Papers, Docs./Report)	Percentage of Achievement
			2018	2019	2020	2021	2022				
Library Physical Development Program	To refurbish the library to meet CHED’s prescribed standard of accommodatin g at least 5% of the total student population at any given time.	The refurbishment aimed to meet CHED’s standard of accommodating at least 5% of the total student population by optimizing space, upgrading furniture, installing partitions, enhancing lighting and ventilation, and integrating ICT facilities.	Start of Project proposal	Refurbishment of library				Increased library seating capacity meeting CHED’s 5% accommodatio n standard, as evidenced by seating layout plans and occupancy records during peak hours.	Institutional	Communication Letters, Physical facilities	100% The library roof was refurbished in 2019. The administratio n also approved and initiated the full refurbishmen t of the library’s second floor, which commenced in 2023 and included the installation of partitions

								within the library.
Library Facilities	To upgrade facilities in order to deliver fast and easy access to all resources	Upgrade the Integrated Library System that includes: • Web based OPAC • Circulation • Cataloging • Serials control • Acquisitions • Custom reporting	Upgrade of the Library System	Continue upgrading the system	Fully functional Library System	Library Fund	Communication Letters, Functional Library System	100 % (The OPAC of the library is available online at ils.csucarig.edu.ph)
	To build an interactive Library Webpage to promote the library services, activities, and collections	Update the Library Webpage	Update and make the Library Webpage	Continue updating the webpage	Interactive Library Webpage	Library Fund	Communication Letters, Interactive Library Webpage	100 % (The webpage is now available via <i>ils.csucarig.edu.ph</i>)
Employment of Librarians and staff	To hire additional Licensed Librarians and support staff to meet the prescribed requirements	Employ additional Licensed Librarians and support staff	Hire additional Librarians and staff	Continue hiring additional Librarians and staff	Increased number of Librarians and staff	Library Fund	Appointment Letters, Additional librarians and support staff	100 % The library hired additional licensed librarians in compliance with the prescribed librarian-to-student ratio.

Personnel Development Program	To produce competent staff who will man the library	Attendance of library staff to relevant seminars, workshops (local, national and international level)	Send library staff to seminars/conferences/trainings related to their respective field	Continue sending library staff to seminars/ conferences/trainings related to their respective field	Competent library personnel	Library Fund	Communication Letters, Certificate of Participation, Certificate of Appearance	(100 %) Librarians and library staff attended various seminars and trainings.
		Continuing professional growth of the staff by enrolling the masteral/doctoral degree	Encourage other library staff to pursue graduate studies in library science of related field	Pursuing the masteral/doctoral degree	Competent library personnel	Library Fund	Communication Letters, OTR's/Diploma	100 % Out of eight librarians, five hold a Master in Library and Information Science (MLIS) degree, while the remaining three are currently pursuing their MLIS. The Head Librarian is completing her dissertation for the PhD in Educational Management.
Collection Enhancement and Development Program	Continuously update and expand the library collection in	Surf Internet for possible selection of quality library materials	Regular acquisition of updated library materials		Updated Library Collection	Library Fund	Sufficient collections	100 % (The library continuously purchases

	line with the course offerings of the institution	Consult regularly publisher's catalogues and selection aids Improve guidelines in the collection analysis Make the Library Committee very functional Regularly send Library Committee to attend exhibits and book fairs					library collections.)
Library Consortium Program	To strengthen linkages with other libraries and agencies locally and internationally	Inter-Library Loaning Agreements	Explore the possible linkage with libraries locally and internationally for possible online exchange of library resources	Enhanced Library Collection	Library Budget	MOA, MOU	100 % The library links with various institution through MOA to enhance its collections.
Library Extension Program	To extend the library services to the community	Extension services to schools that may be in need of assistance on the library matters	Conduct trainings to libraries that are in the process of developing their collection Donate books that are weeded out from the library collection to schools that need them	Number of trainings conducted	Library Budget	Training Programs and list of participants List of donated books and the recipients	100 % The library participated in the BLIS program's extension/ outreach activities. It also extended

							assistance to libraries within the province by helping install the KOHA Integrated Library System (ILS) and providing user education to librarians availing of the system.
Library Orientation Program	To inform library users the policies, activities, services and collections of the library	Conduct Library Orientation Program at the start of the School Year for all freshmen and transferees	Conduct Library Orientation Program	Number of students oriented	Library Budget	Attendance of Students	100 % The library regularly conducts library orientation programs for freshmen and transferees during the first week of the school year.

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