

COTABATO CITY STATE POLYTECHNIC COLLEGE

Sinsuat, Avenue Cotabato City



Citizen's Charter

COLLEGE LIBRARY

	TRANSACTION/ SERVICES	CLINTELE	DOCUMENTS REQUIRED	FEES	EMPLOYEES RESPONSIBLE	TIME TO OBTAIN RESULT	
<p style="color: red; font-weight: bold; margin: 0;">VISION</p> <p>As a center of learning the College Library plays a vital role in achieving the instructional and research objectives of the college.</p>	Issuance of Library I.D.	New Students	1X1 Picture Study Load	None	Librarian in-charge	2 mins.	
		Old Students w/o I.D.	1X1 Picture Study Load	Php30.00	Librarian in-charge		
	Reader's Assistance at the Entrance Area	Faculty & Staff	Employees I.D	None	Entrance Attendant	1 Minute	
		Students	Library I.D.	None			
<p style="color: red; font-weight: bold; margin: 0;">MISSION</p> <p>As a service oriented, the College Library seeks to provide the CCSPC and non-CCSPC community instruction that will foster competence and stimulate the user's interest for the pursuit of knowledge and conduct researches with the information resources the center can provide.</p>	User's Query/ Information Retrieval of Print Sources	Researchers	None	None	Readers' Services Librarian & Staff	10 mins.	
	User's Registration	Students, Faculty & Staff	Library I.D. Employees I.D.	None	Librarian in-charge	3 mins.	
	Charging & discharging of books	Students/ Faculty/ Staff	Library I.D. Employees I.D.	None	Librarian in-charge	3 mins.	
	Library Orientation at the beginning of school year	Freshmen & Transferees	Orientation Schedule of the Department	None	Librarian	1 hour	
	Information Retrieval for Non-print Resources	Students/ Faculty/ Staff	Library I.D. Employees I.D.	None	Librarian in-charge	2 mins.	
	<p style="color: red; font-weight: bold; margin: 0;">Goals:</p> <p>-To develop and manage the collections that is relevant to the college's curricular programs and student / faculty needs.</p> <p>-To provide reference and information services to meet the information needs of the library customers</p> <p style="color: red; font-weight: bold; margin: 0;">Objectives:</p> <p>-To determine student and faculty needs.</p> <p>-To build a balanced collection of information in all formats.</p>	Internet Access	Students/ Faculty/ Staff	Library I.D. Employees I.D.	Php12.00 /hour Free every Friday)	Librarian in-charge	1 min.
STARBOOKS Access		Students/ Faculty/ Staff	Library I.D. Employees I.D.	None	Librarian in-charge	1 min.	
Signing of Clearance		Students/ Faculty/ Staff	Library I.D.	None	Librarian in-charge	2 mins.	
MRC Booking		Students/ Faculty/ Staff	Library I.D. Employees I.D. Communication Letter	None	Librarian in-charge	2 mins.	
Bookbinding		Students/ Faculty/ Staff	Library I.D. Employees I.D. Documents	120.00(Hard) 70 (Soft) 40(Ring)	Librarian in-charge	1 hour	
I.D. Lamination		Students/ Faculty/ Staff	Valid I.D.	Php10.00/ I.D.	Librarian in-charge	5 mins.	
<p style="font-weight: bold; margin: 0;">For your recommendations and inquiries, please see or call:</p> <p style="text-align: right; margin: 0;">BAIDIDO S. ABUBAKAR, College Librarian Contact No. 09269618361/ (552-1448)</p>							