Automated Inventory Conducted

by Ana B. Fresnido – Head, Technical Services

The De La Salle University Library regularly conducts inventory of library materials. The inventories from 1968 up to 1996 were carried out every two years and they were all done manually. In 1999, with the use of the T-series integrated library system, the library tested its first automated library inventory but found out that there was much to be desired. The T-series had no inventory module. Modifications in the system were made so that the much needed inventory results would be generated. In 2002, the second automated inventory proved to be successful. Records matched thus missing books and other pertinent data were easily identified.

In 2003, the DLSU Library acquired a high end integrated library system called the Millennium. Using the inventory module of this system, Inventory 2005 was undertaken which marked the third automated inventory conducted by the Library.

Inventory 2005 aimed to: (1) determine the total number of existing collection and collection on off-shelf status; (2) identify records with discrepancies and to correct these records; (3) determine the total number of missing books and to identify these titles as well; (4) update book statuses in the Millennium database, shelflist file, and accession file; and (5) test run the inventory module of the Millennium integrated library system.

The project covered the inventory of all accessioned books and the compact discs and floppy discs collections. Excluded were all the materials at the Periodicals, IMS, LaSalliana/Archives, Sibayan Collection, and items on loan to Center for Educational Multimedia (CREM), Graduate School of Business (GSB), Rizal Commercial Banking Corporation (RCBC), GSB-La Salle Green Hills, and Yuchengco Center. The cut-off accession number is 0280000.

For the physical inventory, the meteorologic data collectors and/or laptops with barcode scanners were used. Scanned data, on the other hand, were processed using the Millennium integrated library system. The following are the results and recommendations of the latest library inventory.

1. Total book collection - As of May 2005, the DLSU Library’s total book collection is 282,882, the breakdown of which is as follows:

   - Circulation - 157,608
   - Reference - 26,561
   - Filipiniana - 48,549
   - ASEAC - 8,570
   - EDRC - 3,268
   - Special Collections - 32,876
   - IMS - 87
   - Periodicals - 2,145
   - On loan to satellite libraries - 3,418

2. The compact and floppy disc collection sums up to 2,879 items, excluding those at the IMS.

3. Altogether, the Library’s total accessioned collection as of May 2005 is 285,761 (excluding the compact/floppy disc collection at the IMS).
4. **Strength of the collection** - The book collection is strong in the following subject areas:
   - Language and literature (class P-PZ) with 55,627 volumes
   - Social Sciences (class H-HX) with 51,625 volumes
   - Sciences (class Q-QR) with 33,470 volumes
   - Philosophy, Psychology and Religion (class B-BX) with 31,347 volumes
   - History (class D-DX) with 21,589 volumes

5. **Strength of the disc collection**
   - The disc collection is strong in the following subject areas:
     - Sciences (class Q-QR) with 1,133 discs
     - Technology (class T) with 720 discs
     - Social Sciences (class H) with 586 discs

6. Items that have off-shelf status based on the Millennium database are 33,770.

7. The existing accessioned collection of the Library as of May 2005 is 251,991 (i.e. 285,761 accessions minus 33,770 items with off-shelf status)

8. **Missing Items** - Initial number of missing errors (ERR missing) was 6,157. After thorough searching actual statuses of these missing items were discovered to be as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>With wrong barcode labels</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>With wrong call numbers in the Millennium database</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Data extraction error</td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>Compact discs with book accessions</td>
<td></td>
</tr>
<tr>
<td>5377</td>
<td>Found on shelves</td>
<td></td>
</tr>
<tr>
<td>580</td>
<td>Actual number of missing items</td>
<td></td>
</tr>
</tbody>
</table>

9. **Cost of Missing Books** - Monetary equivalent of the 580 missing books based on the average cost per book is Php 1,302,680.00.

10. The most number of missing books are on:
    - Social Sciences (class H) with 158 items missing
    - Language and Literature (class P) with 96 items missing
    - Philosophy; Psychology; Religion (class B) with 66 items missing

11. The system also reported the following errors:
    - wrong location errors (ERR loc [section/collection]) - 541 items
    - no attached item or barcode (ERR no item) - 169 records
    - status errors (ERR ST) - 776 items
    - multiple item errors - 291

12. Three hundred thirty five (335) accessioned but unclassified books were found at the Spanish collection.

13. The time element between barcode scanning and data processing produced error reports due to changes in book status.

In the light of the above-mentioned findings, the following recommendations are forwarded:

1. Do one more round of searching for missing items; after which update statuses of these materials on all files (accession files, shelflist file and Millennium database)

2. Replace missing books identified to be of heavy usage.

3. Initiate stricter security policies specifically for items most prone to losses.

4. Review the insurance policy of the Library for possible inclusion of missing materials identified during inventories.

5. Consider as a project the cleaning of the Millennium database specifically the item records as most errors generated during the processing of data were identified to be errors in item type, location and status fields of the item records.

6. Schedule weeding, binding, repairs and cataloging of materials falling within the range of the cut off accession way ahead of the inventory period to minimize missing errors and reduce time spent in searching for missing books.

7. Examine the advantages and disadvantages of conducting inventories every two years. As the collection grows, the cost of conducting inventories also increases.

8. Temporarily stop the borrowing and returning transactions of collections being inventoried to make sure that there will be no change of status from the time the item was or was not scanned up to the time data are processed.

9. Further improve the inventory procedures by carefully planning the activities as well as the schedules to reduce errors and eventually reduce the cost of conducting inventories.
Ten Most Frequently Used Philippine Print Periodicals - June 2005 - February 2006

by Elizabeth Padilla – Head, Periodicals Section

These are the first ten periodical titles frequently used by the readers. The data were drawn from the log forms that the users signed over a period of nine (9) months.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Title</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Philippine Journal of Psychology</td>
<td>330</td>
</tr>
<tr>
<td>2</td>
<td>Philippine Stock Exchange Inc., Monthly Report</td>
<td>283</td>
</tr>
<tr>
<td>3</td>
<td>Ibon Facts and Figures</td>
<td>177</td>
</tr>
<tr>
<td>4</td>
<td>Philippine Journal of Education</td>
<td>174</td>
</tr>
<tr>
<td>5</td>
<td>Philippine Journal of Counseling Psychology</td>
<td>165</td>
</tr>
<tr>
<td>6</td>
<td>Intersect</td>
<td>159</td>
</tr>
<tr>
<td>7</td>
<td>Economic Indicators</td>
<td>152</td>
</tr>
<tr>
<td>8</td>
<td>MARID Agribusiness Digest</td>
<td>152</td>
</tr>
<tr>
<td>9</td>
<td>Report (formerly Investigative Reporter Magazine)</td>
<td>150</td>
</tr>
<tr>
<td>10</td>
<td>Readers’ Lifeline</td>
<td>147</td>
</tr>
</tbody>
</table>

Materials on Reserve

The Circulation-Reserve and Filippiniana librarians are now accepting requests from faculty who are interested to place their required reading materials on reserve. The faculty are advised to send their list to the librarians before taking off for their summer vacation to help them process these materials before the opening of classes on May 22, 2006.

The librarians are also accepting requests for reading materials to be placed on reserve for Summer 2006 classes. As a general policy, books and documents placed on reserve in the previous terms are automatically removed from the reserve area and returned to the requesters.

The form for reserving materials can be downloaded from the university Intranet at http://intranet.dlsu.edu.ph/downloads/forms/pdf/lib_reservematerials.pdf
PAASCU Visits the Library

In line with the accreditation of the College of Engineering, the library was visited by the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU) accreditors last February 20 and 21. An Ad-hoc Committee composed of library faculty and staff prepared all the necessary records and supporting documents in time for the visit.

The previous PAASCU visit was in 2000 and the library got a rating of 3.93 with Level 3 status. The library anticipates the accreditation result before the start of the another academic year.

Visitors

February

2 - Yagita Hiroshi, AIST, Japan; Sukhua, Ibaraki, Japan
3 - Ed Omiotin Ili, IT Chairman, Dave E. Mascal, CS Instructor, with 30 students, Siliman University, Dumaguete City
6 - Tatsuo Nori, Tokyo Japan
- Eugene Yoo with 30 students, Chung Su University, Chung Ju, Korea
7 - Janeth E. Garandor, Tour Coordinator with 20 students of History and Political Science, Siliman University, Dumaguete City
- Evelyn Mallari, B.M., National Bookstore
8 - Dr. Fabrizio Giorangian, Consorzia Metis, Pisa, Italy
Prof. Stefano Loi, University of Pisa, Pisa, Italy
9 - Gloria Z. Espiritu, Dentist, Meycaugyan, Bulacan
10 - Carol Soriano, B.S.M. Ksell
Grundlohm, Managing Director, TELLUS, Makati
- Peter Johansson, Managing Director, TELLUS, Thailand
11 - Reden M. Hernandez, Ma Luz Mamentay, Marian B. Villanueva, F.R. Manuel Jr., Raul Duyu, Arnel Mallari, Faculty of DHVCA with students, Bacolod Pampanga
13 - Sr. Therese Bualala, OSB, Missionary, St. Scholastica’s College, Manila
16 - Fendi Alverson, Faculty, DLS-CSB
- Allen Samiento, alumnus, UST
- Bong Mariano with 81 students of Information and Communication Technology, University of Baguio, Baguio City
- Shizuko Miyashita, student, University of Tokyo

Garcia Conducts Online Search Instruction

The Library Director, Ms. Perla T. Garcia, conducted hands-on training on online search to 18 classes of Methods of Research while Mrs. Cynthia Cordova, the Filipiniana Librarian, handled one class. The sessions were held from January 14 to February 15. Requests came from Dr. Alvin Culaba, Dr. Felicito Caluyo, Ms. Anne Dulay, Mr. Oscar Unas, and Mr. Cornelio Francisco of COE; Dr. Natividad Pagadut, Dr. Dominador Bombongan, Dr. Janet Arnado, and Mr. Antonio Pedro Jr. of CLA; Dr. Macky de Leon, Mr. Michael Cortes, Dr. Cora Subido, and Mr. Henry Caraan of CBE; Ms. Laramie Tolentino and Dr. Maricar Prudente of CED; Mr. Florante Salvador of CCS; and Dr. Glen Su of COS.

The graduate students of Dr. M. Prudente’s class gave positive feedback in their emails. Ms. Rhea Buenaventura, one of her students said that “Looking for resources for our related readings have been very tedious, what with so many resources available.” She further stated that this concern was addressed during the online search instruction and that “through the guided exploration of the WebOPAC, I learned how to maximize the literature search to my advantage.” The other comments were in the same vein, expressing their appreciation for the instruction which was done in a very impressive manner and for learning so much in accessing websites and doing research. They were also very grateful to the university for its high tech facilities and equipment. They suggested, however, that the seminar be given to the new graduate students during the first trimester.

What’s New at IMS?

The Instructional Media Services (IMS) recently acquired 10 units of VHS/DVD combo. These will be stationed at the different function rooms and viewing rooms. Two (2) more units of wireless PA system and one (1) lapel microphone were also purchased for the use of GBUSCOM classes. In addition to these are two (2) units of CD cassette recorder/player, but these are for the sole use of the PE department.
DONORS

The DLSU Library would like to acknowledge with great appreciation the following donors:

- Alba, Michael
- Asian Development Bank
- Chua, Caslon
- Department of Interior and Local Government
- East African Educational Publishers Ltd.
- Embassy of Switzerland
- Government Mass Media Group
- Macapagal, Chito
- Monera, Arnold
- Navalta, Edgar
- Political Science Department
- Scheiter, Joseph FSC
- University of Hong Kong
- Wright, Gregory FSC
- Yu, Dennis

RECENT ACQUISITIONS

1. Books

AS – Academies and learned societies (General)


BF – Psychology


BR - Christianity


BS – The Bible


BT – Doctrinal theology


BV – Practical theology


BX – Christian denominations


Depth psychology and vocation; a psycho-social perspective. Luigi M. Rulla. BX2380. R8434 2003. 3rd floor, Circulation.


CB – History of civilization

CT – Biography

DD – History. Germany

DS – Philippine history


DV – History. Auckland

GN - Anthropology


GV – Games and amusements. Outdoor recreation


The sports event management and marketing playbook. Frank Supovitz. GV716 . S86 2005. 2nd floor, Information-Reference.

H – Social sciences


HB – Economics
HC – Economic history and conditions


HD – Economic history and conditions. Industrial management. Production


Builders directory Philippines. HD9715. P62 B84. 4th floor, Filipiniana.


Discovering the leader in you : a guide to realizing your personal leadership potential. Robert J. Lee and Sara N. King. HD 57.7 L47 2001. 2nd floor, Information-Reference.


HF - Commerce


IMC, the next generation : five steps for delivering value and measuring returns using marketing communication. Don E. Schultz and Heidi F. Schultz. HF5415 . S38 2004. 2nd floor, Information-Reference.


IMC, the next generation : five steps for delivering value and measuring returns using marketing communication. Don E. Schultz and Heidi F. Schultz. HF5415 . S38 2004. 2nd floor, Information-Reference.


HG - Finance


HM – Sociology


HV – Social pathology. Social and public welfare


JQ – Political science. Asia


JV – Emigration and immigration

Immigration and asylum : from 1900 to the present. Matthew J. Gibney and Randall Hansen, editors. JV6012 . I45 2005. 2nd floor, Information-Reference.

JZ – International relations


KBR – Canon law


LB – Theory and practice of education


The eleven commandments of good teaching : creating classrooms where teachers can teach and students can learn. Vickie Gill. LB 1025.3 G54 2001. 3rd floor, Circulation.

LC – Special aspects of education


ND – Painting


P – Philology and linguistics (General)

PL – Languages and literatures of Eastern Asia


PN – Literature


PS – American literature


Q – Science (General)


QA – Computer science


Developing Java web services : architecting and developing secure web services using Java. Ramesh Nagappan, Robert Skoczylas and Rima Patel Sriganesh. QA76.73 J38 N29 2003. 3rd floor, Circulation.


Research in information systems : a handbook for research supervisors and their students. Edited by David Avison and Jan Pries-Heje. QA76.27 . R476 2005. 2nd floor, Information-Reference.


QA – Mathematics


QB – Astronomy

QC – Physics


QL – Zoology


RC – Internal medicine. Practice of medicine


RJ – Pediatrics


S – Agriculture


T – Technology (General)


TA – Engineering (General)


TD – Environmental technology


TH – Building construction


TP – Plumbing and heating.


TJ – Mechanical engineering and machinery


TK – Electrical engineering. Electronics


The focal easy guide to DVD Studio Pro 3 : for new users and professionals. Rick Young. TK6680.5 Y68 2005. 2nd floor, Information-Reference.


TL – Aeronautics

National Geographic encyclopedia of space. [Compiled by] Linda K. Glover ; with Andrew Chaikin ... [et al.] ; foreword by Buzz Aldrin. TL787.5 . N38 2005. 2nd floor, Information-Reference.

TR – Photography


TS – Manufactures


Z – Books in general

The classification scheme for Philippine government publications. Prepared by the Special Committee on the Revision of the PHILDOC Classification Scheme, Fe E. Abelardo, Jacinta Y. Ingles, Perla C. Patacsil, [members] ; Andrea P. Carlos, chairman. Z 697 G7 C65 2002. 4th floor, Filipiniana.

2. Instructional Media Resources

- Equipment
  - 10 units VHS/DVD combo
  - 2 units wireless PA system
  - 2 units CD cassette recorder/player

- Video recordings
  - Management and the entrepreneur
  - Management power for the millennium
  - Transformational leadership

3. Archives Resources

- Faculty Papers
  - Alcuaz, Manuel
    - Mapping the future : computerization alone is not the solution
  - Arcellana, Lara
    - Managing for society : building understanding
  - Bautista, Cirilo
    - Breaking signs : literature and technology
  - Concepcion, Antonio
    - Consumer concerns about cooking oil
  - Concepcion, Rene
    - Greenlight : living a legacy
  - Cruz, Elfren
    - Framework : traditional to strategic HR management
    - Framework : strategic management in a world of change
Framework: Bro. Andrew: eminent educator
Framework: organizational development

Escalante, Rene
- Pacification through land redistribution: the case of Hacienda De Imus, 1900-1913

Esguerra, Renato
- Trees

Espiritu, Benjamin
- The view from Taft: techno-scientific intelligence

Gaite, Maribel
- Managing for society: owning the corporate core value

Garcia, John Addy
- Rationalizing identities and natural learning practices in adult learning and teaching: a review of what is the difference? a new critique of adult learning and teaching

Gonzalez, Andrew FSC
- Educational cross currents: searching for a new paradigm
- Educational cross currents: potentials of ethnic culture inclusion in teaching and learning. (Part 1)

Lagua, Benel
- The view from Taft: entrepreneurship: learning from research

Lagman, Oscar
- To take a stand: martial law imminent?
- The view from Taft: medical tourism a pipe dream?

Mactal, Ronaldo
- Ang buhay ng pangkaraniwang mamamayan sa Cavite sa panahon ng Himagsikan, 1896-1898

Manalastas, Pia
- Managing for society: good global corporate citizenship: partnering for success

Osteria, Trinidad
- Enemy in the high seas?
- Keeping afloat in a sea of competition

Perez, Junette
- Business focus: a preview on the asset management industry of Singapore (First of two parts)

Salvacion, Jonathan
- Preliminary study of the absorption of suspended particulates from engine exhaust bubbled through aqueous solutions of EOPEI
- Enhanced extractive fermentation for propionic acid production using Propionibacterium acidipropionici immobilized in fibrous bed bioreactor and hollow fiber membrane extractors
- Membrane separations
- Drying
- An appropriate operating region for chemically-foamed cable coating process
- Effects of alcohols on gas holdup and volumetric liquid-phase mass transfer coefficient in gel-particle suspended bubble column
- Non-destructive surface conditioning of PVC and PET particles prior to flotation: a study on wetting and kinetics of surfactant adsorption

Suleik, Mercedes
- Capital view: 12 leadership principles
- Capital view: Pacman's golden gloves

Tullao, Tereso
- An analysis of trade policy environment and global production networks: implications on regional agreements
- Ang maraming tao ay yamang-tao? Ilang sulyap sa pandarayuhan ng mga Filipino
- Ang pagpapatingkad ng kalooban ng isang guro
- Ang pagtuturo ng ekonomiks sa Filipino
- Ang papel ng edukasyon sa pagpapalawak ng produktibidad ng mga industriya sa Filipinas
- Book launching of education and globalization
- Catholic education in a globalizing world
- Collaborative mechanisms at bilateral and regional levels: impact on education and social services in the Philippines
- Ekonomiks sa konteksto ng globalisasyon
- Ekonomiya ng Filipinas sa harap ng krisis pulitikal: tugon sa mga hamon ng panahon
- Enhancing the impact of OFWs remittances on local communities: role of local government units
- Faculty orientation, Enero 5, 2004
- Faculty orientation, Mayo 19, 2004
- Faculty orientation, Sept. 3, 2004
- Faculty orientation, Sept. 9, 2005
- Globalisasyon at edukasyon
- Ilang kataga sa mga pumapasok na CBE freshmen
- Ilang kataga sa mga pumapasok na CBE freshmen, (Mayo 17, 2005)
- Issues and prospects on the movement of natural persons and human capital development in the Philippine-American economic relations
- Mga hadlang sa kreatibong pagtuturo
- Movement of natural persons and its human development implications in Asia
- Movement of natural persons between the Philippines and Japan: issues and prospects
- Paghahanap ng ganap na aklat sa ekonomiks
- Pagsasaling-wika sa ekonomiks at kalakalan
- Pagsusulat ng aklat sa Ekonomiks: Isang karanasan
- Sa pagreteriro ni Bro. Andrew
- The economic impacts of international migration: a case of the Philippines
- The economic impacts of international migration: a Philippines case study
- The employment impact of trade liberalization in the service sector: an application of the gravity model
- Third party evaluator’s opinion on NEA-VECO rural electrification project
- Tugon ng negosyo sa mga hamon ng panahon
- Tungo sa mapagmalasakit na negosyanteng Pinoy
- Tungo sa mapagmalasakit na negosyanteng Pinoy

- **Verzosa, Fe Angela**
  - Fare thee well, Brother Andrew Gonzalez, FSC (1940-2006)

- **Villanueva, Camilo**
  - The neighborhood
  - The plea
  - Swimming pool
  - Debate ng mga punong abala
  - Lesson on Literature 1: by work, by author, by heart

- **Wright, Gregory, FSC**
  - Global forum: the coming Chinese century
  - Global forum: fighting terror and the terrorists

- **Theses (Undergraduate)**

- **BS Commerce major in MFI**

- **BS Computer Science in Information Technology**

- **BS in Civil Engineering**