A **library** is a collection of information, sources, resources and services, organized for use, and maintained by a public body, an institution, or a private individual. In the more traditional sense, it means a collection of books. This collection and services are used by people who choose not to — or cannot afford to — purchase an extensive collection themselves, who need material no individual can reasonably be expected to have, or who require professional assistance with their research.

To make your use of the library more effective, it is convenient that you familiarize yourself with the two (2) divisions in classifying books: fiction and nonfiction.

FICTION:

Novels and short stories are alphabetically arranged under this classification. Sometimes by the author's last name or are shelved alphabetically by title.

NON-FICTION:

Under this classification are factual materials organized by either the Dewey Decimal System or the Library of Congress Classification.

The classification system is essentially for the purpose of organizing and grouping together research materials of common content for easy access. Generally, the Dewey Decimal Classification System (DDC) and the Library of Congress Classification System are used in the country.

DEWEY-DECIMAL CLASSIFICATION:

This system is the method most libraries use to classify nonfiction books. By memorizing the underscored categories on the chart, you can go directly to the sections of the library frequently used for research.

The Dewey Decimal Classification (DDC) was developed by Melvil Dewey in1876. It is divided into ten (10) major classes and each major class has its sub-classifications. These are:

000-099	GENERAL WORKS	(encyclopedias, bibliographies)
100-199	PHILOSOPHY	(behavior, psychology)
200-299	RELIGION	(the Bible, mythology, theology)
300-399	SOCIAL SCIENCE	(law, education, economics)
400-499	LANGUAGE	(grammar, dictionaries)
500-599	SCIENCE	(mathematics, biology, chemistry)
600-699	TECHNOLOGY	(medicine, inventories, cooking)
700-799	THE ARTS	(painting, music, theater, sports)
800-899	LITERATURE	(poetry, plays, essays)
900-999	HISTORY	(biography, geography, travel)

LIBRARY OF CONGRESS CLASSIFICATION:

Very big libraries that house more material than the Dewey Decimal Classification (DDC) can handle use another method of classification for nonfiction materials. This system is known as the Library of Congress Classification or LC.

The LC system uses twenty-one broad categories, designated by letters of the alphabet. Subcategories are marked with a second letter. For example, N is designated for fine arts, labeled ND. Within each subcategory individual books are numbered. Libraries using the LC system usually post charts identifying the categories and giving directions to where each section may be found. Fictions books may be found in this classification system.

The Library of Congress Classification System (LC) was devised for the Library of Congress of the United States with Thomas Jefferson as one of the forerunners. It is divided into twenty (20) major areas. These are:

A	General works
B	Philosophy, Psychology, Religion
C	Auxiliary sciences of history
D	History: General and Old World
E-F	History: America
G	Geography, Maps, Anthropology, Recreation
H	Social Science
J	Political science
K	Law
L	Education
M	Music and books on music
N	Fine arts
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military science
V	Naval science
Z	Bibliography and Library science

SECTIONS OF THE LIBRARY:

1. **General Circulation**. This is the issue and return section of the library. The students are allowed to borrow books on literature, philosophy, history, social science, religion, languages, arts and others. The lending of books is usually limited so that others maybe also be given a chance to borrow. There is a corresponding overdue fine for an unreturned book. This depends on the library's policy and guidelines.

 2. **Filipiniana**. The Filipiniana Collection consists of books and other reading materials which deal with humanities and social science, etc., which identify the Filipino. These are local publications by local authors on a subject that is truly Filipino, or written in any Philippine vernacular or local dialect. These are materials published abroad, whether by a Filipino or foreign author, on a Philippine subject. Filipiniana books are marked with a "FIL" symbol to distinguish them from the other collections.

3. **Periodicals**. Periodicals are publications appearing at regular and fixed intervals of time under a distinctive title, which the publisher intend should so to appear, without any anticipated cessation.

You can find the daily newspaper issues on the newspaper racks. Loose issues of periodicals are properly displayed in magazine cabinets, while bound issues are arranged alphabetically by title on the shelves.

4. **General Collection**. This consists of books and other reading material, which are used as textbooks and references in the different course offerings. The books are shelved alphabetically according to Library of Congress Classification System.

5. **Reference**. Reference books are not issued, but readers may consult it within the premises of the Library. Reference books are designed to be consulted for bits of information rather than to be read consecutively, and normally include almanacs, bibliographies, biographical sources, dictionaries, directories, encyclopedias, geographical sources, handbooks, indexes, manuals and yearbooks.

6. **Audio-Visual or Non-book materials**. This collection contains:

   a. Non-book reading materials such as video tapes, slides, Microfiche, radio, television, motion pictures, Photographs, recordings etc.

   b. Multi-Media Collection-Internet Access

   c. Examination Review System

7. **Vertical Files**. Vertical File includes collection of pamphlets, leaflets, annual reports, broadsheets and other ephemeral materials in various subjects to supplement the book collection. The materials are filed in folders arranged alphabetically by subject in filing cabinets. These are kept-up-to-date by discarding or weeding out those whose contents are no longer useful and were never borrowed for more than five years. An index guide to the vertical file materials is prepared and available to the readers.

8. **Paperback Collection**. This collection represents most of the least and best in popular fiction and in various field.

9. **Theses**. The Theses Collection is located inside the Graduate School Library, which includes the graduate theses. The undergraduate theses are project papers and feasibility studies submitted by students as requirements of some faculty members in their subjects. These materials can be found at General Reference Section.

10. **The Graduate School Collection**. This section is designed primarily for the research needs of the graduate students. Its collection includes not only books but also materials and publications such as theses, dissertations, and other studies, which are deemed necessary in the conduct of graduate research.

THE CARD CATALOG:

The card catalog is a major tool in the library that contains lists of books and other materials available in your library. The card catalog with its three types namely: author, title and subject card anticipates that a research may know solely author's name or the title of the book or the subject title.

A card catalog has several parts. These are:

1. Call number tells you the exact location of the book in the shelf. It is the combination of letters and numbers in the order that appear on the card.

2. Author. What appears first is the family name of the author followed by the given names and middle initial. Added information is the title of nobility, birth and death date.

3. Edition Statement. This tells you if the works has gone through several editions.

4. Imprint. This includes place of publication, the publisher and the date of publication.

5. Number of pages, size of book, and maps, charts, or illustrations. The Roman numerals indicate the number of preliminary pages such as preface, introduction, table of contents and others.

6. Special features inform you if there are bibliographies, appendices, and index.

7. Tracings. These are list of subject headings under which the book is catalogued.

8. Code refers to computer cataloging.

THE OPAC:

The On-line Patron Access Catalog (OPAC) replaces the conventional card catalog system. With the use of a computer and a friendly-user software, it is the easiest and fastest way to search for a reading material in the library.