



# **Myanmar Union Adventist Seminary**

**Mosokwin Road, Myaung Mya**

**Myanmar**

**LIBRARY USER'S MANUAL**

## **Preface**

From the time MUAS was founded in 1960, the seminary “survived over the years and is very much alive and dynamic today”. The Seminary dynamism is seen in its Christian faith oriented academic program offerings, Bachelor of Arts in Religion, Bachelor of Theology, and Bachelor of Arts in Education, Bachelor of Elementary Education, and Bachelor of Business Administration degrees, supported by its library.

The continuous development of MUAS library is important in meeting the various research/information needs of the clients in respective fields.

To be able to give direction in organizing and in managing the MUAS Library, this manual serves as a guide to the library staff.

## **The Librarian**

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## GENERAL INFORMATION

MUAS Library aims to support the Seminary's Curriculum in producing socially oriented Christian educators equipped with theories and research skills, in order to contribute to a more humane, responsive and just social order.

The Library is committed to the following Vision, Mission and Goal.

### Vision

To provide humane, efficient and effective delivery of library and information services.

### Mission

The mission of MUAS Library is to facilitate and enhance learning by providing resources and services that are essential for research and knowledge in various fields of study. It provides students with a basic instruction in library usage and access to adequate facilities and personnel to meet their class requirements and to store up general knowledge. The library seeks to promote research activities that meet the informational, educational, religious, social and cultural interest of the faculty, students and staff.

To accomplish this mission, the MUASL provides:

1. Well-organized, developed, and relevant collections of primary and secondary materials.
2. Organized and accessible collections of audiovisual materials and online database.
3. Competent and professional staff to assist users and carry out the responsibilities of acquisition, organizing, and disbursement of resources.
4. Adequate hours of operation to ensure accessibility to users.
5. Professional instruction in the utilization of all services and resources.
6. Coordination of the administration, faculty, staff, and students concerning library resources and services on campus.

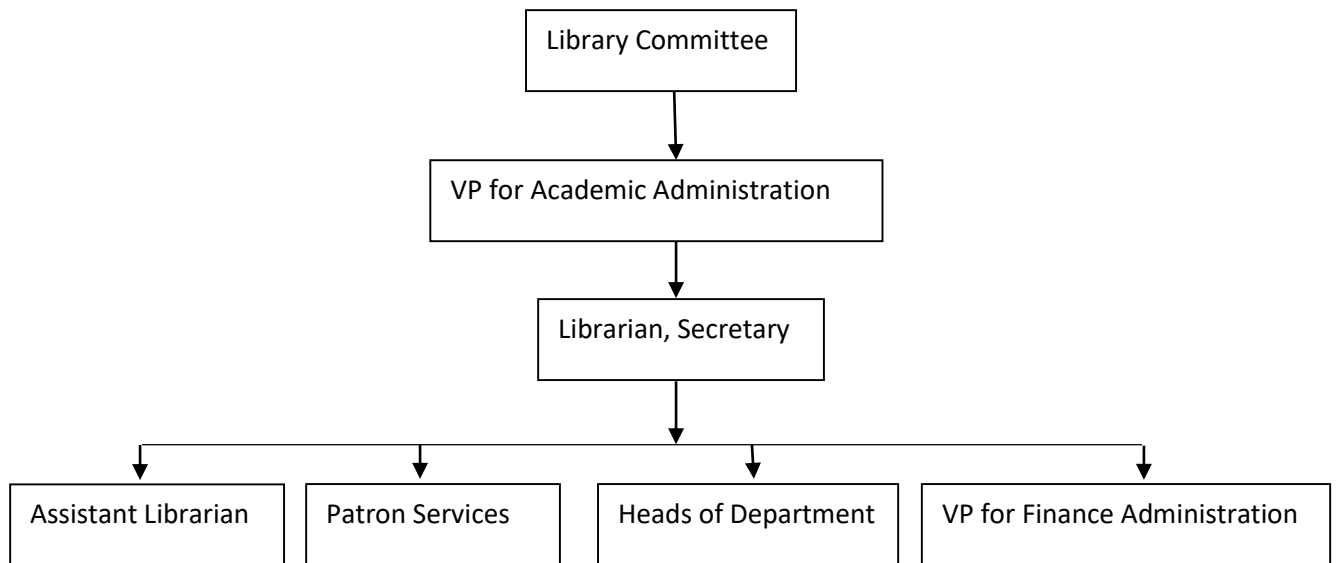
### Working Hours

<b>Sunday</b>	<b>7:00 A.M-----9:A.M</b> <b>11:00 A.M-----2:00 P.M</b> <b>7:00P.M-----9:00P.M</b>
<b>Monday to Thursday</b>	<b>7:00 A.M-----4:00 P.M</b> <b>7:00 P.M-----9:00 P.M</b>
<b>Every Friday</b>	<b>7:00 A.M-----3:00 P.M</b>

## ORGANIZATION AND PERSONNEL

To be able to give direction in organizing and in managing the MUAS Library, this manual serves as a guide to the library staff.

### The MUAS Organizational Chart



## **THE LIBRARY COMMITTEE**

The Library Committee shall serve as an advisory group to the Librarian. The Committee shall look into the library needs vis-à-vis the academic programs of the Seminary and shall advise the librarian on matters regarding general library policy and the development of library resources. It shall also act as a liaison body between the faculty and the librarian.

### Composition

The Library Committee is composed of the following members:

1. Librarian
2. Vice-President for Academic Administration
3. Heads of Department
4. Vice-President for Finance Administration

### Duties

1. Reviews and evaluates books for acquisition.
2. Assists the librarian in planning, implementing and evaluating the programs of the library.
3. Assists the librarian in preparing the annual library budget and the library development plan.
4. Assists the librarian in the planning and programming of activities for library staff development and training.
5. Reviews the procedural manual for the library.
6. Reviews and approves the recommendations of Heads of Department as regards books to purchase.

## **THE LIBRARY PERSONNEL**

MUAS Library is operated and managed by the following:

**Nang Bawk**  
Head Librarian

**Thang Lem Ting**  
Assistant Librarian

**Ohmar Aye**  
**Phyu Phyu Aye**  
Patron Services

## **JOB DESCRIPTION & CODE OF CONDUCT**

### **A. Librarian**

#### **1. Job Relationship**

Reports to the Vice-President for Academic Administration, supervises all the Library staff.

#### **2. Duties and Responsibilities**

- a. Supervise all library services. Do the cataloging and acquisition of books, periodicals and other reading materials.
- b. Directs planning and implementation of the library programs and project both short and long-term in consultation with Vice-President for Academic Administration.
- c. Coordinates the work in the library and establishes linkages with other libraries and agencies.
- d. Carries on correspondences on the following: application for and renewal of new subscription, referrals and linkages with other libraries and related matters.
- e. Plans and implements staff development program for all the library staff in coordination with the Vice-President for Academic Administration.
- f. Ensures the safety of the library and all equipment, furniture, fixtures, collections and other matters therein.
- g. Performs such other functions and tasks as may be assigned from time to time.

**B. Assistant Librarian****1. Job Relationship**

Reports to the Librarian of the Seminary, and coordinates with other staff of the library.

**2. Duties and Responsibilities**

- a. Catalogues books and other library materials.
- b. Does the indexing and abstracting of journals and periodicals and other related materials.
- c. Assists the Librarian in carrying on correspondences on the following: letter of referral
- d. Renewal of subscription, and linkages with other agencies and other related matters.
- e. Takes charge of the loan desk.
- f. Assists the students in locating books on the shelves and attend to other needs of the students, faculty and staff.
- g. Attends to the vertical files – clippings of newspapers and other materials containing articles/write-ups relevant to or needed in the different academic sections.
- h. Follows-up unreturned books from the students, faculty and staff before the end of the semester.
- i. Arranges books, magazines and other materials on designated shelves.
- j. Helps in maintaining order in the library, particularly in the reading areas and the loan counter, etc.
- k. Performs other duties and functions as may be assigned from time to time for the good of the service.

**Patron Services****1. Job Relationship**

Reports directly to the Librarian and works with other Library Staff.

**2. Duties and Responsibilities**

- a. Acts as the utility worker in the library.
- b. Maintain cleanliness and the orderliness in the entire library, i.e. office, work area, reading area, shelves, etc.
- c. Takes charge of the reproduction machine (photocopying machine) and sees to it that proper functioning, care and maintenance of such machine is undertaken.
- d. Does some managerial jobs on matters pertaining to the library.
- e. Sees that the safety of the entire library and its collection and possessions are safeguarded.
- f. Do specific duties and functions as may be assigned from time to time by the Librarian.



### **3. Library Personnel Decorum**

- a. Maintains proper behavior inside the library with high respect and good relationship with the library users, peers and superiors.
- b. Observe punctuality and uses official time effectively and honestly.
- c. Takes charge and is responsible for the proper use and upkeep of library equipment.
- d. Sees that task assigned for the day is monitored and reported to the heads or peers.
- e. Notifies head for un-anticipated absence from work.

## **SERVICES OFFERED**

### **A. Readers Services**

1. Circulation: Charging & Discharging Library Materials.
2. Inter-library Loan and Referral Services.
3. Photocopying & Printing Services.

### **B. Book Bank**

1. Rent texts books for the students
2. Rent teaching texts and references for faculty and staff

### **C. Research Facilities**

1. Computer service for online research for students and faculty
2. E-library

### **D. Book binding and Photo Copy**

1. Repairing Services for Old Books
2. Photo Copy for Students and Faculty

### **E. Technical Services**

1. Selection and Acquisition of Library Materials
2. Procedures on the Selection and Acquisition
3. Accessioning
4. The Library Classification Scheme
5. Descriptive Cataloging
6. Subject Cataloging
7. Processing of Physical Book
8. Preparing Book/Catalog Cards

## **SELECTION AND ACQUISITION OF LIBRARY MATERIALS**

Library materials are acquired based on the following Selection and Acquisition Policies:

1. Library materials are acquired by purchase, donation and exchange to meet the curricular needs of the Seminary
2. Suggested titles from faculty and Heads Department are first priorities for acquisition
3. In demand and frequently used books are considered for purchase
4. Donated books are accepted if related to curriculum requirements and/ or relevant to the subjects, which the curriculum offered.
5. Only materials approved by the library committee from the list submitted by Heads Department and faculty are given priority for acquisition.

### **A. Procedures in the selection and acquisition with the following steps:**

#### **1. Books reviewed by the Head of Department**

Step 1. The Librarian forwards books for review to the Head of Department.

Step 2. Head of Department review, send back books to the librarian who forwards them to the Library Committee.

Step 3. The Library Committee reviews and approves the books to be purchased.

Step 4. Cash request is prepared for approval of the Vice-President for Academic Administration and the Treasurer, with the approved cash, books are purchased.

#### **2. Books recommended by faculty members:**

Step 1. The faculty gives the title of the book and its corresponding price to the Librarian.

Step 2. The Librarian informs the Head of Department of the request and seeks the approval or endorsement of the head. (Note: The Head must confer with the faculty on the merit of purchasing the book i.e. inquiring about the quality, usefulness and relevance, etc.)

Step 3. The request as endorsed by the head is forwarded to the Vice-President for Academic Administration for the latter's approval.

Step 4. The librarian requests for the cash (from the Accounting Office) as approve by the Vice-President for Academic Administration and purchases the book.

Step 5. Books are purchased.

**B. Processes.** Once a book is acquired, it must undergo the following processes:

1. Accessioning/Encoding
2. Classifying/cataloging
3. Mechanical Processing of the physical book (Collating, stamping, placing the accession number)
4. Preparing catalog card (typing cards)
5. Placing the books for circulation

**C. Accessioning:**

Accessioning is the process of entering a book in the accession record book and signing a number to that book based on the date it was received in the library.

The following information about the book is entered in the Accession Record Book:

1. Accession Number
2. Date Received
3. Class Number
4. Author of the book (Surname first)
5. Title of the book
6. Edition
7. Volume number
8. Pages
9. Price of the book
10. Publisher's name
11. Year of Publication
12. Remarks (e.g. are there missing pages? Is the book a photocopy of the original? etc.)

The accession number is stamped on the following areas of the book:

1. The upper part of the inside flyleaf cover of the book
2. Below the copyright date
3. Shelf list card
4. Book pocket
5. Book card

## CLASSIFICATION SYSTEM

MUAS Library adapts the Dewey Decimal Classification System in organizing the collection.

The schedules are outlined as follows:

### 000 Generalities

- 010 Bibliography
- 020 Library and information sciences
- 030 General encyclopedic works
- 040
- 050 General serial publications
- 060 General organizations and museology
- 070 Journalism, publishing, newspapers
- 080 General Collections
- 090 Manuscripts and book rarities

### 100 Philosophy and related disciplines

- 110 Metaphysics
- 120 Epistemology, causation, humankind
- 130 Paranormal phenomena and arts
- 140 Specific philosophical viewpoints
- 150 Psychology
- 160 Logic
- 170 Ethics (Moral philosophy)
- 180 Ancient, Medieval, Oriental
- 190 Modern Western philosophy

200 Religion

- 210 Natural religion
- 220 Bible
- 230 Christian theology
- 240 Christian moral and devotional
- 250 Local church and religious orders
- 260 Social and ecclesiastical theology
- 270 History and geography of church
- 280 Christian denominations and sects
- 290 Other and comparative religions

300 Social sciences

- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Social problems and services
- 370 Education
- 380 Commerce (Trade)
- 390 Customs, etiquette, folklore

400 Language

- 410 Linguistics
- 420 English and Anglo-Saxon languages
- 430 Germanic languages German
- 440 Romance languages French
- 450 Italian, Romanian, Rhaeto-Romanic
- 460 Spanish and Portuguese language
- 470 Italic languages Latin

480 Hellenic Classical Greek

490 Other languages

500 Pure sciences

510 Mathematics

520 Astronomy and allied sciences

530 Physics

540 Chemistry and allied sciences

550 Sciences of earth and other worlds

560 Paleontology

570 Life sciences

580 Botanical sciences

590 Zoological sciences

600 Technology (Applied sciences)

610 Medical sciences

620 Engineering and allied operations

630 Agriculture and related technologies

640 Home economics and family living

650 Management and auxiliary services

660 Chemical and related technologies

670 Manufactures

680 Manufacture for specific uses

690 Buildings

700 The arts

710 Civic and landscape art

720 Architecture

730 Plastic arts Sculpture

740 Drawing, decorative, and minor arts

750 Painting and paintings

760 Graphic arts Prints

770 Photography and photographs

780 Music

790 Recreational and performing arts

800 Literature (Belles-lettres)

810 American literature in English

820 English and Anglo-Saxon literatures

830 Literatures of Germanic languages

840 Literatures of Romance languages

850 Italian, Romanian, Rhaeto-Romanic

860 Spanish and Portuguese literatures

870 Italic literatures Latin

880 Hellenic literatures Greek

890 Literatures of other languages

900 General geography and history

910 General geography Travel

920 General biography and genealogy

930 General history of ancient world

940 General history of Europe

950 General history of Asia

960 General history of Africa

970 General history of North America

980 General history of South America

990 General history of other areas

## **RULES AND REGULARTION**

### **A. Placing the Books for Circulation**

Books are loaned out by library users through the Circulation Section. It charges and discharges books.

General rules followed are:

1. All library staff should be familiar with the library rules and regulations.
2. To avoid losses any material to be taken out of the library is subject to the approval and inspection of the library staff on duty.
3. The Statistics of books borrowed should be recorded before filling the circulation and reserve cards.
4. Only three (3) books at a time may be loaned out for one week to MUAS students.
5. Library cards must always be checked before loaning out books to students.
6. When charging books for circulation, the due date must be properly stamped on the borrower's card and on the borrower's slip at the cover of the book.
7. Faculty members of the Seminary are allowed to borrow a maximum of three books at a time. To qualify to borrow again, it is necessary to have these books returned on or before the due date.

### **B. Charges for Library Services**

50 Kyats for overdue books per day

50 Kyats per page for photocopying or printing

500 – 1000 Kyats for renting text book per semester

Un-return overdue text book at the end of the semester fine 5000 Kyats

100 Kyats for plastic laminating I.D card

200 Kyats for Book binding