

ANNEX "A": COURSE OF STUDY/TERMS OF SPECIFICATIONS OF THE CRASH PROGRAMS TO COMPLY WITH SECTION 31 OF RA 9246 ON THE QUALIFICATIONS OF LIBRARIANS IN ALL GOVERNMENT UNITS AND THE PRIVATE SECTOR BASED ON THE SYLLABI OR TERMS OF SPECIFICATIONS FOR THE SUBJECTS IN THE LICENSURE EXAMINATION FOR LIBRARIANS AS PROVIDED IN BOARD FOR LIBRARIANS RESOLUTION NO. 7 SERIES OF 2006.

1. Course of study to implement the provision of SEC. 19, R.A. 9246
2. The duration of the Crash Program: 8 hours a day, 6 days a week or a total of 48 contact hours for one core subject equivalent to 3 units.
3. Methods of conducting the course: Lectures, review and practice
4. Date of implementation of the crash program: January 2007

- Administration and Management including laws and related practices and trends 6 days

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| Management – Introduction, | 1 day |
| Development and styles | |
| Managing principles, practices, | 3 days |
| services and types of libraries | |
| Laws and Issuances and | 1 day |
| related practices and trends | |
| Pre-test and post test | 1 day |

- Reference, Bibliography and User Services 6 days

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| Introduction | 1 day |
| Reference and Information Sources | 2 days |
| Reference and Information Services | 2 days |
| Pre-test and Post test | 1 day |

- Selection and Acquisition of Multimedia Sources of Information 6 days

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| Introduction and Selection of | 1 day |
| Library Materials | |
| Acquisition Process and | 2 days |
| Evaluation of Library Collections | |
| Preservation and Conservation | |
| of Library Resources, Problems | |
| and Trends in Collection | |
| Development in the Philippines | 2 days |
| Pre-test and Post test | 1 day |

- Cataloging and Classification of Information Sources 6 days

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| Introduction | 1 day |
| Descriptive Cataloging | 1 day |
| Subject Cataloging | 1 day |
| Classification | 1 day |
| Shelflisting and Filing | 1 day |
| Pre-test and Post test | 1 day |

- Indexing and Abstracting 6 days

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| Indexing – Introduction, | |
| types, principles and systems | 2 days |
| Abstracting – Introduction, | |
| uses, types and process | 2 days |
| Applications and Practice | 1 day |
| Pre-test and Post test | 1 day |

- Information Technology 6 days

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| Introduction, Information | |
| Storage and Retrieval Systems | 1 day |
| Information Handling, | |
| Information Systems and | |
| Databases | 2 days |
| Computer Applications, | |
| Communication and Multi | |
| Media Technologies and Issues | 2 days |
| Pre-test and Post test | 1 day |