11 June 2014

Administrative Order No. MLT 14-062

FOR : Vice-Chancellor Benito M. Pacheco, Chair
      Dr. Windell L. Rivera, CS-IB, Member
      Dr. Violeda A. Umali, CMC-DCR, Member
      Dr. Maria Midea M. Kabamalan, CSSP-Pop I, Member
      Dr. Mark Albert H. Zarco, CEng’g-ICE, Member

SUBJECT : Constitution of the Search Committee for the Next University Librarian

Please constitute yourselves into the Search Committee for the Next University Librarian with Vice Chancellor Benito M. Pacheco as Chair.

It will be an Ad Hoc Committee (Grade 2 level) with the Chair, Members, Secretary and Support Staff entitled to existing University rates honoraria.

The selection process will be based on the attached University Library Organic Act and University Library Rules and Regulations (as approved in the 1039th meeting of the Board of Regents held on 14 March 1991).

Deadline for submission of Committee report to the Chancellor is on or before 10 July 2014. Please refer to the attached schedule of activities.

Thank you for your invaluable assistance to this important University concern.

Michael L. Tan, PhD
Chancellor

Noted:

BENITO M. PACHECO, PH.D.
Vice-Chancellor, Academic Affairs
MEMORANDUM No. OVCAA-BMP 14-007

TO : FACULTY MEMBERS, REPS, ADMIN STAFF, STUDENTS, ALUMNI, and OTHER INTERESTED STAKEHOLDERS

FROM : BENITO M. PACHECO, PhD
       Vice- Chancellor for Academic Affairs

SUBJECT : Call for Nominations for the Next University Librarian

DATE : 16 June 2014

Administrative Order No. MLT 14-062 issued by the Office of the Chancellor last 11 June 2014 constituted the Search Committee for the Next University Librarian (please see enclosure).

The Committee is now accepting nominations for the position of University Librarian. The nomination documents will include the following:

1. Nomination letter indicating reasons for nominating (signed by Nominator)
2. Letter indicating willingness to serve (signed by Nominee)
3. CV including a one-page summary and a passport size photo (signed by Nominee)
4. Vision paper (2-4 pages, signed by Nominee)

Pursuant to the University Library Organic Act of 1991, the University Librarian in each constituent university “shall be appointed from among the professional librarians of the constituent universities for a term of three years without prejudice to reappointment, by the Board of Regents upon recommendation of the Chancellor and nomination by the President” (p. 4).

The nomination letter should be addressed to the Chair of the Search Committee for the Next University Librarian. One set of nomination documents should be sent to the Office of the Vice-Chancellor for Academic Affairs, and the electronic versions emailed to ovcaa@ovcaa.upd.edu.ph.

The vision paper and summary of CV of the nominee may be posted/disseminated for the information of stakeholders, who may choose to schedule themselves for an interview shortly after the closing of nominations. Please refer to the enclosed Schedule of Activities and excerpt of the University Library Organic Act.

The deadline for nominations is on Monday, 23 June 2014, 5:00 P.M.

Thank you for your attention.
## SEARCH FOR THE NEXT UNIVERSITY LIBRARIAN

### Schedule of Activities

<table>
<thead>
<tr>
<th>Activities</th>
<th>Schedule</th>
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| Committee Meeting | 16 June 2014  
Monday, 10:30 A.M. |
| Call for Nominations for Next University Librarian |  |
| Deadline for Nominations | 23 June 2014  
Monday, 5:00 P.M. |
| Committee Meeting | 24 June 2014  
Tuesday, 3:00 P.M. |
| Public Forum | 27 June 2014  
Friday, 10:30 A.M. – 12:00 NN |
| Interviews with Stakeholders* (6 slots) | 27 June 2014  
Friday, 1:00 P.M. – 4:00 P.M. |
| Interviews with Stakeholders* (4 slots) | 30 June 2014  
Monday, 9:00 A.M. – 11:00 A.M. |
| Interviews with Nominees and Meeting | 1 July 2014  
Tuesday, 9:00 A.M. – 11:00 A.M. |
| Committee Meeting | 7 July 2014  
Monday, 3:00 P.M. |
| Submission of Report | 10 July 2014  
Thursday |

* Stakeholders may submit written comments/information regarding the nominees to the Search Committee through the Office of the Vice-Chancellor for Academic Affairs on or before 30 June 2014, 12:00 NN.
THE UNIVERSITY LIBRARY ORGANIC ACT

AND

UNIVERSITY LIBRARY RULES AND REGULATIONS

(As Approved in the 1039th Meeting
of the Board of Regents Held on 14 March 1991)

University of the Philippines
Diliman, Quezon City
March 1991
ARTICLE III. THE UNIVERSITY LIBRARY BOARD *

Sec. 5 Composition of the University Library Board. There shall be a University Library Board in each Constituent University which shall consist of the Vice-Chancellor for Academic Affairs as Chairman and nine members to be appointed by the Chancellor from the humanities, the physical and biological sciences, the social sciences, other fields of study, the professional schools, and a Student Representative. The members shall serve for a term of three years except the Student Representative whose term expires upon the election of a new chairman of the Student Council. The University Librarian shall serve as member-secretary.

The Library Board shall promulgate policies regarding the acquisition and services programs of the University Library. It shall meet every three months and at such other times as may be deemed necessary.

ARTICLE IV. THE UNIVERSITY LIBRARIAN

Sec. 6 The University Librarian in each Constituent University. There shall be a University Librarian in each Constituent University shall serve as the Chief Executive Officer of the University Library and shall be appointed from among the professional librarians of the constituent universities for a term of three years without prejudice to reappointment, by the Board of Regents upon recommendation of the Chancellor and nomination by the President.

The University Librarian shall have the following duties and responsibilities:

a. supervise the University Library;

b. serve as ex-officio University Archivist;

c. formulate a library and archives development program;

d. recommend or endorse to the Chancellor all personnel actions in consultation with the Dean and the library personnel committee;

e. ensure cooperation among and complementation of library services networks;

* or its equivalent in UP Visayas.
f. enforce Library Rules and Regulations in the University Library and after due process, impose the appropriate penalty;

g. transmit to the Chancellor all communications with comments or recommendations affecting library linkages, donations or gifts, and similar matters received by the University Library; and

h. issue implementing guidelines as may be necessary for the proper functioning of the library.

ARTICLE V. THE COLLEGE LIBRARIAN

Sec. 7. The College Librarian. The College Library shall be headed by a College Librarian who shall be nominated by the University Librarian in consultation with the Dean concerned from among the professional librarians of the constituent university. The College Librarian shall be appointed by the Chancellor for a term of three years without prejudice to reappointment. He shall be invited to all college committee meetings and meetings of faculty committees involving library policies, programs and services.

The College Librarian shall have the following duties and responsibilities:

a. manage the College Library;

b. perform technical services;

c. develop and maintain the collection and services pertinent to the college's field of specialization in cooperation with the faculty, staff and students;

d. ensure that all library resources acquired by college are properly recorded in the college library accessions in accordance with the guidelines approved by the University Library Council;

e. participate in the programs of the University Library;

f. enforce library rules and regulations in the College Library and after due process, impose appropriate penalties;

g. recommend to the University Librarian personnel action pertaining to library staff in the College library;