



DepED MEMORANDUM
No. 504, s. 2008

OCT 30 2008

NATIONAL SEMINAR-WORKSHOP ON MANAGING A MINI-LIBRARY AND READING
CENTER IN THE 21ST CENTURY

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. The Rizal Technological University Library and Center for Continuing Education (RTU-LCCE) will conduct a **National Seminar-Workshop on Managing a Mini-Library and Reading Center in the 21st Century** on November 14, 2008 at Rizal Technological University Training Hall, Boni Avenue, Mandaluyong City.
2. The objectives of the seminar-workshop are to:
 - a. orient the participants to basic knowledge on library operations;
 - b. organize the library collections by knowing basic mechanical and technical (cataloging and classifying) processing of books and other library materials;
 - c. know how to assist researchers for information and how to circulate the books to them;
 - d. know the differences between traditional vs. electronic reference service; and
 - e. improve services by knowing the information needs of the customers.
3. The participants to this activity are library support staff, student assistants, teacher-librarians and other para-professionals (Non-Library Science graduates) rendering service in the library or reading center who lack or without background in library operations.
4. A seminar fee of One Thousand Two Hundred Pesos (PhP1,200.00) will be charged each participant to cover expenses for lunch, snacks, certificate, kit and handouts (hard/and or soft) copy.
5. For more information, please contact the following officers:

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6. Immediate and wide dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary

Reference: N o n e

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

LIBRARY
SEMINARS
TEACHERS
WORKSHOPS

Madel:c:Rizal LCCE
10-15-08