

PREVENTION OF LOSSES IN THE COLLECTION  
OF GSC-MOSQUEDA CAMPUS LIBRARY

An Action Research Presented to

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## **ABSTRACT**

Library is committed to the purchase of information resources in all appropriate formats. As responsible stewards of the library collection, librarians monitor collection needs to identify areas of rapid growth or particular weakness with the intent of providing the best possible access to information and service to patrons. The ultimate responsibility for collection development, as with all library activities, rests with the Librarian, who operates within the framework of policies determined by the Library Board. This responsibility is shared with other members of the staff and the library recognizes its responsibility to maintain the collection in good condition and to ensure its availability.

This research aimed to prevent losses in the collection of GSC – Mosqueda Campus Library. Specifically it looked into the degree of losses and the causes of this problem. The specific action of intervention was implemented to correct library staff practices on the implementation of library policies and preventive measures to avoid losses. Likewise, to keep library staff to be vigilant in the monitoring of the library users. The respondents of the research were the library in-charge of GSC-Mosqueda Campus and I student assistant. To gather the data, observation and interview were used. The result of investigation revealed that there were 64 volumes of the 3, 785 total holdings, 52 titles of 1,498 total titles in the collection. The losses resulted to 3.47 % titles and 1.69 % from the volumes diminished from the library collection. It was that the library staffs were not so vigilant in monitoring the library users. The library policies and preventive measures were not properly implemented. Therefore, these contributed to the losses of books.