

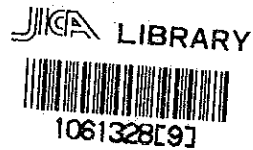
**BASIC DESIGN STUDY REPORT
ON
THE PHILIPPINE NORMAL COLLEGE LIBRARY
CONSTRUCTION PROJECT
IN
THE REPUBLIC OF THE PHILIPPINES**

MAY 1983

JAPAN INTERNATIONAL COOPERATION AGENCY

GRB
83-53

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MAY 1983

JAPAN INTERNATIONAL COOPERATION AGENCY

International Cooperation Agency

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Registration No. 09742

GRB

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International Cooperation Agency

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国際協力事業団	
受入 月日 84. 9. 19	118
登録No. 09742	017
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International Cooperation Agency

PREFACE

In response to the request of the Government of the Republic of the Philippines, the Government of Japan decided to conduct a Basic Design Survey on the Philippine Normal College Library Project and entrusted the survey to the Japan International Cooperation Agency. The J I C A sent to the Philippines a survey team headed by Mr. Kazuhisa MATSUOKA Deputy Head, Basic Design Division, Grant Aid Department, JICA, from 19th January to 8th February, 1983.

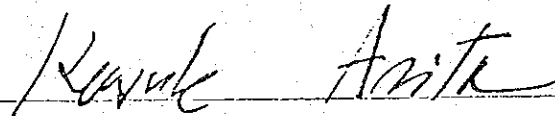
The team had discussions with the officials concerned of the Government of the Philippines and conducted a field survey in Manila City.

After the team returned to Japan, further studies were made and the present report has been prepared.

I hope that this report will serve for the development of the Project and contribute to the promotion of friendly relations between our two countries.

I wish to express my deep appreciation to the officials concerned of the Government of the Republic of the Philippines for their close cooperation extended to the team.

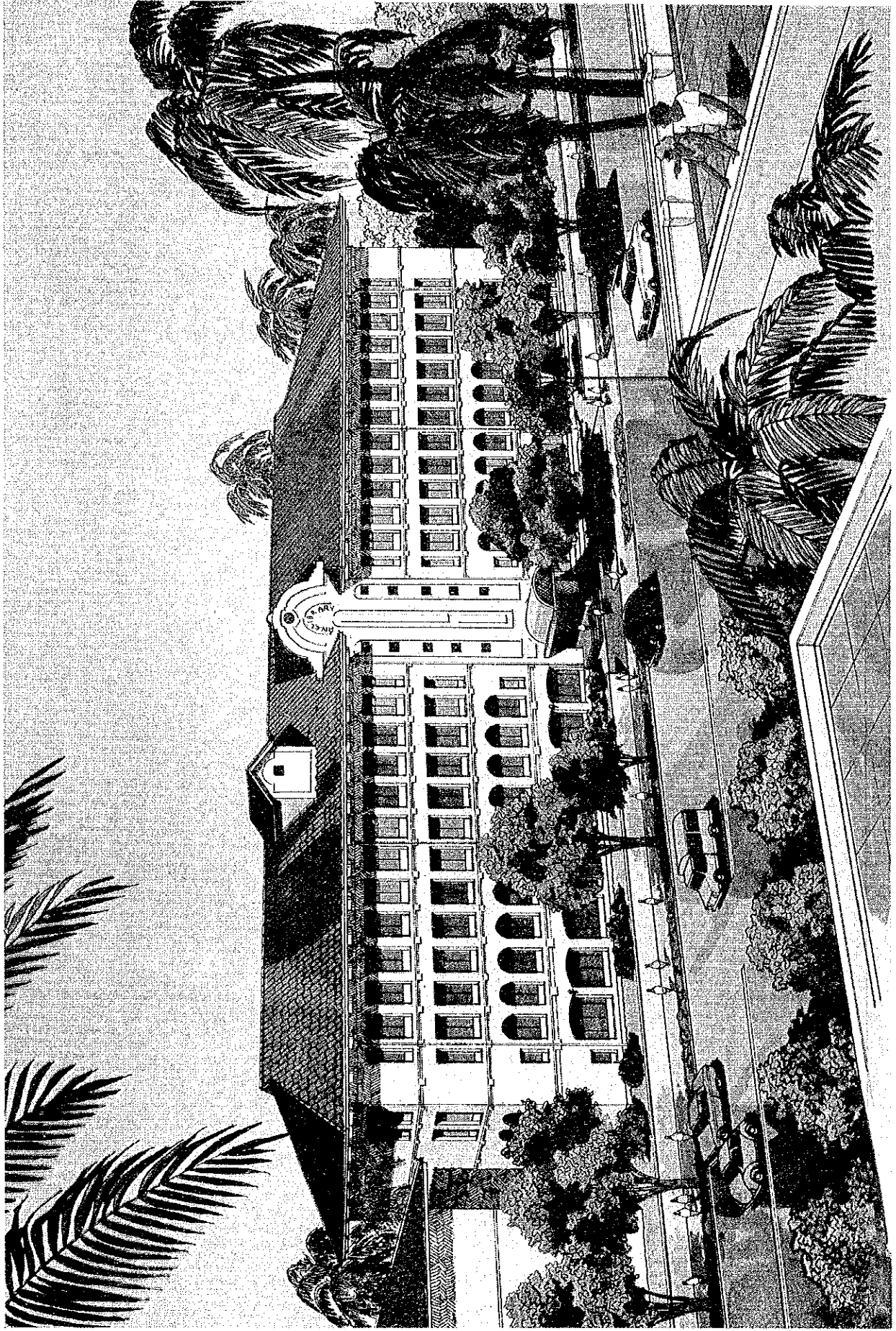
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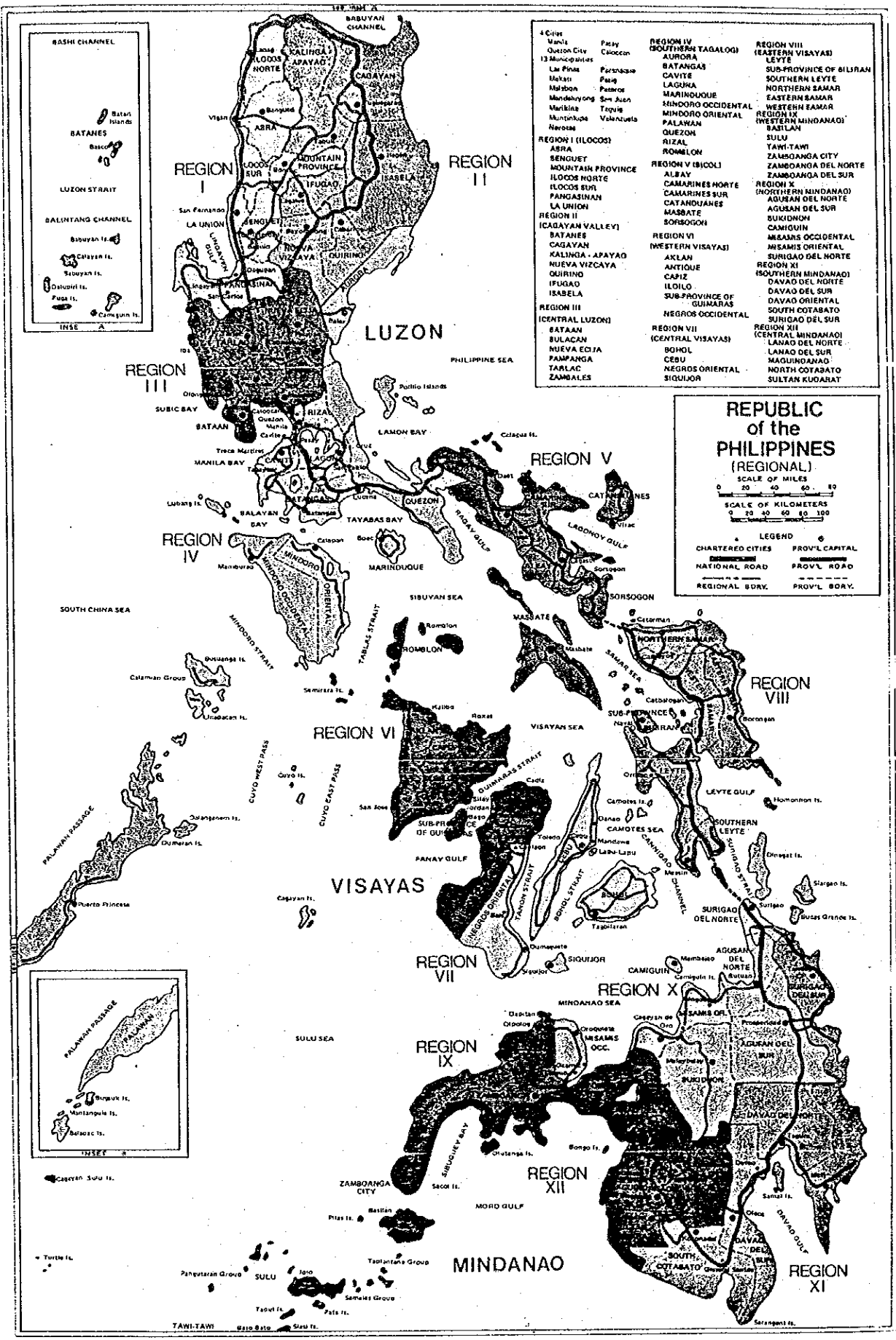
Keisuke Arita

President

Japan International Cooperation Agency



PHILIPPINE NORMAL COLLEGE LIBRARY



BASHI CHANNEL

BATAAN ISLANDS

LUZON STRAIT

SALANTANG CHANNEL

BABUYAN IS.
 CAYASAN IS.
 SAUYAN IS.
 DUBUPEL IS.
 FUGA IS.
 CAMAGUIN IS.

INSEE A

4 Cities Manila Quezon City 12 Municipalities La Piedad Makati Malabon Mandaluyong Marikina Muntinlupa Navotas	4 Cities Cebu Davao Iloilo Zamboanga	REGION IV (SOUTHERN TAGALOG) AURORA BATAANGAS CAVITE LAGUNA MARINOUQUE MINDORO OCCIDENTAL MINDORO ORIENTAL PALAWAN QUEZON RIZAL ROMBLON	REGION VIII (EASTERN VISAYAS) LEYTE SUB-PROVINCE OF BILIRAN SOUTHERN LEYTE NORTHERN SAMAR EASTERN SAMAR WESTERN SAMAR REGION IX (WESTERN MINDANAO) Basilan Sulu Tawi-Tawi ZAMBOANGA CITY ZAMBOANGA DEL NORTE ZAMBOANGA DEL SUR
REGION I (ILOCOS) ABRA SANGAY MOUNTAIN PROVINCE ILOCOS NORTE ILOCOS SUR PANGASINAN LA UNION REGION II (CAGAYAN VALLEY) BATAAN CAGAYAN KALINGA - APAYAO NUEVA VIZCAYA QUIRINO IFUGAO ISABELA	REGION V (BICOL) ALBAY CAMARINES NORTE CAMARINES SUR CATANDUANS MASBATE SORSOGON	REGION VI (WESTERN VISAYAS) AKLAN ANTIQUE CAPIZ ILOILO SUB-PROVINCE OF GUIMBAYAS NEGROS OCCIDENTAL	REGION X (NORTHERN MINDANAO) AGUSAN DEL NORTE AGUSAN DEL SUR BUKIDNON CAGUIGUIN MISAMIS OCCIDENTAL MISAMIS ORIENTAL SURIGAO DEL NORTE REGION XI (SOUTHERN MINDANAO) DAVAO DEL NORTE DAVAO DEL SUR DAVAO ORIENTAL SOUTH COTABATO SURIGAO DEL SUR
REGION III (CENTRAL LUZON) BATAAN BULACAN NUEVA ECJA PAMPANGA TARLAC ZAMBALES	REGION VII (CENTRAL VISAYAS) BOHOL CEBU NEGROS ORIENTAL SIGUJOR	REGION XII (CENTRAL MINDANAO) LANAO DEL NORTE LANAO DEL SUR MAGUINDANAO NORTH COTABATO SULTAN KUDARAT	

REPUBLIC of the PHILIPPINES (REGIONAL)

SCALE OF MILES
0 20 40 60 80

SCALE OF KILOMETERS
0 20 40 60 80 100

LEGEND

CHARTERED CITIES PROV'L CAPITAL

NATIONAL ROAD PROV'L ROAD

REGIONAL BDRY. PROV'L BDRY.

PALAWAN PASSAGE

ORIENTAL MINDANAO

INSEE B

CAYASAN IS.

TURTLE IS.

PANGHAYAN GROUP

SAMAR GROUP

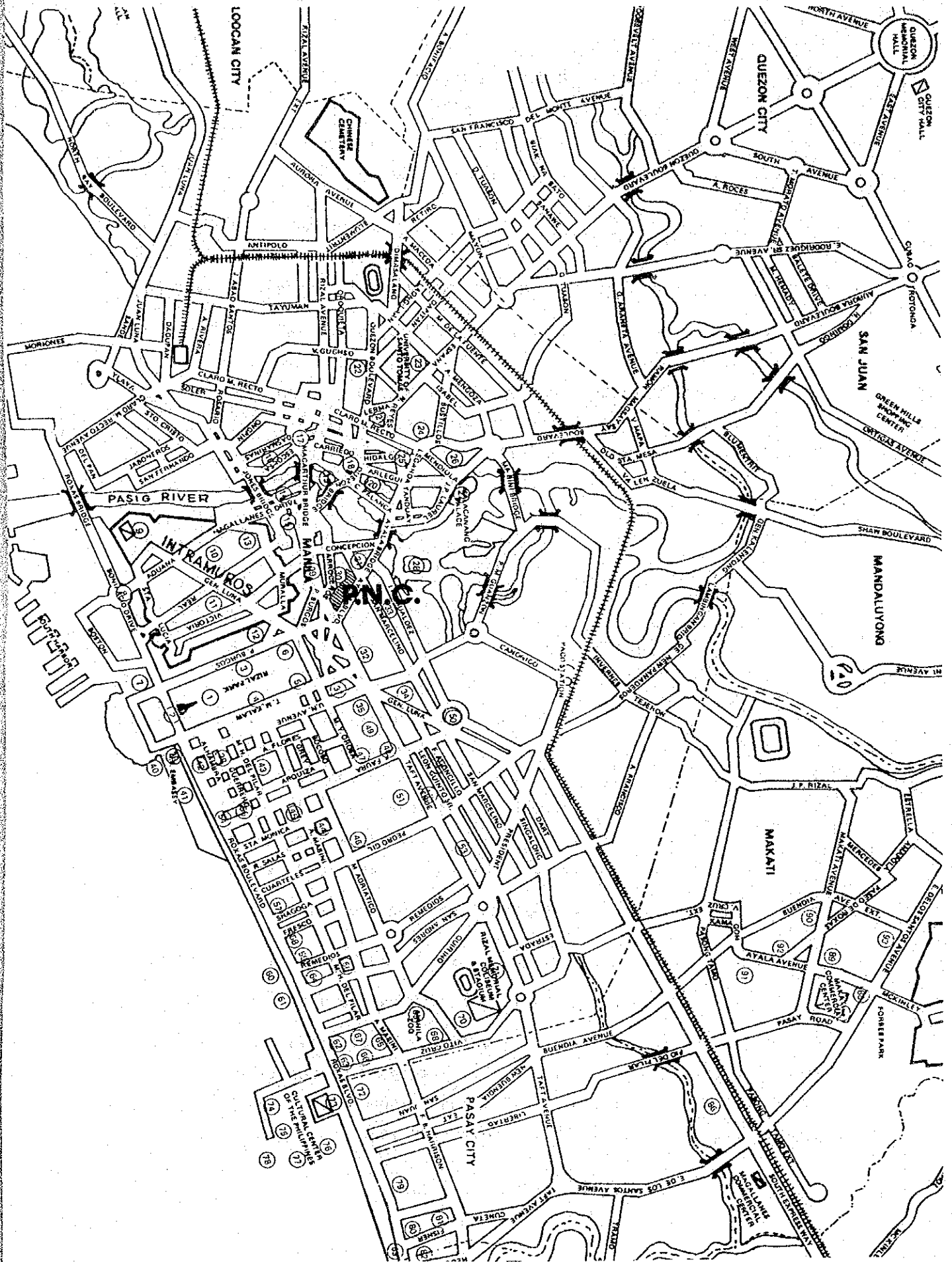
FAVOR IS.

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TAWI-TAWI

WALIO BATO

STAU IS.



METRO MANILA

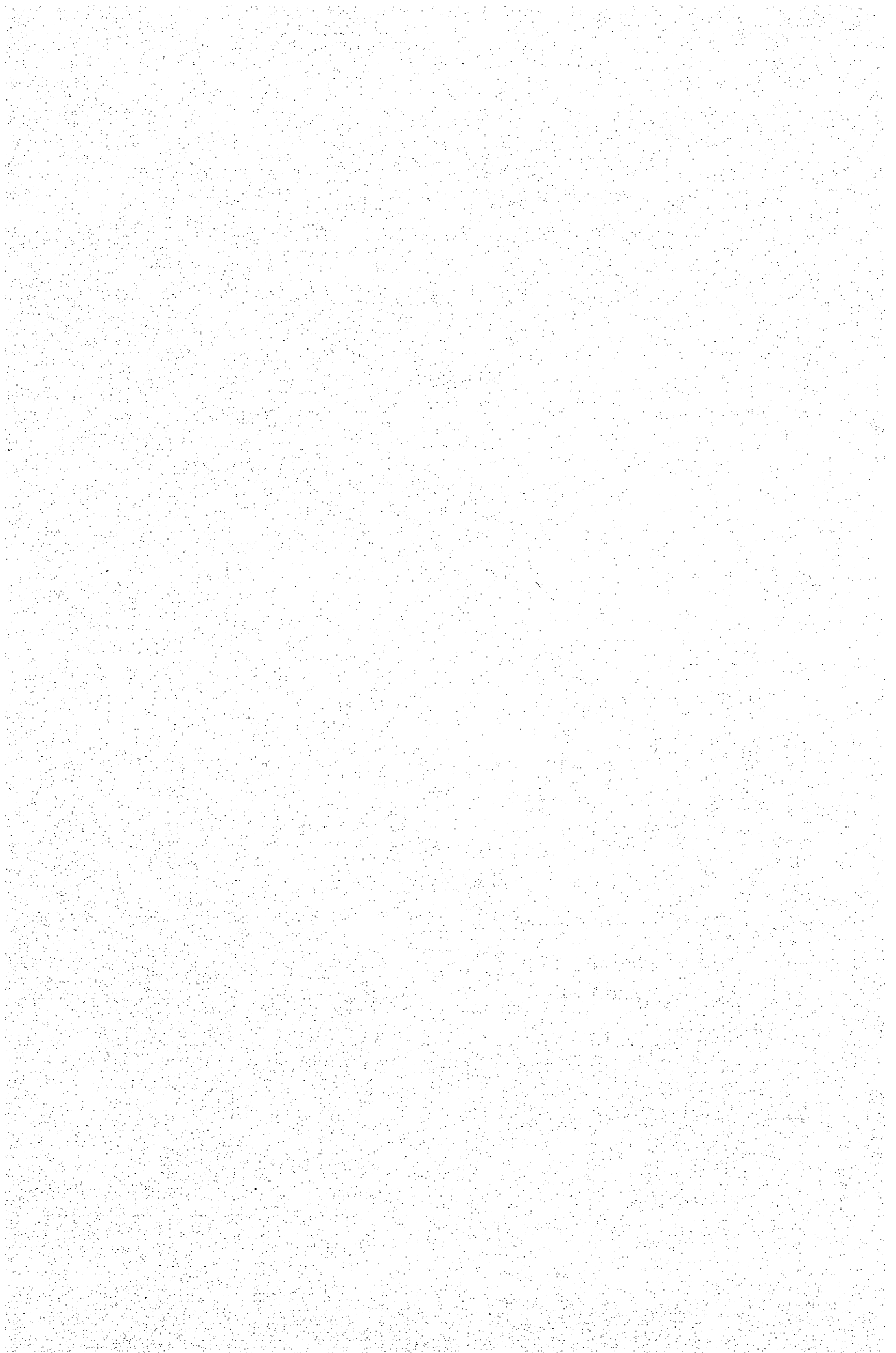
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SUMMARY



SUMMARY

The Republic of the Philippines has been promoting the expansion of educational activities with the growing population; to raise the enrollment percentage of primary and secondary school; to grade up the quality of education; and to develop and train manpower. These activities are implemented as a national goal in the Five-year Development Plan.

Philippine Normal College (PNC) is the first public school established for teacher's training in 1901. Since then, many excellent instructors have been brought out to the society. PNC is located at the heart of Manila, and it has total site area of about 42,000 sq m, and 21,844 sq m as for existing total floor area. The main campus has 4,456 under graduate students, 533 graduate students and 300 instructors. Primary and secondary schools on the main campus are utilized for teacher's practice. Besides the main campus, there are four branch schools with 2,800 undergraduate students (as of 1982).

Activities of the college range from teacher training education, research studies, development of textbooks and teaching materials, education for physically and mentally handicapped children, and retraining of teachers. In addition, institutional relationships in lectures and diplomas are promoted with adjacent universities. Also, in concert with various associations in and out of the country, international exchange programs are taking place and those activities are highly evaluated.

However, the libraries for the students and researchers is now located at various places on the campus. From the viewpoint of capacity of holdings and reading seats, the existing libraries are at the limit in terms of smooth available function and causing inconvenience to the users.

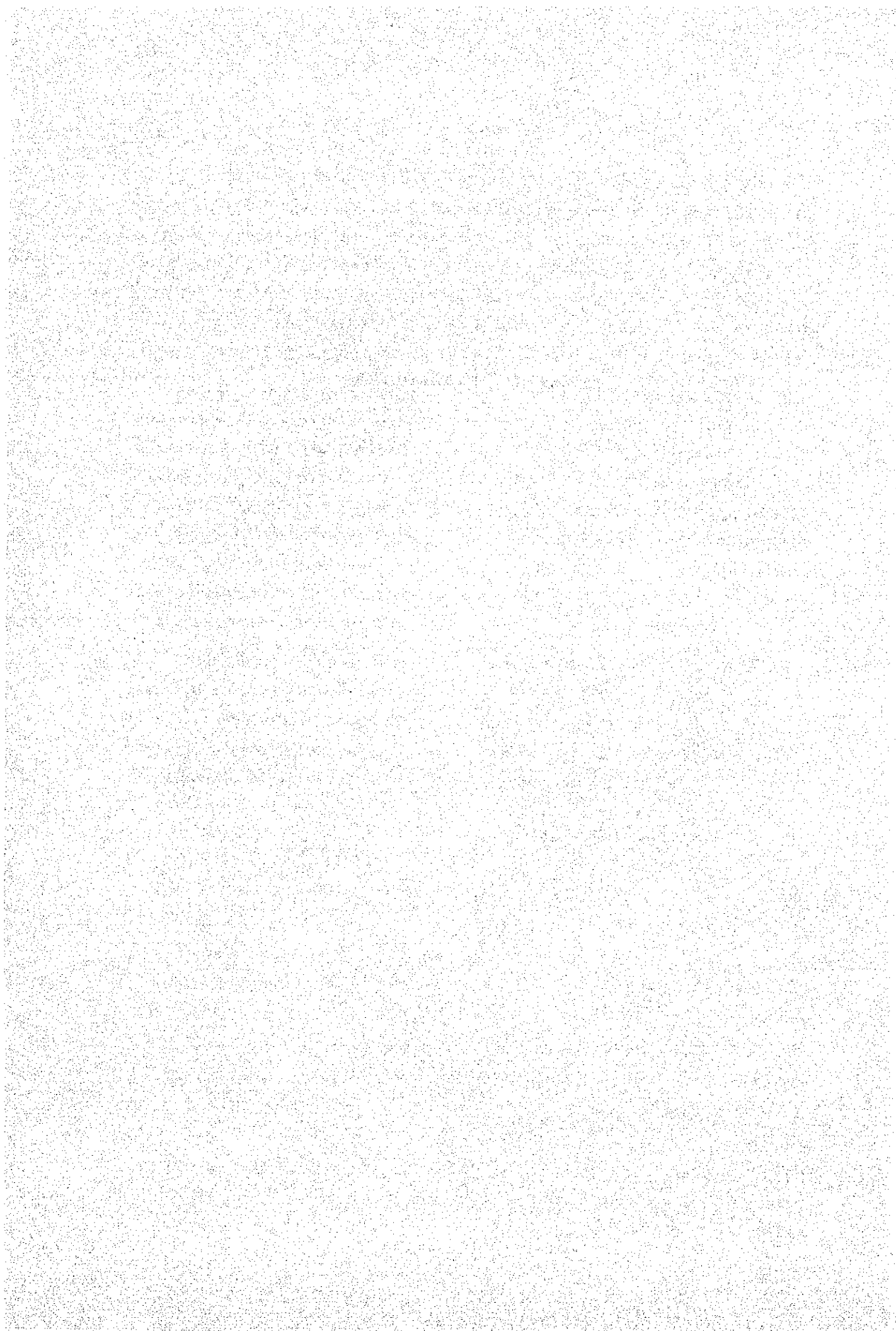
Therefore, the Project aims at unifying those scattered libraries and concentrate into one facility. By the establishment of new library in appropriate scale, college function itself will expand and enhance educational activities.

From the results of site survey and data analysis, the target number of books after 17 years are 302,000 volumes and number of seats in reading room is 1,186. Considering the accommodation of primary and secondary school libraries and Library Science Library within the same facility, total floor area will be about 6,740 sq m. Library equipment such as audio-visual should be also considered. The proposed Project site is at the crossing point of Tuft Avenue and Ayala Boulevard.

As it is often said "Library is the Heart of the University", the importance of library is noted recently along with the modernization of universities. The Library will play a vital role as a ground for synthetic self-cultivation, and at the same time, owes a responsibility to be an organ providing necessary information of diversified specialities in the informational society. In this connection, good collection and management of documents and materials are essential for the function of library. It is earnestly expected that a systematic and firm organization structure will be established as soon as possible.

Under these circumstances, Philippine Normal College is strongly required to play the leading role in promoting library activities. This will contribute to the improvement of educational level of the Philippines and to the grading up of the manpower training. The significance of the Project is highly evaluated.

Chapter 1 INTRODUCTION



CHAPTER 1 INTRODUCTION

The Five-year Development Plan (1978 - 1982) of the Republic of Philippines accords priority to the improvement of education and manpower development through expansion and updating of educational institutions including universities in pursuit of providing educational opportunities to an increasing number of students.

The Philippine Normal College is the first institution of teacher training that was created in the Philippines after the arrival of the United States, and since its inception in 1901 has provided many leading teachers and administrators in the school system. It has managed to establish a steady growth of academic departments and courses, while accepting visiting scholars from abroad. The College is highly renowned in and out of the country.

While the vital role and function of the library in teacher training institution is full recognized, at present the various collections are obliged to be located all over the campus and the urgent need has been felt through the years to put together collection of books, courses of study, and other references by gathering them into one building designed for the purpose. The Government of the Republic of the Philippines recognized the importance of PNC Library Construction Project and requested the Government of Japan for a grant aid on the Project.

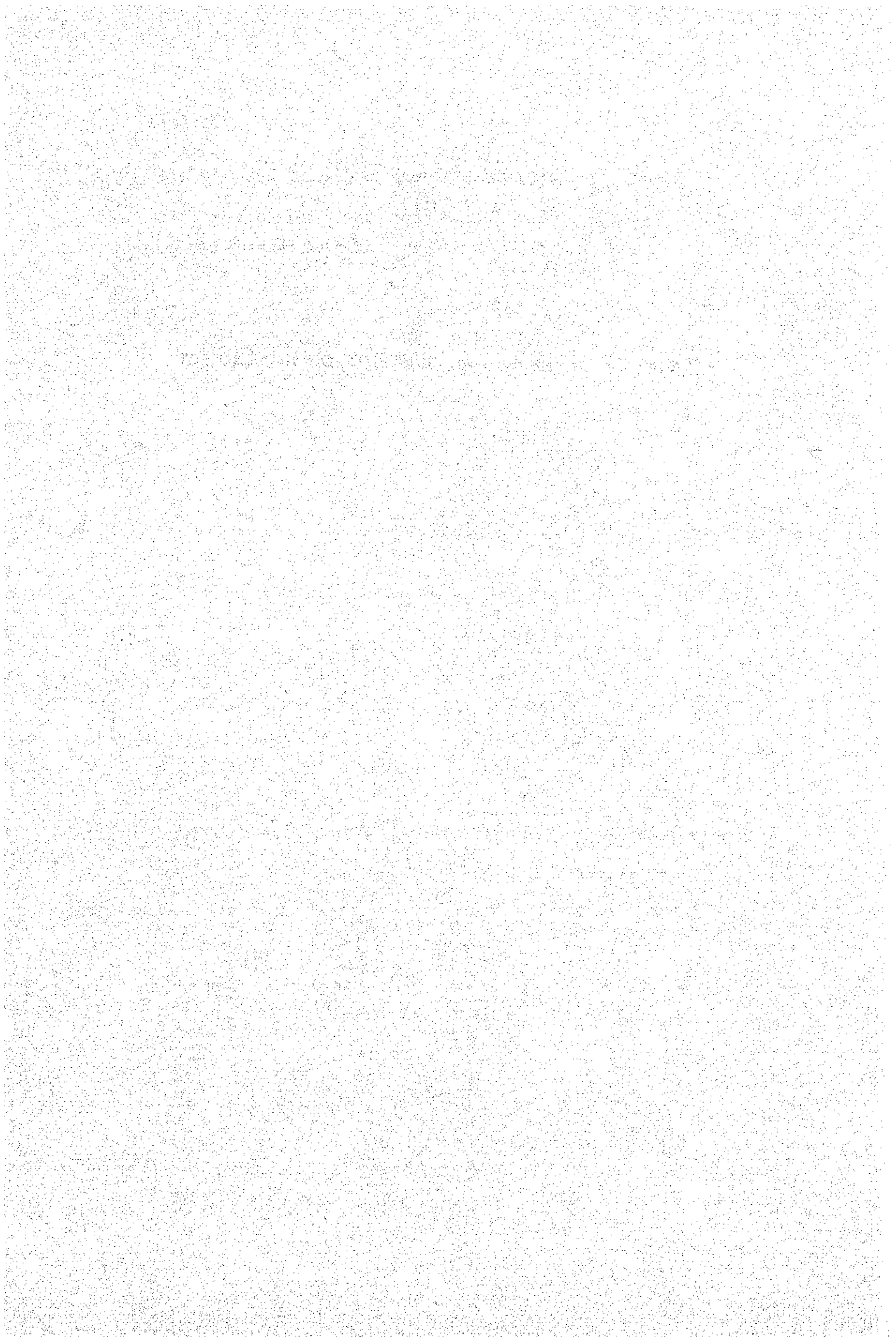
The Philippine Normal College (PNC) Library Construction Project is aimed at integrating into one building the many small libraries which are presently distributed in different buildings and in the various faculty rooms of the college, so that they could be availed of by an increasing number of students and scholars more efficiently and quickly toward improvements in education and manpower development.

In response to such request, the Government of Japan through the Japan International Cooperation Agency (JICA) dispatched a team of experts to the Philippines to carry out a Basic Design Study on the Project, for 21 days from January 19th to February 8th 1983. The Study team, headed by Mr. Kazuhisa Matsuoka, Basic Design Section, Grant Aid Department, JICA, had several discussions with Philippine Government

officials and made surveys of the proposed construction site.

This Basic Design Report is prepared based on the study team's findings and through further analysis and investigations.

Chapter 2 PURPOSE AND CONTENTS OF THE PROJECT



CHAPTER 2 PURPOSE AND CONTENTS OF THE PROJECT

2-1 Purpose of the Project

There is an urgent need in the Philippines to provide the increasing number of teachers and to improve their quality standards, in its conscientious effort to bring the teacher training in step with the growth of population.

For the teacher education, it is imperative to strengthen education programs such as curriculums and to update education facilities and equipment as well.

The Philippine Normal College is recognized for its performance for the past 82 years and in its capacity for continued leadership in teacher education. Conversion into the Philippine Teachers University is expected this year. The PNC has served as the Curriculum Development Center for the development of textbooks and curricular, provided non-formal education and special education, and maintained the various linkages, consortia, and institutional relationships with other schools and agencies, not to mention the Alumni Association.

In spite of the high standing earned by the PNC in the education of the Philippines, its existing building facilities and education equipment are antiquated, thereby hampering the institutional activities. In particular, the library which should be the center as the most significant function in the college, is at present dispersed into eight different buildings due to lack of space and storage of collections.

The existing Main Library, located on the entrance hall of the main building, is lacking in lighting and draught, causing a disarray of locating stacks and reading spaces, and suffering noise due to its proximity with the entrance and staircase. The rest of small libraries which are temporarily housed in small cubicles of the College buildings are also seriously deficient in space for reading rooms and stackrooms.

Integrating the various libraries of the College into one building, with a wider range of collections, is therefore of the utmost importance. It is evident that the proposed library will not only contribute

significantly in the PNC's facility upgrading programs, but will function as educational resources information center in the Philippines including special program such as non-formal education and library science.

2-2 Activities

It is said that the university library has considered the four distinct functions, learning research synthetic and depository.

The PNC Library is expected to integrate all of these functions into one building designed for the purpose, in an effort to serve as a dynamic hub in the academic community.

Clientele/User

Undergraduate	about 4,500
Graduate	540
Teachers	300
College staff	300
Students from other schools, including inter-institutional consortium	10,000
PNC alumni/retirees	16,000
Users from other institutions, agencies & offices	200
Educators in Manila	21,000
Handicapped elementary and secondary students	1,850
Students for non-formal education	52,000
<u>Total</u>	<u>about 106,390</u>

Activities

- a. Reference service
- b. Lending service
- c. Audio-Visual services
- d. Provision of space for assembly
- e. Duplicating service
- f. Making library resources and services well known to its library users
- g. Cooperation with other libraries

- h. Participation in library activities in and out of the Philippines.
- i. Training for library science students enrolled in the Library Internship Course.
- j. Services for handicapped children.

2-3 Library Collection Target and Seating Capacity

Library collection needs are determined in such a way that the basic collection would be increased gradually at the set annual growth upto the targeted year. This Basic Design Study Report determines the most appropriate library collection, after comparing the existing standards employed in Japan, and other countries as well.

Basic collection is based on enrolment of 5,000 and faculty members 300.

	Clapp-Jordan	Australia College of Advanced Ed.	New York State Univ.	Japanese State Univ. Lib. Standard	Japanese private Univ. Lib. Standard
Basic Collection	47,000	15,000	85,000	200,000	200,000
Plus for each FTE student	55,000 11vol. x 5,000	200,000 40vol. x 5,000	75,000 15vol. x 5,000		
Plus for each student on honors	3,000 12vol. x 250				
Plus for each major undergraduate field of study	8,700 290vol. x 30 ^{area}	45,000 1,500vol. x 30	10,500 350vol. x 30		
Plus for FTE Faculty	25,500 85vol. x 300				
Plus for master's field of study	63,800 2900vol. x 22 ^{area}	30,000 100vol. x 300	30,000 100vol. x 300		
Plus for each doctoral field	22,200 7400vol. x 3 ^{area}		73,500 24500vol. x 3		
Total	225,200	290,000	408,200	200,000	200,000

FTE : Full-time equivalent

The PNC's collection target is based on the Clapp-Jordan formula which is nearly equal to the Japan's university library accrediting standard.

The goal of the PNC is that target by the year 2000 is approximately 425,000; during 1983-1985, a special campaign will be conducted, including the annual special campaign for books, at the annual growth of 31,000 volumes, so as to achieve the target of 165,000 volumes by 1986, up from the present collection of about 72,000. Through the years of 1987-2000, increasing the volumes of 18,600 volumes, the target by the year 2000 is about 425,000. This means the annual growth of:

1983 - 86	43% - 23%
1987 - 2000	11% - 4.6%

By comparison the Japan's state and private university library accrediting standard translate into:

State university	Target by year 2000	370,000 volumes	5-2.7% p.a.
Private university	"	319,000	4-2.4% p.a.

In the U.S., according to Metcalf K.D., the annual growth of 4-5% is likely to be maintained until the time the library has reached a given state of maturity and thereafter will decline to some 2% per year, thereby requiring 35 to 40 years to double the collection.

In the Philippines according to "Philippine Accrediting Association of Schools, Colleges and Universities. Manual of Accrediting 1962", the number of holdings is as follows;

Doctoral field	8000 vol.	x 2 area	= 16,000 vol.
Master's field	8000	x 19	= 152,000
Undergraduate	8000	x 29	= 232,000

Total 400,000 vol.

(60 volumes per student)

For further reference, listed below is the situation of Japan's state and private university libraries with enrolment of 5,000-odd:

<u>State University</u>	<u>Enrolment</u>	<u>Collection</u>	<u>Volume per student</u>
Hokkaido University of Education	5,524	629,000	113
Hirosaki University	4,167	384,000	92
Iwate University	5,010	411,000	82
Tokyo Gakugei University	5,262	605,000	115
Gifu University	5,448	525,000	96
Aichi University of Education	4,293	384,000	89
* Kyoto University of Education	1,860	203,000	109
* Nara University of Education	1,286	185,000	143

Note: Average of 104 volumes per student.

<u>Private University</u>	<u>Enrolment</u>	<u>Collection</u>	<u>Volume per student</u>
Gakushuin University	6,710	576,000	85
* Keio University (Mita Information Center)	10,880	1,063,000	97
Sooka University	5,337	415,000	77
Tamagawa University	6,643	506,000	76
Japan Women's University	4,926	289,000	58
Nanzan University	5,396	277,000	51

Note: Average of 74 volumes per student.

(Source: Libraries in Japan of 1981, issued by Japan Library Association)

Note: Those marked * are cited for reference, despite their difference in enrolment.

Pointing to the PNC Library, annual growth of 3% on basic collection is considered appropriate, in view of the above-cited statistic figures, and also the PNC's technical processing capability, as well as expensive costs of books in the Philippines.

Using the provisions of the Japanese National University Library accrediting standard with the above-cited annual growth, it turns out:

Enrolment of 5,000	
Basic collection	200,000 volumes (40 volumes per student)
Annual growth of 3%	

40 volumes x 3% = 1.2 Volume/student

1.2 volume x 5,000 x 17 years = 102,000 volumes

Total	302,000 volumes
-------	-----------------

Target by the year 2000 should be 302,000 volumes or 60 volumes per student, by considering the above mentioned.

As for the seating capacity of library, those of Japan's existing university libraries are scattering from some 150 to 900 seats against enrolment of 5,000. (Source: Illust Tip Standard Data for Architectural Design 1981)

Using the provisions of the Japan's state university library updating regulations, it translates into:

Undergraduates of 4,500

Graduates of 500 Total enrolment of 5,000

Faculty members of 300

Seats for undergraduates: 4,500 x 20% = 900 seats

Seats for graduates: 500 x 30% = 150

Seats for faculty members: 300 x 20% = 60

Total	1,110 seats
-------	-------------

The above-mentioned seating capacity include those for student reading room, reference room, periodicals, scholar reading room, and carrels in stack roo, taken altogether.

While the PNC, being a state college, it has two sessions both day and evening and inter-institutional consortium with adjacent four private universities.

Target of reading seats for the proposed Library should be as follows:

Seats for undergraduates (day): 3,622 x 20% = 724 seats

ditto (evening): 834 x 5 = 42

Seats for graduates: 533 x 30 = 160

Seats for faculty members: 300 x 20 = 60

Seats for students

inter-institutional consortium: 10,000 x 2 = 200

Total	1,186 seats
-------	-------------

2-4 Library Organization and Staff

The scheduled staffing after the proposed Library has been commissioned is listed against the present staffing:

<u>Category</u>	<u>Present</u>	<u>Scheduled</u>	<u>Change</u>
Professional			
Librarian (including a chief librarian)	13	16	+ 3
Non-professional			
Staff	20	20	0
Assistant	0	9	+ 9
Student assistants	14	24	+10
Janitor	0	2	+ 2
Total	47	71	+24

The student assistants work part-time.

Table 3-1 shows a new organization Chart with the staffing plan, catering to the proposed Library.

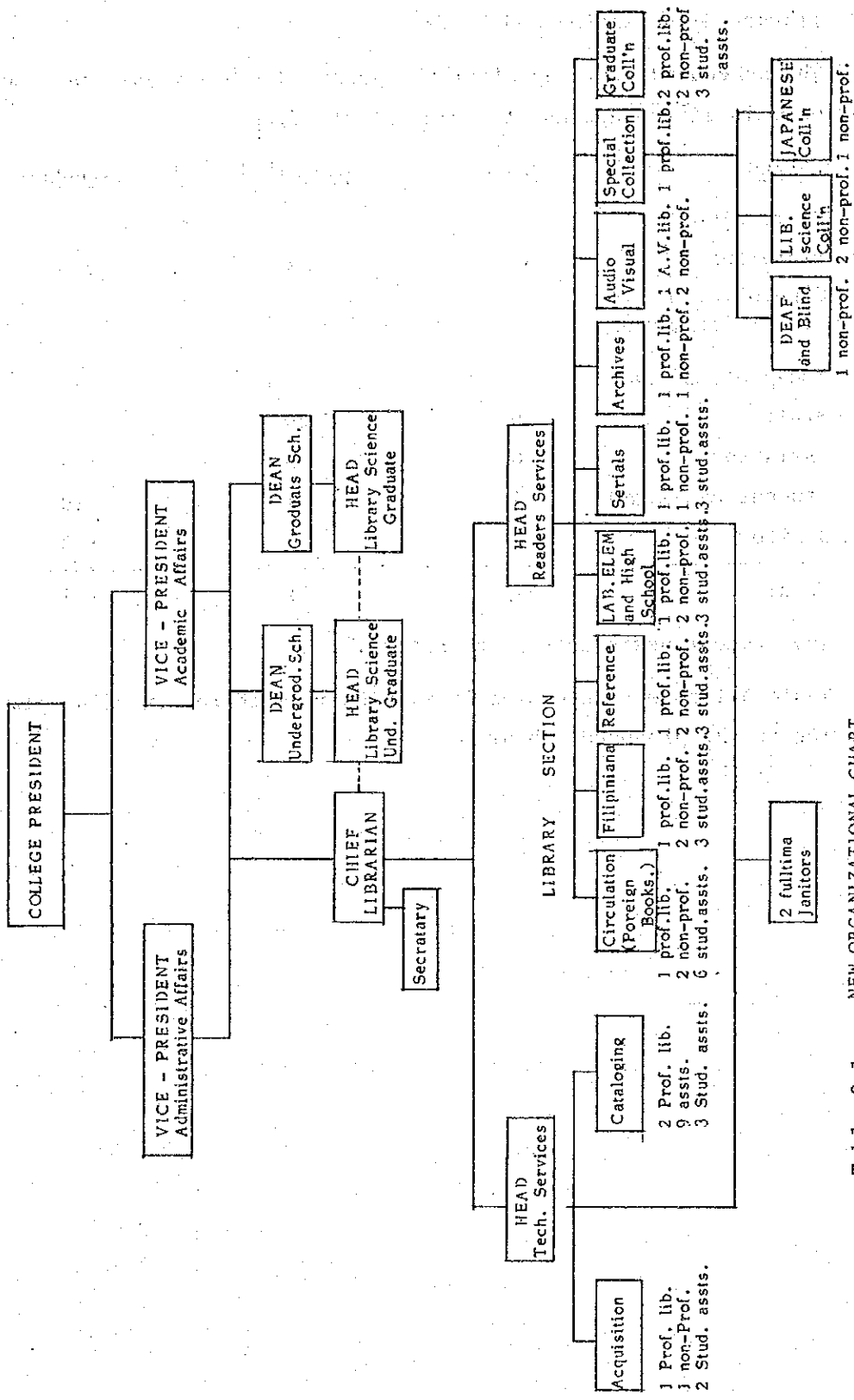


Table 3-1
NEW ORGANIZATIONAL CHART
ON THE
PHILIPPINE NORMAL COLLEGE LIBRARY

2-5 Required Contents of the Facilities

Following facilities are necessary for the implementation of the Project.

1. Administrative function

Chief librarian's office

Conference room

Librarian's room

Technical processing

Receiving and shipping

Bindery

Staff lounge

Locker room (for staffs)

Storage

Janitor room

Elevator

Dumbwaiter

2. Reader's services function

Reading room

Serial area

New book display area

Reference room

Catalogue corner

Circulation area

Browsing area

Japanese collection room

High school library

Elementary school library

Blind and deaf area

Closed shelves

3. Audio-visual function

Audio-visual room

Micro-filming room

Visual room

Listening room

4. Learning function

Library science library

Chairman's room

Seminar room

Group study room

Typewriting room

5. Public Utilities

Entrance hall

Staircase

Corridor

Comfort room

2-6 Required Equipment

Following equipments are necessary for the implementation of the Project.

1. Administrative function

Vertical files

Shelves

Step stools

Book trucks

Master card boxes

Swivel card files

Mimeographyng machine

Book detection system

2. Reader's services function

Reading desks and chairs

Periodical shelves/magazine racks

Brochure shelves

Newspaper shelves/stands

Dictionary stands

Atlas stands

New reference book stands

Catalogue card cases

Writing tables
Circulation counter
Browsing chairs
Carrels
Closed shelves
Step stools
Book trucks
Typewriter (electric)
Braille typewriter
Hearing machine (for the deaf)
Duplicating machine
Books on Japan

3. Audio-visual function

Projector 16 m/m
Projector 8 m/m
Overhead projector
Slide projector
Micro film and fiche reader printer
Micro film cabinet
V.T.R.
V.T.R. (Individual)
Listening set
Cassette player
Disk player

4. Learning function

Circulation counter
Shelves
Step stools
Book trucks
Magazine racks

5. Public utilities

Exhibition panels
Exhibition case
Checking counter

Chapter 3 CONDITIONS OF PROJECT AREA

