

## Manual of Academic Services and Library Operations

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### 1. Working Hours and Services

#### Opening Hours

Regular service during official working days and hours: 08:30–16:30

### 2. Membership Registration and Service Rights

This policy is adapted for use in **Ban Khai Technical College – 100% Dual System**, designed to support students who study both in the institution and in enterprises, with flexibility in accessing resources.

#### 2.1 Types of Members Eligible to Borrow Resources

- Vocational Certificate / Higher Vocational Certificate students (dual and regular programs)
- Teachers and educational personnel
- Personnel in partner enterprises (as designated by the college)
- External members (under college conditions)

#### 2.2 Borrowing Rights by Member Type

Member Type	Number of Items	Loan Period	Notes
Vocational / Higher Vocational Students	3 items	7 days	Renewable once if not reserved
Teachers / Personnel	5 items	14 days	Renewable twice

#### 2.3 Resource Types and Conditions

**General books:** Borrowable according to member rights

**Reference books:** Not allowed outside the library

**Multimedia (CD/DVD):** Up to 1 item per transaction

**Learning equipment (Tablet, experiment kits, etc.):** Borrowable only within designated areas

**Digital resources (e-Books / Online Databases):** Accessible via the college's online system

## **2.4 Renewal of Borrowed Items**

Renewal allowed 1–2 times, depending on member type.

Renewal not permitted when:

- The item is reserved by another member

- The item is overdue

- The member's rights are suspended

## **2.5 Resource Reservation**

Reservation via service counter or automated library system (if available)

Reserved items will be held for 3 working days; if not collected, the reservation is automatically cancelled

## **2.6 Fines and Responsibilities**

- Overdue books: 5 THB/item/day

- Overdue multimedia: 10 THB/disc/day

- Damage/loss: Compensation at the actual price or replacement with a new copy

- The rights suspension was lifted after the fine payment

## **2.7 Returning Resources**

- Return to the service counter or return box (if available)

- Members must check the return status via the system or obtain a return receipt each time

## **2.8 Special Policy for 100% Dual System Students**

To facilitate students primarily based in enterprises, the college provides:

- Renewal via online/LINE library service during office hours

- Additional borrowing of 1 item for internship/project use (subject to supervising teacher's discretion)

- Scanning of partial content (within copyright limits) for practice purposes

- Preparation of subject-specific book/manual sets for partner enterprises

## **2.9 Suspension of Rights**

Members will be suspended when:

Items are overdue more than 14 days

Fines remain unpaid for more than 30 days

Repeated violation of library regulations

### **3. Resource Classification and Cataloging**

Ban Khai Technical College Library uses the **Dewey Decimal Classification (DDC)** system as the primary standard for resource classification, suitable for vocational institutions and aligned with technical, applied science, and technology subjects.

#### **DDC Structure**

DDC divides content into 10 major classes:

000 – Information, General Knowledge, Computers

100 – Philosophy and Psychology

200 – Religion

300 – Social Sciences, Law, Labor

400 – Language

500 – Basic Sciences

600 – Technology, Applied Sciences (main category for vocational education)

700 – Arts, Sports, Music

800 – Literature

900 – History and Geography

#### **Frequently Used Vocational Categories**

To support the 100% dual system, technical and business administration subjects emphasize categories such as:

621 — Electrical / Mechanical Engineering

620 — Basic Engineering

628 — Public Utilities Management

629 — Automotive Electricity / Electronics

658 — Management, Business Administration, Logistics

004–006 — Computers, Programming, Networking

#### **Cataloging Procedures**

Receive new resources and record preliminary data  
Assign DDC numbers according to subject and discipline  
Create bibliographic records (Metadata) following MARC21 standards  
Attach barcode/book number/spine label  
Enter into the Integrated Library System (ILS)  
Place temporarily in “New Arrivals” before shelving in the main collection

#### **4. Organization and Management of Learning Resources**

Shelving by user needs (exam shelf, classroom shelf, etc.)  
Learning zones (quiet zone, activity zone, multimedia corner)  
Design of spaces for accessibility and safety

#### **5. Academic Services and Consultation**

Reference services: answering information inquiries and the consultation process  
Information literacy instruction: objectives, topics, and brief teaching plan  
Assistance in locating resources for assignments, projects, or research

#### **How to Use This Manual**

This manual serves as a template adaptable to an institutional context. Please adjust values (e.g., opening hours, borrowing policies, loan periods) to comply with institutional regulations. It is recommended to review and update the manual annually.