

Society of Library for Vocational Education and Technology (SVT)

Management Committee of Society of Library for Vocational Education and Technology (SVT) for 2560-2561

1. Miss Sansanee	Suvannajate	Counsellor
2. Miss Thitirat	Suvanpramote	Counsellor
3. Mrs. Naiyarat	Klawisait	President
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5. Mrs. Amorn	Sungnak	Academic Specialist 1
6. Mrs. Yuvana	Srieiang	Academic Specialist 2
7. Mrs. Somlak	Diawanich	Academic Specialist 3
8. Mrs. Suksom	Kanchanapokin	Publicist
9. Mrs. Kanchana	Wangpradid	Registrar
10. Mrs. Ruenrudd	Peanporncharoen	Receptionist
11. Mrs. Preemwadee	Millindasuta	Treasurer
12. Mrs. Vallaya	Noinam	Secretary

Members of the society are consisting of educational institution library under office of the vocational education commission 426 institutions as follows

- Vocational College
- Technical College
- Industrial and Community Education College
- Agricultural and Technology College
- Polytechnic College

Objective of the society

- To organise event which benefit all libraries under office of the vocational education commission

Announcement of Office of the Vocational Education Commission

Topic: Standard of Educational Institution Library under Office of the Vocational Education Commission

B.E. 2560

Standard of educational institution library under office of the vocational education commission B.E. 2560 were commissioned to be a model for educational institution for managing and operating library in accordance to the national education act B.E. 2542 and its revision (2nd version) B.E 2545 and (3rd version) B.E. 2553 and vocational education standard B.E. 2555 to be modern and consistent with technological advancement by promoting educational institution to develop to be the organisation of learning, and to improve quality in producing semi-skilled personnel, skilled personnel, technical personnel, and technologically skilled personnel.

The office of vocational education commission announced the standard of educational institution library as follows

1) This announcement called “Standard of Educational Institution Library under Office of the Vocational Commission B.E. 2560”

2) This announcement shall be effective from the announced date

3) Repeal of “Standard of Educational Institution Library under Office of the Vocational Commission B.E. 2536”

4) In this announcement

“Educational institution” refers to educational institution under office of the vocational education commission

“Educational institution library” refers to learning centre instituted to provide information resources and support academic work of the educational institution, it maybe be referring to as library or academic resources centre.

“Standard of educational institution library” refers to specifications of characteristics, quality, and standard of managing educational institution library under office of the vocational commission to act as standard to promote, regulate, inspect, and evaluate.

“Executive” refers to educational institution executives namely director and deputy director.

“Library executive” refers to personnel who holds highest responsibility which may refers as head of information service and library or head of library or other names.

Standard 1

Executives

Executives hold ability to manage through making policies, goals, and operation plan, arranging clear library management structure, allocate sufficient and appropriate operating budget to effectively operate library to serve its purpose and encourage library to partake in teaching activities, research, academic services for students, academic personnel, and community along with promoting continuing self-learning and life-long learning, demonstrate, supervise, follow up on operation which aims to improve library quality for benefits of client. Roles and duties of educational institution executives were clearly specified as follows

1. Define policy and library development plan
2. Promote use of library as learning centre for teachers and students
3. Clearly define library management structure
4. Promote, support, offer opportunity for development of teachers or library personnel
5. Demonstrate, regulate, follow up, evaluate operation of library
6. Allocate budget for library operation, procure appropriate information resources
7. Promote relationship and cooperation for library development

Standard 2

Personnel

Library personnel should hold qualification, roles, responsibilities, number and categories sufficient to needs, and to develop, maintain and provide information resource service for the library with efficiency in accordance to policy and goals of educational institution. Defining number and qualifications of personnel require taking into account the number of client, information resource, technology and information service of library. Providing information technology and communication personnel to develop information technology system of library, and provide continually development of personnel to meet academic advancement and technology which were defined as follows

2.1 Qualification of educational institution library personnel

2.1.1 Library executive should hold educational degree not lower than bachelor's degree in library science, information science and library science or related degree, in case of none degree holder, should have taken relevant training or have library working experience for at least 2 years.

2.1.2 Librarian should hold educational degree not lower than bachelor's degree in library science, information science and library science or have taken relevant training.

2.1.3 Computer officer should hold educational degree not lower than higher vocational certificate in relevant field.

2.1.4 Library officer should hold educational degree not lower than higher vocational certificate.

2.1.5 Janitor should hold educational degree not lower than compulsory education.

2.2 Roles and responsibilities

2.2.1 Library executive hold responsibilities to manage library in accordance to policy of educational institution and library, create plan, manage budget, manage personnel, manage administrative functions, and office supplies. Development of relationship between libraries especially network of educational institution libraries under office of the vocational education commission.

2.2.2 Librarian hold responsibilities to develop information resources, analyse information resources, client service, counsel and support research, teaching and organise learning activities and usage of learning centre, collaborate with others to create teaching plan, organise learning network, follow other collaborative project of library, community service, and other work as required by superior.

2.2.3 Computer officer hold responsibilities to computer and information technology of library and development of automatic library.

2.2.4 Library officer hold responsibilities of library service and documentation of library

2.2.5 Janitor hold responsibilities to maintain cleanliness and order of library

2.3 Number of personnel in library should be as follows

2.3.1 Total number of students not exceeding 1,000 to 1 librarian, should there be increasing in number of students, the ratio should be 1,500 students to 1 librarian.

2.3.2 Other library personnel should appropriately allocate.

2.4 Personnel development should be appropriately implemented on every level and on multiple format such as continuing education, training, academic seminar at least twice a year.

Standard 3

Information Resources

Educational institution library should implement policy to find, collect every form of information resource which consistent with policy and curriculum of educational institution, should store information resources systematically and efficiently searchable in accordance to technology advancement as follows

3.1 Form of information resources

3.1.1 Print media such as book, magazine, newspaper and other print media

3.1.2 Electronics media and audio-visual media such as database, e-book, e-magazine, CD-ROM, computer, VCD etc.

3.2 Number of information resources

3.2.1 Print media, should hold print media at least as follows

3.2.1.1 Books

Below bachelor's degree students	10 books/student
Bachelor's degree students	15 books/student
Teachers	50 books/teacher

3.2.1.2 Magazine

Curriculum relevant magazine and general magazine should hold appropriately and sufficiently in number.

3.2.2 Electronics media and audio-visual media

should hold appropriately and sufficiently in number.

Standard 4

Services and Activities

Library shall provide appropriate and active services to promote convenience for all categories of clients, shall define methodology, tools, and temporary technology to allow client to access information resources quickly and thoroughly according to their needs, and organise various activities to promote reading, reading habit and lifelong learning as follows

4.1 Organise orientation event or participate in teaching of information finding and academic counsel service.

4.2 Provide borrow service and define set of regulations to provide equal service to all clients and community

4.3 Provide information technology service and network accessible information resource search service

4.4 Operate regular and appropriate service

4.5 Provide active service and continually development of quality of service on multiple areas

4.6 Promote mutual use of information technology to spread use of information technology widely and economically

4.7 Organise event which support teaching activity and promote reading habit in collaboration with teachers in various subjects, organise event which promote various quality reading habit according to interest of students and on specific occasion as well as evaluate such events.

Standard 5

Technology

Library should utilise appropriate technology to manage, improve service efficiency, create library database and website with purpose of managing and information resources searching, and provide computer for electronics information resources searching to serve client and consistent with technological advancement as follows

- 5.1 Network system to connect within library
- 5.2 Library database for library management
- 5.3 Internet accessible search system
- 5.4 Computers for electronics information resources service
- 5.5 Library website

Standard 6

Place, Equipment

Library shall situate in a standalone building or located in location which offers convenience to client and hold enough space to store information resources, adequate operational space. Size of library should consistent with number of students and personal, offer enough space for operation, equipment placement consistent with size of library and number of client, operation of library personnel. Library should provide signage or symbol for client to conveniently and quickly navigate information resources. Calculation of operation space shall follow

6.1 Library building shall be appropriately designed in accordance to standard of building and hold facilities within the same building which correspond to mission, roles, and usage in the future.

6.2 Library building shall have up to standard temperature and humidity control equipment, ventilation system and lighting system.

6.3 Library equipment, desks, counter, book shelves etc. shall designed according to standard

6.4 Library shall equip with internet connected computers

6.5 Library shall provide appropriate facilities for disabled people

6.6 Space management

6.6.1 Number of seating for study for students within library should be 10 percent of students or manage to provide space sufficient to serve in different timing and shall appropriately provide individual study room and group study room for students and teachers.

6.6.2 Space for electronics equipment and computer shall be at least 5 percent of library seating.

6.6.3 Shall provide binding books and magazines or store them electronically.

6.6.4 Shall provide space for personnel or operators to store working documentation, electronics equipment, computers, and other tools

Standard 7

Library collaboration

Educational institution library shall collaborate with learning centre within and out of educational institution, develop and participate in the network of library under office of the vocational education commission, and learning centre on provincial level, regional level, and country level to benefit from mutual usage of resources and service efficiency.

Announced on 29 August B.E. 2560

Mr. Suthep Chittayawong

Secretary of Vocational Education Commission