



APRIL JOY LOPEZ

Registered LIBRARIAN

CONTACT ME

📍 Brgy. Sta. Cruz Jaro Leyte

✉️ ajlopez523@gmail.com

📞 09630265300

EDUCATION

Masters in Library and Information Science

Cebu Normal University
2021 - Present

Bachelor of Library and Information Science

Leyte Normal University
2012 - 2016

SKILLS

- Reference Services
- Cataloging, Organizing, and Interpersonal Communication
- Library Management
- Administrative Management
- Strategic Planning
- Library Budgeting
- KOHA and SLIMS Library Systems
- Records and Database Management

WORK EXPERIENCE

College Librarian November 3, 2022 - Present

University of the Visayas | Cebu City

- Circulation Librarian
- Receives oral or written direction from Library Director
- Provides personal assistance to users
- Supervises the circulation of the library collection of books and non-book materials.
- Provides service and book and media collection information and advice to new and current patrons.
- Supervises book reserve system and receiving and recording of overdue fines.
- Coordinates with the Acquisition Librarian for the purchase of materials

Institutional Librarian April 2019 - September 2022

St. Louise de Marillac College | Sorsogon

- Interprets objectives and disseminate information on LRC services.
- Purchasing, cataloging, classifying, circulating, and preserving library items.
- Protect and keep the library's information, books, and other materials.
- Formulates a three year improvement plan of projects and activities and implements policies to secure the fullest use of the library by the students and faculty members.
- Work with faculty and administration to achieve the school's main objective.
- Supervise and guide library staff.
- Manage two libraries (Basic Education and Higher Education).
- Plan and create activities to promote library literacy.
- Take an active part in school advancement and accreditation activities in order to help the school achieve its core mission.
- Personnel in charge of the Library's involvement in the PAASCU and program audit.

School Librarian April 2017 - April 2019

St. Joseph Catholic School | Quezon City

- Assigned to work closely and manage the school library.
- Conducts bibliographic instruction to faculty and students.
- Manages the library arrangement.
- Prepares the budget for book purchases and work with the faculty member for selection of reading materials.
- Prepares the annual library budget and implement the library's development plan.

REFERENCES

Pamela Pagalan

Librarian | Visayas State University

Phone: 09263680284

Email: pamelapagalan@gmail.com

Luisa Dery

HR | St. Louise de Marillac College

Phone: 09284454948

Email: marillac_sor@yahoo.com

Angielyn Flores

Library Staff | St. Louise de Marillac College

Phone: 09489884264

Email: lagsaangielyn1624@gmail.com