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*Information technology management: technology assimilation and regulation of computer systems in the Quezon City Public Library**

Management of information technology by a service-oriented institution such as a public library is a vital task, and so a well-defined process of assimilation and proper regulation of new computer-based information technologies becomes important. As such, the study aimed to discover how one such library, the Quezon City Public Library, managed and regulated the use of its computer-based information technologies through its Multi-media and Internet Services Section, and how aware the library staff were of the regulations. The head of the Multi-media and Internet Services Section was interviewed, and 9 out of 14 other employees were surveyed. With the information gathered from the interview, and using the principles of Technology Assimilation, Information Technology Strategy and Information Technology Systems Planning, a process model of the library's computer-based information technology assimilation and policy-making was drafted. The data from the survey revealed that the library staff were not aware of any policies regarding the use of the library's information technologies, as their responses indicated the common belief that the policies and regulations were for the library users, a belief that was confirmed by information uncovered from the earlier interview. Recommendations included a future study into the level of government influence on both the assimilation and policy-making process of the QCPL, as well as a draft of a basic Acceptable Use Policy that would cover both users and library staff.

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