


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 4.3
	DOCUMENT NAME USE OF LIBRARY	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
		PAGE NO. 1 of 5

1.0 OBJECTIVES

- 1.1 To clearly define the library services, rules, and regulations.
- 1.2 To introduce and promote library services to the library customers.

2.0 SCOPE


This process applies to information dissemination of library services in fostering love for learning and personal development.

3.0 POLICIES

- 3.1 Library Hours: The library is open from Monday to Friday, within school hours and no noon break.
- 3.2 Orientation: The librarian coordinates with the homeroom adviser/ grade 7 teacher for the schedule of library orientation.
- 3.3 Library Services
 - 3.3.1 The library shall provide services that includes:
 - 3.3.1.1 Circulation of library resources - Borrowing of books for home and dorm reading.
 - 3.3.1.2 Ask-a-Librarian (Reference Service) – Assisting library customers in locating library resources.
 - 3.3.1.3 Suggestion box- Involvement of the library customers in book selection and feedback mechanisms for library improvements.
 - 3.3.1.4 Guides in accessing library resources - Provision of a library system to access materials.
- 3.4 Library Rules and Regulations
 - 3.4.1 Behavior inside the library
 - 3.4.1.1 Library customers shall observe courtesy, sensitivity, and mindfulness to others.
 - 3.4.1.2 Eating and drinking are not allowed in the library.
 - 3.4.1.3 Customers shall maintain silence in the library.



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		PAGE NO. 2 of 5

3.4.2 Overdue books.

3.4.2.1 Library customers shall be informed of his/her overdue books. Fines shall be imposed accordingly.

3.4.3 Lost Books

3.4.3.1 Lost library resources must be reported at once to the librarian and be replaced with exact same title and physical properties. If the book is not available, it should be replaced with an alternative title of the same subject, recent edition and/or in accordance with government accounting and auditing rules and regulations.

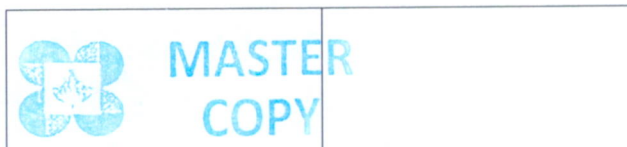
4.0 PROCEDURES


4.1 Orientation

Responsibility	Activity
Teacher/Librarian	<ol style="list-style-type: none"> 1. Schedules for an orientation for all new students of the library services, rules and regulations. 2. Brings the new students to the library on the approved date of orientation.

4.2 Rules and Regulations

Responsibility	Activity
Librarian	<ol style="list-style-type: none"> 1. Implements library rules and regulations. 2. Assists the student to find needed library



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		EFFECTIVITY DATE APRIL 17, 2017
		PAGE NO. 3 of 5

resources.

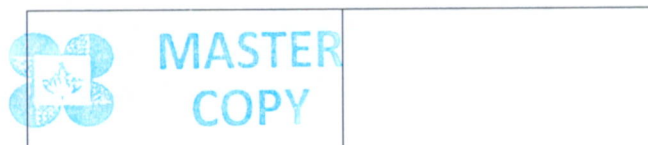
3. Makes sure that the library resources are returned properly.
4. Ensures that the student replaces the lost book.
5. Monitors the behaviour of the students inside the library.
6. Reports student's violation if any.


4.3 Library Services

4.3.1 Circulation of Books

4.3.1.1 Borrowing of Books

Responsibility	Activity
Student/Teacher	1. Presents borrowed library resources at the Circulation Section.
Librarian	2. Checks the completeness of the entries in the library and book cards.
	3. Stamps the date when the book is due.
	4. Keeps the book card and the students' library card for reference.



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		EFFECTIVITY DATE APRIL 17, 2017
		PAGE NO. 4 of 5

4.3.1.2 Returning of Books

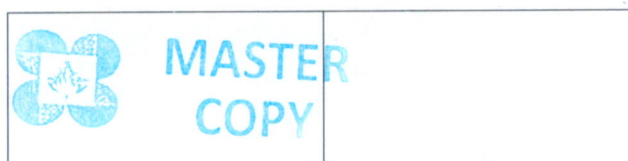
Responsibility	Activity
Librarian	<ol style="list-style-type: none"> 1. Receives the borrowed library resources. 2. Inserts the book card in its pocket. 3. Returns the customer's library card. 4. Returns the library resources in their proper section. 5. Records library fines (if any).


4.3.1.3 Lost Library Resources

Responsibility	Activity
Customers	1. Reports lost library resources to the Librarian.
Librarian	2. Recommends titles of lost books for replacement.

4.3.1.5 Suggestion Box

Responsibility	Activity
Librarian	<ol style="list-style-type: none"> 1. Consolidates feedback. 2. Prepares report for action
Book Committee/ SSD Chief	<ol style="list-style-type: none"> 3. Acts on the report.



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		EFFECTIVITY DATE APRIL 17, 2017
		PAGE NO. 5 of 5

5.0 LIST OF FORMS AND REPORTS




5.1 Forms

5.1.1 Library Card

5.1.2 Book Card

5.2 Reports

5.2.1 List of Overdue Library Materials

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