HS LIBRARY

LIBRARY OBJECTIVES

- Encourage the students to appreciate the virtues of cooperation, honesty & respect
- Foster habits of being responsible, self-disciplined, and punctual
- Develop good reading habits

LIBRARY FUNCTIONS

- To provide materials that will stimulate intellectual growth and promote personal enrichment and development
- To provide a caring environment, wherein students develop self-esteem, awareness and independence

LIBRARY COLLECTIONS

The Library is equipped with print and non-print materials classified by Dewey Decimal Classification

LIBRARY GUIDELINES

- Every student is required to wear the school ID inside the library
- Bags, portfolios, big envelopes are not allowed inside the library
- All library users should sign-in before entering the library
- All students are encouraged to read, and make use of books and reference materials in the library

LIBRARY NORMS

- Respect other readers by lowering one’s voice when speaking
- Be socially responsible by keeping the library clean
- Be punctual and develop self discipline by returning the book on time.

“Books are the quietest and most constant of friends; they are the most accessible and wisest of counselors, and the most patient of teachers”

Charles W. Eliot

LIBRARY MANUAL

LIBRARIAN: MARY GRACE BURGOS

LIBRARY HOURS:
7am—5pm  Mon– Friday

LIBRARY LOCATION:
2nd floor of Computer Laboratory
LIBRARY SECTIONS

The Library collections are grouped in different sections:

REFERENCE SECTION

Books that usually have comprehensive information in condensed form such as encyclopedias, dictionaries, atlases, almanac etc.

GENERAL COLLECTION / CIRCULATION

It contains books about different subjects

FACULTY SECTION

This section houses the collection of books useful to educators, teachers and managers

PERIODICAL SECTION

Newspapers, journals, magazines are available here.

RESERVE SECTION

Books which are often used and borrowed are placed in this section. Reading materials recommended by faculty members as required reading are also placed in this section

FILIPINIANA SECTION

The collection includes books about the Philippines written by a Filipino or a foreign author and materials written in Filipino language in the form of books, periodicals, pamphlets etc.

Books written in English language by a Filipino author about any subjects or any country and any books or any subject printed in the Philippines are also classified Filipiniana Collection but placed in the General collection for easy access. It is marked with Philippine flag.

THESIS SECTION

All thesis / written projects made by students are placed in this area

AUDIO VISUAL SECTION

All non print materials such as DVDs, CDs etc are placed in this area

BORROWING GUIDELINES

- Library users are required to present the book and their validated borrower’s card before checking out the book
- Students are allowed to check out a maximum of two books.
- Borrowing privileges do not extend to reference materials, newspaper, magazines, thesis and some special collections – those marked with “FOR LIBRARY USE ONLY” are not allowed to be brought out of the library.
- Readers are responsible for the materials checked out until these are returned to the library.
- Borrowing privileges are non-transferable.
- Posters, maps, and globe may be borrowed for classroom use for one hour for students and whole day for teachers.
- Borrowers are not allowed to borrow another book if there is still an overdue / unreturned book.
- Fiction books can be borrowed for 3 days or a maximum of 1 week depending upon the demand.
- In case the book you need has been borrowed, you may request that it be reserved for you upon its return.
- Books borrowed can be renewed except if there are prior requests or reservations.
- To renew a book, return it first then ask for renewal.
- Book renewal and returning of books should be done personally.

BORROWING GUIDELINES

- Borrowers who find a major damage in the material they intend to borrow must report it at once to the librarian, otherwise, they will be held responsible for the damage
- Lost or damaged library materials must be reported immediately and be replaced with same title, author, edition. In case the book is not available, the borrower should approach the librarian.

LIBRARY PROGRAM & SERVICES

LIBRARY ORIENTATION

At the start of the school year, a brief lecture on regulations, library services and facilities available in the library are given to the students and new faculty members

LIBRARY INSTRUCTION

An instruction on library skills as requested by teachers. These may be on card catalog use, bibliography making, library system, etc.

BOOK DISPLAY

The new books are placed on display for browsing for a period of time before they are finally put into circulation

BOOK FAIR

Publishers are requested to put up a booth to display their books to be purchased by the students

BOOK DONATION

The students are encouraged to donate books for the library and for the less fortunate community. This serves as one of the outreach programs of the students.

READING MONTH CELEBRATION

Annually, different activities and contests are prepared for the National Reading Month