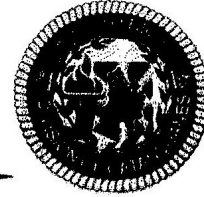




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



June 11, 2014

DIVISION MEMORANDUM
No. 40, s. 2014

OPERATIONALIZATION OF THE DIVISION LIBRARY HUB

To: Education Supervisors/Coordinators
Public Schools District Supervisors
Heads of Elementary and Secondary Schools
School Librarians-Designates/Coordinators

1. Premised on the vision to make books and Supplementary Reading Materials (SRMs) accessible to our school children, the Department of Education has continuously operationalized the Library Hub now at its **new location** at the Administration Building near Gate 2, Catanduanes Athletic Complex.
2. The list of books and SRMs available for wholesale lending to schools both in elementary and secondary levels and the Mechanics for Borrowing are found in Enclosures No. 1 and 2.
3. Widest dissemination of this Memorandum is hereby desired.



JOSE L. DONCILLO, CESO VI
Schools Division Superintendent



GUIDELINES FOR BORROWING AND RETURNING OF READING MATERIALS

1. The Hub Librarian keeps a master list of all Public Elementary and High Schools in the division for reference.
2. The Hub Librarians gives the list of reading materials available in the library
3. The School Head prepares in advance the list of reading materials to be borrowed and returned through the Hub Librarian.
4. The Hub adopts the following schedule in borrowing and returning books:
 - Borrowing - Mondays to Wednesdays, 8:00 - 3:00 P.M
 - Returning - Thursdays to Fridays, 8:00 - 3:00 P.M.It shall be open through the day, except on holidays.
5. The School Head, Teacher or any representative are authorized to borrow bins of books for the school.
6. The Librarian records all borrowed and returned reading materials from the hub.
7. The borrowers are entitled to fill up the borrowers form.
8. Lending the book borrowed is strictly prohibited.
9. Borrowed reading materials should be returned after 25 calendar days. Swapping or exchanging of bins is strictly prohibited.
10. In case of lost or unreturned books or materials, replacement must be made.
11. Accommodating researchers and readers in the hub shall be under special arrangements and supervision.

Prepared by:


PEACHIE ROSHELE T. CHAVEZ
Librarian