

Operations, Control, and Supervision

General Rules & Regulations

- All library users are required to present their valid identification card upon entering the premises, when charging out books, and log in at the entrance door.
- To fulfill its purpose as a learning center, the library must provide quiet surroundings conducive to such activity. Hence, silence is to be observed. Furthermore, mobile phones must be switched to silent before entering the library.
- For lost or damage books, an exact replacement copy is preferred. However, if there is no available copy of the same title and author, they must provide the same subject/topic. The charge for lost or damaged book shall be computed at the current effective exchange rate of the book trade plus Twenty Pesos (P20.00) to cover handling and processing costs.
- Users must not write in, mark, or otherwise deface or damage library material or equipment in any way.
- Smoking, eating, sleeping, loud talking, entertaining visitors and unnecessary noise within the library premises are strictly prohibited.
- Books must be returned to the library for re-issue before being transferred from one borrower to another. If any such unofficial transfer takes place, the original borrower will be held responsible for the books in question.
- Generally, periodicals, vertical files, theses and general reference books are to be used within the library only.
- Borrower should inspect the books they charged out and periodicals they use in the library. Damages on returned books and periodicals will be charged to the last borrower.
- No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt with accordingly.
- Library courtesy should always be observed, i.e., priority is given to the student who made the first demand for the material.
- Bags are deposited at the baggage area and may bring their personal belongings such as money, jewelry, and other valuable items/materials. The library is not responsible for any losses.
- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be barred from using the library facilities.

Alumni and Visitors

- The CCD Library extends library services to all CCD graduates and retired employees, students from other neighboring schools and college, and walk-in researchers. However, they are not allowed to borrow library materials for home use /outside use.
- To avail the library services they must present any valid ID and/or current school ID
- Students from other schools are required to present a recent letter issued by their respective librarian.

Library Hours

Regular Semester

8:00 am – 5:00 pm Monday to Friday

Summer

8:00 am – 5:00 pm Monday to Friday

NOTE: The library is closed on Sundays and Holidays. Changes in the above schedule will be posted or announced.

Borrowing & Returning of Books

• **Loaning period**

Students can borrow two (2) books at a time and may renew it if no one has placed a reservation.

- Over-night loan: from 8:00 a.m. to 5:00 p.m. on weekdays, to be returned not later than 9:00 a.m. on the specified due date.
- Over- holiday loan: from 8:00 p.m. to 5:00 p.m. preceding the non-working holiday, to be returned not later than 9:00 a.m. on specified due date.

	<u>No. of books</u>	<u>No. of days</u>	<u>Renewal</u>
Gen. Circulation	2	2	Once
Filipiniana	1	3	Once
Fiction	1	7	Once

- **Fines & Penalties**

<u>Type of materials</u>	<u>Fines</u>
Circulation	12.00/day if not returned on time
Filipiniana	12.00/day if not returned on time
Fiction	12.00/day if not returned on time

- Books in the Reserve Section and General Reference section shall be read in the library.
- Magazines, newspaper, journals and other periodicals and rare collection shall not be taken out from the library.
- When book is lost or damaged, the borrower may be given one (1) week after notifying the librarian to replace or pay for the lost material/s according to prevailing price plus current expenses for ordering/ purchasing. After the lapse of one (1) week and nothing is done, a fine of Php 12.00 a day shall be charged until the borrower complies with his/her obligations. If in case the lost or damaged book is not available, the borrower can replace it any title of which is useful to program offerings of the institution.
- Clearance shall be secured when:
 - One (1) week before final examination
 - Before release of Transcript of Records, certifications
 - and other school documents.
- All reading materials should be charged out at the charging counter.
- Borrowed materials are subject to recall upon expiration of the loan period.
- Using other Identification card, borrowing by proxy or authorizing others in his/her behalf is not allowed. Each borrower is responsible for all the materials drawn on his/her name.
- Borrowers should inspect the borrowed materials before leaving the charging counter. Any damages on returned materials is charged to the last borrower.
- Library privileges are terminated when the students leave the school anytime during the year.
- Photocopying and printing service is available at a minimal cost to those who may want to have articles or any part of a book reproduced.
- Students are not allowed to borrow any materials one (1) week before the scheduled final examination.
- Photocopying of manuscript and other restricted materials such as thesis and case presentations are exclusively for library use only and can't be reproduced.
- Borrowers with overdue accounts and unreturned materials will not be allowed to borrow until such obligations are settled

For Faculty and Staff

- Faculty and Staff are allowed to borrow five (5) books at a time for one (1) month and may renew it for another one (1) month, provided that there are copies available for other users.
- Borrowed library materials are subject to recall upon expiration of the loan period or if the book is needed by the students. Every end of the semester, letter is sent to concerned faculty and staff as reminder.
- In case of failure to return the book within the specified period, a fine of Php.12.00 /day shall be imposed and paid through salary deduction. Any amount collected shall go to library fund.
- Library privileges are terminated upon resignation of a faculty or Staff.
 - One (1) week before effectivity of the resignation
 - At the end of the semester
 - Before leaving for study leave or vacation exceeding 20 days.

Library Areas

▪ Depository Counter

User are obliged to deposit his or her personal belongings except wallets, electronic devices, and other valuable items, at the Depository Counter before entering the library premises. The counter is usually located beside the library entrance. After depositing your belongings, a card with a corresponding number will be given for the sole purpose of retrieving your items. The library staff in charge is not accountable for any losses deposited.

▪ Cirulation Desk

The place at any library where you can check out and return books, pay fines, pick up your holds, and more

▪ Online Database Station

Faculty, support service personnel, administrator, and currently enrolled students have full access to the electronic resources by using the workstations

▪ Internet Area

Users should avoid the following social network and pornographic sites. Willful disregard of the policy is punishable by the laws of good standing which means suspension of using the internet facilities.

▪ Faculty Lounge

Offers faculty members a comfort space where they can study, read, and relax.

Policies & Guidelines In the New Normal

▪ Borrowing of Book/s

- In the Web OPAC, the borrower may search and browse the available materials in the library he/she intended to borrow and fill up the Google form or send it through FB messenger CCD LIBRARY FB Page - with the following details name, email add , course, year level, title of the book/s, author, copyright , call number.
- The borrower will be notified through email regarding the status of the request as well as the scheduled date and time to pick up.
- The borrower should pick up the book/s based on the scheduled date and given time.
- Borrowed book/s can be picked up at the school lobby guard on duty .

▪ Claiming or picking up the book/s

- The borrower should present the CCD Student ID and show a print out or screen shot of the form sent by the Library Personnel to the guard on duty as a proof.
- If a (parent or guardian) will be the one to claim or pick up the book/s , he/she should present any valid government ID for verification.
- Students may borrow a maximum of three (3) books for two (2) weeks while the faculty may borrow a maximum of five (5) books per semester and can be renewed every month.
- Borrowers assume full responsibility on the borrowed library material/s

▪ Renewal of Book/s

- Renewal of the library materials can be done through messaging the CCD LIBRARY FB Page
- Inform the library personnel before the due date of the borrowed book/s to avoid to be charged with book fines.
- The borrower will be notified through email or fb account regarding the status of the request as well as receipt of the renewed book/s .

▪ Overdue Book/s

- Borrowers are expected to return all borrowed materials on schedule.
- Books fines will be charged to overdue borrowed book/s.
- Delinquent borrowers are not allowed to renew or borrow any library materials unless accounts are settled.

▪ Returning of Book/s

- Secure the returning form to the school lobby guard or may download the form sent by the
- librarian/staff. Fill up the form and insert it in the borrowed book/s.
- Do not return the materials directly to the security guard or the library staff because we are enforcing safety protocols. All returned books will be quarantined for 72 hours before checking in and made available for borrowing .
- Place the borrowed book/s at the Book Drop Box at the school lobby. For the safety of the book/s , plastic bag is provided before dropping it to the Book Drop Box
- Dropping time is from Monday to Friday 8:00 am to 3:00 pm.
- Receipt of Acknowledgment will be sent to the borrower through email.

▪ Online Document Delivery Service

- A bonafide CCD College student and faculty may request a scanned copy of the book available at the library or the Theses/ Research Projects kindly check the posted lists of Theses/ Researches at CCD LRM FB Page .
- In compliance with the Copyright Law, Intellectual Property Rights, and Fair Use. The library can only scan a maximum of 10 pages (per request) of the material for this service.
- Delivery time required 2-3 working days , depending on the availability of the library materials and it will be delivered electronically via email.
- Send the document delivery request through CCD FB messenger