CITY LIBRARY
Bacolod City

The Bacolod City Public Library is a Learning Resource Center that caters to the general public to:

1. Provide books, magazines, newspapers, other information materials and computers for use of students and researchers that will help lifelong learning.
2. A place to read, study and research.
3. Venue for trainings, seminars, exhibitions, storytelling and other activities aimed at increasing the literacy.

The Bacolod City Public Library allows users to read, study and borrow materials for reading and research purposes. Only books in the circulation section maybe borrowed and brought home and returned on a specified due date. Those books in the Reference, Reserve and Filipinana Sections are allowed only for Library Use and for Photocopy. Computers are provided for internet researchers and for Basic Computer Training. Library Orientations and Storytelling are conducted to different Brgy. Day Care Centers and Schools.

Location:	Corner Araneta – Hernaez Sts., Bacolod City
Phone number:	(034) 434-8659

I. BORROWING OF BOOKS AND MATERIALS

ABOUT THE SERVICE: Library users are allowed to borrow books and other reading materials. Meaning, these books and materials can be brought home for one week and renewable for another week. Library users allowed to borrow are those who have applied for membership and approved.

REQUIREMENTS:

- Fill up membership form
- 1 pc 1x1 picture
- Photocopy of valid school or office ID
- Address and telephone number of guarantor
- Photocopy of valid school or office ID of guarantor
- (in the absence of valid ID, current CENECO or BACIWA bill)

HOW TO AVAIL OF THE SERVICE:

STEPS	Time Frame	Person/s In Charge
1. For those who intends to borrow materials from the City Library, submit duly accomplished membership form together with requirements for verification and approval	10 minutes	*Zerilda Montano* *Greta T. Memoria*

2. Receive membership form of library card and start using the library resources. a. **Note:** Library users may request assistance from BCPL, staff anytime.	2 minutes	*Zerilda Montano* *and* *Other Staff Available*
3. Library users fills up the book card at the back of the book. Present books and or materials to person processing for recording and for stamping the due date.	5 minutes	*Library Users*
4. Present books and other materials to the guard for checking of the due date then the books and materials are released.	2 minutes	*Guard on Duty*

II. REQUEST FOR PHOTOCOPYING PASS

ABOUT THE SERVICE: Library users are allowed to photocopy books and materials if the books are Filipiniana and rare books.

HOW TO AVAIL OF THE SERVICE:		
STEPS	**Time Frame**	**Person/s In Charge**
1. Library users asks for photocopying pass from in charge of the section and leaves her or his ID.	2 minutes	*Rosemarie Bonafe and in-charge of the section*
2. Library users leaves the photocopying pass to guard on duty.	1 minute	*Rosemarie Bonafe and in-charge of the section*
3. Library users takes books or materials to service provider and have it PHOTOCOPIED.	15 minutes	*Photocopying Attendant*
4. Claim photocopying pass. Library users presents the books or materials photocopied to the guard on duty.	1-2 minutes	*Guard on Duty*
5. Library users presents her or his photocopying pass to library in charge and claims her or his ID. Staff in Charge of the section inspects and checks the books or materials photocopied.	5 minutes	*Rosemarie Bonafe and in-charge of the section*

III. REQUEST FOR LIBRARY ORIENTATION OR STORYTELLING

ABOUT THE SERVICE: Library Orientation is conducted to visiting students from other schools and as requested by their teachers/instructors.

Story telling is conducted to barangay day care centers and requested by kinder schools.

HOW TO AVAIL OF THE SERVICE:		
STEPS	**Time Frame**	**Person/s In Charge**
1. Send letter request to Librarian	2 minutes	*Greta Memoria Librarian III*
2. Set the date of orientation or storytelling		*Greta Memoria Librarian III*
3. Confirm the date of orientation or storytelling		*Greta Memoria Librarian III*
4. Orientation of Storytelling	2 hours	*Greta Memoria Remia Quebrar Jennifer Pamposa Maruja Abayon Lea Rose Aguirre*

IV. FOR INTERNET USERS: (DOST NOOK AND TECH4ED CENTER)

ABOUT THE SERVICE: Computer units are available to students and ersons need to research using the internet and access to egov services such as GSIS, SSS, NBI, PAG-IBIG, and others.

HOW TO AVAIL OF THE SERVICE:		
STEPS	**Time Frame**	**Person/s In Charge**
1. Log-in	2 minutes	Sandra Esquivel & Casual Assigned
2. Sit down in front of the assigned computer	30 minutes (minimum)	Internet User*
3. Research of on-line application to eGovServ(gsis,nbi,etc)	1 hour (maximum)	Internet User*
4. Request Printing	It depends upon the bulk of materials to be printed	**Sandra Esquivel & Casual Assigned**

V. FOR BASIC COMPUTER TRAINING

ABOUT THE SERVICE: Basic computer training course is offered to senior citizens, out of school youths and person with no computer knowledge and are willing to learn.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Fill up Registration Form	15 minutes	*Remia A. Quebrar* *Lea Aguirre* *Greta Memoria* *Novielyn Dela Cruz*
2. Wait for Confirmation Schedule		*Lea Aguirre*
3. Classes going on for 18-20 days	18 – 20 days	*Remia A. Quebrar* *Lea Aguirre* *Greta Memoria* *Novielyn Dela Cruz*
4. Graduation	½ day	