



Republic of the Philippines
Tanggapan ng Sangguniang Panlungsod
City of Naga



ORDINANCE NO. 95-067

AN ORDINANCE REGULATING THE BORROWING OF BOOKS AND OTHER READING MATERIALS AT THE NAGA CITY PUBLIC LIBRARY, PRESCRIBING FINES FOR THE OVERDUES; AND FURTHER CREATING A TRUST FUND OUT OF THE FINES DERIVED THEREAT, TO COVER CERTAIN MAINTENANCE AND OPERATING EXPENSES:-

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Be it ordained by the Sangguniang Panlungsod of the City of Naga, that:

SECTION 1. - TITLE. - This ordinance shall be known as “The Naga City Public Library Regulatory Ordinance”.

SECTION 2. - DEFINITION OF TERMS. - For the purpose of this ordinance, the following words and phrases shall mean:

- a. Reference Books- shall refer to text books used by pupils and students in all level whether public or private schools;
- b. Periodicals & Magazines – shall refer to newspapers, daily tabloids, and magazines issued monthly, semi-annually and yearly;
- c. Circulation books – shall refer to all reference books, such as but not limited to pocketbooks, etc.;
- d. Over Due Books – shall refer to the books borrowed but not returned on or before the due date: that period of time beyond the allowed time limit.

SECTION 3. - REQUIREMENT OF LIBRARY IDENTIFICATION CARD (LIC). - All borrowers and/or users of books and other reading materials at the Naga City Public Library are required to secure a Library Identification Card (LIC) at the Office of the City Treasurer, and the same shall be governed by the following rules and regulations:

- a. The Library Identification Card (LIC) shall be printed in four (4) distinct colors, for the following identifications:

a.1 Elementary Pupils	PINK
a.2 High School Students	RED
a.3 College Students/Professional	YELLOW
a.4 general Public/Gov't employees	BLUE
- b. Application Form for Library ID shall be available at the Naga City Public Library;
- c. The Library ID Card cost FIVE (P5.00) Pesos each, payable to the Office of the City Treasurer;

- d. Upon payment and presentation of the Official Receipt, the City Librarian shall sign the ID and the name must be signed by the School Principal for elementary and high school students, by the Dean of College for college students, and the Barangay Captain for out-of-school youth;
- e. The LIC shall bear the following information's:
 - e.1 1 x 1 ID Photo
 - e.2 ID Number
 - e.3 Name
 - e.4 Name of school
 - e.5 Signature of School Principal/Dean of College/Barangay Captain
 - e.6 Signature of City Librarian
- f. The LIC shall be renewable annually. In case of loss, the bearer shall be required to execute an Affidavit of Loss to be submitted to the City Librarian before a new ID shall be issued at the same cost;
- g. The Library Identification Card (LIC) is NON-TRANSFERABLE, and the same shall be supported by a Library Card systematically filed and recorded at the Naga City Public Library

SECTION 4. - FEES AND FINES FOR OVER DUE BOOKS. - It is hereby prescribed the following fees and fines for over due books:

- a. For Reference Books - the borrower shall be required to deposit an amount equivalent to the cost of the book borrowed for a limited time of One (1) day only. Failure of the borrower to return borrowed book on or before the due date, a fine of 5% of the cash deposit shall be imposed daily.

In case of loss, the borrower shall submit an Affidavit of Loss to the City Librarian, and the cash deposit shall be forfeited in favor of the City Library.

- a. For periodicals & Magazines – it must be returnable within three (3) days only. In case of overdue, a fine of Two (P2.00) Pesos daily shall be imposed;
- b. For Circulation Books – it must be returned within two (2) weeks. In case of over due, a fine of Two (P2.00) Pesos per day shall be imposed;

All fines herein prescribed shall be in full force and effect until such time that the borrower returned such book and/or magazine to the City Library.

All fees (LIC fee) and fines herein imposed shall be subject to usual accounting and auditing rules and procedures;

SECTION 5. - TRUST FUND. - All fees and fines derived herein shall be remitted by the City Librarian to the Office of the City treasurer, and the same shall be deposited in a Trust Fund which is hereby created to cover procurement and maintenance of books at the Naga City Public library.

An Official Receipt shall be issued by the City Treasurer for every remittance made by the City Librarian.

It shall be the duty of the City Librarian to prepare a report of all fees and fines collected in the City Library.

SECTION 6. - All ordinances, resolutions, orders, rules and regulations or part thereof inconsistent with any provision of this ordinance, are hereby repealed, amended and/or modified accordingly.

SECTION 7. - EFFECTIVITY. - This ordinance shall take effect upon its approval.

ENACTED: September 20, 1995.

WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

J. ANTONIO A. AMPARADO
City Secretary

LOURDES V. ASENCE, M.D.
City Vice Mayor & Presiding Officer

APPROVED:

JESSE M. ROBREDO
City Mayor