



Using and Borrowing Books at the City Library

ABOUT THE SERVICES

To search books in the library, users may use the following:

- On-line catalog thru www.naga.gov.ph/elibrary
- Card catalog
- RSRL's book guide/color coding

The RSRL book guide is a color coding scheme where books are shelved according to their color code (found at the lower portion of the book's spine). The coding scheme followed is:

light yellow	– generalities (e.g. research, journalism, bibliographies)
green	– psychology, philosophy
light blue	– religion
black	– social sciences (e.g. education political science, law)
orange	– language
pink	– natural science and mathematics
yellow	– applied science (e.g. engineering, accounting, management)
peach	– music and arts
red	– literature
dark blue	– history and biography
white	– novels/fiction
luminous green	– special collection, Bicol references

Reading Areas

The library set up is conducive to learning. The following sections in the library provide adequate space for research and reading:

Reserve	a section that contains reading materials that are limited, and highly-anticipated when needed and requested. Borrowing of books is allowed only for a limited period of time (1 hour, 3 hours, overnight, 3 days, etc).
Filipiniana	materials published containing information on Philippine culture and history whether published by Filipino or foreign authors
Circulation	an area in the library where a variety of books and other materials are shelved. These resources may be checked out by registered borrowers for use inside or outside the library.
General Reference	these materials provide in-depth information on a broad range of subjects. (e.g. encyclopedia, dictionaries, almanac, yearbooks, bibliography, etc.)
Research	a collection in the library that supports specialized research in an academic discipline or field. Most collections include primary sources (manuscripts), secondary sources (unpublished theses, etc.), and the bibliographic tools needed to conduct an exhaustive search.
Periodical	a collection containing magazines, journals, newspapers and other ephemeral materials.
Local Governance	an area in the library that contains publications regarding Naga City's widely- recognized government programs; and the texts of bills, resolutions, ordinances, reports, periodicals and other resource materials used by the city government.



Membership

Users of the library only have to present their identification card. Those who would like to bring home books and reference materials, however, must be library members. They have to present their Library Card.

Membership Fee

The Membership is allowed to bona fide resident of Naga City. Library Holders are allowed to borrow six (6) books at a time for a week.

The membership fee is P 40.00 for professional, college and high school students, and P 20.00 for elementary and children. The holder has the opportunity to borrow 6 books for a week.

Borrowing Books:

- No fee is charged for borrowing and bringing home books
- But the Library charges the following penalties for returning reference materials beyond the due date:

BOOK	NAGA CITY RESIDENTS
Circulation	P 10.00 / day
Reserve, Filipiniana/Bikol	10.00 / day

Department / Office:		RAUL S. ROCO LIBRARY		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Duly filled up application form for Library Membership • Photocopy of current school/office ID • Photocopy of any billing statement (e.g. water or electric bill, etc.) 		<ul style="list-style-type: none"> • RSRL 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applying for a Library Card Bring the requirements to the Roco Library, fill-up an application form and pay the fee.	You will, then, be issued a Temporary Library Card while it is being processed (the processing time of library ID Card is 2-3 weeks).	P50.00	2 minutes	JESSE DEL ROSARIO Information and Circulation Staff
Doing Research/Browsing through Library Materials If you are not a member, present an identification card (e.g. school/office ID). You, then, can use library materials. Use the card catalog and Roco Library book			30 seconds	JESSE DEL ROSARIO Information and Circulation Staff



<p>guide/color coding scheme in looking for books. You may also request for more information from Roco Library personnel.</p>				
<p>Borrowing and Bringing Home Books/Non-book References</p> <p>1. Fill-up Book Card</p> <p>Present and leave your Library ID Card to librarian-in-charge before selecting any books to read or to borrow. Fill-up the book card. This is found at the back of the book.</p>			1 minute	<p>JESSE DEL ROSARIO Information and Circulation Staff</p> <p>FEDERICO VINLUAN Librarian IV (City Librarian)</p>
	<p>2. Checking of References and Release of Borrowed Book</p> <p>Library-in-charge checks the references. You will be informed about the date when the book is to be returned. The book is then released.</p>		1 minute	<p>JESSE DEL ROSARIO Information and Circulation Staff</p> <p>FEDERICO VINLUAN Librarian IV (City Librarian)</p>
TOTAL		P	5 minutes	

RAUL S. ROCO LIBRARY / NAGA CITY PUBLIC LIBRARY

2/F R.S. Roco Library Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Federico J. Vinluan, Librarian IV / City Librarian

Tel No. (054) 205-2980 loc 3090

E-mail: library@naga.gov.ph