



Using and Borrowing Books at the City Library

ABOUT THE SERVICES

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

- Online 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 Most collections include primary sources (manuscripts), secondary sources (unpublished theses, etc.), and the bibliographic tools needed to conduct an exhaustive search.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 50.00 for professional, college, high school students, 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"> • Raul S. Roco Library | | |
| 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. | 2. Issue a Temporary Library Card while Library Card is being processed <i>* The processing time of library card is 2-3 weeks.</i> | P50.00 | 2 minutes | RECHILDA M. TENGCO Administrative Aide II (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 | | | 30 seconds | RECHILDA M. TENGCO Administrative Aide II (Information and Circulation Staff) |



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| <p>catalog and Roco Library book 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.</p> | | | 1 minute | <p>RECHILDA M. TENGCO Administrative Aide II (Information and Circulation Staff)</p> <p>EMMA R. AUREUS Admin. Asst. IV (Bikol & Local History Staff)</p> <p>FEDERICO J. 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>RECHILDA M. TENGCO Administrative Aide II (Information and Circulation Staff)</p> <p>FEDERICO J. 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

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