



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 449, s. 2022

NOV 08 2022

BORROWING OF BOOKS FROM THE DIVISION LIBRARY HUB

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Other Concerned

1. To ensure the efficiency and effectiveness of Library Hub operation, this Office, through the Learning Resource Management Section (LRMS), encourages schools to maximize the utilization of supplementary reading materials through borrowing of books for the use of DepEd Kabankalan learners and help them develop the love of books and habit of reading that support the development of their reading and comprehension skills.

2. Below is the schedule of borrowing of resources from the Library Hub.

Month	Districts
November	District I
December	District II
January	District III
February	District IV
March	District V
April	Open to all Districts
May	Open to all Districts

3. Interested schools or districts however, may borrow anytime upon proper coordination with the Division Librarian subject to the availability of resources.





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4. Schools are requested to bring plastic bins when borrowing the resources from the Division Library Hub to ensure the safety of books.
5. Enclosed in this Memorandum are the Guidelines on Borrowing and Returning of Library Hub Resources.
6. Immediate dissemination of this Memorandum is desired.

LEA C. BELLEZA, EdD

*OIC – Asst. Schools Division Superintendent
In-Charge of the Division*





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Enclosure No. 1 to Division Memo. No. 449 s.2022

**GUIDELINES ON BORROWING AND RETURNING
OF LIBRARY HUB RESOURCES**

1. The Division Librarian keeps a master list of all public Elementary, Junior High School/Senior High School in the Division. The list includes the names of the School Heads, LR Coordinators and Teacher Library-In-Charge. In case of their retirement/separation from the service, clearance regarding Library Hub books and other materials must be secured.
2. Maximum of 20 titles of reading materials can be borrowed. The number of copies to be borrowed depends on the availability of the actual number of a certain title.
3. The Librarian records all borrowed and returned reading materials from the Library Hub.
4. The Library Hub adopts the schedule in borrowing and returning of books:
 - Borrowing – Mondays to Wednesdays, 8:00 am – 3:00 pm
 - Returning – Thursday to Friday, 8:00 am – 3:00pm
5. Photocopying of Library Hub materials is not allowed.
6. Borrowed reading materials should be returned after 25 calendar days. Swapping or exchanging of bins is strictly prohibited.
7. In case of lost books, replacement must be made. Replacement is of the same title, the same quantity, author, and copyright date. If the missing/lost books will not be available, any other related title of reading materials may serve as replacement.
8. Submit incident report including documentation for the damaged reading resources due to natural disaster.



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