

**Memorandum Order
No. 03
13 May 1992**

**SUBJECT : Rules and regulations for the use of the
DENR Library**

For the proper guidance of all concerned, the following rules and regulations are hereby promulgated for the use of the DENR Library:

LIBRARY HOURS:

**MONDAY - FRIDAY - 8:00 A.M. - 12:00 NOON
1:00 P.M. - 5:00 P.M.**

SATURDAYS, SUNDAYS AND HOLIDAYS : CLOSED

CLIENTELE:

Regular/DENR employees are entitled to library privileges. Contractual/casual employees may avail these library privileges subject to guarantee by their immediate supervisor or co-employee who possesses permanent status in the department.

Researchers from other government agencies, private sectors and students may use the library facilities in the reading room only.

COLLECTIONS:

Specializes on natural resources; technical as well as management; ecology; environmental planning; mining; geology; lands, forest and forestry development; and other related fields.

Issuances on natural resources, forestry, land, mines, environment and related matters are compiled and indexed for easy retrieval.

The collection is on a semi-open shelves. Library users are requested to consult the librarian at the desk before they are allowed access to the collection.

SPECIAL COLLECTION:

Reference materials - includes dictionaries, encyclopedias, atlases, handbooks, directories and others which fall under the same category - these must be signed for room use and under no circumstances must be taken out of the library.

Recreational materials - consisting of pocketbooks.

Vertical file materials and newspapers - for use in the reading room only.

BORROWING PROCEDURE:

1. Prospective borrower should fill out a registration form at the desk.
2. Guarantors are responsible for the accountability of the contractual/casual employees who fail to clear their responsibilities with the library.
3. Researchers of other government agencies and private sectors are allowed to use the library facilities only in the reading room. They can avail of inter-library loan service thru special arrangement with the Head Librarian.
4. Technical men of the Department have the priority over others in the use of library resources.

BOOKS AND PERIODICALS:

1. A borrower can check out three (3) books at a time. Technical men of the Department may borrow a maximum of five (5) but these materials should be kept at all times in their respective offices.
2. A borrower cannot borrow if he/she still has an overdue book.
3. Library materials can be borrowed for three (3) days depending upon the demand for such material. Renewals can be made if there is no demand for it.
4. Books on loan can be recalled at any time.
5. All damages/mutilation to loaned books or other library materials resulting from carelessness or neglect of the borrower must be paid by the said borrower.
6. Lost book or other library materials should be reported immediately and settle their accountability with the Head Librarian.

For further assistance regarding the use of the DENR Library, please consult the librarian.

In order to attain the most benefits for the utilization of the Library, compliance herewith is enjoined.

ROLANDO L. METIN
Assistant Secretary for
Management Services

Recommended by:

RICARDO V. SERRANO
Director
Public Affairs Office