

**DENR Administrative Order
No. 2000 – 10
February 01, 2000**

SUBJECT : DENR Centralized Library

In view of the Department's determined efforts to provide complete reference materials on the cross-sectoral concerns of environment and natural resources, and in order to ensure efficiency and effectiveness in the delivery of public service, the DENR Centralized Library is hereby established.

I. OBJECTIVES

- a, to integrate library services of the DENR Central Office, Environmental Management Bureau, Forest Management Bureau, Mines and GeoSciences Bureau, Protected Areas and Wildlife Bureau and HRMS Mini-Library into the DENR Centralized Library;
- b. to offer a comprehensive research and reading materials that would assist environmental planners, students and other researchers in the formulation of pertinent policies on the sustainable development of environment and natural resources; and,
- c. to provide optimum research service at the least expense and utmost convenience.

II. COVERAGE

This Order shall cover the libraries of DENR Central Office, Environmental Management Bureau, Forest Management Bureau, Mines and Geo-Sciences Bureau, Protected Areas and Wildlife Bureau and HRMS Mini Library.

III. MANAGEMENT AND ADMINISTRATION

The DENR Centralized Library shall be under the direct management and supervision of the Director, Human Resource Management Service.

The DENR Centralized Library shall be housed at the DENR Central Office. Funding for the physical renovation and equipping of modern technology and facilities; like computer, internet, fax and copying machine shall be chargeable against the funds of the Office of the Secretary.

IV. LIBRARY HOURS

The new library hours shall be as follows:

8:00 a.m.	-	12:00 noon
1:00 p.m.	-	5:00 p.m.
6:00 p.m.	-	10:00 p.m.

V. LIBRARY COLLECTION

The DENR has wide array of collection on environment, forestry, lands, mines, wildlife, protected areas, management and public administration, among others. Newspaper clippings, policies and statistics on the same subject matters are being compiled. Magazines, foreign and local journals are compiled and indexed. Reference books, such as Dictionaries , Atlases, Handbooks, Directories, Encyclopedias and Yearbooks are likewise available.

VI. BORROWING PROCEDURES

- a. Borrowers shall be required to fill out a registration card. Researchers who wish to look at the collection should consult the librarian first before gaining access.

- b. Regular employees and officials shall be the one to sign the book card, or anyone else borrowing for somebody, shall be responsible for the materials borrowed.
- c. Casual, contractual and detailed employees may likewise borrow materials as long as a regular employee shall sign for them and the book card with a guarantee that the latter shall be responsible for the material borrowed.
- d. Non-DENR employees who wish to have a material reproduced, may have it photocopied at the library. If the machine is out of order, the material may be brought outside for reproduction, provided that somebody or someone be left behind as a sort of security or deposit. Identification Card alone shall not be accepted as deposit.
- e. Borrowers may borrow three (3) books at a time for a period of three (3) days to one (1) week only. If the material borrowed is not returned on the due date, the borrower shall be fined five pesos (P5.00) per day, per book. Fines shall be paid at DENR cashier.
- f. Damages to materials or their loss arising from any cause shall be subject to replacement by the borrower of such materials, or replacement equivalent to the present market value.

VII. EFFECTIVITY

This Order shall take effect immediately and supersede all other issuances inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary