

## **1.0 OBJECTIVES**

- 1.1 To fully utilize the materials in the library.
- 1.2 To encourage students to read and to do research.
- 1.3 To enhance knowledge of students, mentors and employees in IAFT and Bigfoot as a whole.

## **2.0 POLICY STATEMENTS**

- 2.1 The Librarian's and library staff responsibilities:
  - To see to it that service is fully utilized by the right users (students, mentors and employees).
  - To assist users in their library searches.
- 2.2 The User or Borrower's (students, mentors and employees) responsibilities:
  - To use properly any material from the library
  - To respect school property by not defacing or damaging any borrowed material.

## **3.0 FORMS**

- 3.1 *Student & Employee Library Cards*
  - To have a record of materials borrowed by a student or employee
  - To track returned material
  - To provide the document as proof of returned material/s.
- 3.2 *Borrower's Card*
  - To record the names of the borrower of borrowed materials
  - To record the Date Due of return of the material being borrowed
- 3.3 *Date Due Slip*

- To know when is the due date for a borrowed material
- To remind the borrower of the due date of the borrowed material.

## **4.0 PROCEDURE**

### 4.1 Student

- New students are issued a library card in their registration packet once they are registered.
- The student informs the library staff what he wants to borrow.
- If the requested material is available, the student fills in the appropriate blanks on their library card as well as the borrower's card in the book.
- The student turns over the library card together with the book card.
- The library staff checks if the entries are correct, affixes and assigns due date for the return of the materials and issues it to the student.
- Library staff stamps the due date on the due date slip found at the back of the material.

### 4.2 Employee

- Once an employee decides to borrow, the library staff issues an employee library card and lets the employee-borrower fill out that card.
- Fill up the borrower's card of the material that he wants to borrow and gives it back to the library staff together with the library card.
- The library staff checks if the entries are correct, affixes and assigns due date for the return of the materials and issues it to the employee.
- Library staff stamps the due date on the due date slip found at the back of the material.

### 4.3 Returning

- Return the material/s to the librarian/library staff
- Librarian/Library staff checks the condition of the returned material
- Borrower affixes his/her signature after inspection/verification of returned material.