

AN ORDINANCE PRESCRIBING THE POWERS AND DUTIES OF THE SUPERINTENDENT OF THE CITY LIBRARY AND PROMULGATING RULES AND REGULATIONS FOR THE OPERATION THEREOF.

Be it ordained by the Municipal Board of the City of Manila, that:

SECTION 1. The City Library; its scope. - "City Library," as used in this Ordinance, shall be understood to refer exclusively to the main library of the City of Manila now located and maintained at the Balagtas Elementary School for the use of the public and such branches as have already been established or may hereafter be established, and excludes the libraries of the various Departments and Offices of the Government of said city for the exclusive use of such Departments and offices.

SEC. 2. The Superintendent of the City Library; his powers and duties. - The City Library and all its branches shall be under the control, management and administration of a Superintendent who shall exercise the following powers and duties under the general supervision of the City Mayor:

(a) Preservation of all books, magazines and all other library materials and equipment belonging to the City Library.

(b) Distribution of reading facilities to the different branches of the City Library and, so far as practicable, extension of such facilities by recommending the opening of such additional branches as the needs and increasing advancement of the masses demand.

(c) Supervision over the use by the public of the library reading facilities of the City Library.

(d) Acquisition of library reading facilities by purchase, donation or gift of additional books and other library materials to meet the needs and purposes of the City Library.

(e) Adoption of a system of classifying, cataloging, filing, indexing, labeling, and preparation for use by the public of all library reading facilities in consonance with modern methods of library science.

(f) Procurement and collection of books, periodicals, papers, documents, and manuscripts relating to the history of the City of Manila. Such materials shall be properly preserved as a historical collection devoted exclusively to that purpose.

SEC. 3. Rules and regulations governing the operation of the City Library. -

(a) Lending and reading room. - Book lending and reading room facilities shall be maintained in the City Library.

(b) Borrowers. - Any bona fide resident of the City of Manila who is of age, may apply for the privilege of borrowing books from the City Library by filing an application on a form prescribed by the Superintendent of the City Library. A minor may likewise apply for the same privilege with the written consent of his father, mother or guardian.

(c) Cards. - Two library cards shall be issued to each person whose application for library privilege has been approved. Such cards shall be renewable every year upon filing of a new application. Lost cards shall be reported immediately and duplicate cards may be issued only after thirty days upon payment of ten centavos for each duplicate card.

To entitle a borrower to draw additional books, not exceeding two at any one time, two additional cards may be issued to him upon written application to that effect and upon payment of a fee of ten centavos for each card, in addition to the sum of ten centavos for each use of each card.

(d) Time. - Books drawn on borrower's cards may be retained by fifteen days, renewable for a like period. Renewals may be made by taking the book to the library on or before the same is due, or by a written request which must reach the librarian on or before the date the book is due, giving the title, author, call number, and the date the book is due. Should it become necessary for the library to recall any book loaned to a borrower before it falls due, the book shall be returned immediately upon demand.

New books may only be loaned for one week, renewable for another week. Renewals shall not be allowed if reservations have previously been made by other borrowers.

(e) Fines. - For each book not returned on time, a fine of five centavos, including Sundays and holidays, shall be charged for each day of delinquency, and a cardholder who has once incurred fines shall not be allowed to draw books from the library until all fines shall have been paid: Provided, That the total amount of fine shall not exceed the cost price of the book. A fine due and unpaid to one branch of the City Library shall debar the delinquent borrower from the use of books in other branches thereof.

(f) Lost and damaged books. - It shall be the duty of the borrower concerned to report promptly the loss of or damage to any book loaned to him and to pay for such loss or damage within seven days after the submission of his report. A fine of five centavos a day shall be charged against him until the book or the damage is paid for, the period to be computed from the date the book is due: Provided, That the borrower shall return the book if subsequently recovered and he shall be entitled to a refund of the cost of the book but not of the fines.

(g) Reserved books. - Books may be reserved for a period not exceeding three days from the receipt of notice of approval of a written application to that effect and upon payment of a reservation fee of five centavos.

(h) Guarantors. - Each application shall be accomplished by a guaranty signed by a guarantor who shall assume joint and several liability with the applicant for the cost of any book lost, for damage to any book loaned to such applicant, and/or for administrative fines due for failure of the latter to return such book on time.

The following shall be eligible to act as guarantors:

- (1) Government officials or classified Civil Service employees except those of the City Library.
- (2) Employees of the classified Federal Service.
- (3) Directors, registrars and principals of schools or colleges recognized by the Government.
- (4) Officers of the Philippine or U. S. Army and Navy.
- (5) Members of firms or well-known commercial houses or corporations.
- (6) Persons of age whose names appear in the printed local directory.
- (7) Well-known land owners residing in the district to the satisfaction of the district librarian concerned.

(i) Deposits for library privileges. - Notwithstanding the rule requiring a solidary guarantor for an applicant for library privileges, library cards may be issued to any bona fide resident of the City of Manila upon making a deposit of ten pesos (P10.00) for each card, but the number of cards that may be issued to such resident shall not



exceed the number allowed by subsection (c) hereof. Such deposit shall be refunded upon the surrender of the cards issued and after all outstanding obligations incurred by the borrower shall have been deducted. No deduction whatsoever shall be made from said deposit while the borrower still continues borrowing books.

(j) Library hours. - The library shall be available for use on regular working days at such hours as may be fixed by the City Mayor. The library reading rooms shall also be open on Sundays and holidays, except on such holidays the observance of which does not justify the opening of the library in the discretion of the City Mayor.

(k) Personal belongings. - Personal belongings of library patrons, such as books, portfolios, hats, etc., shall not be brought inside the library, but shall be deposited in a check room or stand provided for that purpose: Provided, That in cases where books or reading materials are needed as reference in connection with the use of books and reading materials owned by the library, such books or reading materials brought by patrons may be taken inside the library upon previous approval of the librarian or desk attendant.

(l) Inspection of books, etc. - The library personnel may inspect books and other reading materials being brought out of the library by library patrons upon reasonable suspicion that property of the library is being surreptitiously taken away.

(m) Books presumed in good condition. - Circulating books shall be inspected by the borrowers before they are drawn and shall be presumed to be in good condition unless the contrary is brought to the attention of the librarian or desk attendant who shall make proper notation thereof before the borrower departs with the book.

(n) Change of address. - Any cardholder changing his address shall immediately notify the librarian of his new address.

(o) Contagious diseases. - When a contagious disease breaks out in the house of a registered borrower who has in his possession books belonging to the library, he shall notify the library authorities of such fact, and such books shall be returned through the Department of Health and Welfare for proper disinfection.

#### SEC. 4. Reference and reading room service. -

(a) The City Library and each branch thereof shall maintain a reference and reading room which shall be open to the public during library hours.

(b) Any person of good deportment and habits may use the reading room.

(c) The reading room shall not be used for lounging, loud conversation, or sleeping purposes. No one shall be allowed to eat or smoke in the reading room.

(d) Books, magazines, newspapers, and other reference materials shall not be allowed to be taken out of the reading room: Provided, That upon previous approval of the Superintendent of the City Library such books or reading materials may be taken outside the reading room for official use by any branch or office of the Government for a period not exceeding one week.

SEC. 5. Forfeiture of library privileges. - Any damage or injury to any book or library reading material or portions thereof resulting from carelessness or negligence of the borrower, and any intentional act of mutilating, tearing or defacing of such library reading materials, shall be a ground for a permanent forfeiture of library privileges of the borrower or person concerned.

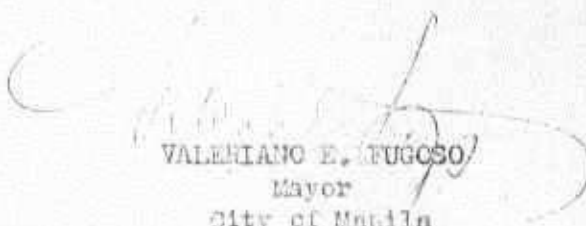
SEC. 6. Issuance of rules and regulations. - For the proper enforcement of the rules and regulations contained in this Ordinance and for the efficient administration of City Library, the Superintendent of the City Library may, from time to time, with approval of the City Mayor, issue such library rules and regulations as the exigencies of the service may require.


SEC. 7. Effectivity. - This ordinance shall take effect upon its approval.

Enacted, October 15, 1946


Approved, *October 28, 1946*


APPROVED:

  
VALERIANO E. FUGOSO  
Mayor  
City of Manila

  
MANUEL DE LA FUENTE  
President  
Municipal Board

ATTESTED:

  
CESAR MIRAFLORES  
Secretary to the Mayor

  
JOSE V. DUTAN  
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