

LIBRARY RESEARCH AND BROWSING THROUGH LIBRARY MATERIALS

Service Description:

All residents of the Municipality of San Nicolas, students, teachers, professionals, persons with special needs, senior citizens are given the privilege to have access to all of the library's materials and resources. The library adopts the open shelf system, which is a self service library. Users are free to go over and browse the books on the shelves and read other library materials. The books are arranged on the shelves according to Dewey Decimal Classification (DDC) Scheme. The service of the Municipal Librarian is provided during all hours that the library is open in operation from Monday to Friday, 8:00A.M to 5:00 P.M. except during official national and local holidays.

PRESENT LIBRARY CARD OR ANY VALID ID CARDS AND LOG IN AT THE ATTENDANCE SHEET LOCATED AT THE RESEARCHER'S REGISTRATION COUNTER

Estimated Time: 2 minutes

REQUIREMENTS:

- Library Card/Borrowers Card
- 2. Valid ID (School ID, Postal ID, Company ID, etc.)

Total Response Time: **38 minutes**

VERIFY THE AVAILABILITY OF THE MATERIAL USING THE CARD CATALOG

Estimated Time: 2 minutes

COPY ITS CALL NUMBER, TITLE, AUTHOR, AND LOCATION OF THE MATERIAL

Estimated Time: 2 minutes

BROWSE AND LOCATE THE MATERIAL FROM THE SHELF

Estimated Time: 2 minutes

PROCEED TO THE READING SECTION AND MAKE USE OF THE MATERIALS

Estimated Time: Depends on the user (approx. 30mins.)

REQUEST FOR MORE RETRIEVAL OF INFORMATION

Person to approach: *Darwin B.Soria-Municipal Librarian*
Estimated Time: 3 minutes

END

