

Republic of the Philippines  
 Province of Iloilo  
 Municipality of Tigbauan  
 -00o-

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE CONFERENCE ROOM, TIGBAUAN MUNICIPAL BUILDING, TIGBAUAN, ILOILO ON JULY 2, 2003 AT 9:05 A.M.

PRESENT:

HON. JESSIE G. TERRE,	Vice Mayor & Presiding Officer
HON. AGATON O. TUMABOTABO,	Councilor
HON. ROMEO T. LEDESMA,	Councilor
HON. REMEDIOS T. TORRATO,	Councilor
HON. FERNANDO M. VALENCIA,	Councilor
HON. CECILIA T. GARRIDO,	Councilor
HON. ALFONSITO E. ESTOCE,	Councilor
HON. ORVILLE T. TANGENTE,	Pres., Liga ng mga Barangay HON.
JOSE DONEL T. TRASPORTO,	SKMF President

ABSENT:

HON. GEORGE T. TRIBUNAL,	Councilor — (Sick Leave)
HON. REXFEL G. TRIVILEGIO,	Councilor — (OIC-Municipal Mayor)

**- Municipal Ordinance No. 2003-003**

**AN ORDINANCE PROVIDING RULES REGULATING THE BORROWING OF BOOKS, MAGAZINES, PERIODICALS, AND OTHER PUBLICATIONS AND REFERENCE MATERIALS, AT THE AKLATANG BAYAN (MUNICIPAL LIBRARY), AND PRESCRIBING PENALTIES IN VIOLATION THEREOF**

Sponsored by: HON. ROMEO T. LEDESMA, Chairman, SB Committee on Good Government, Public Ethics, Accountability & Civil Service

Co-Sponsored by :HON. JOSE DONEL TRASPORTO, SK Chairman, Mun. SK Federation  
 HON. ORVILLE TANGENTE.President Liga ng mga Barangay  
 HON. AGATON O. TUMABOTABO, Chairman. SB Committee on Education  
 HON. ALFONSITO ESTOCE,Chairman, SB Committee on Rules, Ordinances & Resolutions

Seconded by: HON. REMEDIOS T. TORRATO

WHEREAS, the Tigbauan Aklatang Bayan (Municipal Library) was established by virtue of Tigbauan SB Resolution No. 034 enacted on August 21, 1995;

WHEREAS, our Aklatang Bayan (Municipal Library) was envisioned to encouraged our youth to read and expand their horizons of knowledge, and as one effective deterrent to drug abuse;

WHEREAS, our Aklatang Bayan (Municipal Library) had been registered with the National Library, and therefore is entitled to, and included in, its budget for books and reading materials annually;

WHEREAS, with the expansion of our Municipal Library inputs/facilities and the increase of reading and reference materials, there is a need to regulate the use thereof by our reading public;

NOW, THEREFORE, e it enacted by the Sangguniang Bayan of the Municipality of Tigbauan, Province of Iloilo, in Session assembled that:

**SECTION 1. TITLE** – this shall be known as the *TIGBAUAN MUNICIPAL LIBRARY ORDINANCE*.

**SECTION 2. ELIGIBLE BORROWERS/COVERAGE**

2.1 - All government officials and employees of this Local Government Unit (LGU) are allowed/entitled to make use of the resources of the Municipal Library.

2.2 - Students, researchers, and private individuals should present their ID cards for their entrance to the Library, and they shall be entitled to make use of the resources within the Library only:-

2.3 - Library patrons/clients not employed with the Municipal Government who want to borrow materials may be required to have a guarantor. The guarantor must be an employee of this Municipal Government, and who knows personally the library patron/client. In event the library patron/client cannot return the borrowed reading materials on the due date, the guarantor shall be the one responsible to follow-up the return of the borrowed materials.

### **SECTION 3. MECHANICS, BORROWING PRIVILEGES, AND REGULATION**

3.1 - Library Hours. The Library is open from 8:00 A. M. to 5:00 P.M. Monday through Friday

#### **3.2 - General Rules**

- a) Register with the Library
- b) Fill up the Registration Form where you write your name, address, and attach one (1) recent photograph to the Form.
- c) The library card is good for one (1) whole year. This is a Personal Card, and non-transferable. The library Card entitles the registered borrower to borrow books and reading materials from the Library. subject to Library existing rules.
- d) Periodicals (back issues of newspapers and magazines) may be lent out during weekends only. on Friday and must be returned on Monday.
- e) General references, such as Almanacs, Atlas, Encyclopedias, Dictionaries, Documents are for use inside the Library only.
- f) Materials taken out for photo copy-thirty (30) minutes to one (1) hour shall be allowed.
- g) Recall - All borrowed reading materials are subject to recall at anytime. Recalled materials should be returned at once, and should be properly recorded by the librarian.
- h) Lost Books -
  - 1.) Lost Books must be reported at once.
  - 2.) A replacement copy with the same Title and Edition is due for any lost book; or if the replacement copy is not available, assessment shall be according to the amount-cost of the book lost, which shall be shouldered by the borrower.
- i) Clearance - All officials and employees of this Municipality are subject for library clearance upon retirement or resignation.

### **SECTION 4. PROHIBITED ACTS, CANCELLATION/SUSPENSION OF PRIVILEGES**

4.1 - The folding of pages of borrowed books and reading materials, and the cutting out of reading materials are strictly prohibited.

4.2 - Repeated overdue return of borrowed books and reading materials may be a ground for suspending borrowing privileges for a certain period, to be determined by the librarian.

4.3 - Unauthorized withdrawal of library materials, mutilation or defacing of books and reading materials, will merit suspension and loss of all library privileges.

4.4 - Eating, drinking and making noise inside the library are prohibited.

4.5 - The Library card is personal, and lending it to another person may be ground for cancellation thereof.

#### **SECTION 5. FINES AND PENALTIES**

5.1 - For failure to return borrowed books and reading materials on the date due, the borrower shall be fined two (P2.00) pesos.

5.2- In addition to the penalty prescribed P2.00) in the immediately preceding paragraph, a penalty of fifty (50) centavos (P0.50) for every hour due thereafter (office days only), shall be meted out to overdue borrowers.

**SECTION 6. COLLECTION OF FINES** - Fines shall be directly paid to the Office of the Municipal Treasurer, and shall be properly received.

**SECTION 7. SEPARABILITY CLAUSE.** - The provisions of this Ordinance, hereafter not otherwise amended and/or invalidated, shall remain in full force and effect.

**SECTION 8. EFFECTIVITY** - This Ordinance shall take effect immediately upon approval.

after it shall have been duly signed by the Hon. Municipal Mayor.

ENACTED: July 2, 2003

I HEREBY CERTIFY that the foregoing Municipal Ordinance was approved by the Sangguniang Bayan.

CERTIFIED CORRECT:

MARLENE T. NAVA  
S.B. Secretary

ATTESTED:

JESSIE G. TERRE  
Vice Mayor & Presiding Officer

APPROVED:

REXFEL G. TRIVILEGIO  
OIC-Municipal Mayor



