

LIBRARY RULES AND REGULATIONS

1.Pupils must present their Bar-coded ID upon entering the library.

2.Reference and Periodical materials such as encyclopedias, dictionaries, newspapers (loose or bound) are strictly for LIBRARY USE ONLY.

3.Pupils may borrow three (3) circulation books at a time for a period of three (3) days and (1) Reserve book like textbooks for only (2) hours. Teachers are allowed to borrow five (5) books for a period of one (1) month. All circulation books are subject for renewal if not in demand.

4.Books are to be used properly. Leaning and writing on them are to be avoided.

5.Lost or damaged books are to be reported immediately to the librarian in-charge not later that one week to avoid accumulation of fines. They should be replaced with the same latest edition of the same title; a processing fee of 100 pesos will also be collected.

6.Always keep the library clean. TALKING ALOUD, EATING, SLEEPING and LITTERING are strictly prohibited.

7.Courtesy inside the library must be practiced.

8.The Rules and Regulations of the library are to be observed at all time.

JRU Electronic Resources



JRU ELECTRONIC RESOURCES YOUR PARTNER IN RESEARCH

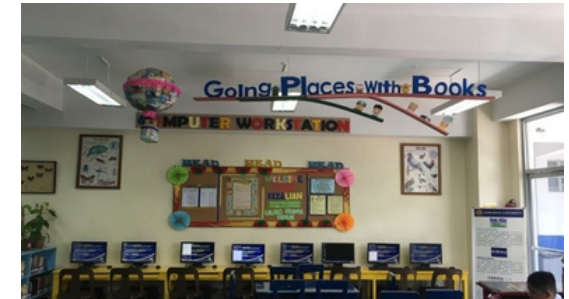


Contact us at:
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LIBRARY DEPARTMENT

Elementary School Library



LIBRARY GUIDE SY 2022 - 2023

THE ELEMENTARY SCHOOL LIBRARY

The JRU Elementary School Library is established primarily to expose the children to good books and encourage them to broaden their reading interests. The ESL Library is located at room K209. Each grade level has its own library schedule for pupils to maximize the space and its resources.

The book collection is the heart of every library. The ESL book collection consists of thousands of titles and volumes that meet the needs of pupils and support the syllabus of the teachers. Part of the collection are Reference materials, Filipiniana and Rizaliana, Circulation, Easy reading, teachers' development books and Periodicals subscriptions, Non-print materials such as CD-ROMs, VCDs, charts, maps, flashcards, manipulative, kits, educational board games, and other educational resources are also available to make learning enjoyable and interactive. Computer workstation is also provided for on-line searching.

These special services give emphasis on the needs of pupils to inculcate in them a love for Reading, Learning, Camaraderie and Discovering.

SCHOLASTIC LEXILED BOOKS COLLECTION- A collection of lexiled books from Scholastics that measures the lexile level of each pupil. Each book has its own lexile level and a corresponding SRC quiz.

ESL BOOK LOVERS CLUB – a non-academic club composed of Grade 4 to Grade 6 pupils. This aims to promote coordination and teamwork to pupils as they perform activities such as library duties, storytelling to primary levels and other relevant activities.

Laptops - the library provides 20 laptops to support teachers and pupils in their research needs. Laptops can be borrowed for 2 hrs only for pupils and 8 hrs for teachers. A fine of P15.00 per hour of delay for overdue laptops.

STORYTELLING - through listening and watching storytelling performances, children can develop language skills, acquire new knowledge, stimulate their imaginations and eventually acquire love for reading. Storytellers are librarians, teachers, Book Lovers Club members and invited guests.

BOOK FAIR – is held annually in celebration of the National Book Month. Various book sellers and publishers participate in this event. Storytelling and other fun engaging activities that promote love in reading was part of the event.

BOOKTALK SHOWDOWN – showcases the pupils' talent in telling the synopsis of the book and encouraging fellow pupils to read the same title.

MAKERSPACES – avenue that offers pupils an opportunity to create intellectual and physical materials using varied resources.

Borrowing Policy

1.ES Student-may be borrow a maximum of three (3) circulation books for three days, Which may be Extended for another 3 days upon Presentation of the books provided it is not being sought by someone else.and one reserve book for two hours.No reserve books allowed to be taken out for overnight use.

2.Faculty may borrow a maximum of five books for a Period not exceeding thirty days per books,But which may be extended for a similar Period of time upon Presentation of the book, and provided it is not being sought by Someone else.

3.Non-Teaching Personnel-may borrow a miximum of three (3) Circulation books for Period of not Exceeding 30 days and 1 Reserve book within the day.

4.If the Due Date falls on Sunday or declared Holiday then the due Date will be the following School day.

Fines

Type of Materials	Fines
Reserve books	P2.00 per hour of delay including Saturday, Sundays and holidays.
Circulation books	P2.00 per day of delay including Saturday, Sundays and holidays.
Lost books	Replacement of exact author, title, year / latest edition of the book plus P100.00 for processing fee
Laptops	P15.00 per hour of delay

All payments are done at the University Cashier.

LIBRARY HOURS

7:00 A.M. – 6:00 P.M.
Monday - Friday

