

**Republic of the Philippines**  
**Province of Iloilo**  
**MUNICIPALITY OF OTON**  
**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPTS** from the Minutes of the Sangguniang Bayan of Oton, Iloilo in its Regular Session held at the Municipal Session Hall last November 22, 2000 at 2:00 in the afternoon.

|                |   |   |
|----------------|---|---|
| <b>PRESENT</b> | Hon. Jose V. Olivares, Jr.<br>Hon. Jose Neil P. Olivares<br>Hon. Francisco C. Espeleta<br>Hon. Vicente B. Flores, Jr.<br>Hon. Perfecto C. Sabio<br>Hon. Felimon Gregorio M. Calvo<br>Hon. Honorato P. Nad<br>Hon. Jose F. Tiapon III<br>Hon. Marco D. Balanda<br>Hon. Edgar N. Jewellana<br>Hon. Mary Jean G. de los Santos | Vice Mayor (Presiding Officer)<br>SB Member<br>SB Member (Asst. Floor Leader)<br>SB Member (Floor Leader)<br>SB Member<br>SB Member<br>SB Member<br>SB Member<br>SB Member<br>SB Member (ABC Representative)<br>SB Member (CY Representative) |
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**ABSENT:** None.



**ORDINANCE NO. 2000 – 82**

**AN ORDINANCE ADOPTING THE RULES AND REGULATIONS IN THE MUNICIPAL LIBRARY AND HISTORICAL CENTER.**

**AS PROPOSED** by Hon. Jose Neil P. Olivares, on motion of the Committee on Education, namely: Hon. Vicente B. Flores, Jr., Hon. Felimon Gregorio M. Calvo and Hon. Honorato P. Nad and duly seconded by Hon. Perfecto C. Sabio

**BE IT ORDAINED** by the Sangguniang Bayan of Oton, Iloilo as Ordinance, to wit:

**SECTION 1. INTRODUCTION.**

It is inherent in any library that a set of rules and regulations be adopted and implemented for its orderly and well-meaning operation.

**SECTION 2. SERVICE HOURS.**

The Oton Municipal Library and Historical Center, otherwise known as the Library, is open from Monday to Friday, 8:00 AM – 12:00 Noon and 1:00 – 5:00 PM.

**SECTION 3. READING / RESEARCHING INSIDE THE LIBRARY**

- a. Library users shall register first at the Register Book upon entering the Library;
- b. Silence must be strictly observed;
- c. Ask the Librarian, Officer – in – charge or Library Assistant for the needed materials;
- d. Only library personnel are allowed to take reading materials or historical records from the shelves;
- e. Residents of the Municipality of Oton are free of charge in reading, while non-residents shall pay a research fee of Ten Pesos (P10.00).
- f. Only the requested reading material(s), historical records, pens, pencils or pieces of paper shall be allowed on the reading table. Bags or other belongings shall be placed in a corner or booth devoted for the purpose.
- g. The privilege of photocopying of reading materials or historical records can be availed by those who have the library IDs; provided however that those without library IDs may still be allowed to photocopy a reading material upon approval by the Secretary to the Sangguniang Bayan;
- h. Taking of photographs of reading materials / historical records may likewise be allowed upon approval of the Secretary to the Sangguniang Bayan.

*[Handwritten initials and signature]*

**SECTION 4. ISSUANCE OF THE LIBRARY IDENTIFICATION CARDS.**

- a. Residents of Oton who intend to become member – readers of the Library may ask for the issuance of the Library ID. Membership Fee is Ten Pesos (P10.00), renewable every year. As such a member – reader will be entitled to whatever privileges that may be given to member – readers.
- b. Non – residents of Oton are disqualified from the issuance of library IDs.

*[Handwritten signature]*

(Ord. No. 2000 - 82)

**SECTION 5. LENDING POLICIES.**

- a. Elected municipal officials and department heads are exempted from the issuance of Library ID s. They can borrow a maximum of three (3) reading materials or historical records at a time for a period of five (5) days.
- b. Municipal employees are still required to ask for library ID s to be considered as member - readers;
- c. Member - readers can borrow a maximum of two (2) reading materials / historical records at a time for a period of three (3) days;
- d. Non - member - readers can not avail of the privileges under the lending policies;
- e. An overdue fine of Five Pesos (P5.00) for the first 24 - hours after the due time of return, and Ten Pesos (P10.00) per day thereafter be meted against the borrower.
- f. Municipal employees may ask for an extension of one (1) day upon the recommendation of the department head concerned;
- g. Borrowing of reading materials for reasons of photocopying or photograph shall be for a maximum period of three (3) hours. Failure to return them on time shall mean a fine of Ten Pesos (10.00) per hour or Twenty Pesos (P20.00) per hour for framed or mounted pictures of historical significance; provided however, that borrowings for exhibit purposes, or if requested by government institutions or NGO's, and upon approval by the Local Chief Executive shall be exempted from the time of return and fine as provided above;
- h. In case of loss, a member - reader shall replace the lost material or pay its value which shall be estimated by the librarian or officer - in -charge;
- i. Negligent loss of reading material for two (2) times shall mean cancellation of the Library ID;
- j. In case of unintentional damage to reading materials, a borrower shall replace the material damaged with the same material; provided however that if damages found in three separate times, the borrower's library ID shall be cancelled.

**SECTION 6. APPLICABLE LIBRARY RULES AND REGULATIONS.**

Other Library rules and regulations as provided in library operation manuals as are applicable in so far as the operation of the Municipal Library and Historical Center is concerned, shall likewise be adopted in consonance with the Municipal Ordinance No. 2000 - 79 and with these Rules and Regulations.

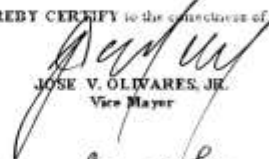
**SECTION 7. EFFECTIVITY.**


This Ordinance shall take effect upon approval.

**SECTION 8.** Furnish copies of this Ordinance to Office of the Mayor; 37 barangays; 16 Elementary Schools; 4 High Schools; MPDC; MLHC; MTO; MBO; Accto. Office; National Library; Provincial Library; and the Sangguniang Panlalawigan of Iloilo for information and guidance.

UNANIMOUSLY APPROVED.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance.

Attested:   
 JOSE V. OLIVARES, JR.  
 Vice Mayor

Approved:   
 ATTY. CARINA V. FLORES  
 Municipal Mayor

Concurred:   
 GERRY O. DASCO  
 OIC Secretary to the Sanggunian

  
 VICENTE B. FLORES, JR.  
 Floor Leader

Date Approved: **DEC 04 2000**

Date Posted: \_\_\_\_\_

*No. in 12/14/2000*

*DCS - N 01/08/01*

*PCNHS 2/20/01*

*MBO - 1/19/02*

*MTO - 11/11/02*

*ABO 12/14/2000*

*SRNHS - [Signature]*

*ONHS - [Signature]*

*Bahian - Cadiangan NHS - [Signature]*