

# Requirements For Establishing Public Libraries And Aids Given By The National Library

(Revised as of August 30, 1947)

There are two kinds of public library agencies that may be established under the NATIONAL LIBRARY upon compliance with certain requirements given under each of these agencies known as (1) Municipal Library and (2) Branch Library.

## *Municipal Library*

1. A resolution should be passed by the Municipal Council for the creation of a Municipal Library under the National Library, appropriating at the same time at least TWO HUNDRED (P200.00) PESOS for the subscription of newspapers and magazines and an amount for the salary of a Library Custodian (a municipal employee may be designated) to take charge of the Municipal Library. An amount may also be appropriated for the purchase of books. The Municipality may raise the money needed by contributions, benefits, etc.

2. The Municipality should provide a building or suitable room with at least a reading table with necessary chairs and bookshelves for the publications to be acquired. Above its main entrance, a sign board should be displayed with the following inscriptions:

..... MUNICIPAL LIBRARY  
(Free to the Public)

3. The Library Custodian shall take care of the library property and keep a record of the accomplishments of the Municipal Library. Monthly reports of the accomplishments shall be submitted to the National Library.

4. Books for the Municipal Library shall be classified and catalogued by the National Library Branch or by our traveling catalogers or by our Catalog Division in Manila.

5. The National Library shall provide the forms necessary in the operation of the Municipal Library.

6. The National Library shall provide the Municipal Library with a part of allotment of government publications

and of other publications acquired free from different sources.

7. The Provincial Branch Library of the province shall, if there is a branch, from time to time, loan to the Municipal Library a portion of its collection for a period of not more than three months.

8. If the municipality has put up at least 100 books in the Municipal Library, it shall be entitled to a loan from 100 to 300 books from the National Library, Manila, the transportation expenses of which shall be paid by the municipality concerned. The books loaned are replaceable every three months.

9. In the lending of books, the rules and regulations for the circulation of books shall be enforced. Forms for this purpose shall be furnished by the Central Office.

10. Collection of fines for overdue books loaned by the Municipal Library shall be forwarded to the National Library as insular fund at the end of each month with the corresponding account report, the form of which shall likewise be furnished by the National Library. (Two books at a time may be loaned for two weeks and a fine of P0.05 for each day overdue for every book shall be collected.)

11. Subscriptions to periodicals and purchases of books shall be made through the National Library. Requisitions for periodicals and books accompanied with the certification of availability of funds by the Municipal Treasurer shall be ordered at once and paid in advance by the National Library with the benefit of the usual library discount given to this Office.

## *Branch Library*

1. Ordinarily, regular branch libraries are established in capitals or provinces or in cities by arrangement between the provincial or city authorities and the Bureau of Public Libraries.

2. Expenses for operation are shared between the Insular and Provincial or City Government depending upon the resources available.

3. The branch libraries are administered by the Bureau of Public Libraries with authority to appoint the personnel, whether paid out of insular or provincial or city fund, according to Opinion No. 131, series of 1940 of the Secretary of Justice.

4. Ordinarily, the yearly expenses to be met by the province or city for the operation and maintenance of a branch library should conform, more or less, to the following:



### SAMPLE BUDGET FOR BRANCH LIBRARIES

(To be adjusted according to the availability of provincial or city fund)

#### I. FOR SALARIES AND WAGES:

One—Branch Librarian .....	P2,400.00	p.a.
One—Asst. Branch Librarian .....	1,560.00	p.a.
One—Clerk .....	1,200.00	p.a.
One—Janitor-Messenger .....	960.00	p.a.

P6,120.00

#### II. For Sundry Expenses:

1. Traveling expenses of personnel .....	200.00
2. Freight, Express & Delivery Service .....	100.00
3. Rental of Buildings and Ground <sup>1</sup> .....	300.00
4. Postal, Tel. & Tel. Service .....	100.00
5. Illumination and Power Service .....	150.00
6. Consumption of Supplies & Materials .....	150.00
7. Printing and Binding <sup>2</sup> .....	100.00
8. Maintenance & Repair of Equipment <sup>2</sup> .....	100.00
9. Other Services (Including Subscription of periodicals) .....	300.00

1,500.00

#### III. For purchase of

1. Equipment <sup>3</sup> .....	1 500.00	
2. Books .....	2,000.00	3,500.00

P11,120.00

Manila, August 30, 1947.

(Sgd.) E. B. RODRIGUEZ  
Director

APPROVED:

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Secretary of Education

NOTE: Sample Budget revised to suit present conditions.

(1) May be eliminated if the province or city has its own.

(2) May be eliminated for the first year of operation.

(3) May be reduced after the first year of operation or organization.