



May 17, 2004

MEMORANDUM TO ALL EMPLOYEES

SUBJECT : Re-issuance of Library House Rules

Policy Statement

The NEA Library, like any other libraries, offers information and materials that readers normally look for. It has collections of books which one can avail of in libraries of educational institutions; moreover, it specializes in Rural Electrification Program in the Philippines. In this regard, it aims to promote the use of these materials to all employees. Its services are also open to all researchers who may find the materials useful in promoting information on electrification.

I. Library Codes

To make books easier to find, those of the same subject area are commonly shelved together. Books are marked or coded and placed on shelves by subject areas.

II. Borrowing Books

Library cards shall be issued to borrowers. Books are logged in individual index card. A maximum of three books can be borrowed at a time.

A) **NEA employees** - can borrow books at the most for 7 days they may be renewed for another 7 days.

B) **EC and former NEA employees and other donors** - can borrow books for a month and may be renewed for another seven (7) days.

III. A Self-Service Coffee Area

Free flowing coffee is available to all library users.

IV. Penalty

Overdue books are subject to fines of one (1) peso per day. Lost books may be replaced with the same title or another book of value to be assessed by the librarian.

Funds raised out of penalties for overdue books/losses and payments on xerox fees from researchers will be used for the following:

- a) maintenance of supplies of free coffee for library users/readers;
- b) buying of new books/additional titles

V. Library Hours

The library is open to all NEA employees and outside researchers from 8:00 am to 4:00 pm with no noon break.

VI. Books Classification

Books in the NEA library are classified according to the following:

A. Subject Areas



Management

- a) Leadership and Organization
- b) Business and Finance
- c) Public Administration



Law and Governance



Literature

- a) Classics and Historical
- b) Poetry/Play
- c) Popular Fictions
- d) Biographies
- e) Children's Literature



Humanities

- a) Theatre Arts and Culture
- b) Languages/Linguistics
- c) Public Speaking and Business Communication
- d) Fine Arts



Social Sciences

- a) Psychology/Sociology
- b) Anthropology and Ethnography
- c) Economics and Development
- d) History
- e) Politics
- f) Gender Studies and Development



Natural Sciences

- a) Physics, Engineering and Mathematics
- b) Ecology and Life
- c) Geology and Geography




Medical Sciences and Arts


- a) Medicinal/ Herbal
- b) Therapy/Rehabilitation





Lifestyles

- a) Hobbies, Trades and Crafts
- b) Fitness and Wellness
- c) Sports

-  Religious Literature
 - a) Scriptures
 - b) Theology and Inspirational Literature

-  Philosophy
 - a) Ethics
 - b) Metaphysics
 - c) Epistemology
 - d) Political Philosophy

-  Information Technology (IT)

-  Philippine Publication/Filipiniana
 - a) Philippine Studies
 - b) Humanities and Culture
 - c) Philosophy
 - d) Social Sciences
 - e) Literature
 - f) Religious Literature
 - g) Business and Management
 - h) Natural Sciences

B. Magazines and Newspapers

1. Newspapers
2. Newsmagazines
3. Journals
4. Digests

C. Rural Electrification Information Materials

Journals, Coop Annual Reports, Newsletters

D. Research Works and Theses

VII. The Librarian

The Librarian has 3 Basic Functions

- a) Selecting Materials for the Library
- b) Organizing the materials for location
- c) Assisting readers, researchers locate materials or information they need

VIII. Decorum

Readers and researchers are to observe silence in the Library. Making Learning and reading hours pleasant in the Library, we have five simple rules:

- a) No eating inside
- b) No sleeping
- c) No taking out of newspapers outside the Library
- d) No holding of meeting or discussion group
- e) No loitering

This policy takes effect on May 17, 2004.


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