



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

1 September 1988

DEPARTMENT ORDER)

SUBJECT: RULES AND REGULATIONS  
GOVERNING THE USE OF  
THE DPWH CENTRAL  
LIBRARY

NO. **77** *m*  
SERIES OF 1988 *9/12*

In order to maximize the use of Library materials and facilities, the following rules and regulations are hereby prescribed for strict observance of all officials and employees of this Department:

1. The DPWH Central Library shall be open from Monday thru Friday, at 8:00-11:30 A.M. and 12:30-5:00 P.M. to serve the DPWH employees. Researchers from other agencies and offices may use the Library from 1:30-4:30 P.M. The Library shall also be open during Saturday to employees who are undertaking research work.
2. The borrowing of library materials shall be governed by the following rules and regulations:
  - 2.1 All employees of the Department are entitled to availment of library materials upon presentation of their ID's. New employees without ID's shall first present to the Library Staff a certification of employment from their Division Chief or Personnel Officer before they can borrow any library material.
  - 2.2 Loan period shall be for seven (7) days, renewable for another seven (7) days upon request. Borrowed materials may, however, be recalled by the Librarian at any time should the need arise.
  - 2.3 Borrowed library materials shall be made available within the DPWH premises during office hours.
  - 2.4 An employee may borrow library material to a maximum of two (2) books at a time. An employee with an overdue library material, however, cannot borrow again until after he/she has returned the overdue material.

- 2.5 Failure to return library materials upon written notice from the library staff shall subject the borrower to the suspension of his borrowing priveleges.
- 2.6 The borrower shall be responsible for all items drawn under his/her name. In case the material is lost or damaged, the borrower shall pay the cost of the book or the cost of its repair.
- 2.7 Researchers, other than employees, may avail of the library services only upon presentation of letters of request from their respective school librarian or head of offices. Library hours for this type of borrowers will be from Mondays thru Fridays at 1:30-4:30 P.M.
- 2.8 Reference materials, such as encyclopedias, dictionaries and atlases, shall not be taken out of the Library.
3. The DPWH Library has established inter-library loan agreement with other government agencies' libraries. DPWH employees who may wish to borrow books from the libraries of other government agencies may do so by making the necessary arrangement with the DPWH Library Staff.

These rules and regulations shall take effect immediately and shall be in force until revised and/or superseded.



J. NERY FERRER  
Secretary