



Guidelines for Use of the Learning Resource Center HYFLEX SY 2022-2023

The Learning Resource Center (LRC) commits to continuing to make educational resources available to students during on-site and off-site learning. In addition to the physical books available for borrowing at the LRC, the school is also increasing its collection by subscribing to EBSCOhost, an online database of journals, e-books, and magazines, which will be accessible to students from their homes.

In the interest of health and safety, strict guidelines have been put in place to ensure efficient and safe access to physical learning resources during this time.

Service Hours

7:15 a.m. - 4:00 p.m., Monday - Tuesday; Thursday - Friday

General Rules & Regulations

1. SILENCE must be observed at all times.
2. School I.D. is needed to avail of the LRC resources.
3. Bags and lunch boxes are prohibited inside the reading area. Cubbyholes are available by the entrance for these things.
4. Maintaining the order of the LRC materials must be observed by putting all books read inside the LRC to the designated book cart and pushing back the chairs.
5. Eating, littering, loitering, playing and taking a nap inside the LRC are prohibited.
6. Books, folders, binders, envelopes and other bulky materials are subject for inspection before leaving the LRC.
7. Class activities inside the LRC are allowed as long as the teacher has made a reservation with the school librarian at least a day before.
8. Students who damage and/or steal library materials will be subjected to disciplinary action.
9. Misbehavior will cause the suspension of library privileges. Repeated misbehavior and other serious cases of misconduct will be reported to the Student Supervisor.

Health and Safety Protocol

The following health and safety protocol shall be observed upon entering, while inside, and before leaving the LRC:

1. Students must login in the attendance management system before entering the LRC.
2. Students must observe the keep right policy.

3. Students must observe the rules regarding social distancing and wearing face masks for necessary precautions.
4. Every table in the LRC is provided with chairs corresponding to the number of students that can be accommodated. A safe distance from each chair will be observed.
5. Books read inside the LRC must be placed on the designated book cart.
6. Playing card and board games will be allowed provided that only 3 students shall be playing in a group and physical distancing is observed. Standby and onlookers are not allowed.

Borrowing and Returning of LRC Learning Resources (for Onsite Students)

1. School I.D. and borrowers' cards are needed when borrowing books and other library materials.
 - a. Filled-out borrowers' cards shall be replaced with a new one.
 - b. Lost borrowers' cards shall be replaced upon the request of a student with a minimal fee of Php 10.00.
2. Students from kindergarten to grade 2 are allowed to borrow 2 books at a time (fiction or nonfiction) for two weeks. Grades 3 to 12 students are allowed to borrow a maximum of five books at a time (3 nonfiction and 2 fiction books). A book may be renewed only once depending on the demands on the book.
3. The following steps must be followed when borrowing books:
 - a. Students may check the availability of books with the library staff or they may directly browse the shelves.
 - b. Fill-out book card with complete name, grade, and section.
 - c. Check out borrowed book/s after the date due has been stamped on the date due slip.
4. Borrow, return, and reserve books only at the circulation counter.
5. General reference books (e.g. encyclopedia, dictionary, almanac, atlas, and yearbook), newspaper and periodicals are strictly for room use only.
6. A student is held responsible for any material checked out on his/her name.
7. Lost or damaged LRC materials must be reported immediately to the librarian.
8. Lost or severely damaged books must be replaced with the same title or any related book of current edition or pay the amount of the book.
9. Failure to return borrowed resources on time will be charged Php 5.00 a day per book.
10. A delinquent borrower will not be allowed to borrow books until he/she settles her account.

Borrowing and Returning of LRC Learning Resources (for Online Students)

1. Only parents (or their representative with an authorization letter and a copy of the ID of the parent) of enrolled students are allowed to enter the school premises to borrow and/or return books on behalf of the students.

2. Prior to going to school, students/parents should have:
 - a. picked out the title of the books they wish to borrow. The list of the books can be accessed through the XSN LRC website - <https://bit.ly/xsnlrc>
 - Only a maximum of five (5) books may be borrowed at a time (3 nonfiction and 2 fiction).
 - Books may stay with the borrower for two weeks.
 - Physical browsing of books inside the LRC is not allowed. Doing personal online research about the books to be borrowed is encouraged.
 - b. accomplished the XSN LRC SERVICE FORM using their assigned parents' XSN email for K to Grade 4, and/or their child's XSN email for Grades 5-12.
 - c. received a confirmatory email from the LRC personnel within 24-36 hours after they have received the form.
 - This excludes weekends and holidays.
 - Only borrowers with confirmed emails will be accommodated in the LRC.
 - Attached to this email is the LRC Request Form with details of the request.
3. On the scheduled day to pick up the requested books, PARENTS or their authorized representatives:
 - a. will be granted entry into the campus through the main gate, then to the Admin. Building.
 - b. should accomplish the Health Declaration Form.
 - c. should have their temperature checked.
 - Parents or representatives with a temperature of 37.5 and higher will not be allowed to enter.
 - d. should wear a face mask at all times inside the campus.
 - There is a No Mask = No Entry policy implemented in XSN.
 - e. should observe physical distance at all times.
 - f. should proceed directly and limit movement to the LRC area only.
 - Loitering, e.g., waiting for a parent friend who is also at the LRC, is not allowed.
 - g. should follow a "Keep right" policy to allow unidirectional movement inside the library.
4. When picking up the books for borrowing, the PARENT or representative should:
 - a. present the student ID to the LRC staff.
 - For new students, just give complete name, grade and section of the child at the circulation desk
 - The librarian will confirm the enrollment of the Borrower and will handover the pre-requested books.
 - b. fill out the necessary information in the book cards and return the cards to the LRC personnel assisting you.
 - Check the due date stamped on the books to determine the deadline for return of the resources.
 - c. present a printed copy of the LRC REQUEST FORM sent by the librarian through email.

- The titles on this form should match the books being taken out.
5. To extend the due date, send an email to the librarian assigned to the child's grade level.
- Make the request before the due date.
 - a. The parent of the borrower will receive an email reminder a few days before the due date.
 - b. Confirm your request once you receive the librarian's e-mail.
 - c. Without your confirmation will mean that the due date is still in effect and enforced.
 - The LRC will automatically charge the Borrower a P5.00 fine per book, per day after the due date has lapsed.
 - Students will be held accountable for all learning resources borrowed under their name.
6. For lost or missing learning resources:
- a. Inform the LRC personnel through email.
 - b. Wait for the email response which will contain payment instructions and the amount to be settled.
 - c. Pay the prescribed cost online or directly to the Accounting Office.
 - d. When done online, send an email of your proof of payment to angenicatdura@xsn.edu.ph for clearance purposes.
7. To return borrowed resources:
- a. Make sure to return on or before the due date so as not to incur fines.
 - b. Bring also the printed copy of the LRC Request Form.
 - c. Observe the usual protocol for entering the campus and the LRC.
 - d. Accomplish the Health Declaration Form.
 - e. Place the borrowed materials on top of the DROP CART at the entrance of the LRC.
 - Present to the librarian the signed LRC Request Form.
 - Make sure that the books placed on the cart match the book titles on the form.