

## INTEGRATED BASIC EDUCATION DEPARTMENT

### LIBRARY & INSTRUCTIONAL MEDIA SERVICES

#### Library

The library provides the pupils and school personnel a wide selection of books, magazines, newspapers, and other printed materials. Some of its major features necessary for providing effective library services includes Internet facility, CD ROM Databases, Automated Circulation, On-line catalog and Library Web Page. It is open Monday through Friday from 7:00 a.m. to 4:30 p.m.

and on Saturday from

8:00 a.m.

to

12:00 noon

Everyone is expected to follow the rules and regulations that are contained in the Library Handbook. Among the important rules are the following:

1. Only pupils with Barcoded School ID are allowed to borrow books.
2. Borrowed materials are to be returned on time and in good condition.
3. Pupils are charged with minimal amount per day for overdue books.
4. Borrowed materials that are damaged or lost are either paid for or replaced by the borrower.

#### Instructional Media Studies

The Instructional Media Center (IMC) houses a collection of audio-visual materials and equipment that help make classroom activities interesting. Pupils can avail of the services offered by the center with the authorization and supervision of teachers and/or administrators. (See [IMC web page](#) for more information.)