

October 5, 1994

IMPLEMENTING RULES AND GUIDELINES OF R.A. 7743

PRELIMINARY ARTICLE

Pursuant to Sections 2, 5 and 9 of R.A. 7743. An Act Providing for the Establishment of Congressional, City, Municipal Libraries and Barangay Reading Centers throughout the Philippines, and with the view of implementing effectively the provisions of said Act, the following rules and regulations are hereby adopted. cTCEIS

ARTICLE I

Definition of Terms

SECTION 1. Terms of Reference

Barangay — the basic political unit which serves as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the community and as a forum wherein the collective views of the people may be expressed, crystallized and considered, and where disputes may be amicably settled.

Barangay Reading Center — a public library located in and established and maintained by a barangay and caters primarily to the library and information needs of barangay residents.

City — a political unit consisting of more urbanized and developed barangays and serves as a general purpose government for the coordination and delivery of basic, regular and direct services and effective governance of the inhabitants within its territorial jurisdiction.

City Library — a public library located, established, maintained and supported by the city government and primarily for the use of the residents of the city.

Congressional District — otherwise known as legislative-district is a geographical unit of a province or city which is comprised, as far as practicable of contiguous, compact and adjacent territory. Each city with a population of at least 250 thousand or each province, shall have at least one representative.

Congressional district library — a public library located within the congressional district, established and maintained by The National Library and supported by the incumbent Congressman of the district and primarily for the use of the residents of the district.

Librarian — in the Philippine context, is any person who is a bonafide holder of a license and a certificate of registration issued by the Professional Regulation Commission Board for Librarians in accordance with R.A. 6966.

Library — is a collection of books and similar material organized and administered for reading, consultation, and study.

— a room, a group of rooms, or a building, in which a collection of books and similar materials are organized and administered for reading, consultation, and study.

Municipality — a political unit consisting of a group of barangays and serves primarily as a general purpose government for the coordination and delivery of basic, regular and direct services and effective governance of the inhabitants within its territorial jurisdiction.

Municipal Library — a public library located within the municipality, established and maintained by the municipal government and primarily for the use of its residents.

Public Library — in these Guidelines, is a library located in, established and maintained by the barangay, municipality, city, province, or congressional district as the case may be and serves or caters primarily to their respective constituents.

ARTICLE II

Establishment of Public Libraries and Reading Centers

SECTION 2. A public library shall be established in every congressional district, city, municipality in the country as a joint undertaking of The National Library, the Department of Interior and Local Government, the Philippine Information Agency, the local government unit and the citizens of the locality. Likewise, a barangay reading center shall be established in every barangay in the country.

Each district library shall maintain, as far as practicable a bookmobile unit which shall serve the library and information needs of far-flung residents in the district.

ARTICLE III
Library Staff

SECTION 3. In order to ensure the effective and efficient operation of the library, it shall be manned by professionally trained personnel with a support staff. It shall be staffed initially with the following:

1. Congressional district library
 - a) Congressional district librarian
Educational requirements: M.A. in Library Science degree or any Bachelor's degree major in Library Science.
Experience: preferably with 2 years experience involving library administration and management.
CPCB Item and Salary grade: Librarian III, SG 18.
Training: 40 hours training in public library management and administration.
Eligibility requirements: Librarian's License
 - b) Librarian I
Educational requirements: Any bachelor's degree major in library science.
Salary Grade: 10
Eligibility: Librarian's License
 - c) Clerk
Educational requirements: 2-yr. course
Eligibility: Sub professional
CPCB Item and Salary grade: Clerk I, SG. 3
 - d) Utility worker (CONTRACTUAL)
 - e) Librarian II (optional depending on the size of a library)
Salary Grade: 14
Eligibility: Librarian's License
2. City Library:
 - a) City Librarian
Educational requirements: M.A. in Library Science or any bachelor's degree major in Library Science.

Experience: preferably with 2 years experience involving library administration and management.

CPCB Item and salary grade: Librarian IV, SL 22.

Training: 40 hours training in public library administration and management.

Eligibility requirements: Librarian's License

b) Librarian I

Educational requirements: Bachelor's degree in Library Science or any degree major in LS.

Salary Grade: 10

Eligibility requirements: Librarian's License

c) Clerk

Educational requirements: 2-yr. Secretarial course.

Eligibility: sub-professional

CPCB Item and salary grade: Clerk I, SG 1

3. Municipal Library

3.1. 1st Class Municipalities:

a) Municipal librarian

Educational requirements: Any degree major in Library Science.

Eligibility: R.A. 6966

CPCB Item and Salary grade: Librarian III, SG18

3.2 2nd Class Municipalities:

a) Municipal librarian

Educational requirements: any degree major in Library Science.

Eligibility: Librarian's License

CPCB Item and Salary grade: Librarian II, SG 14

3.3. 3rd Class Municipalities and below:

a) Municipal librarian

Educational requirements any degree major in Library Science.

Eligibility: Librarian's License

CPCB Item and Salary grade; Librarian I, SG 10

4. Barangay Reading Center

a) Barangay Reading Center In-charge

Educational requirements: 2-yr. course of college education.

Eligibility: sub-professional

SECTION 4. The number of staff in a public library may be increased as its services expand provided that such increase will be effected through a staffing pattern to be presented and duly endorsed by The National Library to the Department of Budget and Management for approval.

SECTION 5. Except for the Congressional District Librarian and staff whose appointments shall be issued by The National Library, all staff of the established city and municipal libraries and barangay reading centers shall be appointed and supervised by each local government unit through its chief executive (city mayor, municipal mayor, barangay captain) in coordination with their respective development council.

ARTICLE IV

Role and Responsibilities of the National Library

SECTION 6. a) The National Library shall establish congressional district, city and municipal libraries and with the DILG, barangay reading centers for the next five years in accordance with the rules and regulations provided for in the law.

b) It shall provide books and other reading materials including government publications and library forms to public libraries which submit required reports regularly and promptly.

c) It shall orient and train newly appointed librarians primarily to make them aware of their responsibilities to The National Library, to their local government unit and to their library clientele.

d) It shall conduct regularly, seminars, workshops, in-service training programs to public librarians for professional growth and development.

e) It shall receive and process application and subsequently appoint all congressional district librarians and staff and shall supervise and monitor their performance.

f) It shall direct all congressional district librarians to come to Manila for periodic consultation, conference or meeting on issues/matters affecting the libraries under their jurisdiction.

ARTICLE V

Role and Responsibilities of Local Government Units

SECTION 7. It shall be the duty and responsibilities of every congressional district, city, municipality and barangay to provide the following:

- a) Library appropriation. A regular annual library appropriation to be drawn from certain percentage raised from amusement tax, realty tax, and other sources of local income shall be allocated based on the budget estimate proposed by the head librarian;
- b) a separate building or room of adequate size;
- c) sufficient number of chairs, reading tables, bookshelves, audio-visual equipment, and all other necessary equipment for the effective operation of the library;
- d) an adequate number of professional and non-professional library staff;
- e) an up-to-date and adequate collection of books, serials periodicals, newspapers and other library materials to augment the annual allocation of The National Library.

SECTION 8. Local government units may be deputized by The National Library to perform certain functions which may necessary subject to certain standards and guidelines.

ARTICLE VI

Role and Responsibilities of the Department of Interior and Local Government (DILG)

SECTION 9. It shall be the responsibility of the DILG to:

- a)) Assist in promoting the establishment of Congressional, City, and Municipal Libraries and Barangay Reading Centers nationwide;
- b) Spearhead the organization of community reading clubs in every barangay;
- c) Assist in evaluating needed requirements for accreditation of public libraries based on criteria and recommendation; and,
- d) Assist in monitoring the progress of implementation of the Act specifically barangay reading centers.
- e) Network with various Foundations and organizations which donate books, magazines and other library materials and
- f) Be responsible for the distribution to barangay libraries materials, books, etc., which may be solicited by The National Library, Philippine Information Agency or the Department of Interior and Local Government.

ARTICLE VII

Role and Responsibilities of the Philippine Information Agency (PIA)

SECTION 10. It shall be the duty and responsibility of the Philippine Information Agency (PIA) to;

- a) regularly provide the libraries with government documents that could be solicited for free;
- b) provide Information, Education and Communication (IEC) materials production assistance whenever funds are made available to PIA by The National Library and the Department of Interior and Local Government.
- c) provide librarians with training on all aspects of communication information dissemination; and,
- d) make PIA Provincial Community Development centers serve as extension of provincial/municipal libraries for government oriented IEC materials.

ARTICLE VIII

Appropriation

SECTION 11. It shall be the responsibility of The National Library to include in its annual budget proposal starting in 1995 the amount of 1 million for each library to be established in a congressional district, the amount of five hundred thousand for a city library, three hundred thousand for a municipal library, and two hundred thousand pesos for a barangay reading center to be established. Provided that, the total amount proposed annually and for a period of 5 years shall be increased proportionally and shall be enough to fund for the total number of libraries to be established during each year in accordance with its development plan. Subsequently, maintenance and operation thereof of these libraries shall be undertaken by their respective local government after the five-year period except for congressional district libraries which shall be maintained continuously by The National Library. However, The National Library shall continue to provide all these libraries with annual allocation of books and other library materials. Further, the appropriations for the establishment of barangay reading centers may be integrated with the regular appropriations of the Department of Interior and Local Government (DILG).

ARTICLE IX

Memorandum of Agreement

SECTION 12. A memorandum of agreement (MOA) shall be executed between The National Library as the lead agency and the respective local government unit where a public shall be established to define clearly the roles of the respective agencies and to ensure the sustainability or continued existence of the library even during a change of elective local officials.

The DILG, represented by the Regional Director shall be made co-signatory of the local government unit in the MOA.

ARTICLE X

Library Board and Friends of the Library

SECTION 13. Local Library Board. — A Local Library Board shall be organized in every public library to symbolize the democratic character of the library and shall be appointed by publicly elected officials. The Board shall act as advisory and policy-setting-authority but can provide stability and continuity especially during changing times.

SECTION 14. Creation and Composition

a) There shall be established in every district, city, municipality or barangay a district, city, municipal or barangay library board respectively.

b) The composition of local library boards shall be as follows:

1) The Congressional district library board shall be composed of the incumbent Congressman as Chairperson; the Municipal Mayors of the district, the duly elected president of the Friends of the District Library as members, and the District librarian as Secretary.

2) The City library board shall be composed of the city mayor as Chairperson; the chairman of the Committee on Education and Culture of the Sangguniang Panlungsod, the City Treasurer, the City Budget Officer, the representative of the pederasyon ng mga sangguniang kabataan in the sangguniang panlungsod, the elected president of the Friends of the City Library as members and the City Librarian as Secretary.

3) The Municipal Library Board shall be composed of the municipal mayor as Chairperson; the representative of the pederasyon ng mga sangguniang kabataan in the sangguniang bayan, the president of the Friends of the Municipal Library, the Municipal Treasurer as members, and the Municipal Librarian as Secretary.

4) The Barangay Library Board shall be composed of the Barangay Captain as Chairperson; the Chairman of the Education Committee and representative of the youth in the Barangay Council, the barangay library in-charge, the Barangay Treasurer, the duly elected president of the Friends of the Library or book clubs, to represent non-government organizations (NGO), as members and the Barangay Reading Center in-charge as Secretary.

The performance of the duties and responsibilities of the abovementioned officials in their respective local library board shall not be delegated.

SECTION 15. Functions of Local Library Boards. — The Congressional district, city, municipal or barangay library board shall:

- a) Determine, in accordance with the criteria set by The National Library, the annual supplementary budgetary needs for the operation and maintenance of library within the congressional district, city, municipality, or barangay as the case may be, and the supplementary local cost of meeting such needs, which shall be reflected in the form of an annual library board budget;
- b) Authorize the treasurer as to disburse funds pursuant to the budget prepared and in accordance with existing rules and regulations;
- c) To serve as an advisory committed to the Sanggunian concerned on library matters- such as but not limited to the necessity for and application of local appropriations for public library purposes;
- d) Create committees which shall advice local library agencies on matters such as, but not limited to personnel selection and promotion, bids, and awards, grievances and complaints, personnel discipline, budget review, operations review and similar functions.
- e) To find ways & means in increasing the book & non-book collections of the library and in improving the facilities of the library.

SECTION 16. Meetings and Quorum; Budget, Compensation and Remuneration

- a) Meeting of the Board shall be held 2 times a year and shall be called by the chairperson. However, special meeting may be scheduled as the need arises. A majority of all its members shall constitute a quorum. The District librarian, the city librarian or the municipal librarian, or the barangay reading center in-charge as the case may be, shall prepare the library budget concerned. Such budget shall be supported by programs, projects, and activities of the library board for the ensuing fiscal year. The affirmative vote of the majority of all the members shall be necessary to approve the budget.

SECTION 17. Compensation and Remuneration. — The co-chairmen, and members of the congressional district, city or municipal library board shall perform their duties as such without compensation or remuneration. Members thereof who are not government officials or employees shall be entitled to necessary travelling expenses and allowance chargeable against

the funds of the local library board concerned, subject to existing accounting and auditing rules regulations.

SECTION 18. Friends of the Public Library. — The Local Library Board shall organize The Friends of the Public Library to support the projects and activities of the library especially those concerning financial support.

ARTICLE XI

Inter-Agency Committee

SECTION 19. Creation and Composition. — A national inter-agency committee shall be organized to be composed of a) The National Library; b) The Department of Interior and Local Government; c) The Philippine Information Agency.

SECTION 20. Functions and Duties.

a) The Inter-agency committee shall serve as the consultancy body to hasten the implementation of the Law.

b) It shall serve as the oversight committee which shall study and recommend amendments of the Law to the proper body.

ARTICLE XII

Effectivity

SECTION 21. These herein Rules and Regulations shall take effect fifteen (15) days following the completion of its publication in the Official Gazette or in a newspaper of general circulation.

DONE in the City of Manila, this 5th day of October, 1994.

(SGD.) ADORACION M. BOLOS

Acting Director

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(SGD.) RAFAEL ALUNAN, III

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