

MARIKINA CITY LIBRARY

V. Gomez St. cor. Shoe Ave., San Roque, Marikina City
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Mr. Vic Jayson C. Cruz RL, MLIS-City Librarian



VISION

We aspire to become premier Public Library imbued with sound values and a strong commitment to lifelong learning and information literacy.

MISSION

Continually develop, sustain, preserve, and make available accessible to the public the vast resources of the Marikina City Library

OBJECTIVES

- 1.To serve as a repository of information, knowledge, and library services in the community
- 2.To provide sufficient, substantial, and relevant information to the public as a way of supplementing their knowledge, literacy, and self-development
- 3.To meet the research and information needs of students, teacher, researchers, and the like
4. To offer outreach and literacy assistance to individuals and groups in need of services such as jobs and educational information and educational program.

HOW TO AVAIL FREE MARIKINA CITY LIBRARY (MCL) CARD

FOLLOW THESE STEPS	OFFICE/PERSON RESPONSIBLE	LOCATION/SECTION	PROCESSING TIME
1. Present 2pcs 1x1 ID Picture	Assigned Library Staff	1st floor Recreational Reading/Periodicals Section	30 seconds
2. Fill-out Application Form	Assigned Library Staff	1st floor Recreational Reading/Periodicals Section	2-3 minutes
3. Submit Application Form	Assigned Library Staff	1st floor Recreational Reading/Periodicals Section	30 seconds
4. Claim MCL Card	Assigned Library Staff	1st floor Recreational Reading/Periodicals Section	1-2 days

Requirements:

2pcs 1x1 ID picture

*Processing time will vary based on the number of clients availing the service.

HOW TO BORROW POCKETBOOKS FOR HOME USE (MARIKINA RESIDENTS ONLY)

FOLLOW THESE STEPS	OFFICE/PERSON RESPONSIBLE	LOCATION/SECTION	PROCESSING TIME
1. Go to the bookshelves & get the pocketbook/s you wish to borrow (maximum of five(5)titles)		1st floor Recreational Reading/Periodicals Section	Depends on the client

2. Proceed to the counter		1st floor Recreational Reading/Periodicals Section	30 seconds
3. Present your MCL card with the pocketbook/s you wish to borrow	Assigned Library Staff	1st floor Recreational Reading/Periodicals Section	30 seconds
4. Fill-out the book card located at the back of the pocketbook	Assigned Library Staff	1st floor Recreational Reading/Periodicals Section	1 minute
5. Receive your borrower's slip with the pocketbook		1st floor Recreational Reading/Periodicals Section	1 minute
6. Present your borrower's slip	Guard-on-duty	1st floor, Lobby Area	30 seconds

Requirements:

MCL Card

*Processing time will vary based on the number of clients availing the service.

HOW TO RETURN POCKETBOOKS FOR HOME USE (MARIKINA RESIDENTS ONLY)

FOLLOW THESE STEPS	OFFICE/PERSON RESPONSIBLE	LOCATION/SECTION	PROCESSING TIME
1. Present the Pocketbooks and the Borrower's Slip	Assigned Library Staff	1st floor Recreational/Periodicals Reading Section	30 seconds
2. Wait for the person-in-charge to update the Borrower's record	Assigned Library Staff	1st floor Recreational/Periodicals Reading Section	1 minute
3. Get your MCL card	Assigned Library Staff	1st floor Recreational/Periodicals Reading Section	30 seconds

Requirements:

Pocketbook/s

Borrower's Slip

*Processing time will vary based on the number of clients availing the service.

HOW TO AVAIL FREE 30-MINUTE USE OF COMPUTER

FOLLOW THESE STEPS	OFFICE/PERSON RESPONSIBLE	LOCATION/SECTION	PROCESSING TIME
1. Present your MCL card/Endorsement slip	Assigned Library Staff	2nd floor Computer Section	30 seconds
2. Register in the pre-enlistment form and wait your name to be called (if there's an available computer, skip this step)	Assigned Library Staff	2nd floor Computer Section	Depends on the number of client/s waiting
3. Fill-out the computer form legibly	Assigned Library Staff	2nd floor Computer Section	1 minute
4. Consume your free 30-minutes free use of computer	Assigned Library Staff	2nd floor Computer Section	30 minutes
5. Get your MCL card/Endorsement slip	Assigned Library Staff	2nd floor Computer Section	30 seconds

Requirements:

MCL Card/Endorsement slip

*Processing time will vary based on the number of clients availing the service.

BORROWING OF BOOKS FOR ROOM USE (3RD FLOOR)

FOLLOW THESE STEPS	OFFICE/PERSON RESPONSIBLE	LOCATION/SECTION	PROCESSING TIME
1. Search in OPAC (Online Public Access Catalog) or Card Catalog		3rd floor General Collection/Reference Section	Depends on the client/s searching the OPAC
2. Fill-out the Call slip		3rd floor General Collection/Reference Section	1 minute
3. Submit the ff. at the counter a) MCL card/ endorsement slip b)Call Slip	Assigned Library Staff	3rd floor General Collection/Reference Section	30 seconds
4. Get the book/s you need maximum of two (2) titles		3rd floor General Collection/Reference Section	5-10 minutes
5 Return at the counter and sign the book card	Assigned Library Staff	3rd floor General Collection/Reference Section	1 minute

Requirements:

MCL Card/Endorsement slip

Call slip

*Processing time will vary based on the number of clients availing the service.

**RETURNING OF BOOKS FOR ROOM USE AFTER READING/
PHOTOCOPYING FOR ROOM USE (3RD FLOOR)**

FOLLOW THESE STEPS	OFFICE/PERSON RESPONSIBLE	LOCATION/SECTION	PROCESSING TIME
1. Present book/s at the counter	Assigned Library Staff	3rd floor General Collection/Reference Section	30 seconds
2. Return the book card to its respective book pocket/s	Assigned Library Staff	3rd floor General Collection/Reference Section	1 minute
3. Leave the book/s at the counter for shelf-reading		3rd floor General Collection/Reference Section	30 seconds
4. Get your MCL card/Endorsement slip	Assigned Library Staff	3rd floor General Collection/Reference Section	30 seconds

Requirements:

Book/s

*Processing time will vary based on the number of clients availing the service.

HOW TO AVAIL FREE USE OF WI-FI

FOLLOW THESE STEPS	OFFICE/PERSON RESPONSIBLE	LOCATION/SECTION	PROCESSING TIME
1. Present your MCL card/ endorsement slip	Assigned library Staff	2nd floor Computer Section	3 seconds
2. Ask for the pass-key/ Password	Assigned library Staff	2nd floor Computer Section	1 minute
3. Enjoy your free Wi-Fi		2nd floor Computer Section	Depends on client's usage

Requirements:

MCL Card/Endorsement slip

*Processing time will vary based on the number of clients availing the service.

PHOTOCOPYING OF BOOK/S

FOLLOW THESE STEPS	OFFICE/PERSON RESPONSIBLE	LOCATION/SECTION	PROCESSING TIME
1. Fill-out the photocopying slip		3rd floor General Collection/Reference Section	2-3 minutes
2. Submit the photocopying slip at the counter	Assigned Library Staff	3rd floor General Collection/Reference Section	30 seconds
3. Photocopy the book	Assigned Library Staff	3rd floor General Collection/Reference Section	Depends on the number of page/s to be photocopied

Requirements:

Book/s

*Processing time will vary based on the number of clients availing the service.

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.