**Holy Family Academy**

**High School Department**

Friendship Highway, Cutcut Angeles City



**School Theme 2021-2022**

Benedictine Education: Mission in the Service of the Human Person

Focused value: Service

**GUIDELINES IN AVAILING DIFFERENT INTRUCTIONAL MEDIA CENTER SERVICES FOR THE SCHOOL YEAR 2022-2023**

Despite this pandemic, the Instructional Media Center continues to carry out its responsibility as a stimulating force for the spiritual, moral, and intellectual growth of the school community; and to assume the role of providing not merely information but also access to current, adequate, and appropriate information resources.

The Instructional Media Center strives to meet the needs of the students and faculty by providing books, learning materials, programs, and services for academic and personal enrichment.

The following guidelines will be implemented to provide a better user experience and to meet the demands of the modified hybrid learning environment:

**USING THE HFA-HS IMC LIBRARY AS A LEARNING SPACE**

**(Online Classes and Face to Face):**

**GENERAL GUIDELINES IN VISITING THE HS-IMC**

This guideline will be implemented regardless if online or face-to-face classes are in effect and it will depend on the preference of the borrower.

1. Limited operating hours, the IMC will open from 7:00 am to 5:00 pm. (Monday - Friday)
2. The number of visitors in the library should be limited to 50 percent at a time. The maximum capacity of the library is 120.
3. A visible signage will be posted at the entrance of the library indicating the maximum capacity that the premises can hold at any one time
4. Temperature screening will be conducted at the entrance by an approved tester. The testing process will be conducted using non-contact thermal scanners. Users with a temperature above 37.4 C will not be allowed in the library.
5. Exercise the right of refusal of entry into the library of visitors if they are visibly unwell or have respiratory symptoms.
6. No mask, no entry policy. Masks are always to be worn (covering mouth, nose, and chin) while inside the library.
7. Hand sanitizers must be made available at the entrance / exit of the library and in other strategic places.
8. All visitors shall always practice physical distancing. A minimum space of one meter (side, back, front) between library users shall be strictly implemented.
9. The one-meter distances indicated in the visible markings inside and outside the library should be strictly followed while queuing.
10. Users will be asked to sanitize their hands upon entering and leaving the premises.
11. Seats shall be arranged 1 meter apart; 2 or maximum of 4 persons in the long tables at the reference section, 1 to 2 persons per Couch, and 2 persons in the tables at the reading area.
12. The practice of proper cough etiquette and social distancing will be strictly enforced.
13. Avoid sharing materials and other stuff with others (Always bring a ballpen).
14. Ensure that devices that require handling are systematically disinfected before and after each use.

**GUIDELINES IN USING THE HS-IMC INTERNET SECTION (NEW NORMAL)**

The faculty and students can use the internet section with a limited capacity of 50%. The teaching station is set for faculty who have trouble with their internet at home and the available number of workstations will be limited to follow the prescribed 1-meter social distancing in each workstation. Regular disinfection of each workstation will be practiced for the safety of its users.

BORROWING OF LIBRARY MATERIALS AND RESOURCES

*Who can borrow the library materials?*

All currently enrolled high school students of Holy Family Academy, faculty members, and administrators, and all regular employees.

BORROWING OF LIBRARY MATERIALS (PICK UP):

1. Visit the HS IMC-OPAC (Online Public Access Catalog) website at [https://hsimc.hfa.edu.ph](https://hsimc.hfa.edu.ph/)
2. Log in using the account credentials
3. Create a personal “List”
4. Search the material(s) and add them to the created list
5. Send the list to the provided email address, fill in the necessary information: Name, section, email address, pickup date, and expected return date.
6. The IMC will prepare the material(s) and notify the borrower once the material(s) ready for pick up.
7. Coordinate with the IMC staff using askLIMCA either through the IMC-OPAC, IMC website, or askLIMCA Facebook page.
8. Wait for the confirmation stating that the material(s) ready for pickup; either via OPAC or email
9. Pick up the material(s) on the scheduled date. The material(s) will be placed on the school's main entrance.
10. See Table 1 for the current loan policy for the new normal

**RETURNING OF LIBRARY MATERIALS (DROP OFF):**

1. Drop the materials at the designated drop box or thru the guard at the school entrance on or before the due date
2. The HS-IMC staff will pick up the materials and check them in the library system.
3. Returned books are to be quarantined for 72 hours before being placed again into circulation.
4. Pre-due and overdue emails will be automatically sent to the client
5. A fine of 5.00 pesos per day will be implemented for every overdue books.
6. An automated email will be sent once the material(s) are checked in the system.

BORROWING OF LIBRARY MATERIALS (ON-SITE):

1. The client may check for IMC materials using the HS IMC-OPAC on the assigned workstation, browse the shelves, or ask for the assistance of the IMC-Staff.
2. Bring the materials or request the materials to the one in-charge in the counter for check out.
3. Present your IMC-ID at the counter.
4. The staff will process the materials to be checked out.
5. Receive the book together with the transaction receipt.

**RETURNING OF LIBRARY MATERIALS (ON-SITE):**

1. Proceed to the counter to check-in the materials.
2. The IMC in-charge will process the returned book/s for check-in, and the student with overdue books will be notified.
3. A receipt will be given to the students with overdue books and proof of transaction.
4. The materials will be stored in a quarantine area and will be returned to the shelves after 7 days.
5. The client will be notified by an automated e-mail once the materials are already in the system.

**Handling of Physical Library Material**

1. The recommended quarantine period for physical lending material (books, DVDs etc.) at risk of contamination from the COVID-19 virus is **72 hours.** For this period, the materials will be placed in boxes, be sealed, be marked with a date, and be stored in a separate location.
2. The staff should wear gloves when handling returned IMC materials.
3. Returned materials will be separated from the quarantined materials to avoid cross-contamination.
4. Quarantine of library materials is the most effective known method of disinfection.
5. After handling materials, hands should be washed with soap and water for 20 seconds.
6. Computer use by patrons will be restricted to facilitate proper sanitation of computer devices.
7. For materials with plastic covers, such as DVDs, cleaning with alcohol wipes is suggested so that they can be returned to the circulation immediately.

**CHANGES IN THE LIBRARY LOAN POLICY**

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| **Library Materials** | **Old Policy** | **New Normal** |
| Printed Materials | Students   * Circulation 3 days * Fiction 1 week * Filipiniana 3 days | Students   * Circulation 1 week * Fiction 2 weeks * Filipiniana 1 week |
|  | Faculty   * 1 month | Faculty   * 1 semestral/ year |
| **Non-print Resources** | Students & Faculty  On-site | Students & Faculty  On-Site |
| **Number of books allowed for check out** | Students   * 4 books | Students   * 4 books |
|  | Faculty   * 10 books | Faculty   * 10 books |

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