



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

November 4, 2020

DIVISION MEMORANDUM

No. 254, s. 2020

DIVISION OF AKLAN LIBRARY HUB ONLINE BORROWING OF BOOKS

To: **Chief Education Supervisors**
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. The DepEd Aklan Learning Resource and Management Section (LRMS), in its effort to ensure the efficiency and effectiveness of the Library Hub operations, will launch its online borrowing and reservations of supplementary reading materials through its website.
2. The Library Hub aims to provide greater access to reading materials to all public school learners, develop the habit of reading and support the development of comprehension skills among learners especially in this time of pandemic.
3. Attached is Enclosure No. 1 (Guidelines in Borrowing and Returning of Supplementary Reading Materials).
4. In this regard, all districts are encouraged to borrow books online from the library hub. Please check the website in this link:
<https://sites.google.com/depd.gov.ph/aklanlibraryhub>
5. Immediate and wide dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Enclosure: 1

Reference:

Allotment: 1- (R.O. s. 1994)

To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM

LEARNING RESOURCES

LIBRARY

/abm



Address: Poblacion, Numancia, 5604 Aklan
Tel. No. (036) 265-4235
Website: <http://www.depedaklan.org>
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(Enclosure No.1 to Division Memorandum 254 s. 2020)

GUIDELINES ON BORROWING AND RETURNING OF BOOKS

1. Go to <https://sites.google.com/deped.gov.ph/aklanlibraryhub> and select the books you would like to borrow using the Library hub form.
2. Retrieve the borrowed/reserved books from the library hub following the schedule:
Online Borrowing/ Reservation - Every Monday & Wednesday
Pick Up & Returning- every Thursday
3. The school librarian, teacher-librarian/ library in-charge may borrow and distribute the reading materials to the teachers and records in the Borrowers Logbook. They will then retrieve from the teachers on the scheduled date and return it to the Library Hub.
4. The teacher may allow the parents to take out a reading material. They may borrow books from the teacher while receiving modules for their pupils which should be returned before the retrieval of books in the school.
5. Borrowed reading materials of the school should be returned after 25 calendar days. Swapping or exchanging of bins is strictly not allowed.



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