



Republic of the Philippines  
**Supreme Court**  
Manila

**Library Services**

**ATTY. MARIA CARINA M. CUNANAN**  
Deputy Clerk of Court and  
Chief Administrative Officer

Re: **Proposed Operating Procedures for the Library Services**

**Dear Atty. Cunanan:**

In the interest of service and in compliance with the Memorandum Circular dated 21 May 2020, the undersigned submits their proposed operating procedures for the Library Services.

**I. GENERAL GUIDELINES**

- A. The Supreme Court Library shall be open for phone-in and e-mail queries only. In order to reduce the transmission of Covid-19 the Readers Area in the Library shall be closed to users.
- B. Daily newspapers are available for pick-up in front of the library.
- C. Borrowing and returning of books are suspended. As this is an unprecedented situation, information on the proper manner of sanitizing library materials particularly books, is still unavailable. The borrowing of books from one user to another poses a health risk during this time. However, under urgent reasons that the whole book/s is/are really needed and only if none of the options provided is applicable, the user may borrow said book/s but may not return it/them for the time being.
- D. Librarians to assist in research. The library services will assist library users for necessary research materials. The users shall have the following options:
  - 1. Utilize the Supreme Court E-Library;
  - 2. Call the office landline (02)85242706;
  - 3. Text us at 09173295012; or
  - 4. E-mail us at [asklibraryservices@gmail.com](mailto:asklibraryservices@gmail.com)Users shall relay to us the necessary research materials needed and researched materials gathered may either be e-mailed to the recipient or photocopied and picked up at the library reception area.

## **II. WORK SCHEDULE/WEEKLY ACCOMPLISHMENT REPORT**

- A. The Library Services staff shall have skeleton work force of three (3) batches. Each batch rendering one week of service then two (2) weeks of quarantine. The said scheme is proposed to ensure easy contact tracing as well as following the usual imposed fourteen (14) day home quarantine.
  
- B. A weekly accomplishment report shall be submitted to monitor work progress.

02 June 2020.

Respectfully,

**JOYCE JAZMIN G. DIMAISIP-CUNANAN**  
Acting SC Senior Chief Staff Officer