



**MUNTINLUPA CITY PUBLIC LIBRARY**



**MUNTINLUPA CITY PUBLIC LIBRARY**  
**Library Services Division**



## 1. Children's Section

Encourage preschoolers and elementary students build the passion for reading, research, and the love of books. We offer a variety of children's books from fiction story books where they can get moral lessons, to the book of facts where they can get factual information and at the same time enjoy the fun of reading through the book's modern designs and illustrations. We also offer educational board games, arts and crafts, storytelling activities, e-books, and film showings.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		Children only		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification Card or any valid I.D. (1)		Muntinlupa City Public Library – Desk Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in the child's name  1.1 Deposit of I.D., bags and other hand carry items.	1. Assist the clients  1.1 Receive the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
2. OPEN BOOK SHELVED SYSTEM	None	None	None	None
3. KOHA SYSTEM or Manual Cataloguing.	3. Assist the clients	None	5 minutes	Allan Glenn Moldez – Muntinlupa City Public Library  Renz Lester Redillas – Muntinlupa City Public Library
4. Children's are free to browse in this section of the library  <u>Children's Section</u> <ul style="list-style-type: none"> <li>▪ Children's Books</li> <li>▪ Game Boards</li> <li>▪ Film Showing</li> </ul>	4. Assist the clients	None	ARBITRARY	Claudine Jocelle Gallano – Muntinlupa City Public Library
5. Books from Children's Section should be return in the book basket	5. Assist the clients	None	None	Claudine Jocelle Gallano – Muntinlupa City Public Library
6. Drop suggestions/recommendations and comments on our suggestion box	6. Assist the clients	None	5-15 minutes	– Muntinlupa City Public Library



<p>7. Ask a Library staff for research consultation book counseling</p>	<p>7. Assist the clients</p>	<p>None</p>	<p>10-15 minutes</p>	<p>Mailene Macaranas – Muntinlupa City Public Library</p> <p>Renz Lester Redillas – Muntinlupa City Public Library</p> <p>Claudine Jocelle Gallano – Muntinlupa City Public Library</p>
<p>8. Log-out the name of visitors/ researchers/library patrons.</p> <p>8.1 Claim the I.D., bags and other hand carry items.</p>	<p>8. Assist the clients</p> <p>8.1 Return the required document, bags and other hand carry items.</p>	<p>None</p>	<p>5 minutes</p>	<p>– Muntinlupa City Public Library</p>
<p><b>TOTAL:</b></p>		<p>0.00</p>		



## 2. GAD Section

Office or Division:		Muntinlupa City Public Library		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Young Adults and Adults only		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification Card or any valid I.D. (1)		Muntinlupa City Public Library – Desk Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in the name of visitors/ researchers/library patrons.  1.1 Deposit of I.D., bags and other hand carry items.	1. Assist the clients  1.1 Receive the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
2. OPEN BOOK SHELVED SYSTEM	None	None	None	None
3. KOHA SYSTEM or Manual Cataloguing.	3. Assist the clients	None	5 minutes	Allan Glenn Moldez – Muntinlupa City Public Library  Renz Lester Redillas – Muntinlupa City Public Library
4. Library users are free to browse in this section of the library  <u>G.A.D Section</u>	4. Assist the clients	None	ARBITRARY	– Muntinlupa City Public Library
5. Library Patrons will return the books on their proper shelves	5. Assist the clients	None	None	– Muntinlupa City Public Library
6. Drop suggestions/recommendations and comments on our suggestion box	6. Assist the clients	None	5-15 minutes	– Muntinlupa City Public Library
7. Ask a Library staff for research consultation book counseling	7. Assist the clients	None	10-15 minutes	Mailene Macaranas – Muntinlupa City Public Library  Renz Lester Redillas – Muntinlupa City Public Library



				Claudine Jocelle Gallano – Muntinlupa City Public Library
8. Log-out the name of visitors/ researchers/library patrons.  8.1 Claim the I.D., bags and other hand carry items.	8. Assist the clients  8.1 Return the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
<b>TOTAL:</b>		<b>0.00</b>		



### 3. Information Technology

In line with promoting the love of book to our library patrons, we also offer them the free use of computer and internet to cope with the modern age of our generation. We let them use internet for research and other references.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification Card or any valid I.D. (1)		Muntinlupa City Public Library – Desk Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in the name of visitors/ researchers/library patrons.  1.1 Deposit of I.D., bags and other hand carry items.	1. Assist the clients  1.1 Receive the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
2. Library users are free to use this section of the library  <u><b>I.T. Section</b></u> <ul style="list-style-type: none"> <li>▪ Free Internet/Wi-Fi</li> <li>▪ Typing</li> <li>▪ Researching</li> </ul>	2. Assist the clients	None	1 hour	Allan Glenn Moldez – Muntinlupa City Public Library
3. Drop suggestions/recommendations and comments on our suggestion box	3. Assist the clients	None	5-15 minutes	– Muntinlupa City Public Library
4. Ask a Library staff for research consultation counseling	4. Assist the clients	None	10-15 minutes	Mailene Macaranas – Muntinlupa City Public Library  Renz Lester Redillas – Muntinlupa City Public Library  Claudine Jocelle Gallano – Muntinlupa City Public Library



5. Log-out the name of visitors/ researchers/library patrons.  5.1 Claim the I.D., bags and other hand carry items.	5. Assist the clients  5.1 Return the required document, bags and other hand carry items.	None	5 minutes	- Muntinlupa City Public Library
<b>TOTAL:</b>		0.00		





#### 4. Outreach Section

Outreach program in the community or with the Kalingang Munti Program. Its activities includes: Storytelling, educational games, art and crafts and reading activities.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		Children only		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register the participant's name	1. Assist the clients	None	5 minutes	– Muntinlupa City Public Library
2. Find a seat before the activity starts	2. Assist the clients	None	None	Allan Glenn Moldez – Muntinlupa City Public Library  Claudine Jocelle Gallano – Muntinlupa City Public Library
3. Participate to the Outreach Activity	3. Assist the clients	None	55 minutes	– Muntinlupa City Public Library
<b>TOTAL:</b>		0.00	1 hour	



## 5. Periodicals and Magazines Section

Make sure that our readers are informed and updated with the world and the country's current event through offering them periodicals like newspapers and magazines. We offer wide variety of magazine, from health and business magazines to agricultural magazines.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification Card or any valid I.D. (1)		Muntinlupa City Public Library – Desk Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in the name of visitors/ researchers/library patrons.  1.1 Deposit of I.D., bags and other hand carry items.	1. Assist the clients  1.1 Receive the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
2. Library users are free to browse in this section of the library  <u>Periodicals and Magazines Section</u>	2. Assist the clients	None	ARBITRARY	Allan Glenn Moldez – Muntinlupa City Public Library
3. Library Patrons will return the periodicals on its proper racks	3. Assist the clients	None	None	Allan Glenn Moldez – Muntinlupa City Public Library
4. Drop suggestions/recommendations and comments on our suggestion box	4. Assist the clients	None	5-15 minutes	– Muntinlupa City Public Library
5. Ask a Library staff for research consultation book counseling	5. Assist the clients	None	10-15 minutes	Mailene Macaranas – Muntinlupa City Public Library  Renz Lester Redillas – Muntinlupa City Public Library  Claudine Jocelle Gallano – Muntinlupa City Public Library



6. Log-out the name of visitors/ researchers/library patrons.  6.1 Claim the I.D., bags and other hand carry items.	6. Assist the clients  6.1 Return the required document, bags and other hand carry items.	None	5 minutes	- Muntinlupa City Public Library
<b>TOTAL:</b>		0.00		



## 6. Reference/Filipiñana Section

It promotes research and reading books to Elementary, High school, College students/higher education. We offer books that contain specific facts, general information and collected items of information materials which may be anecdotal or bibliographical in nature. Nature and scope is of Filipiniana materials, A State-of-the-Art of Filipiniana Collections in the Philippines.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification Card or any valid I.D. (1)		Muntinlupa City Public Library – Desk Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in the name of visitors/ researchers/library patrons.  1.1 Deposit of I.D., bags and other hand carry items.	1. Assist the clients  1.1 Receive the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
2. OPEN BOOK SHELVED SYSTEM	None	None	None	None
3. KOHA SYSTEM or Manual Cataloguing.	3. Assist the clients	None	5 minutes	Allan Glenn Moldez – Muntinlupa City Public Library  Renz Lester Redillas – Muntinlupa City Public Library
4. Library users are free to browse in this section of the library  <u>Reference/Filipiñana Section</u>	4. Assist the clients	None	ARBITRARY	– Muntinlupa City Public Library
5. Books get from the reference section will be returned to Ms. De Los Santos's table.	5. Assist the clients	None	None	– Muntinlupa City Public Library
6. Drop suggestions/recommendations and comments on our suggestion box	6. Assist the clients	None	5-15 minutes	– Muntinlupa City Public Library
7. Ask a Library staff for research consultation book counseling	7. Assist the clients	None	10-15 minutes	Mailene Macaranas – Muntinlupa City Public Library



				Renz Lester Redillas – Muntinlupa City Public Library  Claudine Jocelle Gallano – Muntinlupa City Public Library  Danica De Los Santos – Muntinlupa City Public Library
8. Log-out the name of visitors/ researchers/library patrons.  8.1 Claim the I.D., bags and other hand carry items.	8. Assist the clients  8.1 Return the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
<b>TOTAL:</b>		0.00		



## 7. Teens Section

Encourage the youth of our generation to read teen literature, whether it be fiction or non-fiction. The library offers many new pocket books that are very popular for most teenagers. There are also teen's magazines where they can get teen advices for health, fashion, and other life issues.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification Card or any valid I.D. (1)		Muntinlupa City Public Library – Desk Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in the name of visitors/ researchers/library patrons.  1.1 Deposit of I.D., bags and other hand carry items.	1. Assist the clients  1.1 Receive the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
2. OPEN BOOK SHELVED SYSTEM	None	None	None	None
3. KOHA SYSTEM or Manual Cataloguing.	3. Assist the clients	None	5 minutes	Allan Glenn Moldez – Muntinlupa City Public Library  Renz Lester Redillas – Muntinlupa City Public Library
4. Library users are free to browse in this section of the library  <u>Teens Section</u>	4. Assist the clients	None	ARBITRARY	Claudine Jocelle Gallano – Muntinlupa City Public Library
5. Library Patrons will return the books on their proper shelves	5. Assist the clients	None	None	Claudine Jocelle Gallano – Muntinlupa City Public Library
6. Drop suggestions/recommendations and comments on our suggestion box	6. Assist the clients	None	5-15 minutes	– Muntinlupa City Public Library
7. Ask a Library staff for research consultation book counseling	7. Assist the clients	None	10-15 minutes	Mailene Macaranas – Muntinlupa City Public Library



				Renz Lester Redillas – Muntinlupa City Public Library  Claudine Jocelle Gallano – Muntinlupa City Public Library  – Muntinlupa City Public Library
8. Log-out the name of visitors/ researchers/library patrons.  8.1 Claim the I.D., bags and other hand carry items.	8. Assist the clients  8.1 Return the required document, bags and other hand carry items.	None	5 minutes	– Muntinlupa City Public Library
<b>TOTAL:</b>		0.00		



## 8. Online Storytelling (NEW NORMAL SERVICES)

Due to the implementation of Health and Safety Protocol at this time of Pandemic, we offer online storytelling of children's story books with moral lessons to build their passion for reading, loving books, to educate and enjoying illustrations while watching.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		Children only		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Submitted Online Registration Form		Muntinlupa City Public Library– Data Records		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. FOR GUARDIANS:</b>  Visit the MCPL Official Facebook Page: <a href="https://www.facebook.com/mcpl.muntinlupa.7/">https://www.facebook.com/mcpl.muntinlupa.7/</a>  1.1 Click the pinned post link, <b>Online Registration</b> 1.2 Register the child participant 1.3 Submit	1. Review the submitted Registration Form  1.1 Send the Online Storytelling zoom link and password through Direct Message.	None	10-15 minutes	Allan Glenn Moldez – Muntinlupa City Public Library
2. Click the zoom link that sent by the MCPL through Direct/Private Message, and enter the password.  <u>Children can now associated to the Online Storytelling</u>	2. Accommodate and inform the participants about the activity.  2.1 Proceed to Storytelling	None	30-40 minutes	Claudine Jocelle Gallano – Muntinlupa City Public Library
<b>3. FOR GUARDIANS:</b>  Inquire or Recommend any suggestions through the zoom  Leave the Zoom Room Meeting	3. Accommodate and respond to the guardians	None	10 minutes	Claudine Jocelle Gallano – Muntinlupa City Public Library
<b>TOTAL:</b>		0.00		





## 9. Online Arts and Crafts (NEW NORMAL SERVICES)

As part of the new normal, Health and Safety Protocol implemented, we offer online arts and crafts for all interested patrons to improve their skills and encourage them to become more resourceful and creative.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Submitted Online Registration Form		Muntinlupa City Public Library– Data Records		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the MCPL Official Facebook Page: <a href="https://www.facebook.com/mcpl.muntinlupa.7/">https://www.facebook.com/mcpl.muntinlupa.7/</a>  1.1 Click the pinned post link, <b>Online Registration</b> 1.2 Register 1.3 Submit	1. Review the submitted Registration Form  1.1 Send the Online Storytelling zoom link and password through Direct Message.	None	10-15 minutes	Allan Glenn Moldez – Muntinlupa City Public Library
2. Click the zoom link that sent by the MCPL through Direct/Private Message, and enter the password.  <u>Participant can now associated to the Online Arts and Crafts activity</u>	2. Accommodate and inform the participants about the activity.  2.1 Proceed to making arts and crafts	None	30-40 minutes	– Muntinlupa City Public Library
3. Inquire or Recommend a suggestions through the zoom  Leave the Zoom Room Meeting	3. Accommodate and respond to the guardians	None	10 minutes	– Muntinlupa City Public Library
<b>TOTAL:</b>		0.00		



## 10. Library Online Help Research (NEW NORMAL SERVICES)

At this time of Pandemic, City Library is temporarily close to the Patrons for the strict Health and Safety Protocol. But we offer online assistance for researchers who have need of specific topics for their studies.

<b>Office or Division:</b>		Muntinlupa City Public Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the MCPL Official Facebook Page: <a href="https://www.facebook.com/mcpl.muntinlupa.7/">https://www.facebook.com/mcpl.muntinlupa.7/</a>  1.1 Directly Message us about the specific topics that needed.	1. Assist and provide information, especially an e-books to support their research and studies.	None	20-30 minutes	Renz Lester Redillas – Muntinlupa City Public Library
2. Inquire or Recommend any suggestions through Direct Message	2. Accommodate and respond to the message.	None	10-15 minutes	Allan Glenn Moldez – Muntinlupa City Public Library
<b>TOTAL:</b>		0.00		