

## LIBRARY MEMBERSHIP

1. The following must be submitted:
  - Completed Library Application Form
  - P200.00 membership fee
  - 1 copy of current 1x1 ID picture
2. In addition to (1), applicant must submit photocopy of ANY of the following:
  - Current proof of billing address
  - Student ID (for students)

Note: Please give us one (1) week for processing of applications.



*UCM Library*

## LOST AND OVERDUE RESOURCE MATERIALS

- Overdue fine is P2.00 per book per day and P10.00 per film/tape per day. Members are responsible for replacing lost books.
- If replacement cannot be found, or the value is not known in the library records, the following may be paid to the library:

Children's books	P250.00
Paperback books	P250.00
Non-fiction and Hardback fiction	P500.00
Coffee Table books	P1,000.00

- No overdue fine will be charged to borrower if book is declared lost BEFORE the due date.
- The borrower will not be allowed to check out books until overdue fine or Lost Item Replacement fee is cleared.
- If the borrower finds the item he/she will be reimbursed for the Lost Item Replacement fee (Minus the over due fine if book is declared lost beyond due date).
- If borrower will purchase a new copy of the book to replace lost book, the Lost Item Replacement fee will be waived (minus the overdue fine if book is declared lost beyond the due date).



UNION CHURCH  
OF MANILA

**Rada Corner Legazpi Sts,  
Legazpi Village, Makati City  
(Basement 1)**

**Rhona O. Bautista,  
Head Librarian**

**Tel No.: 812-5609, 812-6062**

**local 219/221**

**Fax: 817-2386**

**E-mail: [llibrary@unlonchurch.ph](mailto:llibrary@unlonchurch.ph)**

**E-group:**

**[ucmlibrary.yahogroups.com](http://ucmlibrary.yahogroups.com)**



# Union Church of Manila Library

**The UCM Library is a public lending  
library provided as a community  
service project by  
Union Church of Manila**



## LIBRARY HOURS

MONDAY	9:00 AM	-	4:00 PM
TUESDAY	9:00 AM	-	4:00 PM
WEDNESDAY	10:00 AM	-	7:00 PM
SATURDAY	9:00 AM	-	4:00 PM
SUNDAY	10:00 AM	-	12:30 PM
CLOSED DURING LUNCHBREAK			
	12:00 NN	-	1:00 PM

**Union Church of Manila  
United in Christ, Centered in Christ,  
Maturing in Christ**

# Welcome to UCM Library!

## Comprehensive & Diverse Collection

The library specializes in materials related to Literature, Art and Religion. The collection comprises of 26,000+ volumes of books, periodicals and audio materials for adult and children. Including a collection of rare books about the Philippines and a good number of Seasonal books.



UCM Library

## Computerized Bibliographic Database, Circulation Services, and Internet/Wi-Fi Access

With the Destiny Library Manager Program, everything you need to know is right at your fingertips. The online catalog is available 24/7. Library members can renew their books online and have privilege access to the Internet and Wi-Fi.

## Fun & Educational Special Activities

Outreach activities such as storytelling, seminars/workshops, film showing, book launching are scheduled in an effort to make an impact on the Church ministries and the wider community.

## Volunteer Program

When you volunteer at the library, you can make a difference in someone's day by creating an environment where families, neighbors and friends can get together and reconnect while enjoying a book, a conversation, a training, or a community service.

## POLICIES

- Annual membership fees apply. A library card is issued to an individual. The Library expects the card to be used only by the person who signed it. The card must be presented by the cardholder to access his or her record. Special situations will be handled on a case-by-case basis.
- Library materials borrowed from the library must not be lent to another person. The book should be returned and checked out by the other person on their card.
- The maximum number of items a member may have checked out at one time is **five (5)**. Most materials are checked out for **2 weeks**. Films and tapes can be checked out for **3 or 7 days** depending on the policy set in that particular item. Materials marked "Reference" or "In Library Use Only" may not be checked out.
- Books/Films may be renewed in person or through phone or online ([www.ucmlibrary.ws](http://www.ucmlibrary.ws)) for another cycle on or before the due date only and if they are not reserved by another member.
- To avoid fines and fees, please return the materials on time and in good condition. Fines begin on the first day an item is overdue. Prompt payment of overdue fines is expected. Overdue materials or fines may result in restricted borrowing privileges.  
**P2.00 per day per book/magazine**  
**P10.00 per day per film/tape**
- Lost "Date Due Card" is P15.00 per card. Replacement of lost ID is P50.00.
- Out of hours book return can be done by depositing books (with member identification) in the drop box located at the Library entrance.
- If a book read is felt to be unsuitable for the library, please request an evaluation form, fill it out and return it to the Librarian. Said book will then be reviewed.

## MEMBERSHIP APPLICATION

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

\_\_\_ Male \_\_\_ Female \_\_\_ Adult \_\_\_ Child

If twelve (12) years or younger, please give parents name  
\_\_\_\_\_  
\_\_\_\_\_

Birthday: \_\_\_\_\_

Cellphone # \_\_\_\_\_

Telephone # (Home) \_\_\_\_\_

Telephone # (Office) \_\_\_\_\_

E-mail Address: \_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Nationality \_\_\_\_\_

Pls. check one: \_\_\_UCM member \_\_\_Regular Attendee  
\_\_\_Non-UCM member/Attendee

How did you come to know about the library?  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_