



GENERAL GUIDELINES FOR LIBRARY USERS AY 2023-2024

- 1 Bonafide students, faculty members, administrators, and staff members of the Colegio can automatically access any library material through the WEBOPAC found at the Library's Website.
- 2 Requests for referral service both for incoming and off-campus researchers will be accommodated at the library's administrative office.
- 3 Library transactions and requests can be done physically or via email.
- 4 Borrowed books are to be picked up at the library or Information Lobby of the Colegio and may be returned physically or via courier.
- 5 A week before the final exam, all borrowed books must be returned to the library.
- 6 Theses, Dissertations and AV materials are for "Room use only".
- 7 No library user can borrow any material or secure library clearance unless he/she has settled all his / her library accounts.
- 8 Books are to be used properly. Mutilating, defacing, vandalizing and tearing books and other library materials are strictly prohibited. Anyone found guilty of such acts will be subjected to disciplinary action.
- 9 Courtesy must be practiced at all times. Any act of discourtesy towards library personnel will be duly noted for appropriate action.
- 10 Library inquiries and related concerns can be addressed physically, via library email, or via the library's Facebook page.

LOAN POLICY

FACULTY/EMPLOYEE

4 books for 2 weeks subject
for renewal