



GENERAL GUIDELINES FOR LIBRARY USERS AY 2020-2021

- 1 Bonafide students, faculty members, administrators, and staff members of the Colegio can automatically access any library material thru the WEBOPAC found at the Library's Website.
- 2 Referral Service for incoming and off-campus researchers are not allowed until further notice.
- 3 Library transactions and requests can be done thru email.
- 4 Borrowed books are to be picked up at the Information Lobby of the Colegio and may be returned via courier.
- 5 A week before the final exam, all borrowed books must be returned to the library.
- 6 Borrowing of Theses, Dissertations and AV materials is restricted.
- 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 of 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 librarians will be duly noted for appropriate action.
- 10 Library inquiries and related concerns can be addressed via library email and fb page.

LOAN POLICY

FACULTY/ SUPPORT STAFF

4 books for 1 semester