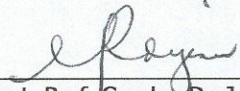


Procedure No:	ACA-PROC-LIB-0002
Procedure Title:	Procedure on Accommodating of External / Outside Researchers
Related Policy:	ADM-POL-LIB-0002 Accommodation of External / Outside Researchers Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library Services Department
"Supersedes" Notification:	
Procedure Description:	This procedure contains the approval, processing and accommodation of external researchers.
Areas of Responsibility:	Library Department
Procedure Details:	Step 1. The external researcher submits a referral letter from the Chief Librarian of his school. Step 2. The Chief Librarian reviews the request of the external researcher. Step 3. The external researcher pays the library fee to the Library's Management Staff or to the designated Librarian. Step 4. The external researcher can access the library materials they need with the supervision of a Librarian.
Procedure Approval Authority:	Chief Librarian
References:	Referral Letter
Definition:	
Help Page:	Library Services Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Carolyn De Jesus
Date of Approval:	1-10-12

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