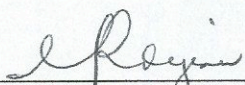


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| Procedure No: | ACA-PROC-LIB-0006 |
| Procedure Title: | Payment of Overdue Fines |
| Related Policy: | ACA-POL-LIB-0005 Overdue Fines Policy |
| Date of Issuance: | S.Y. 2010 to 2011 |
| Effectivity: | S.Y. 2010 to present |
| Page Number: | One (1) |
| Office of Origin: (Procedure Expert) | Library Services Department |
| "Supersedes" Notification: | |
| Procedure Description: | This procedure relates the processing and payment of all overdue fines. |
| Areas of Responsibility: | Library Department |
| Procedure Details: | <p>Step 1. The Librarian issues an overdue receipt to the student/employee who returns an overdue book or any other library material.</p> <p>Step 2. The student/employee proceeds to the Chief Librarian's Office to settle his overdue payment.</p> <p>Step 3. The Librarian receives the payment and issues a receipt.</p> <p>Step 4. The student/employee's record is cleared from the overdue list.</p> |
| Procedure Approval Authority: | Chief Librarian |
| References: | |
| Definition: | |
| Help Page: | Library Services Department |
| Prepared by: | Planning, Funding and Development Office |
| Approved by: |  <u>Asst. Prof. Carolyn De Jesus</u> |
| Date of Approval: | 1-10-12 |