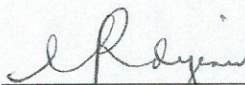


Procedure No:	ACA-PROC-LIB-0009
Procedure Title:	Renewal of Borrowed Library Materials
Related Policy:	ACA-POL-LIB-0001 Policies on Borrowing of Library Materials
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library Services Department
"Supersedes" Notification:	
Procedure Description:	This details the procedure in renewing of all borrowed library materials.
Areas of Responsibility:	Library Department
Procedure Details:	<p>Step 1. The student / employee informs the Librarian of his intention to renew the library materials.</p> <p>Step 2. The Librarian verifies whether the student / employee has outstanding fine or unsettled book. In case the patron has an account to settle, he will be directed to pay his overdue fines.</p> <p>Step 3. The Librarian issues a new transaction slip to the patron.</p>
Procedure Approval Authority:	Chief Librarian
References:	
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