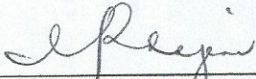


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|---|--|
| Procedure No:                           | ACA-PROC-LIB-0011  |
| Procedure Title:                        | Availing of Library Internet Services  |
| Related Policy:                         | ACA-POL-LIB-0009 Internet Section Utilization Policies   |
| Date of Issuance:                       | S.Y. 2010 to 2011  |
| Effectivity:                            | S.Y. 2010 to present   |
| Page Number:                            | One (1)  |
| Office of Origin:<br>(Procedure Expert) | Library Services Department  |
| "Supersedes" Notification:              |  |
| Procedure Description:                  | This details the key persons involved and the process in availing the internet services of the Colegio's library.  |
| Areas of Responsibility:                | Library Department   |
| Procedure Details:                      | Step 1. The student presents his ID to the internet-in-charge.<br>Step 2. The student is assigned to a computer terminal.<br>Step 3. The student can access the internet for one hour.<br>Step 4. The internet-in-charge checks the terminal occupied by the student.<br>Step 5. The ID is returned to the student |
| Procedure Approval Authority:           | Chief Librarian  |
| References:                             |  |
| Definition:                             |  |
| Help Page:                              | Library Services Department  |
| Prepared by:                            | Planning, Funding and Development Office   |
| Approved by:                            | <br>Asst. Prof. Carolyn De Jesus   |
| Date of Approval:                       | 1-10-12  |

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