

LIBRARY ADMINISTRATION

A. LIBRARY RULES AND REGULATIONS

A.1 Library Hour Services

Main Campus:

Monday to Friday 7:00 am- 5:00 pm(No noon break)
Saturday 7:00 am- 5:00 pm (Graduate School)

Other Campuses:

San Mateo Campus:

Monday to Friday 7:00 am-5:00 pm(No noon break)

Cabagan Campus:

Monday to Friday 7:00 am-5:00 pm(No noon break)

Jones Campus:

Monday to Friday 7:30 am-5:00 pm(No noon break)

Roxas Campus:

Monday to Friday 7:00 am-5:00 pm(No noon break)

Angadanan Campus:

Monday to Friday 7:30 am-5:30 pm(No noon break)

San Mariano Campus:

Monday to Friday 7:00 am-11:00 am;1:00 pm-5:00 pm

Cauayan Campus:

Monday to Friday 7:30 am-5:30 pm(No noon break)
Saturday 7:00 am-5:00 pm (No noon break)

Iligan Campus:

Monday to Thursday 7:00 am-6:00 pm(No noon break)
Friday 8:00 am-5:00 pm (No noon break)

A.2 Admission to the Library

1. All bonafide students of the institution who registered for library privileges and who secured student School Identification Card and Borrower's card.
2. Officials, faculty members and employees of the institution.
3. Alumni, members of the community and members of other educational institutions and other private individuals granted permission by the librarian.

A.3 Requirements for Library Use

A.3.1.The School Identification Card.

- a. A student needs valid School Identification Card to be presented or pinned upon entering the library.
- b. School ID is non-transferable. Any student borrowing or lending his/her ID will be deprived of library privileges.
- c. Tampered School ID cards will be confiscated and owner will be deprived of library privileges.
- d. Outside researches are allowed to use the library if they have IDs and referral letter from the librarian of the institution where they came from.

A.3.2

- a. A student will be issued a Borrower's Card upon enrolment. The card must be used everytime a student borrows library materials from the library.
- b. The Borrower's Card is non-transferable. Borrowing or lending the Borrower's Card would result to loss of library privileges.

A.4. Discipline in the Library

Courtesy demands the strict observation of the following within the library premises:

1. Since the library is primarily a place for study and read, noise must be minimized. Moving aimlessly around the library should be avoided.

When leaving the library, one must:

- a. Return the chair properly under the table.
- b. Return the books/periodicals to their proper places.

2. Borrowing Books

- a. Consult the card catalog. Fill out the call slip, copying carefully all the required information about the book (author, title, etc.).
- b. Present the call slip with your Borrower's Card at the charging desk and sign the book card properly.

3. Home Use Books/Overnight Books

- a. Lending out of books for home/overnight use starts one (1) week after the day of the regular classes during the semester and summer.
- b. Books for home/overnight use are issued at 3:00 pm or two hours before closing time and to be returned the following morning from 8:00 to 9:00 am.

- c. One (1) book is allowed for home/overnight use.
- d. Faculty members and staff are allowed to borrow a maximum of three (3) books for one (1) week only.

4. Books and Other Materials not for Home Use.

- a. Library materials not for home/overnight use are general references (like encyclopedia, dictionary), Unpublished material (like undergraduate theses, masteral theses and dissertations), periodicals and other non-book materials. They are for library use only.

5. Photocopying

- a. Students are allowed to photocopy library materials for thirty (30) minutes except encyclopedia, dictionary and unpublished materials.

A.6 Examination Week Limitations

1. Students will not be allowed to borrow books for home/overnight use one (1) week before the final examination during the regular semester.
2. No special permission will be honored after the last day lending out books.

A.7. Overdue Book

Aside from paying the overdue fines, the student who has incurred an overdue will be subject to the following sanctions:

- 1st offense- Warning
- 2nd offense- 1 week suspension from borrowing books for home/overnight use
- 3rd offense- 2 weeks suspension from borrowing books for home/overnight use.

A.8. Overdue Fines

1. Borrowed books must be returned promptly on or before 8:00-9:00 am of the following day.
2. A delay in returning a book at appointed time may adversely affect another reader. Students, faculty and staff who fail to return the borrowed book on time shall pay five (P5.00) pesos per hour or forty (P40.00) pesos for each full day.
3. A student's, faculty and staff library privileges are forfeited and clearance will not be issued the overdue accounts are paid.

A.9. Loss of Book and other Materials

1. Any lost/damaged library materials must be reported immediately to the librarian.
2. A lost or damaged library material must be paid according to its current value, accrued fines, and a processing fee of fifty (P50.00) pesos.
3. A clean or new copy of the same title, author/s, and edition of the lost or damaged book may be accepted in lieu of the replacement cost.
4. If the lost/damaged book or periodical is out of print, the cost of xerographic copy shall be charge plus the binding and processing fee.
5. The lost/damaged library material must be paid /replaced within thirty (30) days.

A.10. Outside Researchers

Walk-in researchers must present ID and referral letters from their librarians.

A minimal service fee shall be charged as follows:

- P20.00/head for students

- P30.00/ head for professionals including graduate students

Research fee must be paid at the cashier's Office and the Official Receipt (OR) must be presented to the librarian.