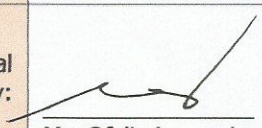


Procedure No:	ADM-LCIS-PROC-0002
Procedure Title:	Procedure for Accessing Collections
Related Policy:	ADM-LCIS-POL-0002 Ownership, Access and Use of Collections
Date of Issuance:	S.Y. 2011-2012
Effectivity:	S.Y. 2012-2013
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Office of Origin: (Procedure Expert)	Letran Center for Intramuros Studies (LCIS)
"Supersedes" Notification:	
Procedure Description:	This details the process in accessing any type of collection from the LCIS.
Areas of Responsibility:	LCIS
Procedure Details:	<p>Step 1. The borrower accomplishes a LCIS Request Form.</p> <p>Step 2. The Director of the LCIS reviews the request. In cases when further approval from the Rector and President is required, the LCIS Director first seeks permission and approval.</p> <p>Step 3. The borrower is oriented on the terms and conditions for loaning the collection.</p> <p>Step 4. The borrower is asked to sign the LCIS Loan Agreement Form.</p> <p>Step 5. The requested collection is loaned to the borrower.</p> <p>Step 6. The borrower returns the collections.</p> <p>Step 7. The LCIS Director and Curator examine the quality of the returned collections.</p> <p>Step 8. The LCIS Director issues a certification or records the return of the borrowed collection.</p>
Procedure Approval Authority:	 Ms. Ofelia Legaspi
References:	LCIS Loan Agreement Form LCIS Collections Request Form
Definition:	
Help Page:	

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