Policy No: ACA-POL-LIB-0001
Policy Title: Policies on Borrowing of Library Materials
Implementation Procedure: ADM-PROC-LIB-0001 Procedure on Borrowing Books and Other Library Materials
ACAP-PROC-LIB-0008 Returning of Borrowed Library Materials
ACAP-PROC-LIB-0009 Renewal of Borrowed Library Materials
ACAP-PROC-LIB-0010 Photocopying of Library Materials
Date of Issuance: S.Y. 2010 to 2011
Effectivity: S.Y. 2010 to present
Page Number: Two (2)
Office of Origin: Library Services Department
"Supersedes" Notification:
Purpose of Policy: The policy aims to establish the Colegio's terms and conditions in borrowing and returning of all Library materials.
Detailed Policy Statement:
- Bonafide students, faculty members, administrators, and staff members of the Colegio can automatically access any library material. Users must present their valid ID before borrowing any library material.
- Letran alumni could still avail of the library materials after securing their alumni card or letter from the Alumni office before using any library resources.
- Lending of one's ID to another student for any library transaction is strictly prohibited. Anyone caught of such act will mean suspension of library privileges for a month.
- Library users are requested to deposit their things, except their valuables, at the baggage counter upon entering the library. Lost tag numbers must be reported immediately to the librarian-in-charge and payment must be done at the Finance Office.
- Reference books, theses, dissertations, and periodicals must be read within the library. Special collections (e.g. globes, maps, CDs, DVDs, transparencies and the like) can be borrowed out for classroom use only.
- The Loan Policies for students and employees are summarized in the table below:

<table>
<thead>
<tr>
<th>Library Section</th>
<th>Students</th>
<th>Faculty / Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Library</td>
<td>3 books for a week subject to renewal</td>
<td>4 books for 2 weeks subject to renewal</td>
</tr>
<tr>
<td>High School Library</td>
<td>3 books for a week subject to renewal</td>
<td>4 books for 2 weeks subject to renewal</td>
</tr>
<tr>
<td>College Library Circulation Section</td>
<td>3 books for a week subject to renewal</td>
<td>4 books for 2 weeks subject to renewal</td>
</tr>
<tr>
<td>Reference Section</td>
<td>Room use only</td>
<td>Room use only</td>
</tr>
<tr>
<td>Filipiniana Section</td>
<td>3 books for a week subject to renewal</td>
<td>4 books for 2 weeks subject to renewal</td>
</tr>
<tr>
<td>Reserved</td>
<td>Room use only</td>
<td>Overnight</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Room use only</td>
<td>Room use only</td>
</tr>
<tr>
<td>Graduate School Library</td>
<td>4 books for a week subject to renewal</td>
<td>4 books for 2 weeks subject to renewal</td>
</tr>
</tbody>
</table>
- A week before the final exam, all library materials borrowed must be returned. Reading during such time shall only be restricted inside the library. Likewise, the library will not entertain off-campus researchers during examination periods.
- Patrons will be held responsible for the library materials that he/she borrowed.
- Books are to be used properly. Mutilating, defacing, vandalizing and tearing of books and other library materials are strictly prohibited. Anyone found guilty of committing such acts shall be subjected to disciplinary action.
- The library imposes fines on books and other library materials not returned on time.
- No delinquent borrower is allowed to use the library and its resources unless he/she have settled all his/her library account.
- The Library allows renewal of borrowed materials, provided it complies with the loan policies stated above.
- Students with overdue fines are not allowed to renew any library material unless the account has been settled.
- Students can also borrow library materials only for photocopying purposes.

Applicability: All students and employees
Policy Approval Authority: Chief Librarian
Related Policies or

ACA-POL-LIB-0001 Policies on Borrowing of Library Materials
<table>
<thead>
<tr>
<th>References</th>
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<tbody>
<tr>
<td>Definition:</td>
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<td>Approved by</td>
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Asst. Prof. Caroja De Jesus

Date of Approval: 1-10-12