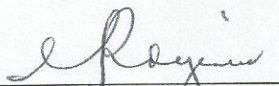


Policy No:	ACA-POL-LIB-0002
Policy Title:	Referral Service Policy
Implementation Procedure:	ACA-PROC-LIB-0002 Procedure on Accommodating of External / Outside Researchers
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Library Services Department
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to define the Colegio's terms and conditions in the acceptance of external / outside researchers.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Students and faculty members from other schools, colleges and universities could use the materials at the school library, upon presentation of a referral letter from their school's Chief Librarian. • The Letran Library reserves the right not to accept external researchers on the grounds of <ul style="list-style-type: none"> 1.1 Absence of any of the requirements above 1.2 With on-going institutional activities 1.3 Examination Week 1.4 Summer and semestral breaks 1.5 Non-compliance with the library rules and regulations. • Aside from the referral letter, the school library also charges a reasonable fee for external researchers. • All external researchers are allowed to utilize the library resources subject to the Library's existing rules and regulations. • The access of external researchers to library materials is limited on the sections stipulated in the referral letter. • The Library only accommodates a maximum of 5 external students per school in a given time period.
Applicability:	All outside researchers
Policy Approval Authority:	Chief Librarian
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Carolyn De Jesus
Date of Approval	1-10-12