### 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: Library Services Department

### Purpose of Policy:
The policy aims to define the Colegio’s terms and conditions in the acceptance of external / outside researchers.

#### Detailed Policy Statement:
- 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:
  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