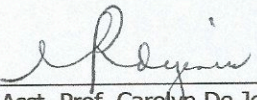


Policy No:	ACA-POL-LIB-0006
Policy Title:	Policies on Damaged and Lost Library Materials
Implementation Procedure:	ACA-PROC-LIB-0005 Replacement of Lost or Damaged Library Materials
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Library Services Department
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to detail the Colegio's rules and regulations in the settlement of damaged and lost library materials.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Damaged or lost book(s) must be reported immediately to the librarian-in-charge. • All damaged library materials must be replaced within two (2) weeks from due date and the account should be settled. • Lost library materials should be replaced with the same title and edition. • If the library material is not available in the market, the latest edition with the same value as prescribed by the librarian will suffice. • Patrons with unsettled accountabilities will have their clearances on hold. • Students cannot enroll on the succeeding semester or school year unless they have settled their accounts. Non-enrolling students will have their credentials on hold unless they were able to clear their accountabilities. • Employees will have their clearances on hold unless they settle their accountabilities.
Applicability:	All students and employees
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

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.