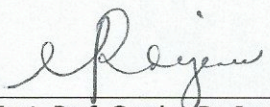


Policy No:	ACA-POL-LIB-0007
Policy Title:	Referral Policy for Internal Researchers
Implementation Procedure:	ACA-PROC-LIB-0007 Referral Service for Internal Researchers
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Library Services Department
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to detail the Colegio's rules and regulations in referring students and employees to other libraries.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>Any student, faculty member, and non-teaching personnel who wish to visit other libraries for study and research may apply for a referral letter by securing and completing the referral request form from the Reference Librarian.</li> <li>The Reference Librarian will conduct reference interview to determine the extent of the research need.</li> <li>For students, the referral request form must be duly noted by the faculty (of either his/her thesis adviser or the program chair in the absence of the former).</li> <li>Once signed by the adviser or the program chair, the students will submit the completed form to the Reference Librarian for referral letter preparation.</li> <li>The Reference Librarian schedules when the internal researcher can visit his/her preferred library and gives the referral letter with proper endorsement of the Chief Librarian.</li> <li>The Reference Librarian advises the researcher to bring the letter and his / her valid ID on the date of visit.</li> </ul>
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 - 12 - 12