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
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Office of Origin: Library Services Department
(Policy Expert)
“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:
- 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.
- The Reference Librarian will conduct reference interview to determine the extent of the research need.
- 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).
- Once signed by the adviser or the program chair, the students will submit the completed form to the Reference Librarian for referral letter preparation.
- 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.
- The Reference Librarian advises the researcher to bring the letter and his/her valid ID on the date of visit.

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