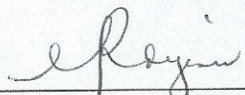


Procedure No:	ACA-PROC-LIB-0001
Procedure Title:	Procedure on Borrowing Books and Other Library Materials
Related Policy:	ADM-POL-LIB-0001 Policies on Borrowing of Library Materials
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library Services Department
"Supersedes" Notification:	
Procedure Description:	This procedure contains the Colegio's process in lending books and other library materials to all qualified library users.
Areas of Responsibility:	Library Department
Procedure Details:	<p>Step 1. Students and employees who wish to borrow any library material should present their identification card. Letran Alumni could present their alumni ID or referral letter from the Alumni Office.</p> <p>Step 2. The Librarian verifies the library materials that the patron intends to borrow. The Library imposes a limit on the number and kind of materials that can be borrowed. Certain library materials are also exclusive for room use only. (See ACA-POL-LIB-0001)</p> <p>Step 3. The Librarian scans the barcodes of the library materials and the patron's ID. This step is made to facilitate the verification of the active collection and appropriate due date before transaction.</p> <p>Step 4. The Librarian issues a transaction slip, which contains all the library materials and its corresponding date of return.</p> <p>Step 5. The student and the Librarian both sign on the transaction slip.</p> <p>Step 6. The Librarian also stamps the date due slip with the corresponding due date.</p> <p>Step 7. The Librarian records the transaction in the users and resources statistical forms.</p>
Procedure Approval Authority:	Chief Librarian
References:	Transaction Slip Resources Statistical Forms
Definition:	
Help Page:	Library Services Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Carolyn De Jesus
Date of Approval:	1-10-12

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