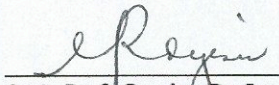


Procedure No:	ACA-PROC-LIB-0003
Procedure Title:	Procedure in Requesting for Library Materials
Related Policy:	ADM-POL-LIB-0003 Library Materials Requisition Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library 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. The Librarian prepares a Book/Periodical Requisition form in two (2) copies. The following information are enumerated in the form; book requisition number, supplier's name, suppliers address, quantity, title / author, unit price and amount.</p> <p>Step 2. The Librarian attaches the Proforma Invoice and Book Evaluation Form to the accomplished Book Requisition Form.</p> <p>Step 3. The Book Requisition forms are sent to the academic departments for the recommending signature.</p> <p>Step 4. The Chief Librarian endorses the Book Requisition Forms to the Vice President for Academic Affairs.</p> <p>Step 5. The approved Requisition Form is sent to the Procurement Officer. The same book requisitions will be forwarded to the Financial Affairs Division through the online system for approval and schedule of payment.</p> <p>Step 6. After checks are made, dealers are informed by the Financial Affairs Division for schedule / pick up of payment.</p>
Procedure Approval Authority:	Chief Librarian
References:	Book / Periodical Requisition Form Proforma Invoice Book Evaluation Form
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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