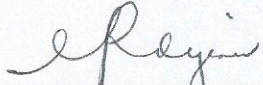


Procedure No:	ACA-PROC-LIB-0010
Procedure Title:	Photocopying of Library Materials
Related Policy:	ACA-POL-LIB-0001 Policies on Borrowing of Library Materials
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library Services Department
"Supersedes" Notification:	
Procedure Description:	This details the procedures in requesting for a photocopy of library materials.
Areas of Responsibility:	Library Department
Procedure Details:	Step 1. The patron informs the Librarian of the books he intends to photocopy. Step 2. The Librarian prints a transaction slip and secures the patron's ID. Step 3. The patron can have the book photocopied within the photocopying section of the Library. Step 4. The patron returns the book and secures his ID from the Librarian.
Procedure Approval Authority:	Chief Librarian
References:	
Definition:	
Help Page:	Library Services Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Carolyn De Jesus
Date of Approval:	1-16-12

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