### Procedure No: ACA-PROC-LIB-0011

### Procedure Title: Availing of Library Internet Services

### Related Policy: ACA-POL-LIB-0009 Internet Section Utilization Policies

### Date of Issuance: S.Y. 2010 to 2011
### Effectivity: S.Y. 2010 to present

### Page Number: One (1)

### Office of Origin: Library Services Department

### “Supersedes” Notification:

### Procedure Description:
This details the key persons involved and the process in availing the internet services of the Colegio's library.

### Areas of Responsibility: Library Department

### Procedure Details:
- **Step 1.** The student presents his ID to the internet-in-charge.
- **Step 2.** The student is assigned to a computer terminal.
- **Step 3.** The student can access the internet for one hour.
- **Step 4.** The internet-in-charge checks the terminal occupied by the student.
- **Step 5.** The ID is returned to the student

### Procedure Approval Authority: Chief Librarian

### References:

### Definition:

### Help Page: Library Services Department

### Prepared by: Planning, Funding and Development Office

### Approved by: [Signature]

### Asst. Prof. Carolyn De Jesus

### Date of Approval: 1-10-12