

BORROWING PRIVILEGES

A. Undergraduate Student*/Medical Student

The student may borrow a maximum of three (3) books for overnight anytime within the operation hours of the Circulation Section and must return the same on or before the time the student borrowed the book/s the next day of library operations. The student may also borrow one (1) additional fiction title for a period of two weeks. The student is likewise entitled to borrow a maximum of three (3) books either for room use or photoduplication for an hour.

B. Law Student

The student may borrow a maximum of three (3) books for overnight anytime within the operation hours of the Circulation Section and must return the same on or before the time the student borrowed the book/s the next day of library operations. The student may also borrow one (1) additional fiction title for a period of two weeks.

The student is likewise entitled to borrow a maximum of five (5) books either for room use or photoduplication for an hour.

C. Graduate Student

The student may borrow five (5) books for a period of one (1) week to be returned before the time the student borrowed the book/s the next day of library operations. The student may also borrow one (1) additional fiction title for a period of two weeks.

The student is likewise entitled to borrow a maximum of five (5) books either for room use and/or photoduplication for an hour.

A faculty member who is enrolled in the graduate program and/or on study leave is also entitled to this privilege.

D. Faculty Member

The faculty member may borrow a maximum of 10 books for the entire semester subject to recall anytime the need arises. He/she shall present his official class schedule when borrowing books.

Other library materials which are not related to the faculty member's teaching load may be borrowed for a period of three (3) days only, provided that the number of borrowed materials does not exceed the maximum of ten (10) titles.

E. Non-Teaching Personnel

The non-teaching personnel may borrow a maximum of three (3) books for a period of three (3) days. He / She may also borrow one (1) additional fiction title for a period of two weeks.

F. SLU Alumni

1. SLU Alumni may use the library free of charge, provided that they have their Alumni ID.
2. A Special Permit shall be secured from the Office of the Director of Libraries (DOL) before accessing any Circulation Section in the University Libraries.

G. Consortium Member

Facilitating access to knowledge is the main purpose of consortium activities within, between and among libraries. Several local and national cooperative projects have been established to provide mutual access to a wider range of resources.

1. The client may use the library free of charge, provided that he/she has a Referral Letter from the Head Librarian of his/her home institution.
2. The client shall secure the Special Permit and SLU Libraries Visitor's ID from the Office of the Director of Libraries (DOL) before accessing any Circulation Section in the University Libraries. In cases where a client will only access a satellite library, the concerned Section Head Librarian may process the Special Permit.
3. The processing of Special Permit in the Vath Library shall only be from Monday to Saturday (7:30 AM—12:00 NN and 1:00 PM—5:00 PM). Likewise, the processing of Special Permit for clients who will only access the satellite library shall depend on the working hours of the concerned Section Head Librarian.

H. Other Clients

1. The client from another institution/organization may be given access to the SLU Libraries provided that a Referral Letter from the Head Librarian/authorized person from their institution/organization is presented together with the client's valid ID to the Office of the Director of Libraries or the Vice-President for Academic Affairs.
2. If the request is approved, the client shall secure the Special Permit and SLU Libraries Visitor's ID at the Office of the Director of Libraries.
3. The client shall be charged with a library fee of PhP200.00 for eight (8) hours or PhP100.00 for four (4) hours or less.
4. The Special Permit and SLU Libraries Visitor's ID are for personal use only and are non-transferrable.
5. The client may access library materials for room use in any of the library sections from Monday to Saturday (7:30 AM—7:00 PM). Moreover, request for loan of library materials which necessitates registration into the Library Management System will only be accommodated from Monday to Wednesday (7:30 AM—4:00 PM) and from Thursday to Friday (7:30 AM to 3:30 PM). The client shall leave

valuable collateral to the concerned Section Head Librarian. Also, no overnight privileges shall be extended to the client.

6. The client is expected to comply with all the University Libraries' rules and regulations and is subject to pay fines and/or replacement fees for any lost material/s. Should he/she refuse to follow any of the University Libraries' rules and regulations, he/she may be banned from using the University Libraries' collections.

*Provisions on borrowing privileges of undergraduate students shall also apply to the Library Working Scholars.