RULES AND REGULATIONS

ACCESS SERVICES

A. Undergraduate students and Medical students

An undergraduate student and medical student may borrow a maximum of two (2) books for overnight anytime during library hours and must be returned the following day on or before the time of borrowing and three (3) books for photo duplication for one hour and three (3) books for one-hour loan.

B. Law Students

A Law student can borrow a maximum of two (2) books for overnight anytime during library hours and must be returned the following day anytime during library hours and five (5) books for photo duplication and one-hour loan.

C. Graduate Student

A graduate student may borrow three (3) books for photo duplication, one-hour loan and three (3) books a week to be returned anytime during library hours. This privilege is available during regular semester or summer term. Faculty on study leave is also entitled to this privilege.

D. Faculty

A faculty can borrow a maximum of ten (10) books from the library for their use during the entire semester subject to recall anytime when the need arises. He should present his official class schedule and sign an Acknowledgement Receipt when borrowing books.

E. Non-Teaching Personnel

Non-teaching personnel may borrow three (3) books at a time with a loan period of three (3) days.

F. Saint Louis University Alumni

1. An alumni of SLU can use the library free of charge for the first three (3) days. For the succeeding days, a fee of PhP120.00 is charged for eight hours use of the library; and

2. Permit and application for the use of the library should be availed at the Office of the Director of Libraries.
G. Consortium Member

Facilitating access to knowledge is the main purpose of consortium activities within, between and among libraries. The motivation for consortium was driven by a desire to improve basic services to library patrons through mutual access to a wider range of resources. Several cooperative projects have been established on a local basis in order to provide literature and information quickly and effectively:

1. Students from the Consortium Universities can use the library free of charge provided that they present a referral letter from their Chief Librarian; and
2. A permit to use the library issued at the Office of the Director of Libraries and Library Guest Card must also be secured.

Should there be any approved consortium in the future; the foregoing policies shall also apply.

I. Other Patron

1. Patrons from other institutions are given library privileges for the use of SLU libraries upon the approval of their request.
2. A letter of endorsement from an authorized person from their library must be presented along with an identification of the endorsement and request for the approval of the Vice-President for Academic Affairs. A permit and a Library Guest Card shall be issued at the Office of the Director of Libraries.
3. Patrons will be charged a fee of PhP120.00 for eight (8) hours use of the library. Permit is issued for personal use only and is non-transferable.
4. Patrons may photo duplicate their reference sources for personal use only;
5. Patrons are responsible for complying with the library rules and regulations and are subject to fines and replacement fees for any lost material(s).