

BORROWING PRIVILEGES

A. Undergraduate and Medical Student

A student may borrow a maximum of three (3) books (non-renewable) 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 after three (3) days of library operations. The student may also borrow one (1) additional fiction title for a period of two (2) weeks. The student is likewise entitled to borrow a maximum of three (3) books for photoduplication for one (1) hour.

B. Law Student

A student may borrow a maximum of three (3) books (non-renewable) 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 after three (3) days of library operations. The student may also borrow one (1) additional fiction title for a period of two (2) weeks. The student is likewise entitled to borrow a maximum of five (5) books for photoduplication for one (1) hour.

C. Graduate Student

A student may borrow a maximum of Five (5) books (with 3 consecutive renewals) 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 after seven (7) days of library operations. The student may also borrow one (1) additional fiction title for a period of two (2) weeks. The student is likewise entitled to borrow a maximum of three (3) books for photoduplication for one (1) hour.

Faculty members who are enrolled in the graduate program and on study leave are also entitled to this privilege.

D. Faculty Member

A faculty may borrow a maximum of ten (10) books for the entire semester. Other library materials which are not related to the faculty's teaching load may be borrowed following applicable borrowing privileges.

E. Non-teaching Personnel

A Non-teaching personnel may borrow three (3) books at a time with a maximum loan period of three (3) days. He/She may also borrow one (1) additional fiction title for a period of two (2) weeks.

F. SLU Alumnus/Alumna

An alumnus/alumna can use the library free of charge and may borrow a book for room use only. The client may only photocopy three (3) books, provided that he/she will leave valuable collateral (e.g. Driver's License) to the concerned SHL. No loaned book privileges shall be extended to the client. The client is expected to comply with all the UL' 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 UL' rules and regulations, he/she may be banned from using the UL' collections.