

BORROWING PRIVILEGES

The following borrowing privileges apply to different types of library clients:

A. Undergraduate and Medical Students:

- Books: May borrow up to three (3) books for three (3) days.
- Fiction Books: May borrow one (1) fiction book for two weeks (14 days).
- Photoduplication: May borrow up to three (3) books for one (1) hour.

B. Law Students:

- Books: May borrow up to three (3) books for three (3) days.
- Fiction Books: May borrow one (1) fiction book for two weeks (14 days).
- Photoduplication: May borrow up to five (5) books for one (1) hour.

C. Graduate Students:

- Books: May borrow five (5) books for seven (7) days, with a maximum of three (3) consecutive renewals.
- Fiction Books: May borrow one (1) fiction book for two weeks (14 days).
- Photoduplication: May borrow three (3) books for one (1) hour.

Note or N.B.: Faculty/ non-teaching personnel in the Graduate Programs: Faculty members/ non-teaching personnel enrolled in the graduate programs and on study leave are also eligible for this borrowing privilege.

D. Faculty Members:

- Books: May borrow a maximum of ten (10) books for the entire semester/term.
- Other Library Materials: Faculty may borrow other materials not directly related to their teaching load, in accordance with applicable privileges.
- All borrowed books shall be returned every end of the semester.

E. Non-teaching Personnel:

- Books: May borrow three (3) books for three (3) days.
- Fiction Books: May borrow one (1) fiction book for two weeks (14 days).

F. SLU Alumni:

- Access to Library Services: Alumni have free access to the University Libraries' services.
- Access to Materials: Library materials are only available for use on-site/ room-use only.
- Photoduplication: May borrow three (3) books for photoduplication if valid collateral, such as a driver's license, etc., is presented.

- Obligations: Alumni must adhere to all Library rules and regulations. They are liable for fines or replacement fees for lost or damaged materials. Failure to comply with these policies may result in the revocation of library access privileges.