

PROCEDURES IN BORROWING LIBRARY MATERIALS

1. Consulting Library Materials:

Library clients are advised to consult the Web Online Public Access Catalog (WebOPAC) webopac.slu.edu.ph to obtain the call number, author, and title of the materials they wish to borrow. After identifying the materials; library clients are advised to locate them on the shelves. Library clients may ask the assistance of the librarians or library working scholars.

2. Presenting Materials for Borrowing:

Library clients must present their SLU RFID card and the library materials to be borrowed to the Section Head Librarian (SHL) or Library Working Scholars (LWS) at the Circulation Desk.

3. Verification of Borrowing Details:

Library staff verifies the library client's RFID card and records the borrower's details on the library material's date due slip while library clients must fill in the book card with the necessary information.

4. Systematic Processing:

The library staff checks that all details on the book card are correctly filled out and then inputs the material's EPC/Barcode into the Destiny Library Management (DLM) system.

The library staff generates two copies of the transaction receipt. Then the library client signs the receipt to acknowledge that the material has been issued to him/her.

5. Deactivation and Release of Materials:

Before handing over the book to the library client, the library staff deactivates the RFID tag on the borrowed materials using a desensitizer box.