I. POLICIES FOR OUTSIDE RESEARCHERS

Outside researchers, including members of the Academic Libraries Information Network (ALINET) are accommodated only during Saturdays 8:00 a.m.–5:00 p.m. XU alumni/alumnae and members of the American Studies Association (ASA) are accommodated on weekdays 5:00-7:00 p.m. and Saturdays 8:00 a.m.-5:00 p.m.

A fee per visit is charged to outside researchers and ALINET members. This fee is paid directly to the Finance Office. For inquiries call 858-3116 ext. 2302 or email librarytech@xu.edu.ph

ALL MATERIALS ARE FOR INSIDE USE ONLY

XU alumni/alumnae should secure a certification from the Dean of the College from which he/she graduated. A current ID (office, SSS, PRC, or driver's license) is required upon entrance to the libraries.

Researchers from ALINET member schools should first see their respective librarians to secure an ALINET permit. A current ID (office, SSS, PRC, or driver's license) is required upon entrance to the libraries.

ASA members should present their ASA ID (with photo) upon entrance to the library. The ID entitles use only of the ASRC Library. A fee will be charged for use of other resources or collections.

Other researchers should present a current ID (office, SSS, PRC, or driver's license) upon entrance to the libraries.

II. LIBRARY GUIDELINES FOR XU STUDENTS

IDENTIFICATION CARD
The current official University photo ID is needed for entrance and in all library transactions. Do not lend your ID to anyone else; violation means cancellation of all library privileges for both parties concerned, the period to be determined by the Librarian.
LOAN PROCEDURE
The Library operates a computerized issue system. To borrow library materials, bring the items and present your current validated University photo ID to any Circulation Counter. A transaction receipt will be placed inside the book. Do not remove this receipt. Before you leave the library, have your checked out materials de-synthesized at Circulation Counter 2, 2F, Library Annex.

BORROWING PRIVILEGES & REGULATIONS
1. General Collection
   1.1 Students are allowed to borrow a maximum of twelve (12) books for ten days.
   1.2 Some books like agriculture, nursing, engineering, have limited borrowing days.
   1.3 Undergraduate and Medical students can borrow only one (1) book for one (1) day from the Graduate & Law Libraries.

2. Reserve Books
   2.1 Students can borrow one book at a time for one hour, renewable for another hour if there is no prior request.
   2.2 Reserve Books are for inside use only.

   Each Library maintains its own Reserve Book Shelf.

3. Materials like Filipiniana, reference, periodicals, theses and dissertations do not circulate and are for inside use only.
4. A week before the final examinations, all books will be for inside use only.
5. The borrower is responsible for returning checked out materials on or before the due date. The Library has no obligation to send out notices.
6. Materials will not be checked out to those who have fines or overdue books.
7. Unauthorized withdrawal of library materials, mutilation and defacing, will mean loss of all library privileges and merit a recommendation for suspension.

RECALLS
All materials are subject to recall at any time. Recalled materials should be returned at once.

HOLD REQUEST
If you want to borrow a book that is already on loan, you may request to have it on hold for you when the book is returned. It will be held at the Counter for three days.

RENEWALS
Renewal of books can be made only when the book is due for check-in as indicated in the computer records.

FINES
1. General Collection & Fiction – ₱0.50/day
2. Subject-collection books – ₱1.00/day
3. Medical books – ₱2.00/day
4. Reserve books – ₱2.00/hour

All fines should be paid at the Circulation Counters. Always ask for the official University subsidiary receipt.
LOST BOOKS

1. Lost books must be reported at once. The fine on an overdue book shall stop
   at the time the book is reported lost. A replacement copy of the same title
   and edition is due for any lost book.
2. If a replacement copy is not available, assessment shall be according to the
   current cost of the book.
3. When a book that is reported lost is found and returned to the Library, the
   cost of the book will be refunded but there will be a surcharge of 10%.
4. Any book not returned at the end of a semester is considered lost.

MUTILATED/DAMAGED MATERIALS
Materials with missing or mutilated pages should be reported at once. Mutilated or
damaged materials will cost the borrower a rebinding fee for those books judged fit
for rebinding, or a copying fee for certain missing pages, or the replacement value
for those too damaged for repair. (See costs under Lost Books)

LOST AND FOUND
Inquiries about lost articles may be made at the service counters. PROTECT YOUR
OWN BELONGINGS; DO NOT LEAVE THEM UNATTENDED. THE LIBRARY WILL NOT
BE RESPONSIBLE FOR ANY LOSS OR DAMAGE.

LIBRARY CLEARANCE
At the end of each semester, library clearance should be secured from all the
libraries. Clearance will be given only when accountabilities have been settled.

FIRE EXITS/FIRE ALARMS
1. Fire exits are located at the far end of each floor of each building. Signs are
   provided for easy identification.
2. Fire alarms are found in strategic locations in each floor of the new building.
   These alarms are to be set on only in case of fire.
3. Fire hoses are also available in each floor of the new library building. These
   hoses are to be used only in cases of fire.
4. Any unauthorized use of fire alarms and hoses will merit a recommendation
   for suspension.

At the end of each semester, library clearance should be secured from all the
libraries. Clearance will be given only when accountabilities have been settled.

EXIT CONTROL
Library users will be asked to show all carry-in items at the exit. Failure to do so
will merit disciplinary action. The staff member inspecting the materials has a
difficult job and your cooperation is need in this security procedure for the
protection of valuable library materials.

GENERAL POLICIES
1. The NO ID NO ENTRY IS STRICTLY IMPLEMENTED.
2. The Library is a place for all library users to pursue their studies and research
   in an atmosphere free from unnecessary disturbance. To this end, any loud
   talking, misuse of library facilities or indecorous behavior in the library is not
   permitted.
3. The Library reserves the right to exclude from the Library those who have ignored verbal warning from the library staff. Further disciplinary action like suspension of library privileges will be undertaken for serious offenses, e.g., refusing to present ID upon entrance, refusing to submit things for inspection upon exit, indecorous behavior.

4. Anything which interferes with the proper use and management of the Library is not permitted. Examples include: food, drink, bottles of ink, wet umbrellas, games of any form, audio and video players, laptops, typewriters. Cell phones cannot be used and re-charged in the libraries.

5. Cell phones should not be used within the libraries. Re-charging of cell phones and laptops should be done at areas designated by the librarian.

6. Tables and chairs should not be arranged or moved to new position.