

LIBRARY POLICIES, RULES AND REGULATIONS

A. POLICIES

1. Admission to the Library

- a. All bonafide students of Isabela State University
- b. Officials, faculty members, and employees of the institution
- c. Alumni, members of the community, members of other educational institutions, and other private individuals granted permission by the librarian.

2. Requirements for Library Use

• School Identification Card

- a. A valid School Identification Card must be worn properly upon entering the library and all throughout while inside the library premises.
- b. School IDs are non-transferable. Any student caught borrowing or lending his/her ID shall be sanctioned. Consequently, both the lender and the borrower shall be reprimanded.
- c. Tampered School ID card shall be confiscated and both the borrower and the lender shall be sanctioned.

• Borrower's Card

- a. A Borrower's Card secured from the library upon enrolment must be presented and be used every time a student borrows material from the library.
- b. The Borrower's Card is non-transferable. Borrowing or lending the Borrower's Card would result in loss of library privileges. Consequently, both the lender and the borrower shall be sanctioned.

3. How to Borrow Books for overnight or room use?

- a. Consult the Online Public Access Catalog (OPAC). Fill out the call slip by carefully copying all the required information about the book (author, title, call number, etc.);
- b. Proceed to the shelves to get the book needed if available. Check the condition of the book for possible damages before proceeding to the Circulation Desk.
- c. If the book is damaged or unavailable, seek assistance from the section's library staff.

- d. If the book/ reading material is available and in good condition, let the library staff check the correct information of the book vis-à-vis the book card then fill-up the book card properly.
- e. Leave the Borrower's Card together with the book card at the charging desk.
- f. If the book is for room use only, proceed to the Reading Area, if it is for overnight/home use, get the book and leave the library.

4. When to Borrow/Renew Books and other Reading Materials?

4.1 Students

- a. Students may start borrowing books and other reading materials for room use only during the first week of classes.
- b. Lending out of books for home/overnight use to students shall start one (1) week after the first day of the regular classes during the regular terms.
- c. Books for home/overnight use are issued to students at 3:00 pm or two hours before closing time and to be returned the following school day at/before 9:00 am.
- d. Students are allowed to borrow two (2) books of different titles at a time (one (1) Filipiniana and one (1) General Collection or Fiction book or any combination of two).
- e. Books borrowed for overnight can be renewed only when there is no prior request from other students. In this case, books can only be renewed twice to give other students the chance to use the material. However, if the book is overdue, renewal is strictly prohibited unless overdue fine is settled.

4.2 Faculty/Non-teaching Staff/Administration

- a. Regular faculty members, non-teaching personnel and administration can borrow books and other reading materials at any time of the school day or when the library is open.
- b. Faculty members and administration are allowed to borrow a maximum of three (3) books for one (1) week only regardless of the number of preparations in teaching, however, if the need arises, books borrowed shall be recalled.
- c. Non-teaching personnel are allowed to borrow 1 book for a period of one week only. However, non-teaching with teaching loads may enjoy the same privilege as the regular faculty members.
- d. Faculty members with Contract of Service (COS) status are allowed to borrow books and strictly for Room Use only.
- e. Faculty members, non-teaching staff and administration can only re-borrow books if he/she has no existing library obligations such as unreturned/loss book and/or unsettled overdue fines.

- f. In case of demand due to compliance with reports and the like for accreditation and other visits purposes, due consideration is given to the requesting individual with letter of request noted by his/her head of office.

5. Library Materials for Room Use Only

- a. General References (like encyclopedia, dictionary, almanacs);
- b. Unpublished materials (like undergraduate theses, masteral theses and doctoral dissertations);
- c. Periodicals and other non-book materials; and
- d. Reserve Books.

6. Photocopying of Reading Materials

- a. Students are allowed to photocopy at least two (2) reading materials within thirty (30) minutes only regardless of the number of books/materials, only 10% of the material is allowed to photocopy.
- b. Books not allowed for photocopying are General Reference like encyclopedia, dictionary, unpublished materials.
- c. Rare books that are out of print, books with only one or limited copies, and materials filed as reserved collection.

7. Borrowing Policies During Examination Periods

- a. Students will not be allowed to borrow books for home/overnight use one (1) week before the final examination during the regular term.
- b. No special permission shall be honored after the last day of lending out books for clearance purposes.

8. How to Return Borrowed Materials?

- a. Proceed to the Circulation Desk's returning lane, hand the reading material to the library staff, and wait for the book card to be stamped "Returned." Allow library staff to insert the book card into the book's book pocket.
- b. Be sure that the remarks in your Borrower's Card is properly marked with "Returned" by the library staff before you leave the Circulation Desk.

9. When to Return Borrowed Materials?

- a. All borrowed reading materials for home/overnight used shall be returned at/or before 9:00am the following school day.
- b. Reading materials borrowed for photocopying shall be returned within thirty (30) minutes only.
- c. Reading materials borrowed for room use only shall be returned at any time after use within the day.

10. Overdue Materials and Overdue Fines

- a. A book is considered overdue when it is returned after the set time and due date. Hence, an overdue fine is incurred by the borrower.
- b. Borrowed books must be returned promptly at or before 9:00AM on the following school day to avoid penalty.
- c. A delay in returning a book at appointed time may adversely affect another reader. Therefore, students, faculty and staff who failed to return the borrowed book on time shall pay five (P5.00) pesos per hour or forty (P40.00) pesos for each full day per book.
- d. Books and other reading materials requested for photocopying shall be allowed within thirty (30) minutes only. Failure to return the book at specified time shall be charged with overdue fine at one peso (Php1.00) per minute per book.

11. Lost/Damaged Books and other Materials

- **Any lost/damaged book or library materials must be:**

- a. reported immediately to the Librarian to stop accumulation of overdue fines.
- b. paid according to its current value, accrued fines, and a processing fee of fifty (Php50.00) pesos.
- c. replaced with a clean or new copy of the same title, author/s, and edition of the lost or damaged book or library material plus fifty pesos (Php50.00) processing fee and accrued overdue fines.

➤ If the lost/damaged book or periodical is out of print, the cost of xerographic copy and binding fee shall be charged and a processing fee of fifty (P50.00) pesos.

- d. replaced with the same or related title and author with the latest edition if same edition is no longer available plus fifty pesos (Php50.00) processing fee and accrued overdue fines.
- e. paid/replaced within thirty (30) days only after it was reported. Otherwise, accumulation of overdue fine shall be reactivated until such time that the obligation shall have been settled.

12. Requirements in the Signing of Clearance

No clearance shall be signed until the following library obligations have been met:

- a. Strictly, all borrowed library materials by faculty, students, non-teaching and administration shall be returned on time.

- b. There shall be no existing library obligations such as unreturned library materials and/or unsettled overdue fines and/or damaged/lost borrowed books/reading materials.

13. Policies for Outside/Walk-in Researchers

- a. Outside/walk-in researchers must present a valid ID and a referral letter from their librarians/agency heads. A minimal service fee of P50.00 shall be charged and to be paid at the cashier of ISU.
- b. The Official Receipt (O.R.) must be presented to the librarian for record purposes.
- c. A maximum of eight (8) hours shall be given whether it be straight or in fractional basis.
- d. All materials borrowed are strictly for room use only.
- e. The use of laptop is allowed but charging it is strictly prohibited.

14. Referral Letter

- a. A referral letter is issued to students who wish to use libraries of other institutions.
- b. Secure the referral letter at least one day before the schedule of the intended visit to a particular library.
- c. A processing fee amounting to twenty (P20.00) shall be charged and to be paid at the cashier of ISU.

RULES AND REGULATIONS

1. Clients with special needs (PWD) are given priority.

2. Library Use

- a. Library users are required to sign/register on the designated logbook provided at the entrance of the library.
- b. Library users may bring only their pens, writing materials, and valuables (such as wallet, calculator, cellphones, laptops, jewelries, etc.). The library is not liable for any loss of personal valuables.
- c. Personal reading materials are to be checked by the library staff before they can be brought inside or outside the reading area.

3. Discipline in the Library

- **Courtesy demands the strict observation of the following within the library premises:**

- a. Since the library is primarily a place for studying and reading, noise must be minimized. Moving aimlessly around the library should be avoided.
- b. Loud conversations are strictly prohibited. Chatting, shouting and other actions that may disturb another clientele are **not allowed**.

4. Borrower's Responsibility on Borrowed Books and other Materials

- a. A borrower must assume full responsibility for the proper care of borrowed library materials. Therefore, any borrowed book or material must not be marked, defaced nor mutilated.
- b. Cases of dishonesty, defacement, and damaging library materials are subject for disciplinary action based on the ISU Student Handbook.
- c. Any book or library material should be examined first by the borrower for any missing or torn pages, and report the matter immediately to the librarian or student assistants before borrowing. Failure to do so shall be considered an offense by the borrower and may be dealt with accordingly.
- d. Avoid taking library materials without having it properly charged to you by the librarian or any library staff. Persons who take out library materials without permission shall be dealt with accordingly.
- e. Use the book properly. Do not moisten your finger to turn the pages nor make use of the book as a purse nor do anything that destroys the book or library material

