“OPEN SHELVES” PROGRAM
BOOK CIRCULATION FOR SCHOLASTIC
(Printed Book)
For High School Students
AY 2021-2022

Step 1
Student will browse the Online Public Access Catalog (OPAC) by accessing SLRC website.

Step 2
Open
Step 3

Log-in with your Student Number and LpuORNo (OP or FP)

Step 4

Search Books by Title, Author or Subject, with Sublocation - HS SCHOLASTIC SECTION and Lexile measure/level

Step 5

Take note of the Lexile Level of book(s) selected to borrow
Step 6

Student will request for HOLDS/ILL thru OPAC. Reservations will be on first-come-first-served basis, and must be filed online thru OPAC Monday to Wednesday 8:00 a.m. to 5:00 p.m. only.

Step 7

Student may borrow a maximum of 8 books per transaction for 10 days, renewable for another 10 days thru Online Renewal of Books (ORB) by sending message to:
SLRC FB account
https://www.facebook.com/LPUBatangasSLRC/
or
SLRC High School corporate e-mail:
slrchs@lpubatangas.edu.ph by using the official office 365 email address of the student.

Step 8

Requested books will be released by the Security personnel on duty at the Entrance Gate of the Main Campus every Friday and Saturday at 8:00 a.m. to 5:00 p.m. excluding Holidays.
Step 9

The student Parent/Guardian or Authorized person who will claim the book/s presents the ID, Student’s ID and Authorization letter, check the book/s, & sign the receiving copies.
(1 copy for SLRC, 1 copy for student)

Step 10

Returning of books will be done by using the BOOK RETURN DROPBOX located at the Main Campus Entrance Gate. Student will take picture of returned books inside the Dropbox and notify the SLRC by sending a message, including picture to the SLRC FB account: https://www.facebook.com/UPJBatangasSLRC/ or to SLRC High School corporate e-mail: sirche@upbatangas.edu.ph

Step 11

SLRC staff will confirm and acknowledge returned book/s online during SLRC working days / service hours
(IN Campus Transaction)

Monday-Thursday 8:00 a.m.-4:30 p.m
The student may check the status of the returned book/s thru his DLM/OPAC account.