

RULES AND REGULATIONS MULTIMEDIA / ELECTRONIC RESEARCH SECTION

1. The school ID card and registration form or official receipt of students during the current semester must be presented to the Multimedia / ERS assistant or librarian inside the ERS for the registration of users every semester/academic year.
2. Only authorized teaching & non-teaching personnel and students enrolled during the current A.Y. / semester with validated school ID are allowed to avail of the services of Multimedia or Electronic Research Section (ERS).
3. Students and personnel may avail of a free unlimited number of hours of access to the Internet per semester during SLRC scheduled office hours for educational purposes.
4. Users with laptops or gadgets who need internet/ wi-fi access are requested to coordinate with the MISD staff for the registration of the log-in account thru the LPU-B portal.
5. The official LPU-B corporate Log-in account shall be used to avail of the Online Databases with password including remote access.
6. Printing and scanning of documents are available with a corresponding minimal fee to be paid at the Cashier's Office thru the SLRC Staff.
7. The researcher is responsible for the editing of documents prior to the request for printing. Documents with errors after printing will be paid for by the customer.
8. iPad users are requested to sign in to the Borrowed SLRC Equipment Form. The use of iPad is exclusive inside the SLRC only.
9. Changing the settings of the computer or iPad is strictly prohibited.
10. The user is liable for any damage or loss of the iPad. Lost, damaged, broken, or deformed iPad will be replaced by the borrower.
11. Eating, drinking, chatting, and smoking are absolutely prohibited inside.
12. Users are not allowed to operate the computer without the supervision of the ERS assistant or student assistant on duty.

S.H.L. LEARNING RESOURCE CENTER

Lyceum of the Philippines University

Capitol Site, Batangas City

Main Campus: (043) 723 0706 loc 113/114

LIMA Campus: (043) 723 0054 loc 170/171

Riverside Campus: (043) 741 5761 loc 116/117

13. CD, DVD, flash drive, external drive, or any storage devices brought from outside will not be used in the computers connected to the LAN, except for the designated unit for printing.
14. Teachers who need to avail of the ERS for instructional purposes related to their subject must ask permission from the SLRC Director or Librarian at least one day in advance.
15. Strictly no installation of any software, no browsing and downloading of computer games, indecent materials and no surfing on social networking sites and other restricted applications and websites.
16. Except for orientation/tour of SLRC facilities conducted by the Staff, silence shall always be maintained inside the Multimedia or Electronic Research Section.

DISCIPLINARY MEASURES:

In case of violation of the above rules, the following disciplinary action will be imposed :

- 1st offense (one month (1) suspension – ERS privileges)
- 2nd offense (one (1) semester suspension- SLRC privileges)
- Replacement of damaged gadgets/equipment

Revised: 1 Sept. 2022 by the SLRC Staff

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