

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

**RULES AND REGULATIONS
FOR FACULTY AND NON-TEACHING PERSONNEL**

A. BORROWING REGULATIONS

1. The school I. D. has to be scanned at the control desk upon entering the SLRC. Teachers and non-teaching personnel I. D. which cannot be read by the barcode scanner are required to encode the I.D./Employee number in the computer or register in the attendance monitoring form of SLRC users.
2. The school I. D. card be presented at the Circulation Section Counter very time a user borrows or returns a book or other SLRC materials.

B. LOAN PERIOD

1. Faculty and non-teaching personnel may borrow twelve (12) books at a time from the Circulation Section for a period of twenty-one (21) days and may be renewed depending on the demand for these books. Online renewal of books before the due date is available by sending a personal message to the official SLRC E-mail or FB page.
2. Books in the Reference or Circulation Section, particularly textbooks and other references are for SLRC use only. Faculty members are encouraged to have a personal copy of the prescribed textbooks in their respective subjects.
3. Compact Discs or DVDs may be borrowed for three (3) days from the Electronic Research Section 3 titles at a time and may be renewed.

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4. Old issues of periodicals (loose copy) may be loaned out for one (1) day only.
5. Theses, dissertations, feasibility studies, and archives materials are for room use only. Photocopying/picture taking of the abstract only is allowed .
6. Posters and cartographic materials may be borrowed for classroom use only for one day.
7. Any SLRC material on loan may be recalled before the due date if the book is to be placed on "Reserved" for a course or is to be given a shorter loan period; it is overdue; or the SLRC is conducting the mandated annual inventory.

C. OVERDUE FINES

1. A corresponding fine of sixteen pesos (17.00) per day/book, excluding Sundays, Holidays, and non-school days is charged for each overdue SLRC material.
Payment may be settled thru the online payment facility of the LPU-B Cashier's Office.
2. Book fine shall not exceed one thousand pesos (P1,000.00) per book.
3. To ensure the prompt return of book/s or any materials, the librarian will send the list of teaching and non-teaching personnel with overdue due books/SLRC accountabilities to the concerned College/Dept. Personnel with records of overdue / book fines will not be allowed to borrow until such time that overdue materials are returned.

D. LOST AND DAMAGED BOOKS

1. Every borrower must examine the book or other materials he/she borrows and report immediately to the librarian any damage to the book, e.g. torn or missing pages before leaving the SLRC premises.
2. Lost or damaged books or other materials must be replaced within one month or prior to the signing of clearance.



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3. Lost or damaged books that are out-of-print may be replaced with a copy of the same author/ subject or latest edition acceptable to and approved by the librarian/ SLRC Director.
4. Any lost book must be reported immediately to the librarian so that a chargeable fine will not accumulate.

E. DISCIPLINARY MEASURES

1. All personnel are required to secure clearance from the SLRC at the end of every semester, before leaving the school for a long leave of absence or upon the termination of the contract. A list of SLRC accountabilities will be reported to the Accounting Office.
2. Faculty members are not allowed to use the SLRC as a venue for classroom discussion and other non-SLRC related activities that can distract other researchers excluding SLRC orientation and other approved institutional activities.
3. Smoking, eating, loud conversation, and use of electronic gadgets that may distract the operation of the SLRC are absolutely prohibited inside the SLRC.
4. Users leaving the SLRC should present their things for inspection to the authorized personnel assigned when necessary.

Revised: 1 Sept. 2022 by the SLRC Staff

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