

## **RULES AND REGULATIONS**

### **Graduate School Students**

The SLRC aims to support the educational programs of the institution. Since the SLRC is the basic source of learning materials for every department, all are enjoined to make full use of its facilities and resources, keeping in mind the following rules and regulations.

#### **A. BORROWING REGULATIONS**

1. The school I. D. has to be scanned at the control desk upon entering the SLRC. Students with I. D. which cannot be read by the barcode scanner are required to encode their student number in the computer or register in the attendance monitoring form of SLRC users.
2. Borrowing privileges are not transferable and must be exercised personally.
3. Reference books, periodicals, newspapers, clippings, cartographic materials and book in sets are for room use only however, these may be allowed to be loaned out for photocopy.
4. Theses, dissertations, feasibility studies, and archives materials are for room use only. Photocopying/ picture taking of the abstract only is allowed.

#### **B. LOAN PERIOD**

1. The students may borrow twelve (12) books at a time for ten (10) days from the Circulation Section for home reading and may be renewed if there is no prior request. Online renewal of books before the due date is available by sending a message thru the official SLRC E-mail or SLRC FB page.



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

2. Books in the Reserve Section may be borrowed and read inside the SLRC. These may be drawn out for overnight use and to be returned the following day.
3. Every borrower must examine the book or other materials he/she borrows and report immediately to the librarian any damage, e.g., torn or missing pages before leaving the SLRC.
4. Compact Discs or DVDs may be borrowed for one (1) day from the Electronic Research Section one (1) title at a time.
5. Any book on a loan may be recalled if: the book is to be placed on "Reserved" for a course or is to be given a shorter loan period; it is overdue; the SLRC is conducting the annual inventory.
6. Borrowing of books and other materials shall be confined only inside the SLRC seven days before the final examination. This is to ensure that the students will not incur SLRC accountabilities at the end of the term.

**C. DISCIPLINARY MEASURES**

1. Taking SLRC materials/ equipment out of the SLRC without having them checked and recorded at the Circulation Section is absolutely prohibited. Defacing, tearing, damaging a book, periodical or other reading and non-print materials are also prohibited.
2. Silence must be observed at all times. Use of electronic gadgets that may distract the operation of the SLRC is not allowed.
3. Chatting, smoking, eating, singing, drinking and public display of affection are absolutely prohibited. Each student is requested to help keep the SLRC neat and orderly.



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4. Scissors, cutter and other sharp objects are not allowed inside the SLRC

5. Users leaving the SLRC should present their things for inspection to the authorized personnel assigned when necessary.

6. Disciplinary measures are imposed upon students on the following violations:

6.1 A fine of P 17.00 per book / per day, excluding Sundays, Holidays, and non-school days are charged for each overdue book. Book fine shall not exceed P 3,000.00 per book. Payment may be settled thru the online payment facility of the LPU-B Cashier's Office.

6.2 A student with a record of overdue shall not be allowed to borrow until such time that overdue books are returned.

6.3 Computation of fine shall be until the end of the covered term/semester only when the book was borrowed.

6.4 Lost book/s must be reported immediately so that a chargeable fine will not accumulate. Lost or damaged books, periodicals, CDs, and DVDs, for replacement by the borrower. Materials that are out-of-print/stock must be replaced with a copy of the same subject or the latest edition acceptable to and approved by the librarian / SLRC Director.

6.5 Defacing, damaging a book and unauthorized taking out of SLRC materials and photocopying/ picture taking of theses, dissertations, feasibility studies, and archives materials

- (1<sup>st</sup> offense) one (1) month suspension\*
- (2<sup>nd</sup> offense) one (1) semester suspension\*

6.6 Chatting, eating, singing, drinking, smoking, public display of affection

- (1<sup>st</sup> offense) warning
- (2<sup>nd</sup> offense) one (1) month suspension\*
- (3<sup>rd</sup> offense) one (1) semester suspension\*



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**6.7 Use of electronic gadgets that can distract other researchers and the SLRC services**

- (1<sup>st</sup> offense) - warning
- (2<sup>nd</sup> offense) – one (1) week suspension\*
- (3<sup>rd</sup> offense) - one (1) month suspension\*

**6.8 Using another student's I. D.**

- (1<sup>st</sup> offense) one (1) month suspension\*
- (2<sup>nd</sup> offense) one (1) semester suspension\*

**6.9 Browsing restricted websites, games, downloading indecent materials from the Internet, changing computer / iPad settings**

- (1<sup>st</sup> offense) one (1) month suspension
- (2<sup>nd</sup> offense) one (1) semester suspension

Students with violation will be reported to the Program Chair

\*Suspension of SLRC privileges

Revised: 1 Sept. 2022 by the SLRC Staff

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