



LIBRARY ADVISORY

Policies on Borrowing of Library Materials

1st Term, A.Y. 2021-2022



@ustmdblib



library@ust.edu.ph



www.library.ust.edu.ph



BORROWING PRIVILEGES

| <i>Patron Type</i> | <i>No. of Items</i> | <i>Period</i> | <i>Renewal</i> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|---------------------------|
| UST Administrators / Academic Officials / Faculty Members / Support Staff | 6 books | 1 week | 1 x for 1 week |
| Graduate Students <i>Faculty of Civil Law, Faculty of Medicine and Surgery, Doctor of Pharmacy, Graduate School, and Ecclesiastical Faculties -Licentiate Programs</i> | 4 books | 1 week | 1 x for 1 week |
| Undergraduate / High School Students | 3 books | 1 week | 1 x for 1 week |



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CIRCULATION POLICY

1. Students must be **currently enrolled** this academic term.
2. Accomplish the **Library Material Check out Form** posted on the library website or you may go directly to this link **bit.ly/USTBorrowLibMat** to process your request.
3. Book/s requested will be ready **after two working days** from the date of request. The borrower will be notified via e-mail once the book/s is/are ready for pick-up.



CIRCULATION POLICY

4. All requested book/s will be safely packed and will be ready for pick up at **Dapitan Gate 10**.
5. Pick-up time is from **10:00 am to 1:00 pm** from **Monday to Friday**. A **representative** (co-university employee parent / relative) may get the book/s on behalf of the borrower providing that an authorization letter and a copy of the borrower's UST ID are presented or sent through email at scviernes@ust.edu.ph.



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Library Advisory

LOST/DAMAGED/MUTILATED BOOKS

Please contact the Library at

0961-7219748

or email

***Ms. Sabina C. Viernes* at scviernes@ust.edu.ph**

Head Librarian, General Circulation Section



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