



Library Orientation and E-Resources Tutorial

via  Google Meet or  zoom



@ustmdblib



library@ust.edu.ph



www.library.ust.edu.ph



Instructions

1. E-mail your request to **rblontoc@ust.edu.ph** / **kbfuchigami@ust.edu.ph**
***If by CLASS/GROUP** - Request must be made through the respective Faculty/College/Department/Institute **library coordinator**.
2. Indicate which service to avail
(*library orientation, e-resources tutorial, specialized instruction*).
3. Provide the following information:
 - name of requester
 - faculty/college/department/institute
 - proposed schedule
 - year level & section
 - number of participants
4. **Confirmation of schedule** and **invite link** will be sent via e-mail.



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General Guidelines

1. Requests must be made at least **one week before** the intended date of the schedule.
2. The schedule must be **from 9:00 am to 2:00 pm, Monday to Saturday.**
3. Please notify the Library of any changes at least **two days before** the set schedule. Likewise, the Library will inform the requester if cancellation or rescheduling will be made due to unforeseen circumstances.



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