



*LIBRARY ADVISORY*

# **Library Material Pick-up by Courier Service**

2nd Term, A.Y. 2021-2022



@ustmdblib



library@ust.edu.ph



www.library.ust.edu.ph



# GUIDELINES

1. Accomplish the Library Material Check-Out form (**[bit.ly/USTLibBorrowLibMat](http://bit.ly/USTLibBorrowLibMat)**) posted on the library website and select **Courier Service** as the mode of pick-up. Carefully read the guidelines before submitting the form.
2. The Circulation Section (CS) will acknowledge the receipt of the borrower's request and will send the **Terms and Conditions (T&C)** via email. The borrower shall sign the T&C and send it back to the CS to continue processing the request.



## **GUIDELINES**

3. Upon confirmation, the CS staff will process the requested material and **inform** the borrower once the material is ready for pick up.
4. The borrower will **book their preferred courier service** and **shoulder the delivery fee**.
5. Once the booking is confirmed, the borrower will **send the following information** to the CS:
  - Name of the Courier Service (e.g., Lalamove, Grab, etc.)
  - Name of the Authorized Person (AP - rider/driver of a courier service)
  - Expected time of arrival at the UST Dapitan Gate 10



## GUIDELINES

*Kindly send through any of these platforms and wait for the CS staff acknowledgment.*

**Email:** [scviernes@ust.edu.ph](mailto:scviernes@ust.edu.ph)

**Mobile No.:** 0961-309-7072 or 0977-240-9178

6. The pick-up station is at **UST Dapitan Gate 10** from **10:00 am-1:00 pm, Monday-Friday**. The AP will sign an Acknowledgment Slip, and the CS staff will notify the borrower that the material has been successfully picked up.