

NOW OPEN!



RESERVE A LIBRARY SEAT NOW!



<https://libraryreserve.ust.edu.ph/>

**UNIVERSITY OF SANTO TOMAS
LIBRARY RESERVE A SEAT
SYSTEM**

Welcome to Library Reserve A Seat System!
Library Reserve A Seat is a system primarily used to set an online appointment to use and avail of the resources and services of any particular section/branch of the university library.

How to login?

For Students:
Please use your **USTM Student Portal** account credentials to login. To reset your password, please [click here](#).

For Academic and Administrative Officials, and Academic Staff:
Please use your **USTM** account credentials to login. To reset your password, please [click here](#).

For Support Staff:
Please use your **USTM** account credentials to login. To reset your password, please [click here](#).

For Alumni (Thomasian Reviewees) /visiting Researchers:

- Don't have an account yet? Please [click here](#).
- If you have already registered account, just log for the "login as guest" link.
- To reset your password, please [click here](#).
- Validity of registered accounts will cover only the whole academic year.

Login

Show Password

Login as Guest

Login

Contact Us

• Miguel de Benavides Library, University of Santo Tomas, España Compound, Manila Philippines 1008

✓ Tel: (02) 8-125-3824
Fax: (02) 8-121-5356

✉ library@ust.edu.ph

📍 1010108 1010108
Manila, PHILIPPINES

The Library will accommodate library users (*academic and administrative officials, academic staff, support staff, and **currently enrolled students whose programs and year levels are qualified in the limited F2F classes***) onsite in limited seating capacity and on a time slot while adhering to the University's health and safety protocols.



@ustmdblib



library@ust.edu.ph

*As of August 2022

Reserve

HOW TO RESERVE

1. Reserve A Seat at **<https://libraryreserve.ust.edu.ph/>** or **scan the QR code**. The link is accessible on the library's website (*library.ust.edu.ph*) and organization site (*https://ust.blackboard.com/*), as well as on the MyUSTe Portal (*https://myuste.ust.edu.ph/*).
2. Log in with your respective credentials as follows:
 - Students - *MYUSTe* Student Portal account credentials
 - Academic and Administrative Officials, and Academic Staff - *Gurus Patio* account credentials
 - Support Staff - *USSAP* account credentials
3. Click '**Add Appointment**' and select your preferred location, date and time slot (AM or PM). Click '**Save.**'
4. Once '**Approved,**' you may proceed your visit to the library.



*Note: On the day of visit, kindly bring your **UST ID**, accomplish the **THOMEDSS Health Declaration Checklist** and present a **screenshot of your approved appointment** to the guard on duty and library staff in charge upon entry to the section/branch.*



*As of August 2022



GUIDELINES

- a. The Library will accommodate **two (2) time slots** for the daily online appointment:
AM Slot - 8:30am to 12:00nn
PM Slot - 1:30pm to 5:00pm
- b. The **RESERVE A SEAT** should be accomplished by the library patrons particularly by Thomasian students (*whose programs and year levels are allowed based on the University Guidelines as approved by CHED*) preferably **at least one (1) day before** the intended date of visit.
- c. For **Graduate School Section, Ecclesiastical Faculties Library, and Health Sciences Library**, a patron visit is subject to approval. Patrons will be informed of the status of their request until the next working day from the receipt of the request except weekends, national, local, special and university holidays.
- d. Movement of patrons (*1 movement per time slot*) from Central Library to branch libraries (**except in High School Libraries**) and other sections or vice versa are allowed as long as the patron has approved appointment.
- e. For **Alumni, Thomasian reviewees, and Visiting Researchers**, request letter/email addressed to the Prefect of Libraries/Chief Librarian must be sent to **library@ust.edu.ph** prior to the intended date of visit and is subject to approval.



*As of August 2022

