



STUDENT ACCESS REQUEST FORM

Please complete the following information for your request. Incomplete forms will not be processed. Submit the completed form to library@ust.edu.ph. You will receive an email notification regarding the approval or disapproval of your request.

Personal Information	
Name:	
<i>Last Name</i>	<i>First Name</i> <i>Middle Name</i>
Affiliation (Faculty/College/Institute):	
UST E-mail:	Purpose of Research:
Contact No:	Research Topic:

Items(s) to be Borrowed						
Author	Title	Call No.	Vol. No.	Issue No.	Year	Remarks

- | Reminders on Access to the Heritage Library |
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| <ol style="list-style-type: none"> 1. Students must register and present the approved Student Access Request Form to the Heritage Library staff. 2. Students are only allowed in the Researcher's Area for using the materials. 3. In case of a group research, only two (2) representatives are allowed to access the Heritage Library per visit. 4. Taking photos of the collection using personal devices is prohibited. Researchers may accomplish the Reproduction Request Form when requesting copies (print/digital) of materials. 5. Request to access must be endorsed by the course facilitator or research adviser. |

My signature certifies that I have fully understood my responsibilities and read the reminders on conducting research at the Antonio Vivencio del Rosario UST Heritage Library and that I will abide by these statements.

Student's Signature	Facilitator/Adviser's Endorsement
Signature over Printed Name/Date	Signature over Printed Name/Date

For Library Administrator		
Approved	Prefect of Libraries/Chief Librarian	Date
Disapproved		