



Policies on Borrowing of Library Materials





BORROWING PRIVILEGES

<i>Patron Type</i>	<i>No. of Items</i>	<i>Period</i>	<i>Renewal</i>
Priory of St. Thomas Aquinas (UST)/ Academic and Administrative Officials/ Academic Staff	20 books	1 week	Renewable 3x
Graduate Students <i>Faculty of Civil Law, Faculty of Medicine and Surgery, Doctor of Pharmacy, Graduate School, and Ecclesiastical Faculties - Licentiate Programs</i>	15 books	1 week	Renewable 3x
Undergraduate / High School Students	10 books	1 week	Renewable 3x
Support Staff	10 books	1 week	Renewable 3x



CIRCULATION POLICY

Online Borrowing

1. Academic staff must be in **active status** and students must be **currently enrolled** for the current 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.
4. All requested book/s will be safely packed and will be ready for pick up at **Library entrance**.
5. Pick-up time is from **9:00 am to 5:00 pm from Monday to Saturday**. Books may be picked up **personally, through a representative, or a courier service**. The following must be presented: UST ID/registration form (*for personal pick up*); copy of the UST ID/registration form and authorization letter (*for representative or courier service pick up*).

*Note: Please see guidelines when availing of a pick-up via courier service at **bit.ly/USTLib_CourierPickUp**





CIRCULATION POLICY

Onsite Borrowing

1. Academic staff must be in **active status** and students must be **currently enrolled** for the current academic term.
2. On the day of your visit, go directly to the section where the book/s you intend to borrow is/are located.
3. Get the book/s and **fill out the book card/s** completely (*name, faculty/college/institute/department, and faculty/support staff/student number*).
4. Surrender the accomplished book card/s to the section/branch library staff.
5. Proceed to the **General Circulation Section** (*Central Library, ground floor*) or branch library counter for the proper issuance of the book/s. Patrons may also opt to use the **Self Check-Out Machine** located near the General Circulation Section.



RETURN

Book/s can be dropped at the designated book drop stations provided at the following:

Central Library Entrance or Dapitan (Gate 10)

7:00 am–7:00 pm

Monday to Saturday

Returning of borrowed books **via delivery service** is allowed. Please instruct the courier to place the book/s at the above mentioned stations.

RENEWAL

Book/s may be renewed online through the

LIBRARY OPAC

(<https://ustlib.ust.edu.ph/patroninfo>)

using your **ACTIVE LIBRARY ACCOUNT** or

by phone (Trunkline: 8786-1611

loc. 8384, 8817)