



Policies on Borrowing of Library Materials



BORROWING PRIVILEGES

<i>Patron Type</i>	<i>No. of Items</i>	<i>Period</i>	<i>Renewal</i>
UST Academic and Administrative Officials / Members of the Dominican Community / Academic Staff	10 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>	7 books	1 week	Renewable 3x
Undergraduate / High School Students	5 books	1 week	Renewable 3x
Support Staff	5 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 **Dapitan Gate 10**.
5. Pick-up time is from **10:00 am to 4:00 pm from Monday to Friday**. 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 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 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)



LIBRARY FINE

A fine of **Ten Pesos (Php 10.00) per book, per day** will be charged. It does not include Sundays, holidays, suspension of classes, and lockdown periods.



UST LIBRARY PAID SERVICES thru **BILLS PAYMENT**

-Applicable for Thomasian Students and Employees ONLY-

The BILLS PAYMENT FACILITY of the university is now available for the following **library paid services**: reprographic services, use of facility, sale of UST library publications and souvenir items, overdue fines, lost book fines and fees, and researcher's fee.

Please refer to the instructions below:

1. Payments shall be made through the BILLS PAYMENT FACILITY (online/mobile banking, over-the-counter)
 - a. Bank of the Philippine Islands (BPI)
 - b. China Banking Corporation (China Bank)
 - c. Metropolitan Bank & Trust Company (Metrobank)
 - d. Security Bank Corporation (Security Bank)



2. The payment reference number shall be as follows:

For BPI, China Bank, and Metrobank (18-digits) ONLY:

9 0 6 2 0 2 2 0 n n n n n n n n n n

(Trans Code)|(Lower range of the current academic year – i.e., 2022 for AY 22-23)
 |((Default to zero)|(10-digit Student Number)

For Security Bank (16-digits)

9 0 6 2 2 0 n n n n n n n n n n

(Trans Code)|(Lower range of the current academic year – i.e., 22 for AY 22-23)
 |((Default to zero)|(10-digit Student Number)

Trans Code	Transaction Name
906	Library Service Fee (<i>overdue fines, lost book fines and fees, researcher's fee, use of facility</i>)
908	AV Del Rosario UST Heritage Library (<i>reprographic services, sale of UST Library publications and souvenir items</i>)



3. In case the bank requests a copy of the myUSTe Payment Slip, kindly advise the bank teller that they are making ***non-tuition fee*** payments.
4. Payee must send a clear copy (screenshot) of the proof of payment to **Ms. Sabina Viernes**, Head Librarian, General Circulation Section at **scviernes@ust.edu.ph**.



UST LIBRARY PAID SERVICES

-Applicable for Alumni and Non Thomasians ONLY-

For payment of library paid services, kindly use the following account details in your **online banking** or **online payment transactions**:

Account name: University of Santo Tomas
Account number: 0151-0000-45
Bank name: Bank of the Philippine Islands
España Blvd. cor. Moret St.,
Sampaloc, Manila
Swift code (foreign): BOPIPHMM

Payee must send a **clear copy** of the **proof of payment** or **deposit slip** to
Ms. Sabina Viernes, Head Librarian, General Circulation Section at
scviernes@ust.edu.ph



LOST / DAMAGED / MUTILATED BOOKS

Please contact the Library at

0961-3097072

or email

Ms. Sabina C. Viernes at ***scviernes@ust.edu.ph***

Head Librarian, General Circulation Section