

# Borrowing Privileges

To check out library materials, users must have a valid **UST ID** and an **active Library Account**.

| PATRON TYPE                                                                                                                                                                                                                                              | No. of Items | Period | Renewal          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|------------------|
| <ul style="list-style-type: none"> <li>Priory of St. Thomas Aquinas (UST)</li> <li>Administrative &amp; Academic Officials</li> <li>Academic Staff</li> </ul>                                                                                            | 20 books     | 1 week | Renewable thrice |
| Graduate Students <ul style="list-style-type: none"> <li>Faculty of Civil Law</li> <li>Faculty of Medicine and Surgery</li> <li>Doctor of Pharmacy</li> <li>Graduate School</li> <li>Graduate School of Law</li> <li>Ecclesiastical Faculties</li> </ul> | 15 books     | 1 week | Renewable thrice |
| <ul style="list-style-type: none"> <li>Undergraduates</li> <li>High School</li> <li>Support Staff</li> </ul>                                                                                                                                             | 10 books     | 1 week | Renewable thrice |

## Onsite Borrowing

- Borrowers must present a valid UST ID along with the materials at the General Circulation Section (GCS) on the ground floor for proper issuance.
- Borrowed materials must be returned on or before the due date to avoid incurring fines and fees.



## Online Borrowing

- Academic officials, academic staff, support staff, and students may check out materials by completing the **Library Material Check-out Form** through <https://bit.ly/USTLibBorrowLibMat>.

### Process:

1. All requested materials will be prepared by the GCS and issued to the borrower.
2. Materials will be safely packed and ready for pick-up within two (2) working days after the request date.
3. Borrowers will receive an email notification once materials are ready.
4. Pick-up is from **9:00 a.m. to 4:00 p.m.** at the GCS or at Dapitan Gate 10.
5. Before pick-up, borrowers must confirm by sending a text message to **0961-309-7072**.
6. Upon receiving the materials, borrowers will be asked to sign the book cards and an acknowledgment receipt.

## Pick-Up via Courier Service

- Borrowers who prefer to use a courier service must complete the Library Material Check-Out Form and select “**Courier Service**” as the mode of pick-up: <https://bit.ly/USTLibBorrowLibMat>.

### Process:

1. The GCS acknowledges the request and sends the Terms and Conditions (T&C) via email.
2. Borrowers must sign and return the T&C to the GCS to proceed with the request.
3. Once confirmed, the GCS staff will process the materials and notify the borrower when they are ready for pickup.
4. The borrower will book their preferred courier service and shoulder the delivery fee.

5. After booking is confirmed, borrower must send the following details to GCS via email ([scviernes@ust.edu.ph](mailto:scviernes@ust.edu.ph)) or mobile (0961-309-7072) and wait for acknowledgment:

- Name of the Courier Service (e.g., Lalamove, Grab, etc.)
- Name of the Authorized Person (AP) – the rider/driver assigned to pick up
- Expected time of arrival
- Tracking details/links

6. The pick-up station is at the GCS or Dapitan Gate 10, and is open from 9:00 a.m. to 4:00 p.m., Monday to Saturday. The AP must sign an Acknowledgment Slip upon pick-up.

7. Once the transaction is complete, GCS staff will notify the borrower that materials have been successfully picked up.

### **Special Arrangement for Academic, Administrative Officials, and Academic Staff**

- Special Arrangement for Academic, Administrative Officials, and Academic Staff Academic and administrative officials, as well as academic staff, may authorize a representative to borrow library materials on their behalf. They remain fully accountable for any materials borrowed by their designated representatives.

### **The representative must present the following documents to the GCS:**

- A signed authorization letter from the academic or administrative official, or academic staff, designating the representative.
- Valid UST IDs of both the academic/administrative official and academic staff and the authorized representative.

## Returning

- Library materials can be returned through any of the following options:
  - At the GCS
  - Via the book drop located at the entrance of the Library
  - Via book drop located at Dapitan Gate 10
  - Returning borrowed books via delivery service is allowed. Please instruct the courier to place the book/s at the **Central Library Entrance or Dapitan (Gate 10) 7:00 am-7:00 pm Monday to Saturday**

## Library materials may be renewed through any of the following methods:

- Library materials may be renewed through any of the following methods:
- Onsite at the GCS
- Online via the LOReNZo Discovery through an active library account
- By phone: Direct line: (02) 3406-1617; Trunk line: (02) 3406-1611, local 8384 or 8817

## Hold (Request)

- Borrowers must have an active Library account to place a request for library materials.
- Hold requests can be made for any item or book that circulates and is currently on loan.
- To check the availability of the requested book and whether it is ready for pickup, borrowers should view their records in the LOReNZo Discovery library account.