



Library Material Pick-up by Courier Service

1st Term, A.Y. 2022-2023



GUIDELINES

1. Accomplish the Library Material Check-Out form (bit.ly/USTLibBorrowLibMat) posted on the library website and select **Courier Service** as the mode of pick-up. Carefully read the guidelines before submitting the form.
2. The Circulation Section (CS) will acknowledge the receipt of the borrower's request and will send the **Terms and Conditions (T&C)** via email. The borrower sign the T&C and send it back to the CS to continue processing the request.
3. Upon confirmation, the CS staff will process the requested material and **inform** the borrower once the material is ready for pick up.
4. The borrower will **book their preferred courier service** and **shoulder the delivery fee**.



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5. Once the booking is confirmed, the borrower will **send the following information** to the CS:

- Name of the Courier Service (e.g., Lalamove, Grab, etc.)
- Name of the Authorized Person (AP - rider/driver of a courier service)
- Expected time of arrival at the UST Dapitan Gate 10
- Tracking details/link from the courier applications

Kindly send through any of these platforms and wait for the CS staff acknowledgment.

Email: scviernes@ust.edu.ph

Mobile No.: 0961-309-7072/ 0977-240-9178

6. The pick-up station is at **UST Dapitan Gate 10** from **10:00 am-4:00 pm, Monday-Friday**. The AP will sign an Acknowledgment Slip, and the CS staff will notify the borrower that the material has been successfully picked up.

Note: Once the material/s is/are in the courier's possession, the borrower is accountable for the material/s borrowed.