



NOW OPEN!



# RESERVE A LIBRARY SEAT NOW!



<https://libraryreserve.ust.edu.ph/>

UNIVERSITY OF SANTO TOMAS  
**LIBRARY RESERVE A SEAT SYSTEM**



### Welcome to Library Reserve A Seat System!

Library Reserve A Seat is a system primarily used to set an online appointment to use and avail of the resources and services of any particular section/branch of the University Library.

#### How to Login?

##### For Students:

Please use your [MYUSTe Student Portal account credentials](#) to login. To [reset your password](#), please click [here](#)

##### For Academic and Administrative Officials, and Academic Staff:

Please use your [Gurus PATIO account credentials](#) to login. To [reset your password](#), please click [here](#)

##### For Support Staff:

Please use your [USSAP account credentials](#) to login. To [reset your password](#), please click [here](#)

##### For Alumni/Thomasian Reviewees/Visiting Researchers:

- Don't have an account yet? Please click [here](#)
- If you have already registered account just tick the "Login as Guest" box.
- To [reset your password](#), please click [here](#)
- Validity of registered accounts will cover **only** the **whole academic year**.

**Login**

Student/Employee No

Password

Show Password

Login as Guest?

**Login**

#### Contact Us

Miguel de Benavides Library, University of Santo Tomas, España Sampaloc, Manila Philippines 1008

Tel: (632) 8-731-3034  
Fax: (632) 8-740-9709

<http://bit.ly/USTLibVirtualOffice>

[library@ust.edu.ph](mailto:library@ust.edu.ph)

08:00AM-05:00PM  
Monday - Friday

The Library will accommodate library users (*academic and administrative officials, academic staff, support staff, and currently enrolled students whose programs and year levels are qualified in the limited F2F classes*) onsite in limited seating capacity and on a time slot while adhering to the University's health and safety protocols.



@ustmdblib

[library@ust.edu.ph](mailto:library@ust.edu.ph)

\*As of August 2022

Reserve

# HOW TO RESERVE

1. Reserve A Seat at <https://libraryreserve.ust.edu.ph/> or **scan the QR code**. The link is accessible on the **library's website** ([library.ust.edu.ph](http://library.ust.edu.ph)) and **organization site** (<https://ust.blackboard.com/>), as well as on the **MyUSTe Portal** (<https://myuste.ust.edu.ph/>).



2. Log in with your respective credentials as follows:
  - Students - **MYUSTe Student Portal account** credentials
  - Academic and Administrative Officials, and Academic Staff - **Gurus Patio account** credentials
  - Support Staff - **USSAP account** credentials
3. Click '**Add Appointment**' and select your preferred location, date and time slot (AM or PM). Click '**Save.**'
4. Once '**Approved,**' you may proceed your visit to the library.

*Note: On the day of visit, kindly bring your **UST ID**, accomplish the **THOMEDSS Health Declaration Checklist** and present a **screenshot of your approved appointment** to the guard on duty and library staff in charge upon entry to the section/branch.*

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Reserve

# GUIDELINES

- a. The Library will accommodate **two (2) time slots** for the daily online appointment:  
AM Slot - 8:30am to 12:00nn  
PM Slot - 1:30pm to 5:00pm
- b. The **RESERVE A SEAT** should be accomplished by the library patrons particularly by Thomasian students (*whose programs and year levels are allowed based on the University Guidelines as approved by CHED*) preferably **at least one (1) day before** the intended date of visit.
- c. For **Graduate School Section, Ecclesiastical Faculties Library, and Health Sciences Library**, a patron visit is subject to approval. Patrons will be informed of the status of their request until the next working day from the receipt of the request except weekends, national, local, special and university holidays.
- d. Movement of patrons (*1 movement per time slot*) from Central Library to branch libraries (**except in High School Libraries**) and other sections or vice versa are allowed as long as the patron has approved appointment.
- e. For **Alumni, Thomasian reviewees, and Visiting Researchers**, request letter/email addressed to the Prefect of Libraries/Chief Librarian must be sent to **library@ust.edu.ph** prior to the intended date of visit and is subject to approval.

\*As of August 2022



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