**Library Policy**

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| **LIBRARY RULES & REGULATIONS**  **1.        Control Procedures**              All students must present their currently validated library card as they enter the library.              Extramural users must present their I.D. and the letter of introduction from the librarian of the institution where they are affiliated.              Students must leave their bags, attaché cases, folders and envelopes in the depository counter. Valuables should be brought inside the library. Library will not be liable for loss of the user’s personal things.              Library materials to be taken out from the library should be presented to the authorized person in charge at the Circulation counter.              Upon exit users should present the borrowed materials to the authorized person in charge at the Control desk.              Users must show to the authorized person at the control desk the date due slip of every material to be taken to ensure that the material had been properly checked out at the Circulation Counter.  **2.        Borrower’s Card/ Library Card**              Free borrower’s card is issued to new students a month after filling up the Student’s Record Form.              Old students must validate/update their library cards every semester or summer term. They must present their registration form before their library cards are validated/updated.              A lost library card must be reported immediately to the librarian. Otherwise, the owner of unreported lost card will be held liable for whatever library materials on his/her name.              A lost library card is replaced upon presentation of the Official receipt of payment from the Cashier’s Office, school ID and 1 x 1 picture. The penalty for the lost card is P30.00.  **3.        Fines & Losses**              For overdue Circulation books a fine of P2.00/ day is charged.  For reserve books, Reference books and periodicals a fine of P1.00/hour is charged.              Users who borrow book for photo copying purposes are allowed to keep the books for only an hour, beyond which a fine of  P5.00/hr will be charged.              No clearance will be signed until fines and other accountabilities are settled.              For any loss of library materials, the borrower must report the matter immediately to the librarian. Otherwise, in addition to paying the lost of the book, the borrower will have to pay an overdue fine incurred until the loss is reported.              The borrower should replace the lost book with the same kind of book. However when the said book is unavailable in bookstores, the borrower may look other titles, provided it contains the same or related subject to the one being replaced.               For any damaged materials, if reparable, the borrower is charged for the cost of the repair.               Non-print materials may be borrowed by a professor for classroom instruction only.  **BOOKS USED IN THE LIBRARY**  Books taken out from the shelves or cabinets need not be reshelf after use by the user. These should be placed on the table. Library personnel will do the shelving.  The following types of materials are to be read only in the library.  a.        General references: **encyclopedias**, **dictionaries**, **atlases and yearbooks**.  b.        Theses and dissertation.  c.        Periodicals, newspapers, magazines, and journals.  d.        Art collections, pictorial books.  e.        Vertical file materials: clippings, brochures, pamphlets and newsletters.  f.         Maps, globes and other non-print materials maybe borrowed by professors for classroom instruction only.  **4.        To Borrow a Circulation Book**              Check the card catalog to see if the library has the book you need. Check under, author, title and possible subject entries.              Copy the call number, author and book title.              Using the call number as guide, look for the book on shelves. Ask for library staff assistance if the book is out of shelf.              On the book card, write your name, the date you sign the book out and your library card number.              Present the book with the book card and your library card at the Circulation desk for home use charging.              Two books (one Circulation and one Reserve) for home use may be borrowed with in a loan period specified by the WVSU Library (Circulation 1 day, Reserve overnight use only.)  **5.        To Return a Circulation Book**              Present the borrowed book at the Circulation desk.               Get your library card from the staff in charge of the Circulation desk.  **2.        To Borrow Materials for Photocopying**              Fill up the photocopying slip and the book card of the book you wish to borrow for photocopying.               Present the book to the staff in charge. An exit slip will be given to you.               Present this exit pass slip together with the book you wish to photocopy at the control desk.               Borrowed materials for photocopying should be returned in an hour.  **3.        To Charge Out Reserve Books**              Reserve books may be charged out for overnight use at 3:00 PM from Monday to Friday and due before 9:00 AM the following day.               Fines for reserve books borrowed after due time is P 1.00 per hour.  **4.        To Use the Graduate School Section**              Reserve books, journals, theses, dissertations/ research papers are for room use only.               Photocopying of theses and dissertations is not allowed.  **OFFICIAL LIBRARY HOURS**  **MONDAY-SATURDAY  7:00 AM- 5:00 PM (No noon break)**  Closed on Sundays & Holidays  Note: Schedules are subject to change.  **Borrowing Schedules**  **CIRCULATION SECTION**  **ROOM USE:                 7:00 AM- 5:00 PM**  **PHOTOCOPYING:       7:00 AM- 4:00 PM**  **OVERNIGHT LOAN:   7:00 AM- 5:00 PM**  **RESERVE SECTION**  **RESERVATION SLIP**  **APPLICATION & SUBMISSION:   7:00 AM-2:00 PM**  **ROOM USE & PHOTOCOPYING:   7:00 AM- 4:00 PM**  **OVERNIGHT LOAN:         3:00 PM- 5:00 PM**  **WHO CAN USE THE LIBRARY?**           All faculty, staff and currently enrolled  students of WVSU-Calinog Campus who accept these General Conduct.           Extramural readers or visitors/ researchers including those from consortium member schools with the letter of introduction.  **WHO CAN BORROW FROM THE LIBRARY?**           Currently enrolled students of WVSU Calinog Campus.           Full-time and part-time faculty & staff of WVSU Calinog Campus.  **General Conduct**  The Library is a public place of learning. As such, it expects from users observance of its rules and regulations and cooperation to promote a conducive and scholarly atmosphere.           The library is a place for quiet study. Silence should be observed at all times. All users should behave in a manner that is not disruptive to others and does not constitute an act of misconduct as defined in the University Handbook Conduct & Discipline.           Discussion is permitted only in designated area.           Eating, drinking, sleeping, smoking and playing games are not permitted in the library.           Every user is asked to help keep the library neat and orderly. The user is requested to arrange the chairs before leaving.           Quiet use of mobile phones should be observed.           Newspapers & magazines should be returned to their respective periodical stand.            Library staff/student assistants are responsible in returning the books to their proper shelves. |