# **I.** **ISSUANCE OF SLU IDENTIFICATION CARD**

### **ID Validation for Freshmen**

1. The freshman student will process his/her perpetual SLU ID card at the ID Processing Center located at S315 Diego Silang Building.

2. The student will proceed to the ID registration area and present his/her *Official Receipt*, and the *ID Claim Slip* issued by the ID Processing Center.

3. The Section Head Librarian will verify the accuracy of submitted documents, register the ID card,*,* and will return the *Official Receipt* to the student.

4. The Section Head Librarian will stamp “Registered” on the *ID Claim Slip* as proof of ID registration.

5. The student will be informed to claim his/her ID during the Freshmen School Orientation by presenting his/her *ID Claim Slip*.

### **ID Validation for First-Time Enrollee (Cross-Enrollee/Transferee)**

1. After seven (7) working days from enrolment, the newly enrolled student will claim his/her perpetual SLU ID card at the Office of the ADOL, 5th Floor Libraries.

2. The student will present his/her *Official Receipt*, and *ID Claim Slip* issued by the SLU Finance Office and ID Processing Center to the ADOL.

3. The ADOL will register and place the validation sticker to the ID card then return it to the student together with the *Official Receipt*.

### **ID Validation for Old Students**

1. The student will present his/her enrollment form at the SLU Finance Office and pay the necessary fees.

2. The student will remove the old validation sticker from his/her perpetual ID card.

3. The student will present his/her perpetual ID card, class schedule, and *Official Receipt* to the Section Head Librarian at the ID validation area for processing.

4. The Section Head Librarian will check the name of the student from the *Student Information Database for Library Accountabilities.*

5. If the student has library accountabilities, he/she will proceed to the Office of the ADOL to secure the appropriate slip (i.e. *Overdue Slip* and/or *Lost Baggage Tag*). The ADOL will further indicate the charges of his/her library accountabilities, and the student will be advised to pay the charges at the Finance Office. After paying, the student will return to the Office of ADOL to present his/her *Official Receipt* reflecting his/her payment of the said accountabilities. The ADOL will remove his/her name from the *List/Database of Students with Library Accountabilities.* The ADOL will affix his/her initial/signature on the class schedule.

6. The student will return to the ID validation area for the validation sticker.

7. The student will retrieve his/her perpetual ID card, *Official Receipt* and class schedule from the Section Head Librarian after processing.

### **Validation of Lost or Damaged ID**

1. The student will secure two (2) copies of the *Request for Replacement of Perpetual ID Card* form from the Student Affairs Office (SAO) located at the Diego Silang Building.

2. The students will fill in all the necessary information, and accomplish in duplicate copies.

3. The student will proceed to the Office of the ADOL and secure an *ID Card Registration* form.

4. The student will accomplish the *ID Registration Form* and attach one (1) 2x2 or 1x1 size close-up facial picture.

5. The student will attach the duly accomplished *ID Card Registration* form to the *Request for Replacement of Perpetual ID* form.

6. The ADOL will verify all information indicated in the forms before proceeding to SAO for final verification.

7. The student will pay the corresponding amount for the replacement of ID card. The SLU Finance Office will issue an *Official Receipt* and an *ID Validation Slip*.

8. The student will get the perpetual ID card from the ID Processing Center.

9. The student will return to the Office of the ADOL and present perpetual ID card, and *Official Receipt*.

10. The ADOL will place the validation sticker on the ID card then return it to the student together with the *Official Receipt*.

### **Replacement of ID Validation Sticker**

1. The student will pay the amount of the validation sticker at the SLU Finance Office. The SLU Finance Office will issue an *Official Receipt.*

2. The student will present his/her perpetual ID card, and *Official Receipt* at the Office of the ADOL.

3. The ADOL will place the validation sticker on the ID card, then return it to the student together with the *Official Receipt*.

### **Processing of Special ID**

1. The client will secure four (4) copies of the special ID form from his/her School.

2. The client will accomplish the necessary information and forward the same to his/her Department Head, School Dean, DOL, and Vice President for Academic Affairs for endorsement and approval.

3. The client will then proceed to the SLU Accounting Office for the release of special ID card.

4. The client will proceed to the Office of the ADOL for special ID card registration.

# **II. ISSUANCE OF REFERRAL LETTERS**

Library clients who wish to avail of other library services outside the SLU Libraries may secure referral letters at the Office of the Director of Libraries, V400.

# **III. LIBRARY CLEARANCES**

### **A.** **Faculty Clearance at the End of Each Term**

1. At the end of each term, all faculty members will secure their *Faculty Clearance* at the Centralized Circulation Area (CCA) and/or at the ADOL.

2. Before the issuance of clearance, the faculty’s name will be checked and verified from the *List/Database of Faculty/Employees with Library Accountabilities*.

3. If the faculty has unreturned library material/s, he/she will be requested to return first all the library material/s borrowed before securing his/her clearance.

4. Faculty members are advised to personally claim their clearances. In their absence, authorization letters addressed to the Director of Libraries (DOL) and/or Assistant DOL must be presented.

### **B.** **Faculty or Employees Clearance Due to Retirement or Resignation**

1. The client will secure the clearance from the Office of the Vice President for Administration.

2. The client will proceed to the Office of the ADOL for the checking of library accountabilities.

3. If the client has library accountabilities, the ADOL will prepare necessary documents to settle the accountabilities.

4. The client will be asked to pay the amount at the SLU Accounting Office, he/she will return to the Office of the ADOL to present his/her *Official Receipt* reflecting his/her payment of the said accountabilities.

5. The ADOL will remove his/her name from the *List of Faculty/ Employee with Library Accountabilities.*

6. The ADOL will affix his/her initial/signature on the clearance.

7. The client will proceed to the Office of the DOL to finally sign his/her clearance.

### **C.** **General Clearance**

1. The client will secure the clearance from the Registrar’s Office.

2. The client will proceed to the Office of the ADOL for checking of library accountabilities.

3. If currently enrolled, the student will secure the *SLU Libraries General Clearance* slip to be signed by the different Section Head Librarians and will return to the Office of the ADOL to surrender the same.

4. The ADOL will check the name of the client from the *Student Information Database for Library Accountabilities.*

5. If the client has no library accountabilities, the ADOL will issue the *Library Withdrawal Clearance* slip and affix his/her signature on the clearance.

6. On the other hand, if the client has library accountabilities, The ADOL will issue the appropriate slip (i.e. *Overdue Slip* and/or *Lost Baggage Tag*). The ADOL will further indicate the charges of his/her library accountabilities, and the client will be advised to pay the charges at the SLU Accounting Office. After paying, the client will return to the Office of the ADOL to present his/her *Official Receipt* reflecting his/her payment on the said accountabilities. The ADOL will remove his/her name from the *List/Database of Student with Library Accountabilities.* The ADOL will affix his/her initial/signature on the clearance.