

1. Library Users

a. Use of Libraries by Members. The following members of the UP System may use the library resources subject to the rules and regulations governing their use:

- All bona fide students, faculty and employees, members of the Board of Regents and officials of the University
- Retired faculty members specifically granted off-campus-reading privileges by the Board of Regents
- Visiting scholars with university appointments
- Cross registrants from other colleges and universities, and special students

b. Use of Libraries by Non-members. The following non-members of the University may use the library resources within library premises subject to the rules and regulations governing their use:

- Alumni, former faculty members and students honorably discharged from the University
- Graduate students from other schools
- Government and private researchers

2. Use of Library Resources

The use of the different types of library services shall be subject to the following conditions:

General Reference Books. General reference books and materials (encyclopedias, dictionaries, atlases, etc.) shall be for room use only. General reference books may be issued for classroom use upon the request of a faculty member, but these shall be returned within the day.

Theses, Dissertations, and Periodicals. Theses, dissertations, and periodicals shall be for room use only. However, faculty and officials of the University may borrow a periodical, other than the latest issue for a period of not more than one (1) week.

Reserve Books. Reserve books (required reading materials for courses offered during the semester/ summer) shall be lent for room use only and recalled two hours after issue. It may also be borrowed for overnight use upon request and be returned not later than 9:00 A.M. the next working day.

Circulation Books. Books for home use are usually loaned for two weeks.

3. Registration for Library Privileges

Bona fide members of the University who register for library privileges shall be required to obtain the following:

- Student identification card valid for the current semester; or,
- Faculty/Staff identification card or appointment papers;
- Active UP WebMail account; and,
- Library clearance

4. Use of the Library by Non-UP

For alumni, former faculty members and students honorably discharged from the University the following procedures will be observed:

Free use. Alumni, former faculty members and students honorably discharged from the University may be allowed to use the library for five (5) days free of charge within a semester. They are issued special permits by the duly authorized staff of the

college/unit library they would like to use. Beyond five days, they will be asked to pay library fees.

Fees. Beyond five days the following fees are charged : Php20.00 per day; Php450.00 per year.

Upon payment of the fees, they are issued special permits by the duly authorized staff of the college/unit library they would like to use.

Letter of Introduction or ID. The above users must present identification cards or letters of introduction from a University personnel or a U.P. Alumni Association ID when applying for a permit to use the library.

For graduate students and researchers the following procedures are observed:

Graduate students must present a letter from their librarian requesting privilege to use the UP Diliman Library, and their school/university ID.

Consortium students/faculty. A consortium student who is also a student of UP may be issued a consortium ID and a consortium borrower's card only by the library of the college which is a member of the consortium, upon presentation of his duly countersigned ID from UP; and after verification from the list of consortium students. The consortium ID and BC is valid only in the consortium libraries.

Private researchers must present a letter of request to use the UP libraries from their offices, and their office IDs.

Government researchers must present a letter from the head of their agency requesting privilege to use the library, and their office ID. They may be allowed to use the library free of charge up to five (5) days per semester. Beyond five days they will be assessed library fees.

Fees. Graduate students and private researchers are assessed as follows: Php50.00 per day; Php450.00 per semester; Php350.00 per summer. Government researchers are assessed as follows: Php20.00 per day; Php450.00 per semester; Php300.00 per summer.

Library permit. In all cases, the authorized library staff should issue a special library permit.

5. Borrowing Privileges

- **Undergraduate students**
 - 5 circulation books for 2 weeks
 - 2 reserve books for overnight
- **Graduate students**
 - 10 circulation books for 2 weeks
 - 2 reserve books for overnight
- **Faculty**
 - 10 circulation books for 1 month
 - Serials (non-current) for 1 week
 - Said materials are renewable only once
- **Research, Extension and Professional Staff (REPS)**
 - 10 circulation books for 2 weeks
- **Administrative Staff**

- 5 circulation books for 2 weeks
- **Non-UP Members**
 - Room-use only

6. Record of Withdrawal

A record of withdrawal shall be made of every material of any kind taken from the library. Any person who draws a book or periodical from the library shall be held accountable for it until its return.

7. Recall of Books

- Officials of the University have an urgent need of the book;
- A book is to be placed on “Reserve” for a course or is to be given shorter loan periods;
- It is overdue; or
- The libraries are conducting their mandated annual inventory.

8. Loss of Library Resources

Loss of a Circulation Book. Any person who loses or fails to return a book within seven (7) days after due date or recall shall either replace it with the same title, or pay its current replacement value within thirty (30) days. In all cases, the borrower shall pay a fine equivalent to 50% of the cost of the book.

Loss of Periodical. Any person who loses or fails to return a periodical after recall shall either replace it with the same title and issue number within thirty (30) days or pay its current replacement value, and pay a fine equivalent to 50% of the cost of the periodical.

9. Fees

Research Fee

UP students, faculty, REPS & administrative staff – Free

Alumni & government researchers – P20/day

Non-UP (Private) – P50/day

Internet

UP students – P20/hour; a fraction is considered an hour*

Faculty – Free; REPS & Staff – P20/hr.

Alumni, government/private researchers – P50/hour; a fraction is considered an hour

Use of Library Equipment

UP students, faculty, REPS & administrative staff – Free

Alumni, government/private researchers – P50/hour; a fraction is considered an hour

Use of Personal Equipment (Energy Fee)

UP students – P20/hour; a fraction is considered an hour*

Faculty – Free; REPS & administrative staff – P20/hr.

Alumni, government/private researchers – P50/hour; a fraction is considered an hour

10. Fines

Failure to Return a Circulation Book. Any person who fails to return any book open to general circulation on its due date or after recall shall pay a fine of Php2.00 a day, exclusive of Sundays and holidays.

Failure to Return a Reserve Book. Any person who fails to return a reserve book shall pay a fine according to the following schedule: For the first hour or a fraction thereof after the hour

appointed for return, one peso (Php1.00); for each hour after the first, five pesos (Php5.00); for each full day, fifty pesos (Php50.00). A second offense within a semester shall automatically suspend/curtail this privilege for the rest of the semester or summer.

Withdrawal of a Reserve Book Without Reservation

Permit. Any person who draws out a reserve book for overnight use without an approved reservation shall pay a fine of Php50.00. The library privilege to borrow from the reserve collections shall be suspended for two weeks on the second offense.

Failure to Return a General Reference Book and Other Restricted Materials Borrowed for Photocopying Purposes. A person who fails to return a general reference book and other restricted materials borrowed for photocopying purposes shall pay a fine of Php50.00, on the second offense the person shall have his library privileges suspended for one week.

11. Mutilating or Stealing Library Properties

Any person who shall deface, mutilate, appropriate for himself, or steal any library material or property shall replace it or pay its current replacement value and pay a fine of not less than three hundred pesos (Php300.00) but not more than fifty percent (50%) of the current cost of the book whichever is higher. This is without prejudice to the imposition, in appropriate cases, of an additional penalty of suspension or expulsion to be imposed after due process, by the Chancellor upon the recommendation of the University Librarian through the Dean.

12. Falsification and Use of Someone Else's Identification Card

- Any person who falsifies the identification card shall, after due process, be suspended from the University for not more than one semester.
- Any person who uses an identification card not his own shall have his library privileges suspended for not more than one semester.

13. Disorderly and Disruptive Behavior

Any person engaged in disorderly conduct such as drunken behavior creating disorder, disruptive behavior, e.g. excessive noise, loud discussions etc.; or improper behavior, e.g. smoking, eating within the library premises shall be asked by the Librarian to leave the library premises and shall be subjected to suspension of library privileges for not more than two weeks.

14. Refusal or Failure to Settle Library Accounts

Any person who after due notice shall refuse or fail without just cause to settle library accounts or obligations :

- shall not be allowed to register
- shall not be permitted to use the University libraries
- shall not be issued a University clearance

POST-ECQ LIBRARY GUIDELINES

1. Suspended Services

The following tasks or services are temporarily suspended during the post-ECQ period (During Phase 1; but may be extended as needed):

Use of Library Spaces, Facilities, and Equipment

- Use of discussion rooms, reading areas, viewing rooms, etc.

- Access to computers (internet workstations, etc.)
- Photocopying, printing, and scanning services
- Viewing of multimedia materials (physical)
- Tapping of electricity

Reference and Information Services

- Assisting readers in external services
- Conducting face-to-face reference services
- Conducting physical library instruction sessions
- Providing Library Tours
- Doing document delivery services
- Accommodating non-UP users

Circulation and User Services

- Lending (using face-to-face transaction)
- Performing collection maintenance (inventory of books, book covering, etc.)
- Manning of Control desks
- Facilitating Inter-Library Loans
- Recalling of overdue books
- Accepting payment of fines

Acquisitions / Collection Development

- Processing of donated materials/gifts
- Acquiring of print resources (unless strongly justified)
- Facilitating or accepting of book donations

Other library tasks

- Repairing/binding of library materials

2. Services that may be Offered Remotely (Online)

The following online services and information systems shall remain accessible or be made available to the UP Diliman constituents thru online means:

- Search of the Online Catalog Tuklas : <https://ds.mainlib.upd.edu.ph/> and other local databases (IPP : <https://ipp.mainlib.upd.edu.ph>, IPN: <https://ipn.mainlib.upd.edu.ph>)
- Access to online resources (e.g., subscribed foreign electronic databases/journals, open access e-resources) via remote access login/ password or via remote access platform (e.g. <https://mainlib.upd.edu.ph/onlinesubscriptions/>)
- Access to UP Publications, including electronic theses/ dissertations (thru the Institutional Repository: <https://digitalarchives.upd.edu.ph>)
- Access to local digital resources, e.g., rare periodicals (thru the Open-Access Digital Repository: <https://repository.mainlib.upd.edu.ph>)
- Document delivery services
- Online book requests / online reservation
- E-book lending
- Online library instruction
- Viewing multimedia resources (if the platform is available)
- Reference and research support services

*based on the OVCAA and University Library Guidelines