

LOAN POLICIES

- **Circulation Books.** These books may be borrowed one at a time for one day. Overnight books may be charged at 4:00pm and must be returned the following day before 9:00am. A Php10.00 fine per day will be charged for every book not returned on due date.
- **Reference Books.** These books are on open shelves and should be used in the reference area only. These may be taken out only for photo duplication.
- **Filipiniana Books.** Books with only one copy are for room use only; books with more than one copy may be lent overnight.
- **Reserved Books.** These may be checked out one at a time and for library room use only.
- **Vertical File Collection.** The articles may be used within the library premises only but borrowers are free to have them photocopied.
- **Theses and Dissertations.** Undergraduate and graduate theses & dissertations are for room use only. They cannot be brought out for photocopying or overnight use.

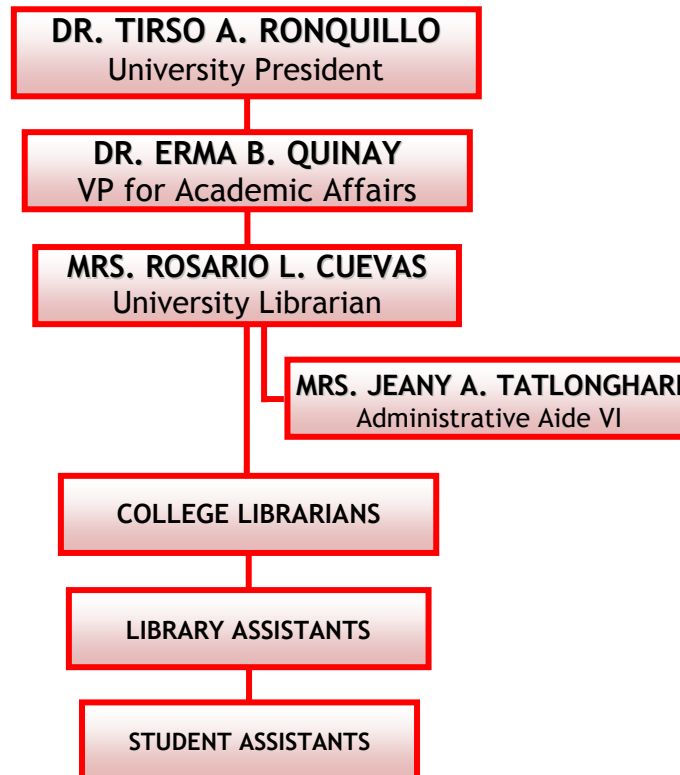
LOST BOOKS/MATERIALS

A lost book must be reported immediately to the section from where it was borrowed and must be replaced with the same title or any related material of the latest edition.

LIBRARY CLEARANCE

Library clearance is required of students, faculty or employees who intend to leave the university temporarily or permanently for reasons such as transfer to other school, sick/vacation leave, retirement or separation from service.

LIBRARY ORGANIZATIONAL STRUCTURE



BATANGAS STATE UNIVERSITY Pres. Isabelo R. Evangelio Memorial Library



LIBRARY GUIDE For Students and Researchers AY 2016-2017

THE BATSTATEU LIBRARY

VISION. The University Library envisions to obtain a world class collection of books necessary in the development of efficient leaders and professionals in the field of engineering, architecture, science, arts, education, information technology and other disciplines.

MISSION. It is committed to continuously maintain adequate, well-chosen and well selected print and non-print materials in support to the different curricula and programs of the University.

GOAL. It aims to provide adequate well-chosen print and non-print materials which are supportive of the institution. It also aims to aid BatStateU community in their educational, informational and recreational research endeavors.



LIBRARY HOURS

Regular School Term	Monday to Friday	7:00am - 7:00pm
	Saturday	8:00am - 5:00pm
	Sunday	8:00am - 5:00pm
Semestral Break	Monday to Friday	8:00am - 5:00pm
Summer Term	Monday to Friday	8:00am - 5:00pm

LIBRARY POLICIES, RULES AND REGULATIONS

1. Who are allowed to use the library?

- All bonafide BatStateU students
- BatStateU Faculty and Employees
- University Officials and Staff
- Alumni and visiting users with proper identification card and referral letter from their librarian. They can avail of the library collection for room use only.

2. IDs/Registration Forms

- Library privileges shall be granted only to students with valid IDs/Reg Form. This ID/Reg Form is necessary for charging out books for home use and for photocopying purposes. It will be kept in the library when books are borrowed until these are returned.
- Students are absolutely prohibited from lending their ID/registration forms. Violation of such is subject to disciplinary action.

- 1st Offense - Warning
- 2nd Offense - Students will be reported to the Office of the Local Discipline Board (Main Campus)
- 3rd Offense - Confiscation of the ID for 1 week

PROPER CONDUCT IN THE LIBRARY

- **SILENCE** must be observed in the library at all times.
- All library users are requested to present their ID.
- **For Visitors.** Official ID card and referral letter from their librarian must be presented to avail of library services.
- Students are not allowed to shelve the books they have used. Return the used books to the library personnel on duty in the circulation desk.
- Users of the card catalog should refrain from detaching the card from the file.
- Personal books, bags, jackets and other things should be left at the Depository Counter. Don't leave valuables (wallet, calculator, cell phones, etc.) inside the bag deposited inside the counter.
- Students are not allowed to sleep, eat, entertain visitors, speak and laugh loudly in the library.
- Seat or table reservation for expected incoming users is prohibited.
- Users are not allowed to hold discussion sessions with classmates inside the library.