



NATIONAL UNIVERSITY
Learning Resource Center

Education that works.®

E-LIBRARY SERVICES



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E-LIBRARY SERVICES

Refers to the computer workstations and an internet, a collection of information resources in electronic formats offering access to e-books, e-journals and other online materials.



RULES AND REGULATIONS



The use of computers is on a **first come first served** basis. A maximum of **one (1) hour** is allowed for each LRC user. If no user is waiting to avail the service, the user may continue to use the computer depending on the discretion of the LRC personnel/in-charge.



The LRC user may use one **(1) computer terminal**. In case of group work the LRC personnel/in-charge may allow a maximum of two (2) users only in one computer terminal to avoid overcrowding in the area. Swapping of computer terminals without the approval of the LRC personnel/in-charge is strictly prohibited.



RULES AND REGULATIONS

- ✓ **Playing games, browsing malicious or scandalous websites,** and using social media for non-academic activities are **strictly prohibited.** The LRC personnel/in-charge may call the attention of the user to close the site.
- ✓ If the LRC user accidentally damaged or re-programmed the computer in the e-library, the LRC personnel/in-charge shall seek assistance from the ITSO to assess the extent of the damage. The LRC personnel/in-charge shall prepare an incident report to be submitted to the University Librarian for appropriate action.
- ✓ All LRC users are expected to abide the rules and regulations impose by the LRC. Any disobedience may constitute to sanctions.





PROCEDURES ON E-LIBRARY SERVICE

Step 1



PRESENT THE UNIVERSITY ID - LRC users shall present the University ID to the LRC System Administrator/LRC Personnel in-charge of the e-library.

Step 2



ASSIGNED AND ISSUE A PC NUMBER - The LRC System Administrator/LRC Personnel in-charge shall assign and issue a PC number to the user.





PROCEDURES ON E-LIBRARY SERVICE

Step 3



LOG IN TO THE ONLINE DAILY STATISTIC OF E-LIBRARY USER FORM - The LRC user shall log in to the Online Daily Statistics of E-Library Users Form on the computer terminal designated to him/her.

Step 4



COMPUTER TERMINALS SHALL BE USED FOR 1 (ONE) HOUR - The LRC user shall use the computer for a maximum of one (1) hour. If no user is waiting to avail the service, the user may seek to continue the use of the computer terminal.

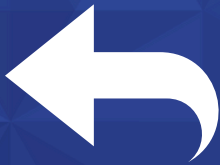
Note: The use of computer terminal is on a first come first serve basis.





PROCEDURES ON E-LIBRARY SERVICE

Step 5



SEEKS ASSISTANCE - If the LRC user requests an access to e-resources, they shall seek assistance from the LRC System Administrator/LRC Personnel in charge.

Step 6



COMPUTER LOG OUT TO THE ONLINE DAILY STATISTIC OF E-LIBRARY USER FORM - After using the computer, the LRC user shall log out to the Online Daily Statistics of E-Library Users Form on the computer terminal designated to him/her.



PROCEDURES ON E-LIBRARY SERVICE

Step 7



RETURN THE ASSIGN PC NUMBER - The LRC users shall return the assigned PC number to the LRC System Administrator/LRC Personnel In-charge.

Step 8



RETURN THE UNIVERSITY ID - The LRC System Administrator/LRC Personnel In-charge shall return the University ID to the LRC users.