



NATIONAL UNIVERSITY
Learning Resource Center

Education that works.®

READERS' CIRCULATION SERVICES



<https://lrckoha.national-u.edu.ph>



lrc@national-u.edu.ph



[/NULRC](https://www.facebook.com/NULRC)



[@nu_lrc](https://www.tiktok.com/@nu_lrc)





READERS' CIRCULATION SERVICES

Refers to the process of **borrowing, returning, renewal**, and **reservation of LRC materials** as well as managing fines and basic literature search assistance.





READERS' CIRCULATION SERVICES

● ● ● 2 TYPES OF BORROWING ● ● ●



Home Use Borrowing

- refers to the **lending of LRC materials** that allows users to take the materials **at home**.



Room Use Borrowing

- refers to the **lending of LRC materials** specifically for use within the **LRC premises**.





Activation/Deactivation of LRC Account

At the start of the school year/term, before any transactions can be made, LRC users must activate their accounts. This shall be done onsite at the Reader's Services counter or online through OPAC. A confirmation email will be sent upon successful online activation.

1.1. For Students, **University ID** together with the **Certificate of Registration (COR)** should be presented to the Reader's Services Librarian/in-charge.

1.2. For Faculty and Employees, **University ID** or any proof of National University (NU) employment should be presented to the Reader's Services Librarian/ in-charge.

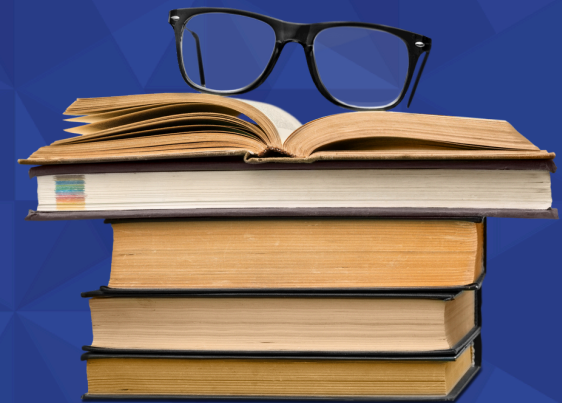
- *For students with unsettled accounts, a notice of accountability shall be posted to the user's NUIS account.*
- *For faculty and employees with unsettled accounts, a notice of accountability shall be submitted to the Human Resources Office.*





Borrowing Policy

All materials are **available** for **borrowing**. However, some materials are rare that requires restricted access to prevent damage.



UNDERGRADUATE STUDENTS

- Undergraduate students are allowed to borrow a **maximum of four (4) books at a time.**
- Undergraduate students may borrow **four (4)** theses, dissertations, periodicals, special/rare, multimedia materials and reference collections at a time for “**room use**” only. However, for theses & dissertations, photocopying and taking pictures are strictly prohibited.
- **No LRC materials shall be borrowed for home use a week before the final examination.**



GRADUATE STUDIES STUDENTS

- Graduate students are allowed to borrow a **maximum of four (4) books at a time**.
- Graduate students may borrow **four (4)** theses, dissertations, periodicals, special/rare, multimedia materials and reference collections at a time for “**room use**” only. However, for theses & dissertations, photocopying and taking pictures are strictly prohibited.
- **No LRC materials shall be borrowed for home use a week before the final examination.**





SENIOR HIGH SCHOOL STUDENTS

- Senior High School Students are allowed to borrow **(4) four** books at a time for “room use” only.
- Theses, Periodicals, Special/Rare, and Reference collections are for “**room use**” only. However, for theses, photocopying and taking pictures are strictly prohibited.



FACULTY AND EMPLOYEES

- Faculty members and employees are allowed to borrow a maximum of **four (4)** books for a period of **thirty (30) days** and these may be renewed twice provided there is no prior request from another user.
- Faculty members and employees may borrow **four (4)** theses, dissertations, periodicals, special/rare, multimedia materials and reference collections at a time for “**room use**” only. However, for theses & dissertations, photocopying and taking pictures are strictly prohibited.
- Faculty members and employees requesting **additional titles beyond the maximum limit** shall seek written approval from the University Librarian.





ALUMNI

- Alumni are allowed to borrow LRC materials for **room use only**.
- Request for a photocopy of material is also allowed upon the approval of the Readers' Services Librarian/in-charge.



OUTSIDE RESEARCHERS

- Outside Researchers are allowed to borrow LRC materials for **room use only**.
- Request for a photocopy of material is also allowed upon the approval of the Readers' Services Librarian/in-charge.





FINES AND PENALTIES

UNDERGRADUATE STUDENTS

<i>COLLECTIONS</i>	<i>LOAN PERIOD</i>	<i>RENEWAL</i>	<i>FINES</i>
Fiction	7 days	2	5.00 per day/book
Filipiniana	5 days	2	5.00 per day/book
General Circulation	5 days	2	5.00 per day/book
Multimedia Materials	Room Use only		
Periodicals	Room use only Photocopy only (1 hour)		5.00 per day/book
Reference	Room Use only Photocopy only (1 hour)		5.00 per day/book
Reserve	Overnight only (starting at 5 p.m. and shall be returned before 10 a.m. the following day)	2	1.00 per day/book
Special/Rare	Room Use only		
Theses, Dissertations & Feasibility Studies	Room Use only		





FINES AND PENALTIES

GRADUATE STUDIES STUDENTS

COLLECTIONS	LOAN PERIOD	RENEWAL	FINES
Fiction	7 days	2	5.00 per day/book
Filipiniana	7 days	2	5.00 per day/book
General Circulation	7 days	2	5.00 per day/book
Multimedia Materials	Room Use only		
Periodicals	Room use only Photocopy only (1 hour)		5.00 per hour/book
Reference	Room Use only Photocopy only (1 hour)		5.00 per hour/book
Reserve	Overnight only (starting at 5 p.m. and shall be returned before 10 a.m. the following day)	2	1.00 per hour/book
Special/Rare	Room Use only		
Theses, Dissertations & Feasibility Studies	Room Use only		





FINES AND PENALTIES

FACULTY AND EMPLOYEES

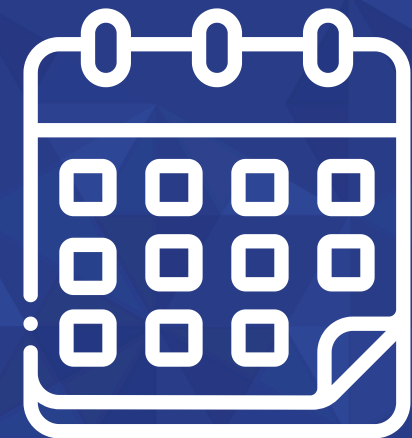
<i>COLLECTIONS</i>	<i>LOAN PERIOD</i>	<i>RENEWAL</i>	<i>FINES</i>
Fiction	7 days	2	10.00 per day/book
Filipiniana	30 days	2	10.00 per day/book
General Circulation	30 days	2	10.00 per day/book
Multimedia Materials	1 day	4	10.00 per day/book
Periodicals	Room use only Photocopy only (1 hour)		10.00 per hour/book
Reference	Room Use only Photocopy only (1 hour)		10.00 per hour/book
Reserve	Overnight only (starting at 5 p.m. and shall be returned before 10 a.m. the following day)	2	5.00 per hour/book
Special/Rare	Room Use only		
Theses, Dissertations & Feasibility Studies	Room Use only		





SUSPENSION OF BORROWING

No LRC materials shall be borrowed for home use **a week before the final examination.** However, room use is allowed.





LOST BOOKS

Lost books shall be reported immediately to avoid accumulation of book fines. It shall be replaced with the same title of the latest edition, with corresponding fees, plus the accrued fines.





PROCEDURES ON BORROWING OF LRC MATERIALS

Step 1



SEARCH THE ONLINE PUBLIC ACCESS CATALOG (OPAC) FOR THE AVAILABLE MATERIALS NEEDED - The LRC users are required to check first the Online Public Access Catalog (OPAC).

Step 2



ACCOMPLISH THE COLLECTION RETRIEVAL SLIP - LRC users **shall list** down the **bibliographic information** of the materials such as **call number, title, author, and location** before entering the stack area. Material retrieval slips are provided at the OPAC terminal station.



PROCEDURES ON BORROWING OF LRC MATERIALS

Step 3



LEAVE THE UNIVERSITY ID TO THE READER'S SERVICES COUNTER - LRC users must present their University ID upon entering the stack area.

Step 4



LOCATE AND RETRIEVE THE MATERIALS FROM THE STACK AREA - The LRC users shall locate the book needed following the shelving arrangement.

PROCEDURES ON BORROWING OF LRC MATERIALS

Step 5



PRESENT THE MATERIALS TO THE READER'S SERVICES LIBRARIAN/IN-CHARGE - The LRC users shall present the book/materials at the Readers' Services Counter for proper borrowing.

Step 6



ACCOMPLISH THE BOOK CARD - The LRC users shall accomplish the book card with the information needed (Date, Borrowers Name, Date Due).

Step 7



INFORM THE LRC USER OF THE DATE DUE - The Readers' Services Librarian/in-charge shall inform the LRC user of the date due and print the receipt, if necessary.



Returning of LRC Materials

The LRC users are **required to present** the materials to be returned to the Readers' Services Librarian/in-charge. If the Readers' Services Librarian/in-charge is not available, the LRC users can return the materials to any of the LRC personnel at his/her convenient location.



PROCEDURES ON RETURNING OF BOOK/S

Step 1



PRESENT THE BORROWERD BOOK/S TO THE READER'S SERVICES LIBRARIAN/IN-CHARGE - The LRC users are required to present the book/s to be returned to the Readers' Services Librarian/in-charge.

Step 2



RETURN THE BOOK/S AT HIS/HER CONVENIENT LOCATION - The LRC users shall return the book/s at his/her convenient LRC location.

PROCEDURES ON RETURNING OF BOOK/S

Step 3



If **overdue**: The LRC users shall **pay** the corresponding fine/s at the **Treasury Office**.

Secure payment form at the Reader's Services Counter first before payment.

Step 4

PAID

Upon payment of the overdue fine, **Official Receipt** issued by the Treasury Office as well as **payment slip** shall be presented to and stamped by the Reader's Services Librarian/in-charge.



Renewal of LRC Materials

The LRC users are **required to present** the materials to be returned to the Readers' Services Librarian/in-charge. If the Readers' Services Librarian/in-charge is not available, the LRC users can return the materials to any of the LRC personnel at his/her convenient location.



PROCEDURES ON RENEWAL OF BOOK/S

Step 1



PRESENT THE UNIVERSITY ID TO THE READERS' SERVICES LIBRARIAN/IN-CHARGE - the LRC users shall present the University ID to the Readers' Services Librarian/in-charge.

Note: Renewal of LRC materials can be done two (2) times only depending on the needs of the materials.

Step 2



PRESENT THE BORROWERD BOOK/S TO THE READER'S SERVICES LIBRARIAN/IN-CHARGE - The LRC users are required to present the book/s to be returned to the Readers' Services Librarian/in-charge.

Step 3



PAY THE PENALTY - For books with overdue, the LRC users are required to pay first the penalty or the overdue fine prior to renewals.



Recall of LRC Book/s

It is a **process** in which a list shall be generated, and notice shall be sent to the LRC users to which the item is currently checked out asking for the item to be returned immediately.





Reservation of LRC Materials

It refers to the process of **requesting** and **holding a book for later use**, specifically when the book is currently on loan.



PROCEDURES ON RESERVATION OF BOOK/S

Step 1



LRC USERS MAY REQUEST A BOOK RESERVATION.

For materials that are borrowed, LRC users may request a book reservation from Readers' Services Librarian/in-charge.

Step 2



RESERVATION OF LRC MATERIALS.

For the walk-in borrower, the reservation shall be made at the Readers' Services counter.

However, for online book reservations, LRC users may access and accomplish the book reservation form from the OPAC at <https://lrckoha.national-u.edu.ph>, Email at lrc@national-u.edu.ph or to any LRC social media platforms (Facebook, Instagram, Twitter X, TikTok, Tawk.to)

PROCEDURES ON RESERVATION OF BOOK/S

Step 3



NOTIFY THE LRC USER REGARDING THE AVAILABILITY OF THE REQUESTED MATERIALS - Once the book is available, the Readers' Services Librarian/in-charge shall notify the person who requested the book.

Step 4



THE LRC SHALL RESPOND TO THE NOTIFICATION WITHIN 24 HOURS - In the event that the LRC user fails to respond after a day, the Readers' Services Librarian/in-charge may lend the book to another user or return it to the stack area.



Payment Method

To ensure that the LRC users have no record of obligation from the LRC.



PROCEDURES FOR PAYMENT

Step 1



COMPUTE AND ISSUE A PAYMENT FORM - The Readers' Services Librarian/in-charge shall compute the overdue fine and issue a payment form.

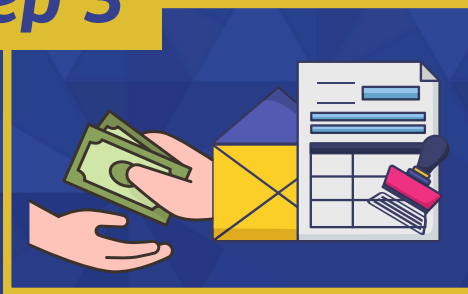
Step 2



ACCOMPLISH THE PAYMENT FORM - The LRC user shall accomplish the payment form with the corresponding details.

PROCEDURES FOR PAYMENT

Step 3



PAY AND PRESENT THE OFFICIAL RECEIPT (OR) AND PAYMENT FORM - The LRC user shall pay the overdue fine at the Treasury office and present the official receipt (OR) and payment form at the Readers' Services counter.

Step 4

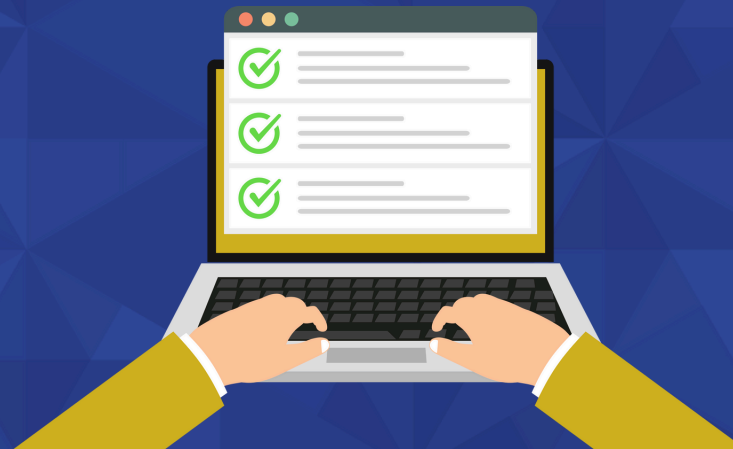


UPDATE THE USER ACCOUNT - The Readers' Services Librarian/in-charge shall update the user account in the Integrated Library System, NUIS and other LRC records.



Signing of LRC Clearance

Refers to the process that verifies the LRC users has returned all borrowed materials and has settled all outstanding fines or fees.



PROCEDURES ON CLEARANCE SIGNING

1.1. Undergraduate & Graduate Students

Step 1



REQUEST A CLEARANCE SIGNING - For graduating students, the LRC users shall request a clearance signing.

Step 2



COMPLETE THE LRC SATISFACTION SURVEY - The LRC users shall complete the LRC Satisfaction Survey.

Note: LRC users requesting clearance for other purposes (board examinations, school transfers) are not required to complete the satisfaction survey.

PROCEDURES ON CLEARANCE SIGNING

1.1. Undergraduate & Graduate Students

Step 3



REQUEST FOR ONLINE CLEARANCE SIGNING - If the LRC users request for an online clearance, they shall submit their request via email or through any of the official LRC social media pages.

Step 4



SIGNED CLEARANCE FORM - The Readers' Services Librarian/in-charge shall the sign clearance form.

Note: For online clearance, the Readers' Services Librarian/in-charge shall send back the signed clearance form.

PROCEDURES ON CLEARANCE SIGNING

1.2. Faculty and Employees

Step 1



REQUEST A CLEARANCE SIGNING - The Faculty and Employees shall request a clearance signing.

Step 2



SIGN THE CLEARANCE FORM - The University Librarian shall sign the clearance form. In her absence, any authorized Readers' Services Librarian/in-charge shall be the one to sign on her behalf.