



NATIONAL UNIVERSITY  
Learning Resource Center

*Education that works.®*

# REFERRAL SERVICE



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## ***REFERRAL SERVICE***

Refers to the service provided to the users in **finding information** and **resources outside the LRC** by connecting them with other libraries, organizations, agencies and/or individuals.





# PROCEDURES ON REFERRAL SERVICES

## Step 1



**REQUEST A REFERRAL LETTER** - The LRC users must request a referral letter from the Readers' Services Counter, either in person or online.

*Note: A referral letter shall be requested three (3) days before the actual visit.*

## Step 2



**ACCOMPLISH THE REFERRAL LETTER REQUEST FORM** - The LRC users must accomplish the Referral Letter Request Form.

## Step 3



**SIGNED REFERRAL LETTER** - The Readers' Services Librarian/in-charge shall notify the LRC user of the signed referral letter.

