

IMPLEMENTING GUIDELINES  
UNIVERSITY LIBRARY RULES AND REGULATIONS

The University Library  
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## **IMPLEMENTING GUIDELINES OF THE UNIVERSITY LIBRARY RULES AND REGULATIONS**

I. **PURPOSE.** To prescribe the guidelines relative to the implementation of the provisions of the University Library Organic Act on the University Library Rules and Regulations regarding library users, resources, and services; privileges of users; and procedures for services and disciplinary action.

II. **DEFINITION OF TERMS:** For purposes of these guidelines, the following terms shall be construed to mean as follows:

**Bonafide faculty/employee.** A person who has an appointment either as full-time, part time, contractual personnel from the University.

**Bonafide student.** A person who is currently enrolled either as a full time, part time, special (non-credit) or cross registrant in the University.

**Borrower's Card (BC).** A card issued by the library to its clients for use in borrowing materials for off-premise reading.

**Consortium students.** Students belonging to a program covered by a memorandum of agreement between U.P. and other consortium members. They are not bonafide members of the University.

**Cross registrant.** A student who is enrolled in at least two CU's of the University or in a University other than U.P. for its mother unit. A consortium student however is not a cross-registrant.

**Identification Card (ID).** A card issued by the Registrar and countersigned by the library for students and by HRDO for personnel or a temporary ID card issued by the library to a user whose U.P. ID is still being processed by the Registrar.

**Library Rules and Regulations.** Article X of the Library Organic Act approved in the 1039<sup>th</sup> meeting of the Board of Regents held on 14 March 1991.

**Member of the Order of the Oblation.** Donor to the University who has been given the title "Order of the Oblation" by the BOR.

**Non-Degree student.** A degree holder or undergraduate student, not currently enrolled in any other institution of higher learning who is allowed to take credit courses on the graduate and/or undergraduate level, provided that he satisfies the appropriate requirements for admission to the University.

**Special Collecting Officer.** A U.P. employee with an additional assignment as an officer responsible for collecting fines, fees, etc., relative to services rendered by his unit.

**Special student.** A student, who even if he does not fully satisfy the entrance requirements is admitted and allowed to enroll in subjects which, in the opinion of the instructor and the Dean, he has the necessary information and ability to pursue profitably. Subjects taken are non-credit although his work may be reported as “satisfactory” or “unsatisfactory”.

**U.P. Form 5.** A U.P. official registration form which is a record of the classes for which a student has enrolled.

III. **COVERAGE.** These implementing guidelines cover only provisions of Article IX (Users of the University Library) and Article X (University Library Rules and Regulations) of the University Library Organic Act as approved in the 1039<sup>th</sup> meeting of the Board of Regents held on 14 March 1991.

#### IV. **GENERAL GUIDELINES**

- A. All bonafide members of the U.P. System may use the University Library resources subject to the rules and regulations governing their use.
- B. All non-members of the U.P. System may use the University Library resources within the library premises subject to the rules and regulations governing their use.
- C. The duly countersigned U.P. identification card is the permit to enter the library and use its resources. It is not transferable.
- D. The borrower’s card is the permit to borrow library materials for off-premise reading. It is not transferable.
- E. Only duly authorized library staff may countersign ID’s, issue borrower’s cards, and sign library clearances.
- F. The Librarian may proceed against any person violating any provision of the University Library Rules and Regulations.

## V. SPECIFIC GUIDELINES

### A. *For the use of libraries by members of the University*

#### 1. **For U.P. students the following procedures will be observed:**

##### a. *Identification Card*

- (1) the ID of a student is issued by the Registrar.
- (2) The duly authorized staff of the student's college library countersigns his ID upon presentation of his Form 5 provided he has no outstanding account with the U.P. Library.
- (3) The ID of a cross-registrant from within or outside the University and that of a special student and/or non-degree student is countersigned by the duly authorized staff of his college library (e.g. he was advised in that college or his Form 5 is signed by the secretary of his college). If, however, he was advised by the Registrar his ID is countersigned by Main Library of the Constituent University where he is enrolled provided he has paid his library fee and has no outstanding account with the U.P. Library.
- (4) The ID of a student on residence will only be countersigned upon payment of his library fee as manifested in his Form 5. Otherwise, he is treated as an alumnus or former student. (see B. 1)
- (5) A student who has no ID (e.g. new student or one who has lost his ID) may be issued a temporary ID (Green) by his college library or, in the case of a cross-registrant, a special student, or a non-degree student, by his college library upon presentation of his Form 5 and receipt from the Registrar that he has paid for his ID and which should include a 1" x 1" ID size picture, provided that he has paid his library fee and has no outstanding account with the UP library. If however, he was advised by the Registrar, his temporary ID card is issued by the Main Library.

##### b. *Borrower's card*

- (1) A student may be issued a borrower's card upon presentation of a duly countersigned ID or temporary ID by the authorized staff of his college library.

- (2) A special student, a non-degree student, or a cross-registrant is issued a borrower's card if he has paid his library fee.
- (3) A cross-registrant is issued a borrower's card by his college library or by the Main Library of the Constituent University where he is enrolled, if he has no college (e.g. he was advised by the Registrar) upon presentation of a countersigned ID or temporary ID.
- (4) A student who lost his borrower's card may be issued a new one two weeks from the date the loss is reported and upon payment of a replacement cost of P1.00.
- (5) A student who is enrolled for residence is not issued a borrower's card unless he opted to pay his library fee.

*c. Borrowing privileges*

- (1) A student who has a countersigned ID and a borrower's card may borrow circulation books from any UP library subject to its rules and regulations.
- (2) A student who has a countersigned ID may reserve for overnight use, one or two materials, provided he is enrolled in the course(s) wherein said materials are required readings. He may take them out on or after the appointed hour.
- (3) An undergraduate student may have on loan only 5 circulation books at a time while a graduate student may have 10 circulation books at a time. If however he has an overdue loan(2) he may not be allowed to borrow another item until he returns the book(s) and pays the fine(s) even if his total charges are less than the maximum (5 or 10) allowed.
- (4) A student may not borrow for off-premise reading the following materials: general reference books, theses, periodicals, dissertations and special materials. He may however borrow them for class use if authorized by his professor.

**2. For personnel the following procedures will be observed:**

*a. Identification card*

- (1) The ID of a U.P. employee (faculty, reps, staff) is issued by the Registrar. It is countersigned by the duly authorized staff of HRDO upon presentation of his appointment papers.

- (2) In cases when the employees is newly appointed or has lost his ID, he may be issued a temporary ID by his College Library or by the Main Library (for those without college libraries) upon presentation of his appointment papers and a receipt that he has paid for his ID provided that he has no outstanding accounts with the library.

b. *Borrower's card*

- (1) An employee may be issued a borrower's card (yellow for faculty and reps; white for staff) upon presentation of duly countersigned ID or temporary identification card provided that he has no outstanding accounts with the library.
- (2) An employee who loses his borrower's card may be issued a new one, two weeks from the date the loss was reported and upon payment of a replacement cost of P1.00.

c. *Borrowing privileges*

- (1) Any faculty/reps/staff who has an ID and a borrower's card may borrow circulation books subject to the library's rules and regulations.
- (2) Administrative staff may borrow 5 circulation books at a time for 2 weeks, REPS may borrow 10 circulation books at a time for 2 weeks while the faculty may borrow 10 circulation books at a time for a month. If however he has an overdue book(s) he may not borrow or renew a loan until the overdue book(s) is returned and the fine is paid.
- (3) General reference books, theses, dissertations, periodicals and special collections are for room use only, except in the following cases:
  - (a) Faculty members may borrow 1 physical volume of serials at a time except the latest issue, for a period of 1 week.
  - (b) Faculty members/lecturers may authorize their students to borrow reference books for classroom use. These must be returned immediately after class.

**B. For the use of the library by non-members.**

**1. For Alumni, former faculty members and students honorably discharged from the University the following procedures will be observed:**

- a. *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. (see V.B.1.b)
- b. *Fees.* Beyond five days the following fees are charged:  
P 20.00 per day  
P450.00 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.

- c. *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.

**2. For graduate students and researchers the following procedures are observed:**

- a. *Graduate students* must present a letter from their librarian requesting privilege to use the U.P. libraries, and their school/university ID.
- b. *Consortium students/faculty.* A consortium student who is also a student of U.P. 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 U.P.; and after verification from the list of consortium students. The consortium ID and BC is valid only in the consortium libraries. Use guideline V.B.2.a if a consortium student wants to use other U.P. libraries or observe guideline V.A.1 if he is a bonafide U.P. student.
- c. *Researchers* must present a letter of request to use the U.P. libraries from their offices, and their office ID's.
- d. *Government agency 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.

e. *Fees.* Graduate students and researchers are assessed as follows:

P 20.00 per day  
P450.00 per semester  
P350.00 per summer

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

### 3. Use of Microforms and Computer Equipment

a. *Fees for equipment.* A fee of P20.00/hour or a fraction thereof will be assessed.

b. *Fees for print-out.* A fee of P2.00/sheet of print-out will be assessed.

c. *Use of computer equipment.* Computer equipment may only be used in conjunction with materials on electronic medium that are held by the library.

### C. Fines and other penalties observed for violations of library rules and regulations by members of the University.

#### 1. Circulation Book

a. **Failure to return.** A fine of P2.00 per day is charged after its due date or recall exclusive of Sundays and Holidays.

b. **Loss.** A fine of 50% of the cost of the book is charged if a circulation book is lost or is not returned by the borrower within seven (7) days after its due date or recall. If lost, he may either replace it with the same title or pay its current value; or replace it within 30 days by another title to be selected by the librarian.

c. **Recall.** Any book on loan may be recalled if there is an urgent need for it by an official of the University; a request for it to be placed on reserve has been received by the library; the book is overdue; or the library will conduct its mandated annual inventory.

#### 2. Reserve Book

a. **Failure to return.** A fine of one peso (P1.00) is charge for failure to return a reserve book on the first hour or a fraction thereof after the hour appointed for return, five pesos (P5.00) each hour after the first, and fifty pesos (P50.00) for a full day. On a second offense the person's privilege to use the reserve collection will be suspended for the rest of the semester/summer.

- b. **Loss.** In case of loss the reserve book is treated as a circulation book. (see V.C.1.b)
  - c. **Withdrawal without reservation permit.** A fine of P50.00 will be charged any person who draws out a reserve book for overnight use without an approved reservation. On a second offense this person's privilege to borrow from the reserve collection will be suspended for two weeks.
3. *Failure to return a general reference book and other restricted materials borrowed for photocopying purposes.*
- a. **Failure to Return.** A fine of P50.00 will be charged any person who fails to return on the appointed hour a general reference book or other restricted materials borrowed for photocopying purposes. On a second offense the person's privilege to use the library will be suspended for a week.
  - b. **Loss.** In case of loss, see V.C.1.b.
4. *Mutilating or stealing library properties.* Any person who is caught defacing, mutilating, appropriating for himself or attempting to steal any library material or property shall after due process replace the material or pay its current replacement value. In addition, he shall pay a fine of not less than three hundred pesos (P300.00) but not more than 50% of the cost of the book whichever is higher. In appropriate cases, an additional penalty of suspension or expulsion may be imposed by the Chancellor after due process and upon the recommendation of the Librarian through the Dean. (see Appendix 1)
5. *Falsification and use of someone else's identification card or borrower's card.* Any person who falsifies or uses an identification card or borrower's card other than his own shall after due process have his library privilege suspended for not more than a semester.
6. *Disorderly and disruptive behavior.* Any person engaged in disorderly conduct or in disruptive behavior or in improper behavior shall be excluded by the librarian from the library premises and be subject to suspension of library privileges for not more than two weeks. (see Appendix 1 for procedures for disciplinary action)
- a. **Disorderly conduct** includes drunken behavior, creating disorder, tumult, breach of peace or serious disturbance, gross and deliberate discourtesy, and possession of prohibited drugs.

- b. **Disruptive behavior** includes excessive noise, loud discussions, scandalous acts (such as exhibitionist acts, necking, etc.)
  - c. **Improper behavior** includes smoking, eating and playing cards within the library premises.
7. *Refusal or failure to settle library accounts.* Any person who after due notice shall refuse or fail without just cause to settle library accounts for obligations:
- a. shall not be allowed to register
  - b. shall not be permitted to use the University Libraries
  - c. shall not be issued a library clearance

**D. Procedure for Disciplinary Action by the Librarian.** (Refer to Appendix 1)

- VI. **SAVING CLAUSE.** Cases not covered by the above shall be referred to the University Librarian for appropriate resolution.
- VII. **EFFECTIVITY.** This guidelines will take effect upon approval by the (Diliman) Library Executive Staff.

## **PROCEDURE FOR DISCIPLINARY ACTION BY THE LIBRARIAN**

### **Summary Procedure for Disciplinary Action by the Librarian**

The University, College or Unit Librarian may proceed summarily against any person in cases where the misconduct is committed in his or her presence within the library premises.

The respondent shall be summoned to appear before the Librarian, informed of the charges against him, and afforded the opportunity to be heard.

The decision made under this procedure shall be in writing stating the grounds for which disciplinary penalty is imposed. Such decision shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension of library privileges for one week.

### **Regular Procedure for Disciplinary Action by the Librarian**

1. A report shall be filed by a staff member or a complaint shall be made by an aggrieved person with the Librarian.
2. The Librarian shall investigate the report or the complaint and if found sufficient, formal written charge are drawn up and served on respondent;
3. The respondent shall be required to answer in writing three (3) days from receipt of the charge;
4. No hearing shall be necessary when the respondent pleads guilty to the charge. Otherwise, a committee shall be created by the Librarian concerned to conduct a formal investigation;
5. In the formal investigation the report or complaint shall be under oath and together with supporting affidavits or other evidence shall constitute the evidence in chief for the complainant, subject to cross examination by the respondent. The answer of the respondent shall be under oath and together with supporting affidavits and other evidence shall constitute his evidence in chief subject to cross examination;
6. Committee shall transmit to the Librarian within fifteen days (15) days from the termination of the hearing the complete record of the case with its report and recommendation stating the facts and specific regulation on which it is based.
7. The Librarian within ten (10) days of the report shall render a decision which shall be final.

### **Formal Complaints for Breaches of Discipline**

In addition to the disciplinary action provided above formal complaints for breaches of discipline may be filed with appropriate authorities by the University, College or Unit Librarian.

## CRITERIA/RANGES USED IN DETERMINING THE TYPE OF LIBRARIES

### 1. Enrolment (50%)

600+	-	Large
300 – 599	-	Medium
Below 300	-	Small

### 2. Size of Collection (15%)

30,000 volumes +	-	Large
10,000 – 29,999	-	Medium
Below 10,000	-	Small

### 3. Annual Growth Rate (15%)

1,000 volumes +	-	Large
500 – 999	-	Medium
Below 500	-	Small

### 4. Use of Collection (10%)

70,000 +	-	Large
30,000 – 69,999	-	Medium
Below 30,000	-	Small

### 5. Building Configuration (5%)

2 or more floors of 1,000 + sq. m. or housed in two (2) or more separate buildings	-	Large
1 floor of 500 – 1,000 sq. m. or housed in 2 Separate floors with same total area	-	Medium
1 floor of 499 sq. m. or less	-	Small

### 6. Service Hours (5%)

60 hours/week	-	Large
46 – 59	-	Medium
Below 45	-	Small