




LIBRARY ADVISORY


THE ASIAN CENTER LIBRARY WILL START TO ACCEPT

BOOK RETURNS

Please email the library staff at aclib.upd@up.edu.ph and set an appointment through this link: bit.ly/acappointment1

*FOR MORE INFORMATION AND UPDATES
VISIT OUR WEBSITE AND FACEBOOK PAGE*

 www.ac.upd.edu.ph

 [@aclibrary.upd](https://www.facebook.com/aclibrary.upd)

The Asian Center Library will be accepting book returns through the book drop located in the lobby.

Visitors are advised to send us an email at aclib.upd@up.edu.ph and set an appointment through this link: bit.ly/acappointment1

Fines collection will only be during Wednesdays kindly contact us regarding your account. Any fines incurred during the ECQ period will be waived when the items are returned.

Kindly place the library materials on a package and indicate the following details for easy tracking:


1. Borrowers Name
2. Date Returned
3. No. of items borrowed
4. Book/s Title, Author, and Call No.


Returned materials would be placed in isolation for a minimum of seventy-two (72) hours before it may be held or brought inside the library for clearance.

Book Returns

By Appointment

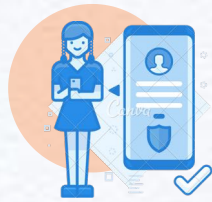
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STEP BY STEP GUIDE FOR LIBRARY APPOINTMENT



STEP 01

Fill out the appointment form: <https://bit.ly/acappointment1>



STEP 02

Wait for email confirmation of the appointment. Indicate the necessary book details on the package for easy tracking.



STEP 03

Submit yourself to temperature screening.



STEP 04

Verify appointment with the guard on duty.



STEP 05

Fill out a Visitor Health Checklist Form and submit it to the guard.



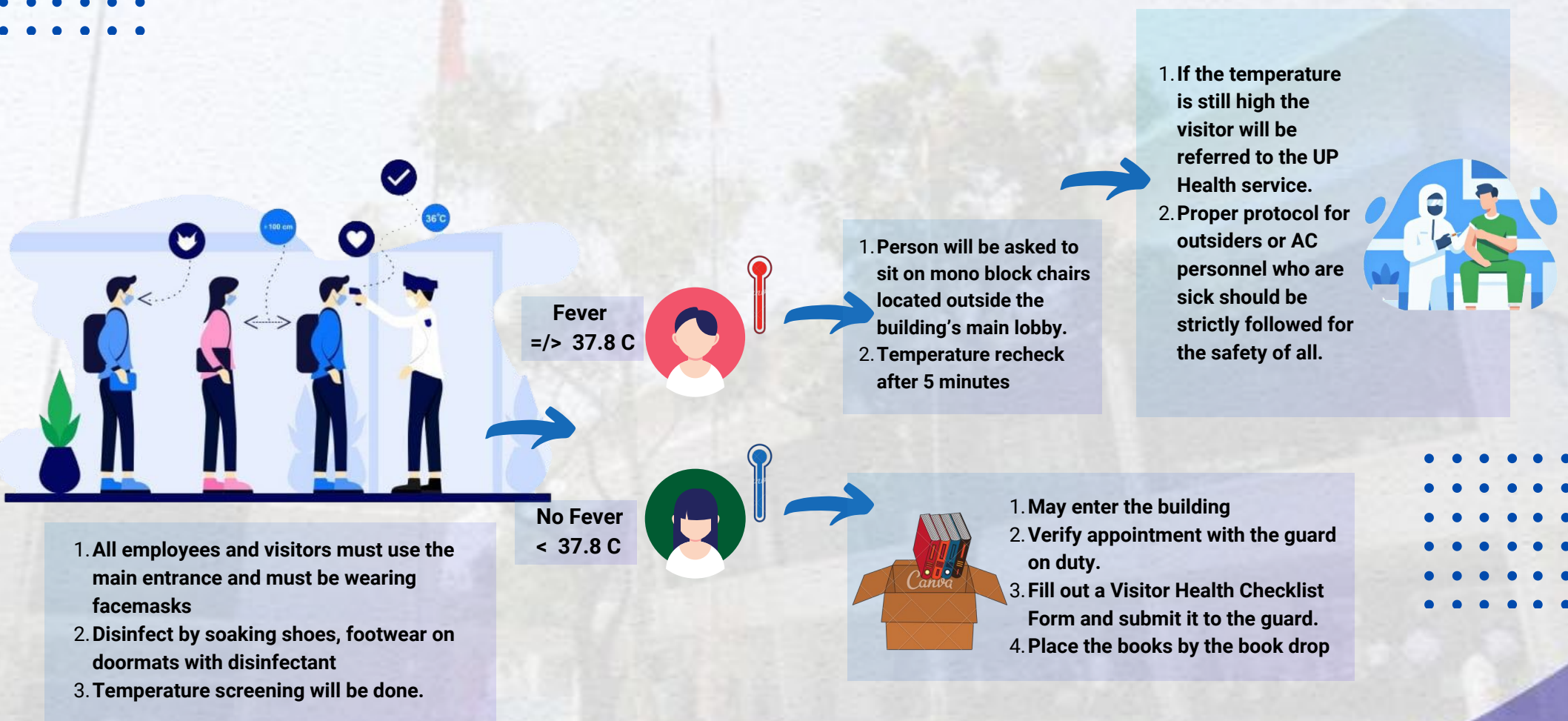
STEP 06

Place the library material/s inside the book drop

For those with unsettled library fines wait to be directed to the designated exhibit hall for in-person meeting with library's special collecting officer (Wednesdays Only). Please prepare exact amount.

Protocols Prior to and Upon Entry to the Hall of Wisdom

IMPORTANT: Wear face masks at all times; Bring your own pen and alcohol; Comply with physical distancing and other infection-control measures; Keep interactions to less than 30 minutes (so others can will use designated room)





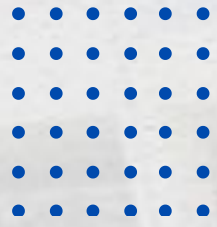
FOR FOLLOW-UPS OR FURTHER INQUIRIES

Please contact us via email at aclib.upd@up.edu.ph.


UPD REMOTE ACCESS VIA EZPROXY


Students are encouraged to use UPD Remote Access via EZPROXY to access electronic resources off-campus. Just visit: ezproxy.upd.edu.ph/login and login using your DILNET account. For those who need retrieve access to their DILNET accounts, you may visit: <https://accounts.upd.edu.ph/> or email the University Computer Center at helpdesk@upd.edu.ph.

FACULTY AND STUDENTS MAY ALSO START RETURNING BOOKS THAT BELONGS TO THE FOLLOWING UP LIBRARIES:

1. Main Library (Filipiniana Books Section and Social Sciences and Philosophy Library)
 2. National College of Pubic Administration and Governance (NCPAG) Library
 3. School of Statistics Library
 4. College of Architecture Library
 5. College of Education Library
 6. College of Home Economics Library (CHE Library)
 7. College of Engineering Library 1 & 2
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LIBRARY ADVISORY

For the health, safety and well-being of our staff, faculty, students, and communities, the Asian Center Library will continue to enforce a Work-From-Home and a skeletal workforce arrangement. The library staff will report as the skeletal workforce on a scheduled day to their respective offices from Monday - Friday 8AM to 5PM.

Stay safe always.

Thank you in advance for your patience and understanding.

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