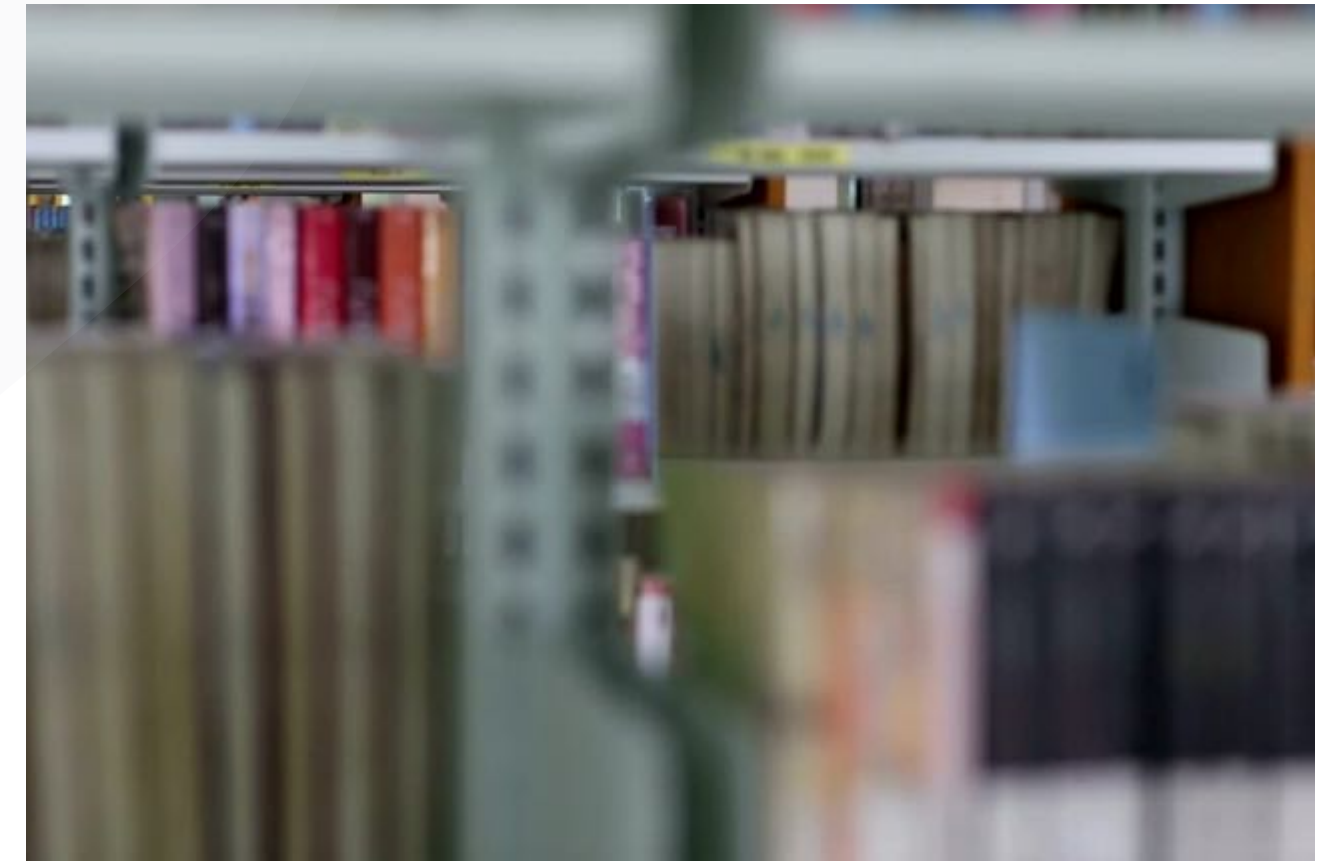


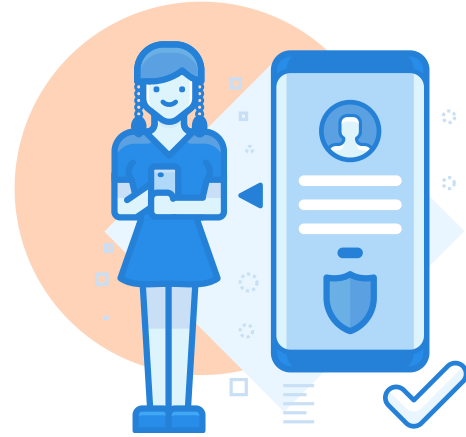
HOW TO ACCESS LIBRARY RESOURCES

Access to Physical Resources



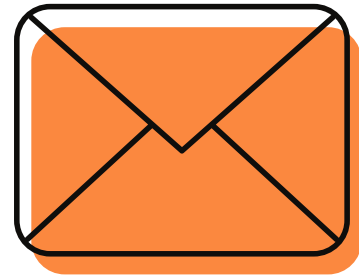
For the safety of the students, browsing of physical resources in the UPD libraries is limited and strictly for library staff only. As such, students who will need to borrow physical books are required to fill out the Asian Center Appointment Form and library book request, indicating time and date of pick up.

STEP BY STEP GUIDE FOR LIBRARY APPOINTMENT



STEP 01

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



STEP 02

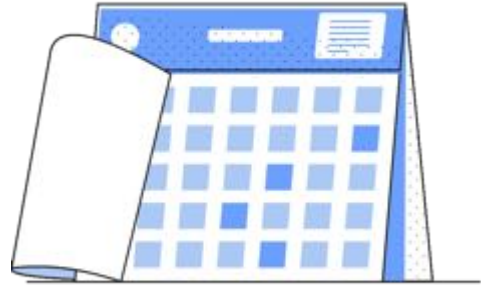
Wait for email confirmation of the appointment. Indicate the necessary book details on the package for easy tracking.



STEP 03

Submit yourself to temperature screening.

STEP BY STEP GUIDE FOR LIBRARY APPOINTMENT



STEP 04

Verify appointment with the guard on duty.



STEP 05

Scan QR Code and fill out a Visitor Health Checklist Form and present the submitted form to the guard.



STEP 06

Place the library material/s inside the book drop / Go to the designated visitors area for book pick up

For those with unsettled library fines follow these steps in this flow chart
bit.ly/2X5iu6A

Protocols Prior to and Upon Entry to the Hall of Wisdom



Fever
= \geq 37.8 C



1. Person will be asked to sit on mono block chairs located outside the building's main lobby.
2. Temperature recheck after 5 minutes

1. If the temperature is still high the employee or visitor will be referred to the UP Health service.
2. Proper protocol for outsiders or AC personnel who are sick should be strictly followed for the safety of all.



No Fever
< 37.8 C



1. All employees and visitors must use the main entrance and must be wearing facemasks
2. Disinfect by soaking shoes, footwear on doormats with disinfectant
3. Temperature screening will be done.



1. May Enter the building
2. The guard sprays alcohol on the hands of all who enter
3. Will be directed to designated visitors area

PICK UP AND DROP OFF?

The library will accept the transactions via in person or via the courier services

Delivery service will be shouldered by the library user. The borrower will be responsible for the material for the time it leaves the library until it is returned.

This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the borrower is responsible for compensation or replacement, in accordance with the rules and regulation of the University Library.

