



**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPÚA MCL

# General Collection

The General Circulation Collection is located in CLIR-Einstein. The collection is composed of books in varied subject areas supporting both the basic and professional courses from the different program offerings of Mapúa Malayán Colleges Laguna.



## Loan Policies

### • Loan-out

- A maximum of two (2) books may be borrowed at one time.
- Checked-out books are good for 1 week.

### • Renewal

- General circulation books are renewable for another 2 weeks, except those with a hold request
- Renewal may be done through the following:

- o Counter transactions. Bring the book/s when renewing at the circulation counter.
- o E-mail. Send your renewal request to [clir@mcl.edu.ph](mailto:clir@mcl.edu.ph)
- o Online. Log in to your library account at <http://ls.mcl.edu.ph/#section=home> to renew checked-out book(s).

• Hold Request

Bona fide students, faculty and non-teaching employees of Mapua Malayan Colleges Laguna, may place a hold to either currently checked-out or available books. The requester will be notified as soon as the book is available for pick-up. For a quick how-to, visit the circulation counter.

### Contact Information

For any inquiries and concerns go to CLIR Homepage and look for the chat box on the right side of the screen. The box displays whether the librarian is online or offline. If the librarian is ONLINE, type your name and email followed by your questions. If the live chat service is offline, you may call us at (049) 832-4000 local 5212 to speak to a librarian or send an email to [clir@mcl.edu.ph](mailto:clir@mcl.edu.ph)