



MAPUA
MALAYAN COLLEGES
LAGUNA



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

Reserve Collection

The Reserve Collection is placed in the counter area of CLIR-Einstein. The collection is composed of books suggested as references by faculty members for the different courses and books considered as in-demand by the library staff based on circulation history.



Loan Policies

- **Loan-out**
 - One (1) reserve book may be borrowed at one time.
 - Checked-out books are good for overnight use but must be returned no later than 10:00 AM the next school day.

- **Renewal**

- Use of Reserves book may be extended if there is no hold request.
- Renewal shall be done only at Circulation counter.
- Always bring the Reserves book during renewal.

- **Hold Request**

Bona fide students, faculty and non-teaching employees of the Mapua Malayan Colleges Laguna, may place a hold to either currently checked-out or available Reserves book. The requester will be notified as soon as the book is available for pick-up. Visit circulation counter for a short hands-on demo.

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