



MAPÚA
MALAYAN COLLEGES
LAGUNA



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

FAQs (Frequently Asked Questions)

- **Who may use the CLIR?** The center is open to all Mapúa MCL students, alumni, academic and administrative officers, teaching and non-teaching employees, and outside researchers with referral letters from their respective colleges/universities.
- **How to borrow a book?** You can borrow a book in CLIR-Einstein. Look for the title you want to borrow using the Web OPAC and bring it to the circulation counter with your ID.
- **How do I inquire about a specific title of the book?** Titles can be searched via our Web OPAC: <http://ls.mcl.edu.ph/>
- **How to renew a book?** Send a message to CLIR via MS Teams or Outlook.
- **What will I do if I lose the book I borrowed?** Lost books should be reported to the library ASAP and should be replaced with the same book or with the latest edition/ copyright date.
- **Can alumni borrow books?** Yes, however, their privilege is limited to “library use only”.
- **How can we access the electronic resources acquired by the library?** Our library web page provides access to all of our electronic resources. For the step-by-step guide in using each resources, kindly refer to How To's page.
- **Can CLIR entertain outside/external researchers any day of the week and any time of the day?** CLIR entertains outside researchers every Saturday of the week from 8:00 AM to 5:00 PM, except only during our final exams and term breaks.
- **Can we use our USB at the Cyber Search Area?** For network security reasons we do not allow the use of external hard drives to avoid contacting viruses.
- **What are we going to do if we want to visit other libraries for research?** Students who would like to visit other libraries have to request for a referral letter from CLIR-Einstein