



Loan Policies

GENERAL LOAN POLICIES

- Library patrons must present their valid ID [school ID/employee ID] when borrowing materials. Borrowing must be done in person. The borrower must see to it that all library materials in their possession have been properly checked out before leaving the library.
- Students, faculty, and non-teaching personnel of Mapúa Malayan Colleges Laguna are allowed to utilize the resources of the CLIR.
- Library patrons are held responsible for all materials charged to their names via the library's automated system and date-due slips.
- Fines are charged on overdue materials. Fines must be paid before the next term.
- The borrowers must ensure that items checked out to him are returned on or before the due date. Notices sent by the Library serve only as a reminder and non-receipt of the notices does not absolve anybody from paying fines or other penalties. All materials must be returned immediately when recalled.
- Library users are not allowed to use the IDs of other patrons to borrow materials or gain access to other library services. Borrowers may not “sub-lend” books and other library materials.
- Borrowers will be held responsible for any mutilation [including defacement] found in library materials when returned. They must check and report any mutilation found before borrowing.
- Library materials are considered to be on loan to patrons until the materials are properly checked in. Make sure that your loan has been canceled before leaving the counter.
- Library users must report the loss of a material to the CLIR. Fine will be charged according to the rates of fines, from the date due to the date when the material is reported lost, or if found, till the date the material is returned.
- Borrowers who lost material are liable for payment of the current cost of the material [including binding costs if applicable] or replace the material with the current edition/issue or copy [preferably hardbound for books].

- External patrons [alumni & other outside researchers] cannot take home materials. All materials that they need are for library use only.
- Students who are not enrolled but need to use the library for completion, should present a letter of request to use the library resources noted by their adviser.
- Patrons' library privileges will be suspended if overdue materials are not returned on time.
- Borrowers are only allowed to renew for two (2) consecutive times if the material is not in demand.

SPECIFIC LOAN POLICIES

- Fiction Books/Circulation Books
 - One-week loan period
 - A maximum of two (2) books may be borrowed at one time.
 - Overdue fine: PhP10.00 a day/book for students (excluding Sundays and holidays); PhP2.00 a day/book for faculty/employee (excluding Sundays and holidays).
- Reserve Books
 - For overnight use but must be returned no later than 10:00 AM the next school day.
 - One (1) reserve book may be borrowed at one time.
 - Overdue fine: PhP2.00 an hour or 20.00 a book/day (excluding Sundays and holidays).
- General Reference and Filipiniana Books
 - For room use only.