Services

- **Book-A-Librarian:** Schedule an appointment for a library orientation to gain resources of the library or request training on the subscribed e-resources.
- **Book-A-Seat:** This service allows you to reserve a seat in the library.
- **Book Renewal and Reservation:** A service that allows library users with current loaned books to renew at the circulation desk or online through their library account in WebOPAC.
- **Book Returns:** Returning of loaned books may be done via courier or drop-off. Ensure that the books to be returned are properly packed inside a bag or box.
- **Book Scanning Service:** You may request the scanning of book chapters and other print materials.
- **Connect with CORA (CLIR Online Reference Assistant):** Librarians are available to answer your queries and concerns on resources and services
- **Current Awareness Service:** Library patrons can be updated with the latest happenings and announcements through our Facebook page.
- **Cyber Search/Internet Service:** It provides users with access to and the opportunity to surf and navigate the information highway.
- **E-mail notification of overdue library materials:** Patrons can also access their status information as to outstanding fine balances, estimated fines for items currently overdue, items on loan, and items on reserve.
- **Online Document Delivery Service:** A service that enables users to access information sources remotely and guides them in maximizing the utilization of the resource collection.
- **Outside Researchers:** CLIR attends to visiting users up to a maximum of five persons at one time. The outside researcher's fee is PhP 50.00 per day. They are required to present the referral letter from their library.

- **Recommend-A-Purchase:** A service that enables library users to propose recommendations for new titles to the current collection of resources.
- **Referral Service:** Referral letters/forms to visit other libraries may be obtained from CLIR-Einstein.
- **Roving Reference:** Provides reference service assistance where students get other academic services.