MEDICAL LIBRARY

UTILIZATION OF LIBRARY COLLECTION

SPECIFIC POLICY

1. Only bonafide current library keycard holders will be honored in borrowing general circulation books. All library users shall present the I.D. card mentioned when borrowing and returning library materials.

2. All users shall pass through the standard procedure in borrowing library materials. No library material shall be removed from its designated area until its issue has been properly recorded by the Library Staff.

3. Renewal of loan may be allowed provided that the book has two (2) or more copies. If there is only one (1) copy, renewal of loan will be allowed only three (3) days after returning the book.

4. If the book that the user needs has been borrowed, they may request for reservation. They shall fill up a book reservation slip to be attached to the book card. The library user will then be duly informed as soon as the reserved book is already available.

5. A recall notice may be issued when the demands for the book borrowed arises.

6. All users are responsible for any book or library materials issued to them until it has been properly returned to the library.

7. In case of losses or damages, the borrower shall notify any of the Library Staff immediately. The borrower shall replace the material, either with the same title or another title acceptable to the library. In addition, the borrower shall pay a processing fee amounting to P80.00.

8. A book that was failed to be returned 14 days after due date shall be considered lost, unless the borrower informs the librarian that the material(s) is still with him/her. In which case, policy nos. 9 and 11 applies.
9. Further loan will not be permitted as long as the borrower has one or more overdue item.

10. The library shall provide adequate records of what materials are charged out, to whom it was charged and when is the due date. A delinquent record and statistical records regarding book usage shall also be maintained.

11. Overdue fines shall be charged to any borrower who fails to return the library materials on the specified due date. Any person who after due notice, refuses or fails to settle library accounts or obligations shall not be issued a clearance and shall have his/her library privileges suspended within a semester or subsequently suspended for the rest of the semester.

12. **SLCM faculty & students and SLCM medical & non-medical staff may borrow six (6) General Circulation books at a time for a period of one (1) week.**

13. All materials and facilities shall be on a first come-first served basis. A user caught deliberately displacing a material to keep it from being used by another shall have his/her Library privileges revoked for a period determined as appropriate by the Library Manager.

14. Non-SLCM/SLMC users shall not be allowed to check out any library materials. Non-SLCM/SLMC user’s privilege is limited to In-Library Use Only.

**GENERAL CIRCULATION BOOK**

The General Circulation Book collection comprises the majority of the book collection. The materials are recommended by the SLCM Dean, Department Heads / Chairpersons and Consultants as added information sources in the field of medicine. The St. Luke’s Medical Library adopts the open shelf system for the General Circulation Book Collection to give freedom to the user to scan and examine the book as it is displayed on the shelves.

**For SLCM Students & SLMC Medical and Non-Medical Staff:**

1. Books for General Circulation may be loaned out for one week, and may be renewed unless it is put on reserve.

2. For loan renewals, the book(s) borrowed shall be first brought back to the Library before renewal is granted. If the book(s) for renewal is/are overdue, loan renewal request shall be automatically denied.
3. Overdue fine for General Circulation Book is P10.00 per day, including weekends and holidays.

4. Loan renewal shall be allowed for one week.

**For SLCM Faculty:**

1. Books for General Circulation may be loaned out for one week, and may be extended for one month by faculty members for required readings or in establishing presentations for classroom instruction. However, faculty should inform the library staff of his/her intentions to extend. *Only recommended textbooks and references on the subject taught may be extended.* Other than that, *sub-specialty books are to be returned in the specified due dates.*

2. Overdue fines will be charged for books that were failed to be returned after one (1) month. In which case, General Circulation borrowing rule 3 for SLCM students & SLCM Medical & Non-Medical Staff applies or a second offense shall subsequently suspend / curtail their privilege for the rest of the semester as per policy nos. 9 and 11.

3. For loan renewals, the book(s) borrowed shall be first brought back to the Library before renewal is granted. If the book(s) for renewal is/are overdue, loan renewal request shall be automatically denied.

4. Renewal of loaned out instructional references/ books may be allowed for a maximum of one semester provided that the book has two (2) or more copies or *Specific Policy no. 3* applies.

5. Subspecialty reference renewal shall be allowed after one week loan.

**RESERVE BOOK COLLECTION**

The Reserve Book collection consists of textbooks and collateral reading materials recommended by SLCM faculty members as required reading for their courses and for the shared use of all students enrolled in these courses. Books which have only one copy but are constantly used are also placed in the Reserved Book Collection. These books may be loaned out, used inside the Library or in the classroom for a specified period of time. The area designated for this collection is in a regulated mode to ensure fair access to these materials.
1. For use inside the Library, a borrower can borrow one (1) reserve book at a time for a period of two (2) hours in order to ensure access to all library users. Reserve book may be renewed if nobody is asking for it. Should any borrower fail to return/renew the book on the specified time, he/she will be fined P5.00 per hour and P50.00 per day.

2. The library exercises the open-shelf access policy wherein students can select and get the books right away from the shelves. Book selected must be presented to the Librarian-in-Charge for proper documentation.

*For SLCM Students & SLMC Medical & Non-Medical Staff:*

Only one (1) reserve book can be borrowed at a time for overnight use. Reserve books that will be loaned for overnight use must be returned to the library on or before 10:00 A.M. on the date indicated at the date due slip. Should any borrower fail to return the reserve book on the specified time; he/she will be fined for overdue. Overdue fine for Reserve Book Collection shall be P5.00 per hour and P50.00 per day, including weekend and holidays.

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<thead>
<tr>
<th>TIME OF RETURN</th>
<th>TOTAL AMOUNT OF OVERDUE</th>
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<tr>
<td>10:01 a.m. – 11:00 a.m.</td>
<td>P5.00</td>
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<tr>
<td>11:01 a.m. – 12:00 p.m.</td>
<td>P10.00</td>
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<td>12:01 p.m. – 1:00 p.m.</td>
<td>P15.00</td>
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<td>1:01 p.m. – 2:00 p.m.</td>
<td>P20.00</td>
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<td>2:01 p.m. – 3:00 p.m.</td>
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<td>3:01 p.m. – 4:00 p.m.</td>
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<td>4:01 p.m. – 5:00 p.m.</td>
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<td>5:01 p.m. – 6:00 p.m.</td>
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<td>6:01 p.m. – 7:00 p.m.</td>
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<td>7:01 p.m. – 9:00 p.m.</td>
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3. A user can make a reservation in loaning a Reserve Book for overnight use. A user shall fill up a reservation slip provided by the library staff. Reservation shall be made on a first come first serve basis. A borrower may make a reservation only in his/her name. A reservation not claimed three hours before closing time will be forfeited to allow other user to borrow it.
4. **Reserve Book Lending Hours:**

   Monday – Friday: 3:00 p.m. to 8:45 p.m.
   Saturdays: 8:00 a.m. to 4:45 p.m.

**For SLCM Faculty:**

   Up to three (3) reserve books can be borrowed at a time for a period of two (2) days or may be extended for one week by faculty members for required readings or in establishing examination questionnaires. However, faculty should inform the library staff of his/her intentions to extend. Only recommended textbooks and references on the subject taught must be extended. Other than that, sub-specialty books are to be returned in the specified due dates. Failure to return all borrowed books on or before the particular due dates, overdue fines will be charged or in such case, specific policy nos.9 and 11 applies.

   Renewal of loan may be allowed provided that the book has two (2) or more copies. (See reference **Specific policy no. 3**)

**COLLECTION FOR ROOM USE ONLY**

Some library materials are limited to in-library use only. These are Reference books, periodical collection, Audio-visual material / multi-media collection (CD-ROM’s, etc.) and other special collections. However, in some exceptional cases SLMC/SLCM members may borrow these materials upon the discretion of the Library Manager, but shall be limited to the SLCM compound.

The **Reference Book Collection** consists of general reference materials such as atlases, encyclopedias, handbooks, dictionaries, bibliographies, indexes and others which fall under the same category.

The **Periodical Collection** consists of more than a hundred titles of bound and unbound professional medical journals (Print & On-Line) and non-medical magazines such as Newsweek, Time, Popular Science, Discovery and Health Today to support the clinical research and educational needs of the users as well as for general information and leisure reading.

**Audio-Visual / Multi-media Collection**s are also available for viewing in the Library such as VHS tapes, Cassette tapes, Slides, CD-ROMs, etc.
1. Photocopying or reproduction of collection for room use only shall be made inside the library. A user shall leave a valid ID (SLCM/SLMC) to the library staff in-charge and shall fill up a photocopying slip.

2. In exceptional cases and under special arrangement, some special collection may be loaned to a borrower. All borrowed materials shall be returned on the same day it was loaned, one (1) hour before the Library's closing time. Should the borrower fail to return the material(s) on time, he/she shall be fined as follows:

**Reference Books and Periodicals:**

- **P10.00 per hour** and additional **P10.00** for succeeding hours or **P100 per day**.

**Audio-Visual Collection**

- **P50.00 per hour** and additional **P10.00** for succeeding hours **or** **P150.00 per day**.

3. DVD/CD-ROMs is strictly for Room Use Only and shall be handled only by a Library Staff.

4. AV materials like slides, VHS, cassette tapes, etc shall be used only inside the viewing room. As the AV Collection is still being developed, users may bring their own AV material and may use the AV equipment. Only AV materials with medical and scholastic content shall be allowed for viewing in the viewing room.