



ST. LUKE'S MEDICAL CENTER  
COLLEGE OF MEDICINE

# MEDICAL LIBRARY

## NEW NORMAL PROTOCOLS IN ENTERING SLMCCM MEDICAL LIBRARY



Always wear **FACEMASK**



**SOCIAL DISTANCING** must observe at all times



**BODY TEMPERATURE** is checked upon entering the college



Frequent **HAND WASHING**



Accomplish the **HEALTH DECLARATION FORM**



Use **ALCOHOL-BASED SANITIZER** if washing is not available

Library operating hours: **7:00 A.M - 5:00 P.M**  
**MONDAY - FRIDAY**

Email address: [slcm.medlib@gmail.com](mailto:slcm.medlib@gmail.com)  
FB page: Slmccm Med Lib

## SAFETY PROTOCOLS INSIDE THE LIBRARY



Face-to-Face transactions is **LIMITED**



**PLASTIC BARRIERS** is installed between the staff and clients



Returned books are **QUARANTINED** for one (1) week inside the stock room



Tables and chairs are **DISINFECTED** after use



**HAND SANITIZERS** are available at the library counters



**TRASH BINS** are available for proper disposal of used mask, gloves, papers, etc.

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## AVAILABLE LIBRARY SERVICES



Printing and Scanning



Document Delivery Service



Book Borrowing/Returning



Photocopy Service



Client Support

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## PROCEDURES IN BORROWING LIBRARY RESOURCES



1. Have an active **LIBRARY ACCOUNT**.



2. Use the **ONLINE PUBLIC ACCESS CATALOG (OPAC)** to locate the material(s) needed.

Call Slip	
Call Number	_____
Title	_____
Author	_____
Subject	_____

3. Copy the call number, Author, and Title of the book on a **CALL SLIP**. Call slip are provided at the library counter.



4. Present the call slip to the **LIBRARIAN** stationed at the counter.



5. **FILL-UP** the book card with the data being asked.

### RETURNING BORROWED LIBRARY RESOURCES



Leave the books for return on the **DROP BOX** available at the college lobby.

Library operating hours: **7:00 A.M - 5:00 P.M**  
**MONDAY - FRIDAY**

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## PRINTING AND SCANNING SERVICES



**BRING** your own flash drive



**PRESENT** your flash drive to the librarian at the Computer Section counter



**CLAIM** your flash drive and document(s) at the claiming box



**LEAVE** your payment in the claiming box

Library operating hours: **7:00 A.M - 5:00 P.M**  
**MONDAY - FRIDAY**

Email address: [slcm.medlib@gmail.com](mailto:slcm.medlib@gmail.com)  
FB page: [Slmccm Med Lib](#)

## DOCUMENT DELIVERY SERVICES



**SEND** your article request to:  
[slcm.medlib@gmail.com](mailto:slcm.medlib@gmail.com) or thru our  
fb account: [Slmccm Med Lib](#)

Maximum of **3 WORKING DAYS**  
waiting period



For **PRINTING** of article request, you may **CLAIM** your document(s) at claiming box and **LEAVE** the payment inside the box

Library operating hours: **7:00 A.M - 5:00 P.M**  
**MONDAY - FRIDAY**

Email address: [slcm.medlib@gmail.com](mailto:slcm.medlib@gmail.com)  
FB page: [Slmccm Med Lib](#)

## PHOTOCOPY SERVICES



1. **PRESENT** your document(s) to the librarian at the library counter.



2. **CLAIM** your document(s) at claiming box.



3. **LEAVE** your payment in the claiming box.



**NOTE:** For Photocopying of Books you need to do **BORROWING PROCEDURE** first.

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## NEW NORMAL PROTOCOL IN SIGNING CLEARANCES



1. **DROP BOX** for clearance is available at the college lobby.



2. Ask assistance to the **GUARD** to bring your clearance to the library.



3. Send your request thru our official social media account:  
Email address: [slcm.medlib@gmail.com](mailto:slcm.medlib@gmail.com)  
FB page: [Slmccm Med Lib](#)

Library operating hours: **7:00 A.M - 5:00 P.M**  
**MONDAY - FRIDAY**

Email address: [slcm.medlib@gmail.com](mailto:slcm.medlib@gmail.com)  
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## AVAILABLE ONLINE RESOURCES

**Access Medicine**  
**Clinical Key**  
**Ovid Technologies**  
**UpToDate**

*Kindly ask your librarian  
how to access these  
online subscriptions*

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**MONDAY - FRIDAY**

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FB page: [Slmccm Med Lib](#)



## CLIENT SUPPORT

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