

### Our Policies Library Patrons

- AllIAS students, faculty, staff and their spouses are authorized to use and borrow from the library.
- Other researchers need to register at the library counter for permission to use the library resources

### Library Use

- Theft, mutilation or defacing of library materials or equipment (including folded pages, written materials, etc.) is prohibited.
- **Personal belongings (such as laptop, tablet, cellphone, and other valuable things)** should not be left unattended in the library.
- **AllIAS Academy Students Only, Visiting Researchers, Ref-Cusers Section.**
- **Food and drinks:** Eating is prohibited in the library. Designated areas for eating outside the library are provided.

### Children in the Library

- Children under 4<sup>th</sup> grade are not allowed in the library.
- Children in 4<sup>th</sup> -6<sup>th</sup> grade are allowed in the library.
- Children in 1<sup>st</sup> year of high school (7<sup>th</sup> -12<sup>th</sup> grade) are allowed in the library.

### Study Areas

- The library provides tables/carrels in the reading rooms for quiet study. Group discussion tables are also available.
- Personal materials should not be left on tables or carrels overnight. Books left overnight will be removed.
- Library users are advised not to leave valuables unattended, as the library takes no responsibility for loss or damage.
- Study cubicles may be rented each semester by students and/or faculty who are working on an ongoing project.

### Borrowing

- All library authorized users must possess and present a validated AllIAS or Library ID card when borrowing.
- Borrowing privileges are as follows:

AllIAS Faculty	30 books plus 15 books on call
AllIAS Students	20 books(including a maximum of 2 reserve books)
AllIAS Staff and Spouses	25 books (including a maximum of 2 reserve books)
Institutional Users	10 items
Other approved Users	2 books (may be recalled at any time)

### Loan Periods and Fines

Listed below are the information for loan periods and fines for circulation and reserve collections.

Circulating collection	2 weeks with one 2-week renewal	P2.00 per day
IMRC Book Collection	1 week with 1 week renewal	P1.00 per day
On call (Faculty)	On call books are for use in Distance Learning Centers or for ongoing	P2.00 per day
Reserve Collection	Short hourly or day loans	P5.00 per hour by course.

- Fines are expected to be paid without delay. An unsettled account of P200 or more automatically suspends borrowing privileges until paid.
- Any damage or loss of library materials is the responsibility of the borrower who will be required to pay the full cost of replacement including the processing cost. Lost materials should be reported at once.

### Collection for In-House Use Only

- IMRC media collections
- Reference Materials
- Heritage and Rare Book Materials
- Periodicals
- Special Collection

### Copying

- Leslie Hardinge Library operates in compliance with Philippine copyright laws and does not take
- Students may avail of the copy center in the library to photocopy portions of library materials. Li