

Patron Services

The Patron Services has five staff serving on-campus library users for approximately 65 hours per week.

Circulation Services

This is the service to circulate and give access to books and other resources to authorized users of the library.

1. Look after the needs of library users
2. In-charge of loaning of circulating resources
3. Manage reserve and on-hold materials
4. Manage library collection and stacks
5. Maintain online catalog terminals
6. Check the availability of books
7. Monitor the library visitors and researchers
8. Answer inquiries about the library

Readers Services

This service provides spaces for library patrons:

1. Carrels and tables for individual or group study
2. Library cubicle or reserved carrels for writing students
3. Library lockers for patrons staying off-campus

Download and submit application form at the library counter :

[Cubicle Application Form](#)

[Library Locker Application Form](#)

Visiting Researchers

The Leslie Hardinge Library is open to all individuals who are seeking for spiritual growth and knowledge.

How to benefit from this service?

1. Present your **valid school/organization ID** and **referral letter** from your supervisor.
2. The guard will give you a **visitor's pass** in exchange of your ID. He will also instruct you the way to the library.
3. At library counter, present your **visitor's pass** and give the **referral letter**. You also need to pay the library fee.
4. The personnel will assign you a **visiting researcher's ID**. You need to wear the ID during your stay in the library.

The researchers need to abide to the policies of the library and of the Philippine Copyright Law.

For your questions or clarifications:

email: ask.a.librarian@aiias.edu

call/text: 09175326306.