



## **LIBRARY RULES AND REGULATIONS REVISED 2017**

### ***WHO MAY USE THE LIBRARY***

- All bonafide RTU students with Digital Identification Card (DIC)
- Validated for the current semester)
- RTU administrator, faculty members and administrative employees
- RTU alumni with valid alumni ID (inside use only of library resources)
- Outside Researchers (with referral letter and inside use only of library resources)

### ***GENERAL POLICIES***

- All bonafide students can use library facilities and resources in all library units provided they have referral letter from their respective colleges' librarian.
- Always wear your Digital ID as you enter the library and while in the premises.
- Student's ID is non-transferable. Lending DIC to other students for their use, tampering and forging signature would mean confiscation of DIC and shall be deprived of their library privileges for two weeks and be reported to the Department of Student Affairs for disciplinary action.
- Log-in at RTU Library Database System.
- Present your validated Digital ID when borrowing books or availing of other services of the library such as internet usage, requesting referral letter and others.
- All users must observe total silence in the library and its environs at all times.
- Users are not allowed to leave their baggage overnight in the library. The library staff is not responsible for loss of personal belongings.
- Deposit bags at the luggage counter (except valuables: cell phone, wallet, etc.) before entering the Book Sections, the library staff shall not be held liable for any losses of personal belongings.
- Library users must ask permission from the library staff before entering the Book Sections.
- Charging of laptops/cellphones and other gadgets are not allowed inside the library.
- Group discussions are not allowed in the reading area because it will disturb other users in the library.
- No library equipment may be moved, modified or tampered without permission from the librarian.
- Technical Drawing, preparing Visual-Aids, sports activity, classes and meetings shall not be done inside the library due to lack of space.

### ***CONDUCT INSIDE THE LIBRARY PREMISES***

- Silence must be observed at all times. Violators shall be asked to leave the library premises.
  - 1<sup>st</sup> offense: Warning
  - 2<sup>nd</sup> offense: Report to DSA for Disciplinary Action.
- Smoking, littering, sleeping, eating, chewing gum, drinking, using electrical outlet, playing video games are strictly prohibited. Cellular phones must be in silent mode and have to step out of the library when there is a call to avoid disturbing clientele.
- Stealing, vandalism/destruction of library properties such as books, periodicals, computer programs, chairs, and tables will be subject for disciplinary action.
- Public displays of affection are strictly prohibited inside the library.
- Disrespectful language and/or gestures against any library personnel will be dealt with accordingly.

### ***BORROWING OF BOOKS AND OTHER LIBRARY MATERIALS***

- Present your validated Digital ID when borrowing books
- A borrower is held responsible for all materials use.
- Reference Books, Special Collections and Periodicals are for inside use only, however, books at the Filipiniana and Circulation Sections may be allowed to photocopy, provided that one must observed the copyright laws and must returned it immediately. Charges will be imposed to the borrower for failing to return said materials.
- Borrowers must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books.
- Lost library books that are recovered, must be given back to the library because these are the property of the college library.
- Only a few pieces of paper and a ball pen needed for study and research shall be brought inside the Book Section, valuables such as cellphones, wallets, laptops may brought inside for the safety of patron's belongings.
- Users are not allowed to reshelv books after using them. Just leave the books on the table.
- No more borrowing of books two weeks before the final examinations to enable the library Staff to prepare clearances and conduct library inventory.
- Borrower is made to pay the penalty for books amounting to Php 20.00 per day including Saturday and Sunday except holidays when failed to return the books on time.
- Payment of overdue books/penalties shall be made at the Cashier's Office.

### **USE OF INTERNET**

- Internet is open from 9:00am - 12:00PM; 1:00PM - 5:00 PM. First come first serve basis for one-hour use per student. Present DIC and log in at the Library Database for Internet Usage Menu.
- Internet is for SEARCHING OF INFORMATION ONLY. E-mail, Chatting, Social Networking (like Facebook, Twitter, Instagram, etc.) Games, CDs and USBs and encoding term papers are strictly prohibited.

### ***Referral Letter***

- A Referral letter is issued upon the request of students and faculty members who are planning to use the library resources of other RTU Library units and outside institutions. Students may request at the concerned Library Units.

### ***Outside Researchers***

- As a general rule, all Library materials are for room-use only.
- Users from other schools/institutions must present a referral letter from their Head Librarian.
- Current company/institutions ID must be presented.
- Only four (4) researchers per school/company are allowed per day.
- Visiting users may avail of the library facilities and services for four (4) hours per visit (Monday to Friday)
- No visiting user shall be accommodated during major examinations and semestral/summer break.
- Visiting users are advised to follow the University dress code.
- The Librarians reserve the right to cancel requests when deemed necessary.
- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- Library staff reserves the right to inspect bags or other personal property when visitors enter or leave the Library.
- Large groups that want to visit/tour the Library are required to obtain permission in advance.
- Photocopying and recording are not allowed on Library premises without prior permission.

**Non – Compliance with the Library Rules and Regulations Shall Be Subject To Sanctions/Penalties According to the Gravity of Infraction**