LIBRARY ORIENTATION ONLINE

Ralph B. Gehring Library Loyola School of Theology
June 2011
LIBRARY HOURS

7:45 a.m. to 5:00 p.m.
Monday to Saturday
No noon break.
Admission to the Library

1. The Library is open to students, faculty, administrators, and staff of Loyola School of Theology.

2. Jesuits who belong or are attached to the Philippine Province have open access to the Library.

3. Faculty and students of the Philosophy and Theology Department of the Ateneo de Manila University can use our Library as endorsed by their Department Heads.

4. We accommodate outside researchers for a fee.

5. We welcome visitors who wish to look at our Library.
Library users are required to present their validated ID when borrowing and returning library materials.
BAG DEPOSITORY

Bags must be left in the depository boxes found near the entrance of the library. Bags may not be brought further inside the library. Personal things and valuables can be kept in the deposit boxes with locks, upon request for the key at the Circulation Counter.
All library transactions and inquiries are done at the Circulation Counter. If you have problems and questions, please refer to the staff at the Circulation Counter.
READING ROOMS

We have three reading rooms located at the Third Floor of the library. We open the rooms one at a time. If reading room 1(one) is fully occupied, we open the next reading room. Having sectionalized reading rooms serve a practical purpose especially for electricity cost-cutting.
DISABLED ACCESS

If you are a person with disability and going from one floor to the other is physically challenging for you, you may ask permission from the librarian to use the elevator.
COMFORT ROOMS
Ladies' and Men's comfort rooms are located on the Second Floor of the library. It is found on the right corner near the exit door. A Men’s Room can also be found at the Ground Floor.
SILENCE IN THE LIBRARY

The library is a place of silence. Conversation or noise will distract other readers. You are asked to be as quiet as possible in the library, especially in the reading rooms. Transactions at the Circulation and Photocopying Counters shall be conducted at normal voice level.
HOW TO LOCATE A BOOK IN THE LIBRARY

1. Consult the card catalog or the Online Public Access Catalog (OPAC) on the computer terminals located at strategic places on all floors in the library.

2. The catalog of the library can also be accessed from any computers connected to the Internet. Go to the LST website (http://www.lst.edu) and click on the link to the library page and another click on the sub-link to the Web OPAC.

3. When you find the book you want in the catalogue, write down the call number and any other information about the location of the book.
PAM stands for Pamphlets found on the 2nd floor.

OVE stands for Oversize books found on the ground floor.

REF stands for Reference books found on the 3rd floor. Reference books are strictly for room use only.

PRE stands for Preaching books found on the 2nd floor. These books are strictly for Room Only.

4. Notice the location indicators, whether the book is ON SHELF, ON LOAN, ON RESERVE, IN THE BINDERY, OR IN PROCESS.
Books without location indicators are Circulation books which can be borrowed and are found at the ground floor.

5. Go find the book(s) you have chosen by following the signs and labels on the ends of the shelves.
OPEN SHELF SYSTEM: We are practicing the open shelf system in the library. It allows library users to have open access to the storage area of the books. The shelves are labeled accordingly with the range of call numbers of books they contain. Books are arranged on the shelf alphabetically by call number.

SHELVING THE BOOKS: Users are not asked to return books on the shelves. Books are to be left on designated tables found in strategic locations in the library or simply leave the books you have used on the study table. A staff is assigned to collect books left on tables when doing the routine rounds at certain times of the day.
BORROWING POLICIES AND PROCEDURES

All students enrolled in degree and non-degree programs in LST and has paid the pertinent library fee are qualified to borrow books from the library.
BORROWING AND RETURNING OF BOOKS

1. The borrowing and returning of books is handled by a computerized circulation system which is integrated with our computerized online public access catalog.

2. As first year and new students, you are to fill up a registration form which will become the basis for the library staff in setting up your library account in the computer.

3. Having found the book you wish to borrow, present them to the staff at the circulation counter together with your barcoded identification card.
4. The book will be released to the borrower after the due date is stamped on the due date card, and after which the book will be desensitized to ensure passage at the security gate without sounding the alarm.

5. In returning the book, present the book/s you are returning to the circulation staff together with your barcoded identification card.

6. Students may borrow a maximum of ten (10) books for a period of fourteen (14) days.
RENEWAL OF BOOKS

Books may be renewed if no one else has requested for it. In such a case, the item should be returned promptly.
RECALL OF BOOKS

On certain instances, the library staff may recall a book you borrowed. This happens when there is an urgent need for the book by a professor or another user for photocopying purposes. After the photocopying has been done, you can take back the book again. However, the recall may be permanent when the book is needed by a professor to be put on the RESERVE for the course he/she is teaching for the current semester.
OVERDUE BOOKS AND FINES

Books not returned on the due date will incur a fine of PHP 5.00 per day per book. Failure to pay the fine will mean suspension of borrowing privileges.
LOST BOOKS

In case a book is lost, the borrower will be asked to look for a replacement or pay for the cost of the book. Users will be required to pay for the processing fee to cover expenses for barcode sticker, spine label, and date due slip.
DAMAGED BOOKS

The cost of repair for damaged books will be charged to the borrower.
Students who have not returned overdue books or who have overdue fines and/or unpaid reimbursement charges, are not allowed to register in the next term. Delinquent cross-registrants are not given clearances for the release of their grades and/or transcripts. Offenders who are about to finish their studies in LST cannot be given clearance for graduation as well as for the release of their grades, transcripts, and diplomas.
Pictorial Overview of the Ralph B. Gehring Library
Entrance Door
Bag Deposit Counter
Computer Terminals
Circulation Counter
Study Room
Study Room
Card Catalog
Online Public Access Catalog
Photocopying Counter
Class Reserve Shelf
Reference Section
Current Periodical Display
Bound Periodicals
Periodical Indexes
THE LIBRARY STAFF
ANGIE DAYANDANTE
Circulation Librarian

ANALYN LAUDEZ
LIBRARY CLERK

ESTERLINA DAYANDANTE
LIBRARY CLERK

GUADA BUENAVISTA
LIBRARY CLERK