



UNIVERSITY LIBRARY

| SERVICES OFFERED | PROCEDURE | RESPONSIBLE OFFICE/PERSON | MAXIMUM TIME & FEES (Whenever applicable) |
|---------------------------|---|---|---|
| Reference Services | Go to College Libraries and request for assistance | CHSS, CSM, SOM, Main Lib - Librarian-in-Charge | 5 minutes |
| | Proceed to bookshelves and ask for assistance | CHSS, CSM, SOM, Main Lib - Librarian-in-Charge | 5 minutes |
| User & Education Services | Go to College Libraries and request a Borrower's Card | CHSS, CSM, SOM, Main Lib - Librarian-in-Charge | 5 minutes |
| | Present validated ID & fill-up the registration form | CHSS, CSM, SOM, Main Lib - Librarian-in-Charge | 10 minutes |
| | Encode user into database | CHSS, CSM, SOM, Main Lib - Librarian-in-Charge | 10 minutes |
| | Present validated ID & Borrower's Card and complete circulation procedure at the Circulation desk | CHSS, CSM, SOM, Main Lib - Librarian-in-Charge | 5 minutes |

For inquiries, contact us at (082)295-7025 or email at briccio.merced@gmail.com.