



INSTITUTE OF ISLAMIC STUDIES
LIBRARY

RULES AND REGULATIONS

The IIS Library is a Unit Library in the U.P. Library system. It serves the faculty, students, and staff. It also assists the teaching, research & extension functions of the Institute.

The role of the IIS Library is to primarily select and acquire materials such as books, periodicals, journals, pamphlets, maps, microforms, films, tapes, records, and other media that are tools of instruction of the Institute. Moreover, materials on Islam, the Islamic religion, Islamic Institutions, Islamic History, Philosophy, Islamic Art, and Calligraphy are also found in the library.

LIBRARY USERS:

Use of Libraries by Members. The following members of the UP System may use the library resources subject to the rules and regulations governing their use:

- All bonafide students, faculty and employees, members of the Board of Regents, and officials of the University
- Retired faculty members specifically granted off-campus-reading privileges by the Board of Regents
- Visiting scholars with university appointments
- Cross registrants from other colleges and universities, and special students

Use of Libraries by Non-members. The following non-members of the University may use the library resources within library premises subject to the rules and regulations governing their use:

- Alumni, former faculty members, and students honorably discharged from the University
- Graduate students from other schools
- Government and private researchers

TYPES OF LIBRARY RESOURCES:

The use of the different types of library services shall be subject to the following conditions:

General Reference Books. General reference books and materials (encyclopedias, dictionaries, atlases, etc.) shall be for room use only. General reference books may be issued for classroom use upon the request of a faculty member, but these shall be returned within the day.

Theses, Dissertations, and Periodicals. Theses, dissertations, and periodicals shall be for room use only. However, faculty and officials of the University may borrow a periodical, other than the latest issue for a period of not more than one (1) week.

Reserve Books. Reserve books (required reading materials for courses offered during the semester/summer) shall be lent for room use only and recalled two hours after the issue. It may also be borrowed for overnight use upon request and be returned no later than 9:00 A.M. the next working day.

Circulation Books. Books for home use are usually loaned for two weeks.

Special Collections. Rare books, personal papers of the Filipiniana and Archives Sections, AV materials, microforms, diskettes, art collections, and certain types of Fine Arts books, etc.) shall be for room use only.

The use of archival materials, such as official records, personal papers, manuscripts, diaries, legal papers, memorabilia, etc. shall be subject to any restrictions that may have been imposed on particular records by the originating office of the University of the Philippines System or the donor as stipulated in the deed of donation.

REGISTRATION FOR LIBRARY PRIVILEGES

Bona fide members of the University who register for library privileges shall be required to obtain the following:

- Student identification card valid for the current semester; or,
- Faculty/Staff identification card or appointment papers;
- Active UP WebMail account; and,
- Library clearance

Specific Guidelines on Student's Identification Card:

- a. The ID of a student is issued by the Registrar.
- b. The duly authorized staff of the student's college library countersigns his ID upon presentation of his Form 5 provided he has no outstanding account with the U.P. Library.
- c. The ID of a cross-registrant from within or outside the University and that of a special student and/or non-degree student is countersigned by the duly authorized staff of his college library (e.g. he was advised in that college or his Form 5 is signed by the secretary of his college). If however, he was advised by the Registrar his ID is countersigned by the Main Library of the Constituent University where he is enrolled provided he has paid his library fee and has no outstanding account with the U.P. Library.
- d. The ID of a student on residence will only be countersigned upon payment of his library fee as manifested in his Form 5. Otherwise, he is treated as an alumnus or former student.
- e. A student who has no ID (e.g. new student or one who has lost his ID) may be issued a temporary ID (Green) by his college library or, in the case of a cross-registrant, a special student, or a non-degree student, by his college library upon presentation of his Form 5 and receipt from the Registrar that he has paid for his ID and which should include a "1×1" ID size picture, provided that he has paid his library fee and has no outstanding account with the UP library. If however, he was advised by the Registrar, his temporary ID card is issued by the Main Library.

Use of Library by Non-UP:

1. For alumni, former faculty members and students honorably discharged from the University the following procedures will be observed:
 - Free use. Alumni, former faculty members and students honorably discharged from the University may be allowed to use the library for five (5) days free of charge within a semester. They are issued special permits by the duly authorized staff of the college/unit library they would like to use. Beyond five days, they will be asked to pay library fees.
 - Fees. Beyond five days the following fees are charged : Php20.00 per day; Php450.00 per year.
 - Upon payment of the fees, they are issued special permits by the duly authorized staff of the college/unit library they would like to use.
 - Letter of Introduction or ID. The above users must present identification cards or letters of introduction from a University personnel or a U.P. Alumni Association ID when applying for a permit to use the library.
2. For graduate students and researchers the following procedures are observed:
 - Graduate students must present a letter from their librarian requesting privilege to use the UP Diliman Library, and their school/university ID.
 - **Consortium students/faculty.** A consortium student who is also a student of UP may be issued a consortium ID and a consortium borrower's card only by the library of the college which is a member of the consortium, upon presentation of his duly countersigned ID from UP; and after verification from the list of consortium students. The consortium ID and BC is valid only in the consortium libraries.

- Private researchers must present a letter of request to use the UP libraries from their offices, and their office IDs.
- Government researchers must present a letter from the head of their agency requesting privilege to use the library, and their office ID. They may be allowed to use the library free of charge up to five (5) days per semester. Beyond five days they will be assessed library fees.
- Fees. Graduate students and private researchers are assessed as follows: Php50.00 per day; Php450.00 per semester; Php350.00 per summer. Government researchers are assessed as follows: Php20.00 per day; Php450.00 per semester; Php300.00 per summer.

Library permit. In all cases, the authorized library staff should issue a special library permit.

BARROWING PRIVILEGES:

Undergraduate students:

- o 5 circulation books for 2 weeks
- o 2 reserve books for overnight

Graduate students:

- o 10 circulation books for 2 week
- o 2 reserve books for overnight

Faculty:

- o 10 circulation books for 1 month
- o Serials (non-current) for 1 week
- o Said materials are renewable only once

Research, Extension and Professional Staff (REPS):

- o 10 circulation books for 2 weeks

Administrative Staff:

- o 5 circulation books for 2 weeks

Non-UP Members:

- o Room-use only

Specific Guidelines:

- Any student, faculty and staff who has a countersigned ID and an active UP WebMail may borrow circulation books from any UP library subject to its rules and regulations.
- A student who has a countersigned ID may reserve for overnight use, one or two materials, provided he is enrolled in the course(s) wherein said materials are required readings. He may take them out on or after the appointed hour.
- If however a student/faculty/staff has an overdue loan(s) he may not be allowed to borrow another item until he returns the book(s) and pays the fine(s) even if his total charges are less than the maximum (5 or 10) allowed.

Record of Withdrawal

- A record of withdrawal shall be made of every material of any kind taken from the library. Any person who draws a book or periodical from the library shall be held accountable for it until its return.
- Since 2008, the University Library no longer issues borrower's card. Your e-Library Card will be provided and conveniently accessible online. You may consult your Library transaction records by logging into the iLib using your UP Webmail account.
- Do not forget to ask for a receipt of the books you are taking out.

LOSS OF LIBRARY RESOURCES:

Loss of a Circulation Book. Any person who loses or fails to return a book within seven (7) days after due date or recall shall either replace it with the same title, or pay its current replacement value within thirty (30) days. In all cases, the borrower shall pay a fine equivalent to 50% of the cost of the book.

Loss of Periodical. Any person who loses or fails to return a periodical after recall shall either replace it with the same title and issue number within thirty (30) days or pay its current replacement value, and pay a fine equivalent to 50% of the cost of the periodical.

LIBRARY FEE:

Research Fee:

UP students, faculty, REPS & administrative staff – Free

Alumni & government researchers – P20/day

Non-UP (Private) – P50/day

CD-ROMs:

UP students, faculty, REPS & administrative staff – Free

Alumni, government/private researchers – P50/hour; a fraction is considered an hour

Internet:

UP students – P20/hour; a fraction is considered an hour*

Faculty – Free; REPS & Staff – P20/hr.

Alumni, government/private researchers – P50/hour; a fraction is considered an hour

Use of Library Equipment:

UP students, faculty, REPS & administrative staff – Free

Alumni, government/private researchers – P50/hour; a fraction is considered an hour

Use of Personal Equipment (Energy Fee):

UP students – P20/hour; a fraction is considered an hour*

Faculty – Free; REPS & administrative staff – P20/hr.

Alumni, government/private researchers – P50/hour; a fraction is considered an hour

Print-outs (Black):

UP students, faculty & staff – P2/page (dot matrix); P5/page (laser)

Alumni, government/private researchers – P4/page (dot matrix); P5/page (laser)

*All students who are covered by the 2007 revised tuition and other fees are given free Internet access for 20 hours per semester/summer.

Scanning from Microfilm:

UP Students, faculty and staff – P4/image + P10/CD burning

Alumni, government/private researchers – P10/image + P10/CD Burning

FINES:

Failure to Return a Circulation Book.

Any person who fails to return any book open to general circulation on its due date or after recall shall pay a fine of Php2.00 a day, exclusive of Sundays and holidays.

Failure to Return a Reserve Book.

Any person who fails to return a reserve book shall pay a fine according to the following schedule: For the first hour or a fraction thereof after the hour appointed for return, one peso (Php1.00); for each hour after the first, five pesos (Php5.00); for each full day, fifty pesos (Php50.00). A second offense within a semester shall automatically suspend/curtail this privilege for the rest of the semester or summer.

Withdrawal of a Reserve Book Without Reservation Permit.

Any person who draws out a reserve book for overnight use without an approved reservation shall pay a fine of Php50.00. The library privilege to borrow from the reserve collections shall be suspended for two weeks on the second offense.

Failure to Return a General Reference Book and Other Restricted Materials Borrowed for Photocopying Purposes.

A person who fails to return a general reference book and other restricted materials borrowed for photocopying purposes shall pay a fine of Php50.00, on the second offense the person shall have his library privileges suspended for one week.

Use of Special Collections and Archival Materials

Violations of the Use of Special Collections and Archival Materials. Violation of the rule on the use of special collections and archival materials shall mean suspension of library privileges not exceeding one month.

Mutilating or Stealing Library Properties

Any person who shall deface, mutilate, appropriate for himself, or steal any library material or property shall replace it or pay its current replacement value and pay a fine of not less than three hundred pesos (Php300.00) but not more than fifty percent (50%) of the current cost of the book whichever is higher. This is without prejudice to the imposition, in appropriate cases, of an additional penalty of suspension or expulsion to be imposed after due process, by the Chancellor upon the recommendation of the University Librarian through the Dean.

Loss of Identification Card

Any bona fide member of the University who loses his identification card shall report the loss immediately to the College Library. An application for a duplicate identification card shall be made with the Registrar's Office and presented to the College Library for proper validation.

Falsification and Use of Someone Else's Identification Card

- Any person who falsifies the identification card shall, after due process, be suspended from the University for not more than one semester.
- Any person who uses an identification card not his own shall have his library privileges suspended for not more than one semester.

Disorderly and Disruptive Behavior

Any person engaged in disorderly conduct such as drunken behavior creating disorder, disruptive behavior, e.g. excessive noise, loud discussions etc.; or improper behavior, e.g. smoking, eating within the library premises shall be asked by the Librarian to leave the library premises and shall be subjected to suspension of library privileges for not more than two weeks.

Refusal or Failure to Settle Library Accounts

Any person who after due notice shall refuse or fail without just cause to settle library accounts or obligations :

- shall not be allowed to register
- shall not be permitted to use the University libraries
- shall not be issued a University clearance

PAYMENT PROCEDURE:

1. Direct payment thru Special Collecting Officer of the Institute (look for Ms. Angela of the IIS Library)
2. Payment through Landbank LinkBiz.

RESOURCE ON DEMAND:

ROD is a document delivery service for UP and non-UP library users. The ROD service processes articles and book chapter requests from journals, books, subscribed e-resources, and other materials available only in UP Diliman Libraries. These documents are scanned and sent electronically via email or can be picked up in person or via a courier (charged to the researcher).

Process of Availing:

1. Use UP Webmail Account to access: TUKLAS discovery service (for on-site use), Open Athens (for Off-campus research)
2. Send requests to Islamiclibrary2019@gmail.com for IIS Library collection and libraryinfo.updiliman@up.edu.ph for the Information Services and Instruction Section (ISaIS), University Library.
3. Prepare the following information: article/chapter, the journal/book where it appeared, place and date of publication, page numbers to be requested, and other pertinent details.
4. Requests from students from other schools, and private and government researchers shall be made through their office or the school's Head Librarian.

Matrix of ROD services offered to UP students, faculty, and staff:

Materials / Type Requested	Fees	Transaction Limit	Turnaround time
Whole e-book from subscribed e-resources	Free	1 book per day per user	Next working day
E-copy of an article from a periodical or journal in the physical collection.	Free	5 articles per day per user	5 working days
E-copy of selected pages or chapters from a book in the physical collection.	Free	Only 1 active request per user. Preliminary pages (e.g. title page, TOC) provided for free. For copyrighted materials, no more than 10% of the total pages per book (excl. prelim. Pp) per user	5 working days
E-copy of an article in microfilm in the Multimedia collection.	The first 10 pages are free. For succeeding pages, Php 4.00 per page.	5 articles per day per user.	10 working days

Notes:

For requests by UP alumni and non-UP users, an additional Php 50,000 research fee will be applied. (This transaction will only provide you a soft copy of the document which can be sent as a link to your email. This link will expire at the end of the term.)

A Statement of Account (SOA) shall be issued for the assessment of service fee.

REFERENCE CORRESPONDENCE POLICY:

The General Reference Section of the UPD University Library will respond primarily to reference and information queries of its constituents (students, faculty and staff) and thereafter, the needs of other libraries, government and private researchers and member of the public.

Library staff can respond to specific queries and more in-depth research available from the Library holdings and electronic resources and the Internet. Requests are answered in the order they are received and clients should submit only one request at a time and should wait for a reply before submitting another. Indicate full name, affiliation (university or institution), valid e-mail and clear details of query. A reply will be sent within 3 to 5 days.

Reference Librarians cannot answer information connected with contests, completion of school or work assignments, nor research in heraldry/family history. Moreover, we discourage requests on translations, compilation of family lineages, determination of parentage, location of missing persons, compilation of extensive bibliographies and extensive photocopying projects.

All electronic resources sent to user's email are covered by intellectual property right. Thus, recipients of electronic resources should use them for academic purposes only and are expected to cite properly the source(s) of information.

