



Archaeological Studies Program
University of the Philippines
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As per faculty decision on March 22, 2010 the following Guidelines for the use of ASP LIBRARY BOOKS/MATERIALS is implemented:

To access the new system, follow this URL: <http://ilib.upd.edu.ph>

The UP Integrated Library System (iLib), an in-house developed Integrated Library System based on Open-Source Software. Faculty members and Staff (ADMIN/REPS) who have problems logging-in to the new system are advised to update their UP WebMail accounts (e.g. Employee #, College/Unit) through the UP Computer Center.

Students who are currently enrolled, regular faculty and staff of UP may use the Archaeological Studies Program Library upon presentation of a valid ID and Borrower's Card issued by the college library or mother campus.

Alumni, former faculty and staff may use the library upon presentation of a valid ID and proof of former UP status. They will be issued a special library card which will entitle them to free use of the library for five(5) days per semester or summer; after which they will pay a research fee of PHP 20.00/day or PHP 450.00/year.

Government researchers may use the library upon presentation of a valid office ID and referral letter from the office's Head Librarian. They will be issued a special library card which will entitle them to free use of the library for five(5) days per semester or summer, after which they will pay a research fee of PHP 20.00/day; PHP 450.00/semester; or PHP 300.00/summer.

Private researchers and graduate students from other schools may use the library on Wednesdays only, upon presentation of a valid office or school ID and referral letter from the office's or school's head librarian. They will be issued a special library card upon payment of a research fee of PHP50.00/day; PHP450.00/semester; or PHP300.00/summer.

Privileges:

Undergraduate Students : 5 circulation books for two weeks
2 reserve books for overnight

Circulation books may be borrowed for two weeks during the semester and one week during the summer. These are renewable only once - on the due date. Two reserve books per subject may be borrowed overnight.

Graduate Students: 10 circulation books for two week, 2 reserve books for overnight

Faculty: 10 circulation books for one month Serials at Room use only

REPS: 10 circulation books for 2 weeks

Administrative Staff : 5 circulation books for 2 weeks
renewable only once - on the due date.

Alumni, former faculty and staff of UP, government researchers, private researchers and graduate students from other schools - Room use only

Fines:

Circulation Books Php 2.00/Day (exclusive of Sundays & Holidays)

Reserve Books Php 1.00 (For the first hour)
Php 5.00 (For the succeeding hours)
Php 50.00/Day (inclusive of Sundays & Holidays)

Lost book
Replacement or good photocopy of same title. Replacement of another title to be approved by the faculty/librarian or payment of its current value plus 50% of the cost of the book or photocopy cost.

If lost book is found, a fine of PHP 2.00/day is computed from the due date until the date of return, but not to exceed the current cost of the book. If current cost cannot be assessed from certain materials, e.g. Filipiniana materials, 50% will be added to the acquisition cost.

ASP students : A library clearance is required before enrollment

Requirements

Access to collections, you need:

Students who are currently enrolled: -Present a countersigned ID, not form 5

Students who are not currently enrolled: -Special Library Card (Orange)

Alumni and former faculty and staff: -Present a valid ID and proof of former UP status

-A special library card will be issued. -Free use of the library for 5 visits per semester/summer

-Pay a research fee of Php50/day or Php225 per 6 months

Government researchers: -Present a valid office ID, -Referral from the Head Librarian Office . A special library card will be issued

-Free use of the library for 5 visits per semester/summer

-Pay a research fee of Php50/day or
Php P450/semester, Php300/summer

Privileges

Undergraduate Students: 5 circulation books for two weeks, 2 reserve books for overnight

Graduate Students: 10 circulation books for two week , 2 reserve books for overnight

Faculty: 10 circulation books for one month

Serials (non-current) for one week

REPS: 10 circulation books for 2 weeks

Administrative Staff: 5 circulation books for 2 weeks

All other researchers: Room use only



Armand Salvador B. Mijares, PhD
Deputy Director and Program Secretary