



## **GUIDELINES ON LIBRARY ON-SITE ACCESS AND USE (The Learning Commons)**

### **1 RATIONALE**

Aligned with the direction of the University to gradually reopen the campus to the Lasallian community starting Term 2, AY 2021-2022, DLSU Libraries shall continue to provide learning, teaching, and research support, adaptive of all learning environments. Strategies and procedures for gradual availability of on-site services and learning spaces are drawn to ensure access to various library resources and facilities.

**These guidelines shall be initially implemented at The Learning Commons (Manila Campus).** It governs access to the physical spaces and resources. Only bona fide DLSU members with approved campus access request shall have access to the library.

These interim guidelines shall be in place during the gradual resumption phases of campus reopening, until before full resumption of regular library service operations.

Online library support programs and services shall continue.

### **2 PRINCIPLES**

- 2.1** These guidelines are aligned with the requirements stated in the *CHED-DOH Joint Memorandum Circular No. 2021-001* and shall be aligned with other pertinent memoranda officially released thereafter.
- 2.2** These guidelines are aligned with the University's guidelines and policies on campus access.
- 2.3** The library shall carry out its services and procedures exercising strict compliance to COVID-19 health protocols at all times and following standards in servicing, handling, and proper quarantine of library materials.

### **3 GUIDELINES**

On-site service operations cover client services, servicing of print-based library resources, controlled physical access to the library collections and spaces, contactless and staff-managed services.

#### **3.1 Safety and Health Protocols**

- Patrons must always wear a face mask when inside the library premises.
- Patrons must practice 2-meter safe distance and stay within designated areas, and strictly observing directions.
- Patrons must observe frequent handwashing and sanitation before entering the library premises (all open floors) and after every use of library facility/resource.



### 3.2 Entrance to / Exit from All Floors

- Patrons must follow controlled entrance and exit directions.
- Patrons must log in and out of the library by scanning their IDs and confirming their reserved seat in a Reading Area.

### 3.3 Reading Areas

The following floors are open on controlled seating capacity (total seats: 225):

Location	Maximum Seating Capacity	Remarks
6 <sup>th</sup> floor, Main lobby	51	<ul style="list-style-type: none"><li>• Cyberspace for Internet use available</li><li>• Information Desk is the central receiving-releasing area for library materials and main reference desk</li><li>• Designated eating area available</li></ul>
7 <sup>th</sup> floor, Reference	91	<ul style="list-style-type: none"><li>• Computer terminals available</li><li>• Viewing rooms available</li></ul>
8 <sup>th</sup> floor, Circulation	83	<ul style="list-style-type: none"><li>• Faculty Corner (shared workspace for faculty members only) is open</li></ul>

- Tables and chairs are arranged following the 2-meter safe distance. **Do not disarrange.**
- Seats in the following rooms are counted in the seat booking and occupancy:
  - Viewing Rooms (7<sup>th</sup> floor)
  - Quiet Room (8<sup>th</sup> floor)
  - Discussion Rooms (7<sup>th</sup> and 8<sup>th</sup> floors)
  - Faculty Corner (8<sup>th</sup> floor)
- **No separate reservation for Discussion Rooms and Viewing Rooms.**
- **Meeting Rooms (7<sup>th</sup> and 8<sup>th</sup>) are closed** (used as Quarantine Rooms for library materials).
- Directions shall be in place to guide the users of the spaces. Doors to all rooms are opened for safe air circulation.

### 3.4 Seat Booking

- Patrons can *Book a Seat* via <https://libcal.dlsu.edu.ph/r/new> and the [Library Mobile App](#).
- A seat can be booked one day in advance or on the day of visit, on a first-come, first-served basis.
- A seat can be booked for a minimum of 1 hour to a maximum of 8 hours within the service hours of the library at a selected Reading Area/floor.
- Seat number per floor is for occupancy monitoring purposes only. A patron can choose any available seat on his/her selected Reading Area/floor.
- A seat should be checked-in and out to make space for the next available booking.



### 3.5 Accommodation and Stay Limit

- A maximum of 225 persons shall be accommodated at a given time per day.
- Patrons may stay during library service hours.
- Patrons shall stay within the Reading Area where seat was reserved.
- Patrons must ensure to look after their valuables whenever they leave their seat.
- Patrons may take their refreshments at the 6<sup>th</sup> floor, practicing CLAYGO and mindful of the ban on single-use plastic campaign of the University.

### 3.6 On-site Services

The following services are available at the library:

1. Access to reading areas and learning spaces
2. Access to collections in open reading areas, including room-use only materials
3. Borrowing and returning of print library materials
4. Self-service printing
5. Use of technology tools (computer workstations, Internet)

### 3.7 Service Schedule

Service schedule is subject to change, depending on university policies on campus access and service demand.

Reading Areas (6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> floors)	Book pickups* / returns
Monday to Friday 8:00 AM to 5:00 PM	Monday to Friday 9:00 AM to 4:00 PM
Saturday 8:00 AM to 12:00 PM	Saturday 9:00 AM to 11:00 AM

\*For advance online book requests for pick up, click [bit.ly/DLSUBookRequests](https://bit.ly/DLSUBookRequests) for instructions.

### 3.8 Shelf Access

Patrons have direct access to the books on the shelves of open Reading Areas. Books located on other floors shall be staff-assisted.

### 3.9 Borrowing and Returning Library Materials

Contactless service (Patron < > Staff) shall be maintained as much as possible.

#### 3.9.1 Borrow

- Patrons are advised to check *AnimoSearch* (<https://animosearch.dlsu.edu.ph/>) for the availability and location of the materials he/she will need **prior** to visiting the library. Patrons may request to reserve books in advance for on-premise and home use.



- Patrons may borrow the following print books and serials (journals, magazines) for **home use**:
  - General circulation books
  - Reference books
  - Serials (subject for evaluation)
- Patrons may borrow archival materials, special collections, and single-copy books/serials **on-premise** only.
- Patrons may borrow library materials for **home use** via the Self-Check machines. Self-Check Stations are located at the 6<sup>th</sup> and 8<sup>th</sup> floors.
- Borrowing procedures:

Open Reading Areas (7 <sup>th</sup> and 8 <sup>th</sup> floors)	Closed Reading Areas	For Home Use
Proceed to the section/area where the library material/s is/are located.  Collect the material/s.  Proceed to your seat.	Present your book request to the staff at the service counter and wait for him/her to retrieve from the shelves.  Claim your requested book/s from the service counter.  Proceed to your seat.	Proceed to the section/area where the library material/s is/are located.  Collect the material/s.  Proceed to any Self-Check Station (6 <sup>th</sup> and 8 <sup>th</sup> floors) to check out the material/s.

### 3.9.2 Return

- Patrons should leave borrowed library materials accessed on-premise on the reading tables and/or designated return stations within the Reading Areas.
- Patrons should return library materials borrowed for home use via the Self-Check machines and dropped in book chutes.
- Patrons may return library materials via book chutes located near entrance/exit gates on campus.

These guidelines were approved and shall be implemented effective Term 2, AY 2021-22, considered in effect until superseded or revised.