




# **LIBRARY ADVISORY**


**THE ASIAN CENTER LIBRARY WILL START TO ACCEPT**

# **BOOK RETURNS**

**Please email the library staff at [aclib.upd@up.edu.ph](mailto:aclib.upd@up.edu.ph) and set an appointment through this link: [bit.ly/acappointment1](https://bit.ly/acappointment1)**

*FOR MORE INFORMATION AND UPDATES  
VISIT OUR WEBSITE AND FACEBOOK PAGE*

 [www.ac.upd.edu.ph](http://www.ac.upd.edu.ph)

 [@aclibrary.upd](https://www.facebook.com/aclibrary.upd)

The Asian Center Library will be accepting book returns through the book drop located in the lobby.

Visitors are advised to send us an email at [aclib.upd@up.edu.ph](mailto:aclib.upd@up.edu.ph) and set an appointment through this link: [bit.ly/acappointment1](https://bit.ly/acappointment1)

**UPDATED FEE PAYMENT:** You may now pay your overdue fines through LandBank. Book fines are waived for books that are due on 10 March 2020 onwards. Please send a request for a bill payment or statement of account from our Special Collecting Officer via [aclib.upd@up.edu.ph](mailto:aclib.upd@up.edu.ph).

**Library Accountabilities Payment Process:** [bit.ly/2X5iu6A](https://bit.ly/2X5iu6A)


Kindly place the library materials on a package and indicate the following details for easy tracking:


1. Borrowers Name
2. Date Returned
3. No. of items borrowed
4. Book/s Title, Author, and Call No.

Returned materials would be placed in isolation for a minimum of seventy-two (72) hours before it may be held or brought inside the library for clearance.

# Book Returns By Appointment

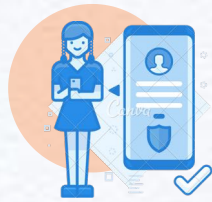
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## STEP BY STEP GUIDE FOR LIBRARY APPOINTMENT



### STEP 01

Fill out the appointment form: <https://bit.ly/acappointment1>



### STEP 02

Wait for email confirmation of the appointment. Indicate the necessary book details on the package for easy tracking.



### STEP 03

Submit yourself to temperature screening.



### STEP 04

Verify appointment with the guard on duty.



### STEP 05

Fill out a Visitor Health Checklist Form and submit it to the guard.



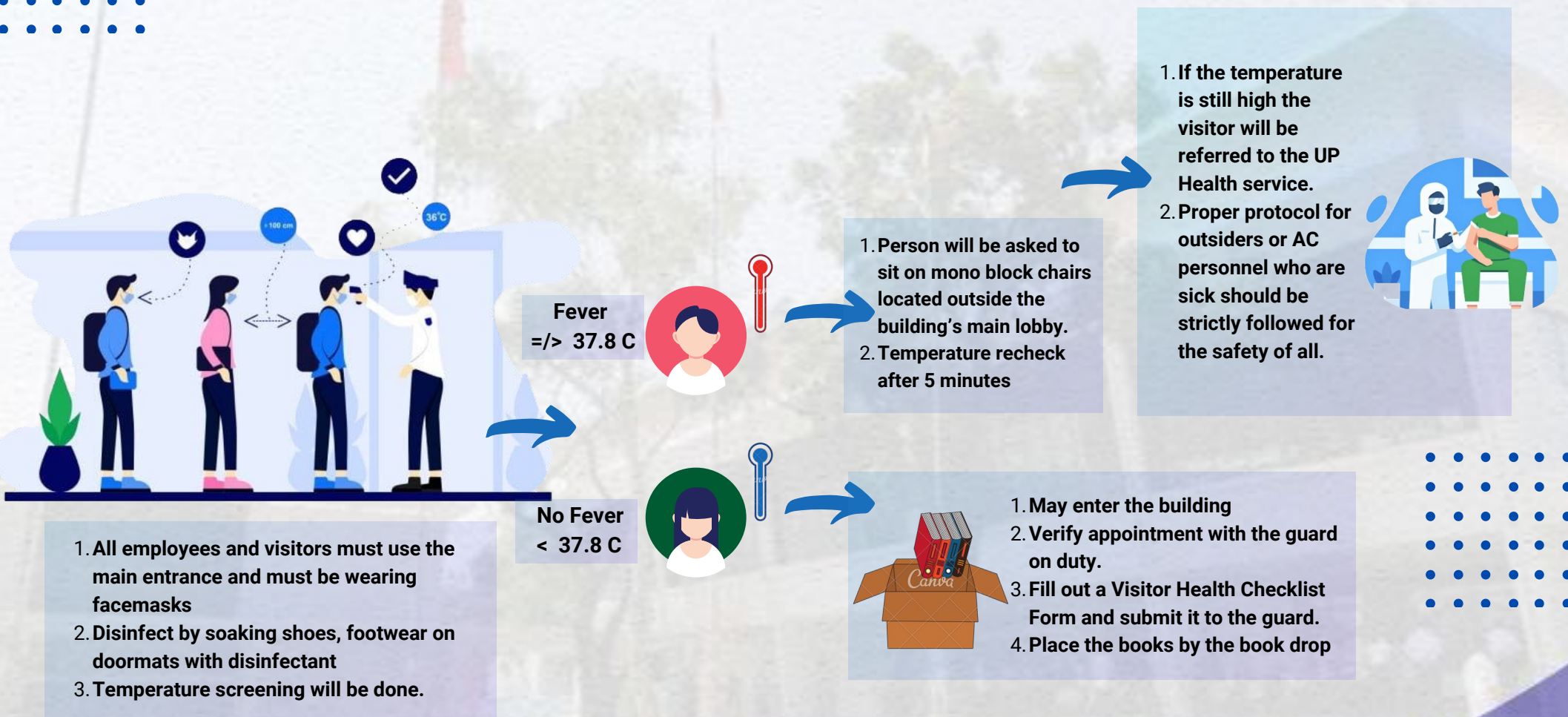
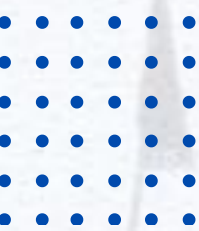
### STEP 06

**Place the library material/s inside the book drop**

For those with unsettled library fines follow these steps in this flow chart [bit.ly/2X5iu6A](https://bit.ly/2X5iu6A)

# Protocols Prior to and Upon Entry to the Hall of Wisdom

**IMPORTANT:** Wear face masks at all times; Bring your own pen and alcohol; Comply with physical distancing and other infection-control measures; Keep interactions to less than 30 minutes (so others can will use designated room)



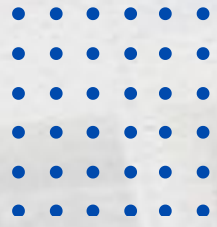


## **FOR FOLLOW-UPS OR FURTHER INQUIRIES**


Please contact us via email at [aclib.upd@up.edu.ph](mailto:aclib.upd@up.edu.ph).


## **UPD REMOTE ACCESS VIA EZPROXY**

Students are encouraged to use UPD Remote Access via EZPROXY to access electronic resources off-campus. Just visit: [ezproxy.upd.edu.ph/login](http://ezproxy.upd.edu.ph/login) and login using your DILNET account. For those who need retrieve access to their DILNET accounts, you may visit: <https://accounts.upd.edu.ph/> or email the University Computer Center at [helpdesk@upd.edu.ph](mailto:helpdesk@upd.edu.ph).



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 [@upasiancenter](https://www.facebook.com/upasiancenter)



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# LIBRARY ADVISORY

For the health, safety and well-being of our staff, faculty, students, and communities, the Asian Center Library will continue to enforce a Work-From-Home and a skeletal workforce arrangement. The library staff will report as the skeletal workforce on a scheduled day to their respective offices from Monday - Friday 8AM to 5PM.

Stay safe always.

Thank you in advance for your patience and understanding.

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