

APTS LIBRARY

Student Policies and Procedures

1. The APTS Library exists primarily to serve the needs of the students, faculty and staff of the APTS community. It is also open to non-APTS researcher who may need the library services.

2. OFFICIAL BORROWERS

2.1 APTS enrolled students

Students officially enrolled in a program during a given trimester at the main campus or any branch campus, regardless of course loads, will receive check out privileges as specified below. If they are on campus during summer/winter breaks they will maintain their status. Each student must apply for an APTS ID card which serves as a library card.

Students who lose their APTS ID card must report the loss to the Circulation staff who will give them one (1) week to locate it. If the card is not found, the student will be required to buy a replacement at the cost of Php 150. Without an ID card student are not allowed checkout privileges.

2.2 APTS faculty - including faculty-in-training, adjunct faculty and administrators.

2.3 Missionaries – affiliated to APTS

2.4 Spouses and family members

2.5 APTS permanent staff and casuals

2.6 Library Science Practicum Students/Volunteers

2.7 APTS Alumni (Graduates of APTS) – are permitted to use the library during the operating hours. **YOU HAVE ROOM USE ONLY OF THE BOOKS.**

3. APTS LIBRARY VISITORS INFORMATION FOR ALL OTHERS RESEARCHERS NOT LISTED ABOVE:

APTS library accepts visitors/non-APTS researcher.

Please consider the following when planning to visit the APTS library:

- 3.1 There are service hours and scheduled days for visitors to come and use the APTS library. The service hours of the library for the visitors are: Mondays to Fridays from **8:00 AM to 12:00 NOON and 1:00 PM to 5:00 PM ONLY.**
- 3.2 Students and researchers from other institutions may use library resources (**FOR ROOM USE-ONLY**) upon presentation of any valid ID, referral letter from their office or school and payment of Php 50.00 research fee. The valid ID will be held by the librarians during the duration of the research.
- 3.3 Referral letters, letters of intent and other visitor-related correspondence will be sent through email address library@aps.edu for the librarian's approval.
- 3.4 RESTRICTIONS:
 - a) All materials are for **ROOM USE ONLY.**
 - b) The Library Fee does **NOT** include tapping of electricity and use of library equipment (e.g. use of computers, scanner, etc.)
 - c) Register your electronic devices (laptop, cell phone, etc.) at the counter if you want to charge them and pay the energy fee of 50 php per day per device.
 - d) **STRICTLY** no taking of pictures nor scanning of library materials.

4. **HOURS OF SERVICE:**

Regular School Trimester:

Monday to Saturday

8:00 AM - 12:00 NOON

11:30 AM - 12:20 PM

1:00 PM - 5:00 PM

6:00PM - 10:00 PM

Except Mondays for Staff Devotions 8:00-8:30

Close - Tuesday to Thursday for Chapel Services

GUEST and VISITORS

Monday to Friday Only

8:00 AM - 12:00 NOON

1:00 PM - 5:00 PM

During holidays and summer break the library will be open depending on the availability of personnel.

5. **STUDENT WORK STUDY ASSISTANCE SCHOLARSHIPS/LIBRARY ASSISTANTS:**

The business office grants working scholarships to students who need financial aid. Some of these students are trained in the library process and assist in maintenance of the stacks, circulation procedures, shelving books, etc. They are scheduled according to their class/study time and are expected to report for work until they complete 144 hours for the trimester.

6. **MAINTENANCE OF THE LIBRARY OF CONGRESS ORDER:**

Books are arranged according to the Library of Congress Classification (LCC). Library staff maintains the alpha-numeric order of the collection. Patrons can assist in maintenance by placing browsed books at the end of the bookcase or on a cart for staff to replace. Please do not attempt to re-shelve books. Keeping the library orderly creates an atmosphere conducive to study and research.

EBSCO access is for APTS students.

Reference books are kept in the study room. When finished please leave them at your study place or on a shelving cart for staff to replace. Students may not check out reference works under any circumstances.

Library workers are responsible for re-shelving all books. Piles of books left on the study tables at the end of library hours will be re-shelved by library staff the next day.

Notices to keep such piles of books on the study tables will not be permitted.

7. **LIBRARY PROTOCOL** (General Rules)

- A. You may bring notebooks, research books and writing paraphernalia inside the stack room and study room. You must leave your bags at the locker upon entering the library.
- B. Water is permitted in the library, as long as it is in a secure bottle to prevent spillage on the books. All other beverages are prohibited at all times of the day and night. Eating in the library is prohibited.
- C. A quiet environment is a must in the study area. Please keep voices low.
- D. Respect the personnel on duty.
- E. Do not enter "No Admittance" areas.

F. Examination clearances are signed if there are no overdue charges. Exit clearances are stamped upon return of all library items and settling of current fines.

G. Strictly, NO photocopying/ scanning of library resources.

8. CIRCULATION DETAILS:

Check Out Procedures

- 8.1 Borrowing is a privilege.
- 8.2 Patrons are not allowed to borrow on behalf of friends and relatives or places of ministry.
- 8.3 It is essential that you bring your ID card each time you need to check out items. Without the ID card you will not be allowed to check out any items.
- 8.4 A borrower is responsible for any books checked out to her. Please do not loan items you have borrowed to others. If a student is found passing books over to another person, she and the one to whom she loaned the books will lose library privileges for a week or longer, at the discretion of the Librarian. Return books promptly and place a hold on them for someone rather than handing them over.
- 8.5 Do not allow another student to use your ID card to check out library materials. Both the student who allows another student to use her card to check out materials as well as the one who uses another person's ID card will have their ID cards suspended for two weeks. This means they cannot check out any books during that period of time.
- 8.6 Use the OPAC to search for items.
- 8.7 A student with 9 or more units may have 25 books out at one time. Those with 6 units may borrow 15 books. Students with 3 units may borrow 10 books for 2 weeks. When a certain category is in demand, these will be adjusted per category.
- 8.8 If you intend to borrow many books, please bring your own library bag. This is a requirement during rainy season.
- 8.9 Students on independent study or in the M.Th., D.Min. or Ph.D. programs may borrow 50 books for two weeks, unless the books are required by another person.

- 8.10 Renewal is allowed 1-4 times depending on the book's demand.
- 8.11 Reservation of available books is honored for 2 days.
- 8.12 Patrons may ask that books be placed on hold when the item they seek cannot be located or is checked out by another patron. Hold requests are kept for 2 days. On some occasions a book may be recalled if it is urgently needed.
- 8.13 Books that are in high demand may be placed on reserve by a faculty member. Reserve books may be checked out for a few hours or 1-2 days, depending on the instructions given by the faculty member who requested the reserve.
- 8.14 **Any time an item (book, journal, reference work, digital, etc.), is removed from the library without proper procedure it will be considered stolen. A student who is found in possession of stolen materials will face immediate suspension for the current trimester, on the first incident. On the second incident they will be suspended for the year and on the third incident they will be expelled from APTS.**

Electronic Materials

- 8.15 As available, audio-visual materials or electronic media may be checked out at the discretion of the Librarian. Three (3)VHS/CD/VCD items may be borrowed for 1 week. Overdue fines are Php 100 per day per item.
- 8.16 Computers are to be used for APTS studies and work. Students, faculty and staff have priority. Guests may use computers as they are made available.
- 8.17 Any documents saved on the hard drive will be removed without prior notice, so make sure you save your documents on a flash drive or on the internet. Students are not allowed to install any program on a library computer.
- 8.18 Any problem with a computer should be reported to staff immediately.

Reference Materials

- 8.19 Reference items, dissertations, journals and yearbooks may not be removed from the library.

- 8.20 The computers designated for use of digitized materials are there for your use. If you are unsure about the procedure for accessing these materials please see library staff and they will assist you.

Check in Procedures

- 8.21 In order for library materials to circulate and benefit everyone, it is important for patrons to keep track of the materials they have borrowed. Please return checked-out items promptly.
- 8.22 Renewals by phone or by text are not allowed. Materials must be brought in for stamping.
- 8.23 Overdue fines for regular books are Php 10.00 per day per book. Overdue fines for reserved books are Php 20.00 per day per book. Items that are not renewed or returned by the due date are considered overdue and are subject to a fine. A hold will be placed on the academic record of anyone who has not returned books or paid fines.
- 8.24 Before you leave the city for an extended period of time, please return all books in order to avoid overdue fines.
- 8.25 Lost books should be reported immediately in order to stop the accumulation of overdue charges. The patron responsible for the loss must pay for replacement of the book. An additional \$20.00 USD processing fee is charged.
- 8.26 A damaged book must be returned as soon as the damage is noticed so it can be repaired. If the damage is irreparable, the patron responsible for the damage will be charged for placement of the book. An additional \$20.00 USD fee will be charged.
- 8.27 Defacing in any form reduces the life of books. Defacing includes markings of any kind - underlining, writing, tearing, folding, bending, erasing, putting paper clips, pens, folding pages over, leaving books open and turned facing down. Defacing and the removal of books unofficially are grounds for a student to be charged with disciplinary measures by the Head Librarian or in his absence, the Dean of Students.