

Borrowing Guidelines and Policies during the COVID-19 Pandemic

The library is dedicated to support its students and faculty during this time of the pandemic. However, to ensure the health and safety of staff and clients, we are providing limited in-person assistance.

1. There is no face-to-face library transaction for students. On site transactions will be limited to the signing of the transcript of records, faculty clearance, and borrowing and returning of books from faculty.

2. Students who wish to borrow books from the library are advised to message us through the following:

E-Mail Address:

Inu.library1@gmail.com

Facebook Account:

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

3. The library staff provides online assistance to reference needs such as scanned copy of the topics needed from our printed resources. Kindly give us two (2) days to review and prepare your reference needs.

4. Book drop and book pick up

-We accept online book reservations.

-Books in the open shelves can be borrowed for seven (7) days. No penalty shall be charged for late returning of books this pandemic.

 Republic of the Philippines Leyte Normal University LEARNING RESOURCE CENTER Tacloban City	
BOOK REQUEST	
Name: _____	
Program/Year/Section: _____	
Student ID number: _____	
Book Title	Author
Message us through the following: E-Mail Address: Inu.library1@gmail.com Facebook Account: @Inulearningresourcecenter	
Note: Please give us 2days to prepare your request before your actual use!	

5. The library provides free access to online library resources such as Open Access Electronic Resources and Online Databases. The links for Online library resources are posted in our official Library Facebook Page. You may visit: [@Inulearningresourcecenter](https://www.facebook.com/Inulearningresourcecenter).