



Office of the Director of Libraries

March 8, 2013

TO: All Teaching and Non-Teaching Personnel
Thru Deans, Chairs, Principals, Directors and Office Heads

FROM: Mrs. Maxie Doreen L. Cabarron
Director of Libraries

RE: ANNUAL LIBRARY CLEARANCE

Greetings from your Library System!

Our year-end clearance signing will start on March 26 to April 27, 2013. Academic and administrative employees are requested to seek library clearance from the libraries nearest them.

Downtown Campus

Circulation Sections of : - All faculty and employees from the Downtown Campus
Fr. Bonk's and Law Library

Talamban Campus

Circulation Section, Ground Floor - All faculty and employees from Talamban Campus
JB-LRC

South Campus

Circulation Sections of: - All faculty and employees from College of Education and Basic
Education Library, and Education - South
Basic Education Libraries

North Campus

Basic Education Library - All faculty and employees from North Campus and Montessori
Academy

To facilitate clearance signing, kindly return all borrowed library materials on or before March 23, 2013. Please note that the Library System has implemented overdue fines for books not returned on the due date. For library materials which you might still need for Summer 2013, have it renewed/reborrowed by visiting your library or through our online renewal facility (refer to the memo dated February 1, 2013 regarding the procedures for online renewal). Should you have further questions/concerns, please call the Office of the Director of Libraries at telephone number 2300100 loc 267 or email coyconmac@yahoo.com. Thank you.

Noted:

Fr. Anthony Salas, SVD
VP Academic Affairs

Fr. Eleno Bucia, SVD
VP Administration

Fr. Generoso Rebayla, SVD
VP Finance