GUIDELINES IN AVAILING DIFFERENT LIBRARY SERVICES DURING ONLINE AND FACE TO FACE CLASSES

In this time of pandemic, the Jose Rizal University Library adjust to the changing needs of its users. In order to ensure the best services to our library clientele, the library focuses on increasing the online library services. In this way, the users are assured of its access to many different ebooks, ejournals and databases, provide trainings/skills to assist students in their studies and provide activities that will make the students enjoy their learning online. Since almost everything is being done online and so with the library. In this changing environment, libraries are trying to adjust their services to these new realities to serve the needs of its patron. With the presence of these online information, library services are also offered online.

The following guidelines will be implemented by the library to provide better user experience to its users and to meet the demands of the online learning environment:

I. USING THE LIBRARY AS A LEARNING SPACE (Face to Face)

This guideline will be implemented when face to face classes is already allowed by the government. To ensure safety of the collection and its users, the library encourages its users to use online services rather than going physically inside the library. But in case the students really need to go to the library, the JRU Library will implement the 50% seating capacity. This is to enforce the social distancing rules of IATF. The following guidelines will be imposed in all the library branches at all times.

   a. Limited operating hours, the library will open from 8:00am to 7:00pm.
   b.   No mask, no entry, including the no ID, no entry policy. Masks are to be worn at all times
   c.   Alcohol will be provided in the counters. Please use it upon entry.
   d.   All library users shall always practice physical distancing. A minimum space of one meter (side, back, front) between library users shall be strictly implemented.
   e.   The practice of proper cough etiquette and social distancing will be strictly enforced inside the library. Posters on cough etiquette, social distancing and hand washing reminders will be posted in classrooms, offices, and bulletin boards
   f. Avoid sharing materials and other stuff with other students.
   g. The library will be implementing a closed-shelves policy. All book request will be given to you by the librarian. A separate guideline in borrowing printed books inside the library is also stated in this document.

II. BORROWING PRINTED BOOKS AND NON-PRINT RESOURCES
(Online Classes and Face to Face):

This guideline will be implemented regardless if online or face to face classes depending on the preference of the borrower.

Who is allowed to borrow books?

All currently enrolled students, Full Time and Regular Faculty, Part Time Faculty (thru their Department Chairs or upon presentation of subject load assignment), Officers and Regular NT Staff.

1. Email all your requested books to library@jru.edu
2.   The librarian will prepare the book/s and will inform the requester once available for pick up.
3. Coordinate with the librarian as to when they will pick up the books.
4. They can get the borrowed books by asking someone to pick up the books in the Main Lobby or thru a courier service (Lalamove, Grab, etc.).

Note: the borrower will book and pay the courier fee.

5. They can use the book up to the period of one (1) month.

RETURNING OF PRINTED BOOKS (PHYSICAL DROP OFF):
1. Before the due date, the faculty/students will drop the books at the designated drop box or thru the guards at the Main lobby.
2. The library will pick up the books and "check in" in the library system.
3.   The book will be stored in a quarantine area, and it will be returned to the shelves after 5 days.
4.   If there is an overdue, the library will notify the borrower that he/she has an overdue so that the borrower can settle their fines at the Cashier.
5.   The librarian will notify the borrower thru his/her JRU email address once the borrowed materials have been successfully returned.

RETURNING OF PRINTED BOOKS (REMOTE/ONLINE):
1.   Before due date, the faculty/students will book thru a courier service to return the book in the JRU Main Library using this details of the receiver:

    Name: Rosela D. Del Mundo (or any of the librarians)
    Address: 2F Main Library Bldg H
        Jose Rizal University
        80 Shaw Blvd. Mandaluyong City

Cellphone Number: 09561549981

2. The library will receive the books and "check in" in the library system.
3. The book will be stored in a quarantine area, and it will be returned to the shelves after 5 days.
4. If there is an overdue, the library will notify the borrower that he/she has an overdue so that the borrower can settle their fines at the Cashier. For online payment, they may settle their overdue fines thru the JRU BDO Account with the following details:

> Account Name: Jose Rizal University (Kalentong Branch)
> Account Number: 000-218-015-927

> After payment, they will be requested to write their student/employee number and indicate "overdue fines" in the actual deposit slip. Scan the deposit slip and send it to library@jru.edu for recording of payment. For bank transfer, they may send the transaction details in library@jru.edu.

6. The librarian will notify the borrower thru his/her JRU email address once the borrowed materials have been successfully returned.

III. PHYSICAL BORROWING OF PRINTED BOOKS AND NON-PRINT RESOURCES (Face to Face Classes Only)

1. The students will check the books they wanted to borrow in the Library OPAC.
2. They will write the title, author, call number and barcode of the books they will borrow in a small sheet of paper.
3. Students will present her valid school ID together with the small sheet of paper with the title, author, call number and barcode of books they will borrow to the librarian in the circulation counter.
4. The librarian will check out the books in the library system. The students can use the book up to the period of one (1) month.

Same guidelines in returning of printed books will be followed.

CHANGES IN THE LIBRARY LOAN POLICY

LIBRARY MATERIALS	OLD	NEW
Printed Books	Students – 3 days (circulation) 2 hours (reserve/textbooks) 3 days (Fiction)	Students – 1 month (circulation) Request a page (Reserve/textbooks) 1 month (Fiction)
	Faculty – one month (circulation) 2 hours (reserve)	Faculty – one month (circulation) Request a page (reserve)
	Officers – 6 months (circulation)	Officers – 6 months (circulation)
Non-Print Resources	Students – in library use only (2 hours)	Students – 2 weeks
	Faculty – within the day	Faculty – 2 weeks
	Officers – within the day	Officers – 2 weeks

Note: For the number of books that can be borrowed, same policy will be implemented.

Guidelines for Request a Page:

1. This service can be availed by the SHS and College students only. It shall only be valid during the pandemic period and it shall cease once students are allowed to return to the libraries.
2. Through their JRU Gmail account, currently enrolled students may send an email request to libraryrenewals@jru.edu for scanned pages of textbooks that their teachers will assign to them.
3. Their email request should include their name, student number, the title of the textbook, its barcode, pages of the book and the name of their teachers.
4. Upon confirmation of the request, only the pages that are approved by their teachers shall be scanned and forwarded. These pages are for educational purposes only and may not be distributed or sold.
5. All books for reproduction shall comply in the Republic Act No. 8293 also known as Philippine Copyright Law.

IV. BORROWING MOBILE RESOURCES (FOR FACULTY AND EMPLOYEES):

1. Email all your requested mobile resources to library@jru.edu
2. The library will check if there are available mobile resources to be loaned out to the borrower.
3. Once available, the librarian will coordinate to the borrower as to the schedule of pick up.
4. They can get the borrowed laptops in the Main Library 1st Floor.
5. They can use the laptop up to the period of one (1) month.

RETURNING OF MOBILE RESOURCES (FOR FACULTY AND EMPLOYEES):
6. Before due date, the faculty return the laptop in the 1St Floor JRU Main Library
7. The librarian will check the laptop if it is working and with no damage in the unit.
8. Once the laptop is inspected and found with no problems on it, It will be "checked in" in the library system. If there is damage, the borrower will be asked to repair or replace as necessary the laptop as indicated in the Mobile Resources Loan Agreement.
9. The librarian who received the laptop will then disinfect the external part of the laptop with a clean cloth with an alcohol.
10. If there is an overdue, the library will notify the borrower that he/she has an overdue so that the borrower can settle their fines at the Cashier.
11. The library will forward the laptop to ITO for updating of the laptop to make sure that all systems are working and updated.
12. ITO will return the laptop and the librarian will store the laptop in its designated location.

CHANGES IN THE LIBRARY LOAN POLICY

LIBRARY MATERIALS	OLD	NEW
Mobile Resources	Faculty – within the day	Faculty – one month
	Officers – within the day	Officers – 1 month

Note: Students may still borrow the laptop within the day only.

V.GUIDELINES IN USING A LEARNING COMMON ROOMS (Face to Face Classes Only)

Learning Commons is a bookable room that the student can borrow as a place for their group activities.

CHANGES IN THE LIBRARY POLICY

LIBRARY MATERIALS	OLD	NEW
Learning Commons	4-10 students per room	Maximum of 4 persons only per room

VI. GUIDELINES IN USING THE COMPUTER STATIONS (Face to Face Classes Only)

Same policy will be applied but will be implemented in a limited capacity. Only 50% of the computer stations shall be used.

VII. GUIDELINES IN ACCESSING THE ONLINE TEXTBOOK EVALUATION

Textbook Evaluation System is an online system designed to assists all the faculty in evaluation, submission and approval of recommended textbooks anytime and anywhere.

WHO CAN ACCESS THE SYSTEM?

All faculty who were assigned by their department chair to evaluate the books and they must have a JRU email address to use as login credentials to the system.

HOW TO USE ONLINE TEXTBOOK EVALUATION SYSTEM

1. Under the "Add Evaluation" menu, please click the subject you will evaluate.
2. Input all the necessary details of the current textbook and the book being evaluated.
3. Please take note that there are fields that are not mandatory like price and source. Just put NA.
4. Rate the book using the specified criteria.
5. Click submit. Take note: your submission will not be successful if there are lacking details for mandatory fields.
6. If you want to see the result of your evaluation, you can see it under the "My Evaluation" menu.
7. For additional book evaluation, you may start with number 1 procedure again.

8. Remember that minimum of 3 book evaluations per subject is required. Theres no maximum number of book to be evaluated in a subject, you can input as many as you can but the one that will be included in the summary are the top three books based on ranking.

9.To see the comparison of the books you evaluated. you may click the "My Evaluation Summary" menu.

Note: please be consistent in putting all the details (including spacing and punctuation marks) especially in the title of current textbooks. For this may lead to some errors in the summary.

Notice: "The library will return implementing all the policies and guidelines stated in the ISM 5.1 – 5.18 when the situation turned back to normal."