

Library Policies

The library is primarily intended for the use of the faculty and students of LST. It is not a general-service library, and access to its premises, books, and other materials is strictly in accordance with the norms given in the Statement of Library Policies.

Library Hours and Service

The library is open from 7:45 am to 5:00 pm, Monday through Saturday, throughout most of the year. It is closed on Sundays, school or legal holidays, and announced days for inventory or other purposes. Upon entering the library, a client must log-in either by tapping a validated LST ID card or entering visitor information at the designated log-in terminal. Bags, briefcases, knapsacks, umbrellas, etc. must be left in the depository boxes found near the entrance.

The library's main door is equipped with a sensing device that detects library books that have not been properly checked out at the circulation counter. If the device sounds an alarm, the exiting client must return to the counter and allow his/her bag, briefcase, etc., to be inspected.

Categories of Clients

The library fee, paid to the LST cashier during registration, entitles various categories of clients to the following privileges:

- a) LST Students Enrolled in Degree or Diploma Programs. LST students enrolled in degree or diploma programs may borrow up to ten (10) books for two weeks, with a possibility of renewal if the books are not otherwise needed. Students writing STD/PhD dissertations may borrow up to twenty (20) books for one month, with the possibility of renewal if the books are not otherwise needed.
- b) Cross-Registrants. Cross-registrants with endorsement letters and validated ID from the Ateneo de Manila University have the same privileges as regular LST students. Cross-registrants from other schools may borrow books, up to three at one time, for a period of two weeks, with the possibility of renewal.
- c) Auditors. Auditors may use the library but may not borrow books, except upon deposit of an amount per book determined by the LST Administration. This deposit is refunded at the end of each semester.
- d) Faculty and students of affiliated units or institutions in the Ateneo Campus: Students and faculty with endorsement letters and validated ID are allowed to use the library as guided by agreements between LST and their affiliated departments or institutions.
- e) Researchers from Other Schools or Institutions: Researchers from other schools or institutions may be granted permission to do research work in the LST library, provided they present an endorsement letter from their Department Chairperson and pay a fee. They may use the materials and facilities inside the library, but books may not be lent out to them.

Library Orientation

Library orientation sessions are conducted for new students at the beginning of the First Semester. New students in the Second Semester or Intersession can schedule a library orientation with the library staff.

Borrowing and Returning Books

- a) Procedure: Books are borrowed and returned at the LST library circulation counter upon presentation of a validated LST ID.
- b) Recall of Books: Books must be returned at once if they are recalled by the library staff, even if the deadline for returning them has not yet arrived. Book recall notices are sent either by email, text, or phone.
- c) Returning Deadlines: All books borrowed by both students and faculty must be returned to the library before the end of each semester or Intersession. Borrowing privileges will not be renewed for clients who fail to observe this rule.
- d) Fourth Year STB students must return all books borrowed from the library at least 48 hours before their oral comprehensive examinations.
- e) Students who are writing their thesis must return all books from the library before they submit to the LST Office the final draft of their thesis for defense.
- f) Intra-Library Loans: Books needed from the Rizal Library for LST purposes are transferred, upon request, to the LST Library and loaned to LST card-holders and vice versa. Books borrowed from the Rizal Library under the auspices of the LST library are also returned to the LST library counter. Consult the special policy guidelines that govern this kind of loan.

Library Materials

Periodicals (bound or unbound), reference books, and reserved books are not loaned out of the library. They may be used only inside the library. Only books in the general circulation section may be loaned out of the library. After use, all library materials should not be returned to the shelves but should be left on the reading tables for re-shelving by the library staff.

Fines, Fees, and Penalties

Library semester fees and deposits are paid at the Cashier's Office, and receipts are shown to the library staff. Fines, penalties, and spot fees (of visitors) are paid at the circulation counter.

- a) Fine for overdue books: A fine per calendar day is charged for overdue books. This mean includes Sundays, holidays, vacations, etc.
- b) Fines and penalties for lost books: Fines accumulate up to the day that the loss is reported. The borrower of the lost book should pay, within one month after notification of loss, the full cost of replacing it. If payment is not paid, the fine resumes. In addition, all books that are still charged out must be returned, and all library access and privileges are forfeited.
- c) Book repair penalty: Any damages caused by the user should be brought to the attention of the library staff and provision made to meet the cost of repairs.

Library Access During Semestral Break and Intersession

The library is open during semestral break and Intersession break.

During Semestral Break:

- a) LST students belonging to a religious order or house of formation may borrow books provided they present a letter from their religious superior and noted by the VPAA indicating that they are allowed to borrow books and will ensure their return after use.
- b) LST students who are lay may borrow ten books during the semester break provided they present a letter noted by the VPAA and upon payment of a book deposit fee which will be refunded upon return of the books.

During Intersession Break:

- a) LST students who are enrolled in Intersession courses can borrow books following the privileges proper to their degree program.
- b) LST students who are not enrolled during the Intersession can use the library provided they present an endorsement letter from their religious superior or department head (if applicable) and noted by the VPAA. They are to pay a lump sum fee for the whole Intersession period or a spot fee per visit.
- c) If they wish to borrow books (maximum of 10 books), they must pay a book deposit fee which will be refunded upon return of the books. Their endorsement letter should indicate that they will ensure the return of borrowed books at the end of the Intersession period.

Clearances

Students who have not returned overdue books or who have overdue fines and/or unpaid reimbursement charges are not allowed to register in the next term. Delinquent cross-registrants are not given clearances for the release of their grades and/or transcripts. Offenders who are about to finish their studies in LST cannot be given clearance for graduation as well as for the release of their grades, transcripts, and diplomas.

Library Computer Terminals

Computers linked to the Internet are available to library users. Computer printing can be arranged with the circulation desk for a fee.

Library Online Public Access Catalogue

On every floor of the library building, special computers are available for searching the library's online public access catalogue (OPAC). The OPAC is also accessible through the Internet.

Photocopying Services

A photocopying service is available outside the library. Fragile materials are not allowed to be photocopied. Journals, reference books, and other library materials not allowed to be taken out of the library may be photocopied through the assistance of the library staff.

Library Decorum

The library is a silent study area. Loud conversations and other disturbances must be avoided. Cellphones must be turned off or placed on silent mode at all times. Eating is not allowed in the library and liquids must be kept closed containers.