



CS Library

Guidelines

Library Hours

Monday -Friday
7:00AM - 6:00PM
CS Study Nook
Monday to Sunday
Open 24/7

Entry Requirements

1 Present any of the following documents upon entry:

- Enrolled student - UP ID
- For enrolled students with no issued UP ID yet - Current Form 5
- UP Faculty & Staff - UP ID
- UP Alumni - Alumni ID/Latest UP ID(Proceed to the Information Desk and get a temporary ID to avail your five (5) free visits.)
- Non-UP visitors (Monday schedule only)
 - Government or school ID
 - Letter of request from the school or organization
 - Visitors may pay the library fee at the Information Desk. Government Researchers with Office ID and Referral Letter can use the library for free.

2 Use of Patron Database

2.1 Students/Users with RFID

- For those with registered UP RFID, just tap it on the RFID reader.
- For those with unregistered UP RFID, go to the Information Desk for activation.
- For those with no UP RFID, input your student number on the Patron Monitoring Database upon entry

2.2 Users' Data on the Patron Database should be updated every semester at the Information Desk.

2.3 Patron database Notifications

- Welcome - complete registration, proceed to the library
- No Records Found - new user, proceed to the Information Desk
- Registered with Incomplete Details - please have your picture taken or present your FORM 5 at the Information Desk.

NOTE:

- You may register in advance at the CSLIB one-stop form : advanced patron registration.
- For CS students only, bring 1x1 size picture for issuance of temporary ID.

Eligible Users

Library access will be given to:

- Enrolled students for the current Academic year
- Faculty & Staff
- Alumni
- Non-UP visitors (Monday schedule only)

Library privileges.

- Enrolled students - borrowing, returning and room use of library materials.
- Faculty & Staff - borrowing, returning and room use of library materials
- Alumni - Room use of library materials
- Non-UP visitors - room use of library materials

Library Services

Physical services

- Ask-a-librarian
- Assisting users in locating library materials.
- Borrowing and returning of circulation books.
- Locker Rental service - 36 lockers
- PC for use - Two PCs available at the 1st floor reading carrels for browsing and searching and two at the 2nd floor for online class.
- Printing service
- Use of white board.
- Use of discussion room
 - No. of users: Minimum of four (4), maximum of seven (7) students.
 - Please be mindful of your time. You can use this room for three (3) hours.

Online services

- Ask-a-librarian thru FB messenger chat (real time response)
- Document delivery service of journal articles and book chapters.
- eBook Hub
- One CSLIB Mobile App
- Similarity Index Report through Turnitin

Reminders

- CS Library will not be liable for any loss. Unattended personal belongings will be confiscated by CSLIB staff.
- Observe cleanliness at all times. Clean as you go.
- Turn off the electric fans when not in use.
- A closed-door policy will be implemented at the 24/7 Study Nook. No entry/exit between 9pm-5am.
- Follow all signage directives in the library.
- Heavy meals should be taken at the "Eating Area."
- Keep your voice low. Speak softly.