



ISABELA STATE UNIVERSITY
CAUAYAN CAMPUS
LIBRARY GUIDE

VISION, MISSION, CORE VALUES AND QUALITY POLICY

VISION:

By 2030, ISU is a model Smart-Green University internationally recognized for positive societal transformation.

MISSION:

The Isabela State University is committed to developing lifelong and future-ready professionals empowered to become generators of knowledge and agents of positive change for the inclusive and sustainable transformation of communities and viable resource generation management through paramount Smart-Green higher education experience.

CORE VALUE STATEMENT ONE ISU FOR Q-R:

Outcome-oriented University
Nurturing Nationalism,
Environmentalism, Efficiency and Effectiveness.
Imbibing Integrity,
Spirituality, Social Responsibility and
Unity towards
Quality and Relevance

QUALITY POLICY:

The ISABELA STATE UNIVERSITY endeavors to be a lead University in instruction, research, extension and resource generation, through continual improvement of services and commits to comply with the standards set by statutory, regulatory and accrediting bodies.

To uphold the commitment, ISU shall attain the following quality objectives:

1. Sustain academic excellence and quality in instruction;
2. Generate research breakthroughs;
3. Engage in sectoral activities for community development;
4. Develop products for glocalization;
5. Support students participation to local and international fora to enhance their potentialities; and
6. Review on periodic basis, the Quality Management System (QMS) and gather feedbacks on the level of client satisfaction as basis for continuous improvement.

ABOUT ISU-CC LIBRARY

WELCOME TO THE LIBRARY SERVICES

This library user's guide is an effort to make you feel at ease in the library. Hopefully, it will answer some questions you have concerning Library Services and will aid you in using the library more effectively.

LOCATION OF THE LIBRARY

The Library is a user-centered provider of information resources and services to students, faculty, and staff. It is a three-storey building located on the left side of the campus oval before the School of Arts and Sciences (SAS) building.

LIBRARY SERVICE HOURS:

Monday—Friday 7:00 am - 6:00 pm

Saturday 8:00 am - 5:00 pm

NO NOON TIME BREAK

LIBRARY USERS:

1. All bonafide students of the institution who registered for library privileges and who secured student School Identification Card and Borrower's card.
2. Officials, faculty members and employees of the institution.
3. Alumni, members of the community and members of other educational institutions and other private individuals granted permission by the librarian.

LIBRARY EXTERNAL SERVICES:

1. Borrowing/Loaning/Returning Books and other Materials
2. Issuance of Borrower's Card
3. Referral Service
4. Signing of Clearance
5. Internet Services
6. Selection & Acquisition of Books and other Materials

RULES AND REGULATION

GENERAL RULES:

Courtesy demands strict observation of the following within the library premises:

1. Since the library is primarily a place for study and reading, noise must be minimized. Moving aimlessly around the library should be avoided.
2. A student who borrows book/periodicals must assume full responsibility for the proper care of borrowed library materials. A book/periodical must not be marked, defaced or mutilated. Cases of dishonesty, defacement and damaging library materials are covered by the ISU Student Handbook which provides disciplinary action.
3. Any student who borrows books/periodicals should examine the materials for any missing or torn pages and report the matter immediately to the librarian or student assistants before leaving the counter. Failure to do so shall be considered an offense by the student and may be dealt with accordingly.
4. Any student with unsettled library accounts will be deprived of his/her privileges until such obligation has been settled.
5. Loud conversations are strictly prohibited. Chatting, shouting and other activations that may disturb another clientele are not allowed.
6. Cell phones must be put off or must be in silent mode.
7. Avoid taking library materials without having them charged to you by the librarian or any library staff. People who take out library materials without permission will be dealt with accordingly.
8. Help keep the library neat and orderly by returning chairs to their proper places. Cleanliness of the reading area should be always observed.
9. Use the book properly. Do not moisten your finger to turn the pages nor make use of the book as a purse.
10. Smoking and eating inside the library are absolutely prohibited.
11. Sleeping or taking a nap in the library is strictly prohibited.
12. People using the library must comply with the rules and regulations of the library.
13. Public Display of Affection (PDA) or any form of intimacy manifested between library users are discouraged inside the library premises.
14. The use of laptop is allowed only when it is fully charged. Charging laptops is strictly prohibited

BORROWING AND RETURNING

FOR UNDERGRADUATE STUDENTS:

RENEWALS:

A book borrowed for overnight use may be renewed provided the book is not in demand.

OVERDUE BOOKS:

A book is considered overdue when it is returned by the borrower after the set time or after the due date (before 9:00am). Hence, an overdue fine is incurred by the borrower.

FINES AND PENALTIES:

- Borrowed books must be returned promptly before **9:00am** on the following day.
- A delay in returning a book at appointed time may adversely affect another reader. Students, faculty and staff who fail to return the borrowed book on time shall pay **five (P5.00) pesos per hour or forty (P40.00) pesos for each full day.**
- A student's, faculty and staff library privileges are forfeited, and clearance will not be issued until the overdue accounts are paid.

HOME USE BOOKS/OVERNIGHT BOOKS

- Lending out books for home/overnight use starts one (1) week after the first day of the regular classes during the semester and summer.
- Books for home/overnight use are issued at 3:00 pm or two hours before closing time and to be returned the following morning from 7:00 to 9:00 am.
- Three (3) books are allowed for home use and for overnight use.

FOR POSTGRADUATE AND GRADUATE SCHOOL STUDENTS:

RENEWALS:

A book borrowed for three (3) days may be renewed once, provided the book is not in demand.

OVERDUE BOOKS:

A book is considered overdue when it is returned by the borrower after the set time or after the due date. Hence, an overdue fine is incurred by the borrower.

FINES AND PENALTIES:

- Borrowed books must be returned promptly after three (3) days.
- A delay in returning a book at appointed time may adversely affect another reader. Postgraduate and graduate school students who fail to return the borrowed book on time shall pay **forty (P40.00) pesos for each full day.**
- A student's library privileges are forfeited, and clearance will not be issued until the overdue accounts are paid.

HOME USE BOOKS/OVERNIGHT BOOKS

- Lending out books for home/overnight use starts one (1) week after the first day of the regular classes during the semester and summer.
- Three (3) books are allowed for home use.

FOR FACULTY AND STAFF:

➤ FOR COS FACULTY AND STAFF:

- COS faculty members and staff are allowed to borrow a maximum of five (5) books for one (1) week only.
- Present an Endorsement Letter from the College Dean or Program Chairman.

➤ FOR PERMANENT FACULTY AND STAFF:

- Permanent faculty members and staff are allowed to borrow a maximum of five (5) books for one (1) week only.

LOST AND DAMAGED MATERIAL:

- Any lost/damaged library materials must be reported immediately to the Librarian.
- A lost or damaged library material must be paid according to its current value, accrued fines, and a processing fee of fifty (P50.00) pesos.
- A clean or new copy of the same title, author/s, and edition of the lost or damaged book may be accepted in lieu of the replacement cost.
- If the lost/damaged book or periodical is out of print, the cost of xerographic copy shall be charged plus the binding and processing fee.
- The lost/damaged library material must be paid/replaced within thirty (30) days.

LIBRARY USE:

Entry to the Library

- Library users are required to sign/register on the designated log in system upon entering the library.
- They may bring only their pens, writing and reading materials including valuables (wallet, calculator, cellphones, etc.). The library is not liable for any loss of personal valuables.
- When leaving the library, one must:
 1. Return the chair properly under the table.
 2. Return the books/periodicals to their proper places.

Books and Other Materials not for Home Use

Library materials not for home/overnight use are general references (like encyclopedia, dictionary), Unpublished materials (like undergraduate theses, masteral theses and dissertations), periodicals and other non-book materials. They are for library use only.

Photocopying

Students are allowed to photocopy library materials for thirty (30) minutes except encyclopedia, dictionary and unpublished materials.



ISABELA STATE UNIVERISTY CAUAYAN CAMPUS

Cabatuan Road, San Fermin, Cauayan City

Connect with us on:

Isu-Library Cauayan Campus

library.isucauayan@isu.edu.ph