



MULTIMEDIA SERVICES

Document No. : FM-LB-20-01

Effective Date: August 1, 2017

Borrower : _____ S.N./ I.D. No. _____

Address : _____ Tel. No. _____

Date Filed : _____ Program/Dep't _____

Date/Time Needed : _____ Date Due _____
[for Reservation only]

Please check:

Faculty ☐ Student ☐ Non-Teaching ☐ Others [specify] _____

Materials Borrowed:

Title and Type of Material	Call Number	Accession Number

Borrower's Signature: _____

Issued by: _____

Returned by: _____

Received by: _____

GUIDELINES:

- ❖ Request should be filed at least one day before the date of use.
- ❖ Borrower should see to it that all materials are in good condition before they are accepted.
- ❖ In case of loss or damage a replacement of the same kind is required.
- ❖ Non-print materials not returned on due date shall be subjected to a fine of 50.00 a day (including Sunday) until the material is returned.
- ❖ The Multimedia section reserves the right to suspend or cancel the use of its facilities if a policy has been violated.