



SAIDI
Graduate School of
Organization Development



Rules on the Use of the Library

The SAIDI library is open to all faculty, staff and bona fide students of the Institute, including outside researchers with referral letters from their librarians. Outside researchers, however, are limited to room use only. And they will be charged a **"Visitor's Fee"**.

The following rules apply to all qualified library users:

1. A maximum of **three (3) books** from the general circulation may be borrowed at a time.
2. Metro Manila residents are allowed **two (2) weeks** borrowing. Those outside of MetroManila are given **three (3) weeks**. Renewal for another week may be allowed provided no prior request by another user has been made on the same book.
3. **Books in the Reserve Section are for Room Use** or on an overnight basis only.
4. **Theses and dissertations are for room use only**. Photocopying of these materials is prohibited unless prior permission has been sought from the Dean.
5. Renewal of borrowed books may be done by email, text, and phone.
6. Overdue books are charged **P20.00 per day, per book**, excluding Sundays and holidays.
7. Those with unreturned, overdue books/unpaid fines would be denied their borrowing privilege until their existing account has been settled.
8. Lost/ damaged books under care of the borrower shall either be replaced or paid. Replacement must either be of the same book or of a much later edition. Replacement with a book of similar treatment, provided of current edition, may be permitted upon the approval of the Dean.

Payment, on the other hand, shall be based on the prevailing price of the book plus the cost of processing which will be determined at the time payment is made.