



AKLATAN GUIDELINES FOR VISITING RESEARCHERS

A.Y. 2023-2024



LiveChat with EMIL
(via the AEA-IRC website)



www.dlsud.edu.ph/library.htm



aklatan@dlsud.edu.ph



DLSU-D Library



A. Requirements

- 1** School/Office ID to be presented to the Security Officer at the Entrance Gate.
- 2** Official referral letter signed by the head librarian or head of the office concerned (except for visiting alumni).
- 3** A fee shall be collected from each visiting researcher:
 - ◆ **Faculty / Graduate Student / Professional - PHP 100.00**
 - ◆ **Undergraduate Student - PHP 50.00**
- 4** The following are exempted in paying research fee:
 - ◆ **Students & Faculty of De La Salle Philippines, Inc.**
 - ◆ **HOLDERS of DLSU-Dasmariñas alumni card**
 - ◆ **Network of CALABARZON Educational Institution (NOCEI) members**
 - ◆ **High School Students**



LiveChat with EMIL
(via the AEA-IRC website)



www.dlsud.edu.ph/library.htm



aklatan@dlsud.edu.ph



DLSU-D Library



B. Restrictions

- 1 Only five (5) researchers a day per institution shall be accepted on a first-come-first served basis.
- 2 All materials are for room use only.
- 3 Use of library facilities excluding access to Educational Media Services and Electronic Resource Services.
- 4 Visiting researchers can visit the library every Wednesday and Saturday only except during examination week and term breaks



LiveChat with EMIL
(via the AEA-IRC website)



www.dlsud.edu.ph/library.htm



aklatan@dlsud.edu.ph



DLSU-D Library



- 5 Chaperons are not allowed.
- 6 Researchers must observe the library rules and regulations.
- 7 The Library reserves the right to cancel research visit when it is deemed necessary.

*Note: Visiting researchers are requested to have a list of references taken from the library's
Web Public Access Catalog (WebPAC)*

Scan Me



Link to WebPAC

or go to: <https://tinyurl.com/DLSUDAklatanOpac>



LiveChat with EMIL
(via the AEA-IRC website)



www.dlsud.edu.ph/library.htm



aklatan@dlsud.edu.ph



DLSU-D Library