

Issue Date: October 1, 2021	Manual Title : ARC STAFF AND PROCEDURAL MANUAL	 University of the Visayas
Revision No: 0	Document Name:	
Effectivity Date: October 1, 2021	Guidelines on Alumna/Alumni and other Researchers	
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1.0 Objectives

To provide the Alumna/Alumni, the public and other researchers a clear guidelines on the process of using and accessing any resources in the Academic Resource Center of the University of the Visayas.

2.0 Scope

This is applicable to all Alumna/Alumni, the public and other researchers of the University of the Visayas and other Researchers outside of the University.

3.0 Guidelines

- 3.1 Alumna/Alumni should present her/his Alumni ID, while other researchers should present their Referral Letter from the head of their respective institution at the Circulation Counter.
- 3.2 Any Alumna/Alumna will not be allowed to use the ARC resources without the Alumni ID, while other researchers will not be allowed to use the same without the required Referral Letter.
- 3.3 The public is encouraged to visit the Academic Resource Center to access academic resources.
- 3.4 Researchers can do research between 8am to 5pm only.
- 3.5 Researchers can use any ARC resources inside the ARC only.
- 3.6 Researchers are not allowed to loan-out books from the ARC.
- 3.7 Researchers should follow the guidelines while inside the ARC premises.

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4.0 Narrative Procedures

Persons Responsible	Activities
Librarians; Student Assistant; Alumna/Alumni and Other Researchers	a. Upon entering the ARC, the alumna/alumni should present the alumni ID, while other Researchers will present their Referral Letter at the Circulation Counter.
Librarians; Student Assistant; Alumna/Alumni and Other Researchers	b. The Researchers will secure a payment slip at the Circulation Counter.
Accounting Office; Alumna/Alumni and Other Researchers	c. The Researchers will pay the specified amount at the Cashier.
Librarians; Student Assistant; Alumna/Alumni and Other Researchers	d. After payment, the Researchers will submit the official receipt at the Circulation Counter.
Alumna/Alumni and Other Researchers	e. The Researchers can start doing research or study in the ARC premises.

5.0 List of Forms

Code	Title
F-ARC-023	Payment Slip