



Use of the Library by Non-UP

For alumni, former faculty members and students honorably discharged from the University the following procedures will be observed:

- **Free use.** Alumni, former faculty members and students honorably discharged from the University may be allowed to use the library for five (5) days free of charge within a semester. They are issued special permits by the duly authorized staff of the college/unit library they would like to use. Beyond five days, they will be asked to pay library fees.
 - **Fees.** Beyond five days the following fees are charged : Php20.00 per day; Php450.00 per year.
 - Upon payment of the fees, they are issued special permits by the duly authorized staff of the college/unit library they would like to use.
 - **Letter of Introduction or ID.** The above users must present identification cards or letters of introduction from a University personnel or a U.P. Alumni Association ID when applying for a permit to use the library.
2. For **graduate students and researchers** the following procedures are observed:
- **Graduate students** must present an endorsement letter from their librarian requesting privilege to use the UP Cebu Library, and their school/university ID.
 - **Private researchers** must present a letter of request to use the UP libraries from their offices, and their office IDs.
 - **Government researchers** must present a letter from the head of their agency requesting privilege to use the library, and their office ID. They may be allowed to use the library free of charge up to five (5) days per semester. Beyond five days they will be assessed library fees.
 - **Fees.** Graduate students and private researchers are assessed as follows: Php50.00 per day; Php450.00 per semester; Php350.00 per summer. Government researchers are assessed as follows: Php20.00 per day; Php450.00 per semester; Php300.00 per summer.
- **Library permit.** In all cases, the authorized library staff should issue a special library permit.