



UNIVERSITY OF THE EAST
RAMON MAGSAYSAY MEMORIAL MEDICAL CENTER, INC.

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MEDICAL CENTER LIBRARY

GUIDELINES ON THE USE OF THE LIBRARY PHYSICAL FACILITIES

These guidelines were developed to assist the library personnel and users in adhering to the protocols established by the IATF, CHED, and DOH during limited face-to-face use of the library physical facilities. These guidelines are used for mitigating the spread of COVID-19 and protecting library staff and users who are gradually transitioning to the new normal.

The library continues to encourage students, faculty, and staff to use online library services rather than physically visiting the library.

POLICIES

1. The library will be open to the user from 9:00 a.m. to 4:00 p.m. only to allow time for facility preparation and sanitation.
2. The user must make a reservation before they visit the library. No walk-in user may be allowed to use the library. Reservation must be made two days before the intended date of use. *(the link to the online reservation form will be provided)*
3. The approval of reservation will be processed from Monday to Saturday from 8:30 am to 4:30 pm. The reservation requested beyond this period will be processed on the next working day.
4. The library shall accommodate a maximum of **50 users** at a time.
5. Reservation is on a first-reservation-first serve basis.
6. Only enrolled students and active faculty/employees may reserve a slot for the use of the library physical facilities.
7. Only fully vaccinated users are permitted to use the library's physical facilities..
8. The user must enter and exit through the designated points.
9. The user is not permitted to change seats. Faculty and students will have an assigned seat number upon reservation.
10. The user must strictly observe physical distancing (1.5 m apart). Use the visual cues and floor markers.
11. The allowable duration of use or stay is 3-hour per day only, with a single entry/exit per day.
12. All users shall be required to fill out the health declaration form at the UERM E-triage before anyone is allowed to enter the facility. *Fill-out the Health Declaration Form with Honesty.*

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13. The user must always wear his/her face mask. They shall bring their own alcohol or hand sanitizer, toilet paper and extra face mask.
14. The user shall be required to sanitize their hands before entering the library.
15. Eating inside the library is strictly prohibited. Drinking water is allowed.
16. The no-talking rule will be strictly enforced.
17. The comfort room can only be used by one person at a time.
18. The use of the e-library is not allowed on the limited face-to-face use of the library. To access the electronic resources, users must bring their own device. Wi-Fi is available throughout the library.
19. A closed shelf system shall be enforced. The user must ask the assistance of the library personnel on duty should he/she wish to borrow a printed book.

PROCEDURES

Reservation

1. Read the Library Guidelines on the use of the library physical facilities. Links to the full-text of the guidelines is on the Google Form.
2. Fill-out the reservation form at shorturl.at/gpNZ4
3. Wait for the reservation to be approved or confirmed. Approval will be communicated via email.
4. Come to the library on the date and time reserved.

Use of the Physical Facility

1. Before entering the library, the user must sanitize his or her hands. There is an alcohol dispenser near the library's entrance. The user must also sanitize his/her hands on a regular basis.
2. Log in to the library attendance system by tapping or typing his/her ID number on the RFID reader.
3. Approach the library staff at the counter and ask for the location of the assigned seat number.
4. User shall proceed to the seat assigned to him/her.

Borrowing Library Books

1. The user may search for the available books in the library through the library OPAC. He/she may access the OPAC using his/her device.
2. Present the book's title to the library staff at the borrowing counter.
3. After using the book, return it to the counter.

All used books will be sanitized and contained for three days in the library's designated book containment area before it can be circulated again.

Exiting the library facility

1. The user shall inform the library personnel at the counter should he/she leave the library.

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2. The user shall sanitize his/ her hands before leaving the library. Use the designated exit door when leaving.

LIBRARY PERSONNEL GUIDELINES

1. Exhaust fans must be open at all times. Windows and doors shall be opened an hour before closing of the library.
2. Personal protective equipment, such as a face mask and gloves, must be worn by all Library personnel at all times (use gloves when lending and receiving books)
3. Every member of the library staff is required to sanitize his or her hands on a regular basis.
4. The library janitor must sanitize the area used by users after vacating it. Surfaces that are frequently touched, such as doors, log-in computer, etc. should be sanitized more frequently.
5. The library personnel shall ensure the availability of hand sanitizer or alcohol at the entry and exit points.
6. The library personnel shall ensure the adherence of the users to the guidelines.

NOTE

- Noncompliance with the aforementioned policies will result in the loss of the library users' privilege to reserve library space for a month.
- If a violation occurs during the course of use, the library staff has the right to ask library users to leave.
- This policy only applies during Alert Levels 1 and 2. When the alert level is raised to Level 3 or 4, library users are automatically barred from using the physical library facilities.
- These guidelines are subject to changes depending on the rules that will be issued by the UERM Administration or by the government.

REFERENCES

- Author. (n.d.). *CHED-DOH Joint Memorandum Circular (JMC) no. 2021-004: Guidelines on the implementation of limited face-to-face classes for all programs of Higher Education Institutions (heis)*. Cavite State University. Retrieved February 17, 2022, from <https://cvsu.edu.ph/2022/01/03/ched-doh-joint-memorandum-circular-jmc-no-2021-004-guidelines-on-the-implementation-of-limited-face-to-face-classes-for-all-programs-of-higher-education-institutions-heis/>
- Ched.gov.ph. (n.d.). Retrieved February 17, 2022, from <https://ched.gov.ph/wp-content/uploads/CMO-No.-20-s.-2021.pdf>
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