



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

#64 Aurora Boulevard, Barangay Doña Imelda
Quezon City 1113, Philippines
Tel. # 8715-0861 loc. 355 / Telefax # 8715-1064 / E-mail address: library@uerm.edu.ph

MEDICAL CENTER LIBRARY

How to Borrow/Return Library Materials in the Library while NCR is still under General Community Quarantine (2nd Semester 2021-2022)

Borrowing Procedures

1. Go to <https://library.uerm.edu.ph/>
2. Log in to your account (Your default Username and Password is your UERM Student Number)



3. Type the title of the book that you want to borrow on the search box, then click **Go**.



4. Click **Reserve Item** located under the book description.

Unhighlight | Select all | Clear all | Select titles to: Add to... | Save | Place hold

1. **Nursing practice in the community / Araceli S. Maglaya, editor.**
by Maglaya, Araceli S [editor].
Edition: 5th ed.
Marikina City : Argonauta Corp., c2009
Availability: **Items available for loan:** [Call number: FIL RT 98 .N87 M34 2009] (12), **Checked out** (1).
Lists: De Guzman, New Acquisition - August 2019.

Reserve Item | Save to lists | Add to cart

5. Click **Confirm hold**

Confirm holds for:

Place a hold on **Nursing practice in the community /**

Show more options

Confirm hold

6. Below is the notification that you successfully reserve the book.

Hello,

[Click here if you're not](#)

Checked out (0) | Holds (1)

Holds (1 total)

Title	Placed on	Expires on	Status	Suspend	Modify
Nursing practice in the community /	08/28/2020	Never expires	Pending	<input type="checkbox"/> Suspend	<input type="button" value="Cancel"/>

until

Note: Your reservation will be in a queue. Wait for the librarian to verify the availability of the book.

7. Check your OPAC account if the book that you reserved is already checked out on your account.

Hello,

[Click here if you're not](#)

Checked out ()

Item(s) checked out

Title	Author	Due	Call no.
Nursing practice in the community /		08/28/2020 12:38	FIL RT 98 .N87 M34 2009

8. Email the library at library@uerm.edu.ph for your preferred schedule of pick-up. The pick-up schedule is from Monday-Saturday 8:30 AM - 4:30 PM only. Please include in your e-mail the full name of the person who will pick-up the book/s, the date and the time of pick-up. Please come on-time.

Please note that:

a. You are liable for the loss or damage of the book/s checked-out on your account.

In case of loss or damages, the book/s must be replaced with the same edition or the latest available edition in the market. In addition to this, the borrower must pay a processing fee amounting to PHP 50.0 per book.

b. The duration of the loan is 1 week from the date of pick-up. It must be returned on time before its due date to avoid incurring fines.

OVERDUE FINES

Circulation Books: PHP 5.00 per day

Returning Procedures

1. Return the library materials to the JMC Guard on-duty located at the Main Gate of the North Campus. Please get the full name of the guard who received the book.
2. Notify the library through email (*library@uerm.edu.ph*) that you returned the book at the JMC Guard. Please include the title/s of the book/s that you returned; the name of the guard, date, and time of return.
3. You will receive a reply confirming the receipt of the book/s.

Prepared by:

Approved by:

Maria Juliana N. Gasmen, RL, MLIS
Chief Librarian

Gemiliano D. Aligui, MD, MPH, PhD
Vice-President for Academic Affairs