



SEARCH AND SELECT

1. Browse the BSOP library collections through the Online Public Access Catalog (OPAC).
(<https://opac.bsop.edu.ph>)
2. Select the books that you would want to borrow by sending an email with the following bibliographic information - Title, Author and Call Number (shelf location) to :
(library@bsop.edu.ph)(raquel.cruz@bsop.edu.ph)
3. Or by filling out this form:
(<https://forms.gle/PTFzcRihu1e3R4jt9>)

PICK- UP YOUR BOOKS (Borrowing books)

1. You will be notified with an email upon receipt of your request or the filled-out Borrowing Request Form. An appointment date will be set for this on-site pick-up service.
2. Pick-up the checked-out books prepared by the Library Staff from the drop box located beside the library entrance door on the day of the appointment.
3. One must adhere to the health and safety protocols set by BSOP and the Valenzuela City LGU.
(Come to BSOP with Valtrace, face mask and face shield.)



DROP- OFF YOUR BOOKS (Returning books)

1. Fill-out this drop off form
(<https://bit.ly/3fQkOqt>)
2. Return the borrowed books in the designated drop box at the appointed schedule
3. Follow the health and safety protocols while inside the BSOP Campus.

