

## Policies on BSOP Library Services Available

Biblical Seminary of the Philippines (BSOP) students, faculty, staff and other qualified users can now Pick up & Drop-Off (borrow and return) materials at the guardhouse inside the BSOP Campus.

Reservation can be done by filling-out the online request forms for the following services:

### A. Pick up / Borrowing of Books

To place a request for borrowing of books in the BSOP Library, search the BSOP Library catalog (<https://opac.bsop.edu.ph/>)

Fill-out the BSOP Library Request Form for Borrowing Books - <https://forms.gle/hbZwwvF4xpbfulDE9>

A confirmation email will be sent to the patron once the books are ready for pick up. A Library Personnel will respond to the request and schedule the pick-up during regular office hours: Mondays – Fridays 8 am -5 pm

### Material Loan Policies

USER STATUS	LOAN POLICIES		
	Number of Books	Duration (Days)	Renewal (Times x Days)
Fulltime Faculty and Administrators	10	60	2x30
Students	5	30	2x14
AGST Students	5	30	2X14
AGST Professors, Non BSOP Faculty	5	30	1X30
Board members, Staff, Alumni	5	30	1x30
Other users	5	14	1X14

Request for borrowing of books will be on a first come, first served basis for BSOP qualified users. A book on loan may be recalled if there is an urgent need for class use.

Patrons can only borrow **General Circulation Books**.

To create a contact-free pickup of library materials, books and other library resources can be picked-up at a designated place in the BSOP Guardhouse. Health and safety protocols should be observed.

The borrower will be responsible for the loss and damage to checked-out books/materials. Charges for lost/damaged books will be assessed depending on its value.

Total charges = date due fine + charges for replacement + service/processing fee.

Out of print books will be charged ten times the original price or higher.

Example: Book overdue fine for 5 days (Php10.00/day) = Php50.00 + charges for replacement (book lost now costs \$30.00+ \$10.00 shipping (xPhp50.00) = Php2000.00 + service/processing fee = Php200.00  
Total = Php2,250.00

\*Refer to the Student Handbook 2020 for other fine charges.

The books to be picked-up will be carefully packed and labeled in an eco-bag provided by BSOP. Keep the bag in good condition and reuse it to return the borrowed materials from the library.

By availing of this Library service, you are agreeing to the above terms and policies

## **B. Drop Off / Returning of Books**

Please return your borrowed books to the BSOP Library on or before the due date to avoid overdue fines.

Pack the books carefully to return in the eco-bag provided by BSOP for borrowed materials.

For the convenience and safety of users, a Book Drop is provided in the BSOP Guardhouse to place materials to return to the Library. Observe health and safety protocols while inside BSOP Campus.

Before placing in the Book Drop the materials you will return to BSOP Library, fill-out the Drop off Form for BSOP Library Materials :

<https://forms.gle/qNafW6hhj8sX4Wsn6>

An email/text will be sent to you to confirm the receipt of returned materials.

By availing of this Library service, you are agreeing to the above terms and policies.

## **Contact Us**

If you have any questions or suggestions, do not hesitate to contact us at:

Tel No: (632) 8292 6795/98 loc. 124

Email: [library@bsop.edu.ph](mailto:library@bsop.edu.ph)

[raquel.cruz@bsop.edu.ph](mailto:raquel.cruz@bsop.edu.ph)