AUDIO VISUAL MATERIALS
Audio-visual materials are for room use but may be borrowed for classroom use by presenting a letter of request at least one day before its date of use.

DATABASE ACCESS
Electronic journals and online database are accessed via the Integrated Library System of BulSU (http://122.53.142.2:8001) website. Access to other electronic resources like STARBOOKS, INFOTRAC, EMERALD INSIGHTS, SCIENCE DIRECT, PHILIPPINE E-JOURNALS, SPRINGERLINK, and PROQUEST are via IP addresses authentication and is therefore limited to users accessing from within any Constituent Units of the University using computers connected to its network.

REFERRALS TO OTHER INSTITUTIONS
Students who wish to go to other libraries to supplement their research must secure a referral letter in their respective Unit library.

DRESS CODE
All library users are requested to observe proper dress code. Sleeveless, mini skirt, walking shorts, shorts, plunging neck mini skirt, walking shorts, shorts, plunging necklines and P.E uniforms are strictly prohibited. Library users who violate this rule will not be entertained.

BAGGAGE COUNTER
Library user shall be required to deposit their belongings to the counter as soon as they enter the library. Depository tags/numbers are to be given to the users. Lost tags numbers shall be replaced at cost.

LIBRARY PROPERY
Theft, defacement, mutilation or destruction of library property is subject to disciplinary action. Library user caught taking out library materials without permission shall be sanctioned.

CONDUCT WITHIN THE LIBRARY
Library patrons are requested to conduct themselves in the manner that will not disturb the peace and other of the library. SMOKING, EATING, SLEEPING, LITTERING AROUND are strictly prohibited.

For inquiries, contact:
Bulacan State University Library
Tel No: (044) 9197800 loc 1063
Email: library@bulsu.edu.ph
Website: http://www.bulsu.edu.ph/library/index.html
BULSU VISION AND MISSION STATEMENTS

VISION OF BULACAN STATE UNIVERSITY
The Bulacan State University is a progressive knowledge generating institution globally recognized for excellent instruction, pioneering research, and responsive community engagements.

MISSION OF BULACAN STATE UNIVERSITY
The Bulacan State University exists to produce highly competent, ethical and service-oriented professionals that contribute to the sustainable socioeconomic growth and development of the nation.

CORE VALUES: SOAR
Service to God and Community
Order and Peace
Assurance to Quality and Accountability
Respect and Responsibility

MISSION, GOALS AND OBJECTIVES OF BULSU LIBRARY

Mission
The Bulacan State University (BULSU) promotes literacy, cultural enrichment, and a sense of community by providing patrons with information resources, programs, expert staff assistance, and a hospitable place to exchange ideas.

Goals
1. To promote development of literacy among students and be an educational and reading center for the academic community by developing a collection of high-quality materials and a schedule of programs that stimulate learning and thinking.
2. To be both a center for access to technology and a knowledge navigator, promoting patrons' information literacy by helping them sift and evaluate information from many different sources. The library will maintain an up-to-date, reliable computer network with access to useful software.
3. To be a destination for students/faculty by offering a relevant collection of library materials, a pleasant place to meet friends and an impressive schedule of programs and activities.
4. To encourage students to use library resources to further their academic pursuits.
5. To strive to continuously improve service for the library clients.

6. To review regularly these goals of BULSU library and, if necessary, revise them in the light of new developments.

Objectives
1. To provide educational and instructional materials for the BULSU community.
2. To conduct library instruction for both student and faculty.
3. To acquaint the users on how to use the Online Public Access Catalog.
4. To acquire books and other library materials through purchase, gifts and exchange, or donation in line with the demand of the curricular programs of the University.
5. To establish linkages/networking/resource sharing with other institutions and organizations.

LIBRARY HOURS

Regular Semester
Monday - Friday
7:00 a.m. - 6:00 p.m.
Saturday
8:00 a.m. - 12:00 n.n
1:00 p.m. - 5:00 p.m
Summer and Semestral Break
8:00 a.m. - 12:00 n.n
1:00 p.m. - 5:00 p.m

ACCESS TO THE COLLECTION

ARRANGEMENT
Books: Library of Congress Classification System.
Periodicals: Arranged alphabetically by title and in chronological order.
Vertical File: Arranged alphabetically by Subject.
Theses: Arranged by author notation and coding.
Research: Arranged by coding.
Audio Visual materials: Arranged by coding.

GENERAL RULES AND REGULATION

1. BULSU bonafide students
   a. No students are allowed to enter the library without valid STUDENT IDENTIFICATION CARD.
   b. Student Identification Card is required in Check Out and Check In of library materials, both print and non-print.

2. BULSU Officials, Faculty, Employee and Alumni
   a. BULSU Identification Card
   b. Regular Faculty members/Employees of BULSU may borrow a maximum of three (3) books (Circulation section only) and one (1) fiction book for a month subject to renewal if not in demand. Part-time faculty may borrow a maximum of three (3) books for one week.

3. Off-Campus Researches
   a. Present valid school Identification card and a referral letter coming from the Chief Librarian of the School/College/University.
   b. Graduate School Library is not accessible during Saturdays.
   c. The BULSU Unit libraries do not entertain alumni and Off-Campus researchers during Mid-Term and Final Examination.
   d. Undergraduate students from other schools are not allowed to use the Graduate School Library.

BORROWING PRIVILEGES

ROOM USE
A maximum of 5 library materials from the Reserve Section and Thesis Section, Reference Section, General Circulation Section, and Periodical Section may be borrowed by a student for room use only.

PHOTOCOPY
A maximum of 3 library materials from the Reserve Section, Reference Section, General Circulation Section, and Periodical Section may be borrowed by a student for photocopy (for a maximum of 30 minutes). A library fine of P6.00/book per hour in excess of the 30 minutes allotted time for photocopying would be imposed.

OVERNIGHT USE
A maximum of 2 books from the General Circulation Section may be borrowed for overnight use and these must be returned to the library the following school day. Failure to return the borrowed book(s) on the due date shall be fined at P10.00 per day.

BOOKS
A. Circulation books may be borrowed and taken out of the Library for a period of time set in the library system. They are on open shelves where one is free to browse and make his/her selection.

B. Books in the Reserve Section either foreign or Filipiniana are for room use only but may be allowed for photocopy subject to approved library policy.

C. Fiction Books may be borrowed for a week and may be renewed twice, provided there is no prior reservation request made by another library user.

D. Reference Books are for room use or photocopy use only.

E. Filipiniana Books is it is open shelves. The rules and procedures on locating, borrowing, and returning Filipiniana books are the same as those that apply to Circulation books.

PERIODICALS
Periodicals are for room use or photocopy only. Maximum of 3 titles at a time.

CARTOGRAPHIC MATERIALS
Cartographic materials are for room use but may be borrowed for classroom use by presenting a letter of request at least one day before its date of use.

RESEARCH
Research materials are for room use only.