

External Services

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| Office or Division: | UMak-Library Learning Commons |
| Classification: | Simple |
| Type of Transaction: | Government to Citizen, Government to Government |
| Who may Avail: | Non-UMak users, UMak Students, and UMak Employees |

Request for access to Restricted Theses and Dissertations - Room Use Only

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|------------------------------------|
| 1. Proof of enrollment (Certificate of Registration, Identification Card) For UMak Employees – Valid I.D. | Center for Information Technology |
| 2. Duly Accomplished Theses and Dissertation Form (1 copy) Form link: https://docs.google.com/forms/d/1FLzICGla1yjOPI6eA8vjAvJ2V7kVhL3iRc4m56HMRMs/edit | UMak-Library Learning Commons |
| 3. If the requesting party is Non-UMak, a Conforme shall be submitted to the Library signed by the adviser of the Thesis/Dissertation. | Adviser of the thesis/dissertation |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|-----------------------|
| For UMak students and employees | | | | |
| 1. Inquire with the designated librarian on the | 1. The designated librarian will provide a list of | None | 5 minutes | Library Personnel and |

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| topic the patrons want to research. | theses titles for the patrons to choose from. | | | Designated Special Collection Librarian. |
| 2. Accomplish Theses and Dissertation Request form and submit Valid I.D. | 2. Verify I.D. presented. Collect accomplished form after usage | None | 5 minutes | Library Personnel and Designated Special Collection Librarian. |
| 3. Locate the desired titles from the list and request to pull-out topics from the restricted thesis/dissertation shelves. | 3. Personnel will be the one to locate and pull-out the requested materials from the restricted theses and dissertation shelves. | None | 5 minutes | Library Personnel and Designated Special Collection Librarian. |
| 4. Return the borrowed resources to the librarian and accomplish the book card found at the end sheets of the title. | 4. The librarian will process the returned resources and return the titles in the shelves. | None | 5 minutes | Library Personnel and Designated Special Collection Librarian. |
| TOTAL: | | | 20 minutes | |
| For Non-UMak members | | | | |
| 1. Present and submit a signed Conforme from the thesis/dissertation adviser. | 1. Personnel will collect the documents | None | 5 minutes | Library Personnel and Designated Special Collection Librarian. |
| 2. Inquire with the designated | 2. The designated | None | 5 minutes | Library Personnel |

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|--|--|------|-------------------|--|
| librarian on the topic the patrons want to research. | librarian will provide a list of theses titles for the patrons to choose from. | | | and Designated Special Collection Librarian. |
| 3. Accomplish the theses/dissertation form and submit valid I.D. | 3. Verify I.D. and collect accomplished form after usage. | None | 5 minutes | Library Personnel and Designated Special Collection Librarian. |
| 4. Locate the desired titles from the list and request to pull-out topics from the restricted thesis/dissertation shelves. | 4. Personnel will be the one to locate and pull-out the requested materials from the restricted theses and dissertation shelves. | None | 5 minutes | Library Personnel and Designated Special Collection Librarian. |
| 5. Return the borrowed resources to the librarian and accomplish the book card found at the end sheets of the title. | 5. The librarian will process the returned resources and return the titles in the shelves. | None | 5 minutes | Library Personnel and Designated Special Collection Librarian. |
| TOTAL: | | | 25 minutes | |