

External Services

Request for Use of the E-Library

This service provides bona fide University of Makati students, faculty, and employees to use e-library computer units and instructional devices for presentations, to browse the internet, and to access and utilize the University's digital library, e-resources, and various subscribed databases.

Office or Division:	Library Learning Commons			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	UMak Students and UMak Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>1. For students- any of the following: Official proof of enrollment (e.g., valid ID, Certificate of Registration (COR), University Email Account</p> <p>For UMak Employees- any of the following: valid ID, University Email Account</p>		<p>Office of the University Registrar</p> <p>Human Resources Management Office</p>		
<p>2. Duly Accomplished E-Library Computer Service Request Form</p> <p>Form Link: https://docs.google.com/forms/d/1UkH_QGJfonElrFe1UF_6uoEL8oIpirwV_gjMySze8EXo/edit</p>		UMak Library Learning Commons		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid I.D. to the librarian for verification.	1. Verify the identity and library privileges of the client.	None	5 Minutes	<i>Library Personnel</i> Information Services and Instruction Section, Main Library or College / Unit Libraries
2. Submit duly accomplished E-Library Computer Service Request Form to the librarian.	2. Escort the patron to the E-Library Section and provide the requested equipment to the client.	None	5 Minutes	<i>Library Personnel</i> Information Services and Instruction Section, Main Library or College / Unit Libraries
TOTAL:			10 Minutes	