



UNIVERSITY OF THE PHILIPPINES MANILA

University Library

University Library Bldg., UP Manila Compound, Pedro Gil St., Ermita, Manila, 1000 Philippines
Tel. No.: (632) 5264253 Fax No.: 5265847 Website: <http://lib.upm.edu.ph/>



27 March 2017

MEMORANDUM

TO : ALL LIBRARY STAFF

THRU : THE HEAD LIBRARIANS
Unit Libraries

SUBJECT : **LIBRARY FINES AMNESTY DAY**

In celebration of the 95th Founding Anniversary of UP Libraries, the **(UNIVERSITY LIBRARY, UP MANILA)** is offering a **One Day Library Fines Amnesty** on Friday, **March 31, 2017**, allowing students, faculty, and staff to return borrowed books, no matter how long overdue, without late fees.

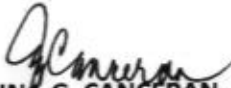
The objectives of this library fines amnesty program are to recover overdue and unreturned library books, and restore the borrowing privileges of University constituents who incurred fines for materials borrowed from the library.

All library staff, especially those assigned at the circulation services, are hereby advised to strictly follow the Guidelines below for the successful implementation of this program:

- The Library Amnesty is for ONE day only (31 March 2017). Fines for all overdue books returned during this date shall be waived.
- All University Libraries and College/Unit Libraries in the UP System (from Baguio to Mindanao) are participating in this amnesty program.
- All users (students, faculty, staff) with overdue books in any library within the UP System are covered by the amnesty.
- The amnesty only covers overdue books that have been returned in good condition. Lost and damaged books are not covered by the amnesty.

Kindly disseminate this information to all your students, faculty, and staff through different channels and media. Attached is a pub-mat which you can use to promote this program.

Thank you for your usual cooperation.


GINA G. CANCERAN, MLIS
University Librarian