





## Signing of Clearance for Students Procedure





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Student presents his/her clearance together with the library card (for students with library card).



Librarian/Student assistant checks the database for any unreturned book/accountability in the library.



If he/she has no accountability, the librarian stamps the clearance and affixes his/her initials.



If the student has unreturned book/accountability, he/she returns the book/pays his/her dues.



If the due is less P100.00, student pays directly to the librarian and signs in the logbook of fines. If it is p100.00 and above, the librarian issues order of payment and student pays at the cashier.



Librarian stamps the student's clearance and affixes his/her initials upon the latter has presented his official receipt of payment.