



**De La Salle University-Dasmariñas
Aklatang Emilio Aguinaldo**



Permit to Hold Research Activities in the Library	
Date Filed:	Date of Research:
Topic of Research:	Department:
Course Code:	Time:
No. of Students:	From To
Library Section: <input type="checkbox"/> IRC/Filipiniana <input type="checkbox"/> Periodical <input type="checkbox"/> Reference & Information <input type="checkbox"/> Reserve/Humanities <input type="checkbox"/> Science/Social Science <input type="checkbox"/> Thesis	
Name & Signature of Faculty :	

Received by : _____
(Section in-charged in the Library)

Policies and Procedures in Conducting Research Activities in the Library

1. Faculty member should fill-out the form for conducting class research activities in the library a day before the intended schedule.
2. Form should be received and signed by the section head for record purposes.
3. Two classes can be accommodated per class period.
4. Checking of student attendance and other instructions should be done in the classroom.
6. Faculty member should be around on the specified time of research to monitor their students.
7. Per library policies, Library rules must be observed at all times and the "Culture of Silence" must always be practiced.