



# Curbside Pickup Service

The library system offers a Curbside Pickup service. This service allows you to borrow and pick up books at the designated station in your respective campus libraries.

## How does it Works?



Search for the references using the WebOPAC.  
[www.library.usc.edu.ph:8080](http://www.library.usc.edu.ph:8080)



Request the titles that you need by sending an email to your Librarian or fill up the request form.

<https://forms.gle/PRDcAKiyFHNVLjvS6>

Wait for the email/SMS notification from the Librarian for the requested titles which are available for pickup.



Respond to the email notification or contact your Librarian once you're ready to collect/pick-up the references for them to place these at the designated area.

Pick up time and day is within office hours: 8:00 AM – 4:00 PM Monday to Friday.  
The Designated pick up place will be at the entrance of the libraries (Bonk, Education, and Law) and the LRC guard station

## Whom/How to contact?

Librarian	Contact information
<b>Downtown Campus</b>	
Mark Francis Onde Systems Librarian / Law Librarian	2300100 loc 569 <a href="mailto:mfgonde@usc.edu.ph">mfgonde@usc.edu.ph</a>
Divina Tenorio SBE Librarian / AV DC Coordinator	2300100 loc 570 <a href="mailto:dctenorio@usc.edu.ph">dctenorio@usc.edu.ph</a>
<b>South Campus</b>	
Mary Minette Rendon SHS SC Librarian / Education Librarian	2300100 loc 742 <a href="mailto:mbrendon@usc.edu.ph">mbrendon@usc.edu.ph</a>
<b>Talamban Campus (LRC)</b>	
Jesell Monquez SHS NC Librarian / GenRef & Circulation Librarian	2300100 loc 198 <a href="mailto:jimonquez@usc.edu.ph">jimonquez@usc.edu.ph</a>
Jacquelyn Gabat Humanities Librarian	2300100 loc 197 <a href="mailto:jagabat@usc.edu.ph">jagabat@usc.edu.ph</a>
Marciana Marinas Science & Technology Librarian	2300100 loc 193 <a href="mailto:mrmarinas@usc.edu.ph">mrmarinas@usc.edu.ph</a>
Irish Concepcion Social Science Librarian/EducationUSA Adviser	2300100 loc 199 <a href="mailto:igconcepcion@usc.edu.ph">igconcepcion@usc.edu.ph</a>

**NO LIBRARY ACCOUNT?  
AFRAID YOUR ACCOUNT IS BLOCKED?**

call us and we will figure a way to work with you.

## What is the pickup process?



1. Drive safely to the respective campus in the identified library to pick-up the references.
2. Inform the librarian of your scheduled day and time to pick up the references or call the Librarian to be notified of your arrival in picking up the references.
3. Walk to the library entrance where your requested references are placed on the designated table ready for pickup.
4. Sign the borrower's form (list of references and due date) prepared by the librarian.
5. Remember to isolate the package for 72 hours or 3 days before opening.