



MINISTRY OF EDUCATION AND CULTURE  
SURABAYA STATE UNIVERSITY  
**LIBRARY TECHNICAL MANAGEMENT UNIT**

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**CIRCULAR LETTER**  
**THE DIRECTOR OF CENTRAL LIBRARY**  
SURABAYA STATE UNIVERSITY  
Number: B/5875/UN38.14/HM.03/2021

ABOUT

**ADDITIONAL DAYS AND TYPES OF LIBRARY SERVICES**

Based on:

1. Results rapimtas (leadership limited meeting) about ASIIN (International Accreditation) dated January 20, 2021 which decided that all the task that was entrusted to PIC / officer / team appointed should be ready / finished / final in January, 2021.
2. Matrix suggestion of ASIIN FMIPA that they realized that the Head of Library Unit Unesa as PIC must escort Improvement and Service Hours post it on Web sites in at least two languages (Indonesian and English).
3. Results of the Evaluation Meeting on February 2, 2021 concerning Fulfillment of Documents for ASIIN Unesa.

Policy delivered about services at the Central Library, State University of Surabaya as follows:

1. Starting in February 2021 the Office services Library State University of Surabaya (in **Y Building**, Lidah Campus and in **F1-F4 buildings**, Ketintang Campus) are usually only open five days in a week (Monday - Friday), add 2 service days, Saturday and Sunday (**open 7 days a week, Monday-Sunday**). Especially on **holidays and national collective leave** according to government regulations, service days are eliminated (**closed**).
2. Hours of **OFFICE** service **Monday-Friday** 6.5 hours (**08.30 am to 03.00 pm**) and **Saturday-Sunday** 3.5 hours (**08.30 to 12.00 am**). Office services include: (1) returning books / paying fines (online and offline), (2) free library management for graduation requirements (online and offline), (3) reading and / borrowing circulation collections (books), (4) reading collection of KKI (thesis, thesis, and dissertation), and (5) **borrow a library meeting room with a capacity of 6-80 participants**.
3. Hours of **ONLINE service** (online) **is open 24 hours** a day through <https://library.unesa.ac.id/> pages that include services: IOPAC, Dissertations, E-JOURNAL, and E-BOOK.

We say thank you for your attention and good cooperation.

Surabaya, February 2, 2021

Director of Library,



Dr. Suroto, M.A., Ph.D.

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