

**The Procedural of Guest Reception**  
**Universitas Gadjah Mada Library and Archives**

1. To request a visit at UGM Library and Archives, please submit a formal letter to the **Head of UGM Library and Archives** via email at: [library@ugm.ac.id](mailto:library@ugm.ac.id) or [arsip@ugm.ac.id](mailto:arsip@ugm.ac.id)
2. The visit request letter should include the following information:
  - Institution's name;
  - Number of participant;
  - Purpose of the visit;
  - Topic to be discussed during the visit;
  - Day, date, and time of the visit;
  - Name and contact number(s) of the coordinating person(s) for the visit.
3. The visit request letter should be received by UGM Library and Archives **at least 7 (seven) days** before the scheduled visit
4. Complete the visit reservation form
5. ***Surat Perintah Perjalanan Dinas*** (SPPD) or **Travel Order Letter** guidelines:
  - The signing will only be done for SPPD that has been completed in accordance with the number of attending participants and the visit date,
  - Attach the assignment letter.
6. Please arrive on time and in neat or formal attire.
7. Visitor Reception Schedule at UGM Library and Archives:
  - **Tuesday: 9:00 AM - 11:00 AM WIB**
  - **Thursday: 9:00 AM - 11:00 AM WIB**Visitor receptions are available from February to November.
8. Visitor receptions will be combined with other visiting groups if the days/dates coincide due to time and space limitations.
9. To make a visit reservation, please fill out the following link:  
<http://ugm.id/reservasikunjungan>