



UNIVERSITY OF THE PHILIPPINES

BAGUIO

Gov. Pack Road, Baguio City

KNOW YOUR LIBRARY



FOREWORD

This guide to our Library is for you. The U.P. Baguio Library Staff prepared it with your convenience in mind.

This guide provides information on Library rules and regulations, including detailed procedures on the use of the resources and facilities of the Library. We hope that you will find this guide helpful in your pursuit of higher education.

Although we have tried to include all the essential information that you need to know about the Library, there is a great deal more to learn about the Library and how to use it effectively. Please do not hesitate to approach the Library Staff if you need additional help. We shall do our best to provide the information and assistance that you need.

The LIBRARY STAFF

UNIVERSITY OF THE PHILIPPINES BAGUIO

©2008

Produced by the Library

UNIVERSITY OF THE PHILIPPINES BAGUIO

GENERAL RULES AND REGULATIONS

- Silence shall be observed at all times in all parts of the Library.
- Loud discussions, smoking, eating, playing cards, or engaging in other activities disruptive of Library operations are strictly prohibited.
- Students shall be subjected to disciplinary action for any of the following acts: (a) any form of dishonesty, deception or fraud in borrowing/using Library materials; (b) gross and deliberate discourtesy; (c) damaging or defacing Library property; (d) unlawful taking of Library property.
- Students are required to present their duly countersigned ID cards when entering the Library and checking out any library material.
- Any person who lends his/her Identification Card shall have his/her Library privileges suspended for not more than one semester. Similarly, any user who uses an Identification Card not his/her own will be subjected to the same penalties.
- Students caught defacing, mutilating or stealing any Library material or property will be fined and required to replace the same or pay the replacement and processing cost. In appropriate cases, the additional penalty of suspension or expulsion shall be imposed.
- Bags, attaché cases, knapsacks, and other big containers must be deposited at the baggage depository.
- Wet umbrellas should not be brought inside the Library.
- Students should present books and personal belongings for inspection upon leaving the Library.
- Students are reminded to use the comfort rooms properly.
- Students are advised to read notices and be guided accordingly by notices posted at the service areas.
- A student who fails to settle his or her Library accounts will not be: (a) allowed to register; (b) permitted to use the Library; (c) issued a University clearance.
- Mobile phones must be switched off or put on silent mode when inside the Library.



LIBRARY RESOURCES AND SERVICES

RESERVE COLLECTION

The Reserve Collection consists of required and collateral readings recommended by the faculty. It is a collection of books, photocopied and mimeographed materials and typescripts. A subject/course catalog tells you what materials are in the Reserve Collection. It provides information on author and title; course for which the title has been reserved; and number of copies available.

Borrowing Privileges and Procedures. Only students with duly countersigned IDs may borrow from the Reserve Section. In order that more students may have the opportunity to use Reserve materials, all loans are limited to one hour within the reading room or overnight use after Library hours.

Room use. Request for a book by author or title. If the book is available, write your full name and student number on the book card. Leave your ID and book card with the desk assistant.

Lending Hours: *Monday to Saturday*
8:00 a.m. – 12:00 a.m., 1:00 p.m. – 5:00 p.m.

Overnight Loan (Reservation). A student may reserve a book for overnight use provided reservation is still open. Always check the “closed for overnight reservation” list board. Fill out an overnight reservation slip and hand it together with your ID to the staff at the reservation desk. Get duly approved slip and wait for overnight claiming hours:



Reservation Hours: *Monday to Saturday*
8:00 a.m. – 12:00 a.m., 1:00 p.m. – 1:50 p.m.

Overnight Loan (Claiming). To claim your book, present your duly approved reservation slip and ID to the staff. Write your name and student number on the book card and hand it back to the staff.

Claiming Hours: *Monday to Saturday*
2:00 p.m. – 5:00 p.m.

Returning. Return a room–use Reserve book within the one-hour loan period and claim your ID. Reserve books borrowed overnight must be returned on or before 9:00 a.m. the following day. Books borrowed on Saturdays are due on or before 9:00 a.m., Monday. Books borrowed on days preceding holidays are to be returned on or before 9:00 a.m. on the day the Library opens after the holiday.



Fines. Any person who fails to return an overnight Reserve book shall pay a fine according to the following schedule:

For the first hour or fraction thereof, after the hour appointed for return, one peso (P1.00); for every hour thereafter, five pesos (P5.00) ; for each full day, fifty pesos (P50.00) inclusive of Sundays and holidays. Failure to return on time three (3) Reserve materials will mean a two-week suspension of overnight privileges; a second suspension is the last, and the overnight privilege for the rest of the current semester/summer is automatically canceled. For room-use books not returned within the specified one-hour loan period, the borrower will be subsequently charged a P5.00 fine per hour.

Other rules and regulations governing the Reserve Collection

1. A student is allowed to make two (2) overnight reservations a day and to make the reservation only in his or her name.
2. Overnight reservations should be claimed personally by students who made the reservations.
3. A student is not allowed to reserve the same material/s for two (2) consecutive days.
4. Failure to present the overnight reservation slip automatically cancels a reservation.
5. No room-use reservation is allowed.
6. Graduate students are allowed to reserve and claim books anytime during the day. Books borrowed overnight should, however, be returned on or before 9:00 a.m. the following day.
7. Repeated violation of lending rules will be justification for the suspension of the student's Library privileges.



CIRCULATION BOOKS

These are books that may be borrowed and taken out of the Library for a two-week period. They are on open shelves where you are free to browse and make your selection.

Locating a Circulation Book. One of the first steps to locate a book is to know its call number, which you can get from the Online Public Access Catalog (OPAC). Once you have noted the call number, you may go to the shelves and get your book. If you cannot locate it, inquire at the circulation loan desk—the book may be out on loan, for binding or repair, or in the stacks awaiting reshelving. Books with 'In-Process' status should be checked with the Technical Section staff. If you have no particular title in mind, you may go directly to the shelves and browse through the books on a particular subject. There is no need for you to reshelve circulation books used. Just leave them on the tables provided for in the reading areas and the Library staff will gladly do the shelving for you.

Borrowing a Circulation Book. When you have selected a book from the open shelves, write your full name and ID number on the book card. Present the book together with your ID card at the Circulation desk for proper charging.

Loan Period. Undergraduate students may borrow a maximum of five (5) circulation books for a period of two weeks. Graduate students may borrow not more than ten (10) books at a time for a period of two weeks.

Renewing and Reborrowing. A book loaned for a two-week period may be renewed if no reservation has been made for it. A book renewed for another two (2) weeks may only be borrowed again three (3) days after it has been returned.

Reservation. If the book you need is out, you may place a reservation for it by filling out a reservation slip. When the book has been returned, you will be notified through the personal reservation

board (located near the Circulation desk) where your reservation slip will be posted. If the book is not claimed within three days after the reservation slip is posted, the reservation is automatically canceled.

Returning Books. Present the book to the staff in charge at the Circulation desk. You do not need to present your ID when returning books unless these are overdue.

Loan and Return Hours:

Monday to Friday
8:00 a.m. – 6:00 p.m.

Saturday
8:00 a.m. – 12:00 a.m., 1:00 p.m.

– 5:00 p.m.

Fines. Any person who fails to return any general circulation book on its due date or after recall shall pay a fine of P 2.00 a day, exclusive of Sundays and holidays.



FILIPINIANA COLLECTION

The Filipiniana collection consists of printed materials and manuscripts about the Philippines or written by Filipinos. It is on open shelves. The rules and procedures on locating, borrowing and returning Filipiniana books are the same as those that apply to Circulation books.

Filipiniana books are to be consulted inside the Filipiniana Section, unless they are borrowed for two weeks or are to be photocopied. If you wish to photocopy a material, write your name on the book card & leave it together with your ID to the staff in charge.

NSO Materials. As the established NSO Information Center, statistical materials like censuses, surveys, etc. are available for room use only.

Cordillera Special Collection Library. Contained in this section are materials about the Cordillera region. These materials are available for Room use only and are on closed shelves.

To borrow materials, check the OPAC for the title, author and call number of the book that you need. Hand in these data to the staff-in-charge at the Filipiniana Section.

University Archives. The University Archives consists of theses, publications published by UP Baguio, and other documents originating from the University. These materials are available for room use only. Photocopying is not allowed. The Filipiniana Section staff-in-charge will assist you if you need materials from this section.

REFERENCE BOOKS

Reference books are printed materials, which are consulted for specific information: encyclopedias, dictionaries, atlases, almanacs, yearbooks, etc. All reference books are on open shelves and are for room use only. Reference books should be reshelved in their proper location after use.

SERIALS

Important sources of current information are newspapers, magazines and journals issued periodically. These are collectively called serials. To borrow a serial, fill out a periodical call slip and present this with your ID to the Desk Assistant. Your name will be called when your request is ready. Consult the Serials Checklist to verify the availability of the serial you need. If you do not have a specific title in mind, you may consult published indexes for materials on your subject such as the Index to Philippine Periodicals, the Catalog for Indexed Periodicals, or the Computerized Index to Philippine Periodical Articles in CD-ROM which are available at the Filipiniana Section. These indexes list articles alphabetically by subject. All serials are for room use only. These can be borrowed, however, for photo duplication for thirty (30) minutes upon approval of the desk assistant.



* **Newspapers.** Current as well as back issues are available at the Serials Section.

* **Clippings.** The Library has a large collection of back files of newspaper clippings on various subjects. These are filed in steel cabinets in the Serials Section, and may be borrowed for overnight use. Rules governing use of clippings are the same as those that apply to Reserve materials.

MEDIA SERVICES

The Library has a wide collection of video and audio tapes, slides, newspaper microfilms, and CD-ROMs.

Audio Visual Materials. Video and audio tapes, slides, transparencies, CD-ROMs are available at the Technical Section and may be borrowed for classroom use.

CD-ROMs. Multimedia and computerized databases available on CD-ROM may be viewed at the Filipiniana Section. Printout of search results may be requested at P 5.00 per page. Note the entry numbers or pages of the citations you may want to print.

Accompanying CD-ROMs of some books may be borrowed from the Technical Section for a period of 2 weeks.

Microfilms. 1995 to 1999 issues of the Philippine Daily Inquirer and Baguio Midland Courier in microfilm are accessible at the Serials Section. Request the Library Staff to assist you when using the microfilm reader for the first time. A fee of P4.00 per sheet is charged for microfilm printouts.



INTERNET SERVICES



The Library also provides computers for Internet access. Internet use shall, however, be limited to research and educational purposes. Chatting and pornographic search are strictly prohibited.

Other rules and regulations governing Internet access

1. Service shall be on first-come-first-served basis with only one user per terminal.
2. A fee of 15.00 per hour or a fraction thereof will be assessed.
3. Computer printouts are charged P 5.00 per page.

4. Downloading of data in flash drives/usb is not allowed.
5. Schedule of printing is:
8:00 a.m. – 11:40 a.m., 1:00 p.m. – 4:40 p.m.

* Please inform staff ahead of time should you want to avail of the printing services.

ELECTRONIC JOURNALS and ONLINE DATABASES

Electronic journals and online databases are access via the UP Diliman Main Library website ([Http://mainlib.upd.edu.ph](http://mainlib.upd.edu.ph)). Access to these electronic resources is via IP addresses authentication and is therefore limited to users accessing from within any of the University's Constituent Units using computers connected to its network.

CORDILLERA/NORTHERN LUZON ARCHIVES

The Cordillera/Northern Luzon Archives consists of materials about the Cordillera region and other places in Northern Luzon. These materials are available fro room use only. The archives is located at the basement of the Library. It is open daily, from 1:00 to 5:00 p.m.

GRADUATE RESOURCE CENTER

The Center caters exclusively to the information & research needs of graduate students. It is located at the 3rd floor of the Isabelo de los Reyes building.

The Center is open on:

Wednesday, Thursday, Friday

4:00 p.m. – 6:00 p.m.

Saturday

9:00 a.m. – 2:00 p.m.

3:00 p.m. – 6:00 p.m.

LIBRARY HOURS DURING FINAL EXAMINATIONS

The Library extends services beyond the regular opening hours during final examinations. It is open the whole day on Sundays and from 8:00 a.m. to 7:00 p.m. on Monday to Saturday.

IDENTIFICATION

The barcoded Identification Card (ID), issued by the Office of the University Registrar and duly countersigned by the Library Staff is your permit to enter and use the facilities of the Library. The countersigned ID should also be presented to the desk assistants when checking out Library materials.

LOSSES

A book which was lost or damaged badly should be reported at once to the Section from which it was borrowed. Any person who loses a book shall either replace it with the same title or a good photocopy or replace it within thirty (30) days by another title to be selected by the librarian, or pay its current replacement value. In all cases the person shall pay a fine equivalent to 50% of the cost of the book.

Getting Started

User Information

Profiles of students, faculty and staff of the University, including Login accounts (e.g., usernames, passwords) and other personal information (e.g., name, user group, college, email address) are maintained in the local database of iLib.

Implementation of the iLib varies from one UP Constituent University to another.

To access iLib, open your web browser and type the server URL in the address bar.



Figure 1: Website URL

Logging On

In general, researchers are not required to login to iLib to use the basic features of the OPAC. However, students, faculty and staff of the University can login to access the special feature of the system.

Note: Students, faculty, and staff may obtain their username and password from the Library

To login to iLib, enter your *username* and *password* in the respective textboxes on the upper right section of the site (as shown in Figure 2), hit "Enter" or click the "login" button.



Figure 2: Login Form

System Menu

By default, all users accessing iLib will see a common interface and the same set of menu options (shown in Figure 3).



Figure 3: Common Interface and Main Menu

The main menu appears on the left side of the screen, with “Online Catalog” and “Visitors Area” as the main menu groups (highlighted in Figure 3). Option to log-in is also available on the upper right section of the site.

Once logged-in, you will see an additional menu group called “My Library” in the main menu (highlighted in figure 4).



Figure 4: Main Menu for Logged-in user

A welcome message with your login name will also be displayed on the upper right section of the site.

A detailed description of each menu item is covered in Section 4 (Graphical User Interfaces).

Changing Username and Password

Request for update user profile or change of password should be coursed to your iLib System Administrator.

Exit System

When you logged-in to iLib, you are advised to logout after using the system to prevent other users from using your account. To logout, simply click the "Logout" button available at the top-right section of the site (Figure 4).

You may also choose to close your web browser to terminate the browser's active session with iLib. This is an alternative means of logging-out of the system.

Graphical User interfaces

This section describe in detail all the user interfaces and functionalities available in the Online Public Access Catalog module.

The default interface of iLib is the "Basic Search". Below the Basic Search form is the "What's New?" section where all announcements, notices, and important messages are displayed.

Online Catalog

The Online Catalog is the first menu group available in the main menu. The menu group, being the major component of the OPAC Module, provides users with two (2) different search options, a facility to manage bookmarked items, and an interface for viewing new acquisitions list.

Basic Search

The Basic Search provides a simple search form with one (1) search box and an option to search in specific fields. (shown in Figure 5)

To begin a search, simply type your search expression in the search box and click the "Search" button or hit the "Enter" key (Carriage Return) on your keyboard.

Using the drop-down menu, you can limit the search in a particular field. Search fields available are: Author, Accession Number, Call Number, ISBN/ISSN, Publisher, Title, and Any Field. The default search field is the Title field.

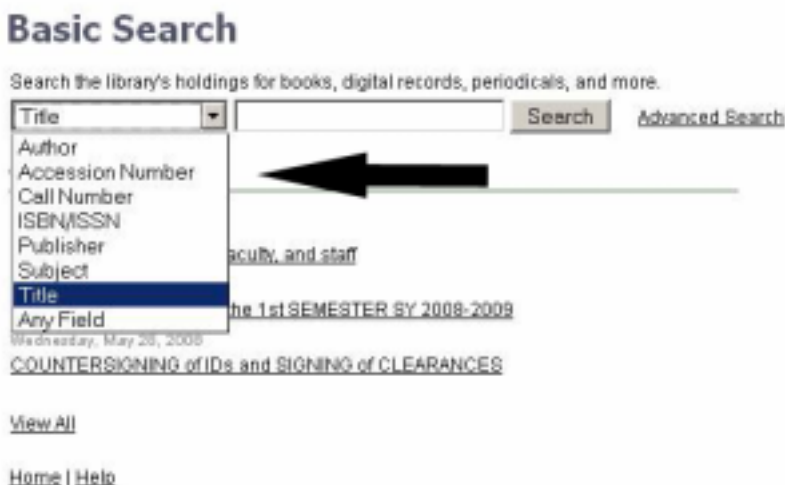


Figure 5: Basic Search Interface

Some useful search how-to's:

When searching for a specific title, enter the complete title:

Atlas on comparative vertebrate anatomy

or just keywords within the title:

Atlas vertebrate anatomy

For author search, enter the full name of the author in any order:

Ambeth Ocampo or Ocampo, Ambeth

When searching for accession number, enter the complete accession number:

BC-50098; BG-11935

For call number search, enter the complete call number:

QA 76.5 A42 2002 or QA76.5A422002 (without spaces)

or just the beginning of the call number if you wish to get titles of the same classification number:

QA 76.5 or **QA76.5** (without space)

For ISBN and ISSN search, enter the 10-digit/13-digit ISBN or 8-digit ISSN:

971-8967-33-8 or 9718967338 (without the hyphens)

When searching for a publisher's name, enter the complete name of the publisher:

Pearson Education asia

or just major keyword/s in the publisher's name:

Pearson

For subject searches, enter the complete subject entry in a subject heading from:

Economics-Philippines- History

or just keyword/s / phrases within the subject

Economics Philippines

Search Tips:

- 1) You can change the sequence of the keywords in your search and still get the same result. This applies for search in the fields Title, Author, Publisher, Subject, and Any Field.
- 2) Punctuation marks and other special symbols, when part of the search word, such as: colon(:), comma(,) semi-colon(;), period(.), question mark(?), tilde(~), back tick(`), exclamation point(!), at sign(@), number sign(#), dollar sign(\$), percent sign(%), caret/hat sign(^), hyphen(-), plus sign(+), open and close parenthesis(), square brackets[] , curly braces{} , vertical bar(|), backslash(\), forward slash(/), greater than and less than symbols<>, and double quotation marks("), are ignored.
- 3) To do a right-truncated search, append an asterisk(*) immediately after the search word. Example: When you enter *ECONO** as your search word, you will get all records with words beginning with *ECONO*, such as *ECONOMICS*, *ECONOMETRICS*, etc. (Note: this search technique does not apply when searching for accession numbers).
- 4) Search in any of the fields is case-insensitive (uppercase or lowercase).

For a broad search in the database, use the Any Field option. The Any Field search will search all major fields in the database, such as, Author, title, Publisher, Subject, General Notes, Content Notes, Series, and Abstract/Summary.

Advanced Search

For more complex search requirements and very specific search inquiries, an Advanced Search interface is provided. Using this interface, you can combine search expressions and select from a number of search limits.

The advanced search interface (figure 6) includes three (3) search boxes, three (3) drop-down menus for search fields, and two (2) drop-down menus for Boolean Operations that allow you to combine search expressions. Fill-in one (1) or all of the search boxes and select specific fields for each search expression, then combine the search expression using Boolean Operations AND or OR.

Advanced Search

The screenshot shows the Advanced Search interface with the following components:

- Search Fields:** Three rows for Title, Author, and Subject, each with a search expression box and an AND operator dropdown.
- Location:** A dropdown menu set to "Any Location".
- Type:** A dropdown menu set to "Any Type".
- Format:** A section with checkboxes for book, serial, map, music, article, computer file, visual material, mixed material, and thesis.
- Date:** A section with two date input boxes, a "TO" dropdown, and a "Records Page" dropdown set to 15.
- Buttons:** "Search" and "Reset" buttons at the bottom.

Figure 6: Advanced Search interface

To illustrate how to use the different options available in this interface, we will use the two common types of information search, namely: *known-item* Search and *Subject Search*.

A *Known-Item Search* is when at least certain information about the records being searched are known, e.g., title or author. On the other hand, a *Subject Search* is a type of search where unknown items, which may satisfy an information need, are being searched for.

Figure 7 shows a Known-Item Search using the Advanced Search Interface.

The screenshot shows the Advanced Search interface with the following components:

- Search Fields:** Three rows for Title, Author, and Subject. The Title field is set to "Introduction to sociology" and the Author field is set to "Randall Stokes". Both have AND operators.
- Location:** A dropdown menu set to "Any Location".
- Type:** A dropdown menu set to "Any Type".
- Format:** A section with checkboxes for book, serial, map, music, article, computer file, visual material, mixed material, and thesis.
- Date:** A section with two date input boxes, a "TO" dropdown, and a "Records Page" dropdown set to 15.
- Buttons:** "Search" and "Reset" buttons at the bottom.

Figure 7: Known-Item Search Sample

To search for a known title and author, enter the title in the first search box and select "Title" in the first drop-down menu (by default, Title is already selected in the first drop-down menu in the Search Field column).

Next, enter the name of the author in the second search box and select "Author" in the second drop-down menu (by default, Author is already selected in the second drop-down menu in the Search Field column).

Next, select "AND" in the Boolean operation drop-down menu (by default, Boolean AND is already selected in the first drop-down menu in Operator column).

Using Boolean AND operator to combine the two search expressions means that the database will only return records with title "introduction to sociology" written by the author "Randall Stokes". Using Boolean OR operator, on the other hand, will retrieve all records with title "introduction to sociology" written by "Randall Stokes" and/or records with the same title written by other authors, and/or other works written by "Randall Stokes".

Generally, using Boolean AND operator to combine search expressions will yield low recall (few records returned) but with high precision (highly relevant results). On the other hand, using Boolean OR operator will yield high recall (more records returned) but with low precision (only a few relevant records from the total records returned by the search).

Figure 8 shows a Subject Search using the Advanced Search interface.

Search Field	Search Expression	Operator
Subject	tagalog language	OR
Subject	filipino language	OR
Subject	pilipino language	

Figure 8: Subject Search Sample

To search for a subject, enter a keyword or phrase in any of the three (3) search boxes. You may combine search expressions by filling-in two (2) or all three (3) of the search boxes in the form and selecting the desired Boolean operator to use.

Figure 8 shows a combination of three (3) search phrases using Boolean OR operator. In this search strategy, the database may return records where any or all of the three search phrases appear in the subject field.

For a more complex search requirement, other options are provided to narrow down your search.

The following figures show other search options available in the Advanced Search.

The Location drop-down list (*Figure 9*) provides an option to narrow down the search to a specific location or library unit. By default, any Location is selected which means the search will retrieve all records matching the search expression found in any of the libraries available in the list.



Figure 9: Location Drop-down List

The Type drop-down list (Figure 10) provides an option to narrow down the search to a specific Type of Circulation material. By default, the Any Type option is selected which will search all materials matching the search expression regardless of the Circulation type.

Typical circulation types include: Circulation book or Filipiniana Book(two-week book); Reserve Book (overnight use only); Reference Book; and Room-Use Only.

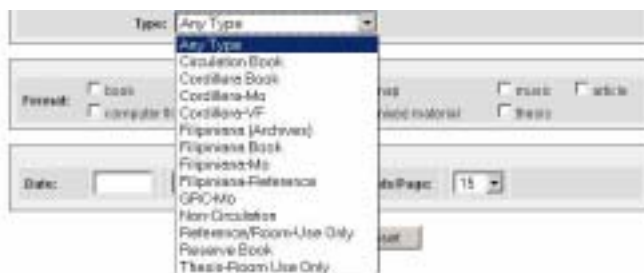


Figure 10: Circulation Type Drop-down List

The Format section (Figure 11) provides an option to limit your search to specific types of materials. Clicking on any of the checkboxes will limit your search to that specific material type. By default, no checkbox is selected which means your search will retrieve all relevant records matching the search expression regardless of the material.

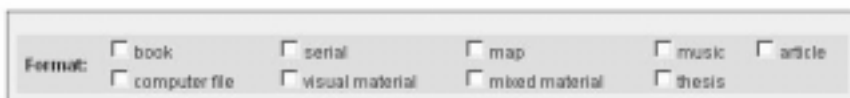


Figure 11: Format Options

Figure 12, on the other hand, shows two more options to narrow down your search. The date text boxes allow you to limit your search on specific year/s of publication or copyright. If you know the exact year a material was published, you can fill-in one of the two text boxes for Date.

If you wish to retrieve all records published within a given date range, e.g., from 2000 to 2008, you may enter the beginning and ending dates (as shown in Figure 12) and select "TO" in the drop-down list. Finally, if you are looking for materials possibly published in one of two specific periods, e.g., 2000 or 2008, you should select the "OR" option from the drop-down list.



Figure 12: Date and Records/Page Options

Lastly, you may choose to limit the number of records that will be displayed at a time in the results page by using the Records/Page drop-down option. By default, fifteen (15) records will be displayed

in the result set at a time. You may increase the number of records to be displayed at a time to 25, 50, or 100 by changing the preferred value in the Records/Page drop-down option.

To begin searching, click the “Search” button (shown in Figure 13). Click the “Reset” button (also shown in figure 13), on the other hand, will clear the search boxes and reset all drop-down menus to their default values.



Figure 13: Search and Reset Buttons

Search Result

The Search Result page shows you a brief display of the records returned from your search. Figure 14 shows a sample results page with 45 records found.



Figure 14: Search Result Page

By default, fifteen records will be shown at a time. A navigation link (pager) will be shown above the results sub-section and at the bottom section of the page when the search results returned is greater than fifteen (15). The records per page can be changed from the Basic and Advanced Search forms before executing the search.

The first column in the results table (Figure 14) shows a checkbox before each record in a row which can be used to bookmark records (Add to Cart) for processing at a later time, e.g., printing, sending to email (explained further in the View Cart sub-section).

The second column (in Figure 14) shows an icon representing the type of material for each record in a row.

Tips: To show what type of material an icon represents in the results page, roll the mouse over the icon.

The table below shows all available icons currently used by iLib and the type of material each one represents.






Icon	Material Type
	Article
	Book
	Serial / Continuing Resource
	Computer File / Electronic Resource
	Map
	Mixed Material
	Music
	Thesis
	Visual Material
	Analytics

Table 1. Types of Materials

The third column (in Figure 14) shows the Call Number assigned to each record in a row.

The fourth (last) column (in Figure 14) shows the brief bibliographic information for each record and usually contains the following fields: title proper and sub-title (if available); personal author or corporate name, publisher; and date of publication.

In the same column (Column 4), below the bibliographic information, an option to bookmark the record, labeled “Add to Cart”, is also available. Clicking the “Add to Cart” link will add the record to your Cart List (explained further in the View Cart sub-section). For items already added to your Cart, the label will change to “Remove from Cart” which you can use to remove bookmarked records from your Cart List.

Finally, an option to sort the results is available at the upper right portion of the results sub-section (highlighted in Figure 15). Records can be sorted by author, title, call number, and year in ascending or descending order by selecting the preferred “Sort field” and “Sort order” from the drop-down lists available.



Figure 15. Sort Options

To view the details of each record, click on its “title”.

Record Details

The record details page provides three (3) different types of views, namely: Brief Record; Full Record; and MARC Record display. Each view is represented by a tab.

Details

[Back to Search Results](#) [Next >>](#)

[Brief Record](#) [Full Record](#) [MARC Record](#)

Local Call Number	DS 689 M2 A62
Main Entry -- Personal Name	Abut, Alfonso J., 1930 ←
Title Statement	By sword and fire : the destruction of Manila in World War II, 3 February-3 March 1945 / Alfonso J. Abut.
Publication, Distribution, Etc.	Manila : National Commission for Culture and the Arts, 1994.
Physical Description	vii, 468 p., [24] p. of plates : ill. ; 24 cm.
Subject Added Entry -- Topical Term	World War, 1939-1945--Destruction and pillage--Philippines--Manila.
Subject Added Entry -- Geographic Name	Manila--History. ← Manila--History--Japanese occupation, 1942-1945.

Figure 16. Details: Brief Record

The Brief Record tab (Figure 16) shows the most common bibliographic information describing a material, such as: Call number; title; publication data (place, publisher, date); physical description; and subjects.

Notice the links on names of authors and subject entries in this view (highlighted in Figure 16). Clicking on an author's name will trigger a search for other works of that author while clicking on a subject entry will retrieve records of the same subject.

The Full Record tab (shown in Figure 17), on the other hand, provides a complete bibliographic information describing a material. Links on author names and subject entries are also available in this view.

[Brief Record](#) [Full Record](#) [MARC Record](#)

Date and Time of LMNF Transaction	20060420081813.9
General Information	8182301194.jpg & 8210.jpg
International Standard Book Number	871921108
Local Call Number	DS 689 M2 A62
Main Entry -- Personal Name	Abut, Alfonso J., 1930.
Title Statement	By sword and fire : the destruction of Manila in World War II, 3 February-3 March 1945 / Alfonso J. Abut.
Publication, Distribution, Etc.	Manila : National Commission for Culture and the Arts, 1994.
Physical Description	vii, 468 p., [24] p. of plates : ill. ; 24 cm.
Biography, Etc. Note	Includes bibliographies and references p. 480-490 and index.
Subject Added Entry -- Topical Term	World War, 1939-1945--Destruction and pillage--Philippines--Manila.
Subject Added Entry -- Geographic Name	Manila--History. ← Manila--History--Japanese occupation, 1942-1945.
Location	UP MAN
Local Holdings	PL DS 689 M2 A62 LBUL8908973 9C-3165
Acquisition Info	GRNCCA

Figure 17. Details: Full Record

Finally, the MARC Record tab provides an interface specifically designed for catalogers. It shows the record details in Machine Readable Cataloging (MARC) format in a human-readable form. MARC is a standard format used in library systems for exchange of electronic cataloging records across different platforms.

Below the Record Details page is the holdings information (shown in Figure 18). This table shows the available copies of a specific title which may be available in the library.

Accession Number	Call Number	Circulation Type	Volume/Year	Status(Due Date)	Location
BC-31695	DS 689 M2 A62	Filipiniana Book		ON SHELF	Main Library

Figure 18. Details: Holdings

Below the holdings table are two buttons, namely "Download MARC" and "Add to Cart". The Download MARC button is designed specifically for catalogers.

The "Add to Cart" button, as discussed in the previous sub-section, is used to bookmark records for processing at a later time, e.g., printing, sending to email (explained further in View Cart).

Online Reservation - Not (yet) allowed in UPB Library

This feature is used to place reservations for an item you wish to borrow in the future. The "Reserve" link is only available for "Reserve Books" and currently On-Loan circulation materials.

View Cart

The "View Cart" option brings you to the Item Cart List interface (shown in Figure 19) where all items you have bookmarked from the Search Result page or from the Record Details page are listed.

This interface is somehow similar to the search results page where a brief display of bibliographic information for each record added to the cart is shown. The link on the title, when clicked, will show the record details for that item.

Item Cart List

No.	Material	Year
1	Jose P. Rizal Lectures National Historical Commission <small>Remove from Cart</small>	1968-
2	The Rizal Phenomenon: A Centennial Reflection Rizal, Jose Jose Rizal National Centennial Commission <small>Remove from Cart</small>	1992

Figure 19. Item Cart List

Available options in this interface are: "Back to Search Results", "Remove from Cart", and "Preview". Hitting the "Back to Search Results" button will bring you back to the Search Results page.

The checkbox before each record (highlighted in Figure 19) can be used to remove items from the Cart List. To remove an item, simply click on the checkbox and hit the "Remove from Cart" button.

The "Preview" button can be used to generate a reference list in bibliography form.

Notes:

When you bookmark ("add to cart") records, these are only stored temporarily together with your other session data and will be removed or destroyed when you log-out of the system or when you close all instances of your Web browser.

To save a copy of your Cart Items, you can print or send the list to your email.

Upon hitting the "Preview" button, a pop-up window will open and display the records in the Cart List in a bibliography format (shown in Figure 20).

As part of the bibliography-formatted list, below each record, is a call number and the corresponding location of the item.



Figure 20. Cart List Preview

From this pop-up window, you can generate a print-out of the page by clicking on the "Print This Page" button or send the list to your email by hitting the "Send as Email" button.

Upon clicking on the "Send as Email" button, another pop-up window will appear asking you for an email address (shown in Figure 21).



Figure 21. Send to Email

Enter a valid email address and click the "OK" button. The bibliography will be sent to the email address shortly. Hitting the "Cancel" button will close the pop-up window without emailing the list.

New Acquisitions

The New Acquisitions interface (shown in Figure 24) allows users to view the most recent materials acquired or cataloged by the library. Basic information, such as accession number, call number, title, author, and location, are displayed in this interface.

By default, the page will display new acquisitions from all Unit libraries. To view the new acquisitions list of a specific library unit, click on the drop-down menu for locations (highlighted in Figure 22) and select the preferred Unit library.

New Acquisitions

Accession Number	Call Number	Title	Author	Location
BC-33122	JQ 1415 1988 AD N64	The new constitution of the Republic of the Philippines in English and in Filipino with introductory features		Main Library
BC-37690	D 13 C626	Companion to histology		Main Library
BC-55790	TK 5105 59 B37	Computer security and penetration testing	Basta, Alfred	Main Library

Figure 22. New Acquisitions

The list can also be sorted by any of the available fields by clicking on the “curved arrows” before and after each field name. A click on the curve arrow pointing upwards will sort the associated field in “ascending order” while a click on the curve arrow pointing downwards will sort the associated field in “descending order”.

My Library

The My Library sub-section provides additional options for legitimate members of the University of the Philippines, e.g., students, faculty, staff, or other users given library privileges.

Note:

Interfaces in the My Library sub-section requires valid log-in and password. This interface is not visible to non-members of the University or public users in general.

E-Library Card

The Electronic Library Card (shown in Figure 23) is the electronic version of your Borrower’s Card traditionally used in the library when recording circulation transactions (e.g., loans, returns).

The E-Card shows your personal information, such as, your Borrower ID, Name, and College. In addition, it also keeps a record of all your transactions with the library. These transactions are grouped into four tabs as shown in Figure 23)

Electronic Library Card

Borrowed Materials		Overdue Count: 0	Loaned Count: 0
Acc No	Title	Author	Call No

Figure 23. Electronic Library Card

The default tab is the “Item On Loan” tab where all your currently loaned materials are listed (shown in Figure 24). It shows brief information for each of your borrowed item, such as, accession

number, title, author, call number, borrowed date, due date, fine (for over due items, if any), and Location.

Borrowed Materials				Over-Due Count (0)	Loaned Count (0)		
Acc No	Title	Author	Call No	Borrowed Date	Due Date	Fine (0.00)	Location
You have no items currently on loan							

Figure 24. E-Card: Items On Loan

The third tab is labeled “Titles Recommended” (shown in Figure 25). This tab lists down all titles you have submitted to the library for future acquisitions. Information you will see from this interface include, the title, author, requested date, status of your request, and an option to cancel your request.

Title	Author	Requested Date	Status	Cancel
You have no requested materials				

Figure 25. E-Card: Titles Recommended

The status of your request may vary depending on the actions that have been taken by the acquisitions staff in charge of the library unit where your request was forwarded. Possible values you can see in the “Status” column include: *approved*; *disapproved*; *forwarded*; or *pending*.

Information on how to recommend a title for possible acquisition is discussed in Recommend a Title.

The last tab in the Electronic Library Card interface is the “History” tab (shown in Figure 26). Here you can see all records of your past transactions. This is useful if you need to check what you have borrowed, returned, or renewed in any of the libraries in your Constituent University. This can also serve as an unofficial receipt of all your library transactions, e.g., paid fines.

Acc No	Title	Author	Call No	Borrowed Date	Returned Date	Renewed Date	Fines	Amount Paid	Location
BC-0445	Theory of literature	Wahab, Rana.	PN 45 W36 1956	Jun 23, 2000	Jun 23, 2000	N/A	0.0	0.0	Man Library

Figure 26. E-Card: History

Recommend a Title

This interface allows you to submit request for materials for possible purchase of a library unit. A form (shown in Figure 27) is provided for you to fill-in information about the material you wish to recommend.

Your personal information, such as name, email address, college are already shown in the form. On the other hand, you are required to fill-in information about the material you wish to recommend, specifically the material type (available as a drop-down menu) and the title. Other fields are not

required but will be helpful to the acquisitions staff if you can provide as much bibliographic information as you know.

Recommend a Title
(Subject for approval by the library faculty committee)

Name:

Email address:

Course:

College:

Home Group:

Material Type:

Author:

Title:

Publisher/Distributor:

Year:

Edition:

ISBN/ISSN (if available):

Price/Plan:

Recommended to this Library:

Comments:

Figure 27. Recommend a Title

Finally, you may submit your request to the specific library where you think the material should be made available by selecting a library unit in the drop-down list (highlighted in Figure 30).

***Note:** There is no guarantee that your request will be granted. All titles recommended will be reviewed and evaluated by the Library-faculty committee. Your request may also be forwarded to another library unit if the recommended title is more appropriate / relevant to another library.*

Feedback

The system provides an interface (shown in Figure 28) for you to send your feedback. This way, you can report problems you have encountered with the system, submit your comments or suggestions on how to further improve the system, or ask questions regarding some features you are not very familiar with.

To post a comment, simply fill-in the *subject* and Comments fields as shown in Figure 28. Your *Name* and *Email Address* should already be displayed by default. Once you have accomplished the form fields, click the “Submit Feedback” Button.

Post Comments

Name:

Email Address:

Subject:

Comments:

* required fields

Figure 28. Feedback Form

Information you submit using this form will be sent to the iLib System Administrator for appropriate action.

Visitors Area

The Visitors Area provides two (2) sub-sections: the “What’s New” and the “Library Information”.

What’s New?

This sub-section displays messages intended to be communicated to the library users like you. Messages posted usually contain important announcements, system alerts, instructions and other general information about the system.

You are advised to visit this sub-section often to read important messages that may be helpful to you. When you visit the “What’s New” sub-section, you will find a list of messages, announcements, system alerts, etc. sorted by date beginning from the latest post.

Figure 29 shows a screenshot of messages, announcements, alerts, etc. posted in this sub-section. A search form is also provided for you to be able to find specific information from the available list.



Figure 29. What’s New Section

To view the details of each post, click on its title. A pop-up window (shown in Figure 30) will be displayed to show the details of the message, alert, or announcement.



Figure 30. What’s New: Details

Library information

This sub-section provides a list of all unit libraries under the UP Constitution University of the iLib system you are currently accessing.

Figure 31 shows a screenshot of this sub-section showing a list of unit libraries in UP Baguio.



Figure 34. Library Information

LIBRARY OF CONGRESS CLASSIFICATION

The Library uses the Library of Congress Classification as its number systems. Call numbers begin with letters, e.g., BF, DS, E, QA, QP. Copy every line of the call number since this is a unique number for your particular book. Library of Congress call numbers are arranged on the shelves alphabetically by the letter on the top line:

<u>BF</u>	<u>DS</u>	<u>HB</u>	<u>Q</u>	<u>QA</u>	<u>QC</u>
121	666	1069	75	154	173
H5	12	H33	S9	V26	S6
	S598				

Then in numerical order on the second line:

<u>BF</u>	<u>BF</u>	<u>BF</u>	<u>DS</u>	<u>DS</u>	<u>DS</u>
<u>121</u>	<u>698</u>	<u>1371</u>	<u>666</u>	<u>686.4</u>	<u>688</u>
H5	E96	A35	I2	A93	B5
			S598		

The third and subsequent lines are arranged in alphabetical and decimal order:

<u>BF</u>	<u>BF</u>	<u>BF</u>	<u>BF</u>	<u>DS</u>	<u>DS</u>
121	121	121	121	666	666
<u>D415</u>	<u>D96</u>	<u>M8</u>	<u>M81</u>	<u>I2</u>	<u>I2</u>
				S598	S6

Below is an outline of the Library of Congress Classification scheme which organizes books according to subject.

A	General Works	M	Music
B-BJ	Philosophy, Psychology	N	Fine Arts
BL-BX	Religion	P	Language and Literature
C	Auxiliary Sciences of History	Q	Science
D	History: General and Old World	R	Medicine
E-F	History: America	S	Agriculture
G	Geography, Anthropology, Recreation	T	Technology
H	Social Sciences	U	Military Sciences
J	Political Science	V	Naval Sciences
K	Law	Z	Bibliography, Library Science
L	Education		

LIBRARY HOURS



RESERVE SECTION

Monday-Saturday: 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 5:00 p.m.

CIRCULATION and SERIALS SECTIONS

Monday-Friday: 8:00 a.m. – 6:00 p.m.

Saturday: 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 5:00 p.m.

FILIPINIANA SECTION

Monday-Saturday: 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 5:00 p.m.

During Semestral and Christmas Breaks

Monday-Friday: 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 5:00 p.m.

The Library is closed on Sundays and Holidays

GRADUATE RESOURCE CENTER

Wednesday, Thursday, Friday: 4:00 p.m. – 6:00 p.m.

Saturday: 9:00 a.m. – 2:00 p.m., 3:00 p.m. – 6:00 p.m.

CORDILLERA / NORTHERN LUZON ARCHIVES

Monday - Friday: 1:00 - 5:00 p.m.