

University of the Philippines Los Baños
Office of the Vice-Chancellor for Academic Affairs

GUIDELINES FOR UPLB LIBRARY SERVICES



Photo by JG Galorio

**VERSION 2
UPDATED 2022**

University of the Philippines Los Baños
Office of the Vice-Chancellor for Academic Affairs

Guidelines for UPLB Library Services

Version 2
January 2022

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Guidelines for UPLB Library Services

The information contained in this guideline represents the current practices of the UPLB Libraries that are aligned with the evolving resolutions from the Inter-Agency Task Force (IATF) and Local Government Unit (LGU). These guidelines have been expanded to comply with the resumption of Face-to-face class activities in UPLB thus opening the UPLB Libraries to users.

This guideline is created to adapt to the continually evolving and changing needs of the time as well as to the needs of our stakeholders. This focus particularly on the health and safety of library users.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

Scope

This document provides general guidelines for services provided in all UPLB libraries. Except for some unique circumstances, in which a section/ college library is given the prerogative to modify procedures to address specific needs. For more comprehensive information, please refer to the University Library Rules and Regulations under the University Library Operations Manual.

I. Guidelines for UPLB Library Services

1. Acquisitions / Collection Development

To further support teaching and research programs of the University, requests, and suggestions for procurement of library materials are processed in coordination with the unit/ college libraries and must be endorsed/ approved by the College Library Committee.

To recommend a title please access this link:

<https://library.uplb.edu.ph/index.php/recommend-a-title/>

2. Online Reference and Information Services

Librarians are available to answer queries from Monday to Friday from 8:00 a.m. to 5:00 pm. Reference queries are addressed by the concerned department/ unit through various platforms: E-mail, Social Media accounts, Phone, and Library Virtual Assistants.

College Libraries	Official Email	Social Media	Website/ chatbox	Phone
Main Library	universitylibrary.uplb@up.edu.ph	FB: uplblibrary Twitter: uplblibrary	https://library.uplb.edu.ph ELVA: https://www.mylivechat.com/chat/	(049) 536-2326/ 536-2235
BIOTECH	biotechlibrary.uplb@up.edu.ph	FB: UPLB Biotech Library		(049) 536-2721 loc 129
CDC	cdclibrary@devcom.edu.ph			
CEAT	ceatlibrary.uplb@up.edu.ph	FB: uplbceatlibrary FB: uplbceatlibrary/inbox Twitter: @uplbceatlibrary	https://library.ceat.uplb.edu.ph ASK LEVI	+6399853 62853

College Libraries	Official Email	Social Media	Website/ chatbox	Phone
CEM	cemlibrary.uplb@up.edu.ph	FB: UPLB CEM Library @cemlib Twitter: @cemlibrary	https://linktr.ee/CEMLibrary	
CFNR	cfnrlibrary.uplb@up.edu.ph	FB: uplbcfnrlibrary1 Twitter: @uplbcfnrlibrary Instagram: @uplbcfnrlibrary	https://cfnrlibrary.webly.com Chat Box: Ask FORA	
CHE	che_library.uplb@up.edu.ph	FB: UPLB CHE Library		
CPAf	cpaflibrary.uplb@up.edu.ph		https://sites.google.com/up.edu.ph/uplbcpaflibrary	(049) 536-2453
CVM	cvmlibrary.uplb@up.edu.ph	FB: CVMLibrary/ m.me/CVMLibrary Twitter: @VetMed_Library	http://library.cvm.uplb.edu.ph	(049) 530-3439
PHTRC	phtrclibrary.uplb@up.edu.ph	FB: PHTRCUPLB	https://postharvestlib.uplb.edu.ph	
SESAM	sesamlibrary.uplb@up.edu.ph	FB: sesam-uplblibrary	https://sesam.uplb.up.edu.ph/resource-networks/library	(049) 536-2251/ 536-3080
UPRHS	uprhslibrary.uplb@up.edu.ph	FB: UPRHS Library	https://linktr.ee/UPRHSLibrary	

3. Readers and User Services

a) Online ID Validation¹

1. Completely fill out the online validation form of your specific college and attach all the needed requirements (*2X2 picture for NF, student's ID for old students, Form5, SA/S screenshot, or Certificate of Enrolment*). Claiming of updated ID stickers is available in-campus, subject to university safety protocols. The option to receive an online copy of Certification of ID Validation is available in the registration form.

Access the online ID validation form through this link:

<https://library.uplb.edu.ph/index.php/id-registration-validation/>

b) iLIB Account Registration and Password Reset

Library users' can log in using their assigned username and password via the <https://ilib.uplb.edu.ph> which also serves as the user's e-library card and is used in borrowing resources from all UPLB libraries. It also provides the borrowing history, current item/s on loan, reservation list, and titles recommended by the user.

To request a new iLib account or to reset/update an existing account, completely fill out the online form and attach all the needed requirements. An email will be sent as a confirmation of successful account registration/ reset.

Access the iLib Registration forms through this link:

<https://library.uplb.edu.ph/index.php/secure-an-ilib-account-now/>

c) Online Book Reservation

Reservation and renewal of printed books is subject to the existing borrowing privileges and circulation policy.

Reservations can be made through email or through this link:

<https://library.uplb.edu.ph/index.php/online-book-reservation-new/>

Circulation Rules

1. Library borrowers are requested to fill out the Online Reservation form to reserve the books that they intend to borrow.
2. Library borrowers are expected to search the iLib system (<http://ilib.uplb.edu.ph/>) for the availability of the books intended to borrow prior to filling out the online form.
3. Provide the Information of the book needed for reservation such as CALL NO., AUTHOR, and TITLE.
4. The borrower will be notified via text message, call or email once the requested materials are ready for pick-up.

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5. All requested materials will be checked out and ready for pick up at the library's designated area. Library borrowers are encouraged to bring their own pen for writing/signing as well as their own eco-bags.
6. Pick-up time is from 9:00 AM – 4:00 PM*, Monday to Friday. Library borrowers are required to present their valid UPLB ID upon pick-up. A representative may get the material/s on behalf of the borrower, provided that the borrower's UPLB ID and the representative's ID are presented. Sanitize hands upon entry and wear a facemask while inside the library premises shall be strictly implemented.
7. Failure to pick up the materials within two (2) working days from the day of notification would mean forfeiture of the request.

BORROWING PRIVILEGE			
Library User	Circulation Books	Reserve Books	Reference Books
	Borrowing limit/ Loan Period	Borrowing limit/ Loan Period	Borrowing limit/ Loan Period
Undergraduate	5 books/ 2weeks	2 books overnight use only	Room use only <i>*Book a seat reservation to access</i>
Graduate	10 books/ 2weeks		
Faculty	10 books/1 month		
REPS	10 books/ 2weeks		
Staff	5 books/ 2weeks		

Book Return

- Returned library materials will be quarantined for 24 hrs.²
- All returns will be placed in the designated area at the entrance to the building.
- Staff must wear PPE or basic protection including gloves, masks, and disposable aprons to move the materials from the bins to designated carts, bins, etc., and move them to the designated quarantine location with a dated slip.
- Return bins should be disinfected each time emptied.
- When finished emptying the return bins, gloves and apron should be discarded. Staff should wash their hands with soap and water.

Payment of Library Dues/ Fines

- a) Payments for fines of overdue books and/or lost books must be deposited to Land Bank of the Philippines with Account Name: UPLB SPECIAL REVOLVING FUND and Account No. 1892100493. A copy/ picture of proof of payment must be sent to the respective college/ unit via e-mail, or any social networking site.

- b) Library staff will verify the payment and print the deposit slip in triplicate to be submitted to the Cashier's Office for the issuance of OR.
- c) A digitized copy of the OR will be provided to the client.

Seat Reservation and Facility Use³

Access to library spaces may be limited or may change per university guidelines, IATF recommendations, and COVID alert level.

For library users and staff safety, walk-in visits in UPLB libraries are temporarily suspended. All visitors are required to have a confirmed seat reservation prior to visit.

Set your preferred date and time to visit any library using this link:

<https://library.uplb.edu.ph/index.php/online-seat-reservation-main/>

All visitors are required to comply with the minimum health and safety requirements:

Fully Vaccinated	Incompletely Vaccinated/ Unvaccinated
<ul style="list-style-type: none"> • DOH generated vaccination certificate showing proof of complete immunization vaxcert.doh.gov.ph • Health and Travel Declaration form • Visitor's Commitment to the Health Protocols of UPLB 	<ul style="list-style-type: none"> • RT-PCR test (72hrs validity) • RAT (24 hrs validity) • Health and Travel Declaration form • Visitor's Commitment to the Health Protocols of UPLB

Library clearance

Online Signing of University Clearance

For Students:

Online clearance shall be processed through the online university clearance system: ovcsa.uplb.edu.ph

College Clearance:

Secure and fill out your college clearance form from the Office of the College Secretary (OCS). Send it to your adviser and department chair. The librarian or the in-charge will clear any students with no pending liabilities from the library

ID Replacement and LOA clearance

Students send the form to their Unit/College Libraries for the counter initial of the Unit/College Librarian

Employee clearance

3

HRDO representative sends the name of UPLB employee/s requesting for clearance confirmation via email. Upon verification with the official records of both the Main Library and Unit/College library and payment of dues, if any, a confirmation email will be sent back to the HRDO.

On-Site:

This facilitates the "walk-in" clearance requests for UPLB Students and Employees for the following purposes: Application for clearance by graduating students, Request for transcript of records (for graduates/alumni), and Transfer to another school, LOA, ID Replacement, Shifting, AWOL., Honorable Dismissal, Returning from AWOL, Dismissed, Honorable Dismissal, Retirement; Sabbatical Leave, Study Leave, Maternity Leave, etc.

The library staff checks the purpose of clearance, the College to which the client belongs, and the counter initial of the Unit/College librarian. The client's name will be checked in the Delinquent List and in the iLib system for verification purposes. The client pays the library dues or returns overdue book/s if listed in the delinquent list before the clearance is signed.

d) Access to Special Collection Materials

Online Request Service Procedure for Special Collection Materials

1. Clients are advised to check the iLib database to verify the details of the specific material and its location. Requests should be coursed through the online request link of the library where the materials are located.

<https://library.uplb.edu.ph/index.php/access-to-spcol/>

2. The library staff will check the availability and restrictions of the library materials. Should the materials be found to be from another department/ unit, clients shall be informed, and requests shall be forwarded to the appropriate office for action.
3. As per the memorandum, access given is limited only to abstract, review of related literature, and bibliography of materials with "public access" restriction status. For full-text access to either public or restricted materials, the client should secure a letter of approval from the author. In some possible cases, the library will contact the author to secure permission and will update the client once approval is given.
4. The requested materials shall be scanned and stored in the designated google drive. Once ready, view-only access shall be provided to clients via e-mail, and are informed of the fair access and distribution policy. Access to scanned materials is valid only during the current semester.

On-site Access

1. Library users should submit the filled-out request form with their UP ID to the library staff.
2. The library staff checks the materials requested in the system and retrieves them. If the requested materials are restricted, the client must secure an approval letter from the author/ adviser to gain access.

3. The library staff will sign the form and file the request form and UPLB/ valid ID in the filing box.
4. Used materials must be returned to the library staff in exchange for their submitted ID.

5. Online Services

a) Access to Online Resources

UPLB Libraries subscribes to various online resources (e.g. e-books, e-journals, research databases, and other online tools) to support the instructional, curricular, research, and recreational needs of students and faculty.

These digital and online collections can be accessed directly through the library website⁴

<https://library.uplb.edu.ph/> or via your OpenAthens account.

b) Account Authentication Service

1. A bona fide UPLB client may send an email request for account registration either from OpenAthens and/or Turnitin.
2. The client will be notified via email of the access credentials.

c) Document Delivery Service

Faculty or students may request assistance in securing or retrieving book chapters or articles in digital format (subject to copyright restrictions and availability).

1. Search the title of the book/article using the web OPAC <https://library.uplb.edu.ph/>
2. Send the details to universitylibrary.uplb@up.edu.ph or directly to your unit libraries:

<https://library.uplb.edu.ph/index.php/article-request-dds-sdi/>

d) Plagiarism/Originality Check Service

1. A bona fide UPLB client may send an email request together with the document that they would like to be checked using Turnitin.
2. The client will be notified via email together with the similarity/originality report.

6. Services for Non-UPLB Affiliates⁵

This includes alumni, former faculty members and students honorably discharged from the university, graduate students from other schools, government and private researchers, part-time lecturers, and ICS.

Seat Reservation and Facility Use

All visitors are required to have a confirmed seat reservation prior to visit.

Set your preferred date and time to visit any library using this link:

<https://library.uplb.edu.ph/index.php/online-seat-reservation-main/>

On-Site Access

Non-affiliates of the University may use the library resources within the library premises under the following conditions:

1. Alumni, former faculty members, and students honorably discharged from the University may use the library resources for five (5) days without charge within a semester. Beyond five (5) days, certain fees shall be assessed. Twenty pesos (PhP20.00) per day, PhP450.00 per year.
2. Graduate students and researchers may use the library resources upon recommendation of their respective officials and upon payment of library fee; PhP50.00/day, PhP450.00/semester, and PhP350.00/summer(mid-year);
3. Government employees, researchers, and graduate students (including undergraduate senior students) from agricultural state colleges and universities, Grade 9 and beyond from government high school students) are allowed for five (5) days free of charge within a semester. Beyond the allowed number of days, a library fee of PhP 20.00/day shall be charged. Without any referral letter from their librarian or immediate head, library fees shall be charged immediately;
4. Private science high schools shall be charged PhP50.00 per day upon presentation of referral letters from their schools and their IDs.
5. Alumni and government researchers and other non-UP/private clients shall be charged PhP50.00 per hour of Internet Fee/Use of Library equipment/Use of personal equipment.

UPLB Library Services Directory

SERVICES	LINKS	
Recommend a Title/ Acquisition	https://library.uplb.edu.ph/index.php/recommend-a-title/	<u>Under Online Services Menu</u>
ID/ Registration Validation	https://library.uplb.edu.ph/index.php/id-registration-validation/	<u>Under Online Services Menu</u>
iLIB Account Registration/ Reset	https://library.uplb.edu.ph/index.php/secure-an-ilib-account-now/	<u>Under Online Services Menu Create an iLib Account</u>
Online Book reservation	https://library.uplb.edu.ph/index.php/online-book-reservation-new/	<u>Under Online Services Menu</u>
Seat Reservation	https://library.uplb.edu.ph/index.php/online-seat-reservation-main/	<u>Under Online Services Menu</u> <i>*Availability of the link depends on Alert Level</i>
Article Request/ DDS/ SDI	https://library.uplb.edu.ph/index.php/article-request-dds-sdi/	<u>Under Online Services Menu</u> <i>*Link is also in Home Page. under the Banner</i>
Special Collection	https://library.uplb.edu.ph/index.php/access-to-spcol/	<u>Under Online Services Menu</u>

Libraries	Official Email	Telephone number	Social Media	Website/ Virtual Assistant	College Librarian/ Contact Person
Main Library	universitylibrary.uplb@up.edu.ph mainlib.uplb@up.edu.ph	536-2326 ; 536-2235	FB: uplblibrary Twitter: uplblibrary IG: uplblibrary	https://library.uplb.edu.ph ELVA: https://www.mylivechat.com/chat/	Dr. Mary Ann Ingua, <i>University Librarian</i> Maria Victoria Altiche, <i>Special Collections</i> Angeline Bueno, <i>General References</i> Elsa Escalante, <i>Administrative Services</i> Irene Delos Santos, <i>Serials Section</i> Pius Murillo, <i>Learning Commons</i>
BIOTECH	biotechlibrary.uplb@up.edu.ph	536-2721 loc 129	FB: UPLB Biotech Library		Maria Lynette B. Aquino
CDC	cdclibrary@devcom.edu.ph				Amy A. Maducdoc
CEAT	ceatlibrary.uplb@up.edu.ph	09985362853	FB: uplbceatlibrary FB: uplbceatlibrary/inbox Twitter: @uplbceatlibrary	https://library.ceat.uplb.edu.ph/ Chat Box: Ask LEVI	Lina C. Copioso
CEM	cemlibrary.uplb@up.edu.ph		FB: UPLB CEM Library Twitter: @cemlibrary	https://linktr.ee/CEMLibrary	Angelic A. Bautista

Libraries	Official Email	Telephone number	Social Media	Website/ Virtual Assistant	College Librarian/ Contact Person
CFNR	cfnrlibrary.uplb@up.edu.ph		FB: UPLB CFNR Library Twitter: @uplbcfnrlibrary Instagram: @uplbcfnrlibrary	https://library.cfnr.uplb.edu.ph Chat Box: Ask FORA	Andriette S. Valdez
CHE	che_library.uplb@up.edu.ph		FB: UPLB CHE Library		Jhenny P. Encina
CPAf	cpaflibrary.uplb@up.edu.ph	(049) 536-2453	none	https://sites.google.com/up.edu.ph/uplbcpaplibrary	Mary Ruth O. Rasco
CVM	cvmlibrary.uplb@up.edu.ph	(049) 530-3439	FB: CVMLibrary/ Messenger: m.me/CVMLibrary Twitter: @uplbcvmlibrary Instagram: @uplbcvmlibrary	http://library.cvm.uplb.edu.ph	Adelina M. Esperante

Libraries	Official Email	Telephone number	Social Media	Website/ Virtual Assistant	College Librarian/ Contact Person
PHTRC	phtrclibrary.uplb@up.edu.ph		FB: PHTRCUPLB	https://postharvestlib.uplb.edu.ph	Nirvana G. Ramos
SESAM	sesamlibrary.uplb@up.edu.ph	(049) 536-2251/536-3080	FB: sesam-uplblibrary email ad: sesamlibrary.uplb@up.edu.ph	https://sesam.uplb.up.edu.ph/resource-networks/library	Evangeline L. Alcantara
UPRHS	uprhslibrary.uplb@up.edu.ph		FB: UPRHS Library	https://linktr.ee/UPRHSLibrary	Danilyn B. Cao

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7. Ventilation In Buildings. Centers For Disease Control and Prevention. <https://www.cdc.gov/coronavirus/2019-nCoV/community/ventilation>
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10. UPLB University Library Operations Manual

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