

Web Resources

E-Resources provides links to resources and proprietary databases which are either acquired by the University or through gateways given by other libraries and units of the UP Library System.

E-links provides links to different subjects, government institutions, non-government agencies, libraries, organizations, and references which are not owned by the University. These are researched by the Library staff on the internet based on reference query and interviews conducted to faculty, staff, students, and other researchers, as well as suggestions and recommendations received by the Library in the course of its day-to-day activities. These are collected, collated, and discussed by the library staff as to their relevance and significance to the instruction, research, and extension functions of the institution.

Digital Book Index provides links to more than 88,000 title records from more than 1800 **commercial** and **non-commercial** publishers, universities, and various private sites. About 49,900 of these books, texts, and documents are available **free**, while many others are available at very modest cost.

Current Acquisitions are library materials or resources newly acquired and processed ready for use. They come in the form of monographs, serials, audio-visual, electronic, and digital. At least one of the four college and unit libraries are featured in this weekly issue. The four are the CSM, CHSS, SOM, and Main Libraries which comprise the UP in Mindanao Library System. Full bibliographic data and access are available at the Library's OPAC.

Book Log is originally published in hard copy, this publication is a cumulative listing of library resources acquired by the Library for the past month. Titles on this link are dumped from the Current Acquisitions on a monthly and annual basis. Full bibliographic data and access are available at the Library's OPAC.

Annual Report chronicles the accomplishments of the library on an annual basis. Articles in this yearly publication are contributed by the library staff as they reflect on the accomplishments and developments taking place in the Library the past year.

*** To access web resources go to <http://upmin.edu.ph/library/default.htm> and click resources

Service Hours

Monday - Friday
8:00 AM to 6:00 PM

Counter Schedule

Monday-Friday
8:00 a.m. to 5:00 p.m.
1:00 p.m. to 5:00 p.m.

Summer and Semestral Break:

Monday - Friday
8:00 a.m. to 5:00 p.m.

Weekend Before Final Exams

Saturday & Sunday
9:00 a.m. to 12:00 nn
1:00 p.m. to 4:00 p.m.

LEMITO Office hours

Monday to Friday
8:00 a.m. to 12:00 nn
1:00 p.m. to 6:00 p.m.

Personnel

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LEMITO In-charge

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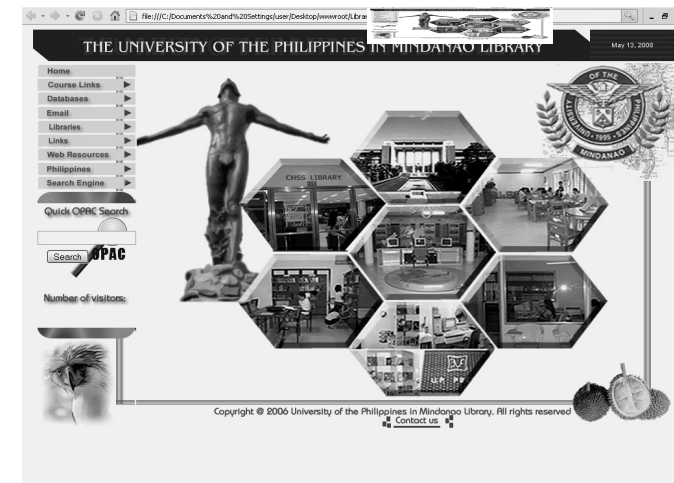
Homepage:

<http://upmin.edu.ph/library/default.htm>



UNIVERSITY OF THE PHILIPPINES MINDANAO

Guide to the Library



Main Library

- Filipiana, General Reference, Serials, LEMITO
- Mindanao Studies Collection
- University Archives and Records
- Special Collections – ADB, WB, FVR, OVCRD, Japan Foundation, American Reading Corner and AFRIM

MAIN LIBRARY

Mission

The Library supports the academic programs of the University of the Philippines Mindanao through instructions, collections, technology and services which enable students, faculty staff, administrators, government and private academicians and researchers, to access recorded knowledge and information and technological competencies necessary to achieve their educational research and professional goals; succeed in the workforce; apply lifelong learning skills; and participate actively in the development of a diverse global society.

Towards this end, the University of the Philippines Mindanao Library shall strive to continually provide excellent services certified by the International Standardization Organization (ISO).

Vision

To become the model and leading provider of information and knowledge resources electronically accessible by the local, national and global instructional and research community

The Division and Sections of the Main Library

I. User Education and Services - lends books and non-book materials housed in the Main Library and provide reference, research and bibliographic services to faculty, students, staff and researchers. It maintains and preserves books, documents and archival materials. It also undertakes user orientation and instruction programs. It has the following sections:

- a. Filipiniana Collections - has materials including artworks about the Philippines whether written by Filipinos or foreign authors, published in the Philippines or outside the country.
- b. General Reference - provides general information and reference services utilizing print and non-print materials, e.g., audio-visuals, diskettes, optical disks, computer files, CD-ROMs, etc.

c. Serials - houses mostly Filipiniana journals, periodicals and newspapers, etc.

d. University Archives and Records- records, archival materials of the University, especially those that are significant to the University both in printed format and electronic medium.

e. Mindanao Special Collections - materials on the indigenous customs, traditions, and cultures of the peoples of Mindanao.

f. Special Collections - collections comprising those of the Asian Development Bank, former Pres. Fidel V. Ramos's, UP Diliman's Office of Research and Coordination, and other materials deposited in the Library.

g. **LEMITO** (Library Educational Media & Information Technology Office) - plans, designs, and evaluate computer operations and services of the University and college libraries; conducts training programs for library staff and users of computerized systems; and maintains computerized disk files of programs and databases. It also renders audio-visual services and Internet access. It is also where users have their lectures and performances utilizing the non-print resources of the General Reference section.

II. Technical Services

a. Cataloging Section - organizes the University library collections and maintains the union catalog of the Constituent University.

b. Acquisitions section - implements policies concerning the Book Fund of the Constituent University.

c. Bibliography and Indexing Section - indexes the Filipiniana and Mindanao Special Collection, and rare materials and publishes these indexes to enhance their accessibility.

d. Abstracting Section is responsible for abstracting theses, dissertation, university studies and research outputs, and other research and information materials, both to enhance their accessibility and to increase the effectiveness and efficiency of the research and extension units of the University.

e. Gifts and Exchange Section is responsible for entering into consortia, network, and exchange programs with universities, academic institutions, research agencies and other organizations.

III. Administrative Services Division provides administrative support to the functional divisions/sections of the Constituent University.

General Guidelines

All bonafide and other non-members of UP Mindanao may use the university library resources within the library premises subject to the rules and regulations governing their use. The duly countersigned UP identification card is the permit to enter the library and use its resources. Both ID and borrower's card are the permit to borrow library materials for off-premise reading. These cards are not transferable.

The Registrar issues the student's U.P. ID while the college librarian upon presentation of the U.P. ID issues the borrower's card.

Borrowing Guidelines

The undergraduate and graduate students may borrow Four (4) circulation books for two weeks and (1) reserved book for overnight. Faculty members are allowed Ten (10) titles for one month, REPS three (3) titles for two weeks and staff two (2) titles for two weeks.

An official of the University may recall any book on loan if there is an urgent need for it; it is to be placed on Reserve.

Off-premise reading is not allowed for general reference books, theses, periodicals, dissertations and other special materials unless, authorized by the professor for classroom use.

Alumni, former faculty members, and students honorably discharged from the University may be allowed for five (5) days free of charge within a semester. Beyond these days a P20.00 fee shall be collected. Non-UP and/or private researchers are collected P50.00 per day of use.

Web Resources

Subjects Offered provides links to subjects which are offered at the University of the Philippines in Mindanao. These links are searched by the faculty members for each of the subjects that they teach at the University.

OPAC The Online Public Access Catalog is a computer catalog of the books and other materials owned by the library. These are accessible by the public from any place at any time via the Intranet and Internet.