

## COLLECTION AND RESOURCES

Ending 31 March 2008, the School of Management Library holds 5,334 volumes in economics, management, and urban and regional planning resources. Each year, over a thousand volumes are added to the collection and the list is then posted on the website of the library.

*General reference books* such as encyclopedia, dictionaries, handbook and their like are for room use only unless faculty members/lecturers or teaching staff authorizes students to borrow one for classroom use. This type of library resource must be returned after class.

*Theses and strategic plans* are limited to room use only. These library resources are classified using the Library of Congress Classification Scheme. When using these resources, one may seek the assistance of the circulation counter staff or check the availability at eh Library's web online public access catalog (OPAC).

*Loose issues of continuing resources* are displayed at the serials section. Like theses and strategic plans, these are also for room use only. After a year, these loose issues are sorted out according to titles then sent to bindery. When bound these are displayed for use.

*The Filipiniana Collection* consists of books and other resources about the Philippines authored by Filipinos or foreign writers, and published in the country or abroad. It may be borrowed overnight.

Two special collections are found in the library – *the APO Cutflower collection* and the *American Reading materials*. The former is loaned to the Library by the APO Cutflower Cooperative in 1998 and is composed of 53 titles. The latter is provided by the Thomas Jefferson Information Center of the US Embassy in Manila.

For more information, please contact:

**DR. BRICCIO M. MERCED, JR.**  
University Librarian  
bmerced@upmin.edu.ph

**MARNELLI D. MURILLO**  
Librarian I  
mdasas@upmin.edu.ph

Telephone: (082) 222-5304  
Fax: (082) 293-0420



## HISTORICAL BACKGROUND

The history of the School of Management Library is traced back to the establishment of the University of the Philippines Mindanao. UP Mindanao was still a college when President Emil Q. Javier designated Ms. Thelma Naraval to establish the initial collections of the library. After her term, Mrs. Belen Angeles, former Director of Libraries of UP Diliman tasked Ms. Hipolita Recalde, the Gifts and Exchange Librarian, to continue with the collection development.

In January 1996, Mr. Briccio M. Merced, Jr. was appointed as the first college librarian. He and Ms. Recalde worked together in drafting the collection development program of UP Mindanao. A year after the Board of Regents approved the offering of undergraduate courses in the arts and sciences. In support to the changes in the academic programs, the library acquired titles in the newly- approved fields. However, the acquisitions of the School of Management Library continued to grow since gifts and donations never ceased to reach the library.

The Library was originally located at Ladislawa Avenue, Buhangin, Davao City. Mr. Merced supervised the library in a small room at Stanfilco Building. For four years, he maintained the daily operations until it transferred to Terraza Milea where Ms. Merlyn L. Mercadera became the library-in-charge. First, it was located at the ground floor but in 2001, it transferred to Room 301 and annexed Room 302 to accommodate its growing collections and users.

In December 2003, supervision of the Library changed. Dr. Merced designated Ms. Alessandra A. Guimba as his library assistant. Two years later, the Library became the depository of the Thomas Jefferson Information Center. Thus, it spared a portion of its reading area to accommodate and display the collection known as the American Reading Corner (ARC). It provides resources on America and American life.

On July 10, 2007, supervision of the Library changed as a response to the requests for the presence of a qualified Librarian and in consideration of the directions set forth by the University Library Board. Dr. Merced then designated Ms. Marnelli D. Murillo as the College Librarian-in-Charge (CLIC).

Today, the School of Management Library provides excellent and relevant information and knowledge resources. It shapes these electronically so that the local, national and global community may gain access to these information and knowledge resources.

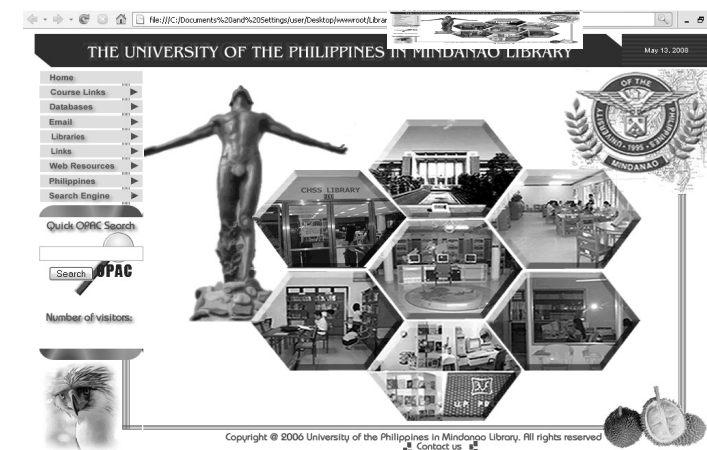
Home Page:

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



UNIVERSITY OF THE PHILIPPINES MINDANAO

## Guide to the Library



## SCHOOL OF MANAGEMENT

TERREZA MILESA BUILDING  
F. IÑIGO cor RIZAL STREET, 8000 DAVAO CITY

## Vision

The School of Management Library envisions to model and lead in providing information and knowledge resources in agribusiness economics, management, and urban and regional planning, that are electronically accessible.

## Mission

The School of Management Library aims to provide excellent resources and services on agribusiness economics, management, and urban and regional planning.

Anchored on the quest of the School of Management to promote excellence and academic freedom, the college library commits to support the school in developing effective academic programs. Also, the Library of the School of Management will strive to continuously upgrade its resources on agribusiness economics, management and urban and regional planning for the society to benefit from.

### GENERAL GUIDELINES

#### UP Mindanao Constituents

- The duly countersigned UP identification card must be presented to the control officer upon entering the Library.
- Personal belongings must be deposited personally by the owner in the depository counter found in the control section.

#### Non-UP Mindanao Constituents

- Letter of introduction from university/company/organization he/she belongs.
- Valid Identification Card
- Library fee

### Circulation Services

#### Book check out

- The borrower's card must be presented along with the UP identification card to borrow library materials.
- Allowable number of books to be loaned out by the UP Mindanao constituents:

Bonafide Members	Allowed number of books borrowed	Borrowing Period
Graduate	4	Circulation books
	1	Reserve book
Undergraduate	4	Circulation books
	1	Reserve books
Faculty	10	Books
REPS	3	Books
Administrative Staff	2	Books

- Off-premise reading is not allowed for general reference books, theses, periodicals and special materials unless authorized by the professor for classroom use.
- Reserve books may be checked out upon presenting valid identification card and borrower's card.
- Books on check out may be recalled if there is an urgent need for it.

#### Fines

- ₱ 2.00 per day after its due date exclusive of Sundays and Holidays
- ₱ 1.00 for the first hour, ₱ 5.00 for every hour after the first ₱ 50.00 for a full day inclusive of Sundays and Holidays for reserve books

#### Reserve materials

Reserve materials maybe books, articles or reading materials which are used by faculty/lecturers and teaching staff in specific courses. These are placed inside the charging counter to regulate their circulation. Only one reserve material maybe borrowed. Though the books are limited to a specific period, students may check out Reserve materials starting at 4:00 PM up to 6:30 PM and should be returned the next working day at 9:00 AM.

UP Mindanao constituents are requested to leave their borrower's and identification cards while non-UP constituent their identification card.

Faculty and teaching staff may contact the college librarian if they wish to place a material on "Reserve".

### Reference Services

Users seeking query or information may approach the counter personnel for assistance in locating information. If personal appearance is impossible, researchers may call the library to inquire about the availability of the needed library material or seek referral to other libraries as to where the necessary information can be obtained.

The online public access catalog (OPAC) may also help researchers in finding library materials. Aside from this, a list of available theses, CD-ROM's and electronic resources is provided at the circulation counter for assistance. Current acquisitions lists are on the webpage and useful websites are uploaded for reference.

Before the academic year starts, the Library conducts orientation for freshmen students. Library orientation for undergraduates is held at the main campus while graduate students at the downtown campus.

### Inter-library Loan Services

Faculty, staff, and students may request the transfer of a particular title to any of the three college and the main libraries unless the title is on "reserve" or has multiple copies. Transfer may be permitted upon writing a letter of request to the University Librarian through the college or unit librarian.

### Library Hours

On regular working days, the Library serves its clients on the following schedule.

Tuesday-Thursday	9:00 AM – 12:00 NN 1:00 PM – 6:00 PM
Friday and Saturday	9:00 AM – 6:00 PM (no noon break)

Whenever implemented, its four-day work schedule is:

Wednesday and Thursday	7:30 AM – 12:00 NN 1:00 PM – 6:30 PM
Friday and Saturday	7:30 AM – 6:30 PM (no noon break)