


OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-BMP 16-191

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. 
Vice-Chancellor for Academic Affairs

SUBJECT : University Library (UL) Diliman: Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the University Library (UL) Diliman, comprising the Main Library and the College or Unit Libraries. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of UL Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), UL Diliman has the following main functions:

- a. Learning Spaces: provide open, accessible, and engaging spaces, both physical and virtual, to support individual and collaborative learning and creative and critical thinking;
- b. Information Literacy: enhance information literacy and research skills through library instruction programs;
- c. Information Resources: collect, organize, and provide access to information resources in support of teaching, research and creative work, and extension work;
- d. Information Technology: modernize library functions and services, with particular emphasis on new information technologies; and
- e. Archives: ensure protection and longevity of the University Library's resources – digital, analog, and print – through effective archiving and digitization programs.

Programs and Services of UL Diliman

Programs and services prior to the reorganization of the University Library will continue to be implemented, or enhanced, by UL Diliman; Divisions, Sections and Units will implement the programs and services according to the matrix below. Other programs and services consistent with the functions of the Office shall be announced from time to time.

Division / Section / Unit (at the Main Library unless otherwise indicated)	Programs and Services
College / Unit Libraries	<ul style="list-style-type: none"> Acquisition, organization and provision of access to subject-specific information resources in support of teaching, research and creative work, and extension programs of each College or Unit
User Services Division <i>(Formerly the User Education and Services Division)</i>	<ul style="list-style-type: none"> Provision of access to information resources in various formats and user-centered services in conducive learning spaces to support and enhance the teaching, research and creative work, and extension programs of the University
Information Services and Instruction Section <i>(Formerly the General Reference Section)</i>	<ul style="list-style-type: none"> Provision of spaces for individual and collaborative learning, access to both print and electronic library resources, and information literacy programs and services
Filipiniana Books Section	<ul style="list-style-type: none"> Development and maintenance of the most comprehensive collection of Filipiniana publications in the country
Serials Section <i>(Merger of Filipiniana Serials, Foreign Serials, and Bibliography and Indexing sections)</i>	<ul style="list-style-type: none"> Provision of extensive print and online index to Filipiniana articles in scholarly foreign and local periodicals
Special Collections Section	<ul style="list-style-type: none"> Development and maintenance of the collection of rare and unique Filipiniana resources including out-of-print publications (books and serials) and unpublished materials, artworks, photographs, cartographic and local history materials
Social Sciences and Philosophy Library	<ul style="list-style-type: none"> Provision of seamless access to information resources on anthropology, demography, geography, history, linguistics, philosophy and religion, political science, psychology and sociology
University Archives Division <i>(Formerly the University Archives and Records Depository Section)</i>	<ul style="list-style-type: none"> Planning, supervision and development of archival programs, goals and operations; policies and procedures on the appraisal, acquisition, arrangement, description, and preservation of archival materials; and the Institutional Repository and in-house databases
UPIANA Section <i>(New)</i>	<ul style="list-style-type: none"> Acquisition and organization of theses, dissertations and UP Publications
University Records Section <i>(New)</i>	<ul style="list-style-type: none"> Acquisition and processing of permanent records of administrative and academic units of the University
Personal Papers Section <i>(New)</i>	<ul style="list-style-type: none"> Solicitation, acquisition and organization of personal papers from notable alumni who have made relevant/significant contributions to the University and to national development
Preservation Services Section <i>(New)</i>	<ul style="list-style-type: none"> Implementation of preservation initiatives (including conservation / restoration projects) to lengthen the lifespan of the archival collection, which include, but are not limited to passive preservation management, creation of enclosures, binding and repair, microfilming, reproduction and other activities

Division / Section / Unit (at the Main Library unless otherwise indicated)	Programs and Services
Technical Services Division	<ul style="list-style-type: none"> Acquisition, organization and facilitation of access to library materials in all formats
Acquisitions Section	<ul style="list-style-type: none"> Implementation of the University Library's acquisition program by purchase, gifts and exchanges Supervision of purchase of library resources
Cataloging and Metadata Services Section (Formerly Cataloging Section)	<ul style="list-style-type: none"> Cataloging and classification of library resources Management of library database records Provision of technical advice and support concerning the standardization of cataloging and metadata policies and procedures
Information Technology (IT) Division (Formerly the Computer Services Section)	<ul style="list-style-type: none"> Modernization of library functions and services with particular emphasis on the application of new information technologies Provision of IT training and technical support services
Digitization Services Section (New)	<ul style="list-style-type: none"> Conversion of print and analog resources to digital format Provision of digital preservation services Uploading of digitized resources to online databases
Information Systems and Network Section (New)	<ul style="list-style-type: none"> Development and maintenance of library systems and databases Automation of library operations. Maintenance of computer systems, hardware and network
Strategic Communication, Research and Marketing Section (New)	<ul style="list-style-type: none"> Facilitation of efficient internal and external communication Promotion of library collections and services Conduct of research and development activities to improve library procedures and delivery of library services
Administrative Services Section (Formerly the Administrative Services Division)	<ul style="list-style-type: none"> Provision and performance of vital administrative support services to the functional units of the University Library in its pursuit of providing effective and efficient library services

Kindly note that the University Library Diliman will use the following official email addresses:

- library.updiliman@up.edu.ph (for official communications) and
- libraryinfo.updiliman@up.edu.ph (for online reference service).

Thank you.

cc: Chancellor, Dr. Michael L. Tan
 All Vice-Chancellors
 University Librarian, Mr. Chito N. Angeles
 Deputy University Librarian, Ms. Elvira B. Lapuz