

# **Guidelines and Assistance for Faculty and Students to Access Library Resources in UP Diliman**

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University Library, UP Diliman**

21 August 2020

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## 1. Definition of Terms

- 1.1. *Resources* - In the library context, resources refer to journals, books, or electronic databases. They come in both physical and electronic forms (Operational Definition).
- 1.2. *Document Delivery Service* - The document delivery service processes articles and book chapter requests from the journals, books, e-resources and other materials available only in UP Diliman Libraries. (Operational Definition).
- 1.3. *Electronic resources* - Electronic resources (e-resources) are materials in digital format that may be accessed electronically. They may refer to paid subscriptions to electronic books (eBooks) and journals (referred in this document as *Subscribed E-Resources*), or open-access resources curated by the library. (Operational Definition).
- 1.4. *Physical resources* - Physical resources are books, monographs, periodicals, thesis and dissertations, microfilms and other physical materials that may be accessed by visiting the library where the collection is located (Operational Definition).
- 1.5. *Local databases* - Local databases refer to databases hosted by the University Library where bibliographic information of library resources can be searched. Some of these databases also host the full-text of library resources (Operational Definition).
- 1.6. *Open Educational Resources* - Open Educational Resources (OER) are teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions (UNESCO).
- 1.7. *Copyright* - Copyright refers to the protection given to intellectual works. In simpler terms, copyright means that the original creators of work and anyone they give the authorization to have the exclusive right to reproduce the latter (Republic Act No. 8293).  
  
Please refer to **Memorandum No. OVPAA 2020-91** - *Guidelines for Using or Incorporating Copyrighted Works Into Course Packs for the First Semester AY 2020-2021; FAQ Regarding Faculty Copyright Over Course Packs* to learn more about copyright limitations in the context of academic consumption.
- 1.8. *Fair Use* - Fair use refers to what the law allows in terms of using someone's intellectual property. Under fair use, the use of copyrighted work such as for classroom instruction, the conduct of a study, and other related purposes is not copyright infringement (Republic Act No. 8293).
- 1.9. *Licensing Agreement* - A licensing agreement outlines the acceptable terms by which a party can use another work/ownership. Using electronic resources, access, and reproduction are governed by the agreement between the library and the vendor (Operational Definition).
- 1.10. *Reproduction* - In the context of fair use of educational resources, reproduction refers to any duplication or reproduction of resources for classroom instruction and research (Republic Act No. 8293).

## 2. Available Library Resources

### 2.1. Local databases and ebooks

Resource (URL)	Inclusions	Access
<p>Tuklas Discovery Service (<a href="https://ds.mainlib.upd.edu.ph">https://ds.mainlib.upd.edu.ph</a>)</p>	<ul style="list-style-type: none"> <li>● Single search interface for finding books, academic journals, multimedia and electronic resources, newspapers and magazines</li> <li>● Links to full-text ebooks subscribed to by the following:               <ul style="list-style-type: none"> <li>○ College/Unit Libraries: Architecture, Economics, Engineering, Fine Arts, Law, Science, Social Sciences and Philosophy, Technology Management</li> <li>○ Main Library sections: Filipiniana Books, Information Services and Instruction</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Search platform available to general public</li> <li>● Links to full-text ebooks available to UP Diliman constituents via Remote Access platform (EZproxy)</li> </ul>
<p>Digital Archives @ UP Diliman (<a href="https://digitalarchives.upd.edu.ph">https://digitalarchives.upd.edu.ph</a>)</p>	<p>Electronic Theses and Dissertations (ETDs)</p>	<ul style="list-style-type: none"> <li>● Search interface available to general public</li> <li>● Full-text available to the public (per Memo No. PAEP 2012-03 and Memo No. FRN 15-038) for those:               <ul style="list-style-type: none"> <li>○ Submitted on 2 February 2012 onwards;</li> <li>○ Classified as “F” - Regular Work;</li> <li>○ Restricted thesis/dissertation</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>with expired embargo period; <ul style="list-style-type: none"> <li>○ With University Permission page signed by the author.</li> </ul> </li> </ul>
UP Diliman Journals Online ( <a href="https://journals.upd.edu.ph">https://journals.upd.edu.ph</a> )	Academic journals published by UP Diliman units	Selected open access to general public
ABCD In-house Database ( <a href="http://abcd.cslib.upd.edu.ph:9090/site/php/index.php">http://abcd.cslib.upd.edu.ph:9090/site/php/index.php</a> , use Internet Explorer)	Catalog of the College of Science theses, dissertations and other Filipiniana collection	Search interface available to general public
UP School of Economics Institutional Repository ( <a href="https://library.econ.upd.edu.ph/ir">https://library.econ.upd.edu.ph/ir</a> )	ETDs, e-Reserve and Faculty Publications	UP School of Economics

2.2. *E-Resources on trial* - The University Library website maintains a list of e-resources on trial which can be read at <https://mainlib.upd.edu.ph/databases-on-trial/>. Subscription to these e-resources will depend on how much these databases are utilized. We advise everyone to make full use of these electronic resources for the duration of the trial. Faculty members are encouraged to provide feedback and evaluation to these databases through this form: <https://forms.gle/1sb1FfaHe2afy5uD6>

2.3. *Subscribed e-resources: Multidisciplinary*

Resource	Inclusions	Access
EBSCO Discovery Service (access through <a href="https://mainlib.upd.edu.ph">https://mainlib.upd.edu.ph</a> , search box located on the left sidebar)	<ul style="list-style-type: none"> <li>● Single search interface for subscribed e-resources</li> <li>● Links to full-text articles</li> </ul>	<ul style="list-style-type: none"> <li>● Search interface available to general public</li> <li>● Links to full-text articles available to UP Diliman constituents on-campus and off-campus via Remote Access Platform (EZproxy)</li> </ul>
EBSCO Academic Search Complete		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy); UP Los Baños on-campus

		and off-campus via Remote Access Platform (OpenAthens)
JSTOR	<ul style="list-style-type: none"> <li>• Arts and Sciences I-XI</li> <li>• Business I, II and IV</li> </ul>	UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Oxford Reference		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
ScienceDirect	Freedom collection	UP System via UP Mail
Scopus	Citation database	UP System via UP Mail
Taylor & Francis Online	<ul style="list-style-type: none"> <li>• Science and Technology Library</li> <li>• Social Sciences and Humanities</li> </ul>	UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)

2.4. *Subscribed e-resources: Arts and Humanities*

<b>Resource</b>	<b>Inclusions</b>	<b>Access</b>
EBSCO Communication and Mass Media Complete		UP CMC only
EBSCO Film and Television Literature Index with Full Text		UP CMC only
EBSCO SPORTDiscus		UP CHK only
Literary Resource Center Plus		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Project MUSE		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)

2.5. *Subscribed e-resources: Management and Economics*

<b>Resource</b>	<b>Inclusions</b>	<b>Access</b>
CEIC		UP School of Economics
Eikon with Datastream		UP VSB and Economics
PSE Monthly Report	Monthly reports containing the financial condition and results of operations of listed companies	UP VSB only

2.6. *Subscribed e-resources: Science and Technology*

<b>Resource</b>	<b>Inclusions</b>	<b>Access</b>
Alexander Street Press		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
American Chemical Society (ACS) Publications		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
APS Journals Online		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
ASCE e-Journals		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Association for Computing Machinery (ACM) Digital Library		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
American Society for Testing and Materials (ASTM) Standards and Engineering Digital Library		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Canadian Geotechnical Journal		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Derwent Innovation		UPCOE only

EBSCO Energy and Power Source		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Emerald Insight	Property Management & Built Environment eJournals	UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Euromonitor International: Passport		UPCOE via Engglib Remote Access Platform (EZproxy)
Fibonacci Quarterly		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Géotechnique		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
ICE Environmental Geotechnics		UPCOE via Engglib Remote Access Platform (EZproxy)
ICE Science Collection		UPCOE via Engglib Remote Access Platform (EZproxy)
IEEE Xplore		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
IET.TV		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
INFORMS PubsOnline		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
IWA Publishing Online		UPCOE via Engglib Remote Access Platform (EZproxy)
Knovel		UPCOE via Engglib Remote Access Platform (EZproxy)



Locus: SIAM's Online Journal Archive		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
MRS Bulletin (Cambridge Core)		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Nature		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Onemine.org		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Science Magazine		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Society of Automotive Engineers (SAE) MOBILUS International Journals		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
SpringerNature Journals Archives		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)
Wiley Online Library	<ul style="list-style-type: none"> <li>● AIChE Journal</li> <li>● Biometrics</li> <li>● Decision Sciences</li> <li>● Networks: An International Journal</li> <li>● Polymer Engineering &amp; Science</li> <li>● Transactions in GIS</li> <li>● Water Resources Research</li> <li>● Wind Energy</li> </ul>	UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)

2.7. *Subscribed e-resources: Social Sciences and Law*

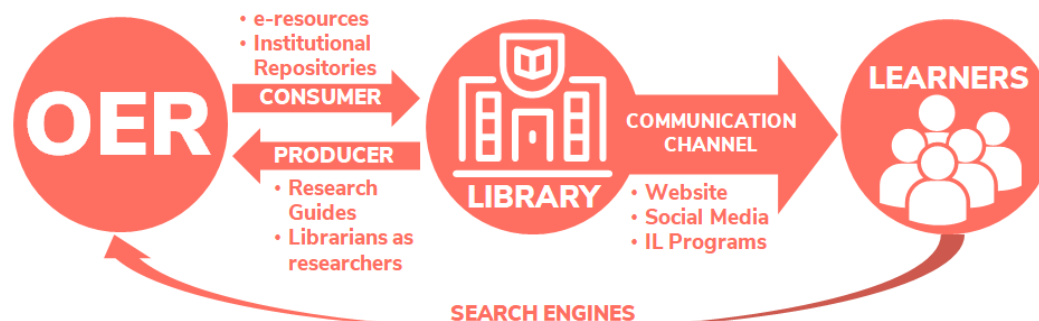
Resource	Inclusions	Access
EBSCO Education Source		UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)

2.8. *Physical resources*

<b>Resource</b>	<b>Inclusions</b>	<b>Access</b>
Print resources	Books, academic journals, magazines, newspapers	See Sections 4-5
Multimedia resources	Video recordings, sound recordings, microfilms	See Sections 4-5
Archival materials: University Records	Records (semi-active and active) deposited/ transferred by the University academic and administrative units are retained for a certain period for legal and/or administrative purposes.	Limited to units that created them
Archival materials: UPiana (search via Tuklas: <a href="https://ds.mainlib.upd.edu.ph">https://ds.mainlib.upd.edu.ph</a> )	Official publications of the University (except those published and classified): Philippine Collegian, UP Diliman Update, UP Gazette, UP Newsletter, yearbooks, college/unit publications, college-based student publications, research publications of faculty and staff, and publications of staff organizations	Search interface available to general public
Archival materials: Personal Papers	Records reflecting the contributions and professional careers of the University administrators, faculty, and distinguished alumni	Some of the collections of these records require a written permission from the donor or their designated representatives.
Music scores		UP College of Music

### 3. Available Open Education Resources

3.1. Model on the role of libraries as communication channel towards Open Education Resources (OER) utilization to learners presented in Philippines Country Report in the 15th Meeting of the AUNILo: Libraries of ASEAN University Network:



3.2. The following lists are nonexhaustive and might be subject to change without prior notice. Following the model in Section 3.1, the following are the recommended activities to be carried out by the libraries towards the promotion of OER utilization to learners:

- 3.2.1. Creation of an index or pathfinder which will serve as a guide to what has been curated or the available OER resources in the library.
- 3.2.2. Creation of a one-stop platform for each department/college containing collection of readings for each course/topic. Faculty members are encouraged to contribute or build such collections.
- 3.2.3. Initiate marketing campaign - infographics, videos, webinars, etc containing instructions on how OER works, etc.
- 3.2.4. Students may be taught on how to curate OERs as an online portfolio through the CU Learning Management System, or reference management systems (i.e. Zotero, Mendeley, EndNote, etc)

3.3. *OERs maintained by the University Library*

Resource	Inclusions	URL
Library Guides	How-To's, podcasts, and vodcasts on access to library resources	<a href="https://mainlib.upd.edu.ph/guides-and-how-tos/">https://mainlib.upd.edu.ph/guides-and-how-tos/</a>
LibRadio: Librarians sa Radyo	Podcasts of episodes about libraries, librarianship and librarians	<a href="https://uplibrarybulletin.wordpress.com/2010/10/27/librarians-sa-radyo-abangan-sa-dzup-1602/">https://uplibrarybulletin.wordpress.com/2010/10/27/librarians-sa-radyo-abangan-sa-dzup-1602/</a>
Open Access Repository @ UPD	Digitized rare periodicals	<a href="https://repository.mainlib.upd.edu.ph">https://repository.mainlib.upd.edu.ph</a>

3.4. *OERs: Filipiniana Multidisciplinary*

Resource	URL
DOST-STII Science and Technology Academic Research-Based Openly Operated KioskS (STARBOOKS)	<a href="http://www.starbooks.ph/">http://www.starbooks.ph/</a>
Official Gazette of the Republic of the Philippines	<a href="https://www.officialgazette.gov.ph/">https://www.officialgazette.gov.ph/</a>
PCAARRD e-Library	<a href="https://elibrary.pcaarrd.dost.gov.ph/slims/">https://elibrary.pcaarrd.dost.gov.ph/slims/</a>
Socioeconomic Research Portal for the Philippines	<a href="https://serp-p.pids.gov.ph/">https://serp-p.pids.gov.ph/</a>
Tekno-Aklatan (by The National Library of the Philippines)	<a href="http://koha.nlp.gov.ph/teknoaklatan/">http://koha.nlp.gov.ph/teknoaklatan/</a>
The Philippine Journal of Linguistics (PJL)	<a href="https://www.pjl-phil.com/">https://www.pjl-phil.com/</a>

3.5. *OERs: Foreign Multidisciplinary*

Resource	URL
ASEAN Digital Library	<a href="https://www.aseanlibrary.org/">https://www.aseanlibrary.org/</a>
Central Intelligence Agency World Factbook	<a href="https://www.cia.gov/library/publications/the-world-factbook/">https://www.cia.gov/library/publications/the-world-factbook/</a>
CORE	<a href="https://core.ac.uk/">https://core.ac.uk/</a>
Creative Commons	<a href="https://search.creativecommons.org/about">https://search.creativecommons.org/about</a>
Digital Science Dimensions	<a href="https://app.dimensions.ai/discover/publication">https://app.dimensions.ai/discover/publication</a>
Directory of Open Access Books (DOAB)	<a href="https://www.doabooks.org/">https://www.doabooks.org/</a>
Directory of Open Access Journals (DOAJ)	<a href="https://doaj.org/">https://doaj.org/</a>
EBSCO Open Access	<a href="https://www.ebsco.com/open-access">https://www.ebsco.com/open-access</a>
Fox Valley Technical College	<a href="https://library.fvtc.edu/Open">https://library.fvtc.edu/Open</a>
Google Scholar	<a href="https://scholar.google.com/">https://scholar.google.com/</a>
HighWire Press	<a href="http://highwire.org/lists/browse.dtl">http://highwire.org/lists/browse.dtl</a>

Internet Archive	<a href="https://archive.org/">https://archive.org/</a>
JSTOR	<a href="https://about.jstor.org/whats-in-jstor/books/open-access-books-jstor/">https://about.jstor.org/whats-in-jstor/books/open-access-books-jstor/</a>
Literary Encyclopedia	<a href="https://www.litencyc.com/">https://www.litencyc.com/</a>
NASA at Home	<a href="https://www.nasa.gov/specials/nasaathome/">https://www.nasa.gov/specials/nasaathome/</a>
OASIS	<a href="https://oasis.geneseo.edu/index.php">https://oasis.geneseo.edu/index.php</a>
OER Commons	<a href="https://www.oercommons.org/">https://www.oercommons.org/</a>
Open Access Books on JSTOR	<a href="https://about.jstor.org/whats-in-jstor/books/open-access-books-jstor/">https://about.jstor.org/whats-in-jstor/books/open-access-books-jstor/</a>
OPENSTAX	<a href="https://cnx.org/">https://cnx.org/</a>
Open Textbook Library	<a href="https://open.umn.edu/opentextbooks/">https://open.umn.edu/opentextbooks/</a>
Project Gutenberg	<a href="https://www.gutenberg.org/">https://www.gutenberg.org/</a>
Routledge & CRC	<a href="https://www.routledge.com/our-products/open-access-books/accessing-oa-books">https://www.routledge.com/our-products/open-access-books/accessing-oa-books</a>
Social Science Research Network (SRRN)	<a href="https://www.ssrn.com/index.cfm/en/">https://www.ssrn.com/index.cfm/en/</a>
SpringerOpen	<a href="https://www.springeropen.com/">https://www.springeropen.com/</a>
Taylor and Francis	<a href="https://www.routledge.com/go/explore-discover-open-access-research-from-taylor-francis">https://www.routledge.com/go/explore-discover-open-access-research-from-taylor-francis</a>
The Library of Anglo-American Culture & History	<a href="https://libaac.de/home/">https://libaac.de/home/</a>
The Qualitative Report	<a href="https://nsuworks.nova.edu/tqr/">https://nsuworks.nova.edu/tqr/</a>
Wiley Open Access	<a href="https://onlinelibrary.wiley.com/">https://onlinelibrary.wiley.com/</a>
World Bank's Open Data Initiative: World dataBank	<a href="https://databank.worldbank.org/home.aspx">https://databank.worldbank.org/home.aspx</a>

3.6. *OERs curated by the Archaeological Studies Program Library*

Resource	URL
Ancient World Image Bank	<a href="https://isaw.nyu.edu">https://isaw.nyu.edu</a>
Arachne	<a href="https://arachne.uni-koeln.de">https://arachne.uni-koeln.de</a>
ArchNet	<a href="https://archnet.org">https://archnet.org</a>
Artstor - Public Collections	<a href="https://library.artstor.org">https://library.artstor.org</a>
Brown University Archaeology Guide	<a href="https://libguides.brown.edu">https://libguides.brown.edu</a>
Europeana	<a href="http://www.europeana.eu/portal/">http://www.europeana.eu/portal/</a>
Mason OER Metafinder (MOM)	<a href="https://oer.deepwebaccess.com/oer/desktop/en/search.html">https://oer.deepwebaccess.com/oer/desktop/en/search.html</a>
Michigan Library Digital Collections	<a href="https://quod.lib.umich.edu">https://quod.lib.umich.edu</a>
MIT OpenCourseware	<a href="https://ocw.mit.edu/index.htm">https://ocw.mit.edu/index.htm</a>
Open Culture	<a href="http://www.openculture.com/">http://www.openculture.com/</a>
Open Michigan	<a href="http://open.umich.edu">http://open.umich.edu</a>
OpenWashington	<a href="http://www.openwa.org">http://www.openwa.org</a>
World Digital Library	<a href="https://www.wdl.org">https://www.wdl.org</a>

3.7. *OERs curated by the College of Arts and Letters Library*

Resource	URL
BC Campus - British Columbia Open Campus Textbook List	<a href="https://open.bccampus.ca/use-open-textbooks/">https://open.bccampus.ca/use-open-textbooks/</a>
Charles C. Sherrod Library	<a href="https://libraries.etsu.edu/research/guides/languageandliterature/oer">https://libraries.etsu.edu/research/guides/languageandliterature/oer</a>
Fox Valley Technical College OERs by Program Communication Skills	<a href="https://library.fvtc.edu/Open/CommSkills">https://library.fvtc.edu/Open/CommSkills</a>
Humboldt State University Library OER	<a href="https://libguides.humboldt.edu/openedu/art">https://libguides.humboldt.edu/openedu/art</a>
Los Angeles Valley College Library OER	<a href="https://lib.lavc.edu/c.php?g=571229&amp;p=5250802">https://lib.lavc.edu/c.php?g=571229&amp;p=5250802</a>

Mt. SAC Library	<a href="https://mtsac.libguides.com/oer/art">https://mtsac.libguides.com/oer/art</a>
UNH: Open Educational Resources: English	<a href="https://libraryguides.unh.edu/c.php?g=326958&amp;p=4970630">https://libraryguides.unh.edu/c.php?g=326958&amp;p=4970630</a>
Virginia Tech Open Education: Foreign Languages and Literatures	<a href="https://guides.lib.vt.edu/oer/foreignlanguage">https://guides.lib.vt.edu/oer/foreignlanguage</a>

3.8. OERs curated by the Asian Center Library

Resource	URL
Asian Studies: Journal of Critical Perspectives on Asia	<a href="https://asj.upd.edu.ph/index.php/archive">https://asj.upd.edu.ph/index.php/archive</a>

3.9. OERs curated by the College of Education Library

Resource	URL
A TO Z TEACHERS STUFF	<a href="http://atozteacherstuff.com/">http://atozteacherstuff.com/</a>
101 Free Online Journal and Research Databases for Academics	<a href="https://www.scribendi.com/advice/free_online_journal_and_research_databases.en.html">https://www.scribendi.com/advice/free_online_journal_and_research_databases.en.html</a>
Artcyclopedia	<a href="http://www.artcyclopedia.com/">http://www.artcyclopedia.com/</a>
Audible Stories	<a href="https://stories.audible.com/discovery">https://stories.audible.com/discovery</a>
BARTLEBY	<a href="https://www.bartleby.com/reference/">https://www.bartleby.com/reference/</a>
BOOKBOON	<a href="https://bookboon.com/">https://bookboon.com/</a>
Cambridge Core	<a href="https://www.cambridge.org/ph/education">https://www.cambridge.org/ph/education</a>
Current Issues in Education	<a href="https://cie.asu.edu/ojs/index.php/cieatasu">https://cie.asu.edu/ojs/index.php/cieatasu</a>
Electronic Journal of Science Education	<a href="http://ejse.southwestern.edu/">http://ejse.southwestern.edu/</a>
Encyclopedia of Psychology	<a href="https://www.psychology.org/resources/">https://www.psychology.org/resources/</a>
HERDIN	<a href="http://www.herdin.ph/index.php/herdin-home">http://www.herdin.ph/index.php/herdin-home</a>
International Journal of Education & the Arts	<a href="http://www.ijea.org/">http://www.ijea.org/</a>
Journal of Curriculum and Instruction	<a href="http://www.ijea.org/">http://www.ijea.org/</a>

MathGuide	<a href="http://www.mathguide.com/">http://www.mathguide.com/</a>
Merlot	<a href="https://www.merlot.org/merlot/">https://www.merlot.org/merlot/</a>
OPEN CULTURE	<a href="http://www.openculture.com/">http://www.openculture.com/</a>
Physical Review Special Topics – Physics Education Research	<a href="https://journals.aps.org/prper/">https://journals.aps.org/prper/</a>
Teachables Scholastic	<a href="https://teachables.scholastic.com/teachables/guesthomepage.html">https://teachables.scholastic.com/teachables/guesthomepage.html</a>
TIME	<a href="https://time.com/tfk-free/">https://time.com/tfk-free/</a>
UP College of Education's Curated Resources for Remote Learning	<a href="https://sway.office.com/P76viXqDbhZdC0WN">https://sway.office.com/P76viXqDbhZdC0WN</a>
UN Inter-Agency Standing Committee Reference Group on Mental Health and Psychosocial Support in Emergency Settings (IASC MHPSSRG)	<a href="https://interagencystandingcommittee.org/iasc-reference-group-on-mental-health-and-psychosocial-support-in-emergency-settings">https://interagencystandingcommittee.org/iasc-reference-group-on-mental-health-and-psychosocial-support-in-emergency-settings</a>
Fable Cottage	<a href="https://www.thefablecottage.com/">https://www.thefablecottage.com/</a>

3.10. *OERs curated by the School of Economics Library*

<b>Resource</b>	<b>URL</b>
Open Knowledge Repository - World Bank Group	<a href="https://openknowledge.worldbank.org">https://openknowledge.worldbank.org</a>
RePEc: Research Papers in Economics	<a href="http://www.repec.org">http://www.repec.org</a>
EconBiz	<a href="https://www.econbiz.de">https://www.econbiz.de</a>
Open Data PH	<a href="https://www.gov.ph/data">https://www.gov.ph/data</a>
International Monetary Fund	<a href="https://www.imf.org">https://www.imf.org</a>
Philippine Statistics Authority	<a href="http://openstat.psa.gov.ph">http://openstat.psa.gov.ph</a>
Asian Development Bank	<a href="https://www.adb.org/what-we-do/knowledge">https://www.adb.org/what-we-do/knowledge</a>



3.11. OERs curated by the College of Engineering Libraries

Resource	URL
InTech	<a href="https://www.intechopen.com/">https://www.intechopen.com/</a>
MSRI Books	<a href="http://library.msri.org/books/">http://library.msri.org/books/</a>
National Academies Press	<a href="https://www.nap.edu/">https://www.nap.edu/</a>
NCBI Bookshelf	<a href="https://www.ncbi.nlm.nih.gov/books/">https://www.ncbi.nlm.nih.gov/books/</a>
Advances in Geosciences	<a href="https://advances-in-geosciences.net/">https://advances-in-geosciences.net/</a>
AGI GeoRef	<a href="https://www.americangeosciences.org/information">https://www.americangeosciences.org/information</a>
American Journal of Industrial Engineering	<a href="http://www.sciepub.com/journal/ajie">http://www.sciepub.com/journal/ajie</a>
arXiv (Cornell University Library)	<a href="https://arxiv.org/">https://arxiv.org/</a>
Asia-Pacific Signal and Information Processing Association (APSIPA)	<a href="http://www.apsipa.org/">http://www.apsipa.org/</a>
Bentham Open	<a href="https://benthamopen.com/">https://benthamopen.com/</a>
Civil Engineering Dimension (CED)	<a href="http://puslit2.petra.ac.id/ejournal/index.php/civ">http://puslit2.petra.ac.id/ejournal/index.php/civ</a>
CogPrints	<a href="http://cogprints.org/">http://cogprints.org/</a>
Digital Commons Network	<a href="http://network.bepress.com/engineering/">http://network.bepress.com/engineering/</a>
Electronic Journal of Structural Engineering	<a href="http://www.ejse.org/">http://www.ejse.org/</a>
Electronic Journals Library (EZB)	<a href="http://rzblx1.uni-regensburg.de/ezeit/fl.phtml?bibid=LOC&amp;colors=7lang=en&amp;notation=all">http://rzblx1.uni-regensburg.de/ezeit/fl.phtml?bibid=LOC&amp;colors=7lang=en&amp;notation=all</a>
Electronics and Telecommunications Research Institute Journal	<a href="https://onlinelibrary.wiley.com/journal/22337326">https://onlinelibrary.wiley.com/journal/22337326</a>
Elsevier Open Access Journals	<a href="https://www.elsevier.com/open-access/open-access-journals">https://www.elsevier.com/open-access/open-access-journals</a>
ETH Zurich E-Collection	<a href="http://e-collection.library.ethz.ch/index.php?lang=en">http://e-collection.library.ethz.ch/index.php?lang=en</a>

European Geosciences Union Publications	<a href="https://www.egu.eu/publications/open-access-journals/">https://www.egu.eu/publications/open-access-journals/</a>
European Mathematical Information Service	<a href="https://www.emis.de/journals/short_index.html">https://www.emis.de/journals/short_index.html</a>
Gold Bulletin Journal	<a href="https://www.gold.org/goldhub">https://www.gold.org/goldhub</a>
Hindawi Publishing	<a href="https://www.hindawi.com/journals/">https://www.hindawi.com/journals/</a>
IEEE Open Access Publications	<a href="https://open.ieee.org/">https://open.ieee.org/</a>
International Journal of Computational Materials Science and Surface Engineering	<a href="http://www.archicmsse.org/index.php?id=36">http://www.archicmsse.org/index.php?id=36</a>
International Journal of Geoinformatics (2005-2012)	<a href="https://kiyo.info.gsucc.osaka-cu.ac.jp/IJG/index">https://kiyo.info.gsucc.osaka-cu.ac.jp/IJG/index</a>
International Journal of Geoinformatics (2012-current)	<a href="https://journals.sfu.ca/ijg/index.php/journal/index">https://journals.sfu.ca/ijg/index.php/journal/index</a>
International Journal of Industrial Engineering Computations	<a href="http://growingscience.com/ijiec/search.html">http://growingscience.com/ijiec/search.html</a>
International Journal of Remote Sensing and Geoscience	<a href="http://www.ijrsg.com/Index.aspx">http://www.ijrsg.com/Index.aspx</a>
ISPRS International Journal of Geo-Information	<a href="https://www.isprs.org/publications/archives.aspx">https://www.isprs.org/publications/archives.aspx</a>
Japan Society of Mechanical Engineers	<a href="https://www.jsme.or.jp/english/">https://www.jsme.or.jp/english/</a>
Journal of Artificial Intelligence Research	<a href="https://www.jair.org/index.php/jair">https://www.jair.org/index.php/jair</a>
Journal of Industrial Engineering and Management	<a href="http://www.jiem.org/index.php/jiem/search">http://www.jiem.org/index.php/jiem/search</a>
Journal of Surveying and Mapping Engineering	<a href="http://www.academicpub.org/jsme/">http://www.academicpub.org/jsme/</a>
Journal of Urban and Environmental Engineering	<a href="http://www.journal-uee.org/">http://www.journal-uee.org/</a>
MDPI	<a href="https://www.mdpi.com/">https://www.mdpi.com/</a>
Nordic Road and Transport Research	<a href="https://nordicroads.com/">https://nordicroads.com/</a>
OMICS Open Access	<a href="https://www.omicsonline.org/open-access-journals-list.php">https://www.omicsonline.org/open-access-journals-list.php</a>

Oxford Open	<a href="https://academic.oup.com/journals/pages/open_access">https://academic.oup.com/journals/pages/open_access</a>
Philippine Computing Journal	<a href="https://pcj.csp.org.ph/index.php/pcj">https://pcj.csp.org.ph/index.php/pcj</a>
Philippine Engineering Journal	<a href="https://journals.upd.edu.ph/index.php/pej">https://journals.upd.edu.ph/index.php/pej</a>
Philippine Journal of Science	<a href="http://philjournalsci.dost.gov.ph/">http://philjournalsci.dost.gov.ph/</a>
Platinum Metals Review	<a href="https://www.technology.matthey.com/">https://www.technology.matthey.com/</a>
Proceedings of the National Academy of Sciences (PNAS)	<a href="https://www.pnas.org/">https://www.pnas.org/</a>
SADHANA - Academy Proceedings in Engineering Sciences	<a href="https://www.ias.ac.in/sadhana/">https://www.ias.ac.in/sadhana/</a>
SpringerOpen	<a href="https://www.springeropen.com/journals">https://www.springeropen.com/journals</a>
Taylor & Francis: Nanoscience Methods	<a href="https://www.tandfonline.com/toc/tnme20/current">https://www.tandfonline.com/toc/tnme20/current</a>
The Clute Institute	<a href="https://clutejournals.com/">https://clutejournals.com/</a>
The Internet Protocol Journal	<a href="https://www.ciscopress.com/">https://www.ciscopress.com/</a>
The Open Mechanical Engineering Journal	<a href="https://www.benthamopen.com/TOMEJ/">https://www.benthamopen.com/TOMEJ/</a>
California Institute of Technology	<a href="https://thesis.library.caltech.edu/">https://thesis.library.caltech.edu/</a>
Cornell University	<a href="https://ecommons.cornell.edu/">https://ecommons.cornell.edu/</a>
McMaster University	<a href="https://macsphere.mcmaster.ca/?discipline_key=217">https://macsphere.mcmaster.ca/?discipline_key=217</a>
Networked Digital Library of Theses and Dissertations (NDLTD)	<a href="http://www.ndltd.org/">http://www.ndltd.org/</a>
ProQuest Dissertations & Theses	<a href="https://pqdtopen.proquest.com/search.html">https://pqdtopen.proquest.com/search.html</a>
Purdue University	<a href="https://docs.lib.purdue.edu/about.html">https://docs.lib.purdue.edu/about.html</a>
University of Massachusetts Amherst	<a href="https://scholarworks.umass.edu/communities.html">https://scholarworks.umass.edu/communities.html</a>
University of Miami	<a href="https://scholarship.miami.edu/discovery/search?vid=01UOML_INST:ResearchRepository">https://scholarship.miami.edu/discovery/search?vid=01UOML_INST:ResearchRepository</a>

3.12. *OERs curated by the College of Home Economics Library*

Resource	URL
Food and Nutrition Research	<a href="https://foodandnutritionresearch.net">https://foodandnutritionresearch.net</a>
Food Data Central	<a href="https://fdc.nal.usda.gov">https://fdc.nal.usda.gov</a>
Journal of Tourism and Hospitality	<a href="https://www.longdom.org/tourism-hospitality.html">https://www.longdom.org/tourism-hospitality.html</a>
The national Academies Press	<a href="https://www.nap.edu/">https://www.nap.edu/</a>
Urban Institute	<a href="https://www.urban.org/">https://www.urban.org/</a>
Digital Commons @URI	<a href="https://digitalcommons.uri.edu">https://digitalcommons.uri.edu</a>

3.13. *OERs curated by the School of Labor and Industrial Relations Library*

Resource	URL
DOLE issuances and publications	<a href="https://www.dole.gov.ph/">https://www.dole.gov.ph/</a>
ILO Publications	<a href="https://www.ilo.org/global/publications/language--en/index.htm">https://www.ilo.org/global/publications/language--en/index.htm</a>
OWWA issuances and publications	<a href="https://owwa.gov.ph/">https://owwa.gov.ph/</a>
POEA issuances	<a href="http://www.poea.gov.ph/">http://www.poea.gov.ph/</a>

3.14. *OERs curated by the School of Library and Information Studies Library*

Resource	URL
Choosing & Using Sources: A Guide to Academic Research	<a href="https://ohiostate.pressbooks.pub/choosing-sources/">https://ohiostate.pressbooks.pub/choosing-sources/</a>
Handbook for Information Literacy Teaching (HILT)	<a href="http://sites.cardiff.ac.uk/ilrb/handbook/">http://sites.cardiff.ac.uk/ilrb/handbook/</a>
Information Literacy: Research and Collaboration across Disciplines	<a href="https://open.umn.edu/opentextbooks/textbooks/information-literacy-research-and-collaboration-across-disciplines">https://open.umn.edu/opentextbooks/textbooks/information-literacy-research-and-collaboration-across-disciplines</a>

Introduction to Library and Information Science	<a href="https://www.oercommons.org/courses/introduction-to-library-and-information-science/view">https://www.oercommons.org/courses/introduction-to-library-and-information-science/view</a>
The Information Literacy User's Guide: An Open Online Textbook	<a href="https://textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook/">https://textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook/</a>
The Process of Research Writing	<a href="https://open.umn.edu/opentextbooks/textbooks/the-process-of-research-writing">https://open.umn.edu/opentextbooks/textbooks/the-process-of-research-writing</a>
The Ohio State University Pressbooks Open Course Materials from Ohio State Instructors	<a href="https://ohiostate.pressbooks.pub/">https://ohiostate.pressbooks.pub/</a>
SUNY Open Textbooks	<a href="https://textbooks.opensuny.org/">https://textbooks.opensuny.org/</a>
Library and Information Science: A Guide to Online Resources (Library of Congress)	<a href="https://www.loc.gov/rr/program/bib/libsci/">https://www.loc.gov/rr/program/bib/libsci/</a>
Information Literacy Resource Bank, Cardiff University Library Service's integrated microsite for digital and information literacy resources.	<a href="http://sites.cardiff.ac.uk/ilrb/">http://sites.cardiff.ac.uk/ilrb/</a>

3.15. *OERs curated by the National College of Public Administration and Governance Library*

<b>Resource</b>	<b>URL</b>
NCPAG Good Governance and OGP Research Portal	<a href="http://ncpag.razzatech.com/">http://ncpag.razzatech.com/</a>
NCPAG Working Papers	<a href="https://ncpag.upd.edu.ph/ncpag-working-papers/">https://ncpag.upd.edu.ph/ncpag-working-papers/</a>
Philippine Journal of Public Administration	<a href="https://ncpag.upd.edu.ph/pjpa-online/">https://ncpag.upd.edu.ph/pjpa-online/</a>
UP NCPAG Faculty Articles	<a href="https://ncpag.upd.edu.ph/faculty-articles/">https://ncpag.upd.edu.ph/faculty-articles/</a>
UP NCPAG Research Papers	<a href="https://ncpag.upd.edu.ph/research-papers/">https://ncpag.upd.edu.ph/research-papers/</a>

3.16. OERs curated by the College of Science Library

Resource	URL
American Institute of Mathematics	<a href="https://aimath.org/textbooks/approved-textbooks/">https://aimath.org/textbooks/approved-textbooks/</a>
BC OpenEd	<a href="https://open.bccampus.ca/browse-our-collection/find-open-textbooks/">https://open.bccampus.ca/browse-our-collection/find-open-textbooks/</a>
Directory of Open Access Books	<a href="https://www.doabooks.org/doab?func=about&amp;uiLanguage=en">https://www.doabooks.org/doab?func=about&amp;uiLanguage=en</a>
Galileo - USG Open Textbooks	<a href="https://oer.galileo.usg.edu/">https://oer.galileo.usg.edu/</a>
Howard Hughes Medical Institute: Biointeractive	<a href="https://www.biointeractive.org/">https://www.biointeractive.org/</a>
InTech	<a href="https://www.intechopen.com/books">https://www.intechopen.com/books</a>
J-STOR Open Access E-Books	<a href="https://www.reading.ac.uk/library/eresources/ebooks/lib-jstor-ebooks.aspx">https://www.reading.ac.uk/library/eresources/ebooks/lib-jstor-ebooks.aspx</a>
Lumen Learning	<a href="https://lumenlearning.com/">https://lumenlearning.com/</a>
Lyryx Open Textbooks	<a href="https://lyryx.com/subjects/mathematics-statistics/">https://lyryx.com/subjects/mathematics-statistics/</a>
MERLOT II	<a href="https://www.merlot.org/merlot/index.htm">https://www.merlot.org/merlot/index.htm</a>
MIT Open Courseware Online Textbooks	<a href="https://ocw.mit.edu/courses/online-textbooks/#physics">https://ocw.mit.edu/courses/online-textbooks/#physics</a>
Open Education Consortium	<a href="https://www.oeconsortium.org/">https://www.oeconsortium.org/</a>
Open Learning Initiative	<a href="http://oli.cmu.edu/">http://oli.cmu.edu/</a>
Open Textbook Library	<a href="https://open.umn.edu/opentextbooks/">https://open.umn.edu/opentextbooks/</a>
OpenStax CNX	<a href="https://cnx.org/">https://cnx.org/</a>
OpenTextBookStore	<a href="http://www.opentextbookstore.com/catalog.php">http://www.opentextbookstore.com/catalog.php</a>

3.17. OERs curated by the College of Social Sciences and Philosophy Library

Resource	URL
CogPrints	<a href="http://cogprints.org/">http://cogprints.org/</a>
DocPlayer -Anthropology	<a href="https://docplayer.net/search/?q=ANTHROPOLOGY">https://docplayer.net/search/?q=ANTHROPOLOGY</a>
Humboldt State University - OER Anthropology	<a href="https://libguides.humboldt.edu/openedu/anth#s-lg-box-6193312">https://libguides.humboldt.edu/openedu/anth#s-lg-box-6193312</a>
Humboldt State University - OER Geography	<a href="https://libguides.humboldt.edu/openedu/geog">https://libguides.humboldt.edu/openedu/geog</a>
Humboldt State University - OER History	<a href="https://libguides.humboldt.edu/openedu/hist">https://libguides.humboldt.edu/openedu/hist</a>
Humboldt State University - OER Philosophy	<a href="https://libguides.humboldt.edu/openedu/phil">https://libguides.humboldt.edu/openedu/phil</a>
Humboldt State University - OER Political Science	<a href="https://libguides.humboldt.edu/openedu/polsci">https://libguides.humboldt.edu/openedu/polsci</a>
Humboldt State University - OER Sociology	<a href="https://libguides.humboldt.edu/openedu/soc">https://libguides.humboldt.edu/openedu/soc</a>
OASIS - Anthropology	<a href="https://oasis.geneseo.edu/basic_search.php?search=anthropology">https://oasis.geneseo.edu/basic_search.php?search=anthropology</a>
OASIS - Demography	<a href="https://oasis.geneseo.edu/basic_search.php?search_query=demography">https://oasis.geneseo.edu/basic_search.php?search_query=demography</a>
OASIS - Geography	<a href="https://oasis.geneseo.edu/basic_search.php?search_query=geography">https://oasis.geneseo.edu/basic_search.php?search_query=geography</a>
OASIS - History	<a href="https://oasis.geneseo.edu/basic_search.php?search_query=history">https://oasis.geneseo.edu/basic_search.php?search_query=history</a>
OASIS - Linguistics	<a href="https://oasis.geneseo.edu/basic_search.php?search_query=LINGUISTICS">https://oasis.geneseo.edu/basic_search.php?search_query=LINGUISTICS</a>
OASIS - Philosophy	<a href="https://oasis.geneseo.edu/basic_search.php?search_query=PHILOSOPHY">https://oasis.geneseo.edu/basic_search.php?search_query=PHILOSOPHY</a>
OASIS - Political Science	<a href="https://oasis.geneseo.edu/basic_search.php?search_query=POLITICAL+SCIENCE">https://oasis.geneseo.edu/basic_search.php?search_query=POLITICAL+SCIENCE</a>
OASIS - Psychology	<a href="https://oasis.geneseo.edu/basic_search.php?search_query=PSYCHOLOGY">https://oasis.geneseo.edu/basic_search.php?search_query=PSYCHOLOGY</a>

OASIS - Sociology	<a href="https://oasis.geneseo.edu/basic_search.php?search_query=SOCIOLOGY">https://oasis.geneseo.edu/basic_search.php?search_query=SOCIOLOGY</a>
OER Commons - Anthropology	<a href="https://www.oercommons.org/browse?batch_size=20&amp;sort_by=title&amp;view_mode=summary&amp;f.general_subject=anthropology">https://www.oercommons.org/browse?batch_size=20&amp;sort_by=title&amp;view_mode=summary&amp;f.general_subject=anthropology</a>
OER Commons - Linguistics	<a href="https://www.oercommons.org/courses/essentials-of-linguistics/view">https://www.oercommons.org/courses/essentials-of-linguistics/view</a>

3.18. *OERs curated by the College of Social Work and Community Development Library*

<b>Resource</b>	<b>URL</b>
National Academic Press	<a href="https://www.nap.edu/">https://www.nap.edu/</a>
ROAD - Directory of Open Access Scholarly Resources	<a href="https://road.issn.org/">https://road.issn.org/</a>
Social Science Research Network (SSRN)	<a href="https://www.ssrn.com/index.cfm/en/">https://www.ssrn.com/index.cfm/en/</a>
Springer Open	<a href="https://www.springeropen.com/search">https://www.springeropen.com/search</a>
RSF: The Russell Sage Foundation Journal of the Social Sciences	<a href="https://www.rsjournal.org/">https://www.rsjournal.org/</a>
Advances in Social Work	<a href="http://journals.iupui.edu/index.php/advancesinsocialwork">http://journals.iupui.edu/index.php/advancesinsocialwork</a>
Currents: Scholarship in the Human Services	<a href="https://journalhosting.ucalgary.ca/index.php/currents">https://journalhosting.ucalgary.ca/index.php/currents</a>
International Journal of Conflict and Violence	<a href="https://www.ijcv.org/index.php/ijcv/index">https://www.ijcv.org/index.php/ijcv/index</a>
Intersectionalities: A Global Journal of Social Work Analysis, Research, Policy and Practice	<a href="http://journals.library.mun.ca/ojs/index.php/IJ">http://journals.library.mun.ca/ojs/index.php/IJ</a>
Journal of the Society for Social Work and Research	<a href="https://www.journals.uchicago.edu/toc/jsswr/current">https://www.journals.uchicago.edu/toc/jsswr/current</a>
The Qualitative Report	<a href="https://nsuworks.nova.edu/tqr/">https://nsuworks.nova.edu/tqr/</a>
Social Work and Society	<a href="https://www.socwork.net/sws/issue/">https://www.socwork.net/sws/issue/</a>



3.19. *OERs curated by the School of Statistics Library*

Resource	URL
Journal of Medical Statistics and Informatics	<a href="http://www.hoajonline.com/medicalstat">http://www.hoajonline.com/medicalstat</a>
Journal of Probability and Statistics	<a href="https://www.hindawi.com/journals/jps/">https://www.hindawi.com/journals/jps/</a>
Journal of Statistics and Methodology	<a href="https://academic.oup.com/jssam">https://academic.oup.com/jssam</a>
Project EUCLID Mathematics and Statistics Online	<a href="https://projecteuclid.org/euclid.ejs">https://projecteuclid.org/euclid.ejs</a>

3.20. *OERs curated by the Asian Institute of Tourism Library*

Resource	URL
Jaipur National University	<a href="http://jnujprdistance.com/lms">http://jnujprdistance.com/lms</a>
WBI LIBRARY: Perpustakaan Wilmar Bisnis Indonesia : Wilmar Business Indonesia Library	<a href="http://library.wbi.ac.id/">http://library.wbi.ac.id/</a>
VTechWorks : Vlrinia Technology	<a href="https://vtechworks.lib.vt.edu/discover">https://vtechworks.lib.vt.edu/discover</a>

3.21. *OERs curated by the School of Urban and Regional Planning Library*

Resource	URL
Asian Development Bank (ADB)	<a href="https://www.adb.org/publications">https://www.adb.org/publications</a>
Housing and Land Use Regulatory Board (HLURB)	<a href="https://hlurb.gov.ph/services/local-government-unit/clup-guidebook/">https://hlurb.gov.ph/services/local-government-unit/clup-guidebook/</a>
National Economic and Development Authority (NEDA)	<a href="https://www.neda.gov.ph/publications-2/">https://www.neda.gov.ph/publications-2/</a>
Philippine Institute for Development Studies (PIDS)	<a href="https://www.pids.gov.ph/publications">https://www.pids.gov.ph/publications</a>

## 4. Guidelines for Faculty on how to Access Library Resources

### 4.1. *Access to Physical Resources*

- 4.1.1. For the safety of faculty and students, browsing of physical resources in the UPD libraries is limited and strictly for library staff only. As such, faculty members who will need to borrow physical books are required to fill out a request slip from the library, indicating time and date of pick up.
- 4.1.2. To browse the library's collection, visit Tuklas at <https://ds.mainlib.upd.edu.ph/>.
- 4.1.3. Once the physical resources desired to be borrowed are identified, contact the Main Library Section and/or College/Unit Library where the resources are located through the email addresses supplied in Sections 8 and 9, respectively.
- 4.1.4. Faculty members may also request to reproduce certain parts of the material (subject to existing rules on copyright and fair use) through the Document Delivery Service. See Section 4.5 for the procedures.

### 4.2. *Access to Electronic Resources*

- 4.2.1. Electronic resources, such as journals and articles, ebooks, and other digital materials, may be accessed on-campus when connected to the UP Diliman Network (DilNet). Links to these electronic resources are found in the University Library website (<https://mainlib.upd.edu.ph>). When accessing off-campus, you may visit <https://ezproxy.upd.edu.ph> and log in using your DILNET account. To request log-in access to EZProxy, please refer to Section 4.4.
- 4.2.2. Microfilms may be converted to PDF for greater access and readability. For conversion requests, please send an email to [libraryinfo.updiliman@up.edu.ph](mailto:libraryinfo.updiliman@up.edu.ph) and indicate the name of the material, year of publication, and coverage of the conversion request. Refer to [Tuklas](#) for the bibliographic details of the material.
- 4.2.3. In cases wherein a scholarly article or resource is not available in our collection; please send an email to [libraryinfo.updiliman@up.edu.ph](mailto:libraryinfo.updiliman@up.edu.ph) for assistance in finding alternative sources. However, if a particular resource is not accessible and may only be used after copyright permission is sought, the requesting faculty member will need to ask permission directly from the copyright owner. Furthermore, they may request an endorsement letter from the University Librarian before doing so.

### 4.3. *Terms of Use*

- 4.3.1. The use of online database content is governed by copyright and vendor license agreements.
- 4.3.2. Contents are restricted for use in academic research and classroom instruction only. Avoid sharing resources with people outside the university domain.

- 4.3.3. Systematic downloading (or excessive downloading of data) of resources is strictly PROHIBITED. The system can monitor the downloading of full-text content and may lead to suspension of access credentials.
- 4.3.4. The University Library may suspend Library privileges and revoke accounts of patrons found to have violated these policies.
- 4.3.5. The Information Services and Instruction Section of the University Library manages only multi-disciplinary e-resources, including Taylor and Francis Online, JSTOR, and Project MUSE. College and Unit Libraries may have different terms of use, depending on the licensing agreements with the vendors. Please make sure to check with the concerned unit library to avoid any breach.

4.4. *Off-campus Access to E-Resources*

- 4.4.1. Off-campus/remote access is available for subscribed electronic databases via [EZproxy](#) using your DilNet username and password.
- 4.4.2. Securing an EZProxy account
  - 4.4.2.1. Your EZProxy login account is the same as your UPD Webmail account (upd.edu.ph). Before requesting access to EZProxy, please make sure you have an active UPD Webmail account. If you do not have one yet, you may contact the University Computer Center at [helpedesk@upd.edu.ph](mailto:helpedesk@upd.edu.ph).
  - 4.4.2.2. Once you have secured a DilNet account, please send an email request to [libraryinfo.updiliman@up.edu.ph](mailto:libraryinfo.updiliman@up.edu.ph) with a scanned copy of your appointment attached to your request.
  - 4.4.2.3. Upon approval of your request, your EZProxy account at <https://ezproxy.upd.edu.ph> will be activated.
  - 4.4.2.4. If you encounter errors while accessing EZProxy, please follow the troubleshooting procedures at <https://mainlib.upd.edu.ph/remote-access/>.

4.5. *Document Delivery Service*

4.5.1. Transaction Matrix

<b>Material Type Requested</b>	<b>Fees</b>	<b>Transaction Limit</b>	<b>Turnaround Time</b>
Article from subscribed e-resources	Free	No limit	Next working day
Whole ebook from subscribed e-resources	Free	No limit	Next working day

E-copy of an article from a periodical or journal in the physical collection	Free	5 articles per day per user	5 working days
E-copy of selected pages or chapters from a book in the physical collection	Free	Preliminary pages (e.g. title page, table of contents) provided for free  No more than 10% of the total pages per book (excluding preliminary pages) per user (See Section 4.5.2)  Materials in the public domain may be copied up to 100%, subject to approval by Head Librarian of the collection	5 working days
E-copy of an article in a microfilm in the Multimedia Services collection	Free	5 articles per day per user	10 working days
E-copy of a whole book in the physical collection	Free	No limit (See Section 4.5.3)	10 working days

- 4.5.2. 10% is a middle ground that seeks to strike a balance between author/publisher interests, and the academic and research needs of UP faculty. As of this writing, these are the documented numbers for reproducing materials by other respected library institutions: (1) UST Miguel de Benavides Library—“not more than 5% of a book” (FAQ on Copyright and Library Services <https://www.facebook.com/ustmdblib/photos/pcb.2005549286245819/2005546232912791>); (2) Biblioteca Nacional de España—“up to a maximum of 20% of a book” (Document reproduction <http://www.bne.es/en/Servicios/ReproduccionDocumentos/>). While we are waiting for definitive legal guidance regarding fair use, the UPD Library will keep on exercising its mandate to the UP community to provide the best possible access to the information that they need in support of instruction, research and extension.
- 4.5.3. Requests for e-copy of a whole book in the physical collection will only be granted under all of the following conditions:

- 4.5.3.1. The faculty member affirms that they will only use the book in accordance with the conditions stipulated in Section 188 of the Republic Act No. 8293 as amended: “Not for profit”, “For purposes of study or research”, and “Copies are not available with the publisher”; and
- 4.5.3.2. Access to the electronic copy of the book (via shared Drive) will be limited to viewing only (no downloading/printing) and will be revoked every end of the semester/midyear.

## 5. Guidelines for Students on how to Access Library Resources

### 5.1. *Access to Physical Resources*

- 5.1.1. For the safety of the students, browsing of physical resources in the UPD libraries is limited and strictly for library staff only. As such, students who will need to borrow physical books are required to fill out a request slip from the library, indicating time and date of pick up.
- 5.1.2. To browse the library’s collection, visit Tuklas at <https://ds.mainlib.upd.edu.ph/>.
- 5.1.3. Once physical resources desired to be borrowed are identified, contact the Main Library Section and/or College/Unit Library where the resources are located through the email addresses supplied in Sections 8 and 9, respectively.
- 5.1.4. Students may also request to reproduce certain parts of the material (subject to existing rules on copyright and fair use) through the Document Delivery Service. See Section 5.5 for the procedures.

### 5.2. *Access to Electronic Resources*

- 5.2.1. Electronic resources, such as journals and articles, ebooks, and other digital materials, may be accessed on-campus when connected to the UP Diliman Network (DiINet). Links to these electronic resources are found in the University Library website (<https://mainlib.upd.edu.ph>). When accessing off-campus, you may visit <https://ezproxy.upd.edu.ph> and log in using your DILNET account. To request log-in access to EZProxy, please refer to Section 5.4.
- 5.2.2. Microfilms may be converted to PDF for greater access and readability. For conversion requests, please send an email to [libraryinfo.updiliman@up.edu.ph](mailto:libraryinfo.updiliman@up.edu.ph) and indicate the name of the material, year of publication, and coverage of the conversion request. Refer to [Tuklas](#) for the bibliographic details of the material.
- 5.2.3. In cases wherein a scholarly article or resource is not available in our collection; please send an email to [libraryinfo.updiliman@up.edu.ph](mailto:libraryinfo.updiliman@up.edu.ph) for assistance in finding alternative sources. However, if a particular resource is not accessible and may only be used after copyright permission is sought, the requesting student will need to ask permission directly from the copyright owner. Furthermore, they may request an endorsement letter from the University Librarian before doing so.

### 5.3. *Terms of Use*

- 5.3.1. The use of online database content is governed by copyright and vendor license agreements.
- 5.3.2. Contents are restricted for use in academic research and classroom instruction only. Avoid sharing resources with people outside the university domain.
- 5.3.3. Systematic downloading (or excessive downloading of data) of resources is strictly PROHIBITED. The system can monitor the downloading of full-text content and may lead to suspension of access credentials.
- 5.3.4. The University Library may suspend Library privileges and revoke accounts of patrons found to have violated these policies.
- 5.3.5. The Information Services and Instruction Section of the University Library manages only multi-disciplinary e-resources, including Taylor and Francis Online, JSTOR, and Project MUSE. College and Unit Libraries may have different terms of use, depending on the licensing agreement with the vendor. Please make sure to check with the concerned unit library to avoid any breach.

### 5.4. *Off-campus Access to E-Resources*

- 5.4.1. Off-campus/remote access is available for subscribed electronic databases via [EZproxy](#) using your DilNet username and password.
- 5.4.2. Securing an EZProxy account
  - 5.4.2.1. Your EZProxy login account is the same as your UPD Webmail account (upd.edu.ph). Before requesting access to EZProxy, please make sure you have an active UPD Webmail account. If you do not have one yet, you may contact the University Computer Center at [helpedesk@upd.edu.ph](mailto:helpedesk@upd.edu.ph).
  - 5.4.2.2. Once you have secured a DilNet account, please send an email request to [libraryinfo.updiliman@up.edu.ph](mailto:libraryinfo.updiliman@up.edu.ph) with a scanned copy of your most recent Form 5 attached to your request.
  - 5.4.2.3. Upon approval of your request, your EZProxy account at <https://ezproxy.upd.edu.ph> will be activated.
  - 5.4.2.4. If you encounter errors while accessing EZProxy, please follow the troubleshooting procedures at <https://mainlib.upd.edu.ph/remote-access/>.

5.5. *Document Delivery Service*

<b>Material Type Requested</b>	<b>Fees</b>	<b>Transaction Limit</b>	<b>Turnaround Time</b>
Article from subscribed e-resources	Free	No limit	Next working day
Whole ebook from subscribed e-resources	Free	No limit	Next working day
E-copy of an article from a periodical or journal in the physical collection	Free	5 articles per day per user	5 working days
E-copy of selected pages or chapters from a book in the physical collection	Free	Preliminary pages (e.g. title page, table of contents) provided for free  No more than 10% of the total pages per book (excluding preliminary pages) per user (See Section 4.5.2)  Materials in the public domain may be copied up to 100%, subject to approval by Head Librarian of the collection	5 working days
E-copy of an article in a microfilm in the Multimedia collection	Free	5 articles per day per user	10 working days

**6. Assistance on Requesting Permission to Use Copyrighted Materials for Course Packs**

- 6.1. It is understood that the end-user (i.e. the faculty member) will be the one responsible for requesting permission from copyright holders (i.e. authors or publishers) to use copyrighted materials for their course packs. This is because the end-user is in the best position to justify the purpose or intended use of a copyrighted material (e.g., teaching, research).
- 6.2. The following assistance may be provided by the Library for facilitating copyright permission requests for use in course packs:

- 6.2.1. Provision of contact details of publishers,
  - 6.2.2. Template for permission request letters, and
  - 6.2.3. Endorsement from the University Librarian (for resources at the Main Library) or the Head Librarian of the College Library (for resources available in the College/Unit Libraries).
- 6.3. The following are advised as a workflow for the faculty members in ensuring that materials being included in course packs are compliant with its license.
- 6.3.1. Determine the license or terms of use of the material or database.
    - 6.3.1.1. Works in the *Public Domain* are free to distribute and reproduce. Examples of such works are government works and works which copyright has expired as stipulated in the Intellectual Property Code.
    - 6.3.1.2. Works under a *Creative Commons License* can be distributed and reproduced for non-commercial use, provided that there is attribution to the original work. Learn more about attributing materials under a *Creative Commons License* at [https://wiki.creativecommons.org/wiki/Best\\_practices\\_for\\_attribution](https://wiki.creativecommons.org/wiki/Best_practices_for_attribution).
    - 6.3.1.3. *Copyrighted* materials, without permission from the copyright holder, cannot be reproduced and distributed.
  - 6.3.2. If distributing a copy of the copyrighted material through the course pack is not desired (i.e. uploading PDF copy in the LMS or reproducing copies in printed modules), a direct link to authorized copy on the Internet (e.g. publisher's website or library database) may be included in the course pack.
  - 6.3.3. If distributing a copy of the copyrighted material through the course pack is desired, a written permission request must be sent to the copyright holder. The assistance of the concerned Library may be sought.

## 7. Acquisition/Procurement of Resources Required for Remote Learning

- 7.1. The University Library Diliman welcomes requests and suggestions from the members of the faculty for the selection, evaluation and acquisitions of materials in support of their research and teaching programs. Librarians review requests and if evaluated to be within the scope and level of need as defined in its collection development policy should be given high priority for acquisitions. (University Library Collection Development Policy 2012, p.13)
- 7.2. Selection decisions for general reference materials are made by the Information Services and Instruction Section, in coordination with the college/unit libraries. Large purchase decisions are made after consultation with the Library Executive Staff Committee. Reference resources are selected for inclusion in the collection based on content and recency, rather than the format or value of the materials. The general reference collection



is managed based on principles of maximum utility to the largest number of library users. (University Library Collection Development Policy 2012, p.8)

- 7.3. Specialized or subject reference collection is developed to provide information in different subject fields and disciplines. Selection of this type of material shall be made by the college/unit libraries. (University Library Collection Development Policy 2012, p.8)
- 7.4. As stated in Section 9 of the University Library Organic Act of 1991, the College Library Committee shall recommend the acquisitions of books, continuing resources and other library materials based on the needs of the College to ensure a well-balanced collection development program. It shall adopt policies consistent with university rules and regulations to meet the College's special needs. It shall assist in acquiring additional library resources including funds, books, equipment, etc. and serve as a link between the library and the faculty or staff of the College.

## 8. Email addresses of Main Library Sections/Divisions

Section/Division	Email Address
Information Services and Instruction Section <i>(Send general inquiries to this email address)</i>	<a href="mailto:libraryinfo.updiliman@up.edu.ph">libraryinfo.updiliman@up.edu.ph</a>
Filipiniana Books Section	<a href="mailto:fibooks-mainlib.updiliman@up.edu.ph">fibooks-mainlib.updiliman@up.edu.ph</a>
Serials Section	<a href="mailto:serials-mainlib.updiliman@up.edu.ph">serials-mainlib.updiliman@up.edu.ph</a>
Special Collections Section	<a href="mailto:specol-mainlib.updiliman@up.edu.ph">specol-mainlib.updiliman@up.edu.ph</a>
University Archives Division	<a href="mailto:archives-mainlib.updiliman@up.edu.ph">archives-mainlib.updiliman@up.edu.ph</a>
College of Social Sciences and Philosophy Library	<a href="mailto:cssplib.upd@up.edu.ph">cssplib.upd@up.edu.ph</a>
Information Technology Division <i>(for technical support)</i>	<a href="mailto:it-mainlib.updiliman@up.edu.ph">it-mainlib.updiliman@up.edu.ph</a>

## 9. Email addresses of College and Unit Libraries

Library	Email Address
Archeological Studies	<a href="mailto:mtlubang@up.edu.ph">mtlubang@up.edu.ph</a>
Architecture	<a href="mailto:ldmanaay@up.edu.ph">ldmanaay@up.edu.ph</a>
Arts and Letters	<a href="mailto:rnmurillo@up.edu.ph">rnmurillo@up.edu.ph</a>
Asian Center	<a href="mailto:aclib.upd@up.edu.ph">aclib.upd@up.edu.ph</a>
Asian Institute of Tourism	<a href="mailto:gaflorando@up.edu.ph">gaflorando@up.edu.ph</a>

Business	<a href="mailto:library.cba@up.edu.ph">library.cba@up.edu.ph</a>
Economics	<a href="mailto:library@econ.upd.edu.ph">library@econ.upd.edu.ph</a>
Education	<a href="mailto:upeducref@gmail.com">upeducref@gmail.com</a>
Engineering	<a href="mailto:library@engglib.upd.edu.ph">library@engglib.upd.edu.ph</a>
Fine Arts	<a href="mailto:updcfalib@gmail.com">updcfalib@gmail.com</a>
Home Economics	<a href="mailto:chelib.upd@up.edu.ph">chelib.upd@up.edu.ph</a>
Human Kinetics	<a href="mailto:chklib@upd.edu.ph">chklib@upd.edu.ph</a>
Islamic Studies	<a href="mailto:rmsaguil@up.edu.ph">rmsaguil@up.edu.ph</a>
SOLAIR	<a href="mailto:mymarifosque@up.edu.ph">mymarifosque@up.edu.ph</a>
Law	<a href="mailto:lawlib.upd@up.edu.ph">lawlib.upd@up.edu.ph</a>
SLIS	<a href="mailto:library@slis.upd.edu.ph">library@slis.upd.edu.ph</a>
Mass Communication	<a href="mailto:ladelacruz@up.edu.ph">ladelacruz@up.edu.ph</a>
Music	<a href="mailto:cmulibrary.upd@up.edu.ph">cmulibrary.upd@up.edu.ph</a>
NCPAG	<a href="mailto:ncpag_lib.upd@up.edu.ph">ncpag_lib.upd@up.edu.ph</a>
NISMED	<a href="mailto:cavelasco@up.edu.ph">cavelasco@up.edu.ph</a>
Science	<a href="mailto:cslib@science.upd.edu.ph">cslib@science.upd.edu.ph</a>
· Biology	<a href="mailto:ib.library@science.upd.edu.ph">ib.library@science.upd.edu.ph</a>
· Chemistry	<a href="mailto:ic.library@science.upd.edu.ph">ic.library@science.upd.edu.ph</a>
· IESM	<a href="mailto:iesm.library@science.upd.edu.ph">iesm.library@science.upd.edu.ph</a>
· Mathematics	<a href="mailto:im.library@science.upd.edu.ph">im.library@science.upd.edu.ph</a>
· MSEP	<a href="mailto:msep.library@science.upd.edu.ph">msep.library@science.upd.edu.ph</a>
· NIMBB	<a href="mailto:nimbb.library@science.upd.edu.ph">nimbb.library@science.upd.edu.ph</a>
· NSRI	<a href="mailto:nsri.library@science.upd.edu.ph">nsri.library@science.upd.edu.ph</a>
· Physics	<a href="mailto:nip.library@science.upd.edu.ph">nip.library@science.upd.edu.ph</a>
· NIGS	<a href="mailto:library@nigs.upd.edu.ph">library@nigs.upd.edu.ph</a>
· Marine Science	<a href="mailto:library@msi.upd.edu.ph">library@msi.upd.edu.ph</a>
CSSP	<a href="mailto:cssplib.upd@up.edu.ph">cssplib.upd@up.edu.ph</a>

· Population Institute	<a href="mailto:popilib65@gmail.com">popilib65@gmail.com</a>
CSWCD	<a href="mailto:cswcdaklatan.upd@up.edu.ph">cswcdaklatan.upd@up.edu.ph</a>
Statistics	<a href="mailto:schoolofstat.library@gmail.com">schoolofstat.library@gmail.com</a>
TMC	<a href="mailto:gagarcia1@up.edu.ph">gagarcia1@up.edu.ph</a>
SURP	<a href="mailto:upsurplib@gmail.com">upsurplib@gmail.com</a>
UP Pampanga/Olongapo	<a href="mailto:mmtan1@up.edu.ph">mmtan1@up.edu.ph</a>
UP Integrated School	<a href="mailto:msazarcon@up.edu.ph">msazarcon@up.edu.ph</a>