

# UP COLLEGE OF ENGINEERING LIBRARY II

## Library Orientation



UP Oblation image by UP One Earth via <http://uponeearth.multiply.com/>. UP AECH by JM Barigate.

**& faculty too**   
**Student ^Primer**  
version 4.0

<http://engglib2.upd.edu.ph>

# WELCOME TO THE COLLEGE OF ENGINEERING !

**You** are among the **Best** and the **Brightest** young minds in the country today. *You deserve nothing but the best Library* that would assist you in your information needs. Whether student or faculty, the Library is a vital partner in your quest to become the best in your chosen engineering field.

The College of Engineering Library II (or EnggLib2) currently serves the Department of Computer Science (DCS) and the Electrical and Electronics Engineering Institute (EEEI). We offer a wealth of resources, both in print and digital formats, as well as services which will greatly aid you in your research endeavors.

This primer was prepared to help you become familiar with the collection and services of the EnggLib2, and hopefully give you confidence to consider the library as your indispensable partner in your UP academic life, particularly in the conduct of your research, assignments, academic collaborations, and other scholarly activities.

READ ON to discover what EnggLib2 has in store for you — things that will make whatever type of inner geek is within you, to look forward to a world-class library experience!



Hi! I'm TUX. **Welcome to**  
**THE UP COLLEGE OF ENGINEERING LIBRARY II!**  
Throughout this primer, I'll be sharing tips on how  
you can best learn using the library's resources, and  
enjoy the experience too!



# So you passed the UPCAT!

(..and got accepted into the hardest quota courses too! :D)

Using the library will then be just a breeze for you. Just make sure that you always have with you the following:

- Your bright and freshly printed **UP ID with countersigned sticker**
- Your **Internet Use card** or **PINK CARD** for 20 hours of internet access or electrical charging for the semester.



Make sure also that you already have a **UP webmail account** (**yourname@up.edu.ph**), your passport to all UP online services, including access to the Diliman Network (DILNET). This is issued by the UP Computer Center from 9-11AM and 2-4PM.

## LIBRARY SERVICE HOURS

- **Circulation and Reference Sections** (*Ground floor*) -  
8:00 AM to 6:00 PM (Monday to Friday, no lunch break)  
8:00 AM-12:00 NOON, 1:00 PM-5:00 PM (Saturdays)
- **Serials and TLC Sections** (*First floor*) -  
9:00 AM to 6:00 PM (Monday to Friday, no lunch break)  
\* 8:00 AM-12:00 NOON, 1:00 PM-5:00 PM  
(Saturdays, Serials Section only. TLC is closed on Saturdays)

## LIBRARY RESOURCES

### PRINT

- Books: Faculty selected titles ranging from beginner texts to highly technical volumes on information technology, computer science, and electrical and electronics engineering
- Journals
- Newspapers
- Theses and undergraduate student projects
- Magazines

### DIGITAL

- Online Journal Databases
- Online Citation Databases
- E-books (Open-Access and Online E-reference books)
- Newspaper Clippings Database
- Podcasts and vodcasts selections from engineering faculty lecturers at MIT, Harvard, UC Berkley, and many more

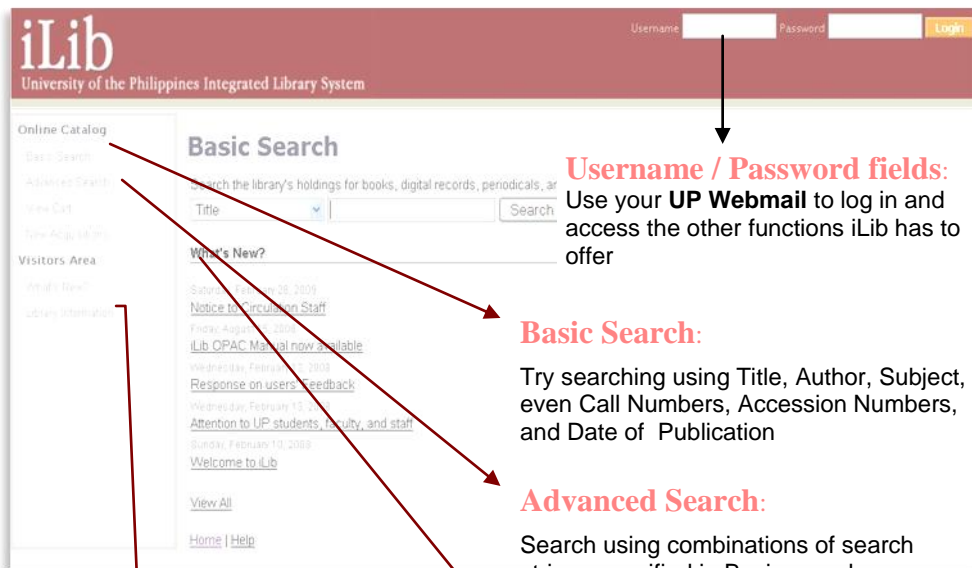
## LIBRARY FACILITIES

- Reading areas (Serials, Circulation, DOST Reading Room)
- Discussion areas (ERG Discussion Room, Reading Zone)
- The Learning Commons

.... read on for more

# iLib 101: <http://ilib.upd.edu.ph>

## A visual guide to UP's in-house Integrated Library System



### Username / Password fields:

Use your **UP Webmail** to log in and access the other functions iLib has to offer

### Basic Search:

Try searching using Title, Author, Subject, even Call Numbers, Accession Numbers, and Date of Publication

### Advanced Search:

Search using combinations of search strings specified in Basic search

### News:

Be updated with the news and information about your library

### Library Information:

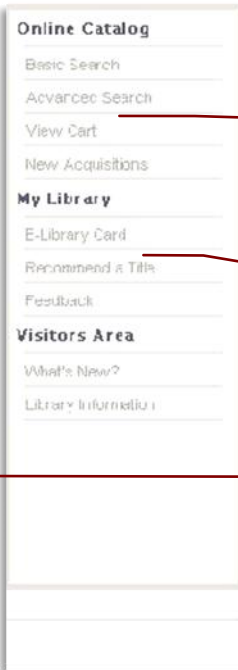
Read the contact information of other UP Diliman libraries, including their library hours, website, and postal address



The iLib is proudly "made by UP for UP"! Its features are customized to cater to the needs of the UP community. Here are some tips on how you can maximize the use of this technology that was especially designed with you in mind...

## TUXtips: Using the iLib

- Find E-Reference books in the iLib using the keyword "**EBOOKS**" under "Any Field"
- Find CS and EEE books for specific subjects using the course no., e.g., CS 11, as keyword under "Any Field"



## View Cart

Tired of writing down bibliographic records (e.g. *call number, title, author*)? **Email** (or print out) them out by clicking here.

## Recommend a Title

Can't find your reference books in the library? Recommend it to us .

## E-Library Card

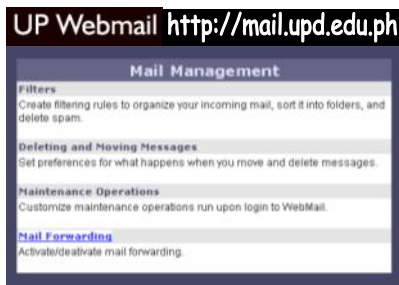
View items you have borrowed, reserved items, recommended titles, and your transaction history

- Find books recommended by your professors using their name as keyword under "Any Field". Limit your search to books found at the EnggLib2 using the drop down list under "Location"



..and here's more!

## "forward your UP mail..."



- The iLib automatically sends e-mail notices to the UP Webmail of library users once borrowed books remain unreturned way past the due date. For better mail management, do the following:
  - Forward your UP webmail to your existing Yahoo or Gmail account.
  - Use mail filters to contain your iLib notices in a separate folder so that it does not congest your Inbox.
- Return books on time!** Even **faculty are required to pay fines**. Non-return of books or having unsettled library obligations can cause students to be ineligible for enrollment. All students, faculty, and staff will not be able to obtain clearance from UP without settling outstanding library accounts.

# BOOKS...

## Understanding CALL NUMBERS

Libraries in the UP System uses the **Library of Congress Classification System**. This system uses a combination of letters and numbers to arrange materials by subjects.

**Book Title:** Error correction coding : mathematical methods and algorithms  
**Author:** Todd K. Moon  
**Call number:** TA 331 M66 2005

- **Date of Publication/Copyright Date**
- **Represents the main entry usually the author. M= Moon**
- **Describes the subject of the book: TA 331= Engineering Mathematics**



**CALL NUMBERS** are basically LOCATORS. They tell you where a book can be found as arranged on the library shelves.

The following call numbers are arranged correctly as they would appear on the shelf.

1	2					
TJ	TK	TK	TK	TK	TK	TK
216	145	145.2	146	146	146.2	146.25
W53	C43	E35	B25	C38	C38	C385
					2006	2007
			3			4

- 1 The first line of a call number is filed alphabetically (TK comes after TJ).
- 2 The second line consists of numbers. It is filed as decimals (145.2 comes after 145)
- 3 The third line is filed alphabetically and then as decimals (C38 comes after B25)
- 4 Dates are filed chronologically (2007 comes after 2006).

## TUXtips: Books

- Returning books too early or too late for the library's service hours? You can drop your books at the **Book Drop Box** located at the left side of the building entrance. This is routinely checked by the Circulation librarian every day at 9 AM.





## TUXtips: Books

- Be sure to **subscribe** to the **Orange Network blog** to check out the latest books recommended by professors as reference for particular subjects. A faculty edition is also available which feature faculty-specific content.

Import and make the difference.  
**orange network**  
current awareness service of u.p. engglib2

Log In | Homepage | Email Notification | About the Orange Network

Latest Books for CoE, EEE, and ECE subjects as recommended by various EEE Professors

**SUBSCRIPTION BOOKS (EEE)**

**Recommended by Prof. Ray Vincent Gomez**

**700 CAD 130**  
and resident software development

**Author:** Mark S. Menow  
**Place of Publication:** Boca Raton, FL

**for STUDENTS c"),**  
**You need to subscribe to:**  
**blog.engglib2.upd.edu.ph**  
**to be able to receive updates**

**or Subscribe via FEEDBURNER**

Import and make the difference.  
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**Faculty Edition**

**Engglib2 Schedule for Summer 2011**

**ENGLIB2 SCHEDULE**  
ALL ACTIVITIES  
**MONDAY to FRIDAY**  
8 am - 12 noon, 1 pm - 5 pm  
**LUNCH BREAK** 12 noon - 1 pm

**Iwa Publishing's Water Research Journal is now accessible via ScienceDirect**

- The **Orange Network Newsletter** highlights important library resources and services acquired and introduced during the previous semester. It is published online via the Orange Network blog at the end of every semester.

Import and make the difference.  
**orange network**  
current awareness service of u.p. engglib2

Volume 1, Issue 1  
1st September, 2010-2011  
June-Oct 2010

**Scopus and Compendex Databases Now Available!**

Access to Elsevier's Scopus and Compendex databases are now available, along with selected ScienceDirect published e-books in Engineering. The e-books can be downloaded thru the ScienceDirect platform at <http://ScienceDirect.com>. Full access is indicated by a green key opposite the book title. A list of the available e-books can be found at the Orange Network blog.

**Friends of the Library**

**Sponsors:**

- Mr. Teo Colapinto-Rodriguez of the UP Engineering Program for a Kindle reader, June 12, 2010.
- Mr. Laureen Lison—TTC customized applets, July 5, 2010.

**Library sa Radyo**

abangan sa  
**DZUP 1602**  
Wednesdays 12-1 PM

## The Orange Network Newsletter

# More @ EnggLib2...

## LIBRARY SERVICES

- Book lending, returning, and renewing
- WiFi service
- Electricity charging for laptops
- Online Facility Reservation via the website
- Access to online resources
- Photocopying service
- Reference Help: Skype, Online Chat, E-mail, and through social networks Facebook & Twitter
- Selective Dissemination of Information (SDI) via the Orange Network Blog & The Orange Network Newsletter
- Document Delivery
- Secure storage via use of coin-operated lockers



## LIBRARY FEES

- Electricity Use - **Php 20.00/ hour**, **Php 10.00** for 30 mins or less
- Printing (B&W only) - **Php 5.00/page**
- Scanning - **Php 5.00** per scan
- CD Burning - **Php 5.00** per CD. User must provide own CD.
- Use of coin-operated lockers - **Php 1.00** per use. No overnight use.
- Downloading of digital resources (e-journal articles and more) - **FREE!**
- WiFi Connection - **FREE!**

## LIBRARY FINES

- Late return of **Circulation** book - **Php 2.00 / day** (exclusive of Sundays and holidays)
- Late return of **Reserve** book - **Php 50.00 / day** (inclusive of Sundays & holidays)
- Unclaimed items inside the coin-operated locker - **Php 50.00 / day**
- Lost of a coin-operated locker key - **Php 300.00**



## TUXtips: Internet and Electricity Use



- To connect to the internet using your laptop or mobile device, configure the LAN settings in your browser (Firefox, IE, Chrome, Opera, etc.) to use manual proxy settings. Ask help from the attending librarian regarding available DILNET proxies which you can use.
- Make sure you have given your countersigned ID and pink card at the Serials or Circulation counter, and have been issued a number before you plug in your device into one of the library's electrical outlets.



# Doing your RESEARCH...



Here's a guide to the various types of library resources which you can use for your research works.

- To find explanations and applied examples of theoretical concepts, use **BOOKS**. At EnggLib2, we have RESERVE (overnight use only), CIRCULATION (can be borrowed for 2 weeks), and REFERENCE books (for room-use only).
- To find the most recent technical and/ or comprehensive and peer-reviewed studies on your topic, **download articles from our E-JOURNAL SUBSCRIPTIONS**. These databases can be accessed within the University using DILNET proxies. At present, we are currently subscribed to the following Engineering Journal Databases:
  - ACI (Concrete)
  - ACM Digital Library
  - ASCE (Civil Eng'g)
  - ASME (Mech'l Eng'g)
  - ASTM (Matr'ls Eng'g)
  - IEEE Xplore
  - SAE (Automotive Eng'g)
  - ScienceDirect with Water Research Journal
  - SpringerLink

And soon to be available:  
■ ASHRAE (Elect'l Eng'g)  
■ ACS (Chem'l Eng'g)

**"Go to the E-Subscriptions page at the EnggLib2 website @ <http://engglib2.upd.edu.ph> to access direct links to these sites. To access, you must be within the UP campus and connected to the DILNET."**

- To find which authors are considered experts in your topic and what are their published works, use our **CITATION DATABASES**:
  - SCOPUS at <http://scopus.com>
  - COMPENDEX at <http://engineeringvillage.com>
- To find local studies or previous work on your topic, visit the THESES Room at the Serials Section to browse through **Theses and Undergraduate Student Projects (USPs)**.
- To find the latest industry news about your topic, browse through our **local database of newspaper clippings on IT, CS, and EEE**. Portals for these are available at the Circulation and Serials Section. To download articles, go to THE LEARNING COMMONS. You can also browse the latest **magazines** at the Serials Section.

## NEWSPAPERS

- The Manila Bulletin
- The Philippine Daily Inquirer
- The Philippine Star

## MAGAZINES

- GamePro
- Linux Journal
- MacLife
- MSDN Magazine

- National Geographic
- Newsweek
- PC Gamer
- TechDirections
- Time Magazine



REMEMBER: In case of any confusion, loss of direction, or other difficulties, you can always **ASK the REFERENCE LIBRARIAN**.

# The EnggLib2 Website

Find everything you need to know about the EnggLib2 here...

## Services:

Learn more about library services such as Internet Access, WiFi, Reference Services, and others.

## Facilities:

Read on the different facilities the Library has, and know how you can use them. Online reservation of facilities can also be done here through an electronic form provided.

## E-Resources:

Access the following Electronic Resources : Online Subscriptions, Databases on-Trial, Open Access Journals. The site also offers digital Reference materials through the **Download Section**.

## Links to other sites, and feedback form:

Links to the library's "I need. I value. I love my Library." advocacy campaign, and to the ORANGE NETWORK blog.

A suggestion box is also available where users can input feedback about the website or about library services.

URL: <http://engglib2.upd.edu.ph>

The screenshot displays the EnggLib2 website with several key sections highlighted by orange boxes and arrows:

- MAIN MENU:** Includes links for Home, About Us, Services, Facilities, Facility Reservation, FAQ, and Calendar.
- ONLINE RESOURCES:** Lists E-Journals Subscription, Open Access E-Journals, E-Reference Portal, E-Books, Videography, and Downloads.
- UNIVERSITY LINKS:** Provides links to the College of Engineering, Engineering Library I, U.P. Main Library, Philippine E-Lib, and U.P. Online.
- LOVE MY LIBRARY:** A section for a library awareness campaign, featuring a video player and a description of the campaign's goals.
- ORANGE NETWORK:** A section for an online current awareness service, featuring a video player and a description of the service.
- SUGGESTION BOX:** A form for users to provide feedback, with a "Submit" button.

Other visible content on the website includes:

- College of Engineering Library II:** A banner at the top right with the tagline "moving forward from books to bytes".
- College of Engineering Library I:** A section on the right side of the page.
- JP COE Library's The Learning Commons:** A section on the right side of the page.
- EnggLib Holds Web Technologies Training:** A section on the right side of the page.
- Engineering Library holds "Kapihan as Aklatangang Pambansa":** A section on the right side of the page.
- IF and Film majors win in life and Awards:** A section on the right side of the page.
- TECH-NEWS:** A section at the bottom left of the page.

## Library II

is Outstanding Library Program of the Year  
 ing interaction and collaborative learning. UP College of  
 School as the Outstanding Library Program of the Year by the  
 ing (Photo). A plaque of recognition was awarded to the Library in  
 dated January 28, 2015.



## ing for Librarians

om the UP College of Science Library, UP-BOLAR, College of  
 archiv, attended the two-day WMC Technologies Training for  
 October 27 - 28, 2010. The training aimed to help improve the  
 teaching library professionals and other library personnel in the  
 update from the internet.



## Library Year 2

an sa kinatawan, an annual forum and library orientation specifically  
 ceering. This year's Kapitan event was held out August 8 and 10.  
 h members also joined the meet.



## ure 3 Photography and Video competition

delly turned out to be a most productive learning experience for  
 'Conception of the „steering Committee of EnggLA2. Despite  
 noted the event and awarded renowned photographer (winner)  
 d from importing photographs files and techniques to the  
 exercise with the theme „Space and shadow. Three lucky  
 fan iPod shuffle, an Apple digital speaker alarm clock, and a  
 prize. All prizes were courtesy of the Purokda Center, the  
 Fabulous dining from the 60 Discontinued (100 pesos), Rof  
 Outsource from the BUS (300 pesos).



**SITE SEARCH**

Search...

**OPAC**

**iLib**  
 Access to the Integrated Library System

Search the library's holdings for books, digital records, periodicals, and more.

**SEARCH E-BOOKS**

**Gale Virtual Reference Library**

Other ways to find us

**The Reference Librarian is ONLINE**

**TALK WITH THE REFERENCE LIBRARIAN**

ASK YOUR QUESTION LIVE, TALK TO US ON SKYPE

College of Engineering Library II

**TECH NEWS**

Announcement of the profile  
 members were their  
 respected

ANALYZING THE  
 members were their  
 respected

1,184 people like College of Engineering Library II.

Like · Comment · Retweet

**FOLLOW US ON**

**Twitter**

1,184 people like College of Engineering Library II.

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## Search:

Having problems navigating? Just search the website to find what you are looking for. Or use the custom search boxes to search the iLib database, or the Gale Virtual Reference Library for available online e-books.

## ASK help from THE REFERENCE LIBRARIAN:

...via Live Chat, or through voice and/or video using Skype. If the Reference Librarian is OFFLINE, send an e-mail to [library@engglib2.upd.edu.ph](mailto:library@engglib2.upd.edu.ph).

## Social Networks:

Not yet our fan or follower? View the latest feeds from our Facebook and Twitter accounts.

- Email: [Phone8-and-5-VibMatatad@engglib2](mailto:Phone8-and-5-VibMatatad@engglib2)
- [www.collegeofengineering.upd.edu.ph](http://www.collegeofengineering.upd.edu.ph)
- [www.collegeofengineering.upd.edu.ph](http://www.collegeofengineering.upd.edu.ph)
- [www.collegeofengineering.upd.edu.ph](http://www.collegeofengineering.upd.edu.ph)

Other online resources can be found at the **UP Main Library's**  
Website: **<http://www.mainlib.upd.edu.ph>**

The screenshot shows the UP Diliman Library website. On the left sidebar, under 'Electronic Resources', the following items are listed: Online Subscriptions, Databases on Trial, Open Access, and UP Diliman Journals Online. These items are circled in orange. A blue arrow points from the 'Online Subscriptions' link to a callout box. Another blue arrow points from the 'Databases on Trial' link to a callout box. A third blue arrow points from the 'Open Access' link to a callout box. A fourth blue arrow points from the 'UP Diliman Journals Online' link to a callout box. A fifth blue arrow points from the 'Index to Philippine Periodicals' link (under 'Library Publications') to a callout box. The callout boxes contain the following text:

- Online Subscriptions:**  
Click to view the complete list of online subscriptions of the University.
- Databases On-Trial:**  
Online Databases that are available for a limited time period.
- Open Access:**  
Online databases that are accessible everywhere, and for free.
- Other Publications:**  
Search newspaper clippings and other publications available at the Main Library

The website also features a 'Local Databases' section with a 'No Library Services on 7 August 2018' notice. The 'Request It' section lists options like 'Request for Extended Reading', 'Request for Document Delivery', and 'Request for Library Orientation/Tour'. The 'Library Publications' section includes links to 'Index to Philippine Periodicals', 'Philippine Radical Papers Guide', 'Publications for Sale', and 'UP Library Bulletin Online'.

# ENG'Gclusives:

Library facilities exclusive for Engineering faculty and students

## The ERG Discussion Room



- For academic group discussions.
- Facility is composed of 4 cubicles, with 10 seats per cubicle, and 4 whiteboards
- Minimum of 3 users, maximum of ten. Maximum of 2 hours stay per day.
- To use, leave one UP ID per group at the Circulation counter. May be reserved online at least 3 days in advance.

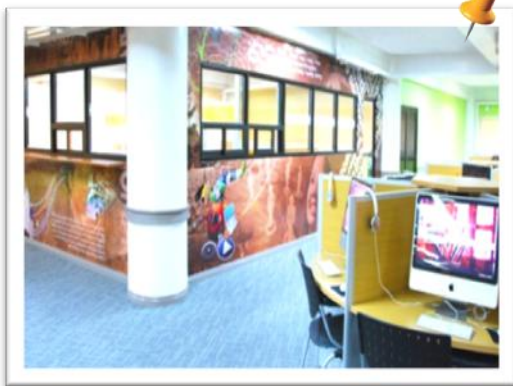
## The DOST Reading Room

- Exclusive for use of faculty and graduate students
- Faculty can brew their own cup of coffee for free. An HP mini note is also provided for internet browsing purposes.
- To use, leave UP ID at the librarian on duty at the Serials counter.



## The Learning Commons

- EnggLib's award-winning technology-driven one-stop-shop for digital academic resources and collaborative learning offers a wide-range of facilities and services.
- To use the facility, users should present UP ID and pink card (if workstations will be used). Use of workstation is limited to a maximum of 3 hours, per student per day.



# The Learning Commons

Your One-Stop venue for academic digital resources, and technology-supported collaborative learning experiences

## Outstanding Library Program for 2010 (PAARL)



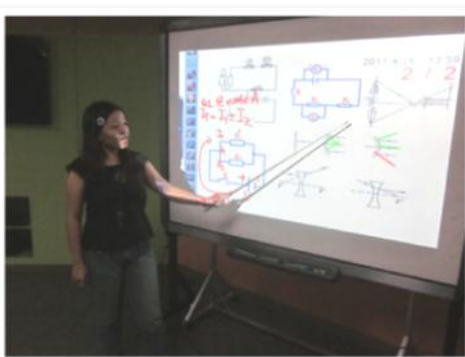
30 iMacs for internet browsing and multimedia editing (video and audio)



5 collaborative workstations for group work on machine problems, machine exercises, and group presentations. Modular furniture customized for group work are also provided.



A Multimedia Viewing Room equipped with surround sound system, LED TV, interactive whiteboard, and overhead projector for class discussions and group presentations. This can be reserved online. , provided that the activity is under supervision of a faculty member.



Because **ENGINEERING** is a **TEAM EFFORT**, we provide you with a venue where you can work together and harness the empowering benefits of **SHARED LEARNING**...





The Kindle room is a multi-purpose area that serves both as a reading room, and as venue for small group discussions and presentations. It is equipped with 4 reading carrels, an interactive whiteboard, and an overhead projector .



8 dedicated workstations enable access to UP's online subscriptions. Journal articles from our subscribed databases can be downloaded here for FREE. Scanned newspaper clippings and open-access e-books are also available for downloading.



Broaden your digital learning experience by listening to podcasts selected from top lecturers from prominent engineering schools using our iPod touch units. You can also download new ones via dedicated iTunes portals. Experience reading electronic books using Kindle readers! Use of these gadgets are for FREE, and available **ONLY** at the ENGGLIB2. Just present your UP ID and fill-up a request form.

**Other TLC services: PRINTING, CD BURNING, IMAGE SCANNING**

**TUXtips: " You GOT to LOVE TLC! It is EXCLUSIVE for YOU! "**

- Feel free to interact with your classmates. You are allowed to talk here as long as respectful behavior is observed.
- Please remove your shoes and wear the slippers provided at the entrance. This is to help the library maintain the cleanliness of the permanently installed carpet tiles.
- TLC is usually a high traffic area of the library especially during lunch break. From time to time, expect to wait before a workstation is available for use.
- Printing at TLC is self-service. Print your document and, claim and pay at the counter.
- Laptops cannot be charged at TLC. Proceed to the Serials Section or Circulation Section.

**I ♥ TLC**

# More on COLLABORATION...



At EnggLib2, we believe that **"individuals learn more in groups"** (Lev Vygotsky's theory on cultural mediation and internalization).

That is why we provide not just spaces for individual learning, but also for collaborative work....



... and yes! We are part of social networks, the better to interact with you and address your information needs.



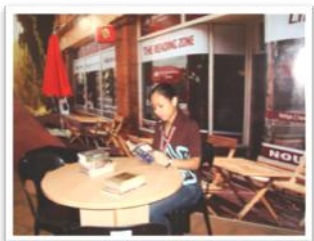
# Library Advocacies

We make it a part of our mission to help inculcate positive values among you, our future PINOY Engineers, through various library programs...



## Honor and Excellence!

## THE READING ZONE



**"Give One. Get One."** The Reading Zone is an area of the library that serves as part-*tambayan*, and part open book depot and book exchange facility. This is not directly supervised by library staff. Students are free to donate their old books here, or swap their own collection for items donated by others. The Zone operates on the principles of discipline and honesty.

## FRIENDS OF THE LIBRARY

**"Giving back to the library."** The Library considers anyone, be it individuals or groups, who add to our collection through gifts of old books or library materials, or help us upgrade our service facilities through donations, as Friends. The program aims to promote gratitude and generosity among library users. *Contact EnggLib2 today if you want to donate your old books or subscriptions, or help the library in any other way.*



## I NEED. I VALUE. I LOVE MY LIBRARY.



"I need. I value. I LOVE MY LIBRARY" is a simple library awareness campaign initiated by EnggLib2 which promotes responsibility among library users' (faculty, students and staff) in the care, upkeep and maintenance of library materials, facilities and equipment. Promotional materials are prominently displayed throughout the library, reminding users that they are the best people to take care of the library.



In line with the campaign, **BEST BORROWER AWARDS** are given to three students from CS and EEE who have borrowed the most number of books and returned them all on time during the semester. Prizes are given to winners. The recognition aims to inspire users to follow library rules and regulations, and be exemplary models of a cooperative library user to others.

# More about EnggLib2...



## Library Events



### LibRadio via DZUP

Every Wednesday live over DZUP 1602, 12NN to 1PM. Co-anchored by EnggLib Head Librarian Ms. Sharon Esposo. Students and faculty are sometimes featured as guests. Listen via streaming at <http://dilc.upd.edu.ph/>



### Kapihan sa Aklatan

An annual library orientation and forum held every August for new Engineering faculty.



### The Annual Engineering Book Fair

Held every November of the year at the EnggLib2 lobby mainly to facilitate book selection among the faculty. Discounts and freebies are usually given to buyers.



## TUXtips: Library Behavior

- When engaging in noisy or unruly behavior, the librarian will first warn you through a single buzz of a door bell. If unheeded, the standard library bell will be used
- The ERG Discussion room is not sound-proof. You will be buzzed once your decibel level strays from the normal.
- Always be considerate of other library users. Respect can be shown by minimizing your volume, and in taking care of library equipment and facilities so that others can still use them.



## TUXtips: Library Security

- **Always wear your UP ID.** The guards have strict instructions to always check if student IDs are countersigned, both at the building entrance, and at the ground floor library entrance.
- **Use the coin-operated lockers** to temporarily house the rest of your things especially if you plan to leave valuables such as electronic gadgets and wallets inside your bag. Don't be afraid to ask help from the guard on duty on how to operate the lockers.
- Entrance doors to TLC and the Technical Sections/ Head Librarian's Office are secured by an RFID door system. If the doors refuse to budge by a Push or Pull, please do not force your way in.



# Still got QUESTIONS?



## ASK the REFERENCE LIBRARIAN



**Ask your question in person.** Go directly to the Reference Librarian cubicle beside the Reference Section Reading Area.



**Chat on SKYPE.** Add us as a contact as **engglib2**.

**Chat live via the website.** Go to <http://engglib2.upd.edu.ph> and click the chat button to request for live online help.



**E-mail.** Send your query to [library@engglib2.upd.edu.ph](mailto:library@engglib2.upd.edu.ph)

**Tweet.** Follow us ! To send a message, mention **@engglib2**

**Post.** Write on our Fan Page wall at <http://facebook.com/coelib2>

COE LIBRARY &  
UNIVERSITY OF THE PHILIPPINES  
FEEDBACK FORM

For your comments, questions, and suggestions:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Thank you for taking time to fill out this form.

### Feedback Form

**Write it.** Use the feedback form provided , and insert at the DROP BOX found in front of the Library Bulletin Board.



The UP Engineering Library Staff with Dean Aura Matias



**Call the library.** Dial 981-8500 local 3251 to 3252.



**Send us a Fax** at +63 (02)434-8638



**Snail mail, or VISIT.** UP Alumni Engineers Centennial Hall, Velasquez St. UP Diliman, Quezon City, 1100



# **in.need.i.value.** **I LOVE MY LIBRARY**

## **10 SIMPLE WAYS TO CARE FOR, & LOVE THE LIBRARY**

**"I Love My Library" so I will...**

Handle equipment with care  
★★★★

Refrain from hiding,  
damaging, and intentionally  
mis-shelving books  
★★★★

Return chairs back to their  
proper place after use.  
★★★★

Maintain conversations at  
a minimum level  
★★★★

Dispose of garbage properly  
★★★★

Respect other users  
(& behave properly inside the library)  
★★★★

Put my mobile phone  
on silent mode  
★★★★

Avoid damaging  
the shelves, tables, & chairs  
★★★★

Return the books on time  
★★★★

Place books back  
in the trolleys provided

**Can you add any more ways?**

**LIKE US!** Support the campaign on Facebook!

SHARE your ideas on more ways to love the library. Post it on our wall.



<http://facebook.com/ilovemylibrary>

**THIS IS YOUR LIBRARY.**  
**USE it. ❤️ it.**



**"I need. I value. I Love my Library."** campaign merchandise are available at the Admin Section of the EnggLib2. For more information, contact us through e-mail at [library@engglib2.upd.edu.ph](mailto:library@engglib2.upd.edu.ph), or call us at 981-8500 local 3251-3252 or 434-8638.

<http://iluvmylibrary.blogspot.com>