THE UNIVERSITY OF THE PHILIPPINES

College of Engineering Library

Primer for students^ & faculty too!

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About Us

The UP College of Engineering Library is a world-class innovative intellectual haven of learning for a diverse global engineering community of students, faculty, alumni and researchers. It is an institution driven by empowered professional librarians who acquire, manage , maintain, preserve and provide ubiquitous access to dynamic information resources and services in support of the teaching, research and development needs of its partners using advanced technologies.

Our Vision

To become a world-class learning hub in engineering education, research and service

The UP College of Engineering Library is a world-class innovative intellectual haven of learning for a diverse global engineering community of students, faculty, alumni and researchers. It is an institution driven by empowered professional librarians who acquire, manage , maintain, preserve and provide ubiquitous access to dynamic information resources and services in support of the teaching, research and development needs of its partners using appropriative advance technologies.

Our Mission

The UP College of Engineering Library takes the lead in creating and sharing knowledge to the global engineering community through:

- Facilities designed to foster dynamic learning patterns and adapt to the changing lifestyle of students, faculty, alumni and researchers
- Continuous access to abundant and diverse sources of information in various media, location and mode of delivery
- Highly motivated personnel who provide professional and personalized services
- Effective organization management with transparency and accountability, staff development and empowerment, innovative financial sourcing and continuous improvement of infrastructure and equipment
- Application of green technologies for the promotion of social responsibility and environmental sustainability

Location

COLLEGE OF ENGINEERING LIBRARY I
1/F Melchor Hall,
S. Osmena Avenue,
University of the Philippines Diliman
Quezon City, Philippines 1101
(+63 2) 981 8500 loc 3143-44

COLLEGE OF ENGINEERING LIBRARY II
G/F UP Alumni Engineers Centenniall Hall
Velasquez Street,
University of the Philippines Diliman
Quezon City, Philippines 1101
(+63 2) 981 8500 loc 3251-52

SCAN FOR MAP LOCATION

Service Hours

Monday to Friday
8:00am to 6:00pm
(no lunch break)

Saturday
8:00am to 5:00pm
(lunchbreak at 12:00-1:00pm)*

Library services are extended until 7:00pm
on weekdays during Midterm and Finals Weeks.*

Directory of Services

LIBRARY I

Ground Floor
Serials Section
Theses & Archives
Faculty & Graduate Students'
    Lounge
The Learning Commons
    Internet & Computing Facility
Discussion Rooms
Photocopying Services
Printing Services

First Floor
Administration Office
    Office of the Head Librarian
    Technical Services
        Acquisitions
        Cataloging
Circulation & Reserve
Records Room

Mezzanine
Conference Room

LIBRARY II

Ground Floor
Administration Office
    Office of the Head Librarian
    Information Systems
    Technical Services
        Cataloging
        Acquisitions
Circulation & Reserve Section
    Discussion Rooms
Reference Services
Conference Room

First Floor / Lobby
Serials Section
    E-Journals/E-Books
    Research Kiosks
Theses Collection
Records & Archives
DOST Faculty and Graduate
    Reading Room
The Learning Commons
    Internet Computing Facility
    Collaborative Workstations
    Multimedia Viewing Room
    Discussion Room
    Printing Services
The Reading Zone
UPAE Centennial Hall Atrium
Photocopying Services

Library Sections

- **Circulation & Reserve**

    The section houses EnggLib's book collection and offers students with a conducive environment for individual study. The section is furnished with specially-designed carrels, seating & a charging station for users who wish to charge their laptops or tablets.

- **Reference**

    This section houses a large collection of manuals & handbooks on various engineering subjects. These books are for room use only.

- **Serials**

    This section houses the library's collection of print journals, loose stacks, pamphlets, and other continuing publications, as well as the library's thesis collection & archives.

- **Theses**

    EnggLib's collection of theses & dissertations by Engineering students

- **Records and Archive Center**

    Houses and preserves EnggLib's permanent records and archival materials and the College of Engineering's academic & scholarly publications such as organization papers, ERDT conference proceedings & issues of the Philippine Engineering Journal.

- **Internet Facility / The Learning Commons**

   The computing facilities and The Learning Commons house multimedia - capable computer workstations for a wide range of tasks, from Web surfing to document editing to multimedia content creation. Users can choose among Windows, Mac, and Linux workstations to suit their needs.

Technical

- **Acquisitions**

   This section is responsible for the selection and purchase of materials or resources of the library.

- **Cataloging**

   This section is in charge of providing bibliographic description, subject analysis, and assignment of classification notation for the libraries' materials.

Administrative

   The Administrative section serves the entire department with functions that include communications, contracting, facilities, financial services, forms, human resources, and safety.

Network and Information Systems

This section works by planning, providing, maintaining, and supporting the use of computer technology and software technology for library functions

Library

- **Reading Areas** - The Library's reading areas not only house the book collection but also ergonomic furniture for individuals and groups. Specially-designed reading carrels provide private, personal spaces for study, with ample lighting and spacing to provide an excellent reading experience.

- ★ **Multimedia Room** - The Multimedia Room features the marriage of flexibility and technology. Reconfigurable tables and chairs allow it to suit any purpose - be it a viewing session, a forum, or a classroom setup. Watch high-definition video content with the provided HDTV and Blu-ray player, or present ideas visually and interactively with the electronic smartboard.

- ★ **Collaborative Workstations** - Got a group project or machine problem to work on? The Collaborative Workstation area is the place to be. Five powerful computer workstations pre-installed with open source software development tools are each set up in wide carrels that can accommodate groups of up to five users.

- ★ **Discussion Rooms** - The discussion rooms are perfect for group study sessions and meetings. The rooms are furnished with wide tables, each accommodating up to ten people, and whiteboards for jotting down important points.

Facilities

 ⭐ **DOST Faculty and Graduate Reading Room** - The Department of Science and Technology (DOST) reading room houses a special collection of periodicals, free Internet access, and even free-flowing coffee - in essence, a lounge just for faculty members and graduate students.

 • **The Reading Zone** - Also at UP Engglib is The Reading Zone - a special reading area with an open shelf that works as a book exchange. Donating a used book entitles you to take any book of your liking with you, in other words, give one and get one.

 • **UPAE Centennial Hall Atrium** - The atrium of the UP Alumni Engineers Centennial Hall is ideal for exhibits and large gatherings, such as orientation programs, book fairs & exhibits.

 • **Conference Room** - The Conference Room at UP Engglib is perfect for meetings and discussions. The room is equipped with an HDTV and multimedia projector

• **Student Center** - The Student Center at the back of Engglib II is an ideal venue for student organization activities. The spacious open area surrounding the Center provides ample room to move around.

⭐ Eng'gclusives! Library facilities exclusive for Engineering faculty members & students!

- **Circulation Books** - Faculty selected titles from beginner texts to highly technical volumes spanning all disciplines of the College of Engineering.

- **Reserve Collection** - Prescribed for certain Engineering courses and are available for room use or overnight loan only to allow more students to use them. These books are kept in closed shelves; just fill out a request form to get the book you need.

Library

- **Journals** - Print journals, loose stacks, pamphlets and other continuing publications.

- **Theses, Feasibility Studies, and Plant Designs** - Researches by students of the UP College of Engineering are housed at the Thesis Room where they may be freely browsed

- **Engineering Faculty Works** - These are presentations, publications, and different works by Engineering faculty members in digital format for easy retrieval. These are accessible through the EnggLib's faculty works portal.

- **Reference Collection** - These are handbooks, manuals, and technical documentation on various engineering topics. In addition to the books, the EnggLib also provides access to electronic reference resources - encyclopedias, glossaries, manuals, and more.

- **Newspapers & Magazines** - Engglib is subscribed to national broadsheets and many international magazine titles. Engineering and technology articles from national newspapers, are digitized and stored for quick and easy retrieval.

Resources

- **E-Books** - A collection of books in electronic format, from the EnggLib's online subscription and open-access repositories & digital copies of some print titles, that users may read through provided e-readers and EnggLib's local database portal.

- **E-Journals** - Subscriptions to more than 20 world-renowned providers of scholarly literature in electronic formats, & content from open-access repositories

- **E-References** - EnggLib utilizes free and authoritative resources that can be found in the internet. Students can access several atlases, maps, almanacs, dictionaries & thesauri, directories and encyclopedias that are made available online through the EnggLib portal.

Library Users

Members:
- All bona fide students, faculty and employees, members of the Board of Regents and officials of the University
- Retired faculty members specifically granted off-campus-reading privileges by the Board of Regents
- Visiting scholars with university appointments
- Cross registrants from other colleges and universities, and special students

Non-members.
- Alumni, former faculty members and students honorably discharged from the University
- Undergraduate and graduate students from other schools, and students from science high schools
- Government and private researchers

User Requirements

Users	Requirements
Students, regular faculty & staff	Valid ID, temporary ID (green card), & borrower's card issued by college library or mother campus
Alumni, former UP faculty & staff	Valid ID & proof of former UP status *Special Library Card = Free library use 5 days/semeser or summer. Exceeding = Research Fee of P20/day ; P450/sem ; P300/summer Engineering Alumni: COE Alumni ID *Free library use for COE Alumni Lifetime Member or COE Alumni Annual Member
Government researchers	Valid office ID & referral letter (adddressed to EnggLib's head librarian) from your institution's head librarian or office head
Private researchers & graduate students from other schools	Valid office or school ID, & referral letter (adddressed to EnggLib's head librarian) from your institution's head librarian (Mondays & Saturdays only) ** Will be issued with Special Library Card Research Fee = P50/day ; P450/semester / P300/semester

Starting to Use the Library

Students (undergraduate & graduate)
- **Get countersigned!** Go to the Circulation section & present your ID and Form 5. Fill up your student record, & get your Pink Card every start of the semester
- **For freshies (1st semester):** Go to the Reference Librarian. Present your ID & Form 5. Fill up your student record, do the I Love My Library pledge, and get your Pink Card.

UP Alumni & College of Engineering Alumni
- Bring requirements & show it to the Reference librarian. Sign the researcher form & alumni record. Get your Orange card.

Non-UP Researchers (Private Offices, Gov't Offices, Students from Private & Gov't Schools)
- Check the availability of materials for your research topics before going to the library at http://ilib.upd.edu.ph. If you see anything relevant, then proceed to the library.
- Bring requirements and show it to the Reference Librarian.
- Non-UP researchers will only be accommodated during Mondays & Saturdays only. A maximum of 10 researchers per institution/day only.

Loan Privileges

Users	Circulation Books	Reserve Books	Serials
Undergraduate students	5 books 2 weeks (semester) 1 week (summer)	2 books (overnight)	Room use only
Graduate Students	10 books 2 weeks (semester) 1 week (summer)	2 books (overnight)	Room use only
Faculty Members	10 books (1 month)	Room use only	Room use only
REPS	10 books (2 weeks)	Room use only	Non-current (1 week)
Administrative Staff	5 books (2 weeks)	Room use only	Room use only
Alumni & Non-UP Researchers	Room use only. No loan privileges.		

Book Loans

How to Borrow Books

1. Go to the circulation desk with the item you wish to checkout
2. Present your ID
3. Take receipt, and you have succesfully borrowed a library material!

How to Return Books

1. Go to the circulation desk with the item you wish to return
2. Pay fine, if you have any.
3. Take receipt, and you have succesfully returned a library material!

Book Return Counters

You may drop your books at the Book Return Counter located just outside the library

QUICK FACTS!

Reference books may only be used inside the library.

Reserve books are allowed for overnight loan only. Make sure to return it before 9AM the next day if you borrowed it!

Reserve books are special books! They may only be loaned for overnight use at 3PM. Last copies are allowed at 5:30PM!

If you see a sign that says "ROOM USE ONLY", that means you may only use the book inside the library

Newspapers, print journals and magazines may only be used inside the library. Check them out at the Serials Section!

You may not be able to borrow new books if you have any unsettled fines :(
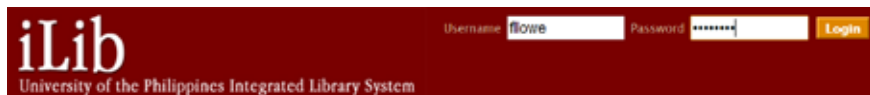
OPAC means Online Public Access Catalog

Theses, dissertations, and plant designs are also for room use only.

If you see an InProcess status in the iLib, that means the book is already in the library but is not yet ready to be displayed in the shelves

Theses, dissertations, and plant designs may not be photocopied too!

How to use the iLib (http://ilib.upd.edu.ph)

A. Logging In

Type in your UP Webmail username & password. Click Login.

B. Search a Book

Basic Search

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

Type the keyword you are looking for. Then click Search

OR

Advanced Search

Author
Accession Number
Call Number
ISBN/ISSN
Publisher
Subject
Title
Any Field

Use the Advanced Search to refine your search results

C. Reserve a Book

a. To reserve books, log onto iLib using your UP Webmail username and password.
b. Search for the book. On the results page, click on the title to view the book's record and status of availability
c. Click the Reserve link placed beside the location column to place your reservation

Accession Number	Call Number	Circulation Type	Volume/Year	Status(Due Date)	Location	
E-159G	TK 7874 F66	Reserve Book		ON SHELF	College of Engineering Library II	Reserve
E-160G	TK 7874 F66	Reserve Book		ON SHELF	College of Engineering Library II	Reserve

* Reserve link will only appear for Reserve books and currently On-loan circulation books

D. Library Cart   View Cart

Tick the books you need in the Search Results & click Add to Cart.

Press View Cart to view your Item Cart List

You may Print or Email your Cart List

E. View New Library Materials

Click New Acquisitions and see the newly acquired books of EnggLib

New Acquisitions

College of Engineering Library II

Results 1 - 20 of 2051   Next >>

Accession Number	Call Number	Title	Author	Location
E-2553G	TN 274 C33 2009	Groundbreakers 50 years of B.B. Fischer & Co.	Caccam, Pio E.	College of Engineering Library II
E-J5807	TA 403.6 /A84 2009	Materials and the environment : eco-informed material choice	Ashby, Michael F.	College of Engineering Library II

F. View Your Electronic Card

E-Library Card

Click E-Library Card & view all your transactions wth the library

Electronic Library Card

BorrowerID: 20060139   Name: Lowe, Frances Elaine Lino   College: College of Engineering   Status: ENROLLED

Items On Loan   Reservations   Titles Recommended   History

Borrowed Materials   Overdue Count: 0   Loaned Count: 0

Acc No	Title	Author	Call No	Borrowed Date	Due Date	Fine (PhP)	Location
You have no items currently on loan							

G. Recommend a Title

Recommend a Title

Recommend a Title
(Subject for approval by the library faculty committee)

Name	Lowe, Frances Elaine Lino
Email address	frances_elaine.lowe@upd.edu.ph
Course	BS Computer Science
College	College of Engineering
User Group	
Material Type	Book
Author	
Title	
Publisher/Distributor	
Year	
Edition	
ISBN/ISSN (if available)	
Price(Php)	
Recommend to this Library	Archaeological Studies Program
Comments	

* required fields

SubmitRequest   Reset

Click "Recommend a Title" and recommend new books and materials to your library. Just fill out and submit the form

Requested titles will be forwarded to the Library Faculty Committee (LFC) chairperson & concerned department for approval.

Understanding Call Numbers

Libraries in the UP System uses the Library of Congress Classification System. This system uses a combination of leters and numbers to arrange materials by subjects
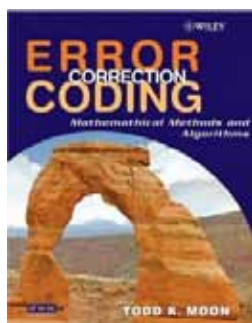
Book Title: Error correction coding : mathematical methods and algorithms
Author: Todd K. Moon
Call number: TA 331 M66 2005

TA
331 → Describes the subject
M66 → Represents the main entry usually the author. M = Moon
2005 → Date of publication or copyright date

1

TJ 216 W53

2

TK 145 C43	TK 145.2 E35

3

TK 146 B25	TK 146 C38

4

TK 146.2 C38 2006	TK 146.25 C385 2007

1 The first line of a call number is filed alphabetically
(TJ first before TK)

2 The second line consists of numbers. It is filed as decimals
(145 first before 145.2)

3 The third line is filed alphabetically and then as decimals
(B25 first before C38)

4 Dates are filed chronologically
(2006 first before 2007)

Call numbers are locators! They tell you were a book can be found as arranged on the library shelves

Newspaper, Journal & Magazine Reading

The library subscribes to the Philippine Daily Inquirer, Manila Bulletin and Philippine Star. Today's and yesterday's issues are available at the Serials Section. All newspaper that are 2 days old are kept for clipping. Articles related to engineering, computer science, technology, sciences, and the UP community only are stored, clipped and digitized.

eNewsclippings (www.dspace.engglib2.upd.edu.ph)

eNewsclippings is EnggLib's repository of all digitized news clippings from major newspapers!

Search thousands of digitized articles on this repository! You may also save, print, or email the articles for yourself!

Podcasts

Listen to EnggLib's Podcasts at
http://www.engglib.upd.edu.ph/index.php/lib-media/podcasts

Services
- E-Readers
- Electricity Charging
- Reserve Collection
- Security
- Social Accounts
- WiFi

Advocacies
- Greening the Library
- Reading Zone

Facilities
- Collaborative Workstations
- Discussion Rooms
- DOST Reading Room
- Faculty Lounge
- Multimedia Viewing Room
- Serials Section
- The Learning Commons

e-Readers + iMac

You may borrow e-Readers from your librarian, or browse them on iMacs! Flip through selected e-books & e-journals at your fingertips. Enjoy online reading of your favorite magazines & newspapers!
No pink card required!

UP Engineering LIBRARY
INNOVATE·RECREATE·COLLABORATE

COLLEGE OF ENGINEERING LIBRARY
UNIVERSITY OF THE PHILIPPINES DILIMAN

A world-class learning hub in Engineering education, research, and service.

Search for [   ] in OPAC ▼ Go

LIBRARY NEWS

New Open Access Database: InTech

INTECH
open science | open minds

InTech is a pioneer and world's largest multidisciplinary open access publisher of books covering the fields of Science, Technology and Medicine. InTech has collaborated with more than 85870 authors and published 2333 books and 6 journals with the aim of providing free online access to high-quality research and helping leading academics to make their work visible and accessible to diverse new audiences around the world.

Access the database
at http://www.intechopen.com/

InTech is a pioneer and world's largest multidisciplinary open access publisher of books covering the fields of Science, Technology and Medicine. Since 2004, InTech has collaborated with more than 85877 authors and published 2335 books and 6 journals with the aim of providing free online access to high-quality research and helping leading academics to make their work visible and accessible to diverse new audiences around the world.

Access the database at http://www.intechopen.com/

Books on
Engineering: http://www.intechopen.com/subjects/engineering
Books on Matlab: http://www.intechopen.com/search?q=matlab

Book Fair

9th Engineering Library
BOOK FAIR
November 18, 21-22, 2013
@ Melchor Hall
November 19-20, 2013
@ EEEI Building

START HERE

ON **Ask the Reference Librarian**
Got a burning question? Feel free to ask.

The Orange Network
The latest news and the freshest resources.

E-Resources
E-Journals | E-Books | Open Access | Trials

Film Fridays
Schedule

Web Tools
Turnitin

Downloads
Library Marketing Materials | I Love My Library Resources
| Printable Forms

Pathfinders
Browse Pathfinders here

Gallery, Videos, Podcast
Gallery | Videos | Podcast

Social Networks
Facebook | Twitter | Instagram | Youtube

Requests & Feedback
Reserve a Facility | Request a Tour | Website Feedback
| Contact Us

UP Links
UP College of Engineering | UP Diliman | UP System |
UP iLib

Website (www.engglib.upd.edu.ph)

The EnggLib website is your go to place for everything that you need in the library. Surf through these pages if you want to learn more about the library, its facilities & services. You may also read the latest news & updates here!

← **Search a book, or a journal!**

← **Talk to your reference librarian if you need any help!**

← **View the Orange Network Blog and check out the latest books!**

← **Browse through scholarly articles from world renowned publishers, online! We highly recommend this!**

← **Check out the upcoming Film Friday schedules**

← **Use our recommended Web Tools**

← **Download library materials!**

← **Get an e-copy of pathfinders, your quick quide to different topics!**

← **Take a tour, watch our videos, or listen to our library instructions!**

← **Can't get enough of the library? Follow us on these social networks!**

← **Reserve a room, request a tour or drop a message!**

← **Go to the different UP websites**

eGateway

eGateway is UP EnggLib's local database, providing access to a wealth of eResources inside the library!

Here are some of the eResource databases that you may browse in the eGateway!

- ACI Online (American Concrete Institute)
- ACM Digital Library (Association for Computing Machinery)
- ACS Legacy Collections (American Chemical Society)
- ACS Publications (American Chemical Society)
- American Society for Testing and Materials (ASTM) Standards and Journals
- American Society of Civil Engineers (ASCE) Publication
- American Society of Mechanical Engineers (ASME)
- ASHRAE HVAC&R Research
- British Standards Online
- Euromonitor International
- GREENR (Global Reference on the Environment, Energy, and Natural Resources)
- ICE Collection
- IEEE Xplore
- Inderscience - International Journal of Product Development (IJPD)
- Inderscience: International Journal of Industrial and Systems Engineering (IJISE)
- INFORMS Journals Online
- International Journal of Mobile and Blended Learning (IJMBL)
- Locus / Society for Industrial and Applied Mathematics (SIAM)
- MIT Journals - Computer Music Journal
- Nature Materials
- OneMine.org
- ScienceDirect
- Scopus
- Society of Automotive Engineers (SAE) Journals
- SpringerLink
- Taylor and Francis Online
- Wiley Online Library
- Wiley Journal Titles Core Collection
  - Biometrics
  - Decision Sciences
  - Decision Sciences Journal of Innovative Education
  - Information Systems Journal
  - International Journal of Intelligent Systems
  - Transactions in GIS
  - Wind Energy
- World Scientific - International Journal on Artificial Intelligence Tools (IJAIT)
- World Scientific - Journal of Bioinformatics and Computational Biology (JBCB)

EnggLibTV

The bulletin board but upgraded! Watch out for new announcements, and other postings here at EnggLib TV.

Students and organizations may also post their content here. Just send them to library@engglib.upd.edu.ph
Pictures: (.JPEG file, 1000px by 300 px) Videos: (.FLV file)

eKiosk

Access EnggLib's digital resources at the lobby through the EnggLib Kiosks, equipped with touchscreens!

Internet Connectivity

The Engineering Library offers wireless Internet access for WiFi-capable computers and devices for FREE. Here's how you can avail of this service:

1. Turn on your device or computer's WiFi and search for available networks
2. Choose a network to connect to:
   • Engg-Faculty-Staff-Wifi*
   • Engg-Student Wifi*
   • DILNET - Use your UP Webmail/CRS credentials to login

   *Ask your librarian for the username & password

3. Set proxy settings to proxy8.upd.edu.ph, or proxy.upd.edu.ph or proxy.engg.upd.edu.ph then port 8080.

Internet Use Card / Pink Card

The Internet Use Card entitles a student to 20 hours of free computer use or charging of laptops or tablets at the library.

Present your Pink Card along with your ID to the librarian-in-charge to use these services. Excess hours will be charged P20/hour

Get your card every start of the semester after countersigning your ID. This card is non-transferable & non-replaceable.

Internet Portals

Students may use the iMacs, installed with basic applications, for their internet browsing needs & academic work.

Just present your ID & Pink Card to avail these services.

Collaborative Workstations

The Collaborative Workstations is installed with open source applications that will help Engineering students with their programming courses. This serves as an extension of their computer

laboratories after classes. Each workstation has a wide working space, perfect for group collaborations. Students may also suggest new apps that may be installed here.

Email us at library@engglib.upd.edu.ph

Scan the QR code to learn more, and see the list of software apps installed here.

Printing

Students may print their papers at the designated Print Stations. Printing is also self-service.

Rates:
P5 per page   (black prints)
P20 per page (colored prints)

Scanning

The Learning Commons has scanning services. Hand over the documents you wish to scan to the librarian-in-charge.

Rates:
P5 per image

Photocopying

Photocopying services are available in each libraries.
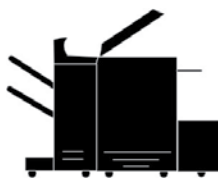
Burning

The Learning Commons has burning services. Hand over the files you wish to burn to the librarian-in-charge.

Reserving a Facility

Go to
http://www.engglib.upd.edu.ph/index.php/webforms/facility-reserve

Fill up the necessary information
(Full name, Department, User Type,
E-Mail, Phone, Facility to Reserve,
Date, Time, Purpose & Number of
Participants)

You may also contact the library
via phone, email or in person to
reserve a facility.

Using the Discussion Room

For group discussions &
meetings, you may use the
Discussion Rooms located at
the Circulation Section and The
Learning Commons

Just present your ID, no need for
Pink Cards!

You may also use the Interative
Whiteboard, exclusive at TLC
Discusion Room!

Ways to Connect with EnggLib

Chat

Go to
www.engglib.upd.edu.ph/ask

ON **Ask the Reference Librarian**
Got a burning question? Feel free to ask.

UP College of Engineering Library >> Live chat

System
System is getting started. [12/26/2013 2:00:52 PM]
A representative will be connected, please be patient.
Reference Librarian enters the chatroom.

Reference Librarian
Hello Frances, my name is Reference Librarian, how may I help you?

Skype

Skype ID: engglib

Text

0920-9178565

Call

EnggLib1 : (+63 2) 981 8500 loc 3143-44
EnggLib2 : (+63 2) 981 8500 loc 3251-52

Fax

EnggLib1 : (+63 2) 920 9060
EnggLib2 : (+63 2) 434 8638

Drop By

College of Engineering Library I
1/F Melchor Hall,
S. Osmena Avenue,
University of the Philippines Diliman
Quezon City, Philippines 1101

College of Engineering Library II
G/F UP Alumni Engineers Centennial
Hall, Velasquez Street,
University of the Philippines Diliman
Quezon City, Philippines 1101

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www.youtube.com/engglib

www.instagram.com/engglib

www.twitter.com/engglib

Subscribe

www.blog.engglib.upd.edu.ph

Remote Access for eResources

If you want to access EnggLib's eResources at the comfort of your own home, you may request for Remote Access. To request for remote access codes, drop by at the Reference Section and sign the Remote Access Agreement (RAA) form. After signing, the codes and instructions shall be sent to you via email.

Document Delivery

If you need a specific newspaper article, journal, book page or chapter, or almost any library resource, we'll provide you an e-copy for free!

Email your requests to library@engglib.upd.edu.ph

Library Tours

The Library welcomes visitors from other libraries and institutions and provides guided tours of the library. Experience first-hand how UP EnggLib lives up to its vision of becoming a world-class learning hub for 21st-century engineers.

To request for library tours, email us at library@engglib.upd.edu.ph

Library Events & Activities

Kapihan sa Aklatan

is an annual library orientation and forum held every August for new Engineering faculty members

Annual Engineering Book Fair

is held at the EnggLib lobby to facilitate book selection among the faculty members. Discounts and freebies are usually given to buyers.

I need. I value. I Love My Library Competition

This event is held every February to promote the campaign among students. They are encouraged to submit videos or photos showing their love for the library. Winners get to take home major prizes from the library & its sponsors

## I Love My Library Merchandise & Promotions

EnggLib encourages libraries to adapt the I Love My Library campaign. Everyone may buy merchandise like t-shirts, bags, pins and etc from event booths

I Need. I Value. I Love My Library. is a simple awareness campaign geared towards fostering a sense of responsibility among its users as they make use of what the Library has to offer, contributing positively to the creation of a true haven of learning for everyone. Initiated in 2008, the campaign has garnered support and adoption from other libraries nationwide.

Visit: www.iluvmylibrary.blogspot.com
www.facebook.com/ilovemylibrary

Engglib's Best Borrowers - In recognition of their responsible use of library resources, UP Engglib awards Best Borrowers - students who have demonstrated maximized and responsible use of materials, having returned the most number of loaned books on time. These students are awarded certificates, I Love My Library merchandise, and other prizes.

Advocacies an

101 WAYS
TO GREEN THE LIBRARY
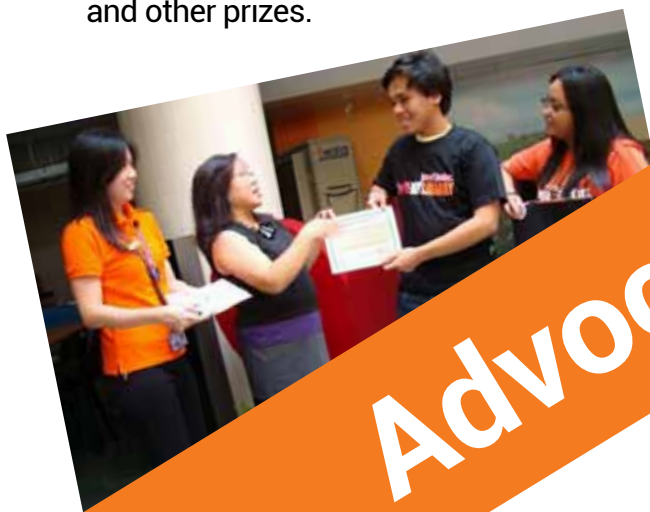
Greening the Library - In a world where care for the environment has become ever more important, UP Engglib has contributed to the cause by coming up with a set of recommended practices that would reduce the ecological footprint of libraries.

Visit: www.facebook.com/greeningthelibrary

Friends of the Library

"Giving back to the library".
The library considers anyone 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 gratitued & generosity among library users

Friends of the Library, be one today!
Call us at:
985-3000 loc. 3251
Email us at:
library@engglib.upd.edu.ph

nd Programs

The Reading Zone

UP Engglib provides a special space - an open book exchange - where students may freely donate and take books and other reading materials from the shelf.

Outreach Programs

UP Engglib regularly conducts outreach programs, donating books and other materials to other institutions that would make great use of them. EnggLib's primary beneficiary has been the Don Honorio Ventura Technological State University in Pampanga. EnggLib has also commited to donate books yearly to libraries in need, in celebration of the Christmas season. EnggLib donated childrens' books for the Yolanda victims last 2013.

I Need. I Value. I Love My Library.

The "I need. I values. I love my library" is simple awareness campaign which promotes the library users' (faculty members, students and staff) responsibility in the care, upkeep, and maintenance of the library materials, facilities, and equipment.

The campaign outlines 10 Simple Ways to Care and Love your Library. We believe that the best people who would take care of the library are the users themselves.

I ♥ MY LIBRARY
so I will...

1. Handle equipment with care
2. Refrain from hiding, damaging, and intentionally misshelving books
3. Return chairs back to their proper place after use
4. Maintain conversations at a minimum level
5. Dispose garbage properly
6. Respect other users and behave properly inside the library
7. Put my mobile phone in silent mode
8. Avoid damaging the shelves, tables and chairs
9. Return the books on time
10. Place books back in the trolleys provided

http://iluvmylibrary.blogspot.com/

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I ♥ LOVE MY LIBRARY

Library Security

EnggLib's security system keeps a close eye on every corner 24 hours a day, seven days a week. CCTVs are placed on strategic places inside the library.

There are also roving guards who keep watch for everyone's safety.

Not comfortable with the bag counters? Lockers provide a secure storage space for valuable items.

Coin-operated Lockers

To use the coin-operated locker, put your belongings inside the locker. Drop a 1-peso coin in the coin slot and turn the lock. Get your key, and your belongings are now safe!

To get your belongings back, insert the key, turn the lock & the door will open

Library Behavior

Violations

- **Use of Special Collections and Archival Materials** - Violation of the rule on the use of special collections and archival materials shall mean suspension of library privileges not exceeding one month.

- **Loss of a Circulation Book** - Any person who loses or fails to return a book within seven (7) days after due date or recall shall either replace it with the same title, or pay its current replacement value, or replace it within thirty (30) days with another title to be selected by the librarian. In all cases, the borrower shall pay a fine equivalent to 50% of the cost of the book.

- **Loss of Periodical** - Any person who loses or fails to return a periodical after recall shall either replace it with the same title and issue number within thirty (30) days or pay its current replacement value, and pay a fine equivalent to 50% of the cost of the periodical.

- **Mutilating or Stealing Library Properties** - Any person who shall deface, mutilate, appropriate for himself, or steal any library material or property shall replace it or pay its current replacement value and pay a fine of not less than three hundred pesos (Php300.00) but not more than fifty percent (50%) of the current cost of the book whichever is higher. This is without prejudice to the imposition, in appropriate cases, of an additional penalty of suspension or expulsion to be imposed after due process, by the Chancellor upon the recommendation of the University Librarian through the Dean.

- **Loss of Identification Card** - Any bona fide member of the University who loses his identification card shall report the loss immediately to the College Library. An application for a duplicate identification card shall be made with the Registrar's Office and presented to the College Library for proper validation.

- **Falsification and Use of Someone Else's Identification Card** - Any person who falsifies the identification card shall, after due process, be suspended from the University for not more than one semester. Any person who uses an identification card not his own shall have his library privileges suspended for not more than one semester.

- **Disorderly and Disruptive Behavior** - Any person engaged in disorderly conduct such as drunken behavior creating disorder, disruptive behavior, e.g. excessive noise, loud discussions etc.; or improper behavior, e.g. smoking, eating within the library premises shall be asked by the Librarian to leave the library premises and shall be subjected to suspension of library privileges for not more than two weeks.

- **Refusal or Failure to Settle Library Accounts** - Any person who after due notice shall refuse or fail without just cause to settle library accounts or obligations : a) shall not be allowed to register b) shall not be permitted to use the University libraries c) shall not be issued a University clearance

Fines

Overdue Circulation Books	Overdue Reserve Book
2 pesos / day (exclusive of Sundays & Holidays)	1 peso for the first hour, 5 pesos per succeeding hour 50 pesos for one full day (inclusive of Sundays & Holidays)

Unclaimed Items inside coin-operated locker	Loss of coin-operated locker key
P50 / day	P300

Fees

	UP Students, faculty & staff	UP Alumni, Gov't Researchers & Students	Non-UP (Private Offices & Private Schools)
Research Fee	Free	P20/day P450/sem or P300/summer	P50/day
CD-ROM usage	Free	P50/hour*	P50/hour*
Internet / Electricity Use	P20/hour P10/30mins	P50/hour*	P50/hour*
Scanning	P5/scan	P5/scan	P5/scan
Burning	P25/CD (user provides own CD)		
Print (Black)	P5/page	P5/page	P5/page
Print (Colored)	P20/page	P30/page	P30/page
Coin-operated lockers	P1 / use	P1 / use	P1 / use

*a fraction is considered an hour

Have any more questions? Contact Us!

Social Networks
facebook.com/coelib
instagram.com/engglib
twitter.com/engglib
youtube.com/engglib

Chat with the Librarian
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G/F UP Alumni Engineers Centennial
Hall, Velasquez Street,

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a digital copy of this
library guide!