



UNIVERSITY LIBRARY
University of the Philippines Diliman



**GUIDELINES FOR FACULTY TO ACCESS, USE
IN COURSEPACKS, AND ACQUIRE LIBRARY
RESOURCES**

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FOREWORD

Preparing for the opening of the new school year has brought new challenges to the University of the Philippines Diliman, its faculty, and students. While the world reels from the Covid-19 pandemic, educational institutions such as UP are faced with the immense task of ensuring that learning and teaching will remain unhampered. The challenges became even more pronounced as the remote learning mode replaced residential learning due to the continuing health crisis. For the University Library, this means modifying its services and providing users with greater access to resources while adhering to existing laws on copyright and fair use.

This guideline is the Library's response to the OVPAA Memorandum No. 2020-90 - Guidelines and Assistance for Faculty and Students to Access Library Resources. The memorandum enumerated the following important points concerning library resources and access.

1. List of library resources available to both faculty and students
2. List of Open Education Resources available to both faculty and students
3. Guidelines for faculty on how to access library resources
4. Guidelines on students how to access resources
5. The mechanism on how to assist faculty to request permission to use copyrighted materials that will be part of the learning resource of their coursepack, subject to the guidelines on copyright.
6. If a course will require or use a main reference book for the course, assistance/mechanism for the procurement of the book.

To adequately respond to the memorandum, all unit libraries within UP Diliman were enjoined to submit an updated list of resources, including subscribed and open access resources, and enumerate specific steps to access the latter.

Thus, these guidelines contain information on how users can access various library resources and ask for assistance when necessary. This document shall serve as a reference for faculty and staff of the university requesting access to library resources, both electronic and physical, for Academic Year 2021-2022.

GUIDELINES FOR FACULTY TO ACCESS, USE IN COURSEPACKS, AND ACQUIRE LIBRARY RESOURCES

DEFINITION OF TERMS

Copyright

The protection given to intellectual works. In simpler terms, copyright means that the original creators of the work and anyone granted the authorization to have the exclusive right to reproduce the latter (Republic Act No. 8293)

Electronic Resources

Materials in digital format that may be accessed electronically. They may refer to paid subscriptions to electronic books (eBooks) and journal (referred to in this document as Subscribed E-Resources) or open-access resources curated by the library. (Operational Definition).

Faculty

The body of instructors of each college classified as regular and non-regular members (UP Faculty Manual 2005).

Fair Use

What the law allows to use 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).

Licensing Agreement

An agreement that 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).

Local Databases

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).

Multimedia Resources

Audiovisual materials and microforms. Audio-visual materials are slide sets, sound and video recordings, while microforms are microfilm and microfiche (Operational Definition).

Open Educational Resources

Teaching, learning, and research materials in any medium-digital or otherwise-that reside in the public domain. They are released under an open license that permits no-cost access, use, adaptation, and redistribution by others with no or limited restrictions (UNESCO)

Physical Resources

Books, monographs, thesis and dissertations, microfilms, and other physical materials that may be accessed by visiting the library where the collection is located (Operational Definition).

Reproduction

In the context of fair use of educational resources, this refers to duplicating or reproducing resources for classroom instruction and research (Republic Act No. 8293).

Resource on Demand

A service that processes articles and book chapter requests from the journals, books, e-resources, and other materials available only in UP Diliman Libraries. (Operational Definition).

Resources

In the library context, these refer to journals, books, or electronic databases. They come in both physical and electronic forms (Operational Definition).

Students

Anyone who registered for formal academic credits whether full or less than the full load called for in a given semester by the curriculum for which they were registered (Office of the University Registrar, Academic Information).



Access to Physical Resources

For the safety of faculty members, browsing physical resources in the UPD libraries is limited and strictly for library staff. Faculty and instructors who will need to borrow physical books must fill out a request slip from the library, indicating the time and date of pick up. Requests may also be sent to the concerned library/section's e-mail address or Facebook page. Some libraries also employ the use of QR Codes for book requests.

1. To browse the library's collection, visit Tuklas (<https://ds.mainlib.upd.edu.ph/>).
2. Once the physical resources to be borrowed are identified, contact the Main Library Section or College/Unit Library where the resources are located through their email addresses.
3. Theses/dissertations and reference materials are strictly for room use.
4. Faculty members may also request to reproduce certain parts of the material (subject to existing copyright and fair use rules) through the Resource on Demand service.
5. If the required physical resource is not available in our collection, please send an email to the Information Services and Instruction Section (libraryinfo.updiliman@up.edu.ph) to find alternative sources and/or the concerned College/Unit Library for further assistance.
6. 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, a faculty member may request an endorsement letter from the University Librarian or the Head Librarian of the College Library before doing so.



Guidelines for Requests for Resources from the University Archives

1. The University Archives will not be accepting walk-in visitors/readers for the duration of the quarantine period.
2. Requests for resources from the Archives, including theses/ dissertations must be lodged through the UPD Archives Resources Request Form. (<https://bit.ly/314S4Us>)
3. Accomplish the Archives Request form and wait for a reply from the Archives staff. Verify that the material is in the University Archives by checking Tuklas (<http://ds.mainlib.upd.edu.ph>). Turnaround time is 48 hours.
4. Per the Revised Intellectual Property Code of UP, for materials with copyright 2012-onwards, the permission classification shall be evaluated first. For materials with I/P/C status, requestors will be referred to the OVCRD and/or the home college of the author to seek permission to access the latter. If approved, the University Archives may start processing the request.
5. For materials with copyright 2011-below, the requestor must first secure the following before the request may be approved:
 - Written permission from the author (permission letter sent by the author via email will be honored).
 - University Permission page (downloadable from the website of the Office of the Vice Chancellor for Research and Development and/or available upon request from the University Archives).
 - Proof of enrollment (for UP students) or employment (for faculty and REPS/Admin).

Digitizing the material may take up to 72 hours. Once digitized, the requestor will be notified with the link to the digitized material. The digitized material will be made accessible through Digital Archives @ UP Diliman and/or Google Shared Drive. It will be set for View-only and will expire at the end of the semester.

EMAIL ADDRESSES OF MAIN LIBRARY SECTIONS/ DIVISIONS

Information Services and Instruction section (for general inquiries)
(libraryinfo.updiliman@up.edu.ph)

Filipiniana Books Section
(fibooks-mainlib.updiliman@up.edu.ph)

Serials Section
(serials-mainlib.updiliman@up.edu.ph)

Special Collections Section
(specol-mainlib.updiliman@up.edu.ph)

University Archives Division
(archives-mainlib.updiliman@up.edu.ph)

College of Social Sciences and Philosophy Library
cssplib.upd@up.edu.ph

Information Technology Division (for technical support) (it-mainlib.updiliman@up.edu.ph)

EMAIL ADDRESSES OF COLLEGE AND UNIT LIBRARIES

Archaeological Studies (mtlubang@up.edu.ph)

Architecture (ldmanaay@up.edu.ph)

Arts and Letters (libkal.upd@up.edu.ph)

Asian Center (aclib.upd@up.edu.ph)

Asian Institute of Tourism
(gaflorendo@up.edu.ph)

Business (library.cba@up.edu.ph)

Economics (Library@econ.upd.edu.ph)

Education (upeduceref@gmail.com)

Engineering (library@englib.upd.edu.ph)

Fine Arts (cfalibrary.upd@up.edu.ph)

Home Economics (chelib.upd@up.edu.ph)

Human Kinetics (chklib@upd.edu.ph)

Islamic Studies (rmsaguil@up.edu.ph)

SOLAIR (mymarifosque@up.edu.ph)

Law (lawlib.upd@up.edu.ph)

SLIS (library@slis.upd.edu.ph)

Mass Communication
(cmclibrary.upd@up.edu.ph)

Music (cmulibrary.upd@up.edu.ph)

NCPAG (ncpag_lib.upd@up.edu.ph)

NISMED (cavelasco@up.edu.ph)

EMAIL ADDRESSES OF COLLEGE AND UNIT LIBRARIES

NCPAG (ncpag_lib.upd@up.edu.ph)
 NISMED (cavelasco@up.edu.ph)
 Science (cslib@science.upd.edu.ph)
 Biology (ib.library@science.upd.edu.ph)
 Chemistry (ic.library@science.upd.edu.ph)
 IESM (iesm.library@science.upd.edu.ph)
 Mathematics (im.library@science.upd.edu.ph)
 MSEP (msep.library@science.upd.edu.ph)
 NIMBB (nimbb.library@science.upd.edu.ph)
 NSRI (nsri.library@science.upd.edu.ph)
 Physics (nip.library@science.upd.edu.ph)
 NIGS (Library@nigs.upd.edu.ph)
 Marine Science (library@msi.upd.edu.ph)
 CSSP (cssplib.upd@up.edu.ph)
 Population Institute (popilib65@gmail.com)
 CSWCD (cswcdaklatan.upd@up.edu.ph)
 Statistics (statlib.upd@up.edu.ph)
 TMC (gagarcia1@up.edu.ph)
 SURP (upsurplibrary@gmail.com)
 UP Pampanga/Olongapo (mmtan1@up.edu.ph)
 UP Integrated School (msazarcon@up.edu.ph)

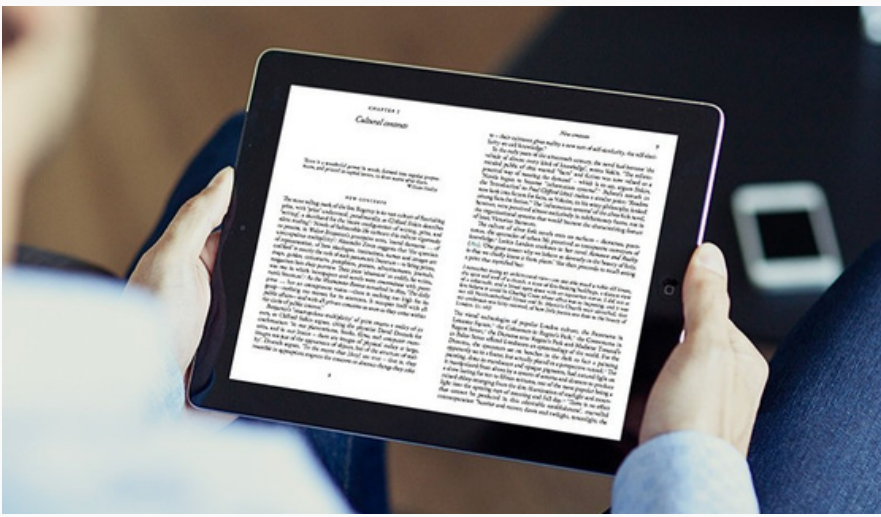


Resource on Demand

1. Faculty member may also request to reproduce certain parts of the material (subject to existing rules on copyright and fair use) through the resource on demand service.
2. If the physical resource is not available in our collection, you may send an email to libraryinfo.updiliman@up.edu.ph for assistance in finding alternative sources and/or the concerned College/Unit Library for further assistance.
3. 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.
4. Furthermore, may request an endorsement letter 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) before doing so.

Material Type Requested	Fees	Transaction Limit	Turnaround Time
Article from subscribed e-resources	Free	5 articles per day per user	Next working day
Whole e-book from subscribed e-resources	Free	1 book per day per user	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	Only 1 active request per user. Preliminary pages (e.g. title page, table of contents) provided for free). For copyrighted materials, no more than 10% of the total pages per book (excluding preliminary pages per user)	5 working days
E-copy of an article in microfilm in the Multimedia Services collection	4 pesos per page (the first 10 pages are free if charge)	5 articles per day per user	10 working days
E-copy of a whole book in the physical collection	Free	Only materials in the public domain or are out of print may be duplicated up to 100%, subject to approval by the Head Librarian of the unit/section (Otherwise, refer to the transaction limit for an e-copy of selected pages/chapter of a book from the physical collection)	10 working days

Resource on Demand Transaction Matrix



TERMS OF USE

- Copyright and vendor agreements govern the use of online database content.
- Contents are restricted for use in academic research and classroom instruction only.
- Sharing of university resources outside the Community is strictly prohibited.
- 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.
- The University Library may suspend library privileges and revoke accounts of patrons found to have violated these policies.
- 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. Make sure to check with the concerned unit library to avoid any breach.

Access to Electronic and Multimedia Resources

1. Electronic resources, such as journals and articles, e-books, and other digital materials, may be accessed on-campus when connected to the UP Diliman Network (DilNet). Links to these electronic resources are found on the University Library Website (<https://mainlib.upd.edu.ph>). When accessing off-campus, you may visit OpenAthens (<https://mainlib.upd.edu.ph/openathens>) and follow the instructions to access OpenAthens using your UP Mail.
2. In case a scholarly article or resource is not available in our collection, you may send an email to the Information Service and Instruction Section (libraryinfo.updiliman@up.edu.ph) and/or the concerned college/unit library to find alternative sources.
3. 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. They may request an endorsement letter from the University Librarian before doing so.
4. Multimedia resources such as microfilms may be converted to PDF upon request for improved access and readability. For microfilm scanning requests, you may send an email to the Information Services and Instruction Section (libraryinfo.updiliman@up.edu.ph) and indicate the name of the material, year of publication, and coverage of the request. Refer to Tuklas (<https://ds.mainlib.upd.edu.ph>) for the bibliographic details of the material.
5. Requests for film-viewing shall only be made to the Information Services and Instruction Section (libraryinfo.updiliman@up.edu.ph) by faculty members for a class of (10) students for an undergraduate course (5) students for a graduate course. Requests for individual film viewing shall have to be approved by the Head of the Information Services and Instruction Section.
6. The faculty member shall be present during the scheduled viewing.
7. Only enrolled students in the concerned class may join the film viewing, which shall be conducted via the Zoom platform.
8. Students are required to use their UP or UPD mail to log in to Zoom.
9. Films to be viewed are subject to the Head Librarian's approval in compliance with the rules on copyright and fair use.
10. Recording of the viewing/meeting is prohibited.
11. To look for the list of films available for viewing, visit Tuklas (<https://ds.mainlib.upd.edu.ph>).

LOCAL TOOLS FOR ACCESSING LIBRARY RESOURCES

Tuklas Discovery Service
(<https://ds.mainlib.upd.edu.ph>)

Digital Archives @ UP Diliman
(<https://digitalarchives.upd.edu.ph>)

Iskwiki
(<https://iskomunidad.upd.edu.ph/index.php/IskWiki!>)

UP Diliman Journals Online
(<https://journals.upd.edu.ph>)

ABCD In-house Database
(<http://abcd.cslib.upd.edu.ph:9090/site/php/index.php>),
use Internet Explorer.

UP School of Economics Electronic
Theses and Dissertations
(<https://library.econ.upd.edu.ph>)



Off-Campus Access to E-Resources

Off-campus/remote access is available for subscribed electronic databases via OpenAthens "<https://mainlib.upd.edu.ph/openathens/>" using your UP Mail.

Securing an OpenAthens Account

1. Your OpenAthens login account is the same as your UP mail account (@up.edu.ph). Before requesting access to OpenAthens, make sure you have an active UP mail account. If you do not have one yet, you may contact the University Computer Center at (helpdesk@upd.edu.ph)
2. Once you have secured a UP Mail account, follow the instructions for accessing OpenAthens (<https://mainlib.upd.edu.ph/openathens>). You may access OpenAthens via Google Apps using your UP Mail or via MyAthens by typing the University of the Philippines Diliman in the Find Your Institution search tab.
3. If you are unable to access OpenAthens, you may send an email request to the Information Services and Instruction Section (libraryinfo.updiliman@up.edu.ph) with a scanned copy of your appointment/ COE attached to your request.
4. Your details shall be sent to the UP Diliman Computer Center. Upon confirmation of your request, your OpenAthens access will be activated.
5. Should you encounter errors while accessing OpenAthens, follow the troubleshooting procedures (<https://https://mainlib.upd.edu.ph/remote-access/>).





Assistance in Requesting Permission to Use Copyrighted Materials for Coursepacks

1. It is understood that the end-user (i.e., the faculty member) is responsible for requesting permission from copyright holders (e.g., authors, publishers, artists) to use copyrighted materials for their coursepacks since they are in the best position to justify the purpose or intended use of copyrighted materials (e.g., teaching, research).
2. The Library may provide the following assistance for facilitating copyright permission requests for use in coursepacks:
 - Provision of contact details of publishers,
 - Template for permission request letters, and
 - 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).
3. The following is the recommended workflow for all faculty members to ensure that the coursepacks are compliant with existing licensing agreements or terms of use.
 1. Determine the license or terms of use of the material or database.
 2. Works in the Public Domain are free to distribute and reproduce. Examples of such are government works (per RA 8293) and works whose copyright has expired, as stipulated in the Intellectual Property Code.
 3. Works under a Creative Commons License may be distributed and reproduced for non-commercial use, provided that there is attribution to the original work.
 4. Copyrighted materials, without permission from the copyright holder, may not be reproduced and distributed.
 5. If distributing a copy of the copyrighted material through the coursepack is not desired (i.e., uploading PDF copy in the LMS or reproducing copies in printed modules), a direct link to the/an authorized copy on the internet (e.g., publisher's website or library database) may be included in the coursepack instead.
 6. If distributing a copy of the copyrighted material through the coursepack is desired, a written permission request must be sent to the copyright holder. The assistance of the concerned library may be sought.



Acquisition/ Procurement of Resources for Remote Learning

1. The University Library Diliman welcomes requests and suggestions from the faculty members to select, evaluate, and acquire materials supporting their research and teaching programs. If evaluated to be within the scope and level of need as defined in its collection development policy, librarians review requests and are given high priority for acquisitions. (University Library Collection Development Policy 2012, p. 13).
2. Selection decisions for general reference materials are made by the Information Services and Instruction Section in coordination with the college/unit libraries. Library purchases are made in consultation with the library committee in accordance with the Collection Development Policy. Reference resources are selected for inclusion in the collection based on the content and recency rather than the materials' format or value. The general reference collection is managed based on maximum utility principles to the largest number of library users. (University Library Collection Development Policy 2012, p.8).
3. The specialized or subject reference collection is developed to provide information in different subject fields and disciplines. The college/ unit libraries shall make the selection of this type of material. (University Library Collection Development Policy 2012, p.8).
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 college's needs to ensure a well-balanced collection development program. It shall adopt policies consistent with university rules and regulations to meet the college's unique needs. It shall help acquire additional library resources, including funds, books, equipment, etc. and serve as a link between the library and the college's faculty or staff.

CONTACT US

 <https://mainlib.upd.edu.ph/>

 libraryinfo.updiliman@up.edu.ph

    @UPDLIBRARY



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