



UNIVERSITY LIBRARY
University of the Philippines Diliman



GUIDELINES FOR STUDENTS' ACCESS TO 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 or resources, including subscribed and open access resources, and enumerate specific steps to access the latter.

Thus, this guideline contains information on how users can access various library resources and ask for assistance when necessary. This document shall serve as a reference for enrolled students of the university requesting access to library resources, both electronic and physical, for Academic Year 2021-2022.

GUIDELINES FOR STUDENTS' ACCESS TO 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 students, browsing physical resources in the UPD libraries is limited and strictly for library staff. Students 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. Students 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, you may 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 student will need to ask permission directly from the copyright owner. Furthermore, a student may request an endorsement letter from the University Librarian or the Head Librarian of the College Library before doing so.



Requesting 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)

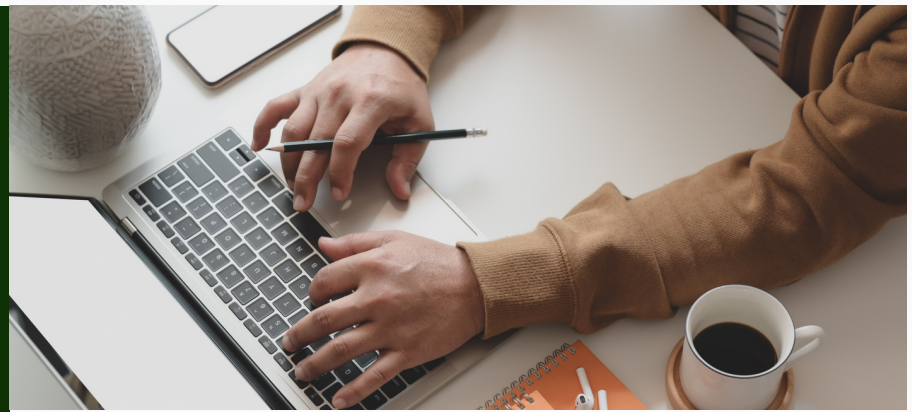
Music (cmulibrary.upd@up.edu.ph)

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

NISMED (cavelasco@up.edu.ph)

EMAIL ADDRESSES OF COLLEGE AND UNIT LIBRARIES

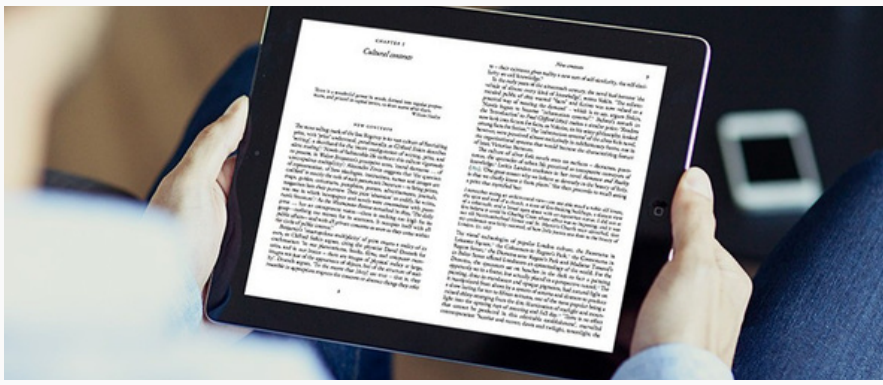
NCPAG (ncpag_lib.upd@up.edu.ph)
 NISMED (cavelasco@up.edu.ph)
 Science (cslib@science.upd.edu.ph)
 Biology (ib.library@science.upd.edu.ph)
 Chemistry (ic.library@science.upd.edu.ph)
 IESM (iesm.library@science.upd.edu.ph)
 Mathematics (im.library@science.upd.edu.ph)
 MSEP (msep.library@science.upd.edu.ph)
 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. Students may also request to reproduce certain parts of the material (subject to existing copyright and fair use rules) through the resource on demand service.
2. In case the physical resource is not available in our collection, you may send an email to the Information Services and Instruction Section (libraryinfo.updiliman@up.edu.ph) for assistance in finding alternative sources and/or the concerned College/Unit Library for further assistance.
3. If the 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, students 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	<i>Next working day</i>
Whole e-book from subscribed e-resources	Free	1 book per day per user	<i>Next working day</i>
E-copy of an article from a periodical or journal in the physical collection	Free	5 articles per day per user	<i>5 working days</i>
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 (<i>excluding preliminary pages per user</i>)	<i>5 working days</i>
E-copy of an article in microfilm in the Multimedia Services collection	Free	5 articles per day per user	<i>10 working days</i>
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 (<i>Otherwise, refer to the transaction limit for an e-copy of selected pages/chapter of a book from the physical collection</i>)	<i>10 working days</i>



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>).

2. Only duly enrolled students and students on residency may have access to OpenAthens for the current term.

3. In case, a scholarly article or resource is not available in our collection, you may send an email to the Information Services and Instruction Section (libraryinfo.updiliman@up.edu.ph) and/or the concerned college/unit library for assistance in finding alternative sources.

4. 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. They may request an endorsement letter from the University Librarian before doing so.

5. 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.

6. 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.

7. The faculty member shall be present during the scheduled viewing.

8. Only enrolled students in the concerned class may join the film viewing, which shall be conducted via the Zoom platform.

9. Students are required to use their UP or UPD mail to log in to Zoom.

10. Films to be viewed are subject to the Head Librarian's approval in compliance with copyright and fair use rules. 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>).

- 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.

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/>).


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 University of the Philippines Diliman in the Find Your Institution search tab.
3. In case you are unable to access OpenAthens, you may send an email to the Information Services and Instruction Section (libraryinfo.updiliman@up.edu.ph) with a scanned copy of your Form 5 for the current term 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://mainlib.upd.edu.ph/remote-access/>).





CONTACT US

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

 libraryinfo.updiliman@up.edu.ph



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