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Student Library Handbook

2025 Edition

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PREFACE

Welcome to Saint Mary's University Learning Resource Center (ULRC). To support the objectives of the University and its programs, the ULRC serves the students, faculty, staff and other users in their readings, study and research for their intellectual growth and academic excellence.

It is therefore important for everyone to be acquainted with the resources, facilities, and services of the ULRC. This handbook has been prepared to make you:

a. familiar with the University Learning Resource Center System, its different sections, departmental libraries, resources, and services;

b. aware of the rules and regulations on the use of the ULRC;

c. skillful in the use of the periodical index, OPAC, reference books, and other tools of library research;

d. know the classification and arrangement of learning resources; and

e. appreciate the importance of the ULRC as your partner in achieving intellectual growth and academic excellence.

We hope that this will help you in using the University Learning Resource Center effectively. Please feel free to approach the ULRC Staff for assistance.

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1. SAINT MARY'S UNIVERSITY LEARNING RESOURCE CENTER SYSTEM

The University Learning Resource Center (ULRC) comprises the learning resource centers in all levels: the Grade School Library, Junior High School Library, and the University Learning Resource Center, which include the Law Library in a separate building and Senior High School Library housed in the Main Library, First Floor. These are located in separate campuses.

2. SERVICE HOURS

2.1 University Learning Resource Center/Senior High School Library
7:00 A.M. to 7:00 P.M. – Monday to Friday
8:00 A.M. to 5:00 P.M. - Saturday

2.2 Law Library
8:00 A.M. to 7:00 P.M. - Monday to Friday
8:00 A.M. to 5:00 P.M. - Saturday

Junior High School Library
7:00 A.M. to 5:45 P.M. - Monday to Thursday
7:00 A.M. to 5:00 P.M. - Friday

Grade School Library
7:30 A.M. to 5:30 P.M. - Monday to Thursday
7:30 A.M. to 5:00 P.M. - Friday

3. MAIN LIBRARY (REV. JOHN VAN BAUWEL HALL)

FIRST FLOOR

Senior High School Library. This section contains books and other learning materials for the senior high school students.

SMU e-Library. It is located on the opposite of the Staff Lounge and Deposit Counter. This section provides the basic electronic library services such as encoding, printing services, and internet access. It provides access to CD collection, online resources subscriptions, open access resources, e-journals, and e-book collections. These resources are to be used inside the e-Library only.

CD Resources Collection. This section is located at the e-Library. Access to electronic resources in compact discs is done in this section. Students can only borrow for **ROOM USE ONLY.**

General Collection. This comprises the bulk of the ULRC collection like psychology, economics, anthropology, languages, arts, literature, history, geography and travel. Collections can be borrowed for one (1) week.

Filipiniana Section. All materials or publications about the Philippines, its people, and culture, regardless of author, imprint and language form part of the Filipiniana. Collections can be borrowed for one (1) week.

General Reference Section. This contains general and specialized reference books such as encyclopedias, dictionaries, yearbooks, geographical sources, manuals, handbooks, directories, bibliographies, biographical sources, etc. All reference book are for room use only.

STEH/SHANS Undergraduate Theses Collection. The undergraduate theses from the School of Teacher Education and Humanities (STEH) and the School of Health and Natural Sciences (SHANS) are found in this area. These resources are on an open shelf but are strictly for room

use only.

Reserved Books Section. It contains books designated by the faculty members as required reading materials for the courses they teach. These are for circulation inside the library and for overnight or weekend use. All reserved books can be borrowed for overnight use only.

Office of the Readers' Services Librarian. This office is beside the Deposit Counter and opposite the e-Library. It is where the librarian in charge of the General Collection, Filipiniana, Reserved Book Section, and the Library Working Students (LWS) holds office.

Office of the Librarian In-Charge, Senior High School Collection. This is where the staff in-charge of the Senior High School Library holds office.

Office of the Staff In-Charge, ELibrary & CD Resources Collection. This is where the staff in-charge of the ELibrary & CD Resources Collection holds office.

MEZZANINE

Sci/Math Section. This section contains a collection of mathematics, science, and technology books, including specialized reference books in these fields. Collections can be borrowed for one (1) week, except for reserved and reference books.

Professional Education Section. Books on education, educational assessment, and teaching strategies are found in this area. Collections can be borrowed for one (1) week, except for reserved and reference books.

Fiction Section. This contains novels for leisure or recreational reading. Collections can be borrowed for one (1) week.

Technical Services Librarian's Office. This is where Technical Services (classification & cataloging of newly acquired books) are done.

SECOND FLOOR

Health Sciences Section. This section contains books and other reference materials for nursing, physical therapy, pharmacy, medical technology, and other health-related fields. Collections can be borrowed for one (1) week, except for reserved and reference books.

University Archives. This is a collection of historical records and sources relating to the University, CICM, Nueva Vizcaya, and the places served by the University (Cagayan Valley and Cordillera Regions). These are available upon request.

Theology/Philosophy Section. This section contains a special collection on philosophy, theology, and religion books. Collections can be borrowed for one (1) week, except for reserved and reference books.

Graduate Studies Section. This section houses a collection that supports the various graduate studies programs. Undergraduate students can borrow for one (1) week, except for reserved and reference books.

Office of the Librarian In-charge, Health Sciences, Theology/Philosophy& Graduate Studies Sections. It is found near the Graduate Studies Section.

Office of the Librarian In-charge, University Archives and Technical Services. It is found near the Graduate Studies Section.

4. JUBILEE LIBRARY

FIRST FLOOR

Multimedia and Technology Section. This section manages the University's sound system and provides access to audiovisual and multimedia resources that support teaching, learning, and other academic activities.

Theses/Dissertations Section. Theses and dissertations are found in this section. These resources are strictly for **ROOM USE ONLY**

Office of the Director of the ULRC. This is adjacent to the cubicle of the Secretary to the Director.

Office of the Secretary to the Director of ULRC. This is located beside the Office of the Director of the ULRC.

Office of the Staff In-charge, Multimedia and Technology Section. This is adjacent to the Office of the ULRC Director.

MEZZANINE

Periodicals Section. Journals, magazines, and newspapers are found in this section. Current issues are displayed on magazine racks in their respective sections; back issues are filed on shelves and are available upon request. Some bound volumes of professional journals and magazines are on open shelves. Periodicals are for **ROOM USE ONLY**.

Saint Dominic Collection. This contains books and other resources donated by the Tiongson family and their friends. Collections can be borrowed for one (1) week.

Office of the Periodicals Librarian. It is found near the Saint Dominic Collection and Periodicals Section.

SECOND FLOOR

Accountancy Section. This section contains books on accounting, auditing, economics, finance, taxation, and other related disciplines. It provides resources that support the academic and research needs of students and faculty in the field of accountancy. Collections can be borrowed for one (1) week, except for reserved and reference books.

Business Section. This section contains books on business, marketing, management, advertising, tourism, entrepreneurship, hotel and restaurant management, and other related fields. Collections can be borrowed for one (1) week, except for reserved and reference books.

Knowledge Resource Network. This section contains publications from the Bangko Sentral ng Pilipinas (BSP), including books, reports, guides, manuals, primers, brochures, and other informational materials. These resources provide valuable insights into banking, finance, economics, and monetary policy. Collections can be borrowed for one (1) week.

SAB Undergraduate Theses Collection. The undergraduate theses from the School of Accountancy and Business (SAB) are found in this area. These research materials are arranged on open shelves and may be consulted freely within the library. However, they are strictly for room use only.

Office of the Librarian In-charge, Business/Commerce, Accountancy Sections & Knowledge Resource Network (KRN) Collection. It is found near the Business Section.

THIRD FLOOR

Engineering and Architecture Section. This section contains books for the professional and technical courses in the fields of engineering and architecture, including specialized reference books in these fields. Collections can be borrowed for one (1) week, except for reserved and reference books.

Information Technology Section. Books on computing, information technology, and information systems are found in this section. Collections can be borrowed for one (1) week, except for reserved and reference books.

Asian Development Bank (ADB) Depository Library. This section is designated for the publications of Asian Development Bank. Collections can be borrowed by faculty and students for one (1) month.

United Nations (UN) Depository Library. This section is designated for the publications of the United Nations. Collections can be borrowed by faculty and students for one (1) month.

World Bank (WB) Depository Library. This section contains publications of the World Bank, which are considered a special collection of the ULRC. Collections can be borrowed by faculty and students for one (1) month.

Instituto de Cervantes Corner. This section contains materials on the Spanish language, literature, and culture. Collections can be borrowed for one (1) week.

SEAIT Undergraduate Theses Collection. The undergraduate theses from the School of Engineering, Architecture, and Information Technology (SEAIT) are found in this area. These resources are on an open shelf but are strictly for room use only.

Office of the Librarian In-Charge, Engineering/Architecture, Information Technology Sections, IDC, and Depository Libraries. It is found near the Engineering and Architecture Section.

5. THE DEPARETMENTAL LIBRARIES

These are the Senior High School, Junior High School, Grade School, and the Law Libraries. College students and faculty members of the University may use these libraries subject to their respective rules and regulations.

Law Library. Books on laws, Supreme Court Reports Annotated (SCRA), and supplementary readings are found in this library. The following are also housed in this library:

1. **Criminal Justice Education Department (CJED) Section.** This section is located at the Law Library. Books for criminology, political science, public administration, and forensic science are found here. Specialized reference books and reserved books are also available.
2. **CJED Undergraduate Theses Collection**. This collection is located at the Law Library. The undergraduate theses from the School of Teacher Education and Humanities (STEH) CJED are found in this area. These resources are on an open shelf but are strictly for room use only.

Junior High School Library. It contains the following sections: Periodicals, General Reference, Supplementary Readings, General Collection, Theology, Fiction, Filipiniana, Research and Term Papers Sections, as well as the Rita's Reading Corner. This is located at the Junior High School Campus.

Grade School Library. This contains books, textbooks, and other learning materials for the grade school programs. This is located at the Grade School Campus.

6. WHO MAY USE THE UNIVERSITY LEARNING RESOURCE CENTER?

The following are entitled to use the ULRC:

6.1 SMU administrators, faculty, staff, and bona fide students and pupils.

6.2 Those granted special permission by the President, the Vice-Presidents and/ or the Director of the ULRC.

6.3 Others (e.g. Graduate students and researchers of other schools) who are granted permission by the Director of the ULRC or by any member of the ULRC Staff and upon ***payment*** of one hundred pesos (P100.00) for graduate, and fifty pesos (P50.00) for undergraduate per visit. Payment is to be made at the Accounting Office of the University, or at the Reserved Books Section near the General Collection at the First Floor of the Main Library.

7. RULES ON THE USE OF THE ULRC

7.1. *Identification Card (ID) and Library Card (LC)*

7.1.1. Every student needs a duly registered ID and LC to be entitled to the use of the ULRC.
7.1.2. No one should use another's ID and/or LC nor tamper with the same: Such IDs and LCs will be confiscated.
7.1.3. The LC is non-transferable. Lost LC will be replaced at cost.

7.2. *Entering and Leaving the ULRC*

7.2.1. Before entering the ULRC, a student must:
a. have his/her ID pinned properly.
b leave at the deposit counter his/her personal belongings. Bring with him/her enough writing materials.
c. not leave valuables at the deposit counter.
d. Tap his/her ID on the smart card reader or write his/her ID number on a small sheet of paper provided at the entrance and drop it at the Sentinel's desk when there is no electricity/internet connection.
e. be in proper school uniform (in line with the school's policy on uniform) during Monday, Tuesday, Thursday, and Friday during the regular semester.

7.2.2. When leaving the ULRC, one must:
a. return the chair properly and quietly under the table.
b. show to the sentinel the borrowed learning resources for checking.

7.3 *Borrowing/Returning Books*

All sections of the ULRC are now on open shelf, except the University Archives. Each section or library of the ULRC has its own rules and policies.

Preliminary Information

Books at the ULRC are classified into:

a. Reserved Books
b. General Collection is further classified into:
i. **Fiction**
ii. **Non-Fiction**. Non-fiction books are shelved in their respective sections, like Health Sciences Section, the Information Technology Section, Accountancy Section, etc.

The same books are also classified into:

- **Overnight Use.** These are books that are borrowed for one night or for weekend use, e.g. Reserved Books.
- **Home Use**. These books may be borrowed for one (1) week subject to renewal if not in demand. These may be fiction or non-fiction books.
- **Room Use**. These are books that must be read inside the LRC and in the section where these are placed such as General and Specialized Reference Books.

c. Reference Books

7.3.1. Book Borrowing/Returning Procedures

No one should pass borrowed books to other students, borrow for another, nor study with another using the same book.

A. Reserved Books. These are books assigned or designated by faculty members as suggested or required readings for the courses they teach. These books are for circulation inside the ULRC and for overnight or weekend use.

i. For circulation inside the ULRC

Before borrowing a book, a student must have a valid ID and a Library Card (LC) with picture. He/She further performs the following:

1. consult the Online Public Access Catalog (OPAC) for the following information:
   a. Author
   b. Title
   c. Subject

1.a The student requests the help of the Library Working Student (LWS) in-charge or the student looks for the book himself.
1.b The student writes his name on the book card and gives it to the LWS in the section where the book will be borrowed.
1.c The student writes the class number and accession number of the book on his LC and gives it to the LWS in charge.

2. The LWS stamps the date due and affixes his/her signature on the LC and files it with the book card in the circulation file.

ii. For Overnight or Weekend Use

1. Steps in No. 1-2 for circulation inside the ULRC are to be followed.
2. The LWS indicates the due date using the dater on the Book Card, LC, and Date Due Slip.
3. LWS checks out the book in the Destiny Library Manager.
4. The LWS brings to the Section Head the Book Card and LC for checking.
5. The LC and book card are filed in the circulation file.
6. When the book is due or overdue, it must be returned to the section where it was borrowed. Overdue fines will be paid at the Reserved Books Section near the General Collection on the First Floor of the Main Library or at the Accounting Office.
7. The book is received by the LWS in charge, who will do the following:

   a. Stamp the date when the book is returned and affix his name as receiver on the LC.
   b. Stamp "Returned" above the borrower's name on the book card.
   c. Returns the LC to the student.

8. The book is collated before shelving.
9. The book is filed and ready for circulation again.

B. General Collection Books. These may be borrowed for one (1) week, subject to renewal if not in demand. A student may borrow a maximum of seven books in aggregate from the different sections of the ULRC.

C. Fiction and Non-Fiction Books. Fiction books are issued for one (1) week, subject to renewal if not in demand. Steps in borrowing Books for Overnight or Weekend use are the same. Please follow steps in ii.

D. Reference Books. These are books such as encyclopedias, dictionaries, yearbooks, geographical sources, manuals, handbooks, directories, bibliographies, biographical sources. These books are for Room Use only.

1. Before borrowing a book, a student must have a valid ID and Library Card (LC).
2. The student may get the book directly from the shelf or may ask the assistance of the LWS in-charge.
3. The student fills up the Borrowers Register with the necessary information like.
    a. Borrower's name, year, and section
    b. Title of Reference Book/s, volume number if it is an encyclopedia
    c. Date and Time borrowed
4. Library Working Student also affixes his name as charger on the borrower's register.
5. When the book is returned, it is collated before shelving.
6. The book is filed for circulation again.

7.3.2. No one should pass borrowed books to other students, borrow for another, nor study with another using the same book.

7.3.3. Return books personally. Present your LC; have it properly stamped/marked with the date returned; the book card is withdrawn from the circulation file; stamped "returned" and slipped into the book's pocket.

7.4 *Loan Period & Borrowing Limits*

7.4.1 Reserved books are issued by the hour for daily circulation inside the ULRC. These books may also be issued for overnight/weekend use at 1:00 P.M. They should be returned at or before 11:00 A.M. the following school day.

7.4.2. If there is only one (1) or limited copies of a reserved book, it may not be issued for overnight use.

7.4.3. Home-Use Books (non-fiction or fiction) may be borrowed for one (1) week, subject to renewal if not in demand. These may be borrowed and returned at any time of the day when the books are due. After renewing a book for three consecutive times, a borrower must wait one week before borrowing it out again, provided it has not been reserved or borrowed by another user.

7.4.4. **Limitation of Loans**: Each undergraduate student may draw out seven (7) books at a time, two of which are reserved books, 2 Fiction books, and 3 non-Fiction books.

7.5 *Periodicals Section*

7.5.1. Borrowing a bound periodical. Consult the Periodical Index, fill in a call slip, and present the same to the Library Working Student at the charging desk. He will locate it in the stack room. Have the bound periodical be charged at the Library Working Student's desk.

7.5.2. Borrowing a current periodical on display. Get a periodical from the display rack, bring it to the charging desk for registration, and return it to the same charging desk after use. Only one current issue can be borrowed or issued at a time.

7.5.3. Borrowing back issues of periodicals. Request back issues from the LWS in-charge, register them, and return them to the same charging desk after use. Three periodicals may be

borrowed at a time.

7.5.4. Returned periodicals are to be collated before they are reissued/filed.

7.5.5. All materials in this section are for **ROOM USE ONLY**.

7.6. *General Reference Section*

7.6.1. All materials in this section (general and specialized reference books) are for **ROOM USE ONLY.**

7.6.2. All materials borrowed must be registered at the Library Working Student's desk.

7.7. Online Resources

Online resources transformed the learning experiences of the students and the teaching experiences of the faculty as well. These are now among the most in-demand sources of information in the academe and have transformed learning experiences, offering new methods of instruction and a shift toward more interactive and collaborative education. Below are the instruction on how to access the online resources subscribed to by the University.

7.7.1. Accessing the SMU Online Public Access Catalog (OPAC):

1. Type **http://ulrc.smu.edu.ph/**
2. Click "Saint Mary's University". No need to log in.
3. Select the "Catalog" to surf our collections.
4. You can now surf our collections using different search strategies.

7.7.2. Accessing Gale Reference Complete:

1. Open the **http://ulrc.smu.edu.ph/** or
2. Click "Saint Mary's University"
3. Scroll down and click the desired Gale database.
4. Enter the password the press enter.
   For the *https://link.gale.com/apps/menu?u=phslu*, use the password "resources"
   For the *http://Infotrac.galegroup.com/itweb/phcicm,* use the password "success"

7.7.3. Accessing PressReader

7.7.3.1. Using your mobile phone:

1. Open the Google Play Store or its equivalent app on other phones.
2. Download the PressReader application.
3. After downloading, open the PressReader application.

7.7.3.2. Using computers (PCs, laptops, and similar gadgets):

1. Open the **http://ulrc.smu.edu.ph/**
2. Click "Saint Mary's University"
3. Scroll down and click the "PressReader." Or use: https://www.pressreader.com

4. Click "register" or "sign up". A prompt window will appear asking for personal information, fill it out, and then submit.
5. A prompt window appears: Welcome to PressReader. Click "Library or Group".
6. Select "Library or Group." Enter "Saint Mary's University," then press Enter.
7. Click "Saint Mary's University," which appears below the search box.

8. A prompt window will appear. Please enter your "Library Card."

For SMU employees, the Library Card is smu0000 plus a 4-digit SMU ID number, e.g., smu00001294;

For college students, a Library Card is smu plus an 8-digit SMU ID number, e.g., smu20232114;

For SHS students, the Library Card is smu plus *the last 8-digit* SMU ID number, e.g., smu20232114

For JHS students, the Library Card is smu plus 000 plus a 5-digit SMU ID number, e.g., smu00032114

For Grade school pupils, the Library Card is smu0000 plus a 4-digit SMU ID number, e.g., smu00004094

9. Go back to your SMU corporate email for verification, or follow any other instructions.
10. Go back to the online resource website and sign in using your SMU corporate email account.

7.7.4. Accessing McGraw-Hill Access Engineering:
1. Open the "**http://ulrc.smu.edu.ph/**"
2. Click "Saint Mary's University"
3. Scroll down and click "Access Engineering."
   Or type: https://www.accessengineeringlibrary.com/
4. Click "My Account" and fill out the email or username and the password. Note: To request for the password, kindly fill out the GForm: https://forms.gle/2XD7SgJwmUMCWnW29.

7.7.5. Accessing McGraw-Hill Access Science:
1. Open the "**http://ulrc.smu.edu.ph/**"
2. Click "Saint Mary's University"
3. Scroll down and click "Access Science." Or type: https://www.accessscience.com/
4. Click "My Account" and fill out the email or username and the password. Note: To request for the password, kindly fill out the GForm: https://forms.gle/2XD7SgJwmUMCWnW29.

7.7.6. Accessing Science Direct:
1. Open the "**http://ulrc.smu.edu.ph/**"
2. Click "Saint Mary's University".
3. Scroll down and click "Science Direct." Or type: https://www.sciencedirect.com
4. Click "register" or "sign up". A prompt window will appear asking for personal information, fill it out, and then submit.
5. Go back to your SMU corporate email for verification, or follow any other instructions.
6. Go back to the online resource website and sign in using your SMU corporate email account.

7.7.7. Accessing eSCRA (Limited to Law faculty and students)
1. Please message us at **m.me/smulearningresourcecenter**
2. Set an appointment with the Law Librarian on how to access the eSCRA.

7.8. ***Fine Rates***

7.8.1 The fines for the late return of books are as follows:
   a. Home-Use (Non-Fiction and Fiction)
      P5.00 per book per day including non-school days.
   b. Reserved Books
      P2.00 per book per hour including non-school days.

7.8.2 Fines are paid at the Accounting Office or at the Reserved Books Section near the General Collection at the first floor of the Main Library. These will be remitted to the accounting office the following day. However, if the fine amounts to more than P50.00, it will be paid directly at the Accounting Office.

7.9. ***Recalls***

Whenever there is a need, borrowed ULRC materials are recalled before they are due.

7.10. ***Loss or Damage***

7.10.1. A lost book must be:
   a. paid according to the value determined by the ULRC, or,

b. replaced with a clean copy of the same edition. A processing fee and accumulated fines are charged for lost and/or replaced books.

The payment for a lost book will be computed as follows: 25 % of the cost will be added per year from the date of purchase plus processing fee and accumulated fine.

e.g.
P200.00 cost of book when purchased
x 25% to attain current price
P 50.00
x 5 years from date of purchase to date
P250.00
+P200.00 cost of book
P450.00
+P 30.00 processing fee
P480.00
+P 15.00 library fine (if there is)
P495.00 total cost to be paid

7.10.2. So that the rights of others may be protected, those who damage or mutilate a book will be assessed the full cost in replacing the book. The damaged book, however, still remains the possession of the ULRC.

7.10.3. Partially damaged books, such as those with watermarks or writings will be assessed the half cost of the book.

7.10.4. Payments for lost or damaged books are to be made either to the Accounting Office (or added to the student's account in this office); or to the Reserved Books Section near the General Collection at the first floor of the Main Library.

7.10.5. The student's ULRC privileges are suspended until his/her obligations are settled.

7.11 *Examination Week*

Three (3) days before the final examination of every term, no student is allowed to borrow books for overnight use. Books will only be issued for daily circulation inside the ULRC.

7.12 *Miscellaneous Information*

7.12.1. Courtesy demands observation of the following guidelines within the ULRC premises:
a. No smoking and eating
b. Silence
c. No loitering and littering
d. Deactivate cellular phones or put them in "silent "mode

7.12.2. Persons using the ULRC must comply with the rules and regulations of its various sections.

7.12.3. Eating, smoking, shouting, and other disturbances are forbidden in all parts of the ULRC.

7.12.4. The ULRC is a quiet place for study and research; therefore, students are discouraged from using the ULRC as a dating place. "Public Display of Affection" (PDA) is not allowed.

7.12.5. Use of laptops
8.12.5.1. Laptops are allowed to be used inside the ULRC for academic purposes.
8.12.5.2. Laptop users should work alone silently.
8.12.5.3. When students huddle around a laptop user, the use of the laptop in the ULRC shall be stopped.

7.12.6. Using extension cords/devices is allowed inside the ULRC when necessary.

7.12.7. Use of computers and computer devices or paraphernalia. The following are strictly forbidden:
8.12.7.1. Accessing pornographic websites.
8.12.7.2. Playing games and other similar programs.

8.12.7.3. Connecting brought-in computer devices to any of the computers of the ULRC.

7.12.8. Cases of dishonesty, defacement and damaging of ULRC property are covered by the SMU Student Handbook which provides disciplinary action.

7.12.9. Persons who take out learning resources without permission shall be dealt with appropriate disciplinary action.

7.12.10. Only the University President or the Director of the ULRC have the right to change any of these rules.

8. ONLINE PUBLIC ACCESS CATALOG (OPAC)

The search features in Destiny Library Manager accommodate all types of users, from early learners to power users, through the Destiny Classic and Destiny Quest search interfaces. The OPAC has Basic, Power, and Visual search options.

8.1. Basic Search

The default "Basic Search" function allows patrons to use simple search terms or phrases to locate materials, and to set limiters to narrow their search results. Its buttons provide the ability to perform five types of searches: Keyword, Title, Author, Subject, and Series.

A keyword search displays the largest number of titles in the search results as it searches all title, author, subject, series, and note tags (fields of information) in the district's MARC (title) records.

8.2. Searching with Destiny Quest

Destiny Quest is a highly graphical searching interface included with Destiny Library Manager. It engages K–12 students and helps them easily locate appropriate library materials that meet their classroom needs and personal interests.

Access Destiny Quest by clicking on the Destiny Quest option on the Catalog tab. The Destiny Quest Home page contains The Top 10 Books, Resource Lists, and New Arrivals.

Destiny Quest's Simple Search function allows patrons to enter a keyword search term in the "Find" field and select "Go!" to locate library materials. Patrons can access Simple Search within every main link in Destiny Quest; the "Find" field appears at the top of each screen.

The common items of information on keyword, author, title, series or subject search are the following:

Call Number…….	NL (Place mark)
610.73	(DDC Class No.)
Ul7n	(Author no. & title mark)
2025	(date)
Author's name……...	Ulrich, Susan Puderbaugh
Joint Author's Name…….	Canale, Suzanne Weyland
Title of the book……	Nursing Care Planning Guides
Edition Statement……...	10th ed.
Place, Publisher, Date……	St. Louis, Mo.: Elsevier/Saunders, c2025
Physical Description……	xiv, 897 pages : illustrations ; 28 cm.
Notes……..	Includes appendix, bibliography & index.
International Standard Book No. & Binding……..	ISBN 0721639232 (pbk.)

The call number also indicates a place mark showing the location of a library book, namely:

ADB Asian Development Bank Depository Library

AL	Accountancy Section
AR	Archives Collection
AR (CICM)	Archives Collection on CICM
AR (NV)	Archives Collection on Nueva Vizcaya
AR (SMU)	Archives Collection on SMU
BUS/COM	Business Section
CD	CD Resources Collection
KRN	Knowledge Resource Network Collection
EL	Engineering/Architecture Section
F	Filipiniana Section
FC	Fiction Section
IdC	Instituto de Cervantes Corner
IT	Information Technology Section
LAW	Law Library
MaTS	Multimedia and Technology Section
NL	Health Sciences Section
POP ED	Population Education Corner
PR	Periodicals Section
PROF ED	Professional Education Section
R	General Reference Section
R (STAT)	Philippine Statistics Corner
SCI/MATH	Science/ Mathematics Section
SDC	Saint Dominic Collection
SPAG	Public Administration & Governance Section
SrHS	Senior High School Collection
T	Theses/Dissertations Section
TS	Theology/Philosophy Section
WB	World Bank Depository Library
U	Undergraduate Theses Collection
UN	United Nations Depository Library
WB	World Bank Depository Library

Note: Books in the **General Collection** at the Main library have **no placemark** on their call numbers.

9. CLASSIFICATION & ARRANGEMENT OF BOOKS

9.1. The Dewey Decimal Classification

Books are arranged on the shelves according to the Dewey Decimal Classification (DDC 2025) which groups the fields of knowledge into 10 main classes, namely:

000 - 099	General works
100 - 199	Philosophy and related fields
200 - 299	Religions
300 - 399	Social Sciences
400 - 499	Languages
500 - 599	Pure Sciences
600 - 699	Applied Sciences (Technology)
700 - 799	Fine Arts
800 - 899	Literature
900 - 999	History, Geography, Biography

9.2. Arrangement of Books

are arranged in the shelves from left to right, top to bottom, according to the following:

a. numerically according to Dewey Decimal Classification (DDC) number

b. same class number

c. Alphabetically by title, if with the same class and author number.

(Novels particularly in pocketbooks) have no class numbers but they bear the location symbol FC. They are alphabetically arranged on the shelves by author numbers.

10. REFERENCE BOOKS

Search for information in the ULRC may begin at the General Reference Section, where books can be consulted for definite, comprehensive, concise, and systematically presented information on every subject. It is, therefore, important to be familiar with the various types of reference books which may be general (covering all fields) or specialized (on a particular field). Specialized reference books are also found in the different sections of the library.

10.1. **Encyclopedias**These give a general overview of a topic.

Examples:

General: Encyclopedia Britannica
Guidebook: A Traveler's Guide to the Philippines

10.2. ***Dictionaries.*** These may be language or subject dictionaries.

Examples:

General: Webster's Third New International Dictionary of the English Language
Foreign: New World English-Spanish, Spanish-English Dictionary
Supplementary: Roget's Thesaurus
Subject: Dictionary of Modern Economics

10.3. ***Yearbooks, Almanacs.*** These publications give information on events and developments during a year.

Examples:

General: Britannica Book of the Year 1994
World Almanac & Book of Facts 1993
Specialized: Philippine Statistical Yearbook 1993

10.4. ***Atlases, Gazetteers, Guidebooks.*** These provide geographical information.

Examples:

General:
Atlas: Rand McNally International Atlas
Gazetteer: Webster's Geographical Dictionary
Specialized:
Atlas: Ethnographic Atlas of Ifugao
Gazetteer: Historical & Cultural Dictionary of the Philippines
Guidebook: A Traveler's Guide to the Philippines

10.5. ***Handbooks and Manuals.*** Handbooks provide handy facts, while manuals give instructions, rules, procedures, and other information on doing things.

Examples:

Handbook: Oxford Companion to English Literature
Manual: The Family Home Cookbook

10.6. ***Biographical Dictionaries.*** These give biographical sketches of notable persons.

Examples:

General: Webster's Biographical Dictionary
Specialized: Philippine's Who's Who

10.7. ***Directories.*** These give information on addresses, activities, purposes, and similar information on organizations, or sometimes persons.

Example:

Philippine Directory of Foundations

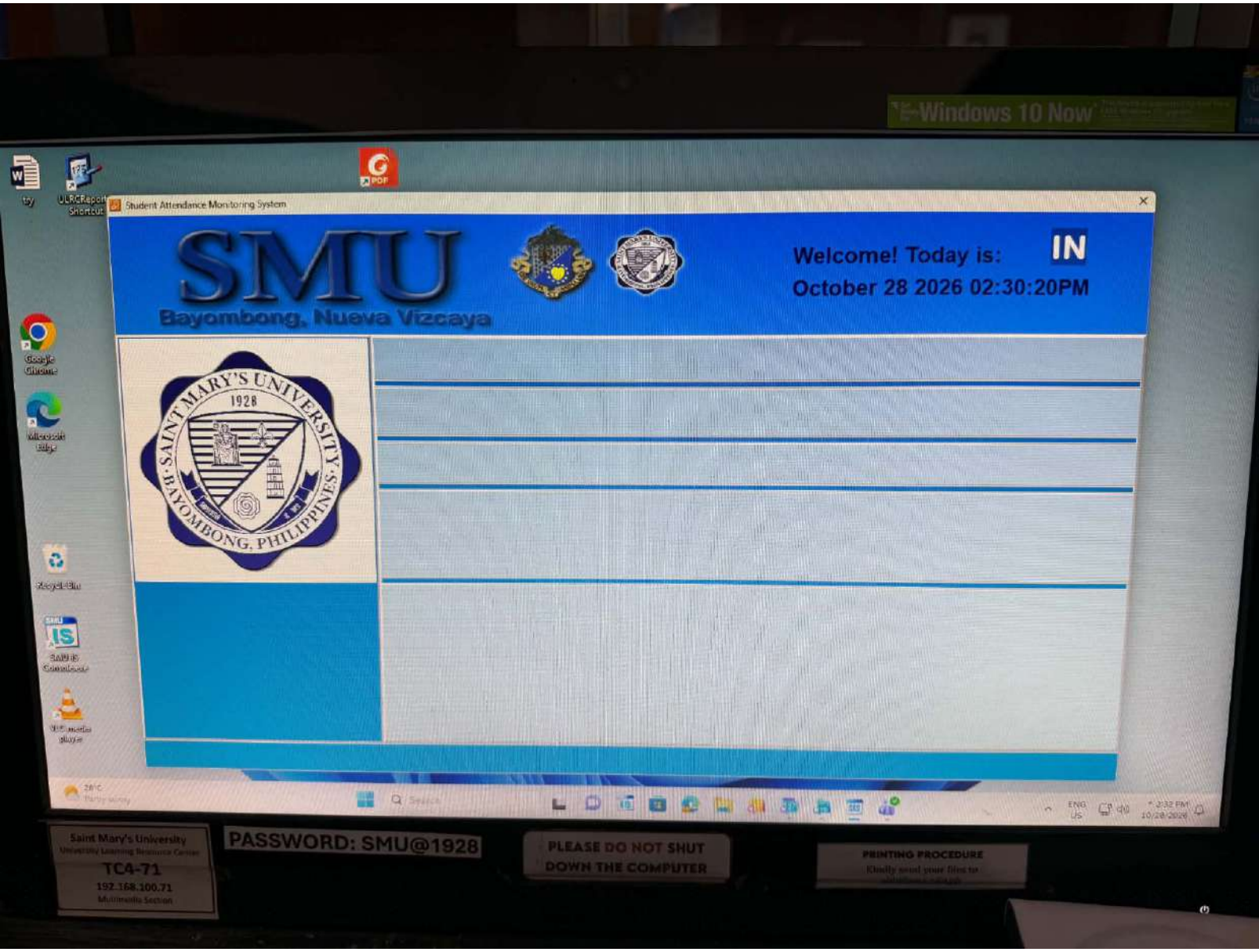
10.8. ***Bibliographies, Catalogs, Indexes, and Abstracts.*** These are all library research tools. They aid in identifying and locating books, periodicals, periodical articles, and other documents. Sometimes, they include annotations, summaries, or abstracts.

Examples:
Index to Philippine Periodicals
Philippine National Bibliography

10.9. ***Collections or Anthologies.*** These are volumes of collected works in literature, arts and other topics of general interest.

Examples: Harvard Classics (51 vols.)
Bartholomew's Great Galleries of the World. (6v.)

Prepared by:	**Reviewed by:**
Mr. David A. Cabonero Director Date Signed:_____	**Mrs. Pearl Via S. Coballes** Quality Management Representative Date Signed: _____
Approved by: **Dr. Moises Alexander T. Asuncion** Vice President for Academic Affairs Date Signed: _____	


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Logbook for Outside Library Users

Date	Name	Name of School/ Institution & Address	Contact Number	Time In	Time Out	Signature
10-24-25	RODERICK T. ALIPIO	OLPCC	09976055556	11:30		
10-28-25	REHMELYN J. CASTILLO	OLPCC	09263408289	9:49		
10-28-25	ZAIRA KIMBERLY S. SANTIAGO	OLPCC	09650644549	9:49		
10-28-25	MARIA [illegible] GRACE	OLPCC	0906-8[illegible]	9:50		
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"	Sumabat, Charmaine					
11-20-25	Enriquez, MK	NVSU	09623897861	3:26		
11-20-25	Sumabat, Charmaine					
11-20-25	ORPILOSO JAMYCKO	NVSU	09539755719	4:02		
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11-20-25	Cayugin, Bea Jaz B.	NVSU	09912831617	4:03		
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11-20-25	cavil, Ryza Claire	NVSU	09531305886	4:04		
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11-29-25	FRANCES BALDERAS	NVSU		01:13		
2/4/26	Linagga, Gideon Faith	NVSU		3:03		
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2/4/26	Diaz, Jirah C			3:03		
2/4/26	Dela Pena, Rod			3:07		
2/4/26	Pascua, Thierry					
06/18/26	GUILLERMO, FLORIBEL A.		09454177421	2:30	2:31	
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	KAREN P. SAET	OLPC-Canayan	09364[illegible]	2:49		