

Objectives:

At the end of the module, participants are able to

1. Access the University Library website (<http://adnulib.adnu.edu.ph>)
2. Familiarize the navigators in the site
3. Maximize use of online resource thru the links and portals available in the site

Orientation proper:

Material:

PPT on University library website



Figure 1.1 – website URL

FACILITATOR: May I ask everyone to please go to the URL flashed on the screen. We will check what the library can offer on the web.

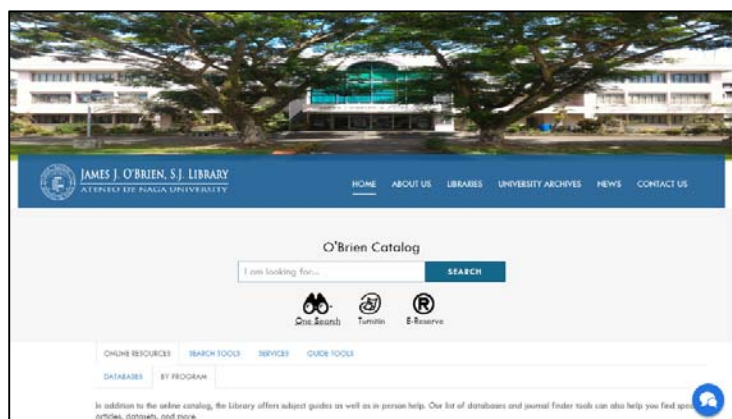


Figure 1.2 – main web page

FACILITATOR: This is the main page of the library website where you can have access to the Web OPAC, different Online resources that the library is subscribing and also available free online resource, getting to know more the library and a lot more. Always remember the URL <https://adnulib.adnu.edu.ph>.

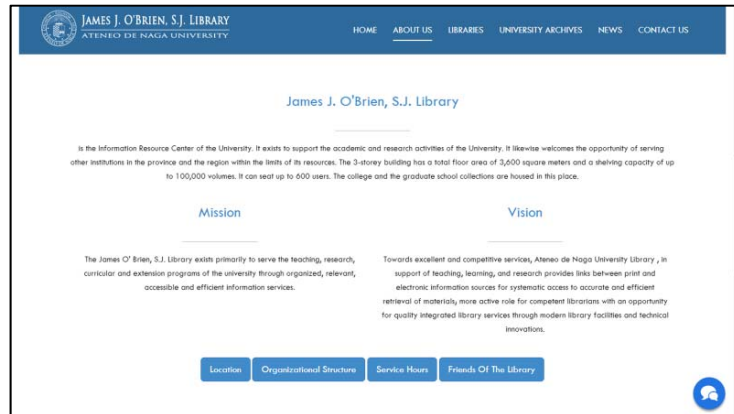


Figure 1.3 – About the library

By clicking the navigators at the header of the page you get to know more the James O'Brien. "About Us" – presents an overview of the library, its mission and vision.

Also there are tabs at the lower part of the page ([click for Location](#)) for the library's geographical location via google map integration, ([click for OrgChart](#)) library organizational chart, ([click for LibHours](#)) Servicing hours and ([click for Friends](#)) friends of the library.

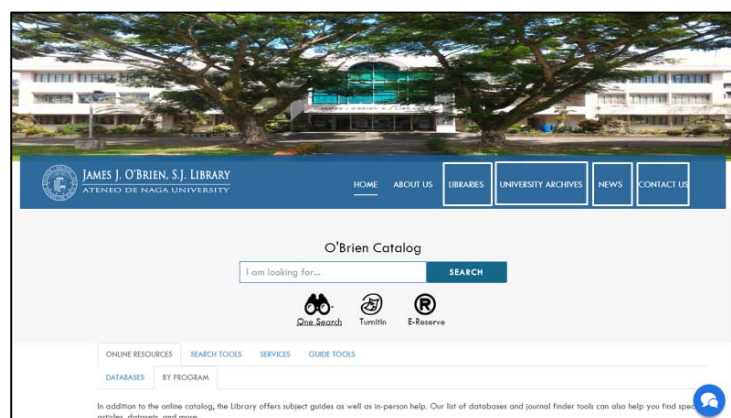


Figure 1.4 – Site Navigators

"Libraries" navigates you from one library to another such as JHS Library, Grade School and Law library.

"University Archives" – links you to the website of the university repository of AdNU Related document and related resources

"News" – provides you articles of the latest engagements that the library is doing, also sending out news of the upcoming library activities.

Contact Us" – guides you in how to communicate to the university library.

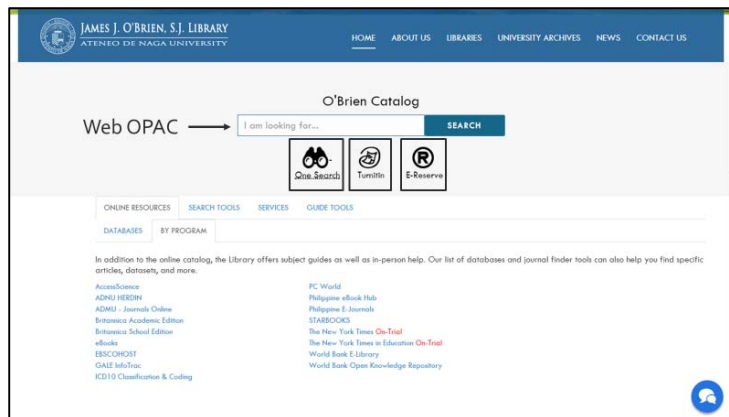


Figure 1.5 – Search engine and icons

FACILITATOR: This big search bar is our portal to the web OPAC. Who can still remember what is OPAC? (Online Public Access Catalog). You just type in *any keyword, subject, title* or *author* you know and instantly you'll be directed to the LS2 PAC of the JOBL. Then you can already continue searching library materials (Module 2.2)

These three/ Four icons below the OPAC search engine are the “**One Search**” icon which is our way to search in EBSCO Discovery Service, later we will check this online resource.

The second one is the “**TURNITIN**” icon, the world’s premiere similarity / originality work checker.

Third is the “**E-RESERVE**” icon, the system where faculty can create link to their readings to promote paperless way of providing reading materials

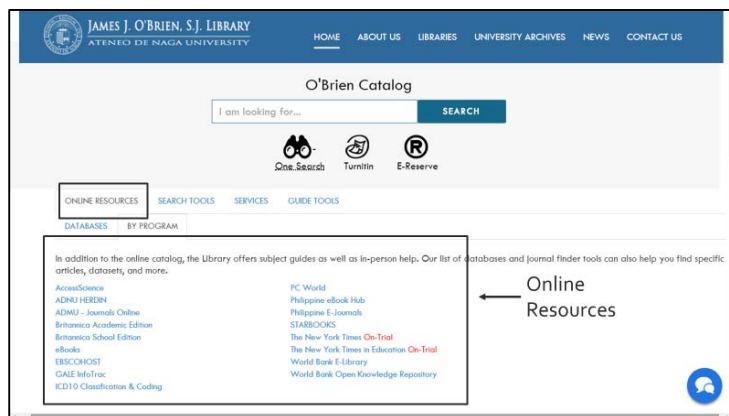


Figure 1.6 – Online Resources

FACILITATOR: This area is for the different online resources that you can access via Library website such as EBSCO host, Britannica Academic/School edition, local online resources and other on-trial resources. It can be view and sort alphabetically or by programs. Just click the tabs “DATABASES” or “BY PROGRAMS” just below the Online resources tab (click to show course programs available.)



Figure 1.7 – Search Tools

FACILITATOR: “SEARCH TOOLS” tab provide links to different resource retrieval system available in the web such as “E-Reserve for Books”, Thesis and Dissertation Abstract”, “The Computer Index to Philippine Periodicals (CIPPA)” and “Philippine E-Lib”.

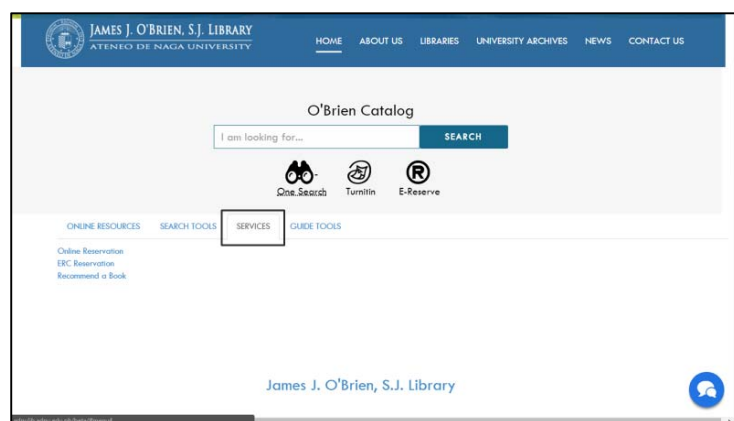


Figure 1.6 - Services

“SERVICES” tab provides online services and reservation modules such as “Multimedia Online Reservation System”, “ERC Reservation” and “Recommend a Book”

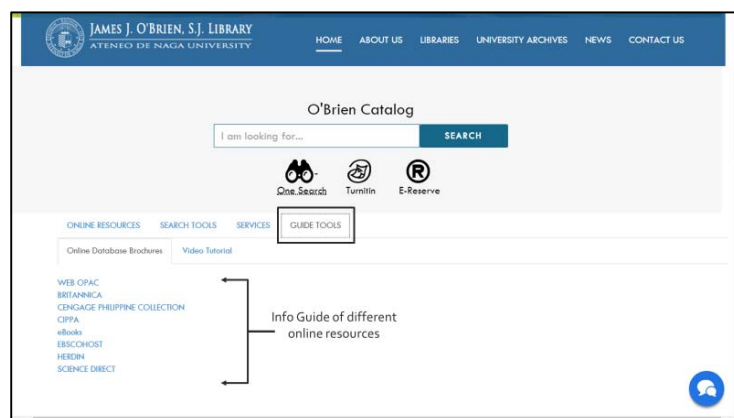


Figure 1.7 – Guide Tools

“GUIDE TOOLS” tab provides guide on how to access different library resources and online subscriptions. Video tutorials are available here.

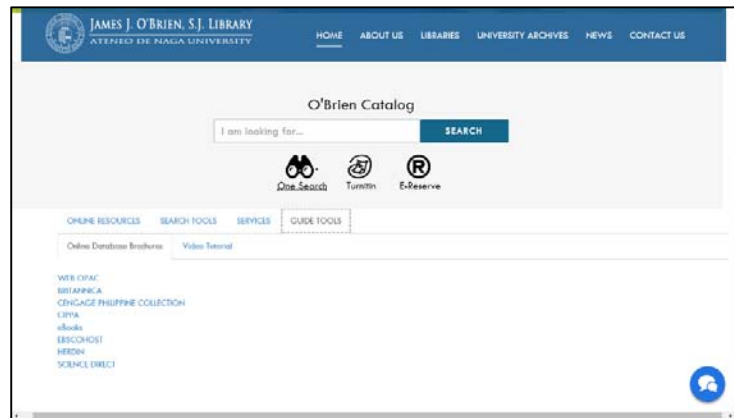


Figure 1.8 – Chat-a-Librarian

FACILITATOR: By clicking the “Dialogue” icon at the lower part of the page you may chat a librarian, real time to get information about the university library such as Online resources log ins, specific material location, currently borrowed materials, helping you work with our online resources and other related queries.

(Click “Next” to pop-out chat box) Once clicked, a chat box at the lower right part of the page will pop-out. Just type in your message at the input box and click enter key to ask our librarians.

(Click “Next” to show chat box window) You may also have a separate window for the chat if you want to hover it at the different part of the screen so you can still work with your research while at chatting. More likely, librarians will walkthrough you the website or when logging in so this feature will be good for these activities.

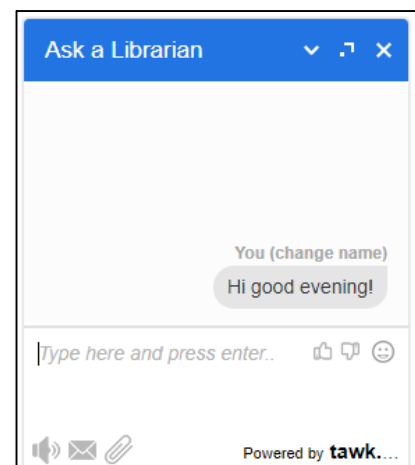


Figure 1.8 – Chat-a-Librarian chat box

REVIEW

FACILITATOR: Learning the whereabouts of the library website, how do you think can this help you maximize use of the resources of the library – print, AV and online resources? (*encourage the participants to respond so facilitator knows if they have understood the discussion. Try to solicit responses and take down notes if necessary.*)

“Now, let’s have a simple Question and Answer portion. I will ask some questions just to check if you could still recall some points that I have discussed. If ever you also have questions and clarification, do not hesitate to ask.”

Question 1: What is the URL of James O’Brien Library website?

Answer: “<https://adnulib.adnu.edu.ph>”

Question 2: Give at least three (3) database available under online resource tab?

Answer: Access Science, AdNU HERDIN, ADMU Journals Online, Britannica Academic/School edition, EBSCO Host, eBooks, Gale Infotrac, PC World, Philippine eBook Hub, Philippine E-Journals, STARBOOKS, World Bank E-Library and WB Open Knowledge Repository

Question 3: How can you contact the librarians real time via online?

Answer: Chat-a-Librarian

Question 4: Where can you get the map for JOBL’s geographical location?

Answer: “ABOUT US” tab/ page

Facilitator may ask other questions if they prefer. When concluding this module, reiterate some important info so it will retain in the participants.

MODULE 2.2 | Searching Library Materials (Web OPAC)

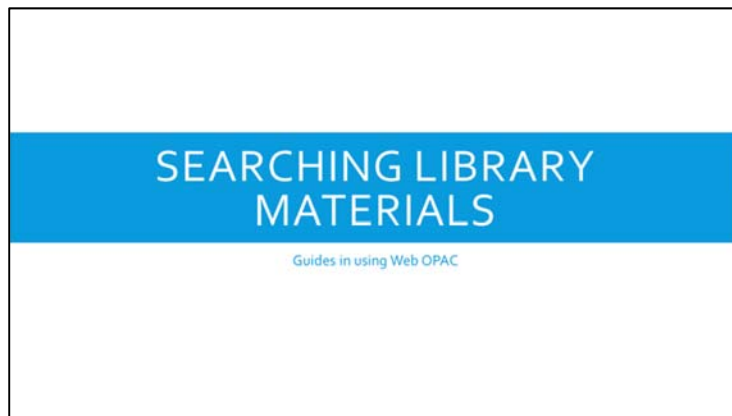
Students Outcomes (Objectives):

At the end of this module, at least 75% of participants are able to:

1. Understand how Web OPAC works
2. Search library materials using Web OPAC
3. Familiarize accessing library accounts

Library Orientation Proper

Materials: Presentation on Searching Library Materials (Module 2)



FACILITATOR: Back in your previous school (if new students), do you visit your libraries? How do you look for materials in your libraries?

Since James O’Brien library is already automated library, which means we no longer keep card catalog which some libraries still use to look for materials, we utilize the availability of technology around us. Here, we search materials thru what we call OPAC or web OPAC since it’s also available online.

Same with the use of the famous “card catalog” that were used in the previous years and might be in your previous schools, *OPAC* helps the user locate a material in the library. Using only the “**TITLE, AUTHOR, SUBJECT**” or just a **KEYWORD**” when searching for library materials, it can provide the user results much fast and accurate compared to the old methods that we are familiar of. Also, some features that are included in our system, some tabs are available for checking materials such as “New Releases for Gen Circulation, Coffee-Table collection, Graduate School and Law library”

LS2 PAC is designed with the mobile experience in mind. Responsive Web Design automatically scales to accommodate display sizes ranging from smartphones to tablets to large touch screen computer monitors. (TLC-LS2 PAC promotional flyer, 20117)

This means accessing the library catalog is no longer available in the PC/ computers but also accessible in your smart and android phones.

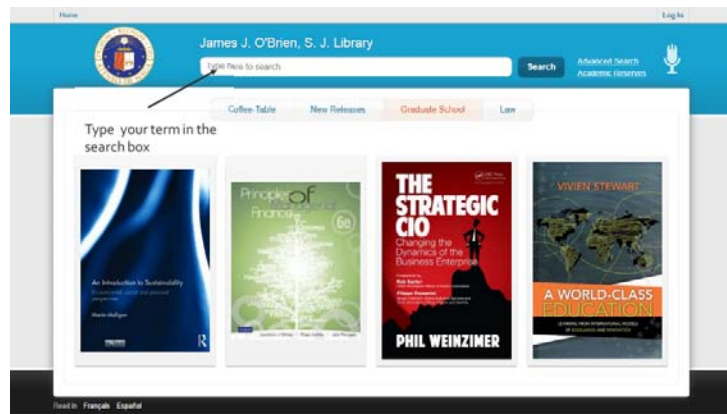


Figure 3.1 – Web OPAC

FACILITATOR: When searching, just type the term you want to search at the search box, then click “**SEARCH**”. This is the basic searching, just searching by a single term, phrase or keywords.

(If facilitator have access to the web, he/she can perform the following steps online to make it more interactive. Have the participants do it with you as well.)

I will input “ENVIRONMENTAL SCIENCE” in the search box. Then let’s all click search to view the result.

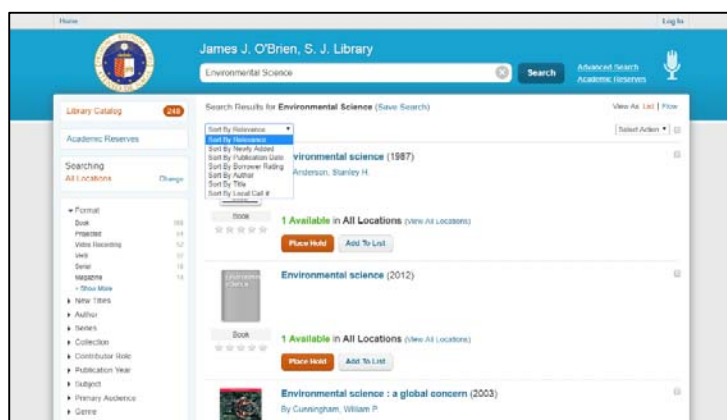


Figure 3.2 – Sorting search results

FACILITATOR: By default, result list are arrange by **RELEVANCE** or the result’s relativeness to the search topic. (click **Next** or **Spacebar** to show the option for sorting results)

You may also sort the result by “Newly-Added materials”, “Publication date”, “Borrower rating”, “Author”, “Title” or “Local Call Number”

Local Call Number or simply call number is the guide that the library is using when arranging materials. We will discuss it later as we go on with our orientation. Images or cover of the materials are already projected beside the title so you as our user can identify already the books even with checking it yet at

the shelf. However, there are also cases where the cover is not shown or a different one is provided. Covers of the materials in this system are taken from amazon.com, which mean only those materials with covers available in that site is flash on the result screen.

Let's click one result as an example. (*choose one result or just proceed with the presentation*)

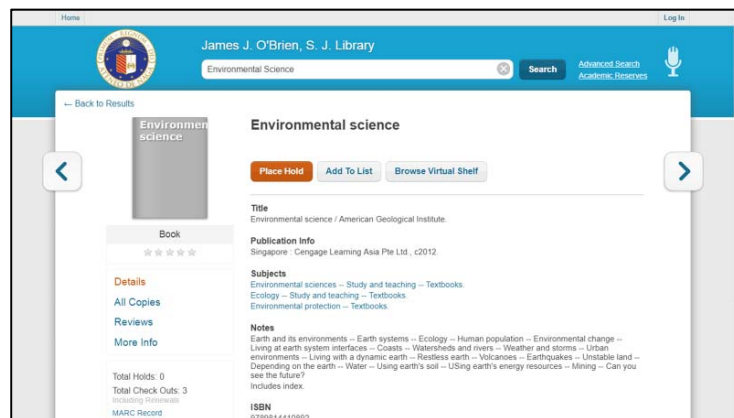


Figure 3.3 – Result details (Bibliographic Information)

FACILITATOR: Once you clicked the title, you will be presented by the details of the materials. All bibliographic info is available so if ever you are to check the material, just by checking it at the computer you can already have a good view if this will be informative to your research. You may also click “subjects” link to check related materials. If you want to get the location of the material you may click “**ALL COPIES**” link.

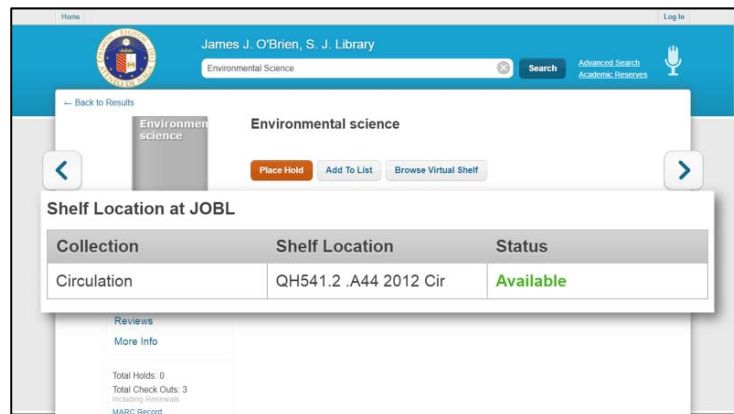


Figure 3.4A – Shelf Location

FACILITATOR: Shelf Location at JOBL provides where a specific can be found. We've discussed in the previous modules the collections inside the university library. Now where do you think this material is located? What is that combination of letters and number under Shelf location column? Let's check it then.

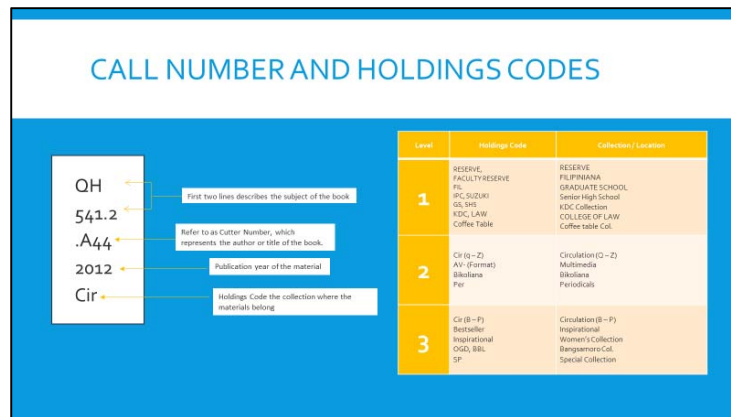


Figure 3.5 – Call Number and Holdings Code

FACILITATOR: This combination of letters and numbers is what we called **“CALL NUMBER”**, A *call number* represents an item's subject matter and indicates the location on the shelf where the item can be found (<https://library.columbia.edu/>). Materials with similar call numbers are more likely to be under the same subjects. JOBL uses Library of congress classification in arranging materials, which means you will see combination of letters and numbers as its call numbers. Let's check each part of a call number.

[**QH 541.2**] >> First two lines describes the subject of the book

- This guides the user to check materials with the same first two lines of call number for possible related materials since this are just arranged together.

[**.A44**] >> Refer to as *Cutter Number*, which represents the author or title of the book.

[**2012**] >> Publication year of the material

- With this, user can already check the up-datedness of a material

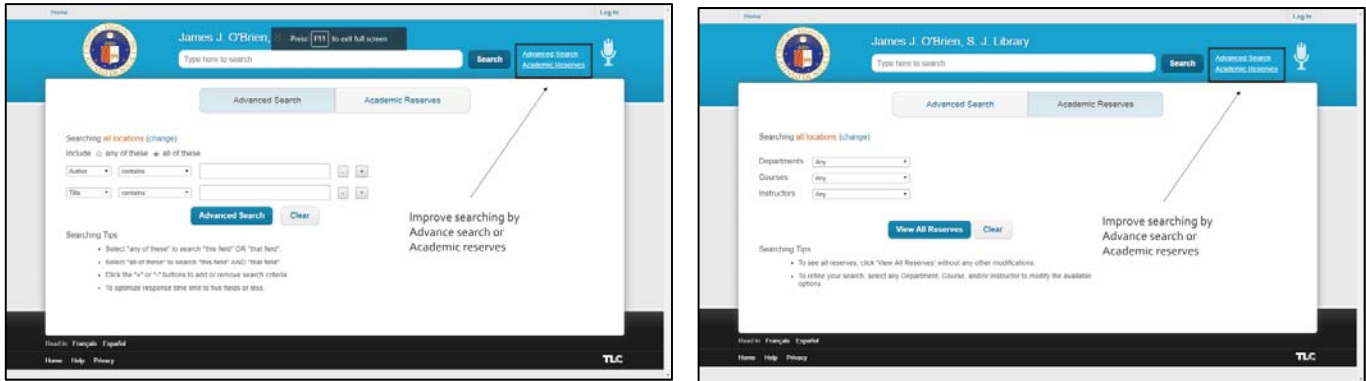
[**Cir**] >> Holdings Code the collection where the materials belong

- Guides where the materials can be found. At the right part, flashed are the Level of the library, the holdings code that can be found and also the location or collection of the university library.

With the call number at the left, where do you think is the possible location of the material?

Answer: Second Floor, Circulation Section (Circulation q-z are located at the 2nd level)

Figure 3.6 – Improving searching



FACILITATOR: Improve your searching and search results by utilizing the Advance search and academic reserve features of the LS2 PAC.

ADVANCE SEARCH makes you use two or more topics to have a narrower and more accurate results. You may input any combination of “Title, Author, Subject or Keywords”

ACADEMIC RESERVES sorts materials which are reserve under a instructor, department or a course. Materials which are reserved by the faculty for their class can be found here. You may use the drop-down menu to check for your professor, department where course belongs and the subject code/name.

(Provide more examples when conducting a practical application on the LS2 PAC)

ACCESSING LIBRARY ACCOUNT



FACILITATOR: As an administrator, Faculty member, personnel and enrolled student of the university, you have your own library account which you use when borrowing materials in the University library. Aside from loaning, you can also utilize your library account to check materials in your account if there are near

to reach due date, accumulated fines or you want to reserve materials. This part will teach you how to access your account and do these privileges as our bona fide users.

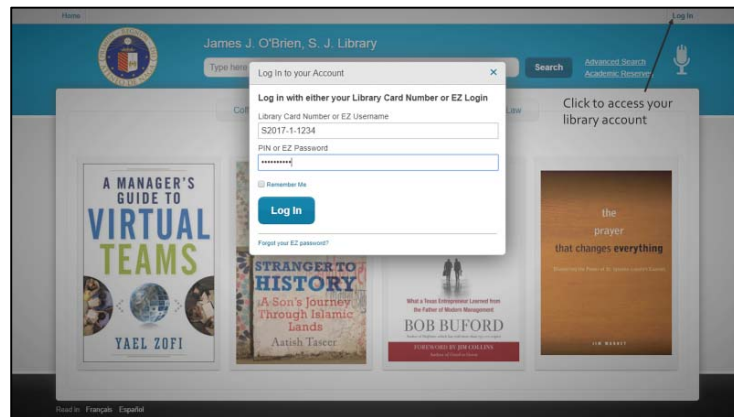


Figure 3.7 – Logging in to MyLibrary account

FACILITATOR: To access your library accounts just click the “LOG IN” tab at the upper right part of the web page. It will prompt and ask you of your Library Card Number or EZ username and your PIN or EZ Password.

- Your library card number is your Students ID Number (**S2017-1-1234**). It should be complete with “S” as the first character, and the two dashes before and after the middle number.
- While your default PIN/ password is your birthdate (**MMDDYYYY**) it should be in 8-digit format – two for the month, two for the date and four for the year.

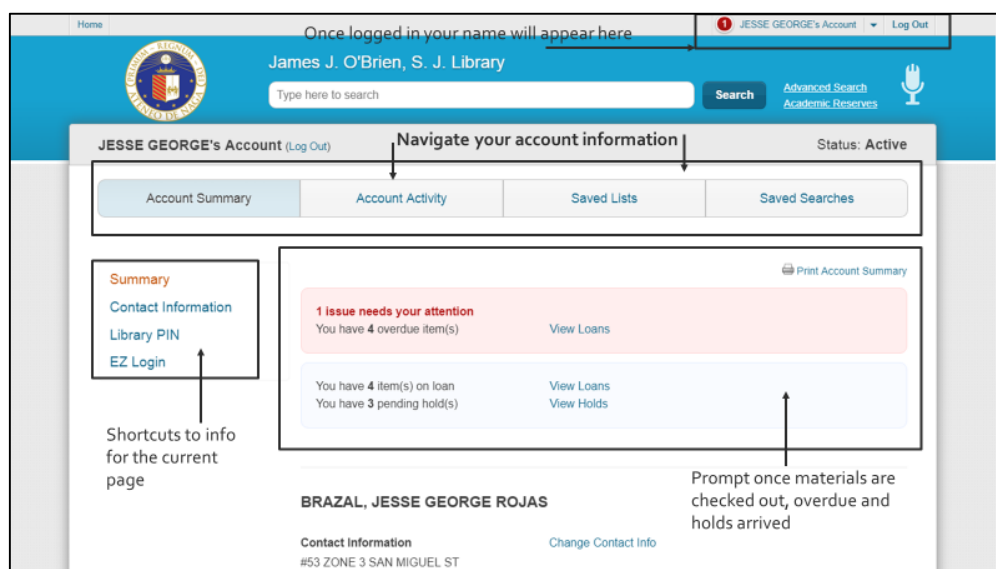


Figure 3.8 – MyLibrary account page

FACILITATOR: Once you’re able to log in successfully your name will appear at the top-right part of the page. You may click your name so you can access your account. (*click Next or Spacebar*). Once clicked, you’ll have access to your account summary, account activity, create list of materials and even saved your searches for future use. (*Click spacebar to emphasize navigators*)

The default page to open is your **ACCOUNT SUMMARY** page where you can access your contact information, you may change your password and set up an EZ Login. Just don't forget your log ins whenever you change them. Just in case you forgot your log ins (username/passwords) just approach librarians at the servicing desk. *(click spacebar to emphasize shortcut links)* Avoid scrolling down by clicking the links at the left part of the page to go directly to this info available in the current page.

(click spacebar to emphasize Prompt)

This part of the page informs you of your current check outs, arrived holds and if ever overdue materials and fines accumulated.

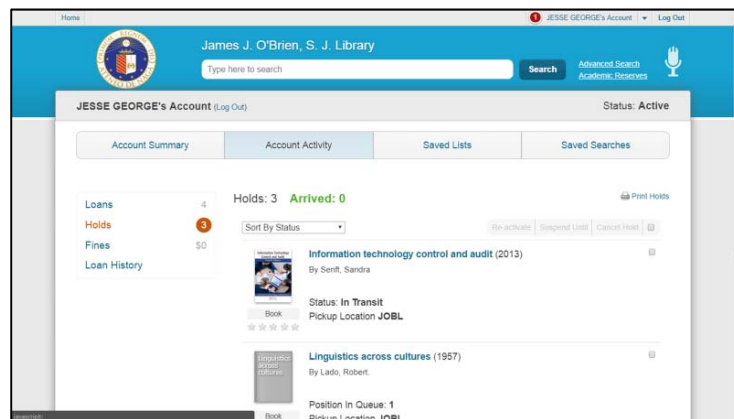


Figure 3.9 - Account Activity, Saved list and Saved Searches

FACILITATOR: Account activity tab/page presents your account activities in the library. Materials borrowed will be flashed in “**LOANS**” link, Available reservation in “**HOLDS**”, fines accumulated in “**FINES**” and previously borrowed materials in “**LOAN HISTORY**”.

Next tab is **SAVED LIST** where it stores all created list and can be printed. This feature is useful when taking notes of materials to be included in your research papers. Once pulled out, you may generate it MLA citation style if ever you'll be using such format.

The last tab is **SAVED SEARCHES** which you can set so that you'll not forget the search terms/keywords that you used whenever you search. Then if ever new materials are included in the system related to your search, it will be retrieve once you go back to this search.

REVIEW

FACILITATOR: With the help of LS2 PAC isn't it amazing how fast searching inside the library will it be? Which feature of the web OPAC are you kind of interested? ([encourage the participants to respond so facilitator knows if they have understood the discussion. Try to solicit responses and take down notes if necessary.](#))

"Now, let's have a simple Question and Answer portion. I will ask some questions just to check if you could still recall some points that I have discussed. If ever you also have questions and clarification, do not hesitate to ask."

Question 1: What does OPAC stands for?

Answer: "ONLINE PUBLIC ACCESS CATALOG (OPAC)"

Question 2: What are the different ways of searching library materials?

Answer: Basic Searching, Advance Searching, Academic Reserves

Question 3: What activities in ACCOUNT ACTIVITY tab can you check in your library account?

Answer: LOANS, HOLDS, FINES, LOAN HISTORY

Question 4: What is your library card number?

Answer: Student / Employee ID number

[Facilitator may ask other questions if they prefer. When concluding this module, reiterate some important info so it will retain in the participants.](#)

MODULE 2.3 | Search Tools

Students Outcomes (Objectives):

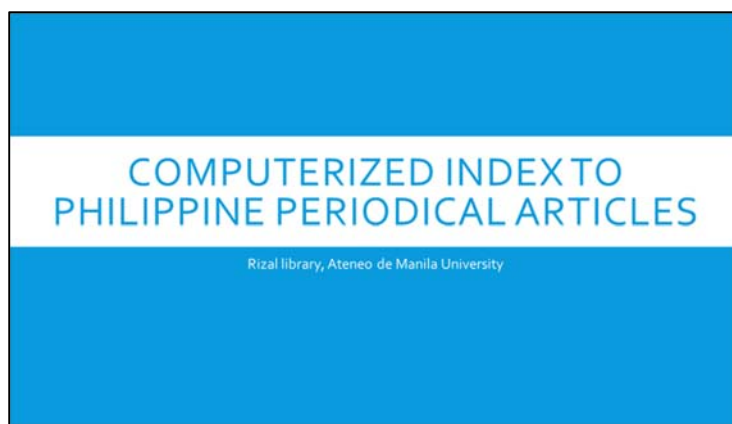
At the end of this module, at least 75% of participants are able to:

1. Know the search tools available in the JOBL website;
2. Maximize use of periodicals using CIPPA
3. Appreciate other available resources – print and online

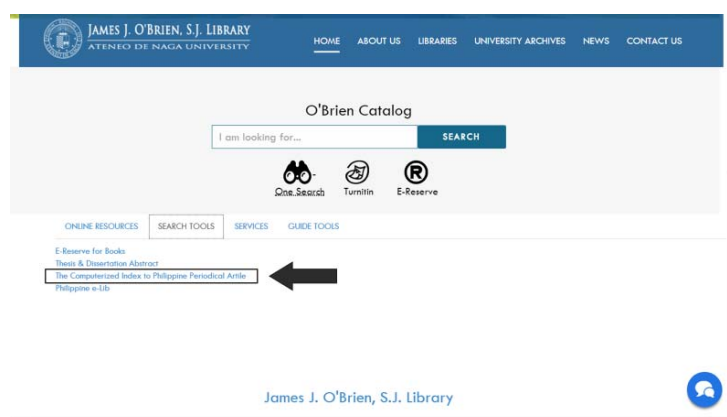
Library Orientation Proper

Material:

PPT in Search tools (Modules 2.3)



FACILITATOR: Computerized Index to Philippine Periodical Articles (CIPPA) is an online catalog of periodical articles available in the country, locally published. We have what we called web OPAC for looking materials such as books, AV materials and title of periodical materials however, CIPPA is a more exhaustive type of catalog since it has an index of articles within some periodical materials. Example are title of articles within a national newspaper such as PDI, Manila Bulletin, Philippine Star, etc.



FACILITATOR: CIPPA is accessible online via library website, <https://adnulib,adnu.edu.ph>, under “*SEARCH TOOLS*” tab.

Rizal Library, Ateneo de Manila University Computerized Index to Philippine Periodical Articles		
CIPPA LIST OF PERIODICAL TITLES		
Search String	Title	All
		Search
Periodicals Currently Included in the CIPPA		
ADZJ	Ateneo de Zamboanga Journal	
Ad Veritatem	Ad Veritatem	
Agelink	Agelink Philippines	
Ageways	Ageways Philippines	
Agham	Agham (DLSU Journal of Science)	
Aghamtao	Aghamtao	
AHAJ	Animal Husbandry & Agricultural Journal	
Anuario	Anuario/Annales	
APER	The Asia-Pacific Education Researcher	
APSSR	Asia-Pacific Social Science Review	
ASBR	Ateneo Student Business Review	
Asia M	Asia Magazine	
Asian M	The Asian Manager	
Asian Migrant	Asian Migrant	
Asian Stud	Asian Studies	
B & E	B & E De La Salle University Business & Economic Review	
B Baes	Background on the Bases	
Bikolnon	Bikolnon	
Boletin Ec Fil	Boletin Eclesialstico de Filipinas	
Budhi	Budhi	
Bul AHC	Bulletin of the American Historical Collection	
Bulawan	Bulawan (Journal of Philippine Arts and Culture)	
Bus Daily (N)	Business Daily (Newspaper)	
Bus Envi	Business and Environment	
Bus Eye	Business Eye	
Bus Star (N)	Business Star (Newspaper)	
Bus World (N)	Business World (Newspaper)	

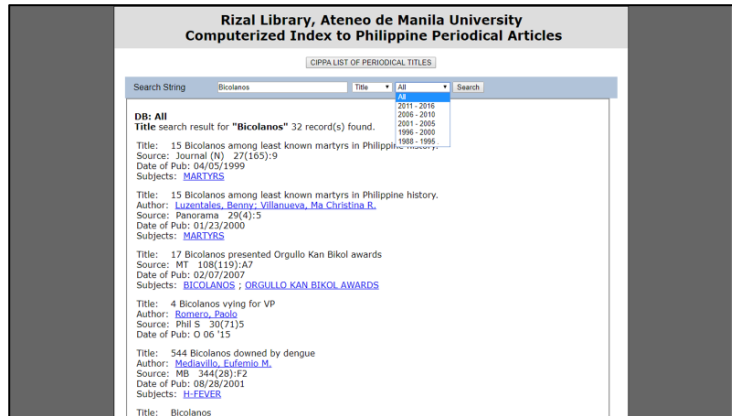
FACILITATOR: This is the main page of CIPPA. All titles of periodicals indexed within the catalog are displayed in the main page. It is a guide in identifying abbreviation of the periodical title since you will encounter a lot of this once searching started already.

Rizal Library, Ateneo de Manila University Computerized Index to Philippine Periodical Articles		
CIPPA LIST OF PERIODICAL TITLES		
Search String	Title	All
		Search
DB: All		
Title search result for "War on drugs" 117 record(s) found.		
Title: 'Best tribute to Ninoy is support for war on drugs'		
Author: Uy, Jocelyn R.		
Source: PDI 31(256)A1+		
Date of Pub: Ag 22 '16		
Subjects: AQUINO, BENIGNO S. 1932-1983--ANNIVERSARIES, ETC.		
Title: 'Don't make war on drugs war on human rights'		
Author: Yee, Joyce		
Source: PDI 31(247)A6		
Date of Pub: Ag 13 '16		
Title: ' Duterte only facilitating legal process in war vs drugs'		
Author: Romero, Alexa		
Source: Phil S 31(16)7		
Date of Pub: Ag 12 '16		
Title: 'Medical marijuana bill should not be derailed by war on drugs'		
Author: Luci, Charissa M.		
Source: MB 524(14)3		
Date of Pub: Ag 14 '16		
Title: 'War on drugs imperils economy'		
Source: PDI 31(287)A2		
Date of Pub: S 22 '16		
Title: '1,000 SAF to secure NBP in war on drugs'		
Author: Macalisan, Evelyn		
Source: Phil S 30(319)1+		

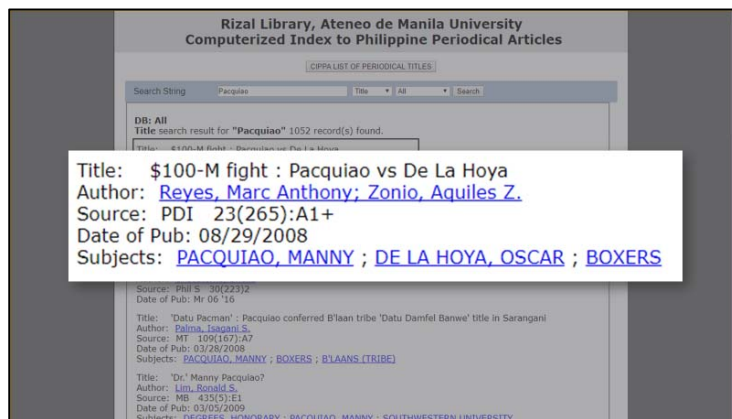
FACILITATOR: CIPPA has a simple way of presenting information of the article. By default, search is done thru Title searching. The recent or up-to-date articles/titles are shown first going to the oldest article available.

Rizal Library, Ateneo de Manila University Computerized Index to Philippine Periodical Articles		
CIPPA LIST OF PERIODICAL TITLES		
Search String	Title	All
		Search
DB: All		
Title search result for "Bicolanos" 32 record(s) found		
Title: 15 Bicolanos among least known martyrs in Philippine history.		
Source: Journal (N) 27(165):9		
Date of Pub: 04/05/1999		
Subjects: MARTYRS		
Title: 15 Bicolanos among least known martyrs in Philippine history.		
Author: Luzanteles, Benny; Villanueva, Ma Christina R.		
Source: Panorama 29(4):5		
Date of Pub: 01/23/2000		
Subjects: MARTYRS		
Title: 17 Bicolanos presented Orgullo Kan Bikol awards		
Source: MT 108(119):A7		
Date of Pub: 02/07/2007		
Subjects: BICOLANOS ; ORGULLO KAN BIKOL AWARDS		
Title: 4 Bicolanos vying for VP		
Author: Romero, Paolo		
Source: Phil S 30(71)5		
Date of Pub: O 06 '15		
Title: 544 Bicolanos downed by dengue		
Author: Mediavilla, Eufemio M.		
Source: MB 344(28):f2		
Date of Pub: 08/28/2001		
Subjects: H-FEVER		
Title: Bicolanos		

FACILITATOR: Aside from title search, you can also do AUTHOR, SUBJECT and KEYWORD searching to maximize searching of articles.

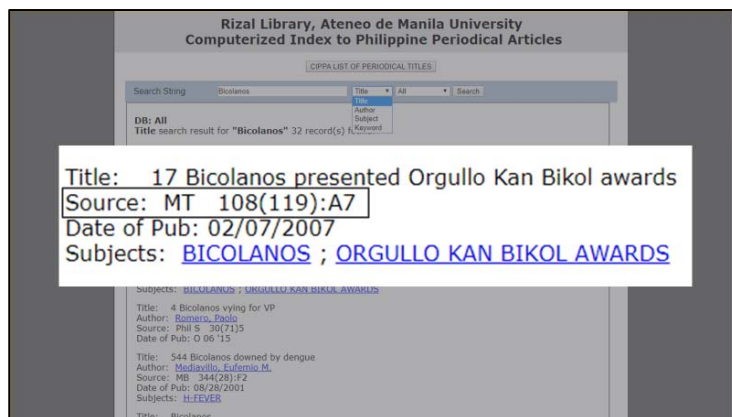


FACILITATOR: You may also limit results to specific year range if ever you are looking for an article within a specified period.



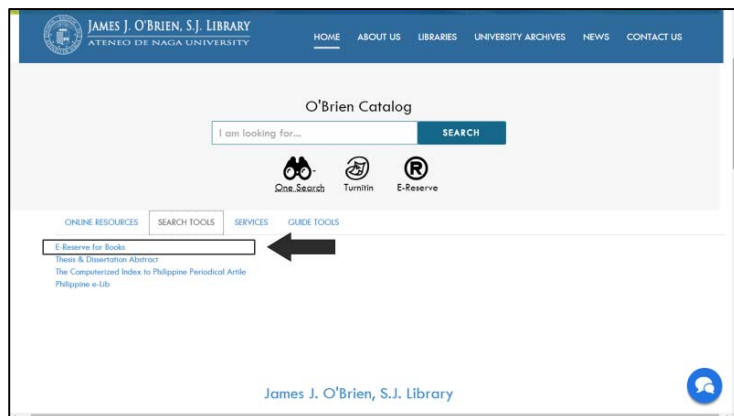
FACILITATOR: Observing a result, it will provide you the **TITLE OF THE ARTICLE** (ex. *\$100-M fight : Pacquiao vs. De La Hoya*), **AUTHOR** (ex. *Reyes, Marc Anthony; Zonio, Aquiles Z.*), **SOURCE** (ex. *PDI 23(265) : A1+*), **DATE OF PUBLICATION** (ex *08/29/2008*), **SUBJECTS** (ex. *PACQUIAO, MANNY ; DE LA HOYA, OSCAR ; BOXERS*).

The source is abbreviated PDI – Philippine Daily Inquirer (Vol 23, No/Issue 265, page A1+



FACILITATOR: Utilizing CIPPA minimizes our time looking for related information in a periodical, or back issues of periodical manually. Once we've got info just like the one above, we just check if the library has an available printed of the source so you can read the article that you found in CIPPA.

E RESERVE FOR BOOKS PORTAL

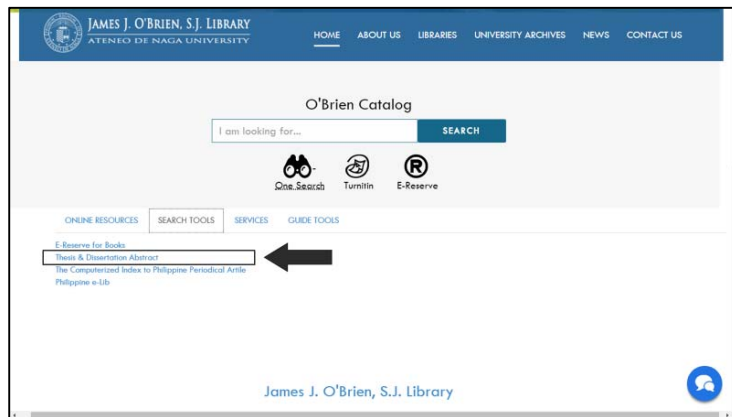


FACILITATOR: Promoting paperless way of handing out reading materials, may I introduce you the E-RESERVE FOR BOOKS PORTAL.



FACILITATOR: E-RESERVE portal - reading materials assigned by faculty were scanned and put on the web. This are approved documents/ articles to be placed on the web and do not available locally.

THESIS AND DISSERTATION ABSTRACT

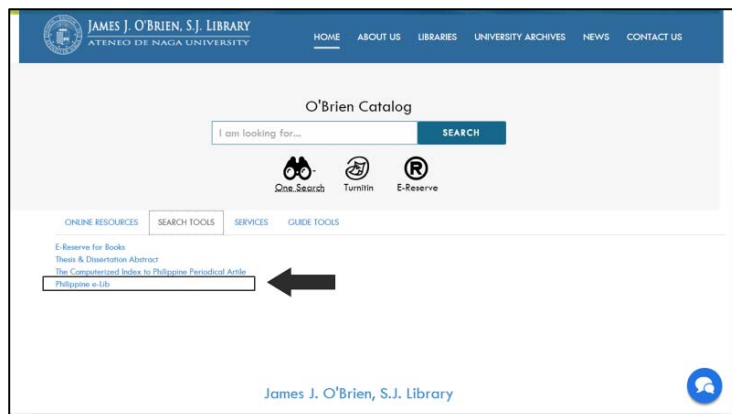


FACILITATOR: Next tool is Thesis and Dissertation Abstract by the Bicol Consortium of Academic and Research Libraries (BiCARL).



FACILITATOR: Thesis and Dissertation Abstract is a database of Bicol researchers, covering the full ranges of academic disciplines. It aims to provide bibliographic information to local researchers and to supply with relevant studies of interest. This database (is) accessible to academic libraries within the region.

PHILIPPINE eLIB

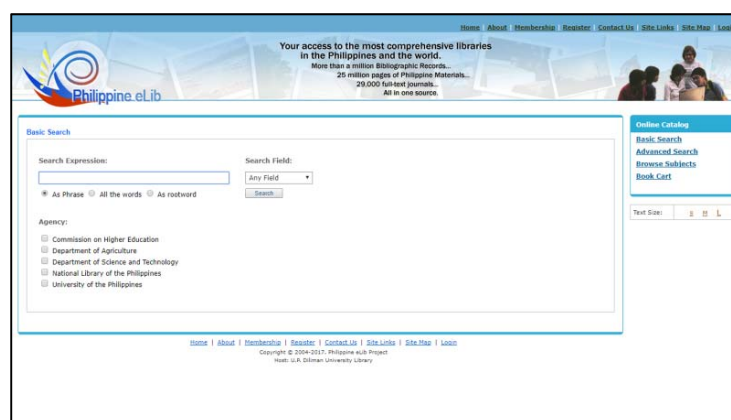


FACILITATOR: Philippine e-Lib is the Union catalog of Filipiniana materials by the five government affiliated institutions namely, *National Library of the Philippines, University of the Philippines (UP), Department of Science and Technology (DOST), Department of Agriculture (DA) and Commission on Higher Education (CHED)*.



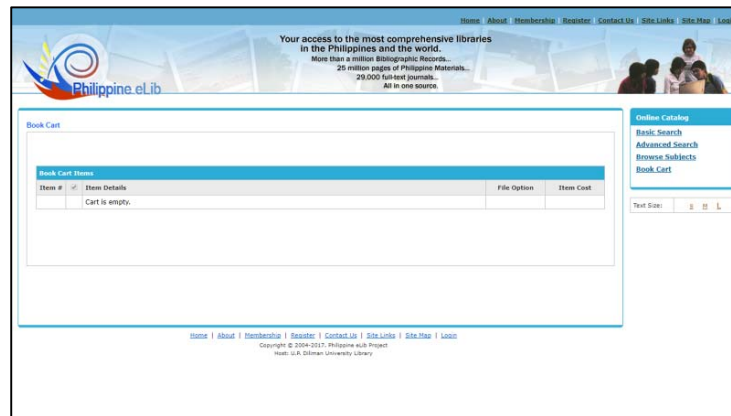
FACILITATOR: Available resources are Digitized materials including Theses and Dissertations, Special collection/ researches of the five partner-institutions and Online resources/ subscription to electronic databases.

Philippine e-Lib has more than a million bibliographic records, 25 million pages of Philippine materials, 29,000 full-text journals – All in one source. (Phil eLib webpage, 2017)



FACILITATOR: Phil eLib has a simple way of searching methods. First is the basic searching where you can type in a topic in the search engine and just choose a search field from Title, Author, Subject and Keyword or just search at any field possible. You may also limit your search to a specific institution – NLP, UP, DOST, DA, CHED.

FACILITATOR: If you're not certain with what to search you may want to browse subjects to give an idea what topics are available in this catalog.



FACILITATOR: If you're done searching, you may process the request of a copy by clicking Book cart link at the right part of the Phil eLib page.

REVIEW

FACILITATOR: How can you maximize library serials and other materials using the search tools that were presented? (*encourage the participants to respond so facilitator knows if they have understood the discussion. Try to solicit responses and take down notes if necessary.*)

"Now, let's have a simple Question and Answer portion. I will ask some questions just to check if you could still recall some points that I have discussed. If ever you also have questions and clarification, do not hesitate to ask."

- Question 1:** What does CIPPA stands for?
 Answer: "Computerized Index to Philippine Periodical Articles (CIPPA)"
- Question 2:** If you're interested with Bicol related researches, which tool are you going to use?
 Answer: "is Thesis and Dissertation Abstract"
- Question 1:** What is the portal as an alternative for printed reading materials?
 Answer: "E – RESERVE for BOOKS"

Facilitator may ask other questions if they prefer. When concluding this module, reiterate some important info so it will retain in the participants.