**Find books on a specific topic**

You need to access our web OPAC. You can see it in canvas, portal, or library website.

To access our web OPAC, you can find it on Canvas, the portal, or the library website.

**Access e-books online from home**

You can visit the UE Web OPAC (Online Public Access Catalog).

Visit this link: <https://library.ue.edu.ph/>

**OPAC Schedule**

Schedule: Mondays to Fridays, 9:00 a.m.-12:00 noon and 1:00-4:00 p.m.

**Renew library books**

Before the pandemic, you could renew library books by simply messaging the library, and there was an automatic response. However, due to face-to-face restrictions, renewals now require a physical visit to the library.

**Borrow or reserve Textbook**

You can borrow or reserve a book just go to this link. https://library.ue.edu.ph/

**Reserving a study room in library**

Previously in TYK Library , there was a study room, but now it has been converted into a conference room.

You can reserve a discussion room in the Engineering building one hour before your intended use.

Book Borrowing restriction

There is no restriction.

Services available for PWD in Library

Library treats PWD just like a regular student. But there is document delivery service. Through your UE email account.

The library treats PWD just like any other student. Additionally, there is a document delivery service available through your UE email account.

Access archives

You go to manila campus and bring your ID, but make sure it is in the archives in OPAC.

Borrowed Book Extension

Yes, But you need to fillup a form again. If you failed to return it on time, there is a penalty fee.

1. Can I donate books?

Yes, you can as long as it is clean and neat to read.

1. What are the guidelines for using library computers?

You can use it as long as you want but if there is a lot of students who needs to use it. You can use it for 1 hour.

1. How do I locate journals and magazines?

Library is not subscribing anymore to journals and magazines but there is an updated one which is e-journals. Digital copies are free.

The library no longer subscribes to print journals and magazines, but there is an updated collection of e-journals available. These digital copies are accessible for free.

1. Are there quiet study area?

There is no total quiet study area but the libraries are minimally quiet. Since, library nowadays are modernized and dynamic.

1. Can I access wifi?

Yes, you can access wifi but there is a limit number of connections.

1. How do I locate a specific library sections?

Ask for the librarian and identify the area.

1. Can I request that is currently check up?

There is always 2 books available for each books so if one gets the other for overnight then you can choose the other one. But you can also choose digitalized book.

There are always two physical copies of each book available, so if one is borrowed overnight, you can opt for the other copy. Additionally, you have the option to choose the digitalized version of the book.

1. Are there resources for learning new language?

Yes, there is because tourism usually use those.

1. Citation guides available

Librarian teaches how to use APA style and how to cite properly and how to bibliography and how to access electronic books.

Research material for project

Ask the librarian for the specific materials you need for your research project.

There are 3 libraries in the University of the East, namely Engineering Library (located at 3rd floor of Engineering Building or EN Building, beside the Multi Purpose Hall 2 or MPH 2 and Multi Purpose Hall 3 or MPH 3), Lucio C. Tan Library (located at 5th floor of Lucio C. Tan Building or LCT Building, infront of Multi Purpose Hall 3 or MPH 3), Benjamin Chua Jr. Library (located at 6th floor of the Tan Yan Kee Building or TYK Building, above Chua King Ha Art Gallery).

If you are in Engineering Building or EN Building, the nearest library is the Engineering Library. But you may also go to Benjamin Chua Jr. Library (TYK Library) through the foot bridge or connector connecting the Engineering Building (EN) and Tan Yan Kee (TYK) Building.

If you are in Tan Yan Kee (TYK) Building, the nearest library is the Benjamin Chua Jr. Library or TYK Library. But you may also go to the Engineering Library (EN Library) through the foot bridge or connector connecting the Engineering Building (EN) and Tan Yan Kee (TYK) Building.

If you are in Lucio C. Tan (LCT) Building, the nearest library is the Lucio C. Tan Library or LCT Library. Each building has each own library: EN Library, LCT Library, TYK Library.

The assistant director for caloocan campus or of these three libraries is Mrs. Fely A. Diego, located in the main library (Benjamin Chua Jr. Library or TYK Library). Here is her trunkline: 8367-45-72 loc 604 open Mon – Fri 8:00A.M. – 6:00P.M. ***For more info, visit their FB page: https://www.facebook.com/uelibrary***

***Department of Libraries:***

In both entrances of the campus (either the one between STI Gate and Maria Cristina Building, or the one beside the Gymnasium), the nearest library to those two are in TYK Library.

the official library website is at https://library.ue.edu.ph/

If you have further concerns regarding the library, you may contact or send your questions/queries to the library email address: library@ue.edu.ph

You can use your free time in the library if you wish to. In Tan Yan Kee (TYK) Library, there is a room if you want to watch movies, documentaries, autobiographies and more. The CDs/DVDs are also available in the library but the availabality may vary. There is also free wifi in each libraries in the campus. There are couple of board games and other indoor games are also available in all 3 libraries. There are also drafting tables available and are found at the drafting section of the library.

If you wish to visit the faculty of of DCSS, you can go to the second floor of Engineering Building.

If you wish to visit the rest of the faculty of engineering, you can find it in the first floor of Engineering building.

If you wish to visit the College of Engineering office. You can find it in the first floor of Engineering building.

The stock room of Physics is located in the 2nd floor of Engineering building.

The office of basic education department is located in the first floor of Basic Education Department at the front of cafeteria.

Rules and Regulations

1. Current ID Card - Used to borrow library resources in all branches/sections of the library; non-transferable.

2.Referral letter - An endorsement letter signed by the University or Chief Librarian of other libraries to allow the interlibrary user to access the UE library collection and facilities; or an endorsement letter signed by the Director of UE Libraries to allow the UE academic community to supplement their research activities via other libraries.

Borrowing of Library Collections

3.1. Circulation Books (Home Reading)

Student/Faculty/Admin/Employee - Five books per week

Renewable for another week unless needed by another researcher.

Probationary Faculty - Two books per week

Renewable for another week unless needed by another researcher.

3.2. Reserve Books

Student/Faculty/Admin/Employee - One book for overnight use

Can be borrowed from 2 p.m. and must be returned at 9 a.m. of the following school

day.

3.3. Reference/Filipiniana/Periodicals - For room use only but can be borrowed for a maximum of 30 mins. for photocopying.

3.4. Non-Print materials - For room use only but can be borrowed by faculty members for classroom viewing and to be returned within the day.

3.5. Theses/Dissertation - For room use only.

3.6. Archival materials - For room use only.

3.7. FINES FOR OVERDUE LOANS:

3.7.1. Circulation Books - Php10.00 per day of delay including Saturdays, Sundays and holidays

3.7.2. Reserve Books - Php10.00 per hour or a fraction thereof for the first day (Computed up to closing) and Php10.00 for each succeeding day, including Saturdays, Sundays and holidays

4. Replacement of lost book - Any lost book should be replaced by the same or later edition of the same title of the original book and the corresponding fine must be paid. If replacement is not possible, a recent book with the same subject content may be substituted and the corresponding fine must be paid.

5. Two weeks before the final examinations, all books shall be for room use only.

6. Readers' services shall cease 15 minutes before the indicated closing time to enable the library staff to put their area in order for the next day's operation.

7. Library Clearance - This is secured by all faculty members every end of a semester/summer, by all regular employees who will be on leave for a month or a longer period, retiring or resigning, and by all students when they apply for their academic documents.

8. In units where an open-shelf system is adopted, library users are required to deposit their personal things, except money and valuables, at the baggage/ control counters.

9. Writing on the books, walls, tables, chairs and other furniture and equipment inside and out of the library is prohibited.

10. Tearing off of pages or mutilation of books/periodicals is strictly prohibited.

11. Removal of library materials or property from the library premises is prohibited.

12. Reservation of seats is not allowed. Anything left on the tables for this purpose shall be removed to make room for other readers.

13. Eating, smoking, drinking, littering, loud talking and loitering inside the library are strictly prohibited.

14. All cell phones and other electronic gadgets are required to be on silent mode while inside the library.

If you fail to return the books on the deadline, you must pay a 10PHP penalty fee. The penalty fee will accumulate (including weekends) 10 PHP per day. However, if there are national holidays (such as New Year's Day, Maundy Thursday, Good Friday, Araw ng Kagitingan (Day of Valor), Labor Day, Independence Day, National Heroes Day, Bonifacio Day, Christmas Day, Rizal Day, Chinese New Year, EDSA People Power Revolution Anniversary, Black Saturday, Ninoy Aquino Day, All Saints' Day, All Souls' Day, Christmas Eve, New Year's Eve) and unforeseen circumstances such as typhoon, earthquake and whatnot, the penalty fee will not accumulate.

##### Brief History of the UE Library

### 1947

The UE Library was organized in April 1947. It was located at the then Philippine College of Commerce and Business Administration (PCCBA) Building on R. Papa Street. The first books acquired were mostly on accounting, business and economics, which were purchased largely from American bookstores.

### 1948

The Library was transferred to the newly constructed Dalupan Hall, now Santiago F. de la Cruz Building at C.M. Recto Avenue.

### 1950

The Main Library was moved to the Dental Library Building, the present College of Computer Studies and Systems (CCSS) Bldg. where it occupied the entire third floor and the extension which was built in 1961. As new programs were introduced, branch libraries were also established.

### 1971

The Main Library was relocated to the Library-Engineering Building (formerly Library-Museum Bldg.), occupying the second and third floors.

### 1986

The Audiovisual Department came under the direction of the Department of Libraries.

### 1988

The Dental library was transferred from Santa Mesa Campus to the 3rd floor of the College of Dentistry Bldg., Gastambide, Manila Campus.

### 1994

The University Archives was established.

### 1996

The Main Library was converted into a modern and first class facility located on the 2nd , 3rd and 4th floors of the P.O. Domingo Center for Information Technology (POD CIT) Building (formerly Library-Engineering Bldg.).

### 2003

The Main Library in Caloocan campus, named into Benjamin G. Chua Jr. Library, was moved from 2nd floor Administration Building into the new Tan Yan Kee Bldg.

### 2006

The Elementary High School Department Library was established in June 2006 at Caloocan.

### 2011

Outstanding Academic and Research Library Awardee

### 2012

The Caloocan Elementary High School Department Library was transferred at the new Lucio C. Tan Building on  
September 25

### 2013

An Information Commons Section was created from the Multimedia Section at the 4th floor of the POD-CIT Bldg

Welcome to the Benjamin G. Chua, Jr., Library located at the the TAN YAN KEE Building. The library was named after Mr. Benjamin G. Chua, Jr., one of the renowned and dedicated members of the UE Board of Trustees, who passed away in 2002.

The library was inaugurated last December 11, 2003.

It is open from 7am to 7pm, 12 hours a day, Monday to Friday. The different sections are the following; Circulation/Reserve, Periodicals, Filipiniana, and Reference/Fine Arts. There is also a multimedia room with 20 computers. The multimedia room has reference sources like Encarta, documentary movies like Tour to Malacanang, Mga Palasyo ni Erap, and Pope John Paul II visit to the Philippines. There are also movies like Joan of Arc, Lord of the Rings, Spiderman, Harry Potter, and many more.

In addition to the Benjamin G. Chua Library, there are 2 more libraries in UE Caloocan namely, the Engineering Library located at the 3rd floor of the Engineering building and the Elementary/High School Library, which is housed at the 2nd floor of the Administration Building.

### Circulation and Reserved

The Circulation Section houses the main library stacks. It includes the general reading room, the Reserve Section, the Computer Science Library, and the Office of the Assistant Director for Libraries. The Reserve Section makes available to students copies of approved textbooks and other books reserved by the faculty as basic readings for specific courses.

The Computer Science Library allows students access to the growing collection of computer science materials, at the same time allowing them to charge out materials for home use. Seating capacity on this floor is 331.

### Reference, Library Science & Archive

Reference services use print materials, multimedia and the Internet. Hence, in addition to an extensive research/reading room, there is also a multimedia room equipped with high-speed computers with Internet and multimedia capabilities. The collection of encyclopedias, dictionaries, handbooks, manuals, atlases, and other reference materials are either in printed or electronic format.

Another special feature is a browsing area where clients can relax on comfortable seats with any of a large collection of well-selected and attractive books. Seating capacity is 234.

### Periodicals & Filipiniana

The Circulation Section houses the main library stacks. It includes the general reading room, the Reserve Section, the Computer Science Library, and the Office of the Assistant Director for Libraries. The Reserve Section makes available to students copies of approved textbooks and other books reserved by the faculty as basic readings for specific courses.

The Computer Science Library allows students access to the growing collection of computer science materials, at the same time allowing them to charge out materials for home use. Seating capacity on this floor is 331.

**Branches/Sections of the Library UE Caloocan**

**In every library, there is a multimedia section**

**Benjamin G. Chua Jr. Library**

6th fir., TYK Academic Bldg.

Mondays-Fridays

8 a.m.- 6 p.m.

**Engineering Library**

3rd flr., Engineering Building

Mondays-Fridays

8 a.m.- 6 p.m.

**Multipurpose Halls 1 & 2**

3rd fir., Engineering Bldg.

Mondays-Fridays

8 a.m.-6 p.m.

**Multipurpose Hall 5**

5th flr., Lucio C. Tan (LCT) Bldg.

**Lucio C. Tan Library (LCT)**

5th flr., Lucio C. Tan (LCT) Bldg.

##### Welcome to the UE Library

The Department of Libraries acquires and catalogs books, non-books, CS-ROMs and audio visual materials, supplementing these with an extensive e-journals collection, to support UE’s instructional and research programs. The Department’s extensive catalog is for the use of students, faculty members and other members of the UE community. The Department, which is headed by its Director, is composed of the Main Library and the respective libraries of the different Colleges. Under the Department’s supervision is the Audiovisual Office.

The Audio-visual Office makes available to the community equipment such as film, and overhead projectors: DVD, VCD, and other video players; tape recorders and sound systems; and the contents of the media library consisting of sound and video tapes, audio cassettes, graphs posters, transparencies, filmstrips, slides and others.

## MISSION STATEMENT AND OBJECTIVES

The primary mission of the University Library is to support the teaching, research, learning, extension service, and cultural endeavors of the University community. It is committed to provide accessible, cost-effective, and innovative information services and programs.

The general objective is to provide adequate, timely, and relevant information resources and innovative services that support the full spectrum of teaching, learning and research needs of the University community.

Towards the fulfillment of such an objective, the Library accepts responsibility for the following:

* The selection, acquisition, development, organization, preservation, and dissemination of information resources in a variety of formats to support all academic and other concerns of the University;
* The provision of timely access to needed materials and information to meet the needs of the students, faculty and staff of the University;
* The provision of instructional assistance and promotion in the use of library resources and services by providing a user-friendly and total care environment conducive to client needs;
* The provision and arrangement of physical facilities, equipment, and use of appropriate technology conducive to work, research, study, and learning;
* The establishment of appropriate linkages with other libraries and research institutions to enhance scholarly information resources and promote resource sharing;
* The development and encouragement of qualified and service-oriented Library staff crucial to the provision of high quality services.

Here are the library resources available in the student portal:

The UE Library Department provides students some useful resources :

EBSCOhost is an intuitive online research platform used by thousands of institutions and millions of users worldwide. With quality databases and search features, EBSCOhost helps researchers of all kinds find the information they need fast.

Why EBSCOhost for research?

* **Basic and advanced search options**EBSCOhost serves both new and experienced researchers with a variety of features to refine search results.
* **Reliable, peer-reviewed content**EBSCOhost offers high-quality articles licensed from reputable publishers recognized by library professionals, chosen to meet the specific needs of researchers.
* **Citation assistance**Users can view, save, print, email or export citations in many formats directly from the database.
* **Ability to save searches and results**Users can save searches and articles in a password-protected folder for later reference.

Source: <https://www.ebsco.com/products/ebscohost-platform>

### How to access EBSCOhost?

Simply click the link [https://search.ebscohost.com//](https://search.ebscohost.com/) or the image below:

NOTE: To access EBSCO outside the university campus, login using this:

* username: **cal-student2023**
* password: **\*AY2023\_CS**

### What is Gale?

Gale a Cengage company is an educational content, technology, and services company for the higher education, K-12, professional, and library markets worldwide. It has operations in more than 20 countries around the world.

Gale is Cengage's library reference arm and specializes in e-research and educational publishing for libraries, schools and businesses. The company creates and maintains databases that are published online, in print, as e-books and in microform.

Cengage offers print and digital textbooks, instructor supplements, online reference databases, distance learning courses, test preparation materials, corporate training courses, career assessment tools, materials for specific academic disciplines, and custom solutions.

Source: <https://en.wikipedia.org/wiki/Cengage>

### How to access Gale?

Simply click the link <http://infotrac.galegroup.com/itweb/unieast> or the image below.

NOTE: To access GALE outside the university campus, login using this:

* password: **research**

### What is IG Library?

IG Library is a new generation eBook platform developed by iG Publishing. Its simple and user friendly interface helps you to retrieve information from huge eBook collections using a single click. It employs a powerful clustering engine to help you quickly analyze search results as well as to discover related topics.

Our unique eBook reading technology allows users to read content via web browsers without installing any proprietary software. It not only provides a set of information tools for research purposes, it also supports various kinds of devices and operation systems including the iPad, iPhone, Android, Mac and Windows.

Source: <http://www.igpublish.com/>

### How to access IG Library?

Simply click the link <http://support.igpublish.com/info/> or the image below:

NOTE: To access IGLibrary outside the university campus, login using this:

* username: **ph\_ue**
* password: **ph\_ue@report**

### What is e-library?

ebrary (the "e" is lower case) is an online digital library of full texts of over 100,000 scholarly e-books. It is available at many academic libraries and provides a set of online database collections that combine scholarly books from over 435 academic, trade, and professional publishers. It also includes sheet music (9,000 titles) and government documents. Additionally, ebrary offers a service called "DASH!" for customers to distribute their own PDF content online.

ebrary had 2,700 subscribers (mostly libraries) at the end of 2009. Users gain access through a subscribing library and can view, search, copy, and print documents from their computers.

ebrary was founded in 1999, headquartered in Palo Alto, California, and was acquired by ProQuest in 2011.

website: <https://www.proquest.com/libraries/schools/>

Source: <https://en.wikipedia.org/wiki/Ebrary>

### How to access Ebook Central (formerly) eBrary?

Simply click the link <http://site.ebrary.com/lib/ueph> or the image below:

NOTE: To access Ebook Central outside the university campus, login using this:

* username: **uemanila2**
* password: **uemanila02**

### What is the Wiley Library?

Wiley Online Library is a subscription-based library of John Wiley & Sons that launched on August 7, 2010, replacing Wiley InterScience. It is a collection of online resources covering life, health, and physical sciences as well as social science and the humanities.

website: <http://site.ebrary.com/lib/ueph>

Source: <https://en.wikipedia.org/wiki/Wiley_(publisher)>

Online and Offline Digital Learning System (ODLS)

### How to access Wiley Ebook

Simply click the link <https://onlinelibrary.wiley.com/>or the image below:

NOTE: To access Wiley Ebook outside the university campus, login using this:

* username: **UNIVERIEAST**
* password: **Wiley12345**

### What is Online Digital learning System-ODLS?

ODLS is "learning facilitated by technology that gives learners some element of control over time, place, path and/or pace. " A unique technology in the world developed and owned by BRAINWORLD Group.

**Read & Learn Anytime, Anywhere.**

Discover the best reads on various topics of interest in the Philippines languages, education and cultures.

website: <https://encleare.com/>

### How to access Encleare?

Simply click the link [https://encleare.com/ /](https://encleare.com/) or the image below:

NOTE: To access Encleare outside the university campus, login using this:

* username: **ue\_caloocan**
* password: **U3E4C90**