



# Library Link

## Birth of the Newsletter

The Technological University of the Philippines Library and Learning Resources proudly launches their very own newsletter entitled *Library Link*. This newsletter will link the TUP community to the library by providing up-to-date news, announcements, researches in library and information science. This newsletter provides a column for the TUP community to express their thoughts and feelings.



The newsletter is managed by competent staff, Dr. Wilhelmina G. Borjal as consultant, Olga M. Ong as editor, the librarians Lourdes O. Buenviaje, Gianina Angela Celine O. Cabanilla, Erlinda T. Cichon, Rufina A. Lozano and Josebel D. Salazar as writers and contributors and Corazon Boñola, Teresita Laguardia and Damian Pulusan as support staff.

The library staff hopes that their newsletter will serve as an arm in the dissemination of library and information for students and faculty. Furthermore, the newsletter will be published twice every semester. They can get their copies by visiting the library.

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## Accomplishments

The University Library presents the accomplishments for the first semester, school year 2005-2006.

### The construction and physical set-up of the library

The University Library became the center of learning with its new three storey building. The first floor houses the architecture, arts, technology and new arrival books. The office of the director and the library staff is also located in the first floor. The second floor houses the theses and graduate school collections, while the third floor houses the special collections namely the ADB, Senate and archives. The Undergraduate Annex Section contains the Filipiniana, General Reference, General Circulation and the Periodicals.



### The making of the flyer

The University Library prepared a flyer that was distributed to students during the library orientations. It contains the mission-vision, rules

and regulations of the library.

### The handbook

The University Library Handbook of Operations gives a comprehensive description of the processes of library activities like acquisition, readers' services, circulation and inventory. It includes the library rules and regulations for the students, faculty and administrative staff.

### Acquisition Section

The 2005 newly acquired library collections include:

Books donated by:

Asia Book Foundation	0
Ms. Carmen Magayanes	39
Prof. Flor Laribe	76
Prof. Eduardo Fernandez	8
ADB	47
Books purchased	279

Endorsed by the Registrar's Office:

Theses	71
Dissertations	39

Journals donated by:

Asian Development Bank	267
Senate of the Philippines	0
Prof. Elizabeth S. Asinas	144

Audio-Visual Materials donated by:

ADB	10
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### Other Accomplishments:

1. The formation of the Library Committee composed of the six colleges, IRTC and the USG.
2. Membership in professional

organizations like the Philippine Librarians Association Incorporated (PLAI) and the Philippine Association of Academic and Research Libraries.

3. Extension jobs like thesis advising and as panelist and professorial

### **Current Activities**

The University Library still continues the processing of archives ADB and current and back issues of periodicals; provide listings of library materials and statistics for accreditation; and continue the indexing of articles from periodicals and vertical files.

### **Plans**

To provide better services to our client, the University Library hopes to accomplish these planned activities:

1. Digitalization of the theses, dissertations and archives collections.
2. Build the union catalog of the TUP Library Campuses.
3. Development of CD-ROM collections.
4. Provincial library tour.
5. Establishment of TUP Library Homepage and making available the OPAC to the communities outside of TUP through the homepage.
6. Create an educational media center.
7. Establish a consortium among institutions that offer technical education.
8. Make a research on the library and information literacy skills development.
9. Conduct a library evaluation survey.
10. Offer degree course in technical education

librarianship.

11. The giving of awards to the TUP faculty, administrative staff and students for the National Book Week Celebration.

### **Library Orientation and Online Public Access Catalog (OPAC) Training**

The University Library conducted library Orientation and Online Public Access Catalog (OPAC) Training for all freshmen students from CAFA, COS, CIT and English Classes from CLA.

Olga Ong presented through the Power Point the vision-mission as well as the rules and regulations of the library. She also gave a short demonstration on how to search for library materials in the Online Public Access Catalogue. (OPAC). The English Class from CLA were given a tour of the university library and the librarians Erlinda Cichon and Rufina Lozano gave a short introduction about their respective sections namely the undergraduate annex and the Internet sections.

### **Librarians Attended Seminar-Workshops**

**Date:** September 2, 2005

**Venue:** World Trade Center

**Theme:** "Forum on the Ethical Issues and Concerns in the Collection Management and Development."

**Participants:** Dr. Wilhelmina G. Borjal, Lourdes O. Buenviaje and Josebel D. Salazar

**Date:** October 17-18, 2005

**Venue:** Island Cove Resort and Leisure Park, Binakayan, Kawit, Cavite

**Theme:** National Seminar-Workshop on Technical Services in the Changing Library Environment

**Participant:** Olga M. Ong

**Date:** October 19-21, 2005

**Venue:** Ateneo De Manila University

**Theme:** Challenges in Preserving and Managing Cultural Heritage Resources

**Participant:** Gianina Cabanilla

**Date:** October 21 and 24, 2005

**Venue:** University Library

**Theme:** In-Service Training Seminar-Workshop in Enhancing Computer Skills of the TUP Faculty and Administrative Staff

**Speakers:** Gianina Angela Celine O. Cabanilla, Olga M. Ong and Michael Narisma

**Date:** November 23, 2005

**Venue:** Institute of Library and Information Science, University of the Philippines, Diliman, Quezon City

**Theme:** Outsourcing Library Technical Services Operations: Practices in Academic and Special Libraries in Metro Manila

**Participants:** Gianina Cabanilla and Olga M. Ong

### **TUP Librarians and Faculty Hold Bookshopping**

The 26<sup>th</sup> Manila International Book Fair & Learning IT was held last August 21-September 4, 2005. Dr. Wilhelmina G. Borjal, Olga M. Ong and Josebel G. Salazar accompanied the faculty

and deans to the bookshopping. The faculty who joined this activity were: Profs. Cresenciano Laza, Aurora Reyes, Cleo Palac, Marilou Manalastas, Aida Huang, Perdy Balais, Mildred Igloso, Crisanta Parro, Bernardo Haduca, Dante Sanopo, Reynaldo Ladines, Sr., Peter Tetanco, JOrlando Tabanera, Anabelle Cuba, Drs. Rosalinda Zambrano, Diony Espression, Jr. and Dolly Tabanera. They were invited by F & J De Jesus and C & E Publishing to do bookshopping of books and library materials. They were able to shop for library materials in engineering, mathematics, sciences as well as psychology, literature, library science, religion, medicine, agriculture and political science. They also visited and selected books at Forefront, Academic Book Sales, Golden Books and IBC Infotech.

### **Symposium on the State of Filipiniana Indigenous Materials**

**By: Philippine Association of Academic and Research Libraries (PAARL)**

The TUP librarians, Gianina Angela O. Cabanilla and Olga M. Ong attended the "Symposium on the Filipiniana Indigenous Materials" sponsored by the Philippine Association of Academic and Research Libraries (PAARL) at the World Trade Center last August 31, 2005 from 1:00 to 4:00 p.m.

The symposium is a public sharing of views on the current status, trends, and future development of cultural heritage resources. It is a timely activity because the TUP library is in the process of organizing its archives collections and digitalization of theses and

dissertations collections. Truly we learned something from this symposium that we could apply in our own library.

## **Library Statistics Report**

### **Library Borrowers' Card Intensification**

The library intensified its library borrowers' card application and validation by requiring the students, faculty and administrative staff to submit their pictures, application forms for a borrowers' card. The data were encoded in the Follett Patron Maintenance database. As of now, there are 5,166 who applied for a library borrowers' card. The data is listed below:

Course	Total Patrons
01-AFT	43 (0.8%)
02-AET	73 (1.4%)
03-CET	100 (1.9%)
04-CoET	160 (3.0%)
06-ECET	95 (1.8%)
07-EsET	185 (3.5%)
08-FET	13 (0.2%)
09-GAPT	114 (2.2%)
10-GT/AT	94 (1.8%)
11-ICET	109 (2.1%)
12-MPET	50 (0.9%)
13-NFT	147 (2.8%)
14-PPET	11 (0.2%)
15-PDDT	42 (0.8%)
16-RACET	31 (0.6%)
17-TDET	27 (0.5%)
18-WET	34 (0.6%)
19-BSIE-AE	49 (0.9%)

20-BSIE-ComEd	260 (5.0%)
209-CPTE	23 (0.4%)
21-BSIE-ET	26 (0.5%)
22-BSIE-EST	63 (1.2%)
23-BSIE-HE	197 (4.0%)
24-BSIE-IA	126 (2.4%)
25-BAS-ES	119 (2.3%)
26-BAS-LT	97 (1.8%)
27-BSC	317 (6.1%)
28-BFA	19 (0.3%)
29-BSA	170 (3.2%)
30-BSCE	290 (5.6%)
301-MAIE	196 (3.7%)
307-MAT	71 (1.3%)
31-BSEE	218 (4.2%)
311-MM	33 (0.6%)
312-MT	16 (0.3%)
313-MTE	28 (0.5%)
315-MSE	35 (0.6%)
316-MEP	20 (0.3%)
319-MIT	24 (0.4%)
32-BSECE	474 (9.1%)
325-MGT	16 (0.3%)
33-BSME	219 (4.2%)
34-BT	128 (2.4%)
35-BGT	16 (0.3%)
36-BAM-IM	29 (0.5%)
37-BSCE(LP)	1 (0.0%)
38-BSEE (LP)	2 (0.0%)
39-BSECE (LP)	1 (0.0%)
40-BSME (LP)	0 (0.0%)
402-Ed.D.	63 (1.2%)
41-BTTE	72 (1.3%)
501-Ph.DT	19 (0.3%)
502-Ph.DTM	11 (0.2%)
Administration	39 (0.7%)
EETEAP	0 (0.0%)

Default	2 (0.0%)
Faculty-Full Time	93 (1.8%)
Faculty-Part Time	13 (0.2%)
05-EET	209 (4.0%)
S Default 1	21 (0.4%)
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	5166

This data was based on the Follett Circulation Report. The library staff is still encouraging everybody to apply for a library borrowers' card. The old students still will pay P15.00 for the library fee and another P15.00 for the Borrower's Card while new students will pay P100.00 for the Library Fee/Borrower's Card. Remember, **NO BORROWERS' CARD, NO ENTRY!**

## Library Collection Statistics

The library presents the collection statistics from January-September, 2005:

Type of Collections	Number of Copies
Archives	615
Bachelors Theses	550
Cassette Tapes	3
Charts	13
CAFA	181
COE	2901
CIE	1266
CIT	60
CLA	376
COS	169
3 1/2 Floppy Disks	25
5 1/4 Floppy Disks	9

CD-ROMs	156
Course of Studies	224
Dissertations	855
Filipiniana	4635
General Circulation	12922
General References	1382
Graduate School Collections	416
Kits	5
Maps	27
Masters Theses	1845
Music Collections in CD-ROM	1
Objects	1
Periodicals/Serials	4118
ADB	1065
Senate	110
Special Projects	186
VHS	25
Video CD/DVD	29

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Total 34170

As of 2005, there are 349 books acquired by the library.

## News Tidbits

### New Addition to the Library Staff



A fresh face in the university is the librarian, Gianina Angela Celine O. Cabanilla. She is 22 years old and graduated cum laude at the University of the Philippines, Diliman with the degree of Bachelor of Science-Library and Information Science. She is assigned as the

Information Resources librarian who will organize the digitalization of the Theses Collections.

### **Another Returning Staff**



The library is very proud to welcome back Corazon Boñola, the library staff in-charge of the COE Learning Resource Center. She is pursuing her Master's Degree in Technology Education (MTE). She finished her Bachelors degree in Industrial Education major in Home Economics at TUP. She is now in her 6 units of master's degree. Go for it, Tita Cora!



At the same time, Josebel Salazar College Librarian I is also pursuing her Masters in

Education technology. She is on her 4<sup>th</sup> semester.

### **Dr. Wilhelmina G. Borjal and Module Writing**



The University Director Dr. Wilhelmina G. Borjal is in to module writing with the Department of Education (DepEd)/Teacher Induction Program (TIP). She wrote a module on the "Roles and Responsibilities of Filipino Teachers." Dr. Helen

D. Caparas writes also a module on TLE. Dr. Borjal is also writing Module 7 entitled Information Technology for the Philippine Association of Teachers of Library Science (PATLS) and the National Cultural Center for the Arts (NCCA) for library and information science students.

### **Seminar on Link-Ages among Libraries...Towards Global Competitiveness**

Dr. Borjal was one of the resource speakers at Cavite State University last November 16, 2005. She shared her experiences in managing the academic and research libraries with teacher-librarians and professional librarians.



### **Research**

A Proposed Module on Library and Information Literacy Skills for High School Freshmen in a Private Sectarian School

Masters Thesis By:  
Olga M. Ong  
PWU, Manila, 2003

#### **Statement of the Problem:**

This study seeks to determine the level of library and information literacy skills of first year high school students in a selected private school, Saint Scholastica's College, Manila for the purpose of proposing a library instruction module deemed suitable for high school

students. Specifically: it answered the following questions, (1) the profile of the students participants as to age, parent's occupation and educational attainment, type of residence and elementary school where graduated; (2) the level of library and information literacy skills of the participants in the following areas such as locating and selecting information, using the information, synthesizing information and evaluating information; (3) the significant relationship between the level of library and information literacy skills and the socio-demographic variables and (4) proposed a library instruction program based on the results of the assessment.

#### **Methods and Procedures:**

Descriptive survey method was utilized using a survey questionnaire. The items in the questionnaire were based on the elicited data such as demographic profile of the participants and the level of library and information literacy skills.

A pre-test was conducted among the 30 participants of the first year high school of Saint Scholastica's College, Manila after a thorough assessment of the faculty of the Graduate School of Philippine Women's University. Revisions of some items were made and have improved the questionnaire.

After the items have been revised, the actual test was conducted among the 309 participants of the same year level and school.

Treatment of data involved computation of the percentages for the socio-demographic variables, computation of the weighted mean for the level of library and information literacy skills.

Computation of the chi-square test was employed to test the hypothesis.

*"To be information literate, a person must be able to recognize when information is needed and have the ability to locate, organized and use the needed information."*

*ALA Presidential Commission on Information Literacy, 1987*

#### **Summary of Findings:**

Findings showed that there were 339 respondents who were 13-14 years old. They spoke both English and Filipino and studied in private schools. Fifty percent of the respondents' parents were in the management and business field while ninety-eight percent were college graduates and lived in villages/subdivision. On the level of library and information skills, the result was moderate. Parent's occupation and educational attainment played a significant role with the students' level of library and information literacy skills. The type of residence and language spoken has no significant relationship.

#### **Conclusion:**

The researcher concluded that parent's occupation and educational attainment have played a significant role in the development level of library and information literacy skills because the parents have college education and thus, they possess library and information literacy skills. The parents contributed to the development of library and information literacy

skills through information by sharing to their children the love of learning, encouraging them to explore their interest and teaching them to evaluate the reliability of information. Parents can and also discuss library and information literacy skills with administrators, teachers and librarians.

### **Recommendations:**

Based on the findings, it is recommended that the students apply library and information literacy skills to find material relevant to their schoolwork. They should make informed decisions and wise choices through the use of library and information literacy skills in acquiring relevant information from books, periodicals and electronic resources and in choosing their interest, hobbies, careers and their civic responsibilities. The students should learn to distinguish unreliable information by pointing out who is providing the information and their point of view.

For the administrators, teachers, librarians and curriculum makers, they should promote library and resource-based learning by encouraging students to do projects and reports that will use a variety of materials such as print and non-print resources to find the information they need. That the module on Library and Information Literacy Skills serve as a guide for teachers and librarians. This printed module is integrated in Communication Arts and can be enhanced by a Power Point Presentation and included in the school's homepage.

And, finally used the module to assess and evaluate the objectives, classroom organization,

teaching styles and student's learning in relation to library and information literacy skills.



## **Learning Resources Center Corner**

### **Schedule of Services**

#### **College of Architecture and Fine Arts**

##### **Schedule**

Monday - Friday

8:00 a.m. – 6:00 p.m.

##### **Faculty In-Charge**

Leo Cabansag

Marcelina P. Puga

#### **College of Engineering** **Schedule**

Monday - Friday

8:00 a.m. - 12:00 n.n.

1:00 - 7:00 p.m.

##### **Faculty In-Charge**

Corazon Boñola

#### **College of Liberal Arts** **Schedule**

Monday - Friday

12:00 n.n. - 5:00 p.m.

##### **Faculty In-Charge**

Rosalie Galiga

#### **College of Science** **Schedule**

Monday

3-4 p.m.

Wednesday

2-4 p.m.

##### **Faculty In-Charge**

Miss Precy Sotelo

Mrs. Aurora Reyes

## **Integrated Research and Training Center**

### **Schedule**

Monday - Friday  
8:00 a.m. - 5:00 p.m.

### **Staff In-Charge**

Johnny Villanueva

### **TUP Library & Information Group of Librarians**

The TUP Library and Information Group of Librarians is a library resource sharing partnership with other campus libraries of Cavite, Taguig and Visayas. This was conceptualized by Dr. Borjal to bring together the librarians and library staff closer and to strengthen their bonding and team building. It aims to technologically and collaboratively prepare the campus members to a wireless, digitalized and information communication technology (ICT) environment. It hopes to create a strong professional bonding and cooperation among library professionals through education, training and attendance to campus-wide, local and national seminar-workshops; conduct training, seminars, workshops to students, faculty and administrative staff regarding library operations and utilization; deliver efficient and effective e-services and e-resources to students and faculty; provide opportunities towards a systematic procedure for selection and acquisition of books, inter-library loan and circulation of books and other library resources; form a union catalog of all its collections in print, non-print and e-resources; generate funds/income generating funds (IGP) through outsourcing to agencies, NGOs, and alumni; foster continuous linkage and exchange of knowledge, manpower and resources and plan a

TUP archive index and preserve theses documents in electronic format.

The composition of the TUP Library and Information Group of Librarians are:

#### **Manila**

Dr. Wilhelmina Gatmaitan-Borjal, Director  
Mrs. Corazon Boñola  
Mrs. Lourdes O. Buenviaje  
Ms. Gianina Angela Celine Cabanilla  
Mrs. Erlinda Cichon  
Mrs. Teresita D. Laguardia  
Mrs. Rufina Lozano  
Mr. Michael Narisma  
Ms. Olga M. Ong  
Mr. Damian Q. Pulusan  
Mrs. Josebel D. Salazar

#### **Cavite**

Mrs. Rose Noriel  
Ms. Emmie Opalalic

#### **Taguig**

Ms. Rosita A. Generoso  
Ms. Consuelo C. Cabrera  
Ms. Teresita E. Diamse

#### **Visayas**

Mrs. Ma. Teresa Jardinico  
Ms. Leda L. Dionson  
Ms. Estela Delarmente  
Ms. Janet Panoncillo

Source: Technological University of the Philippines Online Library Information System (TUP-OLIS). (2004). Library handbook of operations.

### **TUP Cavite and Taguig Received Theses and Dissertations from TUP Manila**

Last August 18, 2005, Gianina Cabanilla, Michael Narisma and Damian Pulusan delivered theses and dissertations to TUP Cavite and Taguig. These theses and dissertations are multiple copies which TUP Manila wishes to give to these said TUP campuses.

There are total of 219. TUP Cavite received 133 theses and dissertations and TUP Taguig

received 86 theses and dissertations. The campuses will add these to their theses and dissertations collections and hopefully the students, faculty and administrative staff of these campuses will be able to make use of them for their research and study.

### **Status Report of the Follett Installation and Training in T.U.P. Taguig**

Last September 22, 2004, the library staff from TUP Manila, Miss Olga Ong and Mr. Michael Narisma went to TUP Taguig to help train the staff on computerization of their learning resource and processing of their learning resource materials. It was a success. The learning resource staff were very cooperative. Below is the status report of the computerization and training:

The Follett Software, the Barcode Magic and the Internet were installed by Mr. Michel Narisma. The librarian Mrs. Rose Generoso and her two student assistants were trained in setting up the system in cataloging, online searching from the Library of Congress Online and from other libraries like the De La Salle Millennium Web OPAC. They were trained also to import, copy and paste bibliographic entries from the said web sites. There was a demonstration on how to set-up and print barcodes. The circulation type was set-up by Miss Olga Ong.

The following materials were also given to them to assist in their computerization: 3 sample barcode stickers and the box, 1 sample gum acetate, the Library of Congress Classification Schedule, the barcode magic settings, the sample copy of library borrower's cards, copy of the passwords, a copy of the codes for the

barcode, a copy of the category codes.

Recommendations were made to purchase barcode readers, barcode stickers, gum acetate, flat bed scanner for the scanning of pictures for the library borrowers' cards and laser printer and ink.



## **Letters to the Librarians**

We welcome your comments, suggestions and reactions. Please send them to:

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Blvd., Manila

**Library Link is the publication of the TUP University Library.**

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