



UNIVERSITY OF THE PHILIPPINES MANILA

University Library

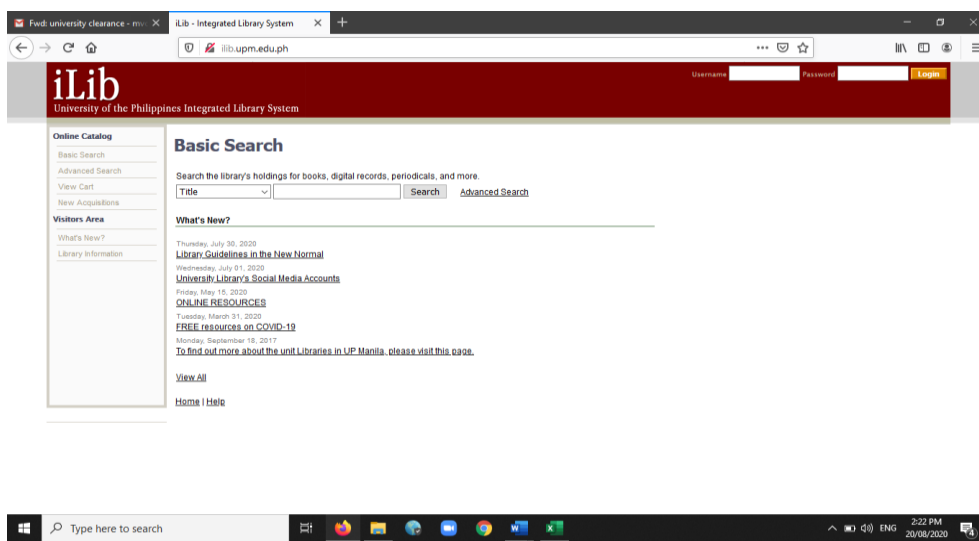
2/F Rizal Hall, College of Arts & Sciences, Padre Faura St., Ermita, Manila 1000, Philippines
Tel: (632) 8525-4980 loc 104 or 109 • Telefax: (632) 5310-1946 • Email: library@upm.edu.ph



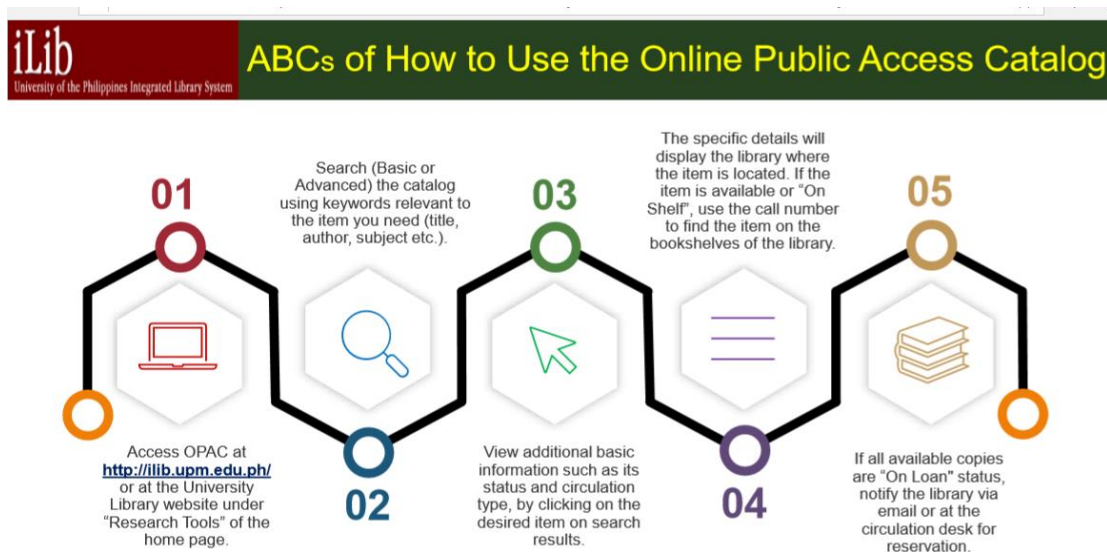
Guidelines and Assistance for Faculty and Students to Access Library Resources

1. Online Public Access Catalog (OPAC)

All the available print resources especially **books** in each college library of UP Manila are searchable in the UP Integrated Library System (iLib) <http://ilib.upm.edu.ph/> which is a web-based catalog.



How to search the Online Public Access Catalog (please see attached “OPAC” for detailed step by step procedure)





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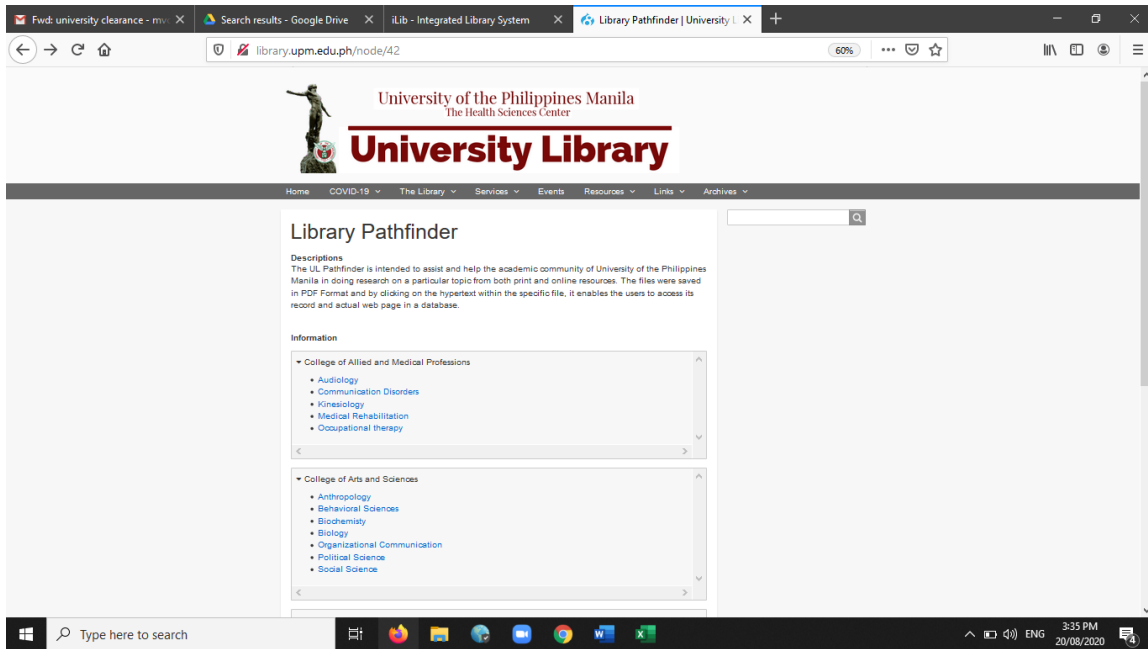
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2. Library Pathfinder

A researcher's guide that provides references to specific topic in a given field. Available at: <http://library.upm.edu.ph/node/42>



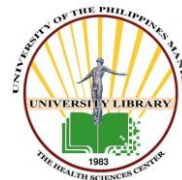
**Pathfinder* – a subject bibliography designed to lead the user through the process of researching a specific topic, or any topic in a given field or discipline, usually in a systematic, step-by-step way, making use of the best finding tools the library has to offer. (Retrieved 20 August 2020 at: https://products.abc-clio.com/ODLIS/odlis_p.aspx)



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3. Online Resources

All the online resources including open educational resources or open access are listed in the UL website at this page: <http://library.upm.edu.ph/node/3>. These are the current subscriptions of UP Manila University Library:

1. [Access Medicine](#)
2. [Academic Search Complete](#)
3. [CINAHL Complete](#)
4. [Dentistry & Oral Sciences Source \(DOSS\)](#)
5. [eBook Academic Collection](#) (EBSCOhost)
6. [Nursing Reference Center Plus](#)
7. [Journals@Ovid](#)
8. [JSTOR](#)
9. [MedOne Education](#) by Thieme
10. [Micromedex](#) (Log-in credentials required)
11. [UpToDate](#) (Log-in credentials required)

Links for **video tutorials** for these databases are also available at the bottom part of this page.

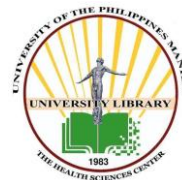
Online databases subscribe by UPD accessible in UP Manila:

1. [ScienceDirect](#)
2. [Scopus](#)

4. Open Educational Resources/Open Access

There are a number of open educational resources/open access at the UL website: <http://library.upm.edu.ph/node/64>

The screenshot shows a web browser window displaying the 'Open Access' page on the University Library website. The page has a header with 'Open Access' in yellow text on a red background. Below the header is an alphabetical index (A-Z) and a paragraph stating: 'This list of open access sites that are related to health sciences is fully comprehensive. UP Manila did their best in order to not just collect but also select the best and reliable open access resources that will be useful to students, faculty, and researchers. It is arranged alphabetically and thru subject to fully guide user to their different types and uses.' The page is divided into two sections: 'List of Subjects'. The first section is 'Biomedical Sciences' with a list: 1. Journal of Biomedical Science, 2. Open Access Biomedical Image Search Engine, 3. PubMed Central. The second section is 'Cancer' with a list: 1. Journal of Cancer, 2. Journal of Carcinogenesis.



5. Virtual Private Network (VPN)

UP Manila library resources are searchable and accessible online remotely through the Virtual Private Network (VPN). This is constantly announced to UP Manila community including SHS during orientations and posted at the **UL website**: <http://library.upm.edu.ph/node/149>

VPN Installation

Follow these steps to install VPN on your laptop or desktop computers.
Visit the library website for more details, <http://library.upm.edu.ph/node/72>



Download the client installer (GlobalProtect Agent) from this site:
<https://vpn-portal.upm.edu.ph>. Log in using your UP Manila Authentication and Directory Service (ADS) credentials.



Choose the version of the agent you need to download.
Mac or Windows 32/64 bit.



Install GlobalProtect on your computer. When the installation is completed, click the GlobalProtect icon on your taskbar.



Type "vpn-portal.upm.edu.ph" in the portal field then click "Connect".
Click "Continue" if the Server Certificate Error window appears.
Enter your UP Manila ADS credentials then click "Connect".



To use VPN, click on the GlobalProtect icon and click "Connect" or "Disconnect".





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6. Mechanism on requesting copyright permission for materials that are in the learning resources of the course packs

For print materials available in the library, pursuant to **fair use**, UP Manila Library allows only a substantial or only a chapter or not more than 10% of the total work to be photocopied.

During this time when teaching/learning is done online due to pandemic, pursuant to **fair use**, upon request by the faculty, UP Manila Library **may** scan (depends on the availability of scanner in unit libraries) and send thru email (official UP webmail):

1. only a single article from a journal issue
2. only a chapter from a book or not more than 10% of the total work

We leave the responsibility to faculty to determine whether the use is protected by fair use.

References:

Harvard Library. Service. Scan & Deliver. Retrieved 21 August 2020 at: <https://library.harvard.edu/services-tools/scan-deliver>

Office of Bagay-Villamor & Fabiosa. Law Firm & Patent Consultants. The Law on Copyright. IP Code – Republic Act 8293. No. 7 Limitations on Copyright. Retrieved 21 August 2020 at: <http://iprotect.ph/intellectual-property-code-copyright-07.htm>

University of Virginia. Copyright Resources. Copyright Guidelines for Instructional Sharing, Including Scanning and Delivery of Books. Retrieved 21 August 2020 at: <https://copyright.library.virginia.edu/classroom-scanning/>

7. Procuring e-books

Towards the last quarter of each year, all requests for procurement of library resources has to be consolidated, submitted and included in the PPMP for them to be purchased the following year. Most of print materials are not acquired due to non-bidder even after several postings. Online resources are much easier to procure especially if the database is for renewal and with exclusive distributorship. Below is the process for procurement of requested library resources (print/online).

Patron Request Process

