

## Table of Contents

Introduction .....	3
I. History.....	4
II. Vision, Mission & Goals	
A. Cebu Doctors' University .....	6
B. Cebu Doctors' University Main Library .....	7
III. Hours of Service .....	8
IV. General Rules & Regulations .....	8
V. Sections & Services	
Technical Section .....	9
Circulation Section .....	9
Reserve Section .....	11
Filipiniana.....	11
Graduate School Library.....	11
Internet Room.....	11
Periodicals .....	13
Professional Books Area .....	14
General Reference.....	14
General Circulation Area .....	14
Fiction Area .....	15
Instructional Media Center .....	15
VI. Other Services/Facilities.....	18
VII. Tips in Using the Library.....	22
VIII. How to Find Books in the Library.....	23
IX. Call Number Prefixes.....	23
X. The Dewey Decimal Classification System.....	25

XI. Citing Reference Sources.....	25
XII. The Library Staff.....	29
XIII. References .....	29

## INTRODUCTION

The CDU Main Library is maintained to support the instructional, informational and recreational reading needs of the academic community.

A wide range of materials, equipment and services are made available to support and enrich the different programs offered in the university. In addition to the general book collection, the Library also provides current and back issues of periodicals, electronic indexes and databases, multimedia, CDs, slides, tapes, videos and other audio-visual materials and equipment. An **Internet Room** with more than a hundred workstations is also available for students to explore the world of information superhighway.

The Library is staffed with professional librarians, support staffs and student assistants to assist the patrons in their search for information. Several new facilities like Discussion Rooms, Chat Rooms (where students can make or answer calls), and Laptop-charging Area are also in place to make the Library more conducive to learning. A very recent addition is the **Online Public Access Catalog (OPAC)** or the computerized catalog, which allows students quick and easy retrieval of information. Through this, students can find the books that they need in just a click of their fingers.

This handbook is designed to acquaint students on the materials, services and facilities and the corresponding policies that govern them. For further questions or comments or need for assistance, library users are encouraged to approach the librarians or any staff member.

## I. HISTORY

A vital facility of a learning institution is the library, a repository of knowledge and reference of learning.

How the library evolved into what it is now can be traced to the following events:

The Cebu Doctors' College of Nursing was opened in 1973 under the deanship of Dean Filomena C. Flores. Its Library was situated on the 5th floor of the present hospital building. This was manned by a Librarian in the person of Miss Elizabeth Muñoz (nee Cagalawan). Subsequently, the College of Arts and Sciences was opened in 1976 with a separate library located on the fifth floor of the Dentistry Building. This Library was under the supervision of Miss Choly Jumapao and later by Miss Emma Modequillo. In 1977, the College of Medicine also put up its own Library on the fourth floor of the CDH building.

In 1983-1987 Mrs. Virginia R. Ablanque served as the Head of the Library of the College of Arts & Sciences. The necessity to consolidate and centralize all reading materials and references for students, faculty and staff was acutely felt in the CDC academic community with its growth in later years, more so with the addition of allied medical disciplines and more departments.

In line with the institution's objectives to offer more health-oriented courses, other colleges were opened: College of Optometry (CDCO) and the College of Dentistry (CDCD), both in 1980's, College of Allied Medical Sciences (CDCAMS) in 1982 and College of Rehabilitative Sciences (CDCRS) in 1992.

In 1988, Mrs. Maria Lourdes N. Alegarbes replaced Mrs. Virginia R. Ablanque as the Head of the Arts & Sciences Library, which was then called the CDCI Library. At this time, the Library was transferred from the Dentistry Building to the College of Nursing Building, fusing the Nursing Library and the Arts & Sciences Library into one. This one Library was headed by Mrs. Maria Lourdes N. Alegarbes with Mrs. Elizabeth C. Muñoz as the Nursing Librarian. This effort was made in response to the recommendation of the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU).

To make the collection accessible to its users, a separate Library was built for the College of Dentistry and Optometry in the area vacated by the Arts & Sciences Library. This Library was still under the supervision of Mrs. Maria Lourdes N. Alegarbes.

In June 1990, Mrs. Hannah V. Cannen was officially appointed as the Consultant/Director of Library Services. In March 1994, Mrs. Cannen's unwavering pursuit of consolidating all libraries into one center bore fruit when the library found its permanent place on the second floor of the new CDCI Main Building.

This Library houses the collection of books and other reference materials of all colleges except for the College of Medicine, having its own Library on the fourth floor of the hospital building. Within the Main Library was a Graduate School Library provided to accommodate the needs of the graduate and postgraduate students.

With the retirement of Mrs. Cannen, in May 1999, Mrs. Emeline C. Baco became the Chief Librarian. Automated facilities such as the MICRO-CDS/ISIS Software for indexing periodical articles and online databases were made available for quick and easy retrieval of information.

An Internet Room was put up to give students the chance to be updated with the current trends in information technology.

On February 8, 2005, the Commission on Higher Education (CHED) granted the Cebu Doctors' College a University status. Having been granted as RP's first Medical University, the Main Library conceptualized its new mission, vision, and objectives appropriate to a University Library. The Library envisioned a fully automated Library that could accommodate at least 20% of the population, equipped with modern facilities, sufficient quality materials, effective and efficient operating procedures for quick and easy retrieval of information.

Living up to the expectations of a University, in Summer 2007, the University moved to its new campus located in the North Reclamation Area with the Library situated on the second floor. The Library floor area is three times the size of the Library in the previous location. With a seating capacity of about 1000, the Library is made more conducive to learning and research. It has several new salient features like the Discussion Rooms, Chat Rooms where students can make or answer calls through their cellular phones, Conference Room which also serves as a Faculty Reading Area when there is no scheduled meeting or other activities, Laptop Charging Area and a Perk Corner where students can take a short break for a cup of coffee and light refreshments.

In November 24, 2007, during its National Book Week celebration, the Online Public Access Catalog (OPAC) was launched. Using the Follett Library Integrated Software, the Library has come up with its computerized version of the card catalog which is commonly called

OPAC. The provision of the OPAC gives easy and quick access to the materials in the Library.

In Summer 2008, the Automated Library Circulation was also launched. With this development, Library Cards are no longer needed. Students only need to present their validated school IDs in borrowing any library material. A transaction receipt which replaces the date due slip is issued to a borrower. This receipt will guide the borrower as to when to return the borrowed materials.

With all these facilities in place, the Library's vision has now become a reality.

## **II. VISION, MISSION & GOALS**

### **A. Cebu Doctors' University**

#### **Vision**

Cebu Doctors' University envisions a dynamic, globally-acknowledged health and service-oriented educational institution.

#### **Mission**

Cebu Doctors' University is committed to produce competent, compassionate, dedicated, socially-accountable and God-centered professionals sensitive and responsive to local and global challenges.

#### **Goals**

- Develop a holistic man capable of answering the needs of self, family and society through education and service.
- Develop in the students' critical analysis and decision-making capability through research and experiential teaching-learning processes.
- Instill in students a deep sense of responsibility, sensitivity to the finer qualities of life and the preservation of the Filipino cultural heritage so they can be partners in the development of national goals and international understanding.
- Provide students with an academic atmosphere conducive to their intellectual, moral, and cultural development necessary for their personal and professional growth.

## B. Cebu Doctors' University Main Library

### Vision

A fully automated Library that could accommodate at least 20% of the population, equipped with modern facilities, sufficient quality materials, effective and efficient operating procedures allowing quick and easy retrieval of information.

### Mission

The mission of the Cebu Doctors' University Library is to make the Library an aid in achieving the vision, mission, goals of the institution by providing the appropriate informational, curricular, recreational reading needs of the academic community.

### Goals/Objectives

The Library's general objective is to make it a repository of the knowledge that man has gained overtime through books, journals and all other research materials.

Its specific objectives are:

1. To help library users meet their informational, curricular and recreational needs by providing adequate, well-selected and properly organized collection.
2. To provide optimum access to and delivery of information to the entire academic community to facilitate faculty and student productivity and enhance individual and group learning through sophisticated, electronic sources and other forms of access to information.
3. To develop comprehensive Library orientation and instruction programs to help them retrieve, manage, use and communicate information more efficiently and effectively.
4. To plan, develop, implement and evaluate Library policies and programs regularly to improve the effectiveness of the services.
5. To help facilitate research and learning of all users by maintaining adequate, competent and highly-qualified staff, physical facilities, a well-lighted and well-ventilated environment conducive to learning.

## III. HOURS OF SERVICE

### Regular Semester

Monday to Friday	7:00 AM – 6:00 PM (no noon break)
Saturday	8:00 AM –12:00 Noon 1:00 PM – 5:00 PM

### Summer Terms

Monday to Saturday	8:00 AM – 12:00 Noon 1:00 PM – 5:00 PM
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### Internet Service Hours

#### Regular Semester

Monday to Friday	8:00 AM – 6:00 PM (no noon break)
Saturday	8:00 AM –12:00 Noon 1:00 PM – 5:00 PM

#### Summer Terms

Monday to Saturday	8:00 AM – 12:00 Noon 1:00 PM – 5:00 PM
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*(Internet Service Hours are subject to change if and when necessary as per administrative advice)*

## IV. GENERAL RULES & REGULATIONS

### General Rules

All who want to do business with the Library must observe the following:

1. Present properly your recently validated school ID upon entering.
2. Users must observe the proper CDU Dress Code and conduct themselves properly in the Library.
3. Observe silence at all times. All cellular phones must be set to silent mode before entering the Library. Answering/making calls should be done inside the nearest Chat Room. However, all mobile phones must be turned off before entering the Internet Room.
4. Use Library materials properly. Do not tear page(s) nor underline part(s), as these are forms of vandalism and are punishable under CDU Library Policy.

5. Leave books on the table after using (except for the Reserved books that need to be returned to the counter).
6. Eating, smoking, sleeping, bringing liquid drinks (bottled water, canned drinks, etc.), and making class projects (drawing, cutting, lettering, etc.) inside the library are prohibited. However, drawing is allowable in the Periodicals Section, limited to bond paper size.
7. Keep the Library facilities in order. Push back chairs after using.
8. Reservation of seats is not permitted (e.g. leaving books and other articles on chairs and tables).
9. The Library will not be responsible for the loss of personal belongings.
10. Present your things for inspection before leaving the Library.

*Note: The Library may pass additional rules and regulations which, after posting, shall form part of the foregoing. Students who are unable to follow any of the foregoing rules may be summarily excluded from the library.*

## V. SECTIONS & SERVICES

### A. TECHNICAL SECTION

The Technical Section is responsible for acquiring all library materials needed in the Library. Here, the newly acquired materials are processed before they are made ready for circulation.

### B. CIRCULATION SECTION

The Circulation Section handles all transactions pertinent to the borrowing and returning of books, signing of clearance and payment of overdue fines and other charges.

#### Policies

1. Students are allowed to borrow a maximum of three books at a time.
2. General circulating books and Professional books, such as those for Nursing, Physical Therapy, Occupational Therapy, etc., can be borrowed for 3 days, renewable for another three days, unless requested by other library patron. The Circulation Librarian reserves the right to hold a professional book from a student if there is a prior request from other user.

3. Reserved books can be taken out for overnight use at 5:00 P.M. and are due on or before 9:00 A.M. the following day.
4. Fiction books can be borrowed for one week, renewable for another week.
5. Loaning out of books for home use and photocopying is up to 5:30 P.M. only.
6. For unreturned books, all borrowers are given a maximum overdue of SIX DAYS ONLY, after which, they will be assessed three times the current cost of the book. The amount will be automatically charged to their account.
7. Lost/damaged books will be treated like unreturned books.
8. Alumni/Outsiders are not allowed to take out any library material for home use and outside photocopying.

**Note:** Non-compliance may be a ground for disqualification to graduate or non-signing of clearance.

### Non-Circulating Materials

The following types of materials are to be used inside the library only.

- General Reference such as encyclopedias, dictionaries, atlases, and the like
- Periodicals like newspapers, journals, magazines, clippings, brochures, etc.
- Filipiniana materials
- Theses
- Illustrated books
- CD-ROMs
- Accompanying diskettes, etc.

### Fines and Penalties

Fines are imposed to inculcate discipline, to maintain order and to preserve the integrity of the library. Although the fines are fixed hereunder, the Library reserves the right to amend the amount from time to time as it may deem fit. The following amounts will be charged to the students if library materials are returned beyond the due date or time:

- |                              |   |
|------------------------------|---|
| • Professional books         | PhP 50.00/day   |
| • Non-Prof./Gen. Circulation | PhP 30.00/day   |
| • Fiction                    | PhP 20.00/day   |
| • Reserved                   | PhP 15.00/hour or<br>PhP 150.00/day   |
| • Photocopying (outside)     | PhP 5.00 for the 1 <sup>st</sup> 30<br>mins.; PhP 2.00 for every<br>succeeding 30 mins. |

*Note: To avoid penalties, students are reminded that they may return their borrowed books through the book drop.*

### **Alumni/Outsiders**

Alumni/Outsiders are allowed to use the library on Saturdays only. They cannot take out any library material for home use. Outsiders are required to pay PhP 50.00/day as entrance fee. If they wish to use the online database, they are required to pay additional PhP 50.00 and the printing charge if there is any.

Outsiders are required to present their IDs and referral letters at the Entrance.

### **C. RESERVE SECTION**

The Reserve Section is the place where books reserved by faculty members as required and as needed in their classes are kept and borrowed. Reserved books can be taken out for overnight use at 5:00 P.M. and are due on or before 9:00 A.M. the following day.

### **D. FILIPINIANA**

This section houses works by Filipino authors; works about the Philippines; and works published in the Philippines. These materials can be used inside the Library only. Students who want to use the materials inside the glass shelves must leave their I.D. with the Librarian/In-charge.

### **E. GRADUATE SCHOOL LIBRARY**

The Graduate School Library houses materials intended for continuing education or materials for higher studies.

### **F. INTERNET ROOM**

The provision of the Internet Room is intended for students and faculty members to have access to all sources of information and be updated of the current trends in the World of Information Superhighway. The Internet Room offers the following services:

- Internet surfing
- E-Mailing
- Chatting
- Encoding of reports
- CD ROM searching
- Etc.

#### **Internet Room Policies**

1. Only students enrolled for the current semester or summer term are allowed to use the facilities of the Internet Room.

2. A user must present his CDU ID to the Internet Room In-charge before he will be allowed to enter the Internet Room.
3. A qualified user is entitled to ten (10) hours of use of the Internet Room for every semester or summer term that he is enrolled in the University.
4. The qualified user reserves with the Internet Room In-charge a time slot for the period of time that he wants to use a computer in the Internet Room.
5. Only qualified users will be allowed inside the Internet Room, and only within their reserved time slots.
6. A user may request that e-mails and web pages be printed. He will be charged on a per page basis.
7. A user may download files for subsequent transfer to a diskette/diskettes/CD-ROM.
8. A user must report any hardware or software problems to the Internet Room In-charge as soon as they are detected..
9. The user should not turn off the computer at any time.
10. If the computer hangs or does not respond to keystrokes or mouse clicks, the user must inform the Internet Room In-charge before resetting it.
11. A user must leave the Internet Room at the end of his time slot unless he makes arrangements with the In-charge for an additional time slot immediately following the time slot just ended.
12. The following rules will be strictly enforced and violations of any of these will be dealt with accordingly:
  - A. The user is not allowed to smoke, eat, drink, chew gum, bring in food or drink.
  - B. The user should not engage in any form of vandalism, such as removing or destroying any part of the computer or its peripherals, writing on or marking the computers, desks, chairs, walls, etc.
  - C. The user should not make any unnecessary noise or do acts that will disturb the other users of the Internet Room.
  - D. The user should place any trash in the waste receptacle provided.
  - E. The user is not allowed to make use of CD-ROMs other than those borrowed from the CDU Library.
  - F. The user is not allowed to access local drive directories that he/she is not authorized to access.
  - G. The user should not change any of the settings of the computer, operating system, or applications.
  - H. The user should not delete, transfer or rename files located in local drive directories or CDU-CDUH network directories that he is not authorized to access.

- I. The user is not allowed to access **ADULT or PORNOGRAPHIC MATERIAL.**
- J. The user is not allowed to use the facilities in the Internet Room for any activity that is in violation of existing laws or regulations.

On his first violation of Rules A, B, C, D, E, or F the user will immediately be sent out of the Internet Room and suspended from using the Internet Room facilities for the next thirty consecutive library days that he is otherwise qualified to use the Internet Room.

On his first violation of Rules G, H, I, or J, or on his second violation of Rules A, B, C, D, E, F, the user will immediately be sent out of the Internet Room and his Internet privileges revoked permanently. He will not be entitled to any refund for the unused hours.

## G. PERIODICALS

The Periodicals Section houses current and bound issues of journals, magazines, newspapers and other non-book materials such as pamphlets, brochures, clippings, and others. Current issues of periodicals are arranged by titles according to College/Department on the periodical display rack.

Both current and bound issues of periodicals are for library use only and cannot be taken out for home use.

In order to facilitate the location of materials in the Periodicals Section, a Periodical Index is provided.

The Library also subscribes to an online database. All users assume responsibility for using the computer workstation in an ethical and legal manner in accordance with the University policy and the Library policy.

### Online Databases

The CDU Library has access to a variety of online databases, which help locate articles in magazines, newspapers and journals. Some provide full-text articles with images while others provide citations only. Full-text articles contain the complete article or document so the researcher can read it immediately, while a citation provides directions to the student/faculty member on how to locate a copy of the article.

## Guidelines in Using the Database

1. Library patrons can access the database during library hours.
2. The primary clientele of the database are the students, faculty, alumni and staff of CDU. Outsiders are allowed to use the database provided he/she will adhere to all the policies, and after he has paid the entrance/database fees.
3. The user is required to present his validated I.D. or the receipt in the case of outsiders prior to using the database.
4. The user has to write his name and other necessary information in the logbook provided.
5. Time limit is one (1) hour during periods of heavy use.
6. Printing results are charged on a per page basis.
7. Downloading search results from an online database to a disk is permitted in accordance with the licensing agreement. Files may be downloaded to floppy disks only. Downloading to the hard drive is prohibited. Diskettes are available at the Circulation Counter. Personal diskettes need reformatting by library staff prior to use.
8. Word processing, and opening other web pages other than the database is not allowed.
9. The user must report any hardware or software problems to the Staff-In-Charge as soon as they are detected.
10. The user should not turn off the computer at any time.
11. If the computer hangs or does not respond to keystrokes or mouse clicks, the user must inform the Staff-In-Charge before resetting it.

## H. PROFESSIONAL BOOKS AREA

The Professional Books Area houses materials devoted to specialized subjects such as: Dentistry, Nursing, Optometry, Rehabilitative Sciences, Allied Medical Sciences, Pharmacy and Special Education (SPED).

## I. GENERAL REFERENCE

This section houses the general reference materials such as encyclopedias, dictionaries, yearbooks, almanacs, etc. These materials are for Library use only,

## J. THE GENERAL CIRCULATION AREA

This area houses books of general interest such as history, economics, literature and others. These materials can be borrowed for three days, renewable for another three days except for prior request.

### K. FICTION AREA

It houses materials for leisure/recreational readings. These materials can be borrowed for a week.

### L. INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center is an information center that provides a wide range of audiovisual materials, equipment and services to enhance the quality of teaching and learning activities of the students. These materials are for classroom use only.

#### IMC Guidelines

1. Only authorized users are entitled to use the IMC materials, equipment and facilities.
2. Reservation for the use of IMC materials, equipment and facilities should be made from 8:00-12:00 A.M. to 1:00-5:00 P.M. (Monday-Friday) at the IMC office.
3. All applications for the use of IMC materials, equipment and facilities shall be made in the official reservation form that may be obtained at the IMC.
4. Verbal reservation must be followed up/confirmed immediately with an official reservation form duly signed/filled out.
5. In case of student club(s) or organization(s), the application should be countersigned by the faculty adviser and by the Coordinator of the Student Affairs Office.
6. Reservation request should be made five (5) days before the scheduled activity.
7. The use of IMC materials, equipment and facilities on Sundays and holidays is discouraged or approved in a case-to-case basis and subject to the availability of the IMC personnel.
8. For non-institutional activities, overtime pay shall be shouldered by the requesting party.
9. No reservation, no use of IMC materials, equipment and facilities.
10. IMC materials and equipment cannot be borrowed for home use. In case of outreach-related activities, the use of AV materials (digital camera, Video/audio cassettes only) is permitted and other than that is subject to the IMC rules and regulations.

11. The schedule allotted for the use of the IMC materials, equipment and facilities should be strictly followed in order to avoid delays in the subsequent scheduled activities.
12. Notice of postponement/cancellation in the use of IMC materials, equipment and facilities should be forwarded to the IMC Librarian/Staff not later than 5:00 P.M., the day before the scheduled activity.
13. The use of additional facilities not stated in the approved reservation form is strictly prohibited.
14. Users are fully responsible for the damage of any materials, equipment and facilities due to reckless handling of such.
15. Borrowers of IMC materials are required to leave their School ID and sign the borrowers form for materials taken out from the IMC.
16. The venue of the presentation should be within the university premises only.
17. The IMC resources and facilities are made available on **“first come, first served basis.”** In case of conflict of schedule, the IMC Librarian reserves the right to decide which activity will be given priority to use the IMC resources and facilities. Last minute request is only honored in a case-to-case basis and on the availability of the equipment/materials.
18. The borrowers are responsible for the transport, proper use and care of materials and equipment.
19. The Instructional Media Center reserves the right to cancel/revoke a permit granted in case of misrepresentation or violation of any of its rules and regulations.

#### Guidelines in Using LCD:

1. A Faculty member/Student is allowed to book for an LCD and Desknote for a maximum of two weeks only.
2. He can book again after a break of one week.
3. Bookings are accommodated two weeks at the earliest or at least five days before the scheduled activity.
4. Faculty members are given an allowance of 15 minutes to claim the reserved equipment after which the said equipment can be given to a faculty member in the waiting list.
5. Faculty members who fail to attend the “Faculty Library Orientation and Hands-on Training on the Proper Use and Care of IMC Equipment” will be denied from borrowing any equipment and materials.

#### Rules on Damages, Losses & Proper Conduct of Students

1. Problems that may arise during the activity must be reported immediately to the IMC Librarian/Staff.



2. The faculty in-charge/adviser or person, who acts as such, shall be present in the Viewing Room/classroom throughout the activity in order to avoid some undesirable incidents.
3. In case of damage due to reckless handling of the equipment, borrowers must pay the cost of the repair and the spare parts to be used in reconditioning the equipment. On instructional media materials, the borrower must replace or pay the cost of the material and the processing fee. In case of losses and/or where the equipment is beyond repair, the borrower(s) responsible shall pay the current cost of the unit or replace it with a new unit.
4. The faculty in-charge is responsible for the proper conduct of students while using the Viewing Room.
5. IMC staff is not responsible for the loss of personal belongings.

### **Instructional Media Materials/Software Check-out**

Instructional media materials are available for use and checkout with a valid I.D. The borrower is requested to observe the following policies:

1. Upon selection of a title, the borrower is requested to make an appointment to pre-view the videotape, etc.
2. If the title satisfies their need it is then reserved for them to pick-up on the day it will be used.
3. The borrowed AV material must be returned IMMEDIATELY after use.

**Note:** All patrons are required to sign the borrower's form when borrowing the IMC equipment/instructional media materials. If the borrower designates someone else to pick-up the equipment/instructional media materials for him, the borrower should give a note authorizing the bearer to pick-up the reserved equipment/material. That person then must fill-up the borrower's form.

### **IMC PREVIEWING ROOM**

The IMC Pre-viewing Room is intended for individuals who want to preview audio-visual materials.

#### **Policies**

1. The Previewing Room is available to current CDU students and faculty for previewing of IMC materials.
2. Viewing of any material (VCD, DVD, etc.) that is not a property of CDU IMC is allowed with the consent of the Faculty or the College Dean.

3. Viewing of pornographic materials is strictly prohibited.
4. Eating and bringing liquid drinks inside the Previewing Room are not allowed.
5. The room is available on a first come, first served basis.
6. Vandalism in any form is prohibited.

#### **Procedures**

1. Check the availability of the Previewing Station;
2. Fill up the Form and leave I.D. at the counter;
3. Get back the I.D. after viewing.

### **IMC VIEWING ROOM**

The Viewing Room is available primarily for viewing audiovisual materials by small groups. This room is available on a first-come, first-served basis.

#### **Policies**

1. The Viewing Room is available to current CDU students and faculty for viewing Audio-visual materials and cannot be used simply as meeting rooms.
2. Bookings for individual use are not permitted.
3. One day advanced booking is required.
4. The teacher/adviser must be present to supervise the class activity.
5. Viewing of any material (VCD, DVD, etc.) which is not a property of CDU IMC is allowed with the consent of the Faculty or the College Dean.
6. Viewing of pornographic materials is strictly prohibited.
7. Eating and bringing liquid drinks inside the Viewing Room are not allowed.
8. Posting anything on the walls is prohibited.
9. The IMC Staff is not responsible for personal items left unattended in the Viewing Room.

#### **Procedures**

1. Fill up the reservation form which is found at the IMC.
2. Present an I.D. upon reservation, and the approved Reservation Form and I.D. on the scheduled date.

## **VI. OTHER SERVICES/FACILITIES**

**Photocopying Service.** A copier is available in the Main Library within the Reserve Section. Hours of service are posted at the Reserve Section counter.

**Lost and found.** Lost and found items in the library are posted in bulletin board and the found item/s are placed in Circulation Section for safekeeping.

**Intralibrary Loan.** A resource sharing practice wherein books/s located in the Medical Library may be requested through internal arrangement among librarians of the Main Library and vice versa.

**Book Displays/Exhibits.** Newly acquired books are displayed on the shelves. Faculty, students and staff are welcome to browse over the collection. These materials can be borrowed after a display period of two weeks.

**Bibliography.** Listing of resources for a particular subject.

**Indexing.** A list of bibliographical information of citations to a body of literature.

**Scanning Service.** The Instructional Media Center accepts scanning of graphics, photos, or any documents at a minimal price.

### **Book Drop**

The book drop is provided to facilitate returning of borrowed library materials. Through it, the students may still return their borrowed books even if the Library is still closed or already closed.

### **Chat Room**

The Chat Room is available for cell phone users who wish to make/answer calls.

### **Policies**

1. The Chat Room can accommodate 3 – 4 persons at a time. Please lower the volume of your voice while inside the Chat Room.
2. Please be considerate of other users who are in need of the Chat Room. Conversations should be kept short and quiet. Extended conversations should be done outside the Library.
3. Chat Room users should report loud, disruptive or uncooperative cell phone users to any Library Staff on duty.
4. The library management reserves the right to ask patrons to leave the Chat Room if they don't behave accordingly.

### **Conference Room**

The Library's Conference Room is intended primarily as a meeting place for Library sponsored meetings and activities. CDU Main Library may reserve the room for occasional business meetings. The

Library reserves the right to impose a priority on Library-sponsored use over a non-Library organization. If there are no scheduled meetings, the Conference Room could be used as a Faculty Reading Area.

### **Policies**

1. The Conference Room can be used only during library service hours. Groups must vacate the room at least fifteen minutes before the Library is closed.
2. The Conference Room must be restored to its original clean condition. Users agree to accept financial responsibility for all damages caused to the furnishings and/or equipment due to mishandling of such.
3. Reservations for the use of the Conference Room shall be on a first-come first-served basis. Reservations shall be made in advance of the planned meeting or event using the Conference Room Application Form available at the Library. The person signing the Conference Room Application Form is responsible for any damages caused while their group is using the Room.
4. Advanced booking of at least 24 hours is required.
5. Users of the Conference Room are reminded that the area outside the room is a quiet area and are then required to be considerate to those who are using the Library as a study area. Meetings may be terminated if they are disruptive to Library services.
6. Cell phones can be a disruption to those studying or doing research and their use in the Conference Room should be kept to a minimum. Users are enjoined to be courteous to other library patrons. Conversations should be kept short and quiet.
7. Users may bring their own equipment and other materials or may make reservation of equipment they wish to use from the IMC provided that they still follow the reservation procedures of the IMC.
8. Storage of materials before or after the meeting is prohibited. The Library is not responsible for articles left in the premises after a meeting.
9. Posting anything on the walls is prohibited.
10. Other general rules imposed in the Library like eating, smoking, sleeping, bringing liquid drinks (bottled water, canned drinks, etc.) inside the library are prohibited except during meetings and conferences.

### Discussion Rooms

Group study/discussion rooms are available in the Library for a small group discussion. These rooms are available on a first-come, first-served basis and can be used by making a reservation at the Library Office.

### Policies

1. Each room can accommodate 20 persons.
2. All rooms are equipped with whiteboards. Users must bring their own whiteboard marker.
3. Students may bring/charge out books from the Reserve Desk/Circulating books for use in the study rooms which they have to return to its proper location after the activity.
4. Students are given a maximum of one hour to use the Room. For extension, inform the In-charge.
5. A group composed of at least 3 persons can use the Discussion Room. Bookings for individuals are not permitted.
6. No food or beverages are to be brought inside the Discussion Room.
7. Doors to the Discussion Rooms MUST be kept closed at all times during the event. If the participants of the meetings/events taking place in the Discussion Rooms in any way disturb library patrons, they will be warned by the Library Staff to cease the disruptions, otherwise they will be sent out of the Room. Any unacceptable behavior will be properly recorded which can potentially limit their opportunities of using a Discussion Room again.
8. Tables and chairs should NOT be moved from room to room or from main areas in the library into the Discussion Rooms. Furniture may be moved within a room, but all tables and chairs must be returned to original set-up immediately following the event.
9. Discussion Rooms are for discussion purposes only. Making of projects is prohibited.
10. Altering the appearance of any room by taping, pinning, nailing, or fastening any items in any manner to the walls, doors, and/or ceiling is not permitted.
11. Vandalism in any form is prohibited.

### Procedures

1. Fill up the reservation form, which is found at the Library Office.

2. Enter the full names of at least two of the students who will be using the rooms.
3. On the scheduled date, the requestors must bring the approved reservation form and I.D. to claim the key for their assigned room.
4. One day advanced booking is required.
5. Both students must present their I.D. at the time of the reservation and when they check out the key for their assigned room.
6. In case no room is available, the group will be put on waiting list.

### Laptop Charging Area

The library is primarily an information provider. It supports the curriculum in the university and the use of the computers in the library must fit within this general parameter.

### Policies

1. Library users are allowed to recharge their laptops in the designated area only.
2. Using laptops inside the library is only allowed for educational purposes.
3. CDU Main Library assumes NO responsibility for costs associated with loss or damage to a patron's laptop.

### Perk Corner

The Perk Corner is intended for quick munchies. This area features refreshments and cocktail tables where students can unwind.

### Policies

1. Light refreshments are available from vending machines within the area.
2. Food and drinks purchased at the Perk Corner are to be consumed within the area.
3. Food and drinks are not allowed in the Reading Area of the Library.
4. Users of the Perk Corner are reminded that the area outside the room is a quiet area and are requested to be considerate to those who are using the Library as a study area.

**Online Public Access Catalog (OPAC)** - A computerized version of the card catalog. The provision of the OPAC gives easy and quick access to the materials in the Library.

## VII. TIPS IN USING THE LIBRARY

1. Familiarize yourself with the physical layout and facilities and be acquainted with the arrangement of books and other materials on the shelves.
2. Know the different rules and regulations and policies adopted by the library.
3. Approach the library staff should you have problems in using the library.

### VIII. HOW TO FIND BOOKS IN THE LIBRARY

1. Know the author, title, subject or keyword.
2. Check the OPAC and look under the author, title, subject or keyword.
3. Copy the call number and look for the book on the shelves.
4. If you have difficulty, ask for the librarian's assistance.
5. Have the book checked out at the circulation counter.

#### Color Coding

Books in the Library are color-coded for easy retrieval. The following are the colors assigned for each type:

<input type="checkbox"/> Dentistry	<input type="checkbox"/> Occupational Therapy
<input type="checkbox"/> Fiction	<input type="checkbox"/> Optometry
<input type="checkbox"/> Filipiniana	<input type="checkbox"/> Periodicals
<input type="checkbox"/> General Circulation	<input type="checkbox"/> Pharmacy
<input type="checkbox"/> General Reference	<input type="checkbox"/> Physical Therapy
<input type="checkbox"/> Graduate School	<input type="checkbox"/> Radiologic Technology
<input type="checkbox"/> Medical Technology	<input type="checkbox"/> Respiratory Therapy
<input type="checkbox"/> Nursing	<input type="checkbox"/> SPED

### IX. CALL NUMBER PREFIXES

CODE	DESCRIPTION
ACM	Accompanying Materials
BIO	Biology
CS	Computer Science
D	Dissertation
DGR	Dent./Gen. Ref.
DNF	Dent./Fil.
DNT	Dentistry
FIC	Fiction
FIL	Filipiniana
GC	General Circulation
GR	General Reference
GRF	Ref./Fil.
GS	Graduate School
GSF	G.S./Fil.
IMC	Instructional Media
MED	Medicine
MFB	Medicine Filipiniana Books
MGR	Medicine General Reference
MMR	Multi-Media Resources
MP	Medicine Periodicals
MRP	Medicine Research Papers
MT	Med. Tech.
MTF	Med. Tech./Fil.
MTG	Med. Tech./G.Ref.
NG	Nursing
NGF	Ng./Fil.
NGR	Nursing/Gen. Ref.
OGR	Opto./Gen. Ref.
OPF	Opto./Fil.
OPT	Optometry
OT	Occupational Therapy
OTF	O.T./Fil.
OTG	O.T./ Gen. Ref.
OTH	Other
PER	Periodicals
PH	Pharmacy
PHF	Pharma/Fil.
PHG	Pharma/G. Ref.
PSY	Psychology
PT	Physical Therapy
PTF	P.T./Fil.
PTG	P.T./Gen. Ref.
RT	Rad. Tech.
RTF	Rad. Tech./Fil.
RTG	Rad. Tech./Gen. Ref.

RTp	Respiratory Therapy
SF	SPED/Fil.
SPD	SPED
T	Master's Thesis
TEM	Temporary
URP	Undergrad. Research
WHO	World Health Organization

## X. THE DEWEY DECIMAL CLASSIFICATION SYSTEM

The Library adopts the Dewey Decimal Classification System in organizing its resources. This system of classification is a method of putting non-fiction books in order on the shelves. Melvil Dewey created this system in 1876. There are ten classes or divisions in the system. Each division holds books about the same subject. The ten divisions are:

000 – 099	Generalities
100 – 199	Philosophy
200 – 299	Religion
300 – 399	Social Sciences
400 – 499	Languages
500 – 599	Pure Sciences
600 – 699	Applied Sciences
700 – 799	The Arts
800 – 899	Literature
900 – 999	History & Geography

## XI. CITING REFERENCE SOURCES/BIBLIOGRAPHY MAKING

Why cite reference sources? Nowadays the sources of information are not limited to books but include non-print materials or electronic materials such as the World Wide Web, CDs, and the like. Citing sources of information gives credit to the original creator of a work. Referencing is a standardized method of acknowledging sources of information and an idea within essays or reports, which is not your own, in a way, which uniquely identifies the source.

Referencing/citing the sources of information (such as books, periodicals, online sources and other documents used in the preparation of a research paper/documentation) serves several functions:

- ✧ It enables the reader to verify the documentation provided in the paper;
- ✧ It provides the reader with a list of further readings on the subject;
- ✧ It enables the reader to estimate the probable value of the paper on the bases of the range, recency and reliability of the sources used.

How to make an entry of the work cited:

- For each source listed, begin the first line at the margin and indent each line that follows.
- Underline or use italics for titles of books, periodicals, software, and on-line databases. Titles of articles are enclosed in quotation marks.
- Take note of punctuation marks and follow them exactly.
- If required information, such as author or place of publication, is not available, just leave it out.
- Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title.

How to cite books, articles and electronic resources in the Reference List or Bibliography:

### A. Print Resources

Book : No author

**Time Management for Medical Practitioners.** New York : McGraw Hill, 1998.

Book : One author

Stuckley, Samuel R. **Going Through the storm : The Influence of African American Art in History.** New York : Oxford University Press, 1990.

Book: Two or Three authors

Brett, Albert S., Robert B. McCarthy. **Adaptive Technology for Special Human Needs.** Albany, NY : State University of New York Press, 2002.

Book: More than three authors

McGinnis, William, et. al. **English and American Literature : Sources and Strategies for Collection Development.** Chicago : American Library Association, 1987.

*Book: Later edition*

Brocket, Oscar. G. **The Essential Theatre.** 5<sup>th</sup> ed. Forth Worth, TX : Harcourt Brace Jovanovich, 2001.

*Book: Corporate author, same publisher as author*

San Miguel Corporation. **The Beer Industry : Philippine Experience.** Manila : The Corporation, 2000.

*Book: Edited/Compiled*

Ming, Theodore., ed. **Textbook in Psychiatric Epidemiology.** New York : Wiley-Less, 1998.

*Book: An article*

Walter, Norberto S. "Making TV Environmentally Safe for Children." **Childhood Education.** Philadelphia : Oxford University Press, 1998.

*Article in a journal*

Callihan, David. "Through the Window of Pain." **Psychology Journal** (1962) : 10, 20-23.

Bird, Harry. "Some Aspects of prejudice in the Roman World." **University of Windsor Review** 10, no. 1 (1975) : 64.

*Article in monthly magazine*

Harding, D. W. "Regulated Hatred : An Aspect of the Work of Jane Austen." **New York Times Magazine**, 2 Nov. 1980, 38-45, 50.

*Article in newspaper*

Madrigal, Maureen S. "New Bank Attracts Depositors With High Rates." **The Freeman**, 8 June 1989, 34-36.

*Article in newspaper: Editorial*

"Emotional Intelligence : The New Concept in Managing Employees." Editorial. **Philippine Star**, 1 Nov. 1999, A20.

*Dictionary entry*

"Consciousness." **Webster's Third International Dictionary.** Encyclopedia: Article

"Huygens, Christian." **Encyclopaedia Britannica.** 13<sup>th</sup> ed. *Conference paper: Published in conference proceedings*

Barclay, Laurel P. "Making computers talk." In **Proceedings of the Second International Conference on Artificial Intelligence.** Amsterdam : De Bruijn Press, 1998, 345-56.

*Conference paper: Unpublished*

Longshoresmen's and Warehousemen's Union, International, CIO. Proceedings of the Seventh Biennial Convention of San Francisco, 7 Apr. to 11 May 1947. San Francisco : Trade Pressroom, 1998.

*Masteral thesis/Doctoral dissertation: Unpublished*

Agoncillo, Mario D. **Learnability and the Lexicon : Chinese Learners' Acquisition of English Argument Structure.** Ph.D. diss., Cebu Doctors' College, 2001.

## B. Electronic Resources

Encyclopedia and other publications on CD-ROM

Engine, Four Stroke. "David Macauley : The Way Things Work." **World Book Encyclopedia.** CD-ROM. New York : Dorling Kindersley, 1988.

**Million Dollar Dictionary.** CD-Rom. New York : Dun's Marketing Service, 1988.

Graddy, Robert. "Do You Believe in Dragons?" **Discover.** October 1993 : p. 23-27. Primary Search. CD-ROM. Peabody : M.A. Ebsco, 1998.

## C. Online Sources

**Encyclopedia from an online service**

Katcham, Ralph. "Animals Rights." **Grolier Multimedia Encyclopedia.** New York : Grolier Interactive. 10 September 1999. America Online.

**World Wide Web**

Borritt, Gabor S. "Civil War." World Book Online. 12 September 1999. <<http://www.worldonline.com/mrv/fr/1900.htm>>.

**Personal E-mail**

Thumb, Barry. [bth@aol.com](mailto:bth@aol.com) "Computer Viruses." 26 November 1999. Personal e-mail.

**XII. LIBRARY STAFF**

**A. Librarians**

Mrs. Emeline C. Baco	Chief Librarian
Mrs. Maria Lourdes N. Alegarbes	Filipiniana/Graduate School Librarian
Mrs. Maria Dolores C. Dealco	Circulation Librarian
Mrs. Arlene May Ellos	Reference Librarian
Mrs. Josefina P. Miñoza	Technical Librarian
Ms. Carla T. Uehara	Periodicals Librarian
Mrs. Lilia V. Vergara	Instructional Media Librarian

**B. Support Staff**

Mr. Sixto L. Alac	Library Assistant
Ms. Julie S. Balolao	Library Assistant
Mr. Charlie A. Berberio	Library Assistant
Ms. Marilou A. Bongo	Library Assistant
Mr. Hazermaveth A. Campugan	IMC Technician
Ms. Rita P. Cuevas	Library Assistant
Mr. Rendon L. Elcana	IMC Technician
Ms. Emma O. Gandionco	Secretary
Mr. Efren N. Jacaban	Library Assistant
Mrs. Alicia C. Jornales	Library Assistant
Mr. Luisito C. Osorno	Library Assistant
Mr. Earl Q. Paglinawan	Internet-In-Charge
Mr. Mark G. Tabasa	IMC Technician
Mr. Illuminado P. Tajanlangit	Internet-In-Charge
Ms. Maria Angie A. Tanudra	Library Assistant

**XIII. REFERENCES**

**Book**

Campbell, William Giles, Stephen Vaughan Ballou and Carole Slade. **Form and Style: Theses, Reports, Term papers.** Boston: Houghton Mifflin, 1990.

**World Wide Web**

Library Handbook for Faculty. 29 Aug. 2003. Grayson County College Library. [14] Oct. 2003. <<http://www.grayson.edu/grayson/admin.library/faculty.htm>>

#### **XIV. LIBRARY FLOOR PLAN**