



News in Print

University of Santo Tomas
MIGUEL DE BENAVIDES LIBRARY

Issue No. 73

June 2011



The Library Administration is pleased to inform the readers of the UST Library's development and dynamic performance for the school year 2010-2011 by making available last year's Annual Report. The report would speak for itself the services the library can offer through the different activities it carried out and what it can still do in the future so that "you" — the community it serves would arrive at a better appreciation of the library.

VISION

The UST Miguel de Benavides library envisions itself to be the leading academic information resource center of the Philippines by delivering world class library and information services to meet the needs of the local international community through service excellence.

MISSION

The UST Miguel de Benavides library, inspired by its model, St. Thomas Aquinas, affirms and commits itself:

- ♦ to provide its clients with timely access to a continuously expanding library collection;
- ♦ promote interest in reading and research work among the community;
- ♦ participate in global information exchange and community development;
- ♦ pursue the professional advancement of its staff;
- ♦ preserve the rich heritage of the university.

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UST LIBRARY COMMITTEES

The UST Miguel de Benavides Library has established eight (8) committees that will help in the identification and in the formulation of targets to be achieved in line with the University of Santo Tomas Vision 2011.

The different committees created and their respective functions are:

1. **Collection Development** – Maintains an adequate collection that meets the needs of all major courses offered in the university.
2. **Professional Development** – Works for an integrated training and development system of the library staff.
3. **Human Values** – Develops among the staff a truly competent, committed and compassionate women and men serving the university.
4. **Research and Publication** – Improves the quality of research in the library.
5. **Information and Communication Technology** – Upgrades the quality of the library technology to global standards in order to keep a library excellent in its services.
6. **Linkages** – Establishes collaborative library programs and linkages with external libraries and agencies.
7. **Extension Services** – Acts as an agent of social change through the effective involvement of the library staff in the development of libraries for needing committees.
8. **Physical Plant and Facilities** – Maintains adequate physical facilities.

I. COMMITTEE ON PROFESSIONAL DEVELOPMENT

Committee Head: *Kaori B. Fuchigami*

Members:

Arlene P. Matias
Ma. Theresa A. Milabo
Agnes L. Estudillo
Enrique A. Gestia

LIBRARY PROFESSIONAL ACADEMIC CONSUMMATIONS

Librarians & Support Staff who have finished their Masteral Degree	Librarians who are currently working on their Special Project and Thesis	Passed the Comprehensive Examination	Librarians who have attended forum organized by the Library and other Professional Organizations for AY 2010-2011:
Abad, Arleen Cruz, Angelica Frances Majuelo, Estrella Matias, Arlene Padilla, Diana	Alonzo, Madonna Sahagun, Jonas (thesis,residency) San Gabriel, Michelle Subaldo, Juanita Usita, Marivic	Calingasan, Fatima Subaldo, Juanita Usita, Marivic	Adriano, Lucila Alomo, Anna Rita Alonzo, Madonna Calingasan, Fatima Caña, Mercy Capule, Jenneth Cruz, Angelica David, Ma. Luz Fuchigami, Kaori Lobo, Ma. Cecilia Lontoc, Raquel Manguilin, Chona Manuel, Leonila

LIBRARIANS ENROLLED FOR THEIR MASTERAL DEGREE

UST	Other schools	Support Staff Enrolled
Alomo, Anna Rita Alonzo, Madonna Calingasan, Fatima Lobo, Cecilia Lontoc, Raquel Manguilin, Chona Puzon, Edward San Gabriel, Michelle Subaldo, Juanita Usita, Marivic	Fuchigami, Kaori - PNU Sahagun, Jonas - UP	Balbin, Rosemary <i>(undergraduate BLIS Program)</i>

New Librarians	Newly Hired Support Staff
Caña, Mercy - Technical section Puzon, Edward - Technical section Santiago, Ginalyn - Heritage Library	Garcia, Ken Aldrin - Health Sciences Library Guinto, Manuel Angelo II - Circulation Section

Conferences/Seminars attended by Library Staff for AY 2010-2011

Date	Topic
August 13, 2010 August 20, 2010 September 9, 2010	Self-Empowering in the Workplace Parallel Session-Workshops on Library and Web 2011 Flight UST 400: En Route the Enneagrams: Enhancing Student Services
September 15, 2010	<ul style="list-style-type: none"> Information Ethics and Copyright Lawyering of Librarians and Information Professionals Read, Connect and Innovate
September 16, 2010	<ul style="list-style-type: none"> E-books & the New Dynamics of Publishing Office Ergonomics: Key to a Safe and Healthy Workplace Working for Better Benefits: Forum on Magna Carta for Library Workers
September 17, 2010 October 1, 2010	Reference and Information Services in the 2.0 Universe DDC and LC Schemes as Tools for information Storage and Retrieval
November 11, 2010	<ul style="list-style-type: none"> Learning Session for UST Couples @ Work Online Information & Education
November 15, 2010 November 16, 2010	Emerging Technologies and their Impact on Libraries Paper Conservation and Preservation

Date	Topic
November 25, 2010	Anti-Sexual Harassment Act of 1995
February 18, 2011	FACE2FACE: Finding your Balance in Handling difficult Library Customers
March 25, 2011	Budgeting, Leadership and Innovation Seminar: a Journey to Your Course

PROPOSED PROJECTS FOR AY 2011-2012

Plans	Activities/Objectives
Benchmarking	<ul style="list-style-type: none"> • Tour to different libraries both local and international • Attendance to conferences both local and international
Millennium ILS	Updates, re-training of library staff
Short Courses	Send staff to attend short online courses
Masteral Degrees	Encourage staff, especially librarians, to finish their MA

II. COMMITTEE ON HUMAN VALUES

Committee Head: *Michelle M. San Gabriel*

Members:

Leonila Manuel
Chona Manguilin
Jasmin Mangona
Rose Balbin
Gary Lapid

Events	Activities
Support Staff Mass <i>July 7, 2010</i>	
Balik Aklatan 2 <i>July 18, 2010</i>	Took charge of the Holy Mass officiated by Rev. Pablo T. Tiong, O.P., UST Vice Rector and Rev. Fr. Angel Aparicio, Prefect of Libraries. Selected high school students led the choir during the Mass.
Week of Prayer and Gratitude for Priests <i>July 27-August 4, 2010</i>	Ms. San Gabriel participated in the veneration and procession of the image of St. John Vianney while Ms. Jasmin Mangona and Ms. Rose Balbin participated in the prayer vigil and Eucharistic celebration.
Quadricentennial Prayer and Song <i>August 5, 2010</i>	A copy of the quadricentennial prayer and song for individual reading, reflection and sharing was e-mailed to library staff.

Events	Activities
Visit of Our Lady of Peñafrancia to UST <i>August 23-28, 2010</i>	Sent through e-mail all the details of the said visit. Departure of the image was participated in by Cecille Lobo, Rowena Del Meda, Noli Magtaan & Joel Palangan).
Rehearsals for the Grand Living Rosary <i>September 30, 2010</i>	Sent through e-mail all the mechanics of the said event. Provided the Office for Religious Affairs the list of participants from the library department (20 librarians/20 regular staff).
UST Quadricentennial Retreat <i>November 3 to 5, 2010</i>	The University of Santo Tomas had its Quadricentennial (Q) Retreat anchored on the theme “ <i>Impelled by Faith, Propelled by Hope, Compelled by Love</i> ” last November 3 to 5, 2010 at the SMX Convention Center. This was a celebration and thanksgiving for God’s unending grace for almost 400 years of the University’s living out its mission and preaching the Truth to the youth.
Grand Living Rosary <i>December 8, 2010</i>	Took charge of the registration and the distribution of kits to all the library staff participants. The main objectives of this activity were: to unite the Thomasian Community in prayer and thanksgiving for the gift of 400 years; and to deepen the Thomasian devotion to the blessed Virgin Mary through the communal praying of the rosary.
Library Staff Christmas Party <i>December 17, 2010</i>	A Christmas party was held at the lobby of the Miguel de Benavides Library from 2:00 to 5:00 p.m. Programs, prizes and gifts were prepared.
Largest Human Cross <i>March 2, 2011</i>	Coordinated for the Library Staff to participate in this Spiritual event for all Thomasians
Library staff donated to HAPAG-ASA’s Fast... Feed... 2011 Project <i>March 9, 2011</i>	The Office of the UST Campus Ministry requested voluntarily cash contributions to feed children beneficiaries of the Integrated Nutrition Program of the Pondo ng Pinoy Community Foundation. The amount collected was <u>Php4,300.00</u> which was turned-over to the UST Campus Ministry and offered during the Ash Wednesday Mass at the UST Grandstand.
Treat to Graduating Working Scholars <i>March 20, 2011</i>	This project is held annually to recognize the working scholars’ service to the library: <ul style="list-style-type: none"> • Total Attendees - 32 (12 working scholars; 12 librarians 2 Administrators, 2 regular staff, 3 guests, 1 driver) • Itineraries include the ff: Mass/Tour/Picture Taking at Caleruega • Lunch/Snacks at Ma’am Linda Bernardo’s Resthouse in Southridge, Tagaytay, swimming at the Club House Picnic Grove and tried the Zipline adventure. • AVP prepared by graduating working Scholars was presented to the group.
Block Rosary Devotion <i>May 4, 2011</i>	Our Lady of the Holy Rosary visited the library on the said date. This endeavor promotes community prayer through the Block Rosary devotion in honor of our Blessed Mother.

Events	Activities
Monthly Birthday Mass	Offered to all birthday celebrants every 2 nd Wednesday of the month at the Santissimo Rosario Parish Church.
Monetary Contributions	<p>The following amounts collected were given to:</p> <ul style="list-style-type: none"> • Bereaved Family of Mang Pipoy (Janitor, EdTech Office) - Php7,600.00 • Bereaved Family of Ms. Dorie Morante (Father's Death) - Php5,700.00 • Bereaved Family of Dennise Sharina Lao - Working Scholar, Filipiniana Section (Father's Death) - Php3,000.00 • Abby Charise Martin - Working Scholar, Civil Law section (fire victim) - Php2,000

PROPOSED PROJECTS FOR AY 2011-2012

Proposed Activities	Target Date	Venue	Participants	Budget (Php)
Film Showing /Exhibit on the Life of St. Thomas	Jan. 25-27, 2012	Library Conference Hall	College/High School Students	2,500
Treat to Graduating Working Scholars	March 18, 2012	South Ridge, Tagaytay /Caleruega	Graduating Working Scholars/Selected Librarians/Regular Staff	35,000
Mass for Birthday Celebrants	Every 2 nd Wednesday of the Month			600
<p>Mass Preparations: Basic training /seminar for lectors /readers /commentators /lay ministers</p> <p>Recruitment for Liturgical Choir, at least 10 people</p>		Campus Ministry	Members/Volunteers	2,000

III. PHYSICAL PLANT & FACILITIES –TQM CRISES COMMITTEE

Committee Head: *Juanita D. Subaldo*

Members

Marilou Palermo

Jonas Sahagun

Sabina C. Viernes

Lucy Bermudez

Rafael Travilla

Projects	Activities
Creation of Library Emergency Team for Disaster Preparedness & Response	<p>The primary responsibility of an Emergency Team is to assist and coordinate with all the occupants of the building and to ensure a prompt and organized evacuation in the event of an emergency. The committee informs all members of Library Emergency Team about their responsibilities in times of disasters.</p> <p>The list of responsibilities to be performed by the team was updated and members were given a copy. It was also submitted to Prof. Evelyn Songco, director, Office of Student Affairs and Vice-Chairman of Crisis Management Committee.</p>
UST basic orientation & training on “Disaster Preparedness and Response”	Five (5) library staff attended the said training sponsored by the UST Crisis Committee headed by Fr. Manuel Roux, O.P. They were: Ms. Nora Matawaran (6 th floor); Ms. Subaldo (5 th floor); Ms. Marilou Palermo (3 rd & 4 th floors); Mr. Palangan (2 nd floor); & Ms. Sabina Viernes (Ground floor).
Video	A video on Disaster Preparedness is now available.
Door re-varnishing	Ecclesiastical door will be re-varnish this summer.
Foyer refurbishing	The foyer at the library’s entrance has been refurbished.
Repair of venetian blinds	The blinds at the Religion section were repaired on Sept. 28 2010.
Washing, repairing, repainting of Miguel de Benavides Library	These are being done by the Gamboa Construction (started on Dec. 8, 2010), still on-going.
Relocation	<p><i>Lumina Pandit</i> exhibit ended last March 12, 2011. In view of this, the following areas will be transferred:</p> <ul style="list-style-type: none">• <u>General Reference & Information Section</u> will occupy the Right Wing (Ground Floor)• <u>Map Room</u> will be transferred to the General Reference and Information Section at the ground floor• Current Serials will now occupy the Left Wing (Ground Floor)• Map Room Area will become a stock area for library materials candidate for weeding
Fabrication of a Listening Room	The construction of Listening Booth at the Music Section will start this summer 2011.

PROPOSALS AND REQUESTS FOR AY 2011-2012

Projects	Activities
Air condition units	For follow-up (4 air condition units, window type) 3 units, (High School) 1 unit, (Health Sciences)
Audio Sound System	To upgrade the sound system at the Conference Hall.
Bookends	To acquire/purchase 1,000 pcs (big) bookends for the different sections/branches to replace the small bookends.
Book chute	To request one book chute for the Health Sciences Library.
Carrel	To remodel 100 carrels.
Ceilings	To repair the ceilings at the Humanities & Serials Sections.
Chairs	To acquire new chairs to replace the old ones. 17 computer chairs (Graduate School & Humanities) 1 librarian chair (Social Science) To repair some broken chairs. To re-upholster the drafting chairs.
Computer table	To request four (4) computer tables for the Multimedia Room at the Humanities Section.
Discussion Rooms	To follow up the request of the faculty members to provide discussion room/s at the Health Sciences Library.
Door (Metal)	Social Sciences & Humanities sections request to replace doors of their respective sections with metal, because the present one is not durable as compared to stainless/glass door.
Electrical Outlet for Laptop Users	To install electrical outlets on at least one (1) table in every section /branch intended for lap top users.
Fire Extinguisher	To install one (1) fire extinguisher at the stock room of Heritage Library.
Flooring	To replace the flooring of the Civil Law section and repainting of the lobby of the 5 th floor.
Lights (electric)	Continue the regular checking and replacing of busted lights.
Logo Sticker	To install the Miguel de Benavides Library logo sticker on the glass doors of the ff.: High School, Grade School, Humanities & Religion, Graduate School, Civil Law, Science & Technology, and Serials.
Pest/Termites Inspection & Spraying	To conduct periodic pest/termites inspection & spraying.
Forum	To coordinate with the Professional Development Committee for the in-house seminar this coming May 2011 regarding Emergency Awareness.

IV. COMMITTEE ON EXTENSION SERVICES

Committee Head: *Narcelita Lane T. Olamit*

Members:

Teresa Estoya
Fatima Calingasan
Bernadette de la Vega
Elma Nagorite
Rowena De la Meda

Projects	Activities
Visit to Sitio San Martin, Bamban, Tarlac <i>April 25, 2010</i>	<ul style="list-style-type: none"> • Dance and song numbers were presented by the group. • Conducted artwork contest for Aeta children. • Coloring books, crayons, and snacks were distributed by the group.
Visit to Sitio San Martin, Bamban, Tarlac <i>August 29, 2010</i> <i>March 27, 2011</i>	Educational games were conducted for the Aeta children. The group donated snacks and prizes for the said games.
Visit to Golden Acres <i>October 24, 2010</i>	<ul style="list-style-type: none"> • Distributed biscuits, mineral water, dusters and toiletries to 21 elders of St Anne ward. • Cash donations from USTLA and from Ms. Estrella Majuelo.
Organized a library in Baguio City <i>November 27-30;</i> <i>December 18-19, 2010</i>	Organized 450 volumes of book collections of Fr. Frederick Fermin, O. P., former UST Rector.
Makibata <i>December 9, 2010</i>	Donated cash to Makibata Scholarships Foundation
Tour of the Lumina Pandit Exhibit <i>January 7, 2011</i>	Ten (10) street children under the care of Sr. Chiara Idili from Our Lady of the Angels Community, Kanlaon Q.C., were invited to view the Lumina Pandit Exhibit. Snacks were provided after the tour. The children were accompanied by Ms. Narcelita Lane Olamit.

PROPOSED ACTIVITIES/PROJECTS FOR AY 2011-2012

Projects	Activities/Objectives
<ul style="list-style-type: none"> ◆ Construction of Chapel at Sitio San Martin, Bamban, Tarlac ◆ Sitio San Martin Library Visit ◆ Golden Acres Visit, <i>October 2011</i> ◆ Visit to the Little Sisters of the Elderly in <i>May 2011</i> ◆ Organize a small library (tentative) 	<p>To solicit additional budget</p> <p>Continuous commitment to visit and monitor the “Sitio San Martin Library.”</p> <p>Continuous commitment to visit “Golden Acres.”</p> <p>To visit “Home for the Aged” at Blumentritt, San Juan.</p>

V. INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

Committee Head: *Ma. Cecilia D. Lobo*

Members:

Christian Barlan

Angelica Frances Cruz

Joel Palangan

Projects	Accomplishments
Millennium Library Software	<ul style="list-style-type: none">• The list of freshmen students for the 1st semester was loaded in the Millennium last June 2010. Additional list for the 2nd semester was loaded last November 2010.• Monthly full systems back-up was conducted.• RHEL 4.8 (Millennium OS) was renewed.• A temporary ID Server was installed.• Errors in the Serial Module of Millennium were traced.• Automated inventory of books was conducted.• Four (4) WebOpac units at the Health Sciences were replaced
LOReNZo WebOpac	<ul style="list-style-type: none">• All white CRT monitors were replaced with black CRT monitors• Fifteen (15) UPS, Uninterruptible Power Source were distributed to different sections and branch libraries.• WebOpac units at the ground floor were relocated.
Library Homepage	<ul style="list-style-type: none">• Each page of the Library website already displays the corrected layout on major browsers (IE 7/8, Firefox, Google Chrome, Apple Safari on Windows XP platform; and Apple Safari and Firefox on the MacOS platform).• The Web Server was reformatted last November 20, 2010 due to viruses attack.
Other Matters	<ul style="list-style-type: none">• All the computer units in the Heritage Library were replaced with new Hi-Speed units.• Fifteen (15) new computers arrived last May 2010.• New complete set of computers and 7 LCDs arrived last October 2010.• Internet connection in the Multimedia Room at the Humanities section was installed.

Projects	Accomplishments
Other Matters	<ul style="list-style-type: none"> • LCD Projector in the Multimedia Room at the Humanities section and Conference Hall were swapped. • One (1) computer unit was used for Point of Sale (POS) at the General Reference and Information section. • Defective and obsolete CPUs and monitors and other computer peripherals were turned-over to the Property Custodian Office for proper disposal. • One (1) new Switch/Hub was installed at the General Reference and Information section. • One (1) new Switch/Hub in the Heritage Library was installed as replacement for the old unit. • One (1) additional computer for the new librarian was installed in the Social Sciences section. • The defective CPU in the Serials section used for encoding was replaced. • New printer was installed in the Circulation Section. • For the 2nd Semester, a total of 265 cases were recorded as the number of times that the Security Gate alarmed due to improper check-out of books. • Science Direct Online Quiz was successfully conducted. The names of the winners were already posted on the Library Homepage. They were: Science Direct Online Quiz Winners * Top Prize: 2 GB iPod Shuffle and Elsevier Teddy Bear Ms. Evangelyn Grace Matias <i>Faculty of Medicine & Surgery</i> * 2nd Prize: USB Drive and Elsevier Teddy Bear Ms Rosalie May Buban <i>Faculty of Pharmacy</i> * 3rd Prize: USB Drive and Elsevier Teddy Bear Mr Ernest Paolo Saldivar <i>Faculty of Pharmacy</i> * 4th Prize: USB hub and Elsevier Teddy Bear Ms. Nina Marie Ysais <i>UST Graduate School</i> * 5th Prize: USB hub and Elsevier Teddy Bear Mr. Miko Jim Paulo <i>College of Education</i>

LIBRARY INQUIRY STATISTICS
 (QUESTIONS RECEIVED FROM “ASK A LIBRARIAN” - LIBRARY HOMEPAGE)
 A.Y. 2010-2011

Month	Directly Answered	Forwarded & Answered	Total
June	32	0	32
July	63	2	65
August	32	4	36
September	44	11	55
October	15	10	25
November	23	7	30
December	12	7	19
January	18	12	30
February	16	16	32
March	5	11	16
TOTAL	260	80	340

PROPOSED ACTIVITIES/PROJECTS FOR AY 2011-2012

Millennium Library Software	<ul style="list-style-type: none"> • Acquisition of ID Swipe Reader for Ecclesiastical Faculties Library, UST High School Library, and Education High School Library Circulation. <ul style="list-style-type: none"> - for faster transaction in issuing books to patrons in branch Libraries • Acquisition of Book Check Machine. <ul style="list-style-type: none"> - for check-in and check-out of books • Acquisition of Self Checkout Machine. This will allow the patron to checkout or renew an item without going to the Circulation section. • Acquisition of new Data Barcode Scanner to replace those which are in use for almost 5years. • Renewal of Red Hat Enterprise Linux (RHEL) Subscription. In accordance with the Red Hat Enterprise Linux Errata Support Policy, the regular 7 year life-cycle of Red Hat Enterprise Linux 4 will end on February 29, 2012. After this date, Red Hat will discontinue the regular subscription services, such as; new bug fix, enhancement, and security errata updates, as well as technical support, therefore, an upgrade is necessary. • Upgrade of the Millennium OS, from RHEL4 to RHEL5.
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LOReNZo WebOpac	<ul style="list-style-type: none"> • Acquisition of the following items for WebOpac units: <ul style="list-style-type: none"> - 15 complete set computer with LCD monitor - 30 Non-Wide LCD Monitor to replace all OPAC CRT monitors - 19 UPS, Uninterruptible Power Source protection from power interruption and to prevent loss of data
Library Homepage	<ul style="list-style-type: none"> • Selection & training of Working Scholar assigned to help in the maintenance of the Library Homepage for A.Y. 2011-2012. • Acquisition of 2 HP Tower type servers.
Others Matters	<ul style="list-style-type: none"> • Acquisition of new Security Gate to secure the books of Ecclesiastical Faculties Library. • Purchase new LCD Projector for the Conference Hall to replace the old projector. Old unit will be used by the General Reference and Information section for library orientation. • Acquisition of USB Network Adapter for the different sections (Filipiniana, Social Science, Graduate School, and Humanities section). <ul style="list-style-type: none"> - To avoid Word Processing units being infected by viruses and worms which cause data loss, wireless network adapter is needed to update the antivirus (Semantec). • Acquisition of External IDE/SATA Enclosure for backup purposes. • Project Proposal: IT Day (Information Technology Day at the Library) • Implementation of the Industrial Engineering Students' Recommendation for ISO Application: <ul style="list-style-type: none"> - Author Notation Generator - Automatic Log-in/Log-out by ID swipe in the Internet Stations - Online Reservation of Discussion Rooms

Angelica Frances M. Cruz

VI. COLLECTION DEVELOPMENT COMMITTEE

Committee Head: *Nora M. Matawaran*

Members:

Madonna Remedios Alonzo

Raquel Lontoc

Edward Puzon

Dolores Morante

Lilibeth Cardenas

*** Adequate Collection for Student Services**

Books

Non-Print Materials

Gifts & Exchange Materials

Serials

Online Journals/Databases

BOOKS

A total of **9,715 volumes** were added in our collection for the AY 2010-2011.

	Purchased	Donation	Replacement
College	7,650	1,255	32
High School	507	153	2
Education High School (EHS)	87	19	2
Grade School	3	5	-
TOTAL	8,247	1,432	36

NON-PRINT MATERIALS

	TITLES	REMARKS
CD	327	Purchased, 17 Accompanying materials, 272 Donation, 37
DVD	241	Purchased, 131 Accompanying materials, 109
Maps	42	
Poster	1	
Transparencies	16	For High School Library

GIFTS & EXCHANGES MATERIALS

	TITLES	VOLUMES
Donations Received		
Books	756	1,093
Theses	125	151
Non-print Materials	19	42
UST Publications	17	27
Gifts (Journals)	439	1,125
Exchanges (Journals)	37	59
Donated Items	1,217	2,480

SERIALS

SECTION	TOTAL NO. OF SUBSCRIPTION
Serials Section	
Foreign Subscription	265 + 5 supplements
Local Subscription	40
Newspapers	9
Health Sciences Library	
Nursing	23
Physical Therapy (PT)	10
Medicine	75 + 5 supplements
Ecclesiastical Faculties Library	
Foreign Subscription	86
Local	6
Civil Law	
Foreign Subscription	7
Local	3
High School Library	
Foreign Subscription	8
Local	4
Education High School	
Foreign Subscription	1
Local	9
Grade School	
Foreign Subscription	3
Local	3
TOTAL	562

STUDENT SERVICES STATISTICS

Library Service	1 st Sem	2 nd Sem
Number of Students using the library	365,481	310,539
Number of Students borrowing library materials	84,916	68,466
Number of Students referred to other school	442	400
Document Delivery Services	180 articles	40 articles
Number of students assisted in ILL	26	7
Number of orientation conducted	21 Colleges /Departments	
Number of User Education /Tutorials	15 Colleges /Departments	
Number of Internet Users	100,871	92,851

BOOK FAIR

Annual Book Fair participation of faculty members, library coordinators, librarians, and students last September 15-19, 2010 at the SMX Convention Center.

E- BOOKS & JOURNALS

Online Databases	Total No. of Journal Title
1. EBSCOhost —The world's largest scholarly, multi-discipline full-text database designed specifically for academic institutions.	12,742
2. JSTOR — Also known as Journal Storage, provides full-text of archival scholarly journals and literature in the fields of Arts and Sciences, Humanities and Social Sciences.	3,249
3. ProQuest — Covers all major clinical and health care discipline including medical sciences, immunology and pharmacy.	1,943
4. ScienceDirect — The leading source for scholarly journals specifically scientific, technical and medical (STM) information such as in the fields of Physical Sciences and Engineering, Life Sciences, and Health Sciences.	3,856
5. Gale Virtual Reference Library — Easy access to reference e-books in the field of Business, Education, General Reference, Information and Publishing, Nation and World, Science, Social Science, Technology. (e-books)	18
6. Benavides Project (DocuVu) — Covers UST Graduate School theses/dissertations published from 1995-2005 only.	
7. CIPPA (Computerized Index to Philippine Periodical Articles) — Provides selective indexing of articles found in over one hundred popular magazines, journals and leading newspapers in the Philippines published from 1988 to the present.	
8. Philippine e-Lib — Union catalog of the National Library of the Philippines, UP, CHED, DOST and Department of Agriculture .	

VII. COMMITTEE ON LINKAGES

Committee Head: *Maria Luz C. David*

Members :

Anna Rita L. Alomo

Lucille B. Adriano

Lady Catherine M. Relevante

Edward H. Puzon

Lordelyn R. Tiamson

ACCOMPLISHMENTS

Key Performance Indicators (KPI)	Baseline	AY 2010-2011		Projected	Accomplishments/ Projects
	Actual (2009-2010)	Target	Actual	AY 2011-12	AY 2010-11
1. No. of Library consortium projects	15	16	15	16	<p>The Consortium for Theological Studies Open Library Policy “Guidelines on Library Use” has been finalized and approved by majority of the consortium active members. It was suggested that the project be implemented next AY 2011-2012. The consortium guidelines will be signed by the librarians of the consortium member institutions during the meeting in April 2011.</p> <p>After signing the Consortium it will be added/uploaded in the library website under <u>Guidelines on library use</u>.</p>
2. No. of signed Memorandum of Agreement (MOA) with other universities and colleges	5	5	5	6	<p>After checking the Library's partner institutions Memoranda of Agreement, no renewals are necessary for 2011.</p>

LINKAGES PARTNERS WITH MOA

Institutions	Effectivity	Termination
FOREIGN		
1. CEPESA – Centro Portugues de Estudos do Sudeste Asiatico (Portuguese Centre for the Study of Southeast Asia) – UST Partner	October 26, 2004 (valid for 5 years)	<p><i>(Indicated in the contract)</i></p> <p>This agreement is valid for 5 years as from the date of its signing and is renewed automatically for further 5 years unless one of the two parties informs the other in writing of his wish to terminate the agreement 6 months in advance of the desired date of termination.</p>

LINKAGES PARTNERS WITH MOA

Institutions	Effectivity	Termination
LOCAL		
2. U.P. Institute of Library Science (CDS-ISIS-Computer Program)	March 28, 1995	Effective until terminated by either party
3. Ayala Foundation, Inc. Filipinas Heritage Library (LibraryLink Project)	March 26, 2006 (valid for 3 years)	Renewed April 15, 2009
4. Asian Development Bank (ADB)	January 2003	To be renewed automatically each year
5. Consortium for Theological Studies	March 16, 1998	

Key Performance Indicators (KPI)	Baseline	AY 2010-2011		Projected	Accomplishments/ Projects
	Actual (2009-2010)	Target	Actual	AY 2011-12	AY 2010-11
3. UST Publications	9	10	9	10	<ul style="list-style-type: none"> The Philippine Journals Online (PhilJol) site has been uploaded to the Library Website under the Open Access E-Resources. Res Socialis Journal of UST Social Research Center stopped its publication since 2008. Unitas last issue was Vol. 82 No. 1 of June 2009. The publication was temporarily suspended due to the physical restructuring of the UST Publishing House. Publication operations will resume on December 2011.

PROPOSED PROJECTS FOR AY 2011-2012

Projects	Timetable	Budget
1. Increase the number of linkages and exchange partners, either local or foreign institutions	Continuing	As per meeting with the concerned parties
2. Meeting with the members of the Consortium for Theological Studies Open Library Policy	April 2011	Php 1,000
3. Establish a consortium for DOMNET Libraries	End of AY 2011 – 2012	As per meeting with the concerned parties
4. Inclusion of the Consortium for Theological Studies Open Library Policy on the Library website as partner institution	June 2011	
5. Organize a forum	October 2011	Php 5,000
6. Renewal of signed MOA (Memorandum of Agreement with other universities and colleges)	Continuing	

VIII. COMMITTEE ON RESEARCH AND PUBLICATIONS

Committee Head: *Marivic G. Usita*

Members:

Jenneth G. Capule

Diana V. Padilla

Noli Magtaan

Ginalyn M. Santiago

Ma. Serena A. Alejo

Projects	Updates
Library Publications 18th century-- Vol. 2 Part 2	The Chief Librarian, Ms. Estrella S. Majuelo, is the person in charge of this publication.
19th century -- Vol. 3 Part 2	Checking and editing are ongoing.
Rare Periodicals	Ms. Jenneth Capule is the librarian in-charge of this publication, still an on-going process. It was agreed that Ms. Capule will collaborate with Spanish professor from U.P., Ms. Maria Luna, who will be in-charge of the content description of every rare periodical title while Ms. Capule will take care of the physical description.
Lumina Pandit Catalog	The Catalogue of Lumina Pandit was launched last July 16, 2010 at the UST Library Conference Hall.
Proceedings of the Conference on Pharmacy	Future publication of the Proceedings of the Conference on Pharmacy Dynamics, Ethics and Significs: Filipino-Spanish Contributions to the History of Pharmacy. This was a 2-day conference held on February 8-9, 2010 and sponsored by the UST Library and the Faculty of Pharmacy. The compiled papers are with Asst. Prof Anna Maria Gloria Ward for initial reading and editing. Ms. Arleen Abad will do the layout.
Pictographic History of UST Library 1901-Present (A Coffee Table book)	The Committee has come up with the first draft of the project for publication.
Library Brochures	The folded poster type of the library brochure is maintained.
News in Print	Maintained the 4 issues (June, September, December 2010 and March 2011) for A.Y. 2010-2011. - The new layout artist is Ms. Raquel B. Lontoc together with Ms. Abad effective September 2011.

News in Print Contributors AY 2010-2011

June 2010 Issue

Anna Rita L. Alomo
Jenneth G. Capule
Angelica Frances M. Cruz
Kaori B. Fuchigami
Maria Cecilia D. Lobo
Raquel B. Lontoc
Maria Czarina D. Lopez
Diana V. Padilla
Marilou G. Palermo
Jonas T. Sahagun
Michelle M. San Gabriel

September 2010 Issue

Ana Rita L. Alomo
Lourdes Fatima C. Calingasan
Jenneth G. Capule
Ma. Luz C. David
Kaori B. Fuchigami
Shiela M. Ortencio
Diana V. Padilla
Ginalyn M. Santiago

December 2010 Issue

Anna Rita L. Alomo
Lourdes Fatima C. Calingasan
Angelica Frances M. Cruz
Raquel B. Lontoc
Nora M. Matawaran
Arlene P. Matias
Diana V. Padilla
Edward H. Puzon
Jonas T. Sahagun
Michelle M. San Gabriel
Ginalyn M. Santiago
Marivic G. Usita

March 2011 Issue

Asst. Prof. Anna Maria Gloria S. Ward
Lucila B. Adriano
Anna Rita L. Alomo
Madonna Remedios V. Alonzo
Fatima Lourdes C. Calingasan
Jenneth G. Capule
Ken Aldrin M. Garcia
Raquel B. Lontoc
Nora M. Matawaran
Marilou G. Palermo
Edward H. Puzon
Jonas T. Sahagun
Juanita D. Subaldo
Marivic G. Usita

Marie Claire O. Azcarraga - 4PSED1
Maria Neslyn A. Hermogenes - Lumina Pandit
Exhibition Guide
Issah Marie C. Orate - III St. Charles (USTHS)
Marikit A. Valmadrid - Working Scholar

PLANS FOR AY 2011-2012

1. To encourage all members of the support staff who have attended forums and seminar-workshops organized by the HRD to contribute/write articles.
2. To work on the completion of the pictographic history of the UST Library by the end of School Year 2011-2012.
3. Encourage librarians to conduct research studies and also publish them in scholarly journals.

LIBRARY USER EDUCATION SUMMARY REPORTS for AY 2010-2011

Library User Education, as defined by The Harrod's Librarian Glossary, is a program of information provided by libraries to users, to enable them to make more efficient, independent use of the library's stock and services. A program of user education might include tours, lectures, exercise and the provision of support materials. Also termed as library instruction and library orientation.

FRESHMEN LIBRARY ORIENTATION

DATE	COLL./FAC./DEPT.	TOTAL NO. OF SECTION/S	TOTAL NO. OF STUDENTS	VENUE
June 21-23, 25, July 9	Faculty of Medicine & Surgery	4	531	CME Auditorium
June 22	College of Tourism & Hospitality Management	10	517	Medicine Auditorium
June 23, 25, 28-29	College of Nursing	12	590	Nursing Auditorium /Computer Laboratory
June 21, 23, 25, 28-29	College of Commerce	24	1,030	Rizal Conference Hall
June 21-23, 25, July 9	Faculty of Medicine & Surgery	4	531	CME Auditorium
June 22	College of Tourism & Hospitality Management	10	517	Medicine Auditorium
June 23, 25, 28-29	College of Nursing	12	590	Nursing Auditorium /Computer Laboratory
June 21, 23, 25, 28-29	College of Commerce	24	1,030	Rizal Conference Hall
June 25, July 7	Faculty of Ecclesiastical Studies	4	76	Library – Internet Section
June 28	College of Accountancy	24	1,107	Medicine Auditorium
June 28-29, July 1-2	Faculty of Engineering	38	1,900	Engineering Conference Hall
June 29, July 1, 5	College of Fine Arts & Design	14	618	Beato AVR
July 1	Faculty of Arts & Letters	23	1,157	Medicine Auditorium
June 25, July 7	Faculty of Ecclesiastical Studies	4	76	Library – Internet Section
June 28	College of Accountancy	24	1,107	Medicine Auditorium
June 28-29, July 1-2	Faculty of Engineering	38	1,900	Engineering Conference Hall
June 29, July 1, 5	College of Fine Arts & Design	14	618	Beato AVR

DATE	COLL./FAC./DEPT.	TOTAL NO. OF SECTION/S	TOTAL NO. OF STUDENTS	VENUE
July 1	Faculty of Arts & Letters	23	1,157	Medicine Auditorium
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June 28-29, July 1-2	Faculty of Engineering	38	1,900	Engineering Conference Hall
June 29, July 1, 5	College of Fine Arts & Design	14	618	Beato AVR
July 1	Faculty of Arts & Letters	23	1,157	Medicine Auditorium
July 6	Conservatory of Music	5	230	Recital Hall 2, Educ. Bldg.
July 8	College of Education	12	587	Albertus Magnus Auditorium
July 9, 16	Institute of Physical Education and Athletics	3	142	IPEA Bldg.
July 12, 14, 28	College of Architecture	12	560	Beato AVR
July 13-16,19-20	UST High School	9	475	High School Bldg.
July 24	Graduate School	-	110	Tanghalang Teresita Quirino
July 24	Teacher Certificate Program (TCP)	1	25	Room 315, Education Bldg.

INTER-LIBRARY LOAN SERVICES

SEMESTER	NO. OF TITLES LOANED
1 st Semester	26 titles
2 nd Semester	7 titles

DOCUMENT DELIVERY SERVICES

SEMESTER	NO. OF DOCUMENTS DELIVERED
1 st Semester	180 articles
2 nd Semester	40 articles

ELECTRONIC RESOURCES USAGE

DATABASE	TOTAL NO. OF SEARCHES 1 st Sem	TOTAL NO. OF SEARCHES 2 nd Sem
EBSCO	910,303	1,213,044
ScienceDirect	84,142	66,030
ProQuest	23,455	13,615
Gale Virtual Reference Library	34,692	49,508
EBSCO A-Z	7,106	No report yet
JSTOR	No report yet	

STATISTICAL REPORT

	1 st Sem	2 nd Sem
Number of Students Referred to other Institutions	442	400
Number of Off-Campus Researchers	708	706
Number of Alumni Researchers	237	132
Database Usage		
1. EBSCOhost	466	605
2. ScienceDirect	163	257
3. ProQuest	130	44

ELECTRONIC RESOURCES TUTORIALS

DATE	COLL./FAC./DEPT.	TOTAL NO. OF SECTIONS /PARTICIPANTS	VENUE
July 27, 2010	Graduate School	39 students (Class of Rev. Fr. Norberto M. Castillo, O.P.)	Internet Section
Aug. 2010	Faculty of Sacred Theology	9 students	Ecclesiastical Faculties Library
Aug. 3, 2010	Medical Technology Interns	7 sections	Internet Section
Aug.16; Sept.16; Oct.16; Dec. 16, 2010; Jan. 17 ; Feb. 16, 2011	Faculty of Medicine & Surgery	173 OB Clerks	Medical Informatics Center
Sept. 14, 16-18, 2010	College of Commerce & Business Administration	17 sections (Third Year)	Internet Section
Nov. 30; Dec. 1-3, 2010	Faculty of Pharmacy	8 sections	Internet Section
Feb. 1-5, 7, 9, 16, 21, 2011	Faculty of Arts & Letters	438 students (16 sections - all 3rd yr.)	Internet Section
Jan. 28, 2011	College of Science	39 students 3-CHEM c/o Mr. Noel Peñafuerte, Class Pres.	Internet Section
Feb. 10, 2011	College of Architecture	43 students IV-3 c/o Ms. Aurora Amanda Fernandez, Class Pres.	Internet Section
Feb. 21 & 23, 2011	Education High School	191 students (4 sections – 2nd & 3rd yr.)	Computer Laboratory (Educ. Bldg.)

TOP USERS OF ELECTRONIC RESOURCES

MONTH	RANK # 1	RANK # 2	RANK #3
June	College of Accountancy	College of Commerce	Graduate School
July	College of Accountancy	Graduate School	College of Nursing
August	College of Accountancy	Graduate School	College of Nursing
September	College of Nursing	Graduate School	Faculty of Medicine & Surgery
October	College of Nursing	Graduate School	Faculty of Medicine & Surgery
November	College of Commerce	College of Nursing	CTHM
December	College of Commerce	College of Nursing	Graduate School
January	College of Nursing	Faculty of Pharmacy	Graduate School
February	College of Nursing	College of Commerce	Graduate School
March	College of Nursing	College of Commerce	Faculty of Arts & Letters

Anna Rita L. Alomo

UST Library Teambuilding and Planning Activities

The UST Miguel de Benavides Library held its annual teambuilding and planning activities last April 7-8, 2011 at the Thunderbird Resorts in Binangonan, Rizal. Thunderbird Resorts is perched in a highland valley that offers breathtaking view of Laguna Bay. The Library Committee on Professional Development chaired by Kaori B. Fuchigami spearheaded these activities. It was participated in by the entire library staff.

The planning session, was held on day 1 with the presentation of the Library accomplishments for AY 2010-2011 and plans for the incoming academic year as discussed by the chairpersons of the eight Library committees, namely, Professional Development, Human Values, Physical Facilities, Extension Services, Information Technology, Linkages, Collection Development and Research and Publications. Ms. Estrella S. Majuelo, the chief librarian, discussed the fundamentals of the Library's Mission and Vision and the results of the latest Library Student Exit Survey. Ms. Diana V. Padilla, one of the UST librarians, presented the accomplishment reports of the recently concluded and highly successful exhibit of the library, the Lumina Pandit. In addition, Fr. Angel Aparicio, O.P., Prefect of Libraries, announced the upcoming project of the Library called "Lumina Pandit II," a sustainable partnership program with the Union Bank of the Philippines. The topic on Crisis Management Awareness and Energy Conservation was discussed by Juanita D. Subaldo, head librarian of the Humanities section, an item which is very timely.

The group savored the meal served at the Mediterranean-inspired restaurant Nueva Laguna situated in a koi pond and waterfalls. During the night, the library staff unraveled themselves with the elegant interior of the resort and the breathtaking view of the Manila skyline. Afterwhich, they had dinner by the Pool Bar, some members of the group played billiards, while some enjoyed the videoke music and the rest visited the lively and bubbly show at the

international casino inside the resort.



The library staff poses for a souvenir photo before heading back to UST.

The place provides a remarkable setting for relaxation. Some took a dip into the aqua blue infinity pool, surrounded by a manicured tropical leisure area with a palm, rustic feel. Nearby,

there is a jacuzzi for an even more intimate plunge.

A Holy Mass was held in the morning of day 2. It was officiated by Fr. Aparicio. Afterwards, the library staff gathered at Nueva Laguna to participate in some fun-filled activities prepared by the Committee. It was filled with laughter, screams and shouts, as the library staff absolutely had great time during the games.

The organizers of this activity, with the support of the Library Administrators, focused on giving fun and bonding among the library staff, emphasizing leadership skills as integral to great teamwork. It also explored ways by which the staff can apply library's mission and vision in their day-to-day work.

Kaori B. Fuchigami

A Certified Working Mom-Librarian



Working moms find ways to balance work and life and learn strategies and solutions to simplify life. They use their potentials, knowledge and abilities at work, rather than to stay at home. For them, intellectual stimulation, problem solving, and coping with challenges increase their feelings of self-esteem and self-confidence. It is a wonder how these moms manage to do it all.

I find the totality of these to this young woman, Mrs. Jenneth Gomez-Capule whose naive personality is a wonder mom to a young boy. She was born on September 13, 1983, the youngest of the four siblings of Mr. Jose Gomez and Mrs. Felicisima Gomez, and alumna of UST.

She finished her elementary and secondary education at St. Mary's Academy in Baliuag, Bulacan and obtained her Bachelor of Secondary Education, major in Library Science "Cum Laude" at the University of Santo Tomas in 2004. It was in the same year that she passed the Licensure Examination for Librarians given by the Professional Regulations Commission.

Her first employment was at the Immaculate Conception School for boys in Malolos, Bulacan. In June 16, 2006, she became part of the UST Miguel de Benavides Library. Her first assignment was at the Health Sciences Library as Asst. Head Librarian from June – December 2006. In January 2007 she was transferred to the Antonio Vivencio

del Rosario UST Heritage Library as Head Librarian of the section, a position she holds up to the present.

She is now pursuing her master's degree at the UST Graduate School and currently writing her thesis with the topic "Geriatric-friendly library: a Q Methodology."

Jenneth, as we call her in the office is married to Joy Capule, an account executive in C and E Publishing Inc. whom she met at the Immaculate Concepcion where she was then working as the school librarian and Joy, as a guidance counselor. Their union was blessed with an angel, a son whom they named Jion Jared. The letter "J" for them is so significant.

At work you will not see her idle. She is a hard-working librarian who attends to her clientele with a smile and always with a ready hand. She is a smart lady, one who always keeps herself busy with paper works and is very dependable.

I have known her as a loving and respectful daughter, a family-oriented, very meticulous, shy and quiet but easily bursts into laughter during light moments. Doing everything for her family makes her complete. Home work for her is not a hard task as long as one does it with love. Being a mom can be tough, but knowing Jenneth, she takes it with ease and pride, her beautiful face reflects everything in her.

She believes and holds on to these two quotes: "The true person is one who still enjoys the scenery even when taking a detour" and "Commit to the Lord whatever you do and your plans will succeed." ...Proverbs 16:3.

Chona L. Manguilin

Fr. Angel Aparicio, O.P.
Prefect of Libraries

Ms. Estrella S. Majuelo
Chief Librarian

UST LIBRARY STAFF

Abad, Ma. Arleen	Estudillo, Agnes	Morante, Dolores
Adriano, Lucila	Fuchigami, Kaori	Nagorite, Elma
Alejo, Ma. Serena	Garcia, Ken Aldrin	Olamit, Narcelita Lane
Alomo, Anna Rita	Gestiada, Enrique	Padilla, Diana
Alonzo, Madonna	Guinto II, Manuel Angelo	Palangan, Joel
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Barlan, Christian	Lauro, Annabelle	Panizal, Evangeline
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Calingasan, Fatima	Lontoc, Raquel	Relevante, Catherine
Caña, Mercy	Magtaan, Nemesio	Sahagun, Jonas
Capule, Jenneth	Mangona, Jasmin	San Gabriel, Michelle
Cardenas, Lilibeth	Manguilin, Chona	Santiago, Ginalyn
Cruz, Angelica	Manuel, Leonila	Subaldo, Juanita
David, Maria Luz	Martin, Perla	Tiamson, Lordelin
Del Meda, Rowena	Matawaran, Nora	Travilla, Rafael
Dela Vega, Bernardita	Matias, Arlene	Usita, Marivic
Estoya, Ma. Teresa	Milabo, Ma. Theresa	Viernes, Sabina

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Ms. Estrella S. Majuelo Marivic G. Usita

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Angelica Frances M. Cruz
Maria Luz C. David
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