

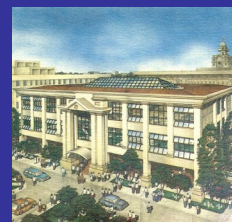


News in Print

University of Santo Tomas
MIGUEL DE BENAVIDES LIBRARY

Issue No. 77

June 2012



The Library Administration is pleased to inform the readers of the UST Library's development and dynamic performance for the school year 2011-2012 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.

What's Inside

♦ UST Library Committees	2	♦ Committee on Linkages	14
♦ Committee on Professional Development	2	♦ Committee on Research and Publications	16
♦ Committee on Human Values	4	♦ Library User Education	17
♦ Physical Plant Facilities-TQM Crises Committee	7	♦ UST Library Teambuilding and Planning	19
♦ Committee on Extension Services	10	♦ Librarians Participate in PAARL Summer Conference	20
♦ Information and Communication Technology Committee	11	♦ UST Librarians Visit Libraries in Thailand	21
♦ Collection Development Committee	12	♦ Seminar on Digitization	23
		♦ It's More Fun in Summertime	24

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 Fuchigami

Members: Mercy Caña, Arlene Matias, Rosemary Balbin, Ken Aldrin Garcia, Enrique Gestida, Ma. Theresa Milabo

LIBRARY PROFESSIONAL ACADEMIC CONSUMMATIONS

Librarians & Support Staff who have finished their Masteral Degree (2012)	Librarians who are currently working on their Special Project and Thesis	Librarians who have attended forum organized by the Library and other Professional Organizations for AY 2011-2012	
* Librarians 1. Capule, Jenneth (MALIS) 2. Sahagun, Jonas 3. San Gabriel, Michelle (MLIS)	Alonzo, Madonna Fuchigami, Kaori Subaldo, Juanita Usita, Marivic	Adriano, Lucila Alomo, Anna Rita Alonzo, Madonna Caña, Mercy Capule, Jenneth Ciar, Angelica Frances David, Ma. Luz Fuchigami, Kaori Lobo, Ma. Cecilia Lontoc, Raquel	Manguilin, Chona Manuel, Leonila M. Matias, Arlene Olamit, Narcelita Lane Padilla, Diana Ramos, Fatima San Gabriel, Michelle Santiago, Ginalyn Subaldo, Juanita
* Support Staff Balbin, Rosemarie (BLIS)	Librarian who Passed the Comprehensive Examination Alomo, Anna Rita - exam dates, March 29-30, 2012		

LIBRARIANS ENROLLED FOR THEIR MASTERAL DEGREE

UST	Other schools
Alomo, Anna Rita Alonzo, Madonna Lontoc, Raquel	Manguilin, Chona Puzon, Edward Fuchigami, Kaori - Philippine Normal University (PNU) Santiago, Ginalyn - Baliuag University

CONFERENCES/SEMINARS ATTENDED BY LIBRARY STAFF


Date	Topic
June 28, 2011	Learning Session on Responsible Parenting for UST Couples @ Work
July 8, 2011	Learning Session on House Bill No. 244 – RH Bill
August 9, 2011	Learning Session on Image Enhancement
September 13, 2011	Business Correspondence Writing
September 13-18, 2011 (<i>Manila International Book Fair</i>)	<ul style="list-style-type: none"> • Copyright: Empowering the Research University Forum • Libraries and Librarians in Nation-Building: Reaffirming the Role of the Information Professional in Fostering Transformational Change • Policing Plagiarism and Copyright Updates • Fight or Flight: Librarians Response to Demands of Today • Web Safety and Security • Library 2.0 Geared Towards the Changing Information Landscape • Magna Carta for Library Workers • Librarians as Knowledge Managers in the Networked Knowledge Economy Seminar • Effective Strategies on Customers Service
November 4, 2011	Information Poverty on Climate Change: Information Consumption on the Nation's Objective
November 28, 2011	Film showing on the "Life of St. Dominic"
March 2, 2012	Lecture-Forum on Resource Description Access (RDA) : A Guide to the Basics
March 30, 2012	"iGroup E-Content Day"
April 18-20, 2012	National Summer Conference by PAARL "Planning, Developing and Managing Digitization Projects and Researches for Libraries and Information Centers"
May 29-30, 2012	Library In-House Seminar- "Working Towards the UST Miguel de Benavides Library Digitization"

PROFESSIONAL OFFICERSHIP

Librarians/Position	Organization
Lobo, Ma. Cecilia – Treasurer	Philippine Association of Academic and Research Librarians (PAARL)
Usita, Marivic – Auditor Alomo, Anna Rita – Board Member	UST Library Science Alumni Association (USTLSAA)
Sahagun, Jonas – Secretary	Philippine Group of Law Librarians (PGLL)
Padilla, Diana – President Alomo, Anna Rita – Vice President Matias, Arlene – Secretary Santiago, Ginalyn – Treasurer Cruz-Ciar, Angelica Frances – Auditor Palermo, Marilou – P.R.O.	UST Librarians Association (USTLA)

AWARD/RECOGNITION

Date	Award/Recognition	Recipient
March 2, 2012	<i>Hiyas ng UST Awards</i> * Service Awards: 15-Year Service 20-Year Service 30-Year Service * Most Punctual * Candidate for Most Outstanding Employee ...	Balbin, Rosemary Gestiada, Enrique Jr. Lapid, Edgardo; Milabo, Ma. Theresa Magtaan, Noli; Travilla, Rafael Morante, Dolores
March 9, 2012	<i>Dangal ng UST Awards</i> * Gawad Benavides – 30-Year Service * Most Outstanding Librarian	Usita, Marivic San Gabriel, Michelle

 *ANNUAL BENCHMARKING ACTIVITY Library Benchmarking - Bangkok Thailand, May 17-21, 2012
--

PROPOSED PROJECTS FOR A.Y. 2012-2013

Projects	Activities/Objectives
Benchmarking	<ul style="list-style-type: none"> • Set clear guidelines for benchmarking • Tour to different libraries both local and international • Attendance to conferences both local and international
Short Courses	Computer literacy program for support staff
Forum/Seminar	Set clear guidelines for attending seminars/fora

II. COMMITTEE ON HUMAN VALUES

Committee Head: *Michelle San Gabriel*

Members: Lucila Adriano, Leonila Manuel, Rowena Del Meda, Agnes Estudillo, Manuel Guinto, Perla Martin

Events	Activities
Visit of Our Lady of the Holy Rosary <i>July 20-27, 2011</i> The UST Theological Society organized a week of Prayer and Gratitude for Priest with the theme Beato Juan Pablo II. <i>July 26-August 3, 2011</i> Novena in Honor of St. Dominic de Guzman <i>July 28 to August 5, 2011</i>	This endeavor aims to promote community prayer through the Block Rosary devotion in honor of our Blessed Mother. Mrs. Manuel and Mrs. San Gabriel participated in the veneration and procession of the image of Bl. John Paul II while Mrs. Lauro, Mrs. Martin, and Mrs. Adriano joined in the Prayer Vigil and the Eucharistic celebration. This annual activity aims to strengthen the clergy's commitment to their priestly vocation. <ul style="list-style-type: none"> • In celebration of the feast of St. Dominic de Guzman, founder of the Order of Preachers, the UST Center for Campus Ministry, in cooperation with the Faculty of Thomasian Volunteers, Thomasian Professional Lay Dominican Fraternity and Holy Name Society, UST Chapel had organized a Novena in honor of St. Dominic de Guzman from July 28 to August 5, 2011 at the Santisimo Rosario Parish.

Events	Activities
<p>Forum on “Legacy of Saint Dominic” <i>August 5, 2011</i></p> <p>UST Martyr’s Week with the theme “Martir na Tomasino: Modelo ng Pagsaksi kay Kristo, Inspirasyon sa buhay ko” <i>September 19-23, 2011</i></p> <p>Librarians’ Recollection <i>October 17, 2011</i></p> <p>1,100,00 Rosaries for World Peace <i>November 11, 2011</i></p> <p>Visit of Our Lady of the Rosary of “La Naval” <i>December 6-7, 2011</i></p> <p>Library Staff Christmas Party <i>December 17, 2011</i></p> <p>Thanksgiving Mass for the Life and Service of All Departed Thomasians <i>January 25, 2012, 5:00 p.m.</i></p> <p>40,000 Voices <i>January 27, 2012, 6:00 p.m.</i> <i>UST Grandstand and Open Field</i></p>	<ul style="list-style-type: none"> • This was participated in by: Lucila Adriano, Gigi Panizal, Raquel Lontoc, Elma Nagorite and Jay Mangona. <p>Participants were selected UST High School students and had the chance to watch the film “Dominic: Light of the Church”. They listened to the talk of Fr. Roland Castro, OP, about the legacy of St. Dominic.</p> <ul style="list-style-type: none"> • The event aimed to uphold the Thomasian awareness and devotion to the UST Martyrs through a series of activities. Mrs. David and Mrs. San Gabriel attended the opening of the exhibit, “Martyr’s Week Exhibit” at the Library ground floor. Consequently, Mrs. Adriano and Mrs. San Gabriel attended symposium on the UST Martyrs and the process of Beatification at the UST Central Seminary. • This occasion honors the University’s beatified martyrs who were once its teachers and students. The Theological Society spearheaded the said activity. <p>The committee organized the Librarians’ Recollection with the theme “Living in Fullness Everyday” at the SPC Vigil House, Katikling, Taytay, Rizal. Fr. Dexter Austria, OP, was the recollection facilitator.</p> <p>Last Nov. 11, 2011, at 11:00 a.m., the entire Thomasian community paused to pray the Holy Rosary for peace in our country and the whole world. Participants were administrators, faculty members and support staff of the university.</p> <p>The image of Our Lady of the Rosary of “La Naval” had an overnight visit in the University. The visit was part of the University’s Quadricentennial celebration.</p> <p>A Christmas Party was held at the lobby of the Miguel de Benavides Library from 9:00 a.m. to 11:00 a.m. Programs, prizes and gifts were prepared during the said event.</p> <p>Mass was held on the said date for the repose of the souls of all departed Thomasians. Prior to the said date, mass intention sheets were distributed to the staff (filled-up with names of all deceased Thomasians they knew).</p> <p>This was one of the highlights of the Neo-Centennial celebration of the University of Santo Tomas which gathered almost 40,000 members of the UST community to sing as one in praise and thanksgiving for God’s unending grace.</p> <ul style="list-style-type: none"> • Provided the Office of the Sec. General the list of participants. • Took charge of the registration and distribution of kits to all the library staff participants. • Sent through e-mail all the details of the said event.



Events	Activities
Neo-Centennial Retreat at the Quadricennial Pavilion <i>Feb. 22-24, 2012</i>	<ul style="list-style-type: none"> To mark the start of the university's 5th century the Dominican fathers prepared this very significant spiritual event dubbed as UST NEO-CENTENNIAL RETREAT last February 22-24, 2012. This was held at the Quadricennial Pavilion (the new UST gym). Theme of the said activity was "As the Father has sent me so I send you." Participants include administrators, faculty members and support staff of the university.
Reminding of the Religious Practices of the University <i>March 7, 2012</i>	An e-mail was sent to library staff to remind everyone that once they hear the UST Angelus bell rings they have to stand and pray the Angelus at noontime and the Prayer of Divine Mercy at 3 p.m. This is in solidarity with the religious practices of our beloved Catholic University.
Treat to Graduating Working Scholars, Caleruega, Batangas and SouthRidge Tagaytay <i>March 25, 2012</i>	<p>Held annually to recognize the working scholars' service to the library.</p> <ul style="list-style-type: none"> Attendees include Administrators, 15 Librarians, 5 Regular Staff, 18 Graduating Working Scholars (3 working scholars did not join) Itineraries include the ff. : Mass/tour/picture taking at Caleruega Lunch/Snacks at Ma'am Linda Bernardo's resthouse in South-Ridge Tagaytay, Went swimming, played cards, billiards and other sports at the Club House. Tribute to the library staff was prepared by the graduating scholars
Monthly Birthday Mass	A Mass is offered to all birthday celebrants every 2nd Wednesday of the month at the Santisimo Rosario Parish Church.
Monetary Contributions	<p>The cash donations were given to the bereaved families of the following library staff:</p> <ul style="list-style-type: none"> Gestiada Enrique Elma Nagorite Rica Alejo Boots David Imelda Guinadan

PROPOSED ACTIVITIES A.Y. 2012-2013

Activities	Target Date	Venue	Participants	Budget
Film Showing "Dominic: Light of the Church"	Aug. 7, 2012	Library Conference Hall	College/High School Students/ Library Staff	P3,000.00
Librarian's Recollection	Oct. 19, 2012		All Librarians	P35,000.00
Library Christmas Party	Dec. 17, 2012	Library Lobby	All Staff	P75,000.00
Forum entitled "St. Thomas Aquinas: The Unending Legacy of God's Faithful Servant"	Jan. 25, 2013	Library Conference Hall	High School/College Students/ Librarians/Regular Staff <i>Resource Speaker: Dr. Jove Jim S. Aguas- College of Accountancy</i>	P3,000.00

Activities	Target Date	Venue	Participants	Budget
Mass for the Birthday Celebrants	Every 2 nd Wednesday of the Month	Santisimo Rosario Parish Church		P720.00
MASS PREPARATIONS: <ul style="list-style-type: none"> • Basic training/seminar for lectors/readers/commentators/lay ministers • Recruitment for Liturgical Choir atleast 10 people 		Campus Ministry	Members/Volunteers	P2,500.00

III. PHYSICAL PLANT & FACILITIES –TQM CRISES COMMITTEE

Committee Head: *Juanita Subaldo*

Members: Marilou Palermo, Jonas Sahagun, Sabina Viernes, Lucy Bermudez, Rafael Travilla



Disaster Preparedness Response

The Miguel de Benavides Library participated in a university-wide evacuation drill on June 30, 2011. The drill started at the sound of the alarm at 10:10 AM and ended at 10:40 AM. It took the library 7 minutes to evacuate the building with an estimated number of 521 occupants at the time of the drill. Head count at the evacuation area was 439.

The Committee arranged a Library Emergency Team to take charge of the following roles: Chairperson/Emergency Manager, Ms. Estrella S. Majuelo; Co-chairperson, Ms. Nora Matawaran.

The Committee also arranged an Evacuation Floor Plan which assigned the use of a specific

exit/stair by each section of the library. This is for the smooth flow of traffic during an evacuation.

With regards to the fire alarm system, Oleander Marketing has completed its installation and was tested last June 1, 2011. Installed items are the following: (1) 213 smoke detectors; (2) 34 bells; (3) 2 heat detectors; (4) 35 strobe lights; (5) 35 push stations; and (6) 1 fire alarm control panel.

All fire extinguishers were checked by Oleander last August 11, 2011 and replaced 12 pieces of dry chemical fire extinguishers. Some emergency lights were also pulled-out and repaired, with parts replaced, last November 5, 2011 and January 6, 2012.

Projects	Accomplishments
Acrylic display cases	Cases were delivered to different sections last October 3, 2011.
Air condition units	One (1) air condition unit was delivered to the Administration Office last March 14, 2012 to replace an old one.
Air conditioning maintenance/technicians	The librarians evaluated the work performance of the aircon technicians assigned to the library air conditioning as instructed by Fr. Aparicio.
Book stands	147 pieces of book stands were delivered to sections and branch libraries. A total of 49 pieces are still available at the Humanities Section.
Broken tiles	Repair of broken and uneven tiles along the walkways in front of the library was finished last July 6, 2011.



Projects	Accomplishments
Discussion & Individual Study Rooms	Repainting of rooms was finished last October 2011.
Lights/Electrical outlets	<ul style="list-style-type: none">• Single Line Technicians regularly checked and replaced busted lights.• Electrical outlets for laptop users have also been installed in some sections and branch libraries.
Listening Room	Construction of a listening room in Music section was already finished.
Shelves	Seventy five (75) new shelves were delivered to Filipiniana Section. Replaced shelves were distributed to different sections.
Trash cans	Twenty nine (29) trash cans were delivered to different sections and branch libraries.
Wall fans	Two (2) wall fans were installed at the Conference Hall.
Water leaks	Facilities Management Office (FMO) is continuously monitoring and repairing water leaks inside the library.
Waterproofing	Water proofing was conducted last Feb. 14, 2012.

PROPOSALS AND REQUESTS FOR A.Y. 2012-2013

Proposals	Activities
Percentage of air conditioned areas	<ul style="list-style-type: none">• Installation of an air condition unit at the General Circulation area• Replacement of beyond-repair air condition units of Serials Section, Health Sciences Library & High School Library• Transfer of one (1) air condition unit from Drafting Room to Multi-media Room
Construction of a Multimedia Room	Renovation of the High School Library & construction of a Multimedia Room
Physical improvement projects	<ul style="list-style-type: none">• Re-tiling of floors of the different sections & branches• Repair of ceiling at the Humanities and Serials sections• Repair of roof at the walkways• Repair of door of the comfort room at the 2nd floor• Renovate the General Circulation area to make it ergonomically designed• Replacement of wooden fence at the library• Replacement of metal doors at the Humanities and Social Sciences sections• Repainting of some sections, especially those areas damaged by water leaks• Repainting of counters of the Social Sciences & Humanities sections• Repainting of roof at the rear portion of the library.
Improvement of furniture & fixtures, and equipment * Chairs	<ul style="list-style-type: none">• Acquisition of more chairs to replace the old ones• Acquisition of four (4) computer chairs & four (4) mono-block chairs for the Graduate School section• Re-upholster some drafting chairs• Repair of some broken chairs

Proposals	Activities
<ul style="list-style-type: none"> * Carrels * Shelves * Bookends * Others 	<p>Remodeling of more carrels</p> <ul style="list-style-type: none"> • Acquisition of more shelves (Serials, High School, Health Sciences) • Repainting of shelves of different sections/branches <p>Acquisition of more bookends (big size)</p> <ul style="list-style-type: none"> • Purchase of four (4) LCD televisions intended to the ff.: Multimedia Room, High School, Education High School & Information sections/branch libraries. • Acquisition of two (2) book chutes for Health Sciences library and General Circulation area • Acquisition and installation of roller blinds at the Current Serials section and Ecclesiastical library
<p>Safety device</p> <ul style="list-style-type: none"> * Sprinkler system/automatic fire suppression system * Fire alarm system * Emergency lights * Fire extinguishers * Panic devices * Communication devices * Others 	<p>Installation of dry sprinkler as recommended by the Bureau of Fire Protection, District 5, Manila.</p> <p>Monitoring of fire alarm system regularly</p> <p>Monitoring of emergency lights regularly</p> <p>Monitoring of fire extinguishers regularly</p> <p>Installation of panic devices at some emergency/exit doors</p> <p>Acquisition of six (6) units of two-way radio or walkie-talkie</p> <ul style="list-style-type: none"> • Acquisition of one (1) battery operated transistor radio • Attendance to emergency situation forums conducted by the university crisis management committee and proper and dissemination of information
<p>Proper maintenance of the building</p> <ul style="list-style-type: none"> * Electrical equipment * Air conditioning unit/s * Annual inspection of library building * Number of pest control, fumigation, etc. * Sanitation and waste management 	<p>Monitoring of regular inspection of electrical outlets, etc. and busted lights replacement conducted by the electricians</p> <p>Monitoring of regular cleaning and maintenance of air conditioning units conducted by the technicians</p> <p>Monitoring of annual inspection of the building structure</p> <p>Monitoring of pest control activities such as insect spraying and fumigation conducted by a company commissioned to do the work</p> <p>Proper orientation and monitoring of janitorial services employees assigned at the library, as well as, all library staff</p>
<p>Information devices installation</p> <ul style="list-style-type: none"> * Signage * Others 	<p>Acquisition of signage as requested by the respective head librarians</p> <p>Installation of one (1) LCD television at the ground floor area which can be used to promote library services and other library related activities</p>

IV. COMMITTEE ON EXTENSION SERVICES

Committee Head: *Narcelita Lane Olamit*

Members: Madonna Alonzo, Teresa Estoya, Lourdes Fatima Ramos, Bernadette de la Vega, Jasmin Mangona, Elma Nagorite

Projects	Activities
<p>Bamban, Tarlac Outreach</p> <p>Visit to Sitio San Martin <i>August 30, 2011</i></p> <p>Visit to Sitio San Martin <i>September 25, 2011</i></p> <p>Survey of area for the proposed construction of chapel <i>October 23, 2011</i></p> <p>Meeting with the parish priest <i>December 4, 2011</i></p> <p>Makibata Scholarships Foundation <i>December 7, 2011</i></p>	<ul style="list-style-type: none"> Presented some visual aids such as maps and rosaries Distributed snacks to aeta children The group of Ms. Estoya gave some candies while the library donated Filipino-English dictionary Conducted writing strokes and writing the alphabet Distributed snacks to aeta children The group donated snacks while Ms. Majuelo donated pail and dipper Met with Mr. and Mrs. Carlito Policarpio regarding the proposed construction of a chapel in the community Distributed snacks to aeta children Met with Fr. Claro Lacson, parish priest in Bamban, and Mr. Carlito Policarpio, town councilor, regarding proposed construction of a chapel project Gave 120 packs of goods to Aetas <p>Gave cash donations to Makibata Scholarships Foundation</p>
<p>Visit to the Congregation of the Little Sisters of the Abandoned Elderly, San Juan, Manila <i>May 14, 2011</i></p> <p>Visit to Angels Community, Kanlaon, Quezon City <i>July 12, 2011</i></p> <p>Donation to library staff affected by Typhoon Pedring and Quiel <i>September 2011</i></p> <p>Visit to Golden Acres (Home for the Aged), Quezon City <i>October 15, 2011</i></p> <p>Visit to Cottolengo Filipino, Inc. Montalban, Rizal <i>November 27, 2011</i></p>	<ul style="list-style-type: none"> The group presented dance and song numbers to the elders Distributed snacks to the elders Donated some goods: coffee, sugar, sotanghon, milk, etc. <p>Donated 50 pieces of sandwiches (c/o Ms. Catherine Relevante and Ms. Fatima Ramos) and 50 packs of Zesto drinks (c/o committee budget) to the Angels Community in Kanlaon, Quezon City</p> <p>Gave relief goods to two (2) library staff and three (3) working scholars namely: Lucila Adriano, Theresa Milabo, Anne de la Cruz, Eloisa Contreras, and Apple Legaspi</p> <p>Distributed biscuits, juices, slippers, powder, katinko ointment, and toiletries like bath soap, alcohol, tissue paper to twenty one (21) elders of St. Anne ward</p> <p>A total of twenty (20) librarians & three (3) support staff participated in the outreach activities</p>

PROPOSED ACTIVITIES/PROJECTS FOR A.Y. 2012-2013

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 ◆ 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>

V. INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

Committee Head: *Ma. Cecilia Lobo*

Members: Angelica Frances Ciar, Ginalyn Santiago, Christian Barlan, Joel Palangan

Projects	Accomplishments
Millennium library software	<ul style="list-style-type: none"> • Uploading of records of freshmen students (graduate school, undergraduate, and high school) in the Millennium database. • Monthly full systems back-up were done every end of the month • Additional module was purchased specifically SIP2 (Standard Interchange Protocol, version 2) which is use for basic communication between the Innovative server and 3M Selfcheck machine • Requested from the Registrar’s office and Santo Tomas e-Service Providers (STEPS) the contact numbers and email addresses of freshmen students to be encoded in the Millennium Circulation database
LOReNZo WebOpac	<ul style="list-style-type: none"> • Fifteen (15) new units of HP Compaq 6200 desktops were delivered last Aug. 25, 2011 and subsequently installed for Millennium client users • Installed smart card reader at the Circulation section • Thirty (30) units of LCD monitors were purchased in replacement of all CRT monitors of the library OPAC
Library homepage	<ul style="list-style-type: none"> • Improved library homepage • Liana Flores was assigned as the new working scholar to help in the website
Other matters	<ul style="list-style-type: none"> • Additional computer units for staff in all sections and branches • Relocated computer unit from Old Books section to Current Serials section • Fifteen (15) complete set of computer units, servers, barcode scanner, UPS, LCD projector for the conference hall and other peripherals were requested at the Purchasing Office • Additional one (1) printer for Health Sciences library was installed • One (1) printer at the Civil law section was replaced with a new one • New Mitsubishi XD600 projector was installed at the conference hall last July 2, 2011. The old unit Acer projector was transferred to the conference room at the 2nd floor. • Installed one (1) VGA connection from projector to control room of conference hall. VGA splitter is needed. • Last February 8, 2012, staff from Gakken (reseller of Mitsubishi projector), visited the library for preventive maintenance checkup of the projector in the conference hall

COMMITTEE REQUESTS FOR A.Y. 2012-2013

Qty	Description
10	complete set computer desktop
26	mouse (usb/black)
26	keyboard (usb/black)
2	OPAC stand (acrylic)
1	LCD projector (2,700 lumens)
1	8-port gigabit network switch
1	24-port gigabit network switch
1	UPS 3KVA (uninterrupted power supply)
1	AVR 3KVA (automatic voltage regulator)
7	UPS 500 VA
1	static wrist strap
1	monocle magnifier eyewear style with LED light or eye loupe (vinyl tube)



** Two (2) OPAC stands were approved for purchase for A.Y. 2012-2013.

LIBRARY INQUIRY STATISTICS (QUESTIONS RECEIVED FROM "ASK A LIBRARIAN" - LIBRARY HOMEPAGE) A.Y. 2011-2012

Month	Directly Answered	Forwarded & Answered	Total
June	47	19	66
July	54	16	70
August	19	7	26
September	43	30	73
October	6	12	18
November	1	40	41
December		19	19
January	20	27	47
February	20	30	50
March	19	20	39
TOTAL	229	220	449

VI. COLLECTION DEVELOPMENT COMMITTEE

Committee Head: *Nora Matawaran*

Members: Raquel Lontoc, Edward Puzon, Lilibeth Cardenas, Dolores Morante

* *Adequate Collection for Student Services*

Books
e-books
Non-Print Materials
Gifts & Exchange Materials
Serials
Online Journals/Databases

BOOKS

A total of **6,153 volumes** were added in our collection for the A.Y. 2011-2012.

	Purchased	Donation
College	5,820	791
High School	239	79
Education High School (EHS)	94	4
TOTAL	6,153	874

NON-PRINT MATERIALS

	Titles	Remarks
CD	289	Purchased, 18 Accompanying materials, 260 Donation, 11
DVD	225	Purchased, 102 Accompanying materials, 118 Donation, 5

GIFTS & EXCHANGES MATERIALS

	Titles	Volumes
Donations Received		
Books	976	1,150
Theses	231	280
Non-print Materials	16	17
UST Publications	14	53
Gifts (Journals)	269	786
Exchanges (Journals)	34	116
Donated Items	386	638

SERIALS

Section	Total Number of Subscription	
	FOREIGN	LOCAL
Serials Section	268 + 5 supplements	40
Newspapers		9
Health Sciences		
Nursing	26	
Physical Therapy (PT)	10	
Medicine	75 + 5 supplements	
Ecclesiastical Faculties	86	6
Civil Law	7	3
High School	8	6
Education High School	1	9
TOTAL	564	

NUMBER OF ARTICLES ENCODED

Academic Year	Total
As of A.Y. 2010-2011	132,862
A.Y. 2011-2012	14, 712
TOTAL	147,574

LIBRARY MATERIALS CHECK-OUT (FACULTY)

College	Total	College	Total
Accountancy	21	Guidance	18
Architecture	22	High School	51
Arts & Letters	59	Music	6
Civil Law	0	IPEA	9
Commerce	34	Medicine & Surgery	25
Ecclesiastical	3	Nursing	49
Education	38	Pharmacy	31
Education HS	0	Rehab Sciences	38
Engineering	57	Religion	12
Fine Arts	35	Science	18
Graduate School	20	Travel & HRM	21

E- BOOKS & JOURNALS

Online Databases	Total No. of Journal Title
1. EBSCOhost - Academic Search Complete - Business Source Complete - MEDLine with full text	13,179 4,942 1,480
2. JSTOR	3,249
3. ProQuest	1,406
4. ScienceDirect	3,407
5. e-books (including Gale Virtual Reference library e-books)	700

STUDENT SERVICES STATISTICS

Library Service	1 st Sem	2 nd Sem
Number of patrons using the library	406,176	329,291
Number of internet users	135,646	109,839

LIBRARY MATERIALS CHECK-OUT (STUDENTS)

College	Total	College	Total
Accountancy	8,419	High School	6,319
Architecture	8,385	IPEA	374
Arts & Letters	39,126	Library	2,587
Commerce	6,266	Medicine & Surgery	2,904
Civil Law	4,618	Music	979
Ecclesiastical	8,142	NSTP	206
Education	8,276	Nursing	4,609
Education HS	3,663	Pharmacy	4,979
Engineering	12,552	Rehab Sciences	4,159
Fine Arts	9,341	Religion	323
Grade School	61	Science	7,776
Graduate School	9,787	Travel & HRM	3,738
Guidance	341		



BOOK FAIR

- ◆ Annual Book Fair participation of faculty members, library coordinators, librarians, and students last September 14-18, 2011 at the SMX Convention Center.
- ◆ 3-Day Library Book Fair in celebration during the National Book Week last November 24-26, 2011 at the UST library exhibit area, ground floor.

VII. COMMITTEE ON LINKAGES

Committee Head: *Maria Luz David*

Members : Anna Rita Alomo, Lady Catherine De Leon, Edward Puzon, Edgardo Lapid, Annabelle Lauro
Lordelyn Tiamson

ACCOMPLISHMENTS

Key Performance Indicators (KPI)	A.Y. 2011-2012		Projected	Accomplishments/ Projects
	Target	Actual	A.Y. 2012-13	A.Y. 2011-12
1. No. of Library consortium projects	16	17	18	The Consortium of Libraries for Ecclesiastical Faculties has been added and uploaded in the library website. The MOA of the following institutions has been terminated as partners in the library consortium: a. Centro Portugues de Estudos do Sudeste Asiatico (CEPESA) or Portuguese Centre for the Study of Southeast Asia b. U.P. Institute of Library Science (CDS-ISIS- Computer Program) or the ARALIN Project
2. No. of signed Memorandum of Agreement (MOA) with other universities and colleges	5	3	5	The Ayala Foundation Inc., Filipinas Heritage Library (LibraryLink Project) will be renewed in April 2012.

2.1 Linkages partners with MOA

Institutions (<i>LOCAL</i>)	Effectivity	Termination
1. Ayala Foundation, Inc. Filipinas Heritage Library (LibraryLink Project)	March 26, 2006 (valid for 3 years)	Renewed April 15, 2009
2. Asian Development Bank (ADB)	January 2003	To be renewed automatically each year
3. Consortium for Theological Studies	March 16, 1998	

2.2 Linkages partners withOUT MOA

1. Ateneo de Manila University Rizal Library	6. U.P. Manila Library	11. International Federation of Library Associations and Institutions (IFLA)
2. De La Salle University Library	7. Consortium of Libraries for Ecclesiastical Studies	12. Dominican Network (DOMNET)
3. UP Diliman – College of Engineering Library	8. AIM World Bank DRC	13. Medical and Health Librarians Association of the Philippines (MAHLAP)
4. U.P. Diliman – College of Science Library	9. National Commission for Culture and the Arts	
5. U.P. Los Baños Library	10. Philippine Association of Academic and Research Librarians (PAARL) NET	14. Catholic Education Association of the Philippines (CEAP)

Key Performance Indicators (KPI)	A.Y. 2011-2012		Projected	Accomplishments/ Projects
	Target	Actual	A.Y. 2012-13	A.Y. 2011-12
3. Gifts & Exchange	322	170	200	<ul style="list-style-type: none"> • Ecclesiastical Faculties – 147 partner institutions • Miguel de Benavides Library – 23 partner institutions
4. UST Partner Institutions				Acquired updated list of local & foreign institutions currently serving as a link/partner of UST from Office of the Vice-Rector for Academic Affairs & Research (OVRAAR).
*Local	8	None	5	
*Foreign	56	34	40	
5. UST Publications	10	9	10	<p>UNITAS last issue was still Vol.82, No. 1 of June 2009.</p> <p>- Mr. Edward Puzon, Gifts & Exchange librarian reported that he already forwarded a letter last March 9, 2012 to the office of Fr. Isidro Abaño, O.P., to check the current status of UNITAS journal.</p>
6. Threshold 400 Exhibit				<p>The exhibit entitled “Threshold 400: A Photographic Summary of the 1st Section of the Exhibit <i>Lumina Pandit</i>” held June 2010-2011 which is located at the Miguel de Benavides library exhibit area is on-going. The said activity shall continue until June 2012.</p> <p>All materials used in the exhibit were photos enhanced in sepia effect adjusted to fit frame mounted on styrophor to emboss pictures. Also, some of the captions used were recycled.</p>

PROPOSED PROJECTS FOR A.Y. 2012-2013

Proposals	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. Establish a consortium for DOMNET Libraries	End of A.Y. 2012 – 2013	As per meeting with the concerned parties
3. Inclusion of the <i>Philippine Librarians Association Inc. (PLAI)</i> website on the library website under external link tab	June 2012	
4. Link up with Philippine e-journals and for possible addition to the library website under open access resources	June 2012	
5. Organize a forum	October 2012	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 Usita*

Members: Jenneth Capule, Diana Padilla, Chona Manguilin, Ma. Serena Alejo, Nemesio Magtaan

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 of the remaining volumes to be funded by the Union Bank of the Philippines.
19th century -- Vol. 2 Part 2	Checking and editing are ongoing.
Rare Periodicals -- Vol. 3 Part 2	Ms. Jenneth Capule is the librarian in-charge of this publication, still on-going. It was agreed that Ms. Capule would 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. Majuelo 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 Dynamics, Ethics and Significs: Filipino-Spanish Contributions to the History of Pharmacy	This was a two day conference held on February 8-9, 2010 at the UST Miguel de Benavides Library. Editing of this future publication is being done by Prof. Anette Ward. At present, Ms. Raquel Lontoc is encoding the corrections made by Prof. Ward, afterwhich, will be given to the library administrators for final reading.
Pictographic History of UST Library 1901 - Present (A Coffee Table book)	The Committee members finally came up with the final draft of the project publication. Pictures and texts were added.
News in Print	<ul style="list-style-type: none">• Maintained the 4 issues (June, September, December 2011, and March 2012) for A.Y. 2011-2012.• It was suggested by the Editor in-Chief, Ms. Estrella Majuelo, that contributors should submit their articles in a concise manner but complete in contents.
Library brochures	The folded poster type of the library brochures has been maintained.



PLANS FOR A.Y. 2012-2013

- ♦ For the News in Print, to continue encouraging all library staff and library coordinators to write library related articles and also, for those who have attended forums and seminars-workshops, to share what they have learned.
- ♦ To assign librarians and support staff to write articles on the regular activities of the library as approved by the chief editor.
- ♦ To increase the number of publications by encouraging librarians and support staff to write topics related to library issues, problems and trends, e.g., public relations, library marketing, etc.
- ♦ To encourage librarians to conduct continuing research studies and publish them in scholarly journals.
- ♦ To come up with the final copy of the Pictographic History of the UST Library.

LIBRARY USER EDUCATION SUMMARY REPORTS for A.Y. 2011-2012

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	College/Faculty/ Department	Total Number of Sections	Total Number of Students	Venue
June 6	Faculty of Civil Law	8	276	Civil Law Auditorium
June 8	Rehabilitation Sciences	7	300	Medicine Auditorium
June 8	College of Nursing	12	574	Nursing Computer Lab.
June 9-10	Faculty of Medicine & Surgery	4	511	Medical Informatics Center
June 10	Ecclesiastical Studies	1	35	Ecclesiastical Library
June 11, 14, 16-17	College of Commerce	24	1,136	Commerce AVR
June 13	Education High School	2	100	Activity Area, EHS Library
June 14	College of Accountancy	24	1,057	AMV-COA Multi-purpose Hall
June 14-15	College of Science	16	734	Blass hall, 3 rd floor
June 16, 17 & 21	College of Pharmacy	15	792	Pharmacy Computer Room
June 18	Conservatory of Music	4	216	Recital Hall
June 21 & 27	UST High School	10	503	HS Library w/tour @ Central Library
June 27	College of Fine Arts & Design	14	622	Beato Angelico, AVR 3 rd Floor
June 27	Institute of Physical Education & Athletics	3	116	UST Tan Yan Kee, AVR
June 28	College of Tourism & Hospitality Management	10	501	Education Auditorium
July 1	Faculty of Arts & Letters	25	1,200	Education Auditorium
July 1	College of Architecture	12	600	Beato Angelico, AVR 3 rd floor
July 11 & 13	College of Education	12	573	Education Auditorium
July 23	Graduate School	-	450	TARC Auditorium
July 19, 20 & 28	Faculty of Engineering	39	1,868	Engineering Conference Hall
TOTAL		242	12,164	

STATISTICAL REPORT

<i>(Based on Permits Issued at the General References Section)</i>	1 st Sem	2 nd Sem
Number of Students referred to other institutions	94	89
Number of Off-Campus Researchers	659	760
Number of Alumni Researchers	260	150
Number of Reviewees	683	91
Number of Graduate School Researchers (not enrolled)	8	52
LIBRARY SERVICES		
Document Delivery Services	9 articles	27 articles
Inter-Library Loan Services	8 titles	23 titles
Number of orientation conducted	21 Colleges/Departments	-
Number of User Education /Tutorials	15 Colleges/Departments	-

ELECTRONIC RESOURCES USAGE

Database	Total Number of Searches			
			REMOTE ACCESS	
	1 st Sem	2 nd Sem	1 st Sem	2 nd Sem
EBSCOhost	1,370,047	1,229,765	728	729
ScienceDirect	102,990	96,253 (up to Feb. 2012 only)	412	627
ProQuest	7,669	1,282	87	392
Gale Virtual Reference Library	53,107	48,877	-	44
EBSCO A-Z	6,435	5,868	-	-
JSTOR	158,855	166,138	-	-

TOP USERS OF ELECTRONIC RESOURCES

Month	Rank # 1	Rank # 2	Rank # 3
June 2011	College of Nursing	Graduate School	Faculty of Medicine & Surgery
July	College of Nursing	Graduate School	Faculty of Medicine & Surgery
August	College of Accountancy	College of Nursing	Graduate School
September	College of Accountancy	College of Nursing	Faculty of Arts & Letters
October	Graduate School	Faculty of Arts & Letters	College of Nursing
November	College of Nursing	Graduate School	College of Commerce
December	College of Commerce	Faculty of Pharmacy	Graduate School
January 2012	College of Commerce	College of Nursing	Graduate School
February	College of Nursing	College of Commerce	College of Accountancy
March	College of Nursing	Graduate School	Faculty of Arts & Letters

ELECTRONIC RESOURCES TUTORIALS

Date	College/Faculty/ Department	Total Number of Participants	Venue
June 10	Ecclesiastical Faculties	35 students	Internet Section
June 13-17, 27-28; July 5, Aug. 5	Faculty of Pharmacy	876 students	
June 16; July 16; Aug. 16; Sept. 16, 2011; Jan. 16 & Feb. 15, 2012	Faculty of Medicine & Surgery	177 students	Medical Informatics Center
June 14	Graduate School – Class of Fr. Norberto Castillo	28 students	Internet Section
July 19	College of Accountancy (4 th yr. students)	336 students	AMV-COA Multi- Purpose Hall
July 28	Conservatory of Music	14 students	Internet Section
Aug. 16	Graduate School	20 students	
Dec. 1	College of Tourism & Hospitality Management	30 faculty members; 1 admin (Dean Ma. Cecilia Tio Cuison)	Computer Lab. (Albertus Magnus Bldg.)
Dec. 2	College of Science	36 students	Internet Section
Dec. 3	College of Architecture	17 faculty members	Edades Rm. (Beato Angelo Bldg.)
Dec. 5-8, 2011 & Jan. 16, 2012	Faculty of Pharmacy	316 students	Internet Section
Dec. 6-7, 2011; Jan. 3, 6, 30-31, 2012	College of Science	566 students	
Nov. 24; Dec. 9 & 13	College of Commerce	97 students	
Dec. 13	College of Architecture	34 students	
Feb. 2 & 8, 2012	Education High School	90 students	Computer Lab. (Albertus Magnus Bldg.)
Mar. 5, 7 & 9, 2012	Faculty of Arts & Letters	298 students	Internet Section

Anna Rita L. Alomo

UST LIBRARY TEAMBUILDING and PLANNING

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

Andrew Carnegie

The UST Miguel de Benavides Library held its annual teambuilding and planning activities last April 12-13, 2012 at the Meralco Management and Leadership Development Center (MMLDC). The foundation's institutional profile specializes in providing training solutions within a total learning ambience.

Upon arrival to the place, the group proceeded to the Academic Hall for the planning session. For a



Library staff poses for a souvenir photo at MMLDC building facade.

start, Mr. Noel Adriano, duty manager of MMLDC, discussed the house rules. It was followed by the opening

cont'd on next page

prayer led by Rosemary Balbin, a member of the Professional Development Committee.

During the activity, the heads of the different committees presented their accomplishments for AY 2011-2012 as well as their plans for the coming academic year. The Library committees are: Professional Development, Human Values, Physical Facilities, Extension Services, Information Technology, Linkages, Collection Development and Research and Publications. Fr. Angel Aparicio, the Prefect of Libraries and Ms. Estrella Majuelo, chief librarian, gave their comments and suggestions after each report. One of the librarians, Ms. Diana Padilla, took down the minutes of the discussion. In addition, Ms. Padilla presented to the body an update on the Lumina Pandit 2, an ongoing project of the Library that entails four major components: conservation, digitization, publication and public presence. One of the cataloguers, Raquel Lontoc and Ken Aldrin Garcia, a support staff, acted as masters of ceremonies.

After the group's encounter, dinner was served at the lush greens and manicured koi pond followed by socials. Everyone enjoyed the music wafting in the air where everyone had the chance to try his favorite songs from the videoke.

On day 2, some members of the group went strolling around the place, had a glimpse of the aviary where rare and exotic birds reside, visited the grotto with the image of the Virgin of Antipolo. There are also other places to explore like the Eco center, Gazebo, Duck pond, and the Forest Camp area. At 9:00am a Holy Mass, officiated by Fr. Aparicio, was held at the chapel in the Residence Hall.

At exactly two o'clock in the afternoon, the library staff gathered at the Rainforest area for the teambuilding activities prepared by the Committee.

Indeed, the words of Carnegie are very much alive as manifested by the participants during the different teambuilding activities. Challenging low course actions like the alligator swamp and the thrust fall required group effort. The site was filled with laughter, screams and shouts as they cheered their group mates in climbing the hill. These challenging activities enhanced the library staff skills in communication, problem solving, leadership, planning and creativity which they can apply in their daily work.

The entire Library staff was grateful to the Committee on Professional Development chaired by Kaori Fuchigami which spearheaded these activities.

Mercy B. Caña



LIBRARIANS PARTICIPATE in PAARL SUMMER CONFERENCE 2012

“Building a Library for Tomorrow” is the goal of many libraries nowadays to help satisfy the informational needs of their clientele using innovative approaches. In this digital era, libraries have to improve their services and bring their collections closer to local and international community. One of the ways to attain this is through digitization of library materials to meet the expectations of modern and wide range of clientele. Thus, the UST Miguel de Benavides Library is now engaged in another remarkable project that has the same mission of serving more library users globally. The library aims to digitize its rare, historical and fragile books and significant documents of the University, which have been gathered through its long history.

This project is relatively new to all the library staff and is quite complicated to undertake. Careful planning and training of the information professionals who are involved in the project are needed for the success of this endeavor. In this regard, the library administrators decided to send one of its librarians Diana Padilla, the assigned lead person for the project of digitization, to attend the Philippine Association of Academic/Research Librarians (PAARL) summer conference with the theme *Planning, Developing, & Managing Digitization & Research Projects for Libraries and Information Centers*. This was held on April 18-20, 2012 in Coron, Palawan. Eight (8) more librarians of UST also joined the conference; they were: Cecilia Lobo (treasurer of PAARL), Nancelita Lane Olamit, Juanita Subaldo, Mercy Caña, Arlene Matias, Lucila Adriano, Ginalyn Santiago, and Michelle San Gabriel. The group was very keen on learning how to properly go about the process of digitization through the interesting topics that were lined up and at the same time to have fun and take pleasure in the unique Coron tour experience.

The conference started with an educational tour in which three of the most wonderful tourist destinations in Coron were visited by more than 100 delegates. These are the *Kayangan Lake*, *Twin Lagoon*, and *Maquinit Hot Spring*. Everybody was amazed with the beauty of the natural resources that Coron has to offer. Another bonding moment transpired during the fellowship dinner held at the *Balinsasayaw Beach*. Sumptuous food was served while an acoustic band, *Tribu Calamyanan* serenaded the participants with traditional songs which made them appreciate even more the culture of Coron. Afterwards, some were asked to showcase their talents in dancing and singing. The highlight of the affair was a contest on “PAARL’s search for Summer Hot Bodies 2012.” It was indeed a night to remember!

The next two days were devoted to interesting lectures on digitization by renowned information professionals in the country. The group was welcomed by the town’s honorable Vice Mayor, Mr. Gerry Barracoso.

cont’d on next page

Ms. Sonia Gemetiza, president of PAARL, gave the opening remarks.

The following topics were discussed:

Digitization for Access & Preservation: Role of Academic & Research Librarians. This was tackled by Ms. Marian Ramos, college librarian of the University of the Philippines, Diliman. She discussed the digitization processes; digitization for preservation and access; the roles of the librarians in the project; and the challenges and issues in library digitization. She emphasized the importance of assessing whether or not the digitization project is truly worthwhile before undertaking it in order to determine its true objective.

Standards and Procedures in Digitization and Digital Preservation was handled by Mr. Chito Angeles, college librarian from U.P. The discussion was quite technical, describing some terms that the librarians need to know in order to manage a digitization project. He made the talk simple and easy to comprehend especially to those who are not technologically engaged. He even gave guidelines in digital preservation.

Copyright Issues in Digital Library Environment was delivered by Ms. Fe Angela Verzosa, retired Archivist of De La Salle University, Manila. She discussed some celebrated cases on copyright infringement issues that happened internationally; the limitations to copyright; and the positions of the International Federation of Library Association (IFLA) and Society of American Archivists (SAA) in the Digital Environment. She mentioned that in some countries, libraries are allowed to reproduce and distribute copyright materials without conditions and other libraries abroad are not. This only means that no international standard is being followed by all information centers concerning copyright issues.

Digitization Projects for Libraries: Development and Management was presented by Ms. Carina Samaniego, assistant director of the Ateneo de Manila University Archives. She taught the group how to develop a well-planned proposal on library digitization project. She emphasized that the planning group should first decide the project's goal before concentrating on its technological aspect. She added that the plan must be realistic and measureable. She even showed the group the output (in CD format) of their institution's digitization project.

Preservation of Cultural Heritage: from Print Books to Digital Library: The Philippine E-Lib Experience. This was discussed by Ms. Salvacion Arlante, retired University Librarian of U.P. Diliman. She pointed out some guidelines in digitizing library materials and shared the concept of Philippine E-lib project, a national information resource-sharing consortium among five government institutions, namely, the Department of Science and Technology (DOST), Commission on Higher Education (CHED), Department of Agriculture,

The National Library of the Philippines, and UP Library System. It provides access to Filipiniana cultural heritage collections and indigenous local materials through archiving and digitized data.

Future of Newspaper Digitization and Preservation was presented by Ms. Lourdes David, director of libraries of the Ateneo de Manila University. She discussed the importance of microfilming and at the same time digitizing the newspaper issues to meet the expectations of modern library users. Microfilming of newspapers will help preserve the materials for hundred years (adhering to the preservation guidelines) while digitizing them will increase access and ease of use.

The Summer Conference was indeed beneficial to all the librarians and information professionals who are into the digitization project.

Diana V. Padilla

UST LIBRARIANS VISIT LIBRARIES IN THAILAND

“Benchmarking is a way of determining what and where improvements are called for. Analyzing how other organizations achieve their high performance level in its service and to use these strategies and systems to improve one's performances.” It is important for librarians to get new ideas and be updated with the current technologies that would contribute to their professional growth and improve the library services in a competitive standard.

The Committee on Professional Development headed by Kaori Fuchigami, organized this year's library tour in Bangkok, Thailand to benchmark with other libraries. Three librarians were sent by the UST Library to participate in this undertaking.



Librarians pose for a souvenir photo in front of the National Library of Thailand.

The librarians visited the National Library of Thailand where they were warmly welcomed by its Director, Mrs. Wilawan Sapphansaen, and librarians. The group proceeded to the conference room for a short audio-visual presentation. The Library is a national information source that offers unlimited knowledge and information technology to local and foreign patrons. It has acquired over a million

cont'd on next page

of library materials and classified in Dewey Decimal Classification system. The collections vary from Thai resources, ancient manuscript, Chinese Information Sources, Rare Books, and Music. The former name of the library was Vajirayanana Library for Capital City, and was later renamed National Library up to the present time. It is a five-story building divided into 14 different areas that offers state-of-the art equipment and technologies. The group was ushered to the Conservation and Preservation Room where the manual repair of ancient Thai manuscripts, original valuable monographs, and rare books are being done. Microfilming and digitization of the rare collections are also part of the restoration and preservation practices of the Library. It has acquired and used modern equipment made from Germany and USA to make their job easy and for fast conversion of the printed materials to digital formats. There is a workstation exclusively for the digitization of the collection. One library staff is in-charge of scanning and digitizing the materials.

The group then proceeded to the Mahidol University Library and Knowledge Center. The library provides quality resources, facilities and services to support the learning, teaching and research activities of the institution's students, faculty members and staff. Its collection has over 460,000 books; more than 2,800 journal titles and over 14,000 non-book items. Their electronic collections consist of over 6,000 electronic books; more than 12,000 electronic journals and online library tutorial. The Library has facilities and services similar to what other modern and advanced libraries have. Special library services include document delivery service in electronic format, Self Check service, discussion rooms, Mahidol Book Mobile that delivers books and articles to library patrons, access to electronic books, journals and newspapers services offered by librarians via email, online tutorials and more. The library also offers assistance to organize library access to course materials for students; video recordings of lectures by close circuit television and digitize teaching course materials. The areas of the library are classified into two zones: Quiet Zone and Discussion Zone. The **Quiet Zone** is where silence is highly observed by library patrons. It is a place for doing research and studying, while the **Discussion Zone** is an open area where the students are allowed to discuss in a loud voice but not to the extent of disturbing the people inside the Quiet Zone. The library has twelve multimedia rooms that could accommodate up to 10 persons inside. The students can borrow DVD movies available in the electronic board near the Circulation counter. This electronic board registers the different titles of movies which one can choose. The group was amazed at the library's facilities and equipment. A book shoot is placed in one corner outside the library building. Mahidol University Library and Knowledge Center is a one-stop library service provider to the community.

The last library visited was the Center of Academic Resources and the International Information Center, Chulalongkorn University. The Center of Academic Resources was established in 1978 after the merging of the

three independent units of the University such as: the Central Library, the Thailand Information Center and the Audio-Visual Center. Since 2000, Chulalongkorn University Global Development Learning Network has been an additional activity of the Center. It is housed in a 7-story building with various sections. It provides the University with academic service of excellence by keeping abreast with modern technology, using modern forms of computerized tools and linking with academic sites internationally to meet the research-oriented activities and instructional needs of the community and society. The Center has a rich and diverse collection of resources focusing on the social sciences and humanities available in printed and electronic resources. Access to these materials is through Chulalinet, the University's library network. After the library video presentation, the UST librarians had a chance to interact with the Center's Director, Dr. Pimrumpai Premssmit. The group was toured to the different sections. Thailand Information Center is one of the sections of the Center of Academic Resource. The Center was originally a joint project of the Military Research and Development (MRDC) and Advanced Research Projects Agency (ARPA) of the United States Department of Defense. On December 30, 1971, it was transferred to Chulalongkorn University and officially opened to the public on March 26, 1972. The Center ideally caters to the postgraduate students, faculty members, government and private scholars both local and foreign. Outside researchers may use the documents only at the Center's premises. It offers services such as: electronic databases, newspaper clipping, bibliographic listings, acquisitions and statistical data in social science and humanities. The collection includes: research reports, monographs, surveys, articles from magazines and periodicals, maps, theses and dissertations, *s p e e c h e s*, symposium and conference proceedings, bibliographies and statistical yearbooks.

Day 2 was spent in city tour of Bangkok and which would not be complete unless one takes some time to visit a Buddhist Temple. Thailand Buddhist temples are an integral part of Thai society. The group visited two Buddhist temples: WatBenchamabophit (the Marble Temple) is named for the gleaming white Carraramarble of which it is constructed; and the WatSuthat which was constructed in 1807 A.D. After the tour of the temples, the group proceeded to the Gems Gallery International Manufacturer, the largest jewelry shop in Bangkok. The next stop was the Samphran Elephant Ground & Zoo where the group watched the elephant and crocodile shows. The librarians also explored the must-visit place for tourists, wholesalers and traders called Chatuchak Market. It offers a variety of merchandise that will bring any seasoned shoppers to the literal saying "shop till you drop."

Truly, this activity was very productive. The librarians have learned so much from the latest trends and technologies found in libraries in Bangkok. The whole city tour was full of excitement and joy. The 3 librarians, Diana Padilla, Kaori Fuchigami and Marilou Palermo were very grateful to the University of Santo Tomas and particularly to the Library Administrators for their continuous support to this worthwhile activity.

Marilou G. Palermo

SEMINAR on “DIGITIZATION”

“**D**igital is now often the first choice for creating, distributing, and storing content, from text to motion pictures to recorded sound. As a result, digital content embodies more and more of the world’s intellectual, social, and cultural history, and the preservation of such content has become a major challenge for society. Libraries collect and preserve books and other materials for future generations to ensure that every citizen has equal access to information. With the advent of the Internet and the World Wide Web, libraries can extend their reach, unbound by time or place. The Internet has made shared knowledge and technical collaborations across national boundaries a viable endeavor.”

The UST Miguel de Benavides Library through its Committee on Professional Development organized a seminar entitled: “Working Towards the UST Miguel de Benavides Library Digitization.” This was held on May 29-30, 2012 at the Library Conference Hall. Participants were the UST Library staff and Library Coordinators. The theme of the seminar was very timely and beneficial to the staff since the Library is now working towards “digitization” of its collections.

The objectives of the seminar were to:

- determine the nature of digitization and its practice in library service;
- learn the advantages of digitization; and
- realize why the library should undertake digitization.

The invited resource persons comprised mostly of people who are in the library profession and who are engaged in digitization. They were:



Ms. Marian S. Ramos, head librarian of the General Reference and Electronic Resources section of the University of the Philippines-Diliman. Ms. Ramos talked on “Digitization for Access and Preservation.” According to her, the primary purpose of digitization is to improve access to valuable information

while digitization preservation is a long-term institutional commitment. Digitization of library resources “is changing the ways in which collections are used and accessed.” It is important to evaluate whether or not digitization is truly worthwhile before undertaking a digitization initiative.



Ms. Diana V. Padilla, the lead person of the UST Library digitization project and **Ms. Ginalyn M. Santiago**, the librarian/conservator of the UST Antonio Vivenzio del Rosario Heritage Library, presented the “Preservation of Cultural Heritage: from

print book to digital library,” and “UST Heritage = Our Heritage,” respectively.



Mrs. Lourdes T. David, director of the Ateneo de Manila University Rizal Library, delivered a lecture on “Newspaper Digitization.” She showed us how it was being done in their library. She introduced to us state-of-the-art machines they are using.



As libraries move into digital age, they increasingly face copyright and other intellectual property questions. These issues were addressed by **Atty. Vyva Victoria M. Aguirre** who lectured on “Copyright Issues in Digitization.”



Mr. Maurick C. Muya, sales executive in Cengage Learning Ltd., discussed the “Standards and Procedures in Digitization.” The entire process starts with scanned document, the input metadata that will have legal elements and attributes. After screening, it will be encoded using ‘eXtensible Markup Language’ followed by ‘Optical Character Recognition’ (OCR).



Ms. Venus B. Oruga, systems librarian from the Lyceum of the Philippines University, talked about the “Digitization of Dr. Jose P. Laurel Collection: Lyceum of the Philippines University.” Ms. Oruga shared their library’s experience in digitizing their special collections such as books, speeches, and photos of Dr. Jose P. Laurel.



Ms. Cecilia H. Espinosa, a faculty member from the UST Faculty of Engineering, is the Consultant of the library digitization project. Ms. Espinosa made an “introduction” of the library digitization project, the principal reasons for its digitization – that is, to improve access and preserve its heritage collections such as UST publications (materials published before 1945); Historical collections (Books published from 16th century to 19th century); UST Concentration Camp Collection; Rare Filipiniana (materials published before 1945); Quadricentennial Publications; Documents at the University Archives.

She also presented the challenges and roles of academic librarians in dealing with new Technologies, updating library resources as needed to stay current and most useful to patrons. In addition, she mentioned that virtual library environment requires a new technical set of competencies for librarians.

The 2 day In-house seminar was a success. Appreciation was extended for the equal efforts of the members of the Committee on Professional Development, namely, Arlene Matias, Mercy Caña, Ma. Theresa Milabo, Rosemary Balbin, Enrique Gestada, Jr., and Ken Aldrin Garcia.

Kaori B. Fuchigami

It's more fun in summertime

Researches show that most of the ailments nowadays are associated with a person's lifestyle. What we eat and what we do define what become. This is the main reason why the administrators of the Miguel de Benavides Library suggested having a fitness program for the library staff. Lack of exercise can result to so many illnesses, thus affecting one's job performance that may have a lasting effect to the welfare of the whole organization.

Spearheaded by Mercy Caña, a UST Librarian and, herself an athlete, the 'Library Staff Summer Fitness Engagement Program' was launched last May 2012. She presented a program with the following objectives: 1) to improve one's health; 2) to relieve a person from stress; and 3) to eliminate the occurrence of depression. The program was in two categories: **athletics** and **dancing**. The first category included the *cross-country training*, *exercises using body weight*, *fartlek*, and *plyometric*. By simply running, jogging or walking, a person is forced to exert energy and secrete hormones making him stress-free and may also improve one's mood naturally. *Cross-Country running* is running on an open-air course over natural terrain. The course typically takes 4-12 kilometers long, and may include surfaces of grass and earth, woodlands and open country, hills, flat ground or gravel road. *Exercises using body weight-strength* is training for building an athletic, toned physique while using one's own body as the resistance. The *Fartlek* also known as "speed play" is associated with jogging, walking and sprinting. It is a form of interval training which puts stress on the whole aerobic energy system because of the continuous nature of the exercise. *Plyometrics* (taken from "plyos" or "jumping") is a type of exercise training designed

to produce fast, powerful movements, and improve the functions of the nervous system, generally for the purpose to enhance athletic performance.

On the other hand, *dancing* was enthusiastically arranged, demonstrated and taught by Ms. Anabel de la Paz, a Spanish visiting trainee of the Library. She taught various Latin dance steps such as the *merengue*, *bachata*, *salsa* and the *swing*. According to Ms. De la Paz, global rhythms have been the excuse to teach two dance classes given to the UST library team. Solidarity, unity, fellowship, good humor and the smiles of the participants are the virtues explicit in this activity. "I found out that the most important thing is to see how classes are developed and it is then that one believes in the team as a unit. I was proud to see a group of people with different interests share a common space, in a way, returning to childhood, with expectations of learning and having the same shame and fear for errors.

Several librarians and support staff joined the program. Aside from Ms. Caña and Ms. De La Paz, the regular attendees were Evangeline Panizal, Narcelita Lane Olamit, Dolores Morante, Rowena del Meda, Arleen Abad, Diana Padilla, Nora Matawaran, Kaori Fuchigami, Raquel Lontoc, Lucy Bermudez, Agnes Estudillo, and Lordelyn Tiamson. The Chief Librarian, Ms. Estrella Majuelo, attended the two sessions in dancing.

The program lasted for only a month, but it could be the beginning of a healthier library staff; small fun, yet could last a lifetime!

Arleen M. Abad and Anabel de la Paz

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
Balbin, Rosemary	Lapid, Edgardo	Palermo, Marilou
Barlan, Christian	Lauro, Annabelle	Panizal, Evangeline
Bermudez, Lucy	Lobo, Ma. Cecilia	Puzon, Edward
Caña, Mercy	Lontoc, Raquel	Ramos, Fatima Lourdes
Capule, Jenneth	Magtaan, Nemesio	Sahagun, Jonas
Cardenas, Lilibeth	Mangona, Jasmin	San Gabriel, Michelle
Ciar, Angelica Frances	Manguilin, Chona	Santiago, Ginalyn
David, Maria Luz	Manuel, Leonila	Subaldo, Juanita
De Leon, Lady Catherine	Martin, Perla	Tiamson, Lordelyn
Del Meda, Rowena	Matawaran, Nora	Travilla, Rafael
Dela Vega, Bernardita	Matias, Arlene	Usita, Marivic
Estoya, Ma. Teresa	Milabo, Ma. Theresa	Viernes, Sabina

Editorial Staff

Ms. Estrella S. Majuelo
Editor

Marivic G. Usita
Assistant Editor

Contributors

Ma. Arleen M. Abad
Anna Rita L. Alomo
Mercy B. Caña
Maria Luz C. David
Anabel dela Paz
Kaori B. Fuchigami
Ma. Cecilia D. Lobo
Nora M. Matawaran
Narcelita Lane T. Olamit
Diana V. Padilla
Marilou G. Palermo
Michelle M. San Gabriel
Juanita D. Subaldo
Marivic G. Usita

Copyreader

Diana V. Padilla

Layout Artist

Raquel B. Lontoc

Photographers

Nemesio V. Magtaan
Joel T. Palangan

Circulation Managers

Dolores E. Morante
Rafael A. Travilla

Fr. Angel Aparicio, O.P.
Adviser

Published quarterly by the Miguel de Benavides Library, España, Manila.