



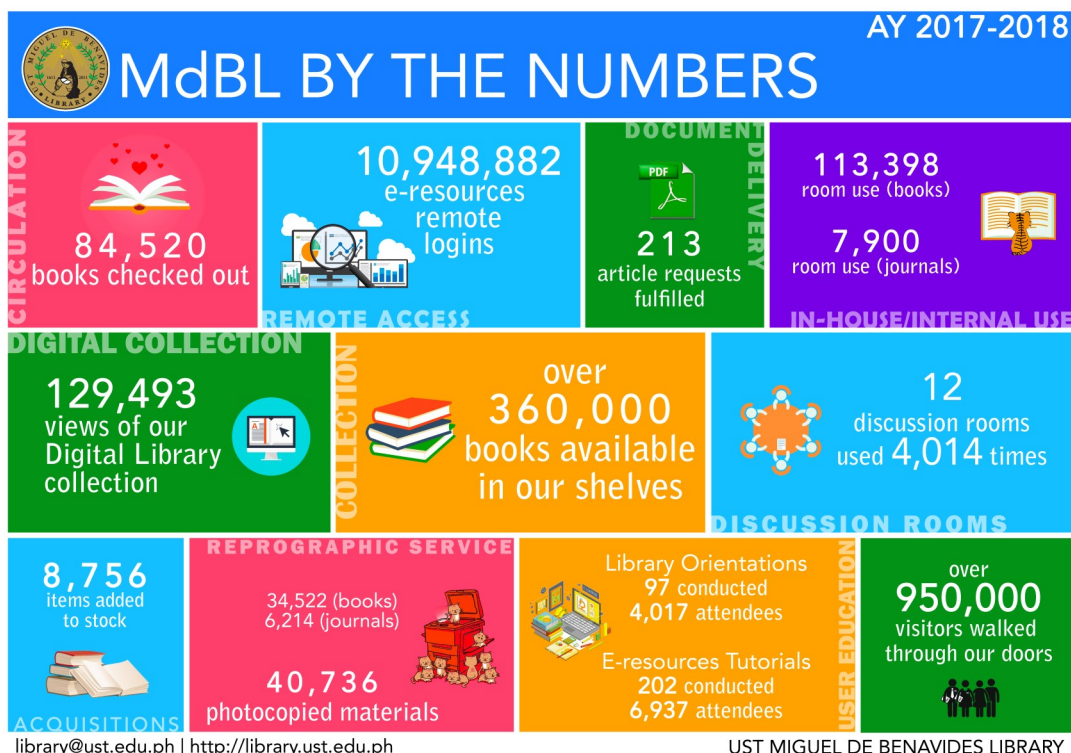
News In-Print

UNIVERSITY OF SANTO TOMAS
Miguel de Benavides Library

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Mdbl by the Numbers

Raquel B. Lontoc

An academic library becomes effective when it meets its purpose of providing relevant information resources and quality services to meet and satisfy its users' needs. The library, being the heart of the university, serves a vital role in the learning experience of its patrons. They say that a library that is not being utilized is as good as dead as it cannot justify its existence. Its continued relevance depends on the effective utilization of its resources and services, as well as, satisfaction from its users.

Amidst the changing role of libraries, the UST Miguel de Benavides Library continues to play its role by effectively providing relevant resources and delivering quality services. Last academic year 2017-2018, the library's utilization was clearly manifested by the following data: there were 10,948,882 access to electronic resources remotely (excluding access from within the university); 129,493 views of the Digital Library collection; 8,756 printed books were acquired; 84,520 books were borrowed or checked out; 113,398 books and 7,900 printed journals were room used; 34,522 books and 6,214 times journals were photocopied; 97 library orientations and 202 database tutorials were conducted; 4,014 times the library's discussion rooms were used; 213 document delivery requests were fulfilled; 32 library tours were facilitated; 29 use of facility requests were granted (conference hall); and over 950,000 visitors have walked through the library's doors. Certainly, these numbers prove the very essence of the UST Miguel de Benavides Library's existence.

COLLECTION DEVELOPMENT COMMITTEE

Nora M. Matawaran

The **Collection Development Committee** is responsible for the planning and building of a useful and balance collection of library materials based on the information needs of the library clientele. It formulates library materials selection and deselection criteria. The University administrators, library administrators, acquisitions librarian, head librarians, library coordinators, faculty members and students are all involved in the collection development of the Library.

The activities of the Committee are the following:

- acquires library materials (printed books and journals, non-print materials, electronic resources, etc.);
- attends/conducts book fairs and consults publishers' catalogs; and consults accreditation results to know the strengths and weaknesses of the different programs/disciplines in terms of library collection.

The Library houses various collections of printed books/journals, maps/posters, non-print materials such as CDs, DVDs, electronic resources such as online databases, and electronic books/ journals/ theses/dissertations.

For the academic year 2017-2018, the Library has acquired the following:

Materials	Total no. acquired	Remarks
printed books	8,282	acquired by the UST Miguel de Benavides Library
e-books	559	
non-print materials	312 titles/ 509 volumes	
printed journals	8 titles	
printed journals with online access	2 titles	
database	1 with a total of 415 titles of journals	from the UST Graduate School and UST Ecclesiastical Faculties
theses	195 titles	
dissertations	28 titles	
printed journals	157 titles	donation

The Committee aspires to select and acquire more useful library materials that will meet the research needs of students and faculty members of the university and that will serve as support to the curriculum and instruction of different colleges and faculties.

COMMUNITY AND EXTENSION SERVICES COMMITTEE

Narcelita Lane T. Olamit

Extension Services (Outreach Program) Committee

aims to support the diverse needs of the marginalized members of the community particularly children with special needs, victims of calamities and disasters, etc. The underlying goal and belief of the Outreach Program is geared towards the University's mission of 'generation, advancement, and transmission of knowledge to form competent and compassionate professionals committed to the service of the Church, the nation, and the global community'.

The Library Committee on Extension Services is composed of three projects; these are the following:

- COSMIC (Conducting Outreach Services to Maneuver Indigent Communities). This project encompasses various outreach programs and activities that aim to carefully guide and assist in providing the needs of the chosen communities and to look after their welfare.
- GALA (Giving Aid and Learning Activities). This program aims to extend help in various communities in various forms such as food, financial assistance, clothing, hygiene kits, educational materials, etc.
- Lib Timer (Library's Technical Assistance to Institutions with Muddled and yet Essential Resources). It aims to help libraries organize their collections.

Activities:

- Visit to Sitio San Martin, Bamban, Tarlac and other marginalized communities to conduct learning activities;
- Give donations (monetary and in-kind) to different marginalized and other communities in need such as: feeding program to Cottolengo Filipino, Inc. and to Fr. Simpliciano Children's Home, Tungkong Mangga, San Jose del Monte, Bulacan, cash donations to Lumad indigenous people delegates of the Lakbayan ng Pambansang Minorya and to Makibata-Aeta Scholarship Program, Bamban, Tarlac;
- Give donations (monetary and in kind) during calamities; and
- Participate in various library outreach activities.

These activities were accomplished and most of the library staff participated in and shared their time and talent to the people who need the most help. The committee hopes to develop more engaging and helpful activities to reach out to more marginalized members of the community thereby continuing to fulfill the University's mission.

HUMAN VALUES COMMITTEE

Michelle M. San Gabriel

The **Human Values Committee** organizes projects that aim to enrich the spiritual and moral well-being of the library staff. It also creates an avenue to help them develop the three (3) Thomasian core values (Competence, Compassion, and Commitment). It is also responsible for the initiation, development, and implementation of programs that will guide the library staff to firmly grasp the Thomasian Identity through a spiritual and social wellness program.

As required by the University, the Library staff participated in the three-day University-wide retreat for all administrators, faculty members, and support staff. It was held last Feb 7-9, 2018 at the Quadricentennial Pavilion, with the theme 'Ambag 2021: The Waze of Faith'. This retreat gave the Thomasian community a time to pause and engage in numerous opportunities for prayer and reflection that are vital to unleash the psychological tensions from office works.

The following activities were spearheaded by this Committee:

- a monthly birthday Mass every 2nd Wednesday held at the Santisimo Rosario Parish Church for birthday celebrators;
- participation in the Block Rosary devotion, an event initiated by the UST Center for Campus Ministry wherein a department will be visited by the Image of Our Lady of the Holy Rosary and staff would participate in praying the Rosary;
- daily recitation of the Holy Rosary;
- a forum in commemoration of the Feast of Saint Dominic de Guzman every August 8:
 - In relation to this, the Committee also conducted a film viewing of the movie 'Dominic: Light of the Church', followed by a discussion on the 'Life and Works of St. Dominic' which was held last August 30, 2017 at the Library conference hall.
 - This activity was hosted by Ms. Kaori Fuchigami, Head Librarian of the Senior High School Library, and was participated in by the sections St. Anne and St. Aurea of the UST Junior High School.
- Another activity was a forum titled 'Saint Thomas Aquinas



#YouCannotLoveWhatYouDoNotKnow' held last January 25, 2018 also at the Library conference hall in celebration of the feast of Saint Thomas Aquinas. Speakers were Rev. Fr. Jose Andriand Emmanuel Layug, academician at the Faculty of Philosophy of the UST Ecclesiastical Faculties, who highlighted the forum with his talk on St. Thomas Aquinas' life; and Assoc. Prof. Pablito Baybado, Jr., Ph.D., faculty member from the Institute of Religion, who gave his reaction on the exposition of Fr. Layug. He pointed out that in life, when you do not know somebody completely, you cannot give him the virtue of your absolute entirety, thus, you cannot love him faithfully.

- Lastly, the annual treat to graduating San Lorenzo Ruiz scholars was organized to express appreciation for the service they rendered to the Thomasian community. The treat took place at AnR Events Place & Private Pool, Pandi, Bulacan on May 20, 2018.



Apart from the abovementioned activities, a Community Mass was also held last March 8, 2018 dedicated to the birthday celebrators for the month of February and March, to the sick, and the departed members of the Library community and their loved ones.

Truly, time flies when you are having fun. Although these events evoked different sentiments, still the essence of a competent, compassionate, and committed Thomasian stood out and radiated from each staff. Another school year is about to begin and a set of new experiences is about to unlock.

Thank you to our beloved University officials, most especially to our Library Administrators for all the activities set forth to mold us, embodying the spirit of a true Christian and a true Thomasian.

INFORMATION TECHNOLOGY COMMITTEE

Lejemp V. Flores

To ensure the effective performance of the employees, the UST Miguel de Benavides Library **Information Technology Committee** designed the *Information Technology Awareness and Knowledgeability (InTAK)*. This project aims to develop the information technology skills of the library staff. At the start of every semester, this Committee organizes at least one IT related training, forum, seminar or exposure activities. Three trainings were held in Academic Year 2017-2018 in coordination with the General Reference and Information Section librarians and some publishers. InTAK also involved 20 librarians who work with the staff of Antonio Vivencio del Rosario Heritage Library (AVdRHL) to sustain the digitization project. The lead person for the said project is Ms. Diana V. Padilla, assistant chief librarian.

The Committee also designed the *Library Information Technology Enhancement (LITE)*. This is a year-round project that focuses on the enhancement of IT equipment and services. For the months of June and July, coordination with the head librarians and library network technician was established. Book inventory was also conducted. The LITE was organized with the Library suppliers to properly renew software and hardware maintenance agreements. Through coordination with the head librarians and the Library Network Technician, the LITE was able to purchase IT paraphernalia and computer units last September to enhance library services.

In addition, the annual book inventory was successfully done again, in coordination with the head librarians. Another strategy to update the library's information system was to tap the AVdRHL staff for effective implementation and monitoring of the process. For the digitization of rare books, journals, periodicals, theses and dissertations, 328 volumes of rare books were scanned, of which 97 volumes were uploaded. 108,075 pages of journals and periodicals from the AVdRHL were scanned, and 46,160 pages of rare journals and periodicals were uploaded as well. Also, 20,000 pages of theses and dissertations were scanned, of which 17,169 pages were added to the digital library website. Scanning and uploading of digitized photographs from AVdRHL have been postponed for the meantime as uploading of rare books, journals, periodicals, theses and dissertations was the priority for the academic year 2017-2018.

Indeed, the Committee strives for more productive activities to provide a conducive learning and working environment in the Library.

LINKAGES AND RESEARCH COMMITTEE

Anna Rita L. Alomo

The **Linkages and Research Committee** assists in the formation of a resilient library cooperation thru a reciprocal and beneficial sharing of resources with partner libraries/institutions of the UST Miguel de Benavides Library. It supports the instructional, research and other bibliographical needs of the members of the academic community through referrals, inter-library loans, document delivery services, etc. The activities of the Committee are fully guided by the following objectives: to strengthen and build strong connections with partner libraries, and to promote interest in reading and research work among the Thomasian community.

The UST Library maintained the 18 existing partners namely:

1. Ayala Foundation, Inc.
2. Filipinas Heritage Library
3. Asian Development Bank
4. Consortium of Engineering Libraries of the Philippines (CELPh)
5. Ateneo de Manila University Rizal Library
6. De La Salle University Library
7. UP Diliman – College of Engineering Library
8. UP Diliman – College of Science Library
9. UP Los Baños Library
10. UP Manila Library
11. Consortium of Libraries for Ecclesiastical Studies
12. Asian Institute of Management (AIM) Knowledge Resource Center (KRC)
13. National Commission for Culture and the Arts (NCCA)
14. Philippine Association of Academic and Research Librarians (PAARL) NET
15. International Federation of Library Associations and Institutions (IFLA)
16. Dominican Network (DOMNET)
17. Medical and Health Librarians Association of the Philippines (MAHLAP)
18. Catholic Education Association of the Philippines (CEAP) NCR Library Committee.

The Committee is also in charge of updating the Library on the status of its newsletter, the News in Print and other UST Library publications. The book entitled 'Antonio Vivencio del Rosario (1828-1884): A Life & Legacy of Service & Excellence' was published by the UST Library in response to the immediate request of the family of the late Ambassador Ramon V. del Rosario, Sr.

Furthermore, the Committee also encourages librarians to conduct research studies and eventually publish them in scholarly journals to promote research work in the field of librarianship. There are 14 Librarians (grouped into four), who are currently involved in research in coordination with Prof. Allan B. de Guzman, Ph.D. as their Research Collaborator/Adviser.

Indeed, Linkages and Research Committee works in multiple ways like sharing of resources, contributing metadata and records of varying types, participating in events and projects, sharing staff expertise and technology infrastructure, and helping set directions for collaborative work among partner institutions.

PHYSICAL FACILITIES COMMITTEE

Juanita D. Subaldo

The **Physical Facilities Committee** ensures that the building structure as well as the library facilities (furniture, lighting, ventilation, etc.) are well maintained and suitable for library patrons. It shapes the physical character of the department by ensuring that its facilities are ergonomically designed. The 'Disaster Risk Preparedness and Prevention' plan of the Library is also being handled by this Committee to ensure safety and security. The Committee works closely with the library administrators, librarians, office clerks, Facilities Management Office (FMO), Purchasing Office, vendors and contractors for the fulfillment of its projects.

The accomplishment for the A.Y 2017-2018 includes the following:

- A. Improved the present library structure;
 - Repainted the counters of Science & Technology and Social Sciences sections
 - Installed carpet tiles on the flooring of the Humanities and Social Sciences sections
 - Painted (epoxy) the flooring of Filipiniana and Graduate School sections
 - Renovated the laboratory area and installed a fire wall in the Stack Room of the Heritage Library
- B. Acquired and improved furniture, fixtures, equipment, etc.;
 - Acquired and purchased different furniture, equipment, fixtures, etc. for sections and branch libraries such as: air-conditioning units, book stands, book ends, book shelves, acrylic display stands, signages, frosted glass stickers, shelf label holders, office chairs, water dispenser, vacuum cleaner, microphone stands, ceiling fans, and book trucks
 - Remodeled several tables and cabinets
- C. Maintained and installed safety devices and other safety measures;
 - Annual maintenance of fire extinguisher, emergency and exit lights, fire alarm system, and CCTV
 - Installed panic device in between Humanities and Heritage Library
 - Installed fire suppression system and non-combustible wall panel (stack room)
 - Updated the emergency team regarding emergency escape plan
 - Participated in the evacuation drills conducted by the University and organized actual training in using the fire extinguisher
- D. Regular maintenance and continuous monitoring of the following: cleaning of air-conditioning units, building structure inspection, pest control, fumigation of the building, water tank cleaning; replacement of drinking fountain filter, staircase stoppers, and busted lights; maintenance of elevator and restroom; water proofing; and power supplies inspection.

With great diligence and effort, the projects and activities have materialized through the active participation of all the library staff. Thus, KRA (Key Results Area) and KPI (Key Performance Indicator) of the Committee were accomplished.

PROFESSIONAL TRAINING AND DEVELOPMENT COMMITTEE

Jonas T. Sahagun

The **Professional Training and Development Committee** aims to develop the skills, competencies, and professional/personal qualities of the library staff to enhance their work performance and increase job satisfaction. The Committee organizes/ provides seminars, trainings, benchmarking, teambuilding, and other related activities.

Participation in trainings and other related activities

All 32 librarians and 28 support staff have attended at least two seminars/trainings organized by the UST Library or by other institutions.

The Committee conducted an in-house training last July 25, 2018 followed by a seminar-workshop held last July 26-27, 2018. A Planning and Teambuilding activity was also conducted last June 7-8, 2018 with the inaugural Appreciation and Awards Night held in the evening of June 7.

Participation in benchmarking activities

Two benchmarking activities were arranged which were participated in by eight librarians and three support staff. The Committee planned one international benchmarking in Singapore where selected academic and school libraries were visited last June 11-12, 2018. Likewise, UST school librarians prepared one local benchmarking. School libraries of Ateneo de Manila University and Miriam College were visited last June 27, 2018.

Librarian-officers of professional organizations

One librarian was elected to the 2018 Philippine Association of Academic/Research Librarians, Inc. (PAARL) Board.

In summary, the ten librarian-officers have been maintained this academic year, six of whom are with the UST Librarians Association (USTLA); three are with the UST Library Science Alumni Association (USTLSAA); and one is an officer of both the USTLSAA and PAARL.

Individual and institutional membership

All 32 librarians are members of the Philippine Librarians Association, Inc. (PLAI). In addition, 29 librarians are members of PAARL; two with the Medical and Health Librarians Association of the Philippines (MAHLAP); one with the Philippine Group of Law Librarians, Inc. (PGLL); and four with the Philippine Association of School Librarians, Inc. (PASLI).

Likewise, UST Library has renewed its local institutional membership with PAARL and with the Consortium of Engineering Libraries in the Philippines (CELPh) as well as its institutional membership with the International Federation of Library Associations and Institutions (IFLA).

It is hoped that these activities help develop the professional and personal growth of the UST Library staff. The Committee aspires to provide more meaningful activities to achieve this goal.

STUDENT WELFARE AND SERVICES

Lady Catherine R. de Leon

Student Welfare and Services is responsible for monitoring and ensuring that the library services and facilities are fully utilized by Thomasian students. It works collaboratively with the General Reference and Information section, Circulation section and the Collection Development Committee to provide services and facilities in support of their academic endeavors.

This academic year, the ratio of 6.6 titles of books per student has been attained. It actually exceeded the target which is 5 titles per student as stated in the Commission on Higher Education (CHED) 2017 standards.

A total of 84,520 books were borrowed. There were also 97 library orientation sessions, and 192 online library tutorials conducted. Four hundred (400) students were referred to other institutions.

The Library still ranks second to the highest among all the departments in the University in terms of student services. It garnered 3.80 for Degree of Importance and 3.25 for the Degree of Satisfaction, the highest being 4.0.

Despite all these, the Library still aims to improve its services and facilities to meet the growing and changing demands of its clientele.

UST Librarians visit Singapore libraries

Kaori B. Fuchigami

With the upcoming re-opening of the Senior High School (SHS) Library in its new location at the new SHS building across UST campus, the UST Miguel de Benavides Library aims at understanding where improvements are needed in terms of library space, collection, technologies, programs and activities, and library marketing and promotion. As a response, the library administrators together with five (5) librarians, went to Singapore to benchmark with school libraries. The visit took place last June 11-12, 2018. The group was composed of Chief Librarian Ms. Ma. Cecilia Lobo, Assistant Chief Librarian Ms. Diana Padilla, four high school librarians, namely, Leonila Manuel, head of Education High School (EHS) Library, Lourdes Fatima Ramos and Marjorie Irish Suarez, head and assistant head of the UST Junior High School (JHS) Library, Kaori Fuchigami, head of the Senior High School (SHS) Library and Raquel Lontoc, head, General Reference & Information Section. They visited Singapore American School (SAS) Middle School Library, Singa-

pore American School (SAS) High School - Khoo Teck Puat Library, Nanyang Technological University (NTU) Lee Wee Nam Library, and the National University of Singapore (NUS) School of Mathematics and Science Library.

During the visit to the SAS Middle School Library, the group was welcomed by one of its librarians, Mr. Ron Starker. The group experienced a unique learning environment that supports, enriches and augments the classroom experience. The Library was created under a model for what is considered as 'classroom of the future'. This model incorporates possible design using the best and most current technology which is expected to result in a dynamic and modern library space.

During their visit to the SAS High School - Khoo Teck Puat Library, they were congenially accepted by Ms. Jess Loo, librarian and Ms. Simonette Torreon, a library staff. The SAS High School curriculum offers flexible and personalized academic program where students can discover and transform themselves by pursuing individual passions and encountering new ways of viewing the world. The High School Library included these programs that allow students to explore their interests, make concepts and design thinking practices.



The Library created a vision, centered around a hub concept of information, innovation and impact on students termed as a 'Center of Innovation'.

Other librarians from the group visited the NUS High School of Mathematics and Science Library which provides services and resources that meet the needs of students who have an aptitude for Mathematics and Science. The High School Library is flexible and activity-oriented. It offers a variety of social, informal and collaborative spaces for individual and group learning. The group was welcomed by Mr. Eric Francis Valles, English language and literature teacher,

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and Ms. Sheela Peranandam, assistant Library executive.

Ms. Padilla and Ms. Lontoc also visited NTU Lee Wee Nam Library. They were welcomed by Mrs. Hazel Loh, deputy director and Ms. Nurashikin Binte Mohamed Jasni, assistant librarian in-charge of Communications and Outreach. The library has a collection that covers a wide range of materials on engineering and science. It also boasts of its eminent thrusts on research support, teaching and learning, and a spacious area. Moreover, it prides itself for its impressive research support services, scholarly communication, technology, facilities as well as a variety of learning facilities available for their users such as dual screen monitors, mini-cinema, learning pods, recording room, learning commons, and research commons. It also follows the 'e-copy first' policy in terms of acquisition of library materials.

Afterwards, some librarians went to NUS Central Library. They were welcomed by Ms. Hashimah Johari, deputy University librarian. The Library comprehensively supports the research needs of the University by providing services through the assistance of the resource librarians, project teams, and functional teams. Institutional repository and scholar banks are also provided to collect and store research works of faculty members and students for easy access and reference. Additionally, provision of varied learning and collaborative spaces such as the Digital Scholarship Room, Mixed Reality Room, Information Commons, Quiet Zone, Perk Point, and technology-oriented facilities like one access e-learning platform, e-payment kiosk, online facility booking system, etc. highly encourage a visit to the Library. Moreover, the Library, being a neutral ground, urges students to use and maximize its space for academic related activities free of charge. The Library is open 24/7 during examination periods.

This Library benchmarking activity was organized by the Library Professional Training and Development Committee headed by Jonas Sahagun, the aim of which was to promote linkages among libraries. It is expected that the library facilities and current practices that were observed by the participants will be applied to the UST Library to better serve its clientele.

UST Library holds planning and team-building activities in Pampanga

Bernardita M. Dela Vega

*'Alone we can do so little,
together we can do so much.'*
~ Helen Keller

The UST Miguel de Benavides Library staff, librarians and administrators went to Lola Corazon Leisure Farm in Talang, Candaba, Pampanga last June 7-8, 2018 for its annual planning and teambuilding.

The activity started with a Holy Mass officiated by the Prefect of Libraries, Fr. Angel Aparicio, O.P. All participants showed up in their assigned shirt colors with design or logo that best describes their respective committees. During the planning activity, committee representatives presented their members and gave a thorough explanation of their t-shirt design/logo for the benefit of the panel of judges of the contest. Thereafter, heads of the different committees (Professional Training and Development, Information Technology, Physical Facilities, Extension Services, Linkages and Research, Human Values, and Collection Development) presented their accomplishment reports for A.Y. 2017-2018 and their operational plans for A.Y. 2018-2019.

The teambuilding activities commenced in the late afternoon session. The facilitators in-charge were the Traverse Outdoor Team. Exciting physical and tactical activities were prepared to challenge the participants and likewise, help promote bonding and strategy building among teammates. The activity area was surrounded with cheers and laughter as all teams aspired to become this year's over-all champion.

After dinner, the inaugural Appreciation and Awards Night was held. Congratulatory notes were given to the 2018 *Dangal* and *Hiyas* awardees. Special awards were given such as service award, most punctual librarian, and librarian/support staff of the day. There was also the People's Choice Award which was voted upon by the UST Library staff. Ms. Kaori Fuchigami won the Stunning Female Librarian; Mr. Edward Puzon was awarded as the Hottest Male Librarian; Ms. Bernadette Dela Vega secured the Captivating Female Support Staff; Mr. Rafael Travilla got the Hunky Male Support Staff; Ms. Marjorie Irish Suarez and Ms. Daisy Abolucion captured the Most Talented Librarian/Support Staff, respectively; and Mr. Lejempf Flores and Ms. Lucy Bermudez walked away as Mr. and Ms. Congeniality.

The culmination of the night was the awarding of the teambuilding and t-shirt design winners. The Physical Facilities Committee garnered the highest points in the teambuilding games and also bagged the t-shirt design contest and declared the over-all champion for 2018. Fr. Aparicio, together with the Chief Librarian, Ms. Cecilia Lobo and Asst. Chief Librarian, Ms. Diana Padilla, awarded the winners with sash and cash prizes.

The Traverse Outdoor Team again facilitated activities for the second day, beginning with a Zumba session then followed by thrilling activities such as wall climbing, rappelling, zip line, and swimming. The planning and teambuilding activity was capped off by a sumptuous lunch before heading back to UST.



Lib Talks

UST Library staff attends in-house training

Michelle Pajarillo

The UST Miguel de Benavides Library through its Professional Training and Development Committee, conducted an in-house training for all its library staff as well as for the library administrators. The training was held on July 25, 2018 at the UST Library conference hall. It aimed to keep the staff updated on various matters related to the Library.

The program started with a talk from the Information Technology Committee Head, Lejempf Flores, on locating missing books using MS Excel for possible use in the annual library inventory. This was followed by the talk of the General Reference & Information Section Head Librarian, Raquel Lontoc, who discussed library re-orientation, the latest policies, services, resources and facilities of the UST Library.

The next session was a discussion about the UST Library's electronic databases, facilitated by Mrs. Lontoc, General Reference & Information Section Asst. Head Librarian, Edward Puzon, and Science & Technology Section Asst. Head, Ma. Kristi Fevie Macasaet. They discussed, among others, the user interface and tools available in each database. This was followed by the Singapore Library benchmarking report of the Senior High School Library Head Librarian, Kaori Fuchigami, Education High School Library Head Librarian, Leonila Manuel, and Mrs. Lontoc.

The next talk was by the UST Library News-in-Print (NIP) Editor, Jenneth Capule and NIP Asst. Editor, Rosemary Balbin on the NIP Style Guide for the staff to ensure proper formatting and consistency in writing as well as guidelines on the submission of articles.

And lastly, Oleander Marketing Proprietor, Mr. Oliver Gorre, gave a demonstration to selected UST Library staff on how to use a fire extinguisher. A hands-on experience of putting out a fire using a fire extinguisher was also conducted.

With refreshed knowledge about these various matters related to the UST Library, the library staff are expected to consistently disseminate up-to-date information to its clientele.



UST Library conducts two-day seminar-workshop

Jonas T. Sahagun

To discuss current trends on digital library programs and services, the UST Miguel de Benavides Library spearheaded by the Professional Training and Development Committee, conducted a two-day seminar-workshop with the theme 'Manual to Digital: Programs and Services for today's Academic Libraries'. It was held on July 26-27, 2018 at the UST Library conference hall.

Leading the line-up of resource speakers were the UST Library's own Chief Librarian, Ms. Ma. Cecilia Lobo and Asst. Chief Librarian, Ms. Diana Padilla, discussing the UST Library and its ICT transformation and the current UST Library in the Digital Age, respectively.

Other Thomasian resource speakers were Communications Bureau Director Fr. Christopher Jeffrey Aytona, O.P., who discussed enhancement of UST Library's online presence; Office of the Vice Rector for Research and Innovation Executive Assistant for Intellectual Property and Research Assoc. Prof. Michael Jorge Peralta, LL.M., who explained intellectual property (IP) issues for libraries in the digital age; College of Education Library and Information Science Coordinator Asst. Prof. Ma. Pri-Ann Tinipunan, MALS, tackled e-literacy for academic libraries; and Educational Technology Center Director Asst. Prof. Anna Cherrylle Ramos, MSc, who discussed e-learning for academic libraries.

De La Salle University Readers' Services Librarian Mr. John Louie Zabala, discussed information literacy, specifically, library instructions and held a workshop on creation and presentation of a library instruction module.

The seminar-workshop was an accredited Continuing Professional Development (CPD) program with 12.25 CPD credit units and was participated in by all UST librarians, selected support staff, Thomasian librarians, alumni, librarians from Dominican schools, and other academic librarians.

In line with the UST Cloud campus initiative, the UST Library plans to organize more seminar-workshops geared towards the transition of the University to become a digital campus.

UST High School Libraries conduct local benchmarking in Katipunan

Rose Anne Camille C. Dionisio

The University of Santo Tomas Miguel de Benavides High School Libraries – (Senior High School [SHS], Junior High School [JHS], and Education High School [EHS]) had their local benchmarking last June 27, 2018 at the Ateneo High School and Miriam College, both located in Quezon City. It was participated in by the two (2) library coordinators: Mr. John Raymond Sandoval (JHS) and Ms. Maria Eloisa Clarice de Guzman (EHS); five (5) librarians: Kaori Fuchigami (SHS Head Librarian), Lourdes Fatima Ramos (JHS Head Librarian), Leonila Manuel (EHS Head Librarian), Marjorie Irish Suarez (JHS Assistant Head Librarian), and Rose Anne Camille Dionisio (SHS Assistant Head Librarian); and the three (3) support staff: Michelle Pajarillo (SHS), Jomar Tolentino (SHS), and Annabelle Lauro (JHS).

The said activity aimed to keep pace with the innovations and developments of other high school libraries to identify the most suitable practices of libraries in terms of services, and to learn and adapt some of their practices and techniques to improve performance.

The group's first stop was at the Ateneo Junior High School Library, or commonly known in the Ateneo community as the Junior High School Educational Media Center (JHS EMC). It is headed by Mr. Brian Aljer Coballes, EMC coordinator. This unit has two (2) sub-units, the Library and the Instructional Technology Center (ITC). It offers the typical readers' services such as book circulation, changing exhibits, and library classroom where faculty members can reserve a room to conduct their classes.

The Library, a division of JHS EMC, attains to have a youthful ambiance yet informational with the help of Gundam-Z robots, stimulating and engaging educational tools for Science subjects; catchy reminders all over the place to prompt the students about library protocols and etiquette; and interactive bulletin boards which is another approach to know students' pulse regarding the programs and services that JHS EMC offers.

On the other hand, the Instructional Technology Center (ITC) focuses on the audio-visual materials and its maintenance of the JHS EMS such as the over-head projectors, televisions, speakers, and musical instruments.

The next unit visited was the Senior High School EMC (SHS EMC) which also has the same sub-units: the Library and the ITC. However, at the moment, the SHS EMC is being supervised by the Associate Principal for Student Affairs & Formation (APSAF) and assisted by the JHS EMC.

The group went to Miriam College libraries in the afternoon. The participants first visited the High School Library Media Center (HS LMC) which opens from 6:30 AM to 5:00 PM and caters to grades 9-12. Some of its services include MakerSpace, Bibliotherapy corner, Senior High School Nook, Information File cabinets, a recording studio, and a computer station. This unit is administered by Ms. Imelda Beroña, HS LMC supervisor.

Middle School Library Media Center (MS LMC) was also included in the visit. This Library offers wide variations of educational AV materials and different MakerSpace activities for grades 6-8 such as Molding Monday (clay molding day),

Tinkering Tuesday (invention day), Wagging Wednesday (watercolor activity), Towering Thursday (building blocks day), and Fun Fun Friday (board games day). It is managed by Mr. Marion Jude Gorospe, MS LMC supervisor.

The last stop of the group was at the Higher Education Library Media Center (HE LMC) supervised by Mr. Romeo Sebastian. However, due to unavoidable circumstances, Mr. Sebastian had a prior commitment and had to endorse the group to Mr. Edre Catulin, audio-visual coordinator of HE LMC. This unit houses learning materials suited for information needs of the tertiary level students. However, the group focused their attention in the conversion process of audio-visual materials such as betamax and video home system (VHS) into video compact disc and/or digital versatile disc due to the impending plans of JHS Library to convert the current collection of video tapes into compact discs.

The success of the local benchmarking activity can be observed through the library personnel's drive to enhance the existing library programs and structure of the UST High School Libraries.



Benchmarking activity participants pose for a souvenir photo.

The UST Junior High School Library's summary of accomplishments for A.Y. 2017-2018

Marjorie Irish A. Suarez

Another worthwhile library activities were carried out last A.Y. 2017-2018 at the UST Junior High School (JHS) Library.

The following sessions were successfully conducted:

1. library orientation from July 2017 to August 10, 2018, for Grade 7 and transferee students with a total of 467 attendees
2. library instruction was given to all grade levels with a total of 1,527 attendees from August 2017 to February 2018; the topics discussed were:
 - 2.1 Library Classification System
 - 2.2. Library Information Sources
 - 2.3 Library Website
 - 2.4 Online Public Access Catalog (OPAC)
 - 2.5 Library Electronic Resources

In addition, Lourdes Fatima C. Ramos, JHS head librarian together with the JHS subject area coordinators namely, Mr. Ruben L. Sinugbahan, Mr. Joseph Christian M. Legaspi, Ms. Karen S. Yoma, Ms. Marie Christy R. Iguid, Mr. Joel Bryan A. Guevarra, Ms. Virginia T. Aungon and Ms. Jane G. Macaraeg, attended the Manila International Book Fair (MIBF) last September 14, 2018. Another successful seminar on 'Research' intended for the Grade 10 students was also prepared. This was held last October 25, 2018 with the topic 'Basic APA formatting and style' as discussed by Mrs. Kristina Isabelle Dichoso-Valerio, a faculty member from the UST Senior High School.

To celebrate the annual 'National Book Week' held last November 21-24, 2017, the JHS Library prepared the following activities: book fair, book swap, library quest, book discussion and awarding of 'Top Book Borrowers' wherein one student per grade level and one faculty were awarded for the most number of books borrowed. 'Book Spine

Poetry', 'Bookmark Making' and 'Poster Making' contests were also organized in coordination with the Readers' Club.

Lastly, the JHS Librarians have applied the learnings they acquired from their previous international benchmarking in Singapore. The schools visited were Singapore-American School and National University of Singapore on June 11-12, 2018. Local benchmarking at Ateneo de Manila University and Miriam College was also conducted last June 27, 2018.

New features in the Library were added like Bibliotherapy shelf, 'Digital Announcement Board', 'Gadget Area', and 'Chill out Areas' with 'Board Game Zone' and 'Coloring Area' for the recreational and leisure activities of students.



Some photos of the JHS Library activities

What's New in the Education High School Library?

Leonila M. Manuel

Before classes began in School Year 2018-2019, the Education High School (EHS) Library, re-arranged its furniture and fixtures such as shelves, tables and chairs for a change of study atmosphere. New Arrival Books corner was also prepared where library users can browse the newly acquired books as soon as they enter the Library.

It also purchased board games like Scrabble, Chess, and Game of the Generals in order to stimulate the keen minds of the students. A Gadget Corner was also installed to access the library's electronic resources. This was done in an informal setting where computer tablets are made available for students. Each student is given an hour to stay in the area.

EHS Library is located at the ground floor of the Albertus Magnus building and is open from Monday to Friday, 8 am to 5pm. It caters mainly to EHS students, faculty members and practice teachers of the University.



SHS Library starts the school year with fun art activities

Rose Anne Camille C. Dionisio

August is the season for the Thomasian community to welcome newbies and re-welcome familiar faces. To start up the new school year, the Senior High School (SHS) Library welcomed the new batch of students by providing them new activities that may lighten up their 'first day' of classes.

Adult coloring activity or '**Color Yourself Calm**' for the SHS crowd serves as a recreation for students who have long breaks in between classes; for those who love art but opt to enroll in non-art-related strands, and students who are simply interested in coloring activities. Various adult coloring sheets as well as coloring materials are placed in the SHS Library reading area, waiting for them to be utilized by the artsy minds.

Also, the Library placed some wall decals on the existing wall artworks done by the pioneer batch of the SHS. These decals contain quotations from notable personalities from various fields like Stephen Hawking, a theoretical physicist; Richard Armour, a light verse poet; and Mark Haddon, a young adult novelist. Wall-situated pieces such as noteworthy lines from prominent individuals serve as inspiration to the library users, and may act as reminders to maintain the serene atmosphere that can be conducive to learning.

'**Color Yourself Calm**' activity and wall displays will run all year-round in the UST SHS Library from Monday to Saturday, 8:00 AM to 6:00 PM.

UST Heritage Library improvements for A.Y. 2017-2018

Ginalyn M. Santiago

One of the UST Miguel de Benavides Library's missions is to preserve the rich heritage of the University, hence, the Heritage Library is continuously improving its facilities especially for the preservation and protection of its collection and to have a conducive working area.

Improvements were carried out to some areas of the Heritage Library which started on July 13, 2018 and were completed last August 18, 2018. These were based on the benchmarking activities done by Ms. Diana Padilla, assistant chief librarian, to some of the historical libraries and archives in Spain. Two of the libraries she visited are Biblioteca Nacional de España (Madrid) and Biblioteca General Historica de Universidad de Salamanca.

Stack Room

It is where the valuable rare book collections are stored. Proper maintenance and monitoring of environmental conditions are observed to ensure the safety of the collections. Some improvements made were:

- repair of broken walls and water proofing;

- installation of pipe bracket and hard tube for fire suppression system which controls and extinguishes fire;
- installation of LED fluorescent lights which are energy efficient, and environment safe;
- installation of non-combustible wall panel; and
- installation of security system for monitoring unauthorized entry.

Reception Area

Serves as the reading area of the researchers; installation of LED fluorescent and bulb lights were done for proper lighting.

Conservation and Restoration Laboratory

Refurbishments were done such as:

1. repainting of counter tables, walls and ceiling

2. repair of wood sliding door in the drying area
3. re-varnishing of locker cabinets
4. re-alignment of lighting fixtures
5. installation of LED lights in laboratory and bindery areas
6. cleaning of glass partition (humidification area) and glass door
7. new washing machine cabinet with built-in hooks inside
8. installation of frosted stickers on glass cabinets and windows
9. installation of panic door device with alarm between the Heritage and Humanities sections

The aforementioned renovations were made to improve the safety and security management of the collections, to modernize the facilities, thus, to better serve its researchers and visitors.

General Reference & Information Section transforms its space

Raquel B. Lontoc

The transformed library space aims to bring together both the traditional and modern libraries by providing flexible spaces, thus, serving multiple purposes as a place for an individual study and an ideal venue for interaction and collaboration.

Libraries are always evolving. To remain relevant to their customers, it must continuously examine ways to meet the evolving needs of its users. At present, libraries tend to be always under pressure to create space. Space for active learning, social collaboration, and new services.

As the new academic year opened, a newly converted General Reference & Information Section (GenRef Section) welcomed its patrons. It transformed into a flexible learning space for information technology, collaborations, reading or study. Colorful tables, chairs, as well as, comfortable and inviting bean bags are placed in the area now known as the "Learning Commons." Some electrical outlets are installed for charging needs of library users in relation with their academic requirement. Moreover, the gadget corner that was previously located adjacent to the General Circulation Section was transferred to this area to provide a more engaging facility for learning. Also, two Android tablets are waiting to be installed for the use of library patrons for easy access to the library's electronic resources.

The GenRef Section collections which mainly comprise of printed encyclopedias, dictionaries, yearbooks, almanacs, manuals, etc. were transferred to an area next to the Old Books Section located at the ground floor of the library. On the other hand, the map collection is now in its new multi-deck rack found at the GenRef Section.

The transformed library space aims to bring together both the traditional and modern libraries by providing flexible spaces, thus, serving multiple purposes as a place for an individual study and an ideal venue for interaction and collaboration.



Learning Commons



Map area



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