

## BRIEF OVERVIEW OF THE LIBRARY

John Lawrence Detwiler Memorial library is centrally located in our campus being the life blood of the university's academic life. Dr. Howard Detwiler whose big picture is displayed in front of the Periodical Section is the Philanthropist who donated an amount for the construction of the whole library building. His son John Lawrence Detwiler studied and took medicine at the University of Sto. Tomas. Right after his graduation, he and some friends went scuba diving in Palawan where he met his untimely and tragic death. This is how AUP library got its name – John Lawrence Detwiler Memorial Library.

## THE LIBRARY MISSION

The AUP-JLDMLibrary is committed to support the research, instructional and curricular requirements of the program offering of the University by acquiring, organizing, preserving its resources, and providing easy access to the resources through retrieval tools and appropriate information services

## OPENING HOURS

Sunday	8:00 am	–	5:00 pm
Monday	7:00 am	–	7:00 pm
Tuesday & Thursday	7:00 am	–	7:00 pm
Wednesday	7:00 am	–	5:30 pm
Friday	7:00 am	–	12:00 nn

## COLLECTION

The Library's collection consists of books and non-book materials that support all the curricular offerings of the university in the college, masteral and doctoral levels.

To date there are approximately 42K+ titles and 54K+ volumes of circulating materials. These are Filipiniana, Reference, and Circulation/Reserve collections. There are 250 titles of foreign and local periodicals.

The multimedia section contains the electronics resources like CD-ROMs, DVDs and audio visual materials. There are Departmental Libraries under the Library such as Elementary and Academy Library at the Academy Department.

## CATALOG

The library employs the Dewey Decimal Classification Scheme. Library materials are accessed through an open-shelf system where users can get the books they need and see other related materials in the stack.

The Library's cataloging and the circulation services are fully automated. Retrieval of bibliographic information is through the Online Public Access Catalog (OPAC) and Web OPAC. Catalogs and periodical indexes are encoded and accessed through the OPAC. Theses and Dissertation Abstracts are also available through the OPAC.

## RULES AND REGULATIONS

1. Only the **bona fide students, faculty and staff** are allowed to borrow resources.
2. **Number of Books Allowed for Loans**
  - Undergraduate Students - 5 books and subject for 2 renewals
  - Graduate Students - 10 books subject for 2 renewals
  - Post Graduate - 10 books subject for 2 renewals
  - Faculty & Staff - Maximum of 15 books subject for 2 renewals
3. **Reserve Books.** Students/Faculty may check out one book for overnight use at 5:00 pm and must be returned the following morning as soon as the library opens.
4. General Reference Books, Filipiniana Reference, Periodicals, Theses, Baby Theses, Pamphlet Files and Vertical File Clippings, Curriculum Library Resources, Fernandez Collection and Archives are for room use only but with permission they may be taken out for photocopy purpose. In some cases, periodicals may be loaned overnight or weekends. CD-ROMS are for room use only.
5. **Overdue Fines.** A fine shall be collected to an overdue material/s with the amount of Php3.00 per day for circulation books and per hour for reserve books, reference and periodicals excluding Saturdays and holidays.
6. **Lost Book.** Please report lost book/s immediately to the Circulation counter. A lost book should be replaced with the same title or pay the amount of the book plus P150.00 processing fee and the computed fines.
7. **Lost date due card.** A fine of P100.00 will be collected every time a date due card is lost.

8. **Lost baggage number.** A fine of Php100.00 will be collected every time a baggage number is lost.
9. **Photocopying of library materials.** Only abstracts and 10% of the total pages of baby theses, master's theses and dissertations are allowed. Books or electronic resources are not allowed to be reproduced except for back up or when demand of use is heavy.
10. **Alumni** are entitled for 10 free visits or use of the printed resources only. Electronic resources are excluded. Php50.00 per visit will be collected after the free visits.
11. **Visitors** are welcome any time the library is open. Php50.00 will be collected per visit per head.
12. **Students with laptop** can use inside the premise of the library provided they are used to enhance their research needs.
13. **Use of computers.** Undergraduate students are entitled to use in ITSS for 100 hours per term. Graduate students, faculty and staff are entitled to use at the graduate library for unlimited hours. Alumni and visitors are required to pay Php 30.00 per hour for using computers or laptops.
14. **Customer's Conduct** inside the Library:
  - a. *Proper conduct is expected to the users at all times. Any staff on duty has the authority to call the attention of anyone causing disturbances inside.*
  - b. *Observe silence.*
  - c. *Cell phones should be turned off or put into silent mode upon entering the library. Receive calls outside the library.*
  - d. *Seats are not to be disarranged.*
  - e. *Carrels are for single user only. For group works, a table is available for use.*
  - f. **Dress Code.** *Library users are expected to wear shoes or sandals and uniforms or any attire that reflect decency, simplicity and modesty. Modest attire fully covers the breast, belly and thighs. Wearing of spaghetti blouse (for ladies), undershirts (for men), short pants, and slippers is out-of-place in the library.*
15. **Mutilation.** The pages of a book are accounted for before it is loaned out. Missing pages of returned books and periodicals has to be replaced with the same title or paid for. If a duplicate copy is available, Php 50.00 per page is charged for the photocopy and repair.

16. Public services shall cease 15 minutes before the indicated closing time to enable the staff members to put the library in order for the next day's work.

17. Violation of the rules of conduct, mutilation and theft of library materials shall be reported to the Student Affairs Office for proper disposition, recording, and disciplinary action.

## PERSONNEL

Dr. Michelle O. Carbonilla, *Director of Libraries*

Mrs. Alva M. Albay – *Librarian, Graduate Studies*

Mrs. Ninda F. Amurao – *Librarian, Acquisition*

Mrs. Neonem C. Felices – *Cataloger*

Mr. Artemio T. Concordia – *Turnitin In-charge/Asst. Cataloger*

Mrs. Sheena M. Aquino – *Librarian, Serials*

Mr. Joshua W. de Gracia – *Administrator, Library Systems*

Mr. Roque A. Dano – *Supervisor, Audio-Visual Room*

Mr. Cyrus M. Bobier – *Librarian, IR & Creation Center*

Mrs. Maria Carina L. Gasang – *Librarian, Reference & Reader's Services*

## ADDRESSES AND CONTACT NUMBERS

### Physical Address

*Puting Kahoy, Silang, 4118 Cavite, Philippines*

### Postal Address

*PO Box 1834, Manila 1099, Philippines*

### Telephone

*Trunk line: (049) 541-1211 to 25 local 227*

*Director of libraries – local 231*

### E-mail Addresses

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cgasang253@gmail.com Maria Carina L. Gasang

artsconcordia@gmail.com Artemio T. Concordia

## ELECTRONIC DATABASES

### 1. EBSCO online databases (<http://search.ebscohost.com>):

#### Subscribed by General Conference:

- a. *Biomedical Reference Collection: Basic*
- b. *Health Business Elite*
- c. *Psychology and Behavioral Sciences Collection*
- d. *CINAHL Plus with Full Text*
- e. *MEDLINE with Full Text*

#### Subscribed by AUP:

- f. *eBook Academic Collection*
- g. *Academic Search Premier*
- h. *Business Source Elite*
- i. *Dentistry & Oral Sciences Source*
- j. *ERIC (Educational Research Information Center)*
- k. *GreenFILE*
- l. *LISTA (Library, Information Sci. &Tech. Abstract)*
- m. *MAS Ultra -School Edition*
- n. *Regional Business News*
- o. *Funk & Wagnalls new World Encyclopedia*

### 2. *Britannica Digital Learning*

<http://academic.eb.com/bps/storelibrarycard?id=adv>  
ID Number :74020001

### 3. *GALE ONEFILE: Health & Medicine*

<http://infotrac.gale.com/itweb/phaup>

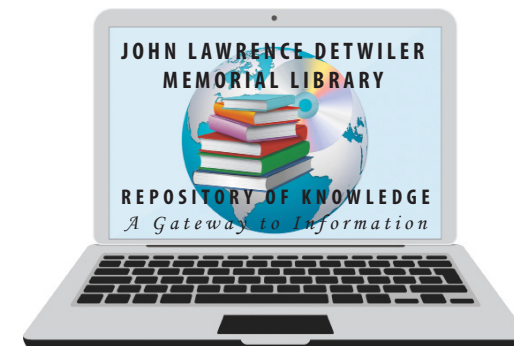
### 4. *HERDIN (Free)*

Health Research and Dev't Info. Network  
<http://herdin.ph>

### 5. *PROQUEST DISSERTATIONS & THESES (Free)*

<http://pqdtopen.proquest.com>

# John Lawrence Detwiler Memorial Library



Adventist University  
of the Philippines

Puting Kahoy, Silang, Cavite, Philippines

Got Questions?



Ask a **LIBRARIAN**

<http://jldmlibrary.aup.edu.ph>

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