

SUBSCRIBED ELECTRONIC DATABASES

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

Subscribed by General Conference:

- a. Biomedical Reference Collection: Basic Edition
- b. Health Business Elite
- c. Psychology and Behavioral Sciences Collection
- d. CINAHL
- e. MEDLINE

Subscribed by JLDM Library:

For graduate and undergraduate students (f-p):

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

2. Britannica Digital Learning

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

3. GALE eBooks

<https://link.gale.com/apps/menu?u=phaup>

4. Thesis and Dissertation Database

<https://tinyurl.com/3cek5rr7>

5. Global Digital Theological Library Database

<https://libguides.globaldtl.org/home>

6. JoVE (Journal of Visualized Experiments)

<https://www.jove.com/auth/signin>

PERSONNEL

If you have any problem or suggestion regarding the use of the library, please feel free to see the following library personnel:

| | |
|---------------------------------------|-------------------------------|
| Mrs. Alva M. Albay, RL, MLIS | Director of Libraries |
| Mrs. Sheena B. Aquino, RL, MLIS | Acquisition Librarian |
| Mr. Cyrus M. Bobier, RL, MLIS | Graduate Studies Librarian |
| Mr. Artemio T. Concordia, BLIS | Turnitin Administrator |
| Mr. Joshua W. de Gracia, BSCT | Systems Administrator |
| Mrs. Neonem C. Felices, RL, LPT | Cataloger |
| Mrs. Maria Carina L. Gasang, RL, MLIS | Reference Services Librarian |
| Mrs. Rose P. Susada, MAEd LA | Archives & Museum Coordinator |
| Mrs. Angelyn Q. Tabianan, RL, BLIS | Circulation Librarian |



JOHN LAWRENCE DETWILER MEMORIAL LIBRARY

REPOSITORY OF KNOWLEDGE
A Gateway to Information

Contact Us

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 2502

Director of libraries - local 2501

Got Questions?

Ask a LIBRARIAN



jldmlibrary.aup.edu.ph

FOLLOW US ON FACEBOOK AND INSTAGRAM FOR UPDATES



FACEBOOK
[/JLDMLibrary](https://www.facebook.com/JLDMLibrary)



INSTAGRAM
[@aupjldmlibrary](https://www.instagram.com/aupjldmlibrary)



EMAIL
jldmlibrary@aup.edu.ph

ABOUT THE LIBRARY

John Lawrence Detwiler Memorial library is centrally located in our campus, the lifeblood of the university's academic life. **Dr. Howard Detwiler** whose big picture is displayed under the stairs is the Philanthropist who donated an amount to construct the whole library building. His son, **John Lawrence Detwiler**, studied and took medicine at the University of Sto. Tomas. Right after graduation, he and some friends went scuba diving in Palawan where he met his untimely and tragic death. This is how AUP library was named John Lawrence Detwiler Memorial Library.

THE LIBRARY MISSION

The AUP-JLDM Library is committed to support the research, instructional and curricular requirements of the program offerings 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 print and non-print materials that support all the curricular offerings of the university at the collegiate, master, and doctoral levels. To date, there are approximately **55K+ titles/62K+ volumes** of books, subscribed to **3 databases of electronic books** and suggested open educational resources (OER). There are **250 titles of foreign and local periodicals** in print copy and subscribed to **10 databases of electronic journals and 2 general reference databases**. The multimedia Section contains electronic resources like CDROMs, DVDs, and audio-visual materials. Departmental Libraries under the main library are the **Elementary, Academy, and Medicine libraries**.

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 circulation services are fully automated. The library Online Public Access Catalog (OPAC) is accessible at <http://webopac.aup.edu.ph>. It contains descriptive information of the books, articles, theses, dissertations and OERs. It also contains abstracts of theses and dissertations.

RULES AND REGULATIONS

1. **Only bona fide students, faculty, and staff** can borrow resources.

2. **Number of Books Allowed for Loans**

| | |
|------------------------|---|
| Undergraduate Students | 5 books 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 to 2 renewals |

3. **Reserve Books.** Students/Faculty may check out one book overnight at 5:00 pm, which must be returned the following morning as soon as the library opens.

4. General Reference Books, Filipiniana Reference, Serials, Undergraduate Theses, Graduate Theses/Dissertations, Pamphlet Files and Vertical File Clippings, Curriculum Library Resources, Adventist Heritage Reference, Institutional Repository, Rare Books, Silang Memoirs and COD Reference 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 on weekends. CD-ROMs are for room use only.

5. **Overdue Fines.** A fine shall be collected for overdue material/s with Php5.00 per day for circulation books and per hour for reserve books, references, and periodicals excluding Saturdays and holidays.

6. **Lost Book.** Please report the 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 the **Php250.00** processing fee and the computed fines.

7. **Photocopying and scanning of library materials.** Only abstracts and 10% of the total pages of baby theses, theses, and dissertations are allowed. Books or electronic resources can only be reproduced as a whole as backup or when the demand for use is heavy.

8. **Alumni** are entitled to **10 free visits** or use of the physical books only.

9. **Visitors** are welcome to use the library. Php50.00 will be collected per visit per individual.

10. **Using gadgets** inside the library is only for **educational and research purposes**.

11. **Use of computers.** Undergraduate students are entitled to use ITSS for **50** hours per term. Graduate students, faculty, and staff are entitled to use the graduate library for unlimited hours. Alumni and visitors must pay Php 30.00 per hour for using computers or laptops.

12. **Customer's Conduct** inside the Library:

a. Proper conduct is expected of the users at all times. Any staff on duty has the authority to call the attention of anyone causing disturbances inside.

b. Practice good habits to prevent the spread of viruses.

c. Cell phones should be turned off or silent upon entering the library. Receive calls outside the library.

d. Seats are not to be disarranged.

e. Carrels are for a single user only. For group work, a table is available for use.

f. **Dress Code.** Library users are expected to wear shoes/sandals or any attire that reflects decency, simplicity and modesty. Modest attire fully covers the breast, belly and thighs. Wearing of spaghetti blouse (for ladies), undershirts (for men), short pants (except official/prescribed PE uniform).

13. **Mutilation.** The pages of a book are accounted for before it is loaned out. Missing pages of returned books and periodicals must 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.

14. 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.

15. **Take care of your valuables.** The library is not accountable for any losses and damage to any personal belongings left unattended inside the building. Any item left behind will be claimed the following opening day.

16. 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.

