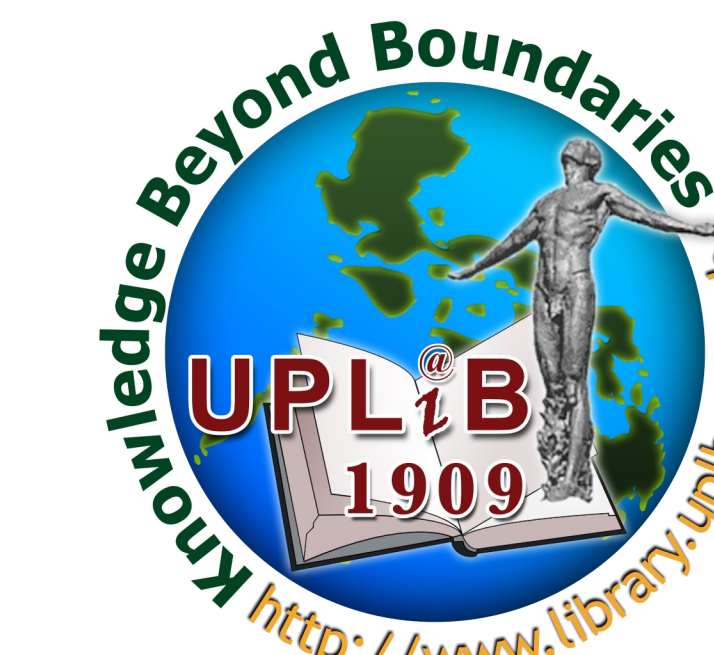





UNIVERSITY LIBRARY

University of the Philippines Los Baños

The University Library is mandated to provide its clients (students, faculty, staff and non-UPLB researchers) the best possible information sources and services in support of the University's functions - instruction, research and extension through the integration of information and communication technology.




OFFICE OF THE UNIVERSITY LIBRARIAN



CONCEPCION D.L. SAUL
University Librarian


FUNCTIONS

- Formulates plans and programs of the University Library;
- Recommends/endorsees to the Chancellor all personnel actions and consultations with the Dean and the Library Personnel Committee;
- Ensures the cooperation among and complementation of library services observed; library rules, regulations, programs and activities implemented.



VIRGINIA P. ALCANTARA
University Researcher I


ADMINISTRATIVE SERVICES SECTION




CECILIA B. LICARI
HEAD
College Librarian III

FUNCTIONS


- Maintains library facilities;
- Does messenger works;
- Remits, maintains record and prepares report on fees collected from the services that entail payments;
- Prepares renewal of appointments and other documents on personnel matters;
- Processes and maintains personnel records, office files and other official business transactions; and
- Attends to internal and external administrative matters.



ARNEL H. CONCIBIDO
Admin Asst III



KERON ALLEN G. REYES
Admin Asst II



ARMANDO O. CATEO
Admin Aide III



FERNANDO E. REYES
Utility Worker (COS 1)




CHRISTOPHER C. DE LEON
Utility Worker (COS 4)



AUREA N. MALBATAAN
Utility Worker (COS 1)

TECHNICAL SERVICES DIVISION


ACQUISITIONS SECTION




JOVILYN C. ALBAY
Head
College Librarian I

FUNCTIONS


- Facilitates purchase of information resources for UPLB University Library;
- Implements policies concerning the book fund, selections and acquisitions;
- Performs preliminary processes such as checking/searching from different library records/files to avoid duplication of titles;
- Completes bibliographic information using ILib's Acquisition Module, etc.;
- Coordinates with different College Library Committees for book selection, evaluation, and request for purchase;
- Bookkeeps disbursement, maintains records and databases of on-order and acquired books; and
- Provides accession number and barcode, stamping of property, and updates acquisitions record.




MARLIZA A. CUADLI
College Librarian I



ELSA DR. ESCALANTE
Admin Asst V




ESTER C. SANGALANG
Admin Aide IV



NORMAN A. BANASHAN
Office Asst (COS 4)

USER EDUCATION AND SERVICES DIVISION


GENERAL REFERENCES SECTION




ANGELINE A. BUENO
Head
College Librarian II

FUNCTIONS


- Facilitates purchase of information resources for UPLB University Library;
- Lends library materials to individuals and libraries;
- Maintains loan records in card and E-card (Circulation Module of the ILib System) formats;
- Shelves and maintains book stacks;
- Issues borrower's and Internet card;
- Implements loan policies and other rules and regulations;
- Answers reference queries;
- Assists readers in the use of library and OPAC; and
- Provides UPLB students, faculty and staff referral letter on the use of other library, and Inter-Library Loan services.




ELLA MARIE S. DARADAR
College Librarian I




MYRA S. PANDAY
College Librarian I



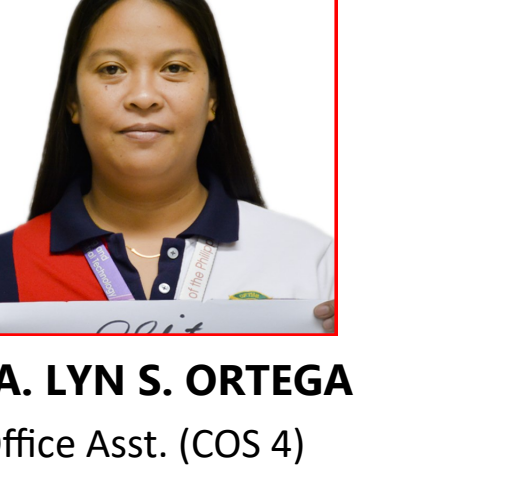
NESTOR B. DE PASION
Admin Aide III



ROGIE P. MEDINA
Admin Aide I




NAZARIO B. CARANDANG JR.
Office Asst. (COS 4)



MA. LYN S. ORTEGA
Office Asst. (COS 4)


FILIPINIANA AND SERIALS SECTION




IRENE L. DELOS SANTOS
Head
College Librarian I

FUNCTIONS


- Organizes and maintains Filipiniana, periodicals, and vertical file collections;
- Assists readers in the use of collections;
- Encodes/updates serial holdings using ILib System;
- Coordinates with other College Libraries concerning periodical subscriptions whether print or online; and
- Checks regularly the availability of online subscriptions.



ROMA C. GELLOANI
College Librarian I




ALBERTO L. MOLIÑAWE
Admin Aide VI



MANUEL T. ALCANTARA
Admin Aide III


CATALOGING SECTION




MARY ANN M. INGUA
Head
College Librarian IV

FUNCTIONS


- Catalogs and classifies library materials both print and non-print using standard cataloging and classification tools;
- Revises and verifies original and adapted cataloging records of the Main Library;
- Verifies and edits cataloging records of the College/Unit Libraries;
- Encodes bibliographic entries of print and non-print materials using ILib's cataloging module;
- Produces catalog cards and maintains shelflist;
- Conducts non-technical processing which includes labeling and preparing of book cards and pockets; and
- Prepares acquisitions list for dissemination.




GLADYS JOY G. SORETTES
College Librarian I



CHRISTINE G. BALMES
College Librarian I




MARJORIE E. AGUINALDO
Librarian I



JEROME L. DE CASTRO
Admin Aide VI

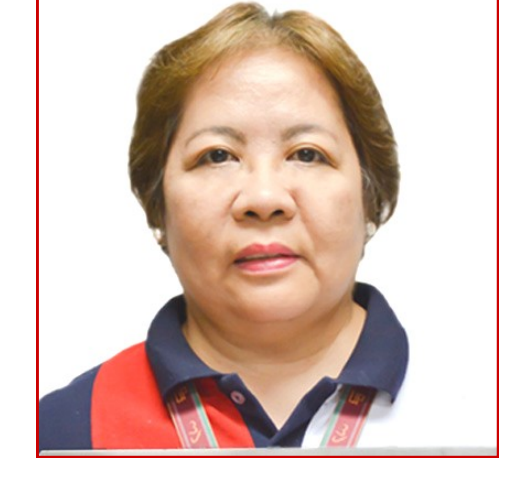
INDEXING & DOCUMENTATION SECTION




CAROLINE I. SISCAR
Head
College Librarian II

FUNCTIONS

- Indexes highly scientific Philippine literature on agriculture and related fields and provides subject categories and descriptors following AGRIS methodology for inclusion in the AGRIS (International Information System for the Agricultural Sciences and Technology, FAO, Rome, Italy) database for worldwide access through <http://www.fao.org/agris>; and
- Provides document delivery services of requested articles received online/walk-in from local/foreign clients.




EMELYN R. ESPIRITU
University Researcher I



JEROME L. DE CASTRO
Admin Aide VI


LEARNING COMMONS




PIUS S. MURILLO
Head
College Librarian III

FUNCTIONS


- Assists clients on the use of multimedia, and other electronic information resources;
- Coordinates with the other sections/units on the implementation of library automation;
- Provides technical support to all library sections/units;
- Maintains University Library webpage;
- Searches open information sources/databases relevant to UPLB programs for inclusion to the Library webpage;
- Maintains local databases;
- Provides information literacy program; and
- Designs IT-related training programs for the library staff.




JARIEN G. GALORIO
College Librarian I



ROMELYN P. MENGUIN
College Librarian I



EDUARDO S. BARRERA
Software/System Developer
Admin Asst II



LORMAN D. HIDALGO
Librarian I

UNIVERSITY SPECIAL COLLECTIONS SECTION



MARIA VICTORIA R. ALTICHE
Head
College Librarian II

FUNCTIONS

- Collects, organizes, maintains, and makes the University publications and other information resources with historical records pertaining to UPLB available to its clientele;
- Assists readers in the use of its collections; and
- Serves as University Knowledge Digital Repository



MEICHELE A.J.S. RIVAS
College Librarian I



ROSA SALVACION R. BOMBALES
College Librarian I



LEONARDO R. BLANES JR.
Admin Aide VI



ARMANDO O. CATEO
Admin Aide III



JESUSA S. DEL ROSARIO
Office Asst (COS 4)