

5. The library staff reserves the right to: 1) ask users to leave the library if they are inappropriately dressed or are causing disturbance and; b) remove any book, file, bag, food, or any other personal belongings left on the reading tables.
6. The following are required to secure library clearance: a) Faculty members and non-teaching employees who apply for leave of absence, resignation or separation from the Institute; b) Students who apply for honorable dismissal; c) Graduating students.

- **General Loan Policies**

1. Library patrons must present their valid ID [school ID/employee ID] when borrowing materials. Borrowing must be done in person. The borrower must see to it that all library materials in their possession have been properly checked out before leaving the library.
2. Students, faculty, and non-teaching personnel of Mapua-Makati are allowed to utilize the resources of the Main Library (Intramuros), and vice versa for room-use and photocopying purposes only.
3. Library patrons are held responsible for all materials charged to their names via the library automated system and date due slips.
4. Fines are charged on overdue materials. Fines must be paid before the next quarter.
5. The borrowers must ensure that items checked out to him must be returned on or before the date due. Notices sent by the Library serve only as a reminder and non-receipt of the notices does not absolve anybody from paying fines or other penalties. All materials must be returned immediately when recalled.
6. Library users are not allowed to use IDs of other patrons to borrow materials or gain access to other library services. Borrowers may not “sub-lend” books and other library materials.
7. Borrowers will be held responsible for any mutilation [including defacement] found in library materials when returned. They must check and report any mutilation found before borrowing.
8. Library materials are considered to be on loan to patrons until the materials are properly checked- in. Make sure that your loan has been cancelled before leaving the counter. Keep your borrowers slips for clearance purposes.
9. Library users must report the loss of a material to the concerned section staff. Fine will be charged according to the rates of fines, from the date due to the date when the material is reported lost, or if found, till the date the material is returned.
10. Borrowers who lost a material are liable to replace the material with the same or current edition/issue or copy [preferably hard bound for books].
11. External patrons [alumni & other outside researchers] are not allowed to take home materials. All materials that they need are for library use only.
12. Students who are not enrolled but needs to use the library for completion, should present a letter of request to use library resources noted by their adviser.
13. Patrons’ library privileges will be suspended if overdue materials are not returned on time.
14. Library materials may be renewed twice if no other users are in queue.

- **Specific Loan Policies**

Students, Faculty members and Non-teaching personnel are entitled to borrow a maximum of 5 library materials.

1. FICTION BOOKS

- ◇ Two weeks loan period
- A maximum of three (3) books may be borrowed at a time.

2. GRADUATE SCHOOL BOOKS

- ◇ One week loan period (for graduate/double degree students only)
- ◇ Room use and photocopying purposes (for undergrad students)
- ◇ A maximum of three (3) books may be borrowed at a time.
- ◇ Overdue fine: PhP10.00 a day/book (including Sunday)

3. FILIPINIANA, AR-ID AND CIRCULATION BOOKS

- ◇ One week loan period.
- ◇ A maximum of three (3) books may be borrowed at a time.
- ◇ Overdue fine: PhP10.00 a day/book (including Sunday)

4. RESERVE BOOKS

- ◇ One (1) reserve book may be borrowed for overnight use, but must be returned not later than 10:00 AM the next school day.
- ◇ Overdue fine: PhP2.00 / hour or 20.00 a book/day (including Sunday)

5. GENERAL REFERENCE COLLECTION

- (e.g. encyclopedias, dictionaries, atlases, almanacs, manuals, handbooks etc.)
- ◇ For library use only.
- ◇ Photocopying of selected book pages will be handled by the reference section staff. Allowable period of time for photocopying is 30 minutes only.
- ◇ Overdue fine: 10.00 per hour.

6. PERIODICALS (JOURNALS, MAGAZINES, ETC.)

- ◇ Current periodicals: Room use only.
- ◇ Bound periodicals: two day check-out [fine: 10.00/day]
- ◇ Photocopying of articles will be handled by the periodical section staff. Allowable period of time for photocopying is 30 minutes only.
- ◇ Overdue fine: 10.00 per hour.

7. NON-PRINT MATERIALS (CD’s, VHS, ETC.)

- ◇ Two-day check out.
- ◇ A maximum of three (3) materials may be borrowed at one time.
- ◇ Overdue Fine: P50.00 a day/material (including Sunday)

8. THESES, FEASIBILITY STUDIES and ARCHIVES

- ◇ For library use only.
- ◇ Any person who consults an academic exercise or research study must not quote from them without due acknowledgment.
- ◇ Photocopying, taking digital snap shots of these materials are strictly prohibited.

Library Hours:

Monday, Wednesday, Friday: 7:30am-6:00pm*
 Tuesday, Thursday, Saturday: 7:30am-5:00pm*

*Library schedule varies on a quarter term basis.
 Updates are posted on our FB community page and information boards.



<http://www.facebook.com/pages/Mapua-Makati-Library/130829083632706>



<http://www.youtube.com/watch?v=GodsAuNuv7E>



MAPUA INSTITUTE OF TECHNOLOGY
 MAKATI CAMPUS



LIBRARY GUIDE

MAPUA MAKATI LIBRARY



Service • Learning • Advocacy • Quality

3rd Flr., Westwing, MIT-Makati
 333 Sen. Gil Puyat Ave., Makati City
 247-5000 loc. 5812/891-0715

Email: makatilibrary@mapua.edu.ph

Website: <http://www.mapua.edu.ph/library/default.asp>

THE SCHOOL OF INFORMATION TECHNOLOGY (SOIT) TIMELINE

June 2000 - The **School of Information Technology (SOIT)** had its humble beginnings under the administration of **Dr. Reynaldo B. Ve**a, the 4th President. He announced the establishment and construction of the School of Information Technology in his investiture speech which would be of great help in supporting the entire spectrum of the vast human resource requirements of programmers and researchers of the IT sector, locally and globally. The Institute through SOIT, opened its doors to students who wish to pursue a degree in **Computer Science (BSCS)**, **Information Technology (BSIT)**, and **Information Management (BSIM)**.

April 2002 - The school was relocated in a new site at the old RCBC building at Gil Puyat Avenue in Makati City after two years in Intramuros. Engr. Noreen Marquez, SOIT's chairman of the Exodus Committee took charge of the moving out requirements.

July 2004 -As part of the expansion plan, the **San Lorenzo Ruiz School of Health Sciences (SLRSHS)** was opened to students who wish to pursue a degree in **Nursing**.

July 2005 - The **E.T.Y. School of Business and Management (ETYSBM)** has been operational, offering degrees in **Business and Management (BSBA)** and **Accountancy (BSA)**.

June 2006 – Degree in **Hotel and Restaurant Management (BSHRM)** was included in the ETYSBM offerings.

June 2007 - Offered **Entrepreneurship (BS Entrep.)** program by ETYSBM.

July 2012—School of Information Technology offered Information Systems (IS) program which replaced the Information Management (IM) program.

THE MAPUA MAKATI LIBRARY

Is located at the west wing of the school building. It comprises of different sections such as the **Electronic Resources Section**, which houses 20 computer units and a vast collection of non-print materials available for use; and **Readers Services Section**, which houses the *Health Sciences, Circulation, Fiction, General Reference, Filipiniana, Periodicals, Reserve, Thomas Jefferson (American Shelf) collection*. The Library also has a discussion area with a mini lagoon, and a group study room suitable for collaborative group work of the students and 11 *NComputing terminals* for free standing internet browsing & computer research related activity. While the tablet electronic reader, introduced by the library in the year 2013 can be borrowed at the circulation counter for e-book reading while inside the library.

Mission

Mapúa Library exists in support of the teaching, research and extension function of the Institution. It shall serve the needs of the academic community, specifically students and faculty members, by assuring equitable access to high quality information resources and services.

Vision

Mapúa Library envisions itself as one of the country's leading libraries in the academic realm. Guided by the goals and objectives of the Institution, it affirms itself to be the Resource Center of Excellence in Information, especially in the field of Science and Technology.

Objectives

- To become a forefront of e-learning based storehouse of knowledge by providing quality and adequate print and digital resources that supports and encompasses all curricular offerings at Mapua-Makati.
- To continually produce innovative, technology-driven library services to complement the mission of the Institute towards achievement of academic global competitiveness.

Library Services and Facilities

- **Readers Services Section.** The Readers Services Section supports the research, instructional and recreational needs of the Institute.

Reader's Assistance – Users are being assisted in the selection of library materials on their information search. Researchers may be directed to appropriate sources of information available in the library.

Searching Assistance – Instructions and assistance are given in the use of electronic catalog, databases, Internet, finding books on shelves.

Web Harvesting – Professional and peer-reviewed articles gathered from the web are continually updated to support the research thrust of the Institute.

Online Public Access Catalog (OPAC) – Materials needed for research can be accessed easily through the user-friendly web catalog.

Self Borrowing System – Self-service kiosk is open to all bona fide Mapua students who wish to borrow books for home reading.

Open-Shelves System – The circulation section maintains an open shelves system wherein a library user can have access to the books on shelves. The researcher makes the selection of books by consulting the OPAC or by browsing through the books on the shelves which are generally arranged by subject.

Overdue Notification - Written and electronic messaging notification of overdue library materials.

Referral Service – The library provides referral letters to Mapua Makati students who wish to visit or to conduct research to other libraries which can be requested from the Reference section/counter for a fee of 10.00 pesos. Referral letter request should be made one (1) day before the intended visit to other libraries/institutions.

Accommodation of Outside Researchers – The library attends to visiting library users up to a maximum of five (5) persons at a time. A fee of Php75.00/quarter term for alumni and Php50.00/day for other visiting users will be charge for outside researchers except for those researchers from Library Consortium members. NAMA card for alumni and Referral Letter to other visiting researchers should be presented upon visit to the library.

Current Awareness and Information Dissemination Services – Keeps the academic community abreast on the new acquisitions and other pertinent library concerns such as library materials on requests, unreturned/overdue books, and library events.

Group Study Room and Discussion Area – A collaborative space for library clients doing research or mentoring in groups. Reservations on the use of the Group Study Room should be made at least one (1) day in advance before its intended use at the Information-Reference Counter.

Library Orientation – The Library provides scheduled library orientations



to students to familiarize them in the use of library and its services. Reservations should be made at least two (2) days in advance prior to the scheduled orientation.

- **Reserve Section.** The Reserve Section houses all the undergraduate theses, on-the-job training reports, directed nursing research, feasibility studies, and all the required reading materials included on the syllabi of each course.
- **Electronic Resource Section.** Includes information-based IT materials such as CD-ROMs, DVDs, VHS, slides, transparencies, globes and maps. Services include:
 1. Current Awareness
 2. Document Printing & Scanning
 3. Access to online databases subscription* through the Mapua Library website.
 4. Internet Services
 5. CD-R/CD-RW burning.

**Below are the list of acquired online databases subscription accessible thru our library website:*

Acquired E-Books:

1. Gale Virtual Reference Library
2. EbscoHost Ebooks
3. Britannica Online Encyclopedia
4. McGraw Hill's Digital Eng. Lib.

Acquired E-Journals:

1. ScienceDirect & Scopus
2. ACM Online Database
3. CINAHL® Plus with Full Text
4. Business Source Premier+HTC
5. IEEE Xplore

LIBRARY POLICIES AND REGULATIONS

The following policies and regulations are applicable to Mapua students, faculty members and other library users:

• Rules and Regulations:

1. Any violation against the following rules and regulations will be punishable per Mapua Library sanctions (Standard Practice Guide LIP 01-01):
 - 1.1. Library users are not allowed to use ID or CM of other patrons to gain library entry.
 - 1.2. Students are expected to maintain silence at all times in the library premises.
 - 1.3. Eating (including chewing gum), drinking, sleeping, smoking, and other forms of misbehaviour are prohibited.
 - 1.4. Vandalism (writing on books and other library facilities, defacing library furniture, mutilating or tearing off pages of a book and removing security tags), stealing and unauthorized use of any library material or property not intended for public use are major offenses and are therefore subjected to disciplinary measures.
 - 1.5. Electronic gadgets such as cell phones, alarms, iPods, MP3 should be switched off; in "silent mode" or tone down in the case of iPods and MP3's before entering the library. Making/answering calls should be done outside the library.
 - 1.6. Courtesy to library personnel, other patrons and the guard on duty should always be maintained.
 - 1.7. Photocopying, taking digital snap shots of departmental exams, theses, case studies and feasibility studies are strictly prohibited.
2. Seats in the library may not be reserved.
3. Bags, diskettes & or external drives, blue prints, food, bottled water, case or parcel are not allowed to be brought into the library.
4. Library users should not leave any valuables at the baggage counter. The library will not be held responsible for the loss of personal belongings of library users.

