



UMAK LLC ANNUAL REPORT

2018 2019



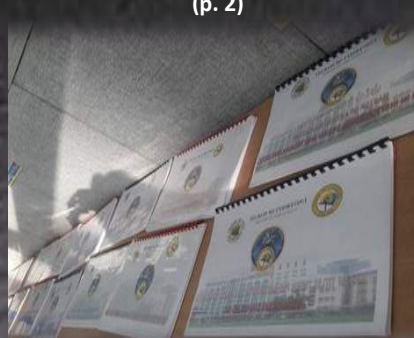
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INTRODUCTION



It is with great pleasure that I present the Library Learning Commons (LLC) Annual Report A.Y. 2018 -2019. I set forth the insightful and innovative ways that the LLC has added value to the University of Makati (UMAK) in response to the Higher Education Institution (HEI) calls for academic libraries in the Philippines to be ready for the 21st century in support of the outcome-based education program serving the millennial generation. We, the entire LLC team, always strive hard to improve the library in terms of facilities, collections, and services as aligned with the aspirations and diverse endeavors of students and faculty across our beloved University. This Annual report provides a summary of achievements, progress, and plans for further development in the upcoming academic year 2020.

Prof. Jennifer J. Laluna



Vision

The LLC envisions to provide a world class learning environment for quality management and delivery of academic programs and services, research and community extension services with the different sectors of the University for efficiency and effectiveness.

Mission

The LLC aims to continue providing and maintaining the information currency concerning instruction, research and community service of the University on knowledge development.

Goals

The LLC hopes to achieve the following goals with the UMAK LLC Partners:

1. Become effective consumers of information by providing access to quality library resources in all formats;
2. Be equipped with technical skills in the search for information sources, in line with appropriate advanced technologies;
3. Develop students' critical thinking and information literacy skills in support of their outcome and personal attainment;

Increasing the Library Collection of the University of Makati



Happy Book Browsing – The UMAK Faculty look through the books while having fun during the Book Fair event facilitated by the different book companies held at the Ground Floor of the Administration Building.

The Library Learning Commons (LLC) held its first library activity titled, “UMAK Book Fair: An Evaluation Activity” last February 11 to 15, 2019 at the Ground Floor of Admin Building, spearheaded by the University Librarian, Prof. Jennifer J. Laluna, and was successfully participated by almost 70% of the UMAK Faculty. The 5-day activity was aimed to assist Faculty, Deans, Directors, and Coordinators in evaluating the latest edition of References, Filipiniana, Text/ Supplementary Books and E-resources which became the basis of the procurement of print and electronic resources for the Academic Year 2020. Thus, enabling the LLC to improve the collection based on the academic community’s evaluation covering all UMAK course offering programs.

This year, we acquired two hundred fifteen (215) books for the College of Business and Financial Science (CBFS). Seventeen million pesos (PhP17,000,000.00) is the allocated budget for the Book Collection Project which was included in the Annual Investment Plan for the Fiscal Year 2020. And this was made possible with the support of the UMAK Top Management. Prof.

Laluna expressed her gratitude and appreciation for the service extended to the LLC by the different publishing companies namely, Belview Co., New Century, Great Books, C & E, Booknet for DVDs Wiseman, Fast Books, and Mind Mover.

The LLC team will soon have the Filipiniana Book Fair Activity which will be scheduled in the second week of November 2019 to provide a broader range of selection resources. The book exhibit activity aims to evaluate the Filipiniana Books for General Education Subjects.



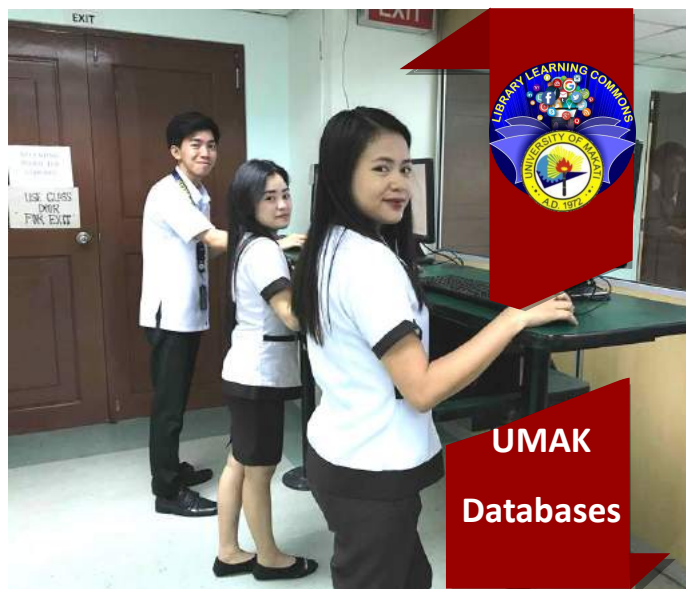
What's NEW?

The No Filipino Child Left Behind Act of 2010 (Section 1, Article XIV SB 75), A declared policy of the State to protect and promote the right of the citizens to quality education and to take appropriate steps to make such education accessible to all. This law not only brought a new version of education but also had a substantial influence on educational systems. The UMAK



Group collaboration is now a common activity among UMAK students towards achieving a collective goal. Sharing ideas and applying their computer skills in finding free electronic resources over the internet results in a productive output for our young researchers.

Top Management took several steps to ensure all UMAK students have a fair, equal, and significant opportunity to obtain a high-quality education. It includes bringing in specially trained faculty and curriculum specialists to act as facilitators for change. Another step - the acquisition of the databases that would support the instructional needs of the faculty and cater to the students' information need as well. Thus, the LLC subscribes to various databases. While the Law Students enjoyed accessing the databases of e-books and other e-resources comprising of Escra, MyLegal-Whiz, LexisNexis, thru remote access and local area network (LAN), the Proquest, Ebsco and Knowledge E Databases will be acquired to cater to students academic needs of other discipline



The UMAK students explore other search engines to find free electronic journals for their academic research activity.

programs. The allocated budget for databases was already included in the Annual Investment Plan (AIP) for the year 2020. Meanwhile, the LLC provided various links for Open Access Resources for free.

This year, the UMAK Digital Library has a fresh new look and an ever-growing array of open-access databases from across the University. Some of the new databases include:

eSCRA
The Supreme Court Reports Annotated Online.

- The Official eSCRA library.
- Complete Decisions from 1901 to the Present.
- Online Library, Always Updated and Available.
- Search and Browse Modes Makes it Fast and Intuitive.
- TrueCite Technology gives you the same look and feel as the book.
- Affordable Subscription Pricing
- Php 990.⁰⁰ per month or avail of our annual subscription for only Php 7,800.⁰⁰
- Academic Volume Discounts Available!

LAW LIBRARY

Compilation of E-books from 1980's cases from the Supreme Court of the Philippine Case, Political, Commercial, and Constitution. For viewing only.



Curated and annotated Philippine legal content accessible across all platforms—tablets, smartphones, laptops, and desktop.



Lexis Advance contains the most comprehensive foreign legal content. As of 2018, it has 70,000+ sources (that translates to hundreds of billions of documents)

OPEN ACCESS RESOURCES

The following are the web address guides that includes a curated list of free, peer-reviewed journals and journal databases from various disciplines.

MAIN LIBRARY

High School ng UMAK

Philippine Journal of Science

(<http://philjournalsci.dost.gov.ph>)

Peer-reviewed journal articles are available to the public for free through the [Philippine Journal of Science](http://philjournalsci.dost.gov.ph), the Department of Science and Technology.

Interior Design Local Theses

(Ask Your Librarian!)

The improvised materials are the focus of the local study of the peer-reviewed theses available via direct access of the LLC. The

restricted access of local theses is under the Creative Commons License Policy with an indication of openness and acceptance of the local authors to allow researchers to “lift” author’s ideas for academic research work purposes.

College of Construction Science and Engineering (CCSE) American Society of Civil Engineers (<https://www.asce.org/>)

This is a full-text database ASCE digital content (journals, standards, proceedings, e-books). It contains all journal articles, published by ASCE from 1983 to present, and proceedings, from 2000 to present.

CBFS – Human Resources (Ask Your Librarian!)

There are 120 full text articles and journals available via LLC Direct Access. The restricted access of local theses is under the Creative Commons License Policy with an indication of openness and acceptance of the local authors to allow researchers to “lift” author’s ideas for academic research work purposes.

College of Computer Science (CCS)

CiteSeer (<https://citeseerx.ist.psu.edu>)

Citeseer is a database search engine and serves as a digital library designed explicitly for the Computer and Information Technology Discipline. CiteSeer indexes the full-text of the entire articles and citations and supported Full boolean, phrase and proximity search.

College of Science and Informatics

Aardvarknet.info

(Asian Resources for Librarians)

Provides direct links to various free Asian online databases and full text electronic journals.

Searchable and browsable. Subjects include library and information science, medical sciences, social sciences, agriculture, education, science and technology.

Different Discipline

DOAJ -Directory of Open Access Journal
<https://doaj.org/>

One of the free high quality, peer-reviewed and open access resources in a variety of form that caters to different disciplines available in full text. Currently, 414 journals are searchable at article level. As of today, 76,402 articles are included in the DOAJ service.

E. BOOKS Directory

(<https://www.e-booksdirectory.com/>) Links for downloadable e-books, documents and lecture notes found all over the internet for free.

LAW LIBRARY**SC E Library**

This includes laws in the present and past Constitutions; SC issuances, such as present and past Rules of Court; resolutions on administrative matters; and other references, such as bench books, book catalogues of court libraries, index to Philippine periodicals, and a “Memorabilia Room” of past and retired SC Justices.

COAHS LIBRARY**BioMed Central**

(<https://www.biomedcentral.com>)

The peer reviewed journals by BioMed Central are available online and permanently accessible thru open access via the internet. Approximately 130 titles are available in full text.

Subject areas include biology and biomedicine.

FreeMedical

(<http://www.freemedicaljournals.com/>)

Over the next years, the most important medical journals will be available online, free and

in full-text. The unrestricted access to scientific knowledge - the new standard in medical publishing - will have a major impact on medical practice.

Nursing Electronic Local Theses

(Ask Your Librarian!)

There are eight (8) local electronic theses and seven (7) e-books for professionals available thru LLC direct access. The restricted access of local theses is under the Creative Commons License Policy with an indication of openness and acceptance of the local authors to allow researchers to “lift” author’s ideas for academic research work purposes.

Radiotechnology Electronic Theses

(Ask Your Librarian!)

There are five (5) local electronic theses available thru LLC direct access. The restricted access of local theses is under the Creative Commons License Policy with an indication of an openness and acceptance of the local authors to allow others to “lift” author’s ideas in their academic research work.

LLC FUTURE PLANS?

The following are the databases that will be acquired for the Fiscal Year 2020:

Proquest database is powerful research resource tool prominent in academic, corporate, government, public and school libraries around the world with unique rich academic content.





Knowledge E is a modular online platform enabling a seamless access to the University's electronic resources plus the available and downloadable vast array of resources.

Aside from the databases acquisition plan, the LLC will publish, preserve and provide direct access to the digital compilation of theses produced by UMAK students.

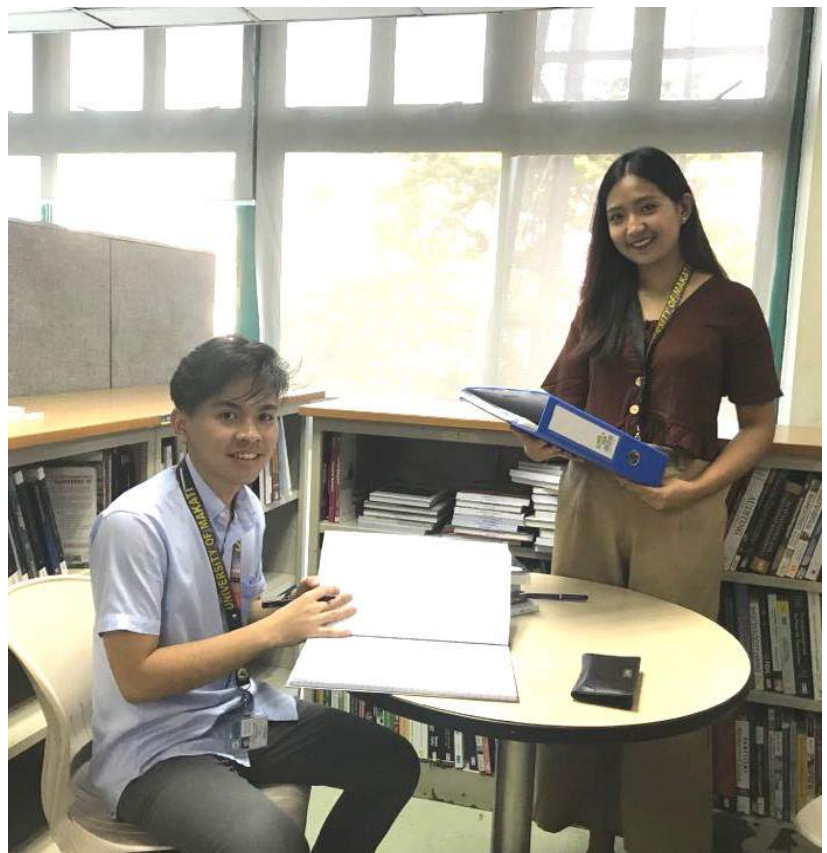
The Thesis Digitization Project will be implemented starting on July 2019 with the coordination of their respective Deans. Prof. Laluna of the LLC will regularly coordinate with the Research Director, Dir. Moro to come up with the Institutional Thesis Guidelines and unified assigned colors per Colleges for easy access. By curating and sharing the digital intellectual activities, the LLC showcases and connects the unique contributions of the university's faculty, staff and students to an audience worldwide, fueling research, discoveries and knowledge.

Reference Services Update

Book Weeding Program

At the start of this year, the LLC Technical Department initiated a project to identify and weed out old print materials in our reference collection. Fifty percent (50%) of books weeded from the shelves are based on the following criteria: 1) books that are no longer useful; 2) books that have not been checked for ten years; 3) books with aged and brittle papers; and 4) books with pages unused and with insect infestation. The University Librarian created a spreadsheet wherein all the librarians will input and indicate all titles to be withdrawn from the collections.

The Book Weeding Project is ongoing with the majority of titles scheduled to be removed until the end of summer break.



Librarians, Janella Sahagun and Ryan Salas write down the list of book titles to be deselected from the shelves while considering the criteria for the Book Weeding Project which are based on acceptable librarianship practice and standards.

FAST FACT

Bibliography of Theses Activity

In other news, to take advantage of an abundance of the theses, we are now on the process of making bibliography or list of thesis titles of the different Colleges.

The following are the number of volumes of bound theses and dissertations of Colleges received by the LLC as of February 2019: 1)College of Computer Science (550 titles); 2) CCAPS and COE (1,308 titles); 3)College of Arts and Letters (73 titles).

ACTUAL VISITS

(out of 18,000 students enrolled in UMAK)

Jan 7,095 (41%) Feb 8,023 (45%) March 7,095 (41%)

PURPOSE OF LIBRARY VISITS

<u>January</u>	<u>February</u>	<u>March</u>
Reading 8,933	Group Socialization 2,442	Reading 10,355
Internet 961	Reading 1,468	Class Discussion 1,700
Group Soc. 850	Internet 614	Research 725

RESOURCES

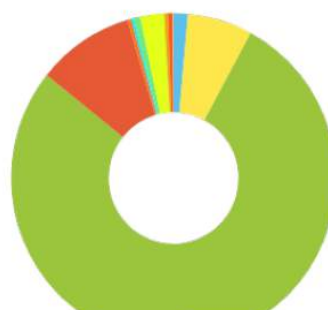
<u>January</u>	<u>February</u>	<u>March</u>
Filipiniana 239	Reference 75	Professional 95

TOP USERS

<u>January</u>	<u>February</u>	<u>March</u>
CTM 2,544	CBFS 1,326	HSU 1,507
HSU 1,912	HSU 899	CBFS 901
CFS 987	CCSE 431	CTM 606

MyLegalWhiz Utilization for Law Library Database

Summary of Categories



account : 625
home : 2,863
case : 34,471
summary : 4,286
library : 170
account setting : 112
form : 283
knowledge : 1,055
ask lea : 166
keyword : 215
note : 14
case comment : 15

The UMAK Library Learning Commons as Learning Space: Providing students socialization, relaxation and restoration



Mock-up photo signage and visuals design for shelves and

Nowadays, most universities place a high value on attracting and retaining talented and motivated students. Once students arrive on campus, there are many factors that impact their level of satisfaction with their university experience.

Hennig - Thureau et al. (2013) developed a model for studying student loyalty and found that loyalty is determined largely by the quality of student relationships on campus. In addition to high quality teaching, the emotional commitment a student makes to the university is extremely important. Part of this loyalty to the university is determined by the quality of the experience a student has with university services such as the library and computer laboratories.

With this in mind, the UMAK library staff with the support of the Top Management re-arranged the physical library into a more welcoming space conducive to learning and offers various space for all aspects of students needs in life.



The UMAK Library learning commons emphasizes flexibility of space, resources, instruction and addresses the new literacies, including traditional, digital, and multimedia.

Open Shelves System: University Library

Discovery



The UMAK students enjoy group browsing and skimming books from the shelves.

In compliance with the requirements of the Association of Local Colleges and Universities Commission on Accreditation (ALCUACO) and to implement the acceptable practice in the area of library service, the Library Management adopted the open shelves system. Open shelves are the modern library service method of displaying the library collections to remove barriers imposed to readers and provide free access to shelves where readers can choose

books by themselves. The improvement of the library services give students the best possible self-discovery opportunities in learning. Of approximately 18,000 students enrolled in UMAK, only 1,800 (10 percent) total number of students should be accommodated by the library as required by the regulatory bodies. However, due to the open shelves system, the actual visits increased by sixty percent as compared to the previous year.

At present, the LLC has three (3) unit

libraries comprising, the LLC Main Library (2nd Floor, Administration Building), College of Allied Health Studies Library or COAHS (9th floor, Health and Physical Sciences Building) and the Law Library (5th floor, Health and Physical

Sciences Building.

From the entrance of the LLC Main Library, is the Information Services Desk. The Information Desk serves as the users' one-stop shop assistance using resources and facilities available in the library as well as other inquiries. If library users need in-depth assistance/research assignment, the Information Ser-



Discussion Area - The CBFS students discuss academic tasks together with their peers, collaborating and actively engaging in rich knowledge generation.

In response to feedback, the LLC will soon provide a silent reading area which is designed for users who want to concentrate doing academic work in a fully quiet ambiance without distraction. The silent zone space will be merged with the thesis and dissertation space. The Integration Room Space Facility will also be in place soon. Moreover, the LLC plans to set-up a Wi-Fi Zone which will be equipped with computer and laptop terminals. The LLC will soon provide the faculty nook for the teachers and faculty members who wants to stay in the library to do their research and other school work.

PROFESSIONAL DEVELOPMENT AND ACHIEVEMENT

The Library recognizes that our aspirations for excellence will be achieved through creating environments that nurture talent, empower staff to learn from each other, and allow innovation and the translation of ideas into benefits for students, staff and researchers.

The following professional development and achievements encapsulate this notion:



1. Prof. JENNIFER J. LALUNA University Librarian

RESEACH AWARD

Prof. Laluna took up the challenge and participated in the Call for PAARL Research Papers at the Rizal Library, Ateneo de Manila University on January 25, 2019, with the theme, "The Push to Research and Publish Reskilling Librarians towards Becoming Practitioner-Author." She won 2nd Best Research Award recognized by the Philippine Association of Academic Research Librarians, Inc. or PAARL. The award accepted by Prof. Laluna is considered as one of UMAK's Library Achievement in uplifting the quality of research which is necessary for assisting and guiding the research work of both faculty and students.

PAPER PRESENTATION

She presented her paper entitled, Improving the Library Space Using Design Charrette at the Far Eastern University of Manila on November 13, 2018. Her work has significant impact and relevance in the Field of evidenced-based

Field of evidenced-based Philippine Librarianship and that can serve as springboard of further research.



Prof. Laluna receive her award in the Call for PAARL Research Papers during Awarding Ceremony at the Rizal Library, Ateneo de Manila on January 25, 2019

ALCUCOA ACCREDITOR

After attending rigid training for accreditors, Prof. Laluna became a fully pledged resident accreditor of the Association of Local Colleges and Universities Commission on Accreditation (ALCUCOA) during the Oath Taking Investiture Ceremony held at the Grand Ballroom of Diamond Hotel, Manila on the 27th day of December 2018. She visited Mabalacat City Colleges, Monkayo College of Arts, Sciences, and Technology and Pamantasan nang Lungsod ng Marikina and imparted her insights and expertise in the area of the library thereby contributing to the continuing quest to deliver quality education.

SEMINAR ATTENDED

Prof Laluna attended the lecture seminar of the Philippine Association of Teachers of Library and Information Science (PATLS) entitled, “Revising the BLIS Curriculum: Current and Future Considerations” which was held at the Foreign Serials Section, 2nd Floor, UP Diliman Main Library on 26, 2019. The lecture seminar of the speaker, Prof. Kathleen Lourdes B. Obille, Dean of the UP School of Library and Information Studies (SLIS) highlighted that the Local Government Universities are no longer required to undergo the CHED policies and requirements imposed on other private schools when it comes of opening the course program as long as the Local Government Universities exceed the expected regulatory standard requirements. Moreover, she pointed out that the School of Library and Information Science (SLIS) is now an independent College Department. Prof. Laluna found the information very timely and helpful since she plans to propose to the UMAK Top Management the opening of the course program, Bachelor of the Library and Information Science as an independent College. the near future.

Others

Prof. Laluna actively attended the librarian’s seminars for the past five years, having been invited by the different Librarian Associations as a resource speaker. Furthermore, she became a President of the Cavite Librarians Association, Inc (CLASS) from 2014-2016.



2. Mr Ryan Carl B. Salas
LLC Head, Technical Department

Last 25th of March 2019, Mr. Ryan Carl B. Salas, the Head of the Library Learning Commons Technical Department, participated in a lecture on “Revising the Bachelor of Library and Information Science (BLIS) Curriculum: Current and Future Considerations” held at the Foreign Serials Section, University Library, University of the Philippines Diliman, Quezon City. The lecture emphasized the need to have a paradigm shift in the BLIS curriculum. The speaker, Prof. Kathleen Lourdes B. Obille, Dean of UP School of Library and Information Science pointed out the need to prepare the BLIS students to become globally competent professionals who are abreast with the emerging trends and technology in the field of librarianship. Moreover, she pointed out that the institutions offering Library and Information Science should consider offering cognate subjects to facilitate in-depth BLIS curriculum which is crucial in professional advancement in librarianship. Mr. Salas found the lecture timely and relevant especially that the present UMAK Library is continuously progressing into a hybrid library. Moreover, Salas gained additional knowledge from attending the seminar/lecture and felt that it was an excellent experience and opportunity to gather valuable insights from the top-caliber institution because the University of Makati is planning to offer a Bachelor of Library and Information Science in the near future.

Below is the list of seminars attended by Mr. Ryan Carl B. Salas:

**REVISING THE BLIS CURRICULUM:
CURRENT AND FUTURE CONSIDERATIONS**
Foreign Serials Section, University Library,
University of the Philippines Diliman March 25,
2019

**PATLS GENERAL ASSEMBLY AND
LECTURE FORUM: GLOBAL
COLLABORATION ACROSS THE
INFORMATION COMMUNITY
PHILIPPINE ASSOCIATION OF
TEACHERS OF LIBRARY AND
INFORMATION SCIENCE (PATLS)**
1st Floor, SPED Room, Albertus Magnus
Building, University of Santo Tomas,
España, Manila March 27, 2017

**2018 LIBRARY AND INFORMATION SCIENCE
COLLOQUY: TECHNOLOGY AND RESEARCH
COMPETENCIES FOR LIBRARY AND INFORMATION
PROFESSIONALS Lourdes J. Custodio**
ICD Room, Albertus Magnus Building, University of
Santo Tomas
April 25, 2018
Speaker: Yuen – Hsien Tseng, Ph.D.



**ROLES AND ETHICAL BEHAVIOR OF MODERN DAY
LIBRARY AND INFORMATION PROFESSIONALS**
Albertus Magnus Building, University of Santo
Tomas, España, Manila
September 29, 2017
Speaker: Mrs. Mila M. Ramos

EMERGING E-LEARNING TECHNOLOGIES IN LIBRARIES
SMX Convention Center, Mall of Asia Complex,
Pasay City
September 14, 2017
Speakers: Justine Josef Villana, Francis Uyham &
Alan Taule

**LIS COLLOQUY: LIBRARIES, ARCHIVES AND MUSEUM: A
TRIVIUM OF PARTNERSHIP IN NATION – BUILDING**
Miguel De Benavidez Library Conference Hall,
University of Santo Tomas, España, Manila
April 26, 2017
Speaker: Assoc. Prof. Brendan Luyt

2016 KNOWLEDGE EXCHANGE LECTURE SERIES
AMV Hall, College of Accountancy, University of Santo
Tomas, España, Manila
October 25, 2016
Speakers: Assoc. Prof. Regalado Trota Jose, Ph.D & Mr.
John Hickok, MLIS, MA- TESOL

**MALAYSIAN LIBRARIANSHIP: VALUING BEST PRACTICES
AND RESEARCH AGENDA SETTING IN LIBRARY
AND INFORMATION SCIENCE**
Miguel De Benavidez Library Conference Hall, University
of Santo Tomas, España, Manila September 17,
2016

**COLLECTION ASSESSMENT FOR ACADEMIC LIBRARIES:
CASE STUDIES**

2. **Ms. Janella T. Sahagun** **Reference Librarian/Record Coordinator**

Ms. Janella T. Sahagun is currently working as the Reference Librarian and managing the records for ALCUCOA, CHED and ISO under the supervision of the Prof. Laluna. She is responsible for providing references, assisting the library patrons with accurate and relevant sources, issuance of referral letter when the information needed is not available at the university library, among others.. Moreover, Ms. Sahagun also stands as the record coordinator who ensures that all library documents are orderly, easily retrievable and kept safe. In line with this, she has undergone numerous trainings and seminars regarding ISO 9001:2015 and Quality Circle Principles: Best Practices of 5S (Filing System) which was given by the Quality Management and Development Center (QMDC). This task has been accomplished through a series of lectures, on-the-job training, in-service training, and attendance in the specialization course from January to March 2019. Ms. Sahagun successfully passed the training program held at the HPSB, University of Makati and is fully dedicated to attending future trainings for her continuous professional development. Furthermore, Ms. Sahagun has attended trainings and seminars within the last five years which have contributed significantly to her profession as a librarian. Roles and Ethical Behavior of Modern Day Library and Information Professionals

September 29, 2017

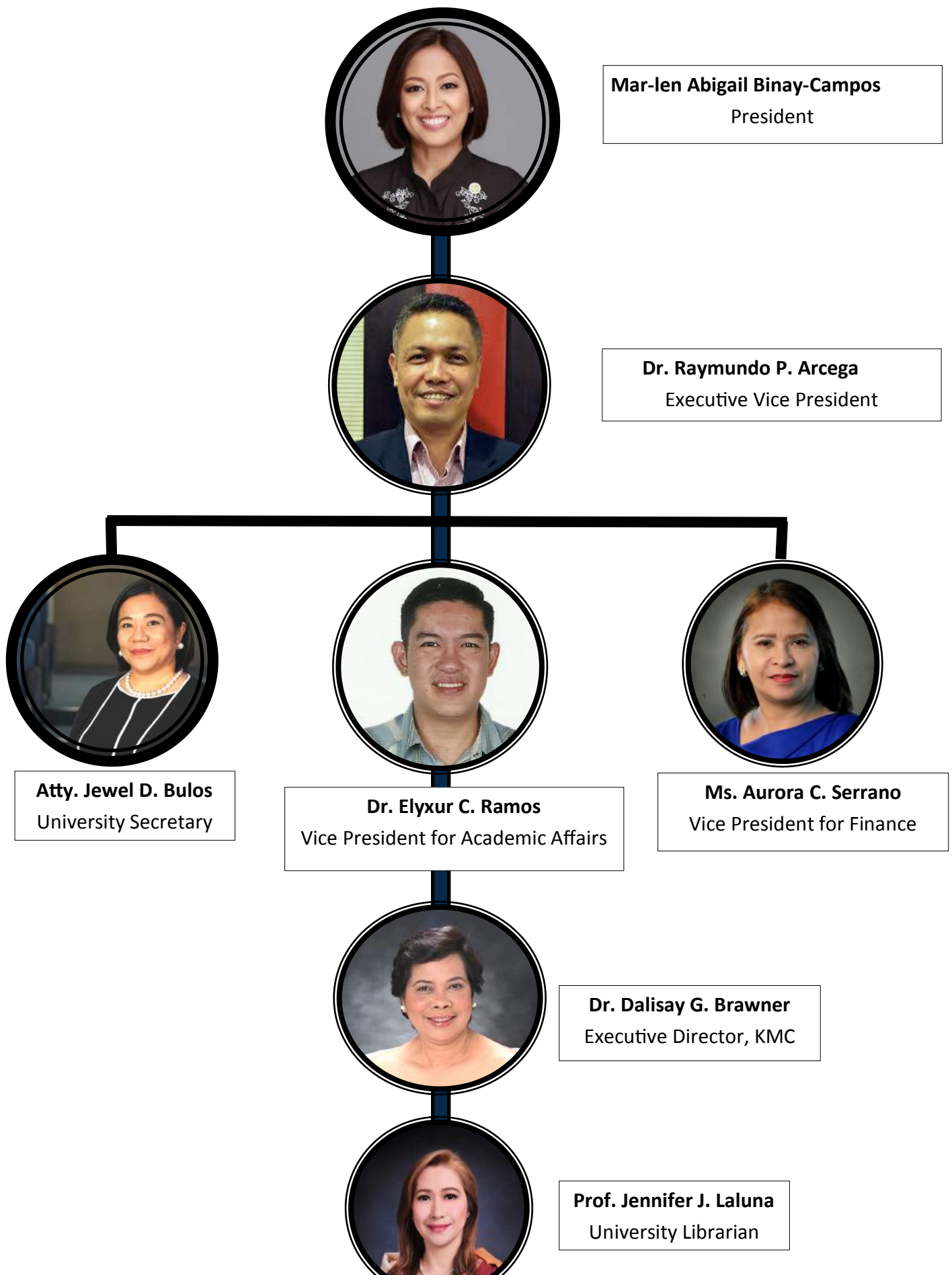
Emerging E-Learning Technologies in Libraries - September 14, 2017

Malaysian Librarianship: Valuing Best Practices and Research Agenda Setting in Library and Information Science – September 17, 2017

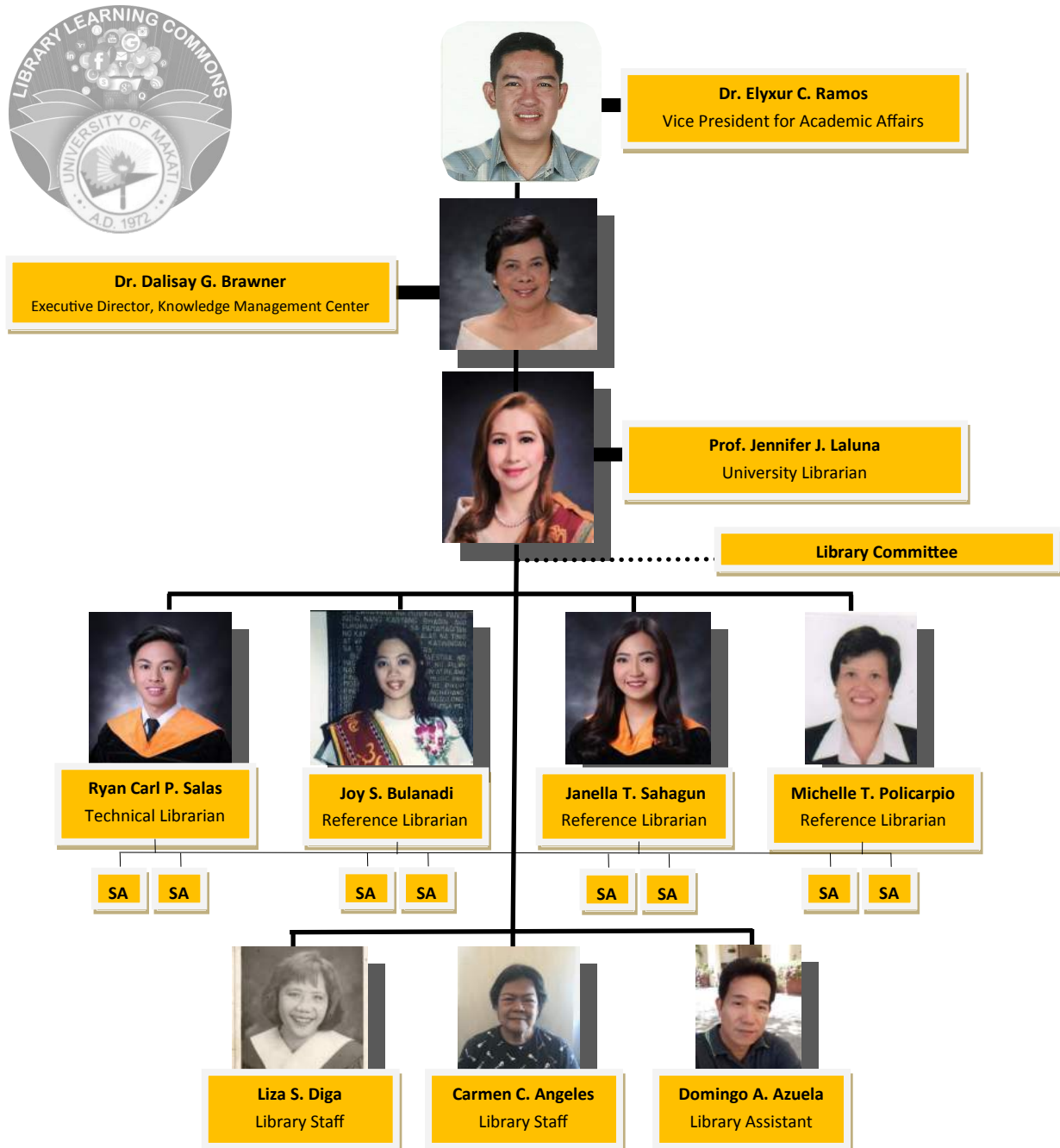


On the 30th day of March 2019, Ms. Joy S. Bulanadi, law librarian, attended a forum titled "Academic Accreditation and International Standards: Library Experiences and Preparations" held at the Colegio de San Lorenzo, Congressional Ave., Quezon City. The forum aimed to impart information concerning the value of the Philippine and International Accreditation Activities and Standards, its basic procedures and processes. Moreover, it was intended to share and exchange experiences among institutions that have undergone the accreditation process. The speaker, Prof. Enrique M. Gungon, Jr., a Library Accreditor, Associate Professor and University Librarian of St. Paul University Quezon City discussed the benefits of accreditation comprising of identification of the library's strength and weaknesses, opportunities through an informed review process, proper planning, funding, allocation of resources, and open innovative and modern methods of pedagogy to name a few. Moreover, Prof. Gungon emphasized the common barriers to accreditation comprising irrelevant vision and mission, non-compliance with requirements of CHED/DepEd/ and TESDA, poor performance of BLIS graduates in the board examinations to name a few. Ms. Bulanadi hoped that the University of Makati (UMAK), as a premier university may consider aiming for the Philippine Quality Award (PQA) which is the highest national recognition award for exemplary organizational performance of private and public organizations in the country. Ms. Bulanadi appreciated attending this seminar, which helped her to acquire new ideas, remain relevant and build networks among librarians.

The UMAK Library Learning Commons Organizational Structure



UMAK LIBRARY LEARNING COMMONS ORGANIZATIONAL CHART



FUNCTIONAL STATEMENT

The UMAK Library Learning Commons exists primarily to support the UMAK goals and objectives. Generally, it aims to render committed and updated library services to the UMAK community and to be its partner in the accomplishment of instructional and curricular programs.

Specifically, the LLC aims to:

Instruct the students, faculty, and members of the community in the effective and efficient use of the UMAK LLC and its resources;

Support the college's educational programs by providing appropriate educational resources and services to the UMAK Partners,

Deliver quality services by collecting books and other resources comprising of periodicals, vertical files, audio-visual (A/V) resources, electronic resources through subscription and free open access journals which are relevant to the curricular programs and organizing