The University Library
OVCAA | UP Los Baños

INFO Lite
LIBSmart
INFOLIT Advanced
LIBSmart+

Identify
Find
Evaluate
Acknowledge

InfoSkilled

UPLB Fostering Lifelong Learning

library.uplb.edu.ph
@uplblibrary
universitylibrary.uplb@up.edu.ph
+63 49 536 2235

Welcome to LibSmart+

Infoskilled: UPLB Fostering Lifelong Learning

CEM LIBRARY

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CHECK-IN ACTIVITY

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TO LEARN HOW TO AVAIL THE LIBRARY SERVICES AND UTILIZE LIBRARY RESOURCES

RECOGNIZE THE ROLE OF CITING AND REFERENCING IN THE CONTEXT OF ACADEMIC AND PROFESSIONAL WRITING TO AVOID COPYRIGHT ISSUES.

University Library System

Every UPLB library boasts its own unique collection and provides comparable services to its patrons.

8 COLLEGE LIBRARIES

2 SPECIAL LIBRARIES

1 SCHOOL LIB

1 READING ROOM

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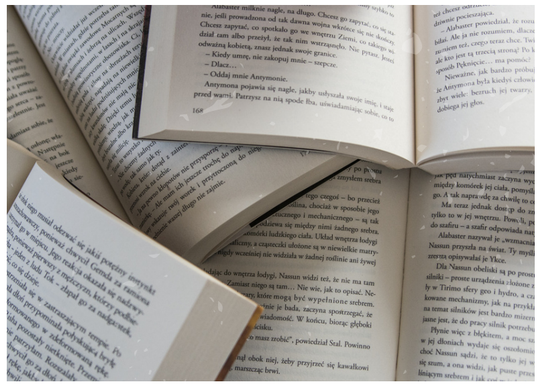
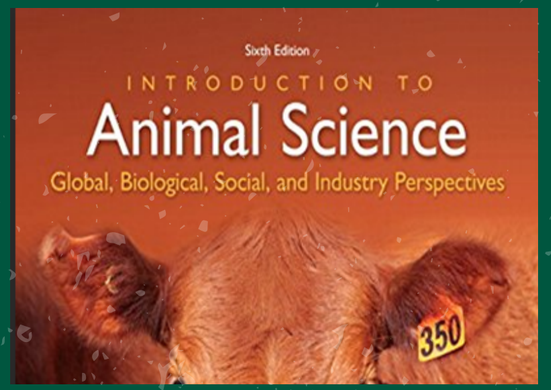
University LIBRARY



has the most extensive collection of agricultural materials in the country



strong in plant and animal sciences

provide print and electronic information sources

offers hybrid services

MAIN LIBRARY

CATERS TO THE NEEDS OF:

- CAFS
- CAS
- CAFS-CAS JOINT PROGRAM
- GRADUATE SCHOOL

HAS COLLECTIONS OF (GE) COURSES

DIVIDED INTO DIFFERENT SECTIONS

BIENVENIDO M. GONZALES HALL

LIBRARY RESOURCES

LIBRARY RESOURCES

GENERAL REFERENCE BOOKS

General reference books and materials (encyclopedias, dictionaries, atlases, etc.) shall be for room use only. General reference books may be issued for classroom use upon request of a faculty member, but these shall be returned within the day.

RESERVE BOOKS

(Required reading materials for courses offered during the semester/summer) shall be lent for room use only and recalled two hours after it is issued.

It may also be borrowed for overnight use upon request and be returned not later than 9:00 o'clock the next working day.

THESIS, DISSERTATIONS, PERIODICALS

Theses, dissertations, and periodicals shall be for room use only. However, faculty and officials of the University may borrow a periodical, other than the latest issue, for a period of not more than one (1) week.

CIRCULATION BOOKS

Books for home use are usually loaned for two (2) weeks.

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LIBRARY RESOURCES

UPLB PUBLICATIONS

Intellectual and knowledge output of UPLB constituents such as:

- Theses/Dissertations
- Special Collections
- Terminal Reports
- Professorial Chair Lectures
- Syllabus, Manuals, etc.

ARCHIVAL MATERIALS

Subject to any restrictions that may have been imposed on particular records by the originating office in the University of the Philippines System or the donor

ELECTRONIC RESOURCES

Multidisciplinary and specialized online databases including but not limited to:

- electronic journals
- electronic books
- digital thesis/dissertation
- numeric database, etc. subscribed by the University

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Borrowing Privilege

Library Users	*Circulation Books* Borrowing Limits/Loan Period	*Reserve Books* Borrowing Limits/Loan Period	*Reference Books* Borrowing Limits/Loan Period
Undergraduate	5 Books / 2 weeks	2 Books / Overnight	Room Use Only
Graduate	10 Books / 2 weeks	2 Books / Overnight	Room Use Only
Faculty	10 Books / 1 month	2 Books / Overnight	Room Use Only
REPS	10 Books / 2 weeks	2 Books / Overnight	Room Use Only
Staff	5 Books / 2 weeks	2 Books / Overnight	Room Use Only

Fines & Penalties

Failure to Return

Pay overdue fees

Loss

replace it with the same book or pay its current replacement value + 50% of the current price

Recall

urgent need for it by an official of the University, to be placed on reserve, overdue, annual inventory

Refusal or failure to settle library accounts

If a library account remains unsettled without a valid reason, the person responsible will be held accountable for their obligations.

shall not be allowed to register

shall not be permitted to use the University Libraries

shall not be issued a library clearance

SERVICES & FACILITIES

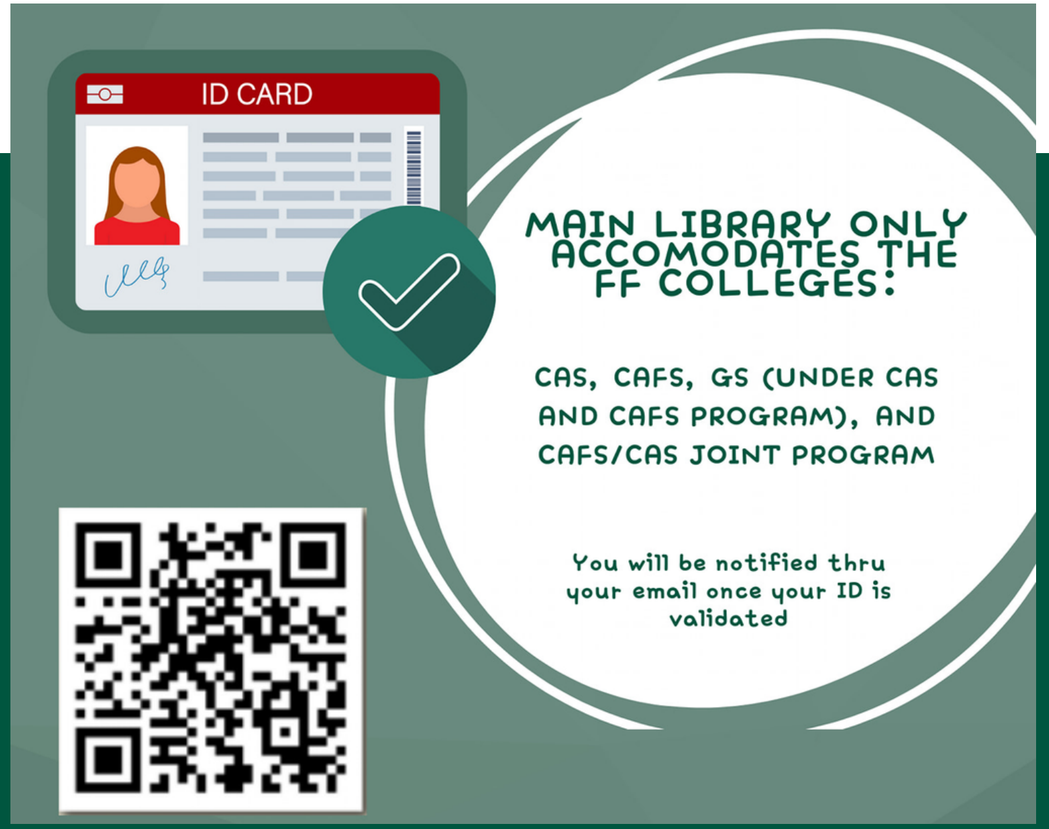
E-Library ACCOUNT REGISTRATION

ONLINE ID VALIDATION

ID validation is being done every semester in order to update the students' library records and enable access

REQUIREMENTS:

- 2x2 picture for NF
- Student's ID for old students
- Form5, SAIS/AMIS screenshot, or Certificate of Enrolment

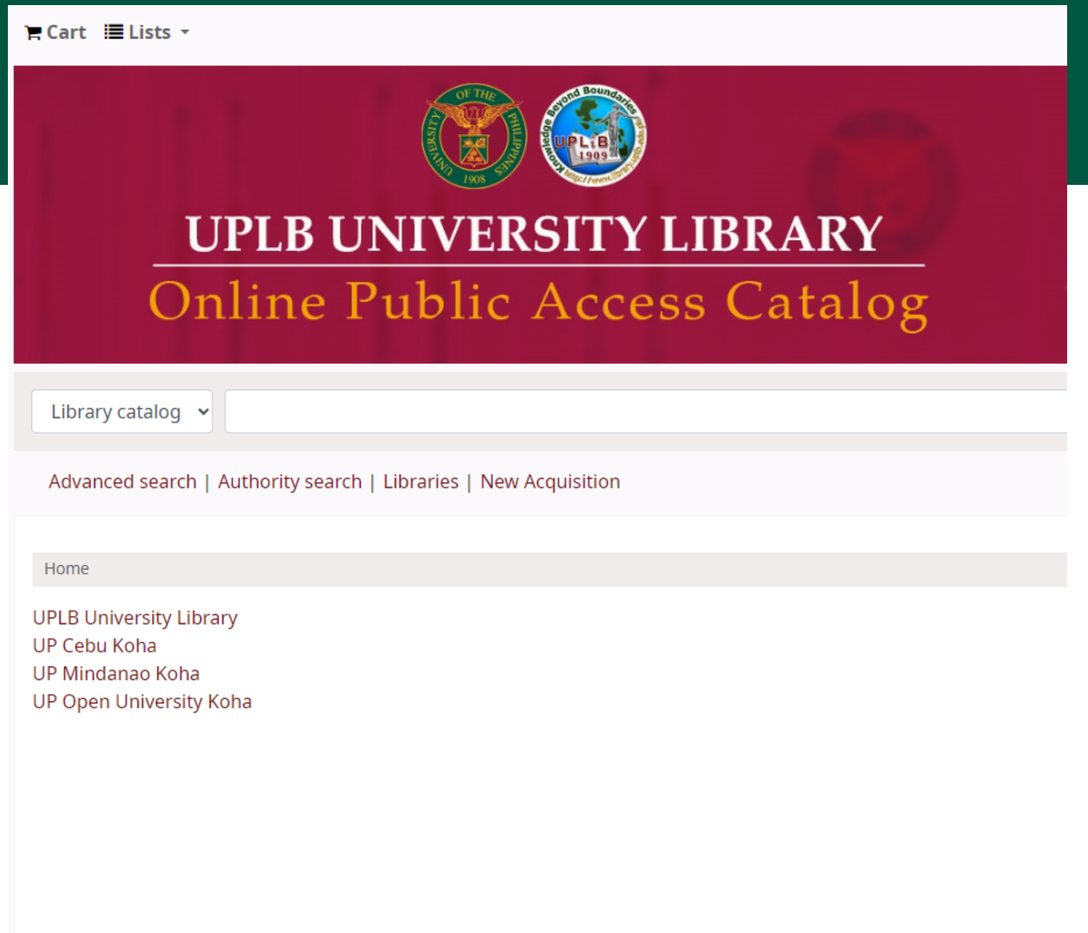


E-library ACCOUNT REGISTRATION

KOHA ACCOUNT REGISTRATION & PASSWORD RESET

Koha is an open-source integrated library system maintained by the UPLB University Library which will be used as a permanent online public access catalog of the UPLB. Koha can be accessed here:

http://koha.uplb.edu.ph/



E-Library ACCOUNT REGISTRATION

OPEN ATHENS ACCOUNT AUTHENTICATION SERVICE

Open Athens Account Authentication Service enables a UPLB bonafide student to remotely access all licensed electronic resources via a single sign-on solution.

Drop by at the Main Library E-Resources and Multimedia Services Section located at the Basement of the Main Library or directly to the College/Unit libraries for assistance or may send an email request for account registration or renewal.

OpenAthens

SCAN TO REGISTER

SCAN TO RENEW

Accessing SPECIAL COLLECTIONS

THESES & SPECIAL PROBLEM REPORT

https://uplbcemlibrary.com/using-the-library/specialcollections/

FOR TITLES AVAILABLE IN E-COPY

- Requests to access e-copy should be coursed through the online request portal.
- ID/ registration of the requesting student must be validated for the current semester.
- A read-only access to the requested files is given and can only be opened using the client's registered UP mail.
- Permission to view the requested materials is valid only during the current semester.

FOR TITLES AVAILABLE IN HARDBOUND

- Titles with hardbound are accessible on-site.
- Library users should submit to the library staff the filled-out request form available at the Special Collections counter.
- A valid UP school ID/ registration is deposited in exchange for the hardbound thesis/ SP.
- Used materials must be returned to the library staff in exchange for their submitted ID.

RESTRICTED ACCESS/ Not Available to the General Public

1. Letter of request
2. Duly filled out non-disclosure agreement.

Accessing PRINTED BOOKS

Search the online catalog for available resources:

KOHA http://koha.uplb.edu.ph

Take note of the material's library location, call number, and item type.

CIRCULATION BOOKS

Go to the Circulation section, browse the open shelves, and get the book that you need.

RETURN IT ON THE DESIGNATED TROLLEY AFTER USE

FOR HOME USE

Fill out the book card found at the back of each book that you will borrow

Proceed to the counter and present your valid student ID

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Accessing PRINTED BOOKS

RESERVED BOOKS

Proceed to the circulation counter and give the details of the book that you need.

SURRENDER YOUR VALID STUDENT ID

FOR HOME USE

Fill out the book card and present your valid student ID. Return the book at 9:00 AM the next day.

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How to Access and Download E-resources?

1. When on campus, the recommended option is to use university-managed computer terminals, devices, or Wi-Fi connections.
2. To access our online resources remotely, log in to OpenAthens to see what contents are available for you.

Accessing via OpenAthens

OpenAthens is a “gateway” service. With a single sign-on (SSO) using your UP Webmail login credentials (@up.edu.ph), you can conveniently access the library’s electronic resources subscription on and off campus.

1. On your browser, go to **www.openathens.net.** On the landing page, click "**login to MyAthens**" and sign in using your OpenAthens account.
2. Once signed in, you will see the list of subscribed databases. Simply click on your desired database to explore its contents.

To self-register: https://register.openathens.net/up.edu.ph/register
To self-renew: https://register.openathens.net/up.edu.ph/renew

CEM E-books List

Most CEM e-books are available via Ebsco, Wiley Online, and VitalSource. Check our list of E-books to search for your references. Check also our CEM resources webpage:

https://uplbcemlibrary.com/resources/cem-e-books/

Remember to check KOHA for available printed books.

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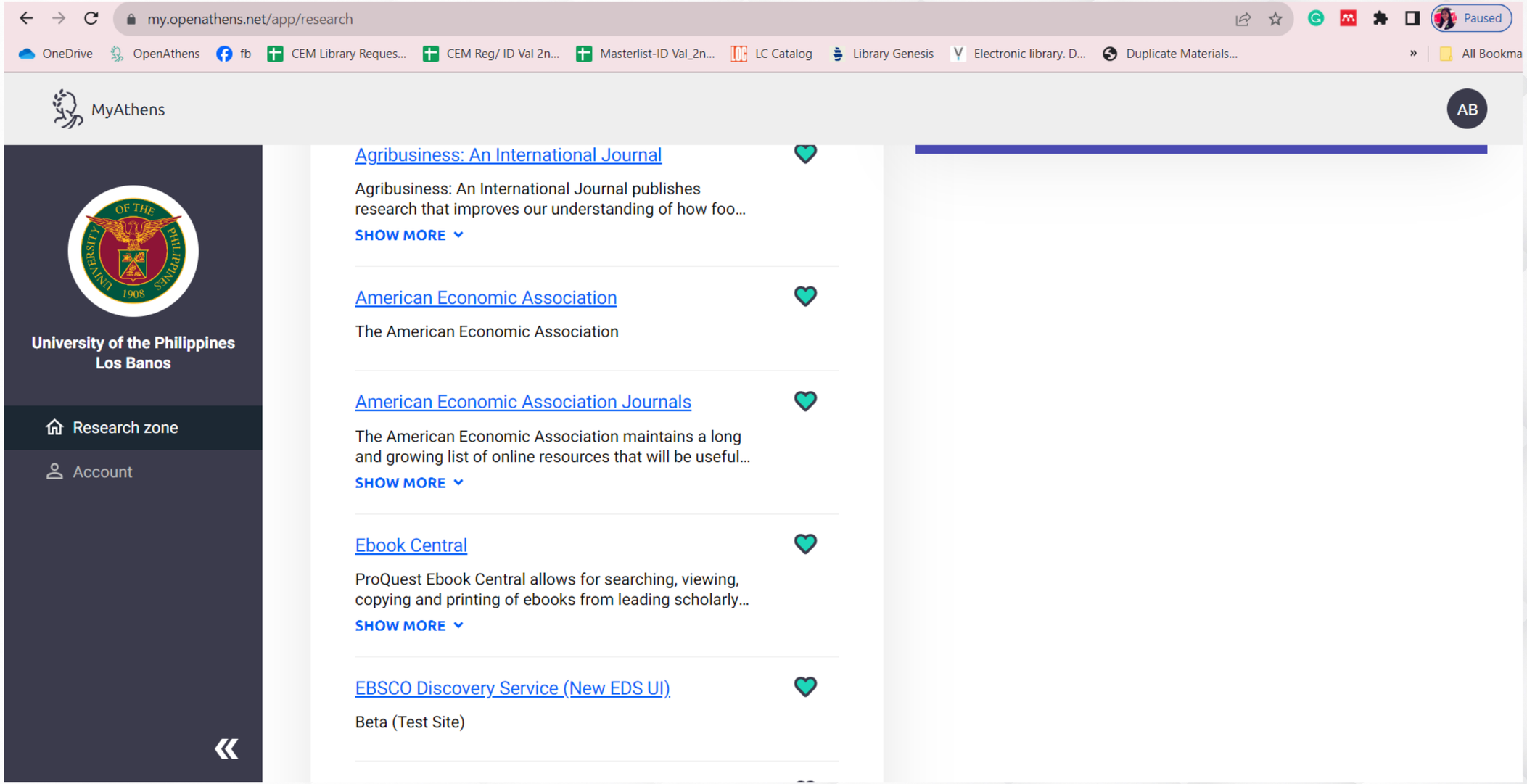
How to Access and Download E-resources?



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DATABASES

https://uplbcemlibrary.com/resources/databases/

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DATA ANALYTICAL TOOLS

SCOPUS

Scopus is the largest abstract and citation database of peer-reviewed literature: scientific journals, books and conference proceedings.

SCIVAL

SciVal provides access to the research performance of thousands of research institutions and their associated researchers from 231 nations worldwide—so you can visualize research performance, benchmark relative to peers, develop strategic partnerships, identify and analyze new, emerging research trends, and create uniquely tailored reports.

WEB OF SCIENCE

Web of Science Core Collection is our premier resource on the platform and includes over 21,000 peer-reviewed, high-quality scholarly journals published worldwide.

REFERENCE MANAGEMENT TOOLS

MENDELEY

Mendeley is free software that is available across a number of different platforms.

•quickly save and organize citations
•download PDFs (read offline, mark-up)
•cite while you write

ENDNOTE

EndNote is a reference manager that helps you save time formatting citations, so you can focus on your research.

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STATISTICAL TOOLS

SPSS (Statistical Package for Social Sciences)

SPSS Statistics is a statistical software suite developed by IBM for data management, advanced analytics, multivariate analysis, business intelligence, and criminal investigation.

NVIVO

NVivo is the most powerful and most cited software for qualitative data analysis.

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PLAGIARISM DETECTION TOOL

This services offers Originality/Plagiarism Check Service to assist students in maintaining the quality and integrity of their academic/research writings.

Enrollment in an Instructor's Class

Library's Plagiarism and Originality Check Service

Enrollment in the Library's Created Class

Turnitin Draft Coach

LIBRARY PLATFORMS

LIBRARY WEBSITE

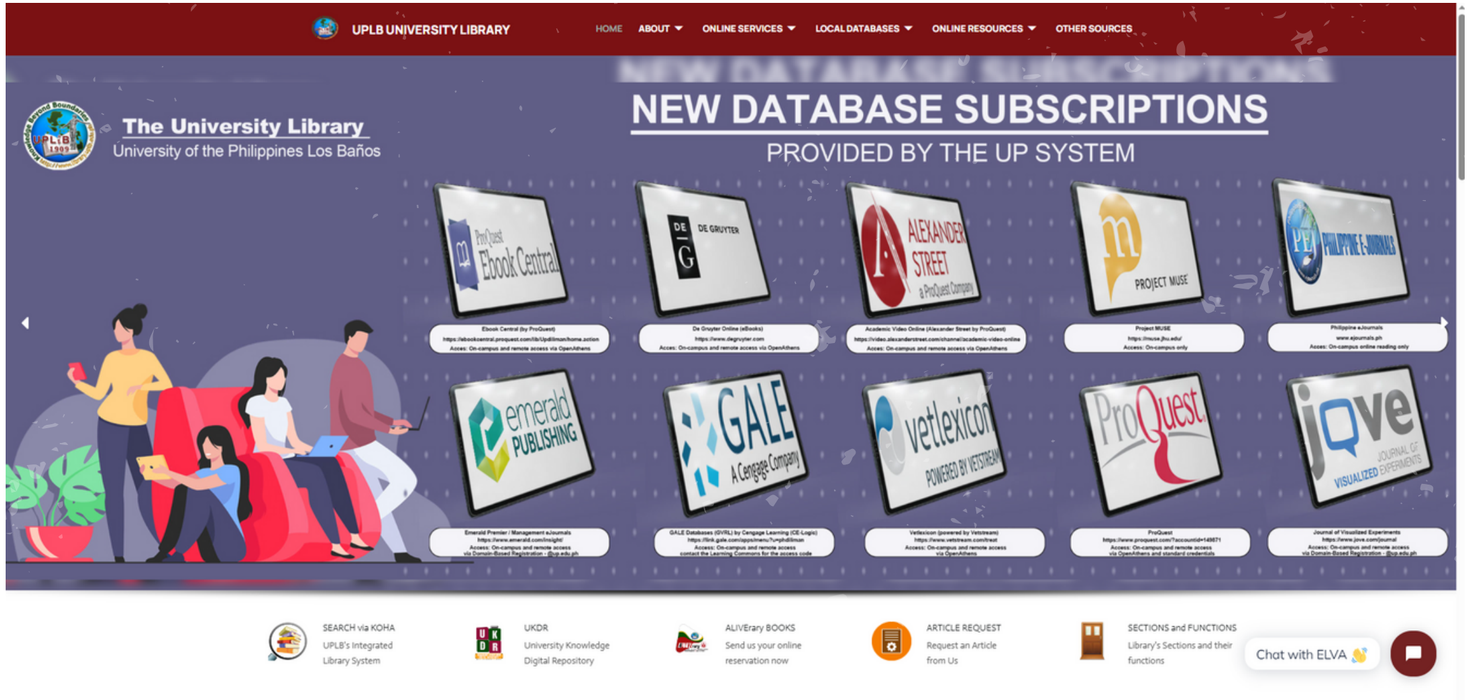
Online Services
Avail our online services!

Local Databases
Check all our local databases such as KOHA, UKDR, UPLB Journal Online, and more!

Online Resources
There are several free online library resources available 24/7 such as e-books, article databases, and electronic journals

EBSCO Discovery Search
Google who?

News & Updates
What's new?



https://library.uplb.edu.ph

KOHA

Browse our Library Collections
Across UPLB Libraries!

Check Items on Loan

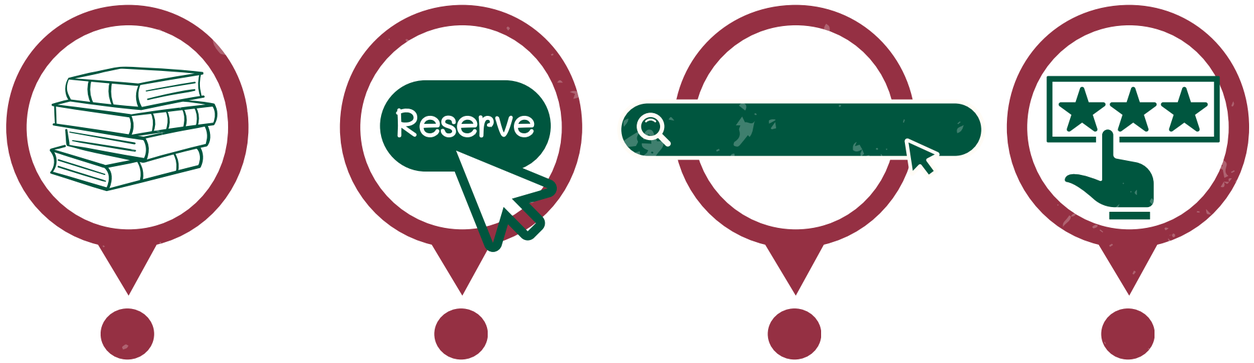
Make Material/Book Reservation

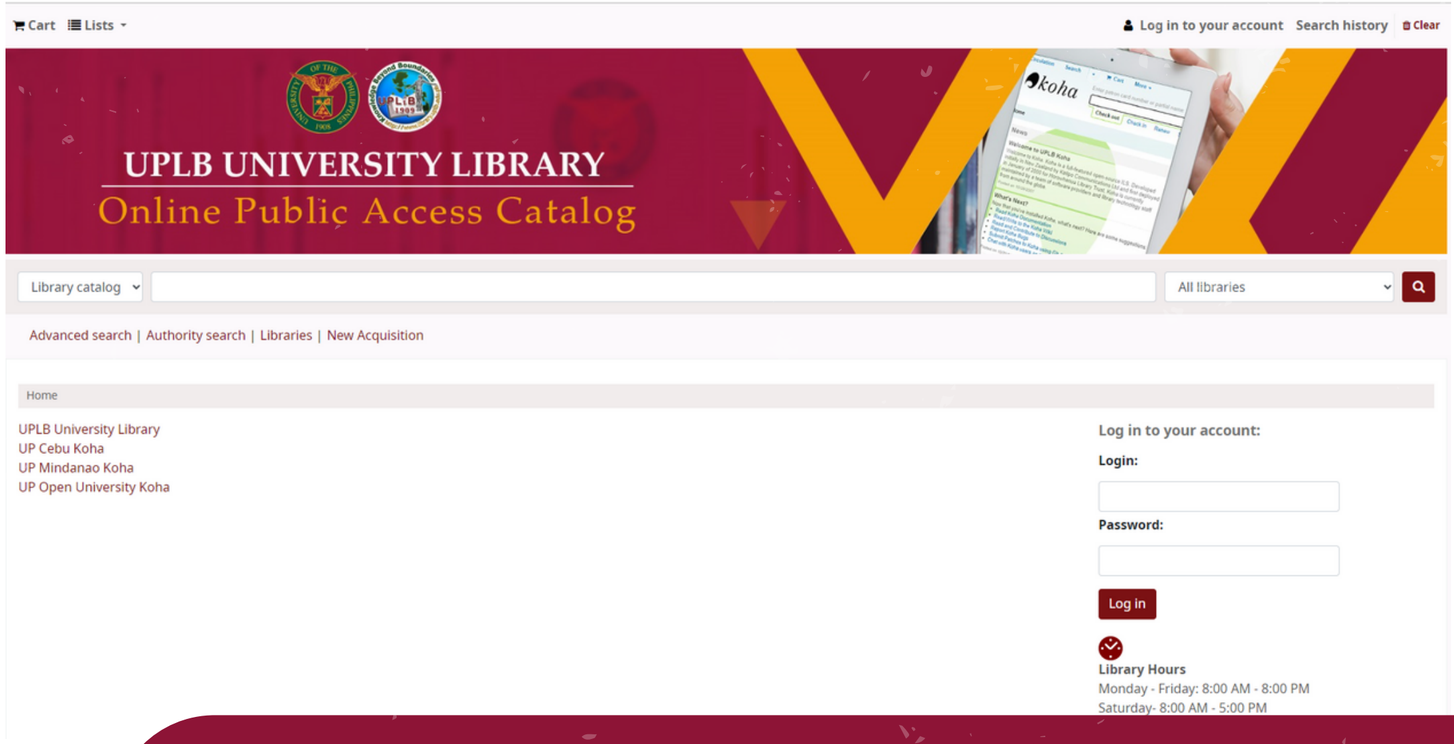
Recommend Book Titles

View Transaction History

Costumize Your Account

Send Feedback





https://koha.uplb.edu.ph

UKDR

Virtual Reservoir of
Knowledge and Information

Electronic Theses
and Dissertations

Journal & Peer-
Reviewed Series

Featured Publications

www.ukdr.uplb.edu.ph

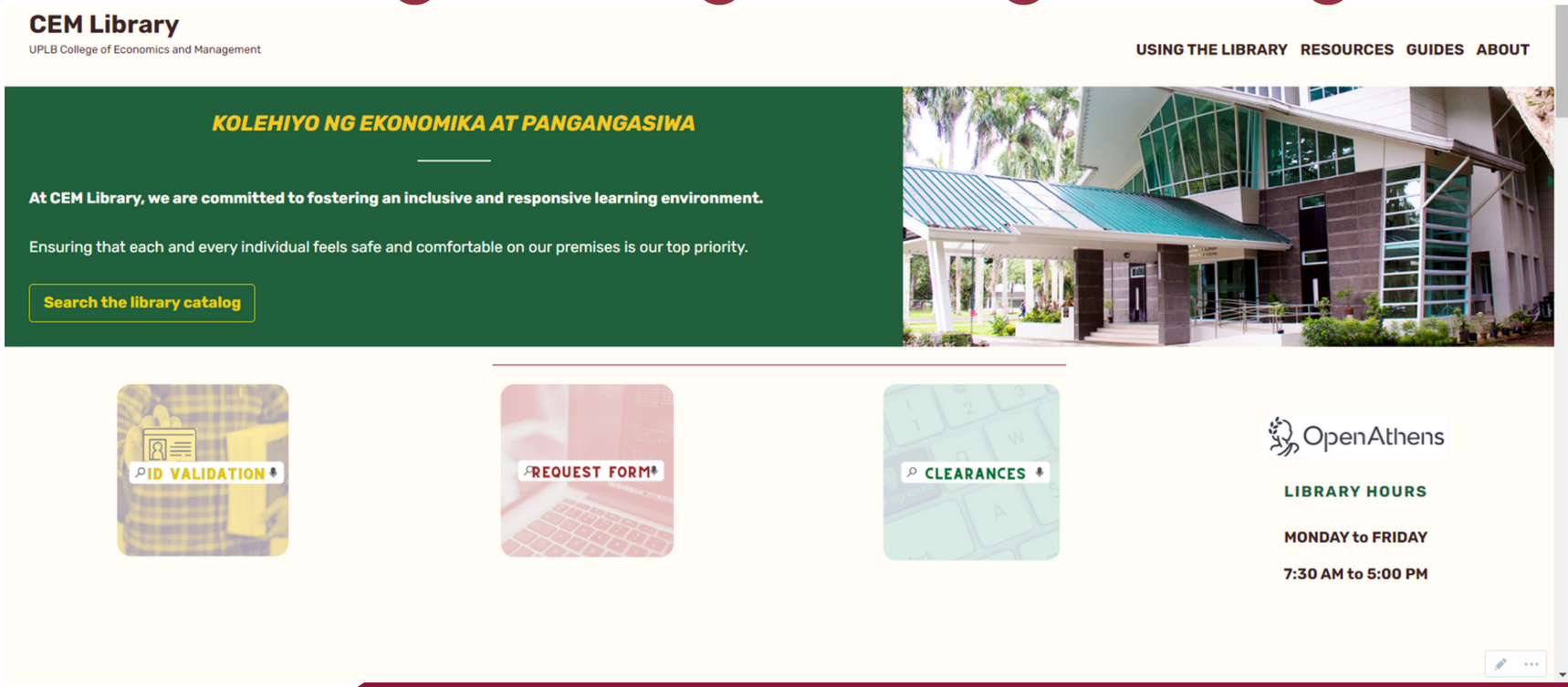
CEM LIBRARY WEBSITE

HOW TO USE THE LIBRARY

LIBRARY RESOURCES

DATABASES

LIBRARY GUIDES



www.uplbcemlibrary.com

Infolit Advanced

ACKNOWLEDGE

CEM LIBRARY

COPYRIGHT:

What do I need to know?

COPYRIGHT

The legal protection extended to the owner of the rights in an original work.

"Original work" **refers to intellectual creation in the literary, scientific, and artistic domains.**

https://www.ipophil.gov.ph/copyright/

LITERARY AND ARTISTIC WORKS

- BOOKS AND OTHER WRITINGS
- MUSICAL WORKS
- FILMS AND PHOTOGRAPHIC WORKS
- ORNAMENTAL DESIGNS OR MODELS OF MANUFACTURE
- PAINTINGS, SCULPTURES, AND OTHER WORKS OF ARTS
- COMPUTER PROGRAMS & MOBILE APPS

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Compilation and Derivative Works

COMPILATIONS

A compilation is a work formed by the collection and assembling of preexisting materials or of data that are selected, coordinated, or arranged in such a way that the resulting work as a whole meets the requirements for copyright protection.

DERIVATIVE WORKS

A derivative work is a work that is based on one or more preexisting works that has been transformed or modified in some way. For example, an abridged, annotated or revised edition of a book, translations and musical arrangements.

COPYRIGHT LITERACY

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Do you need to register for copyright with IPOPHL before asserting your rights as a creator?

COPYRIGHT

The **IP Code** grants authors, artists, and other creators automatic protection for their literary and artistic creations **from the moment they create them.**

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COPYRIGHT REFERENCE BOOK 2021

COPYRIGHT LITERACY

Can the author or creator waive or transfer copyright?

COPYRIGHT

The author/creator of any work can waive or transfer copyright in favor of a corporation or another individual.

Copyright can be transferred or assigned in whole or in part

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COPYRIGHT REFERENCE BOOK 2021

COPYRIGHT LITERACY

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HOW FAIR IS FAIR USE?

FAIR USE

Balancing the interests of intellectual property owners with those who use it - the general public - is a key function of a healthy intellectual property system.

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LIMITATIONS ON COPYRIGHT

The recitation or performance of a work, once it has been lawfully made accessible to the public, if done privately and free of charge or if made strictly for a charitable or religious institution or society;

The recording made in schools, universities, or educational institutions of a work included in a broadcast for the use of such schools, universities or educational institutions

The public performance or the communication to the public of a work, in a place where no admission fee is charged in respect of such public performance or communication, by a club or institution for charitable or educational purpose only

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Important COPYRIGHT TIP

Always attribute the source of any resource you use – otherwise, you won't be able to rely on copyright exceptions for teaching or research.

Citing and Referencing

The rights of a copyright owner - the economic and moral rights - merits a separate in-depth discussion, but understanding both sides of copyright, as we play the role of both creator and consumer of it, serves as a useful guide when to

give credit where it is due

and when to express ourselves as we see fit.

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TWO STEPS INVOLVES IN ACKNOWLEDGING THE SOURCE OF INFORMATION :

(1) a citation in the text of the document

(2) a reference list OR a bibliography at the end of the document

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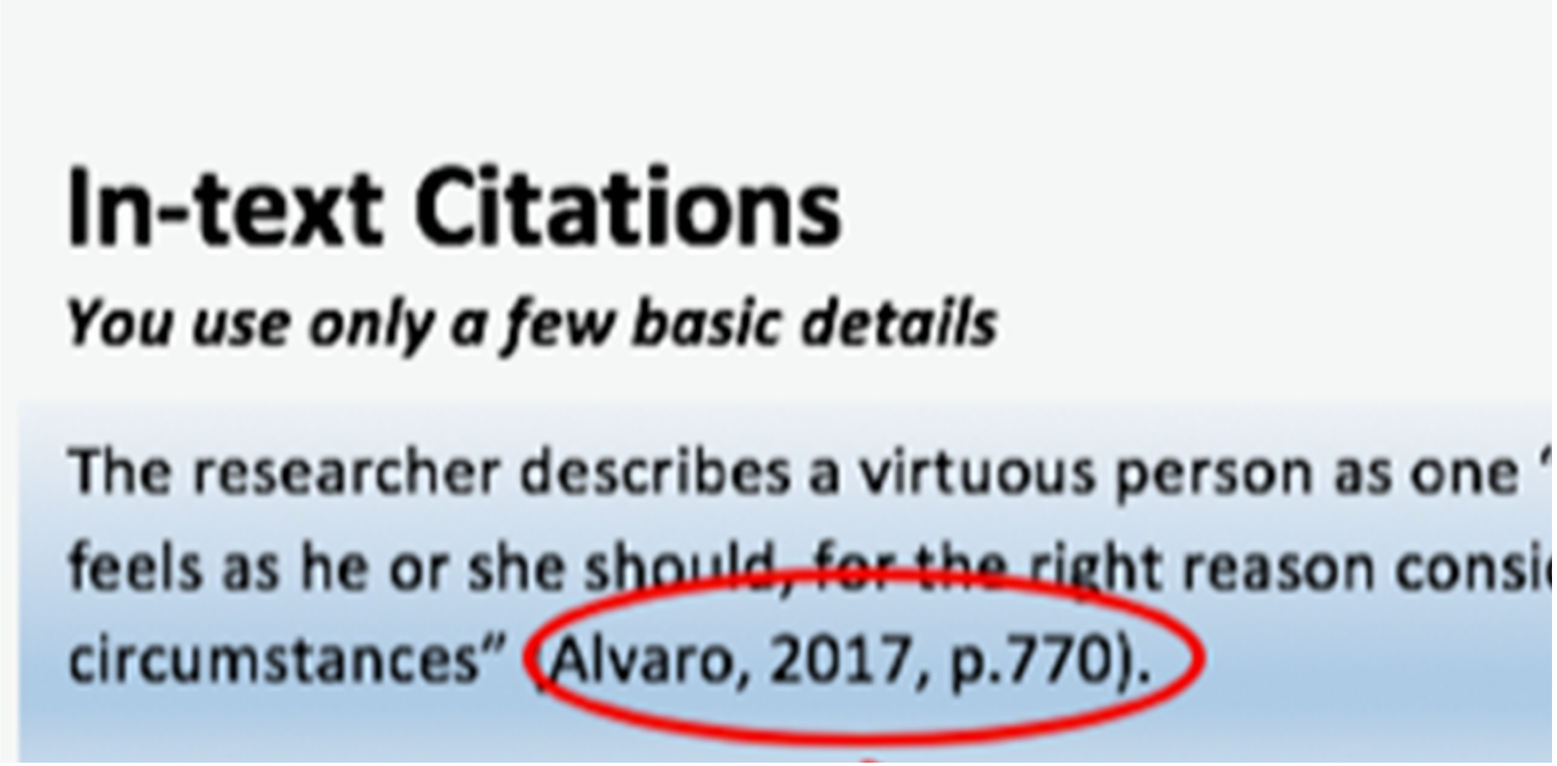

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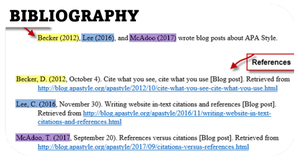
BIBLIOGRAPHY

Becker (2012), Lee (2016), and McAdoo (2017) wrote blog posts about APA Style.

References

Becker, D. (2012, October 4). Cite what you see, cite what you use [Blog post]. Retrieved from http://blog.apastyle.org/apastyle/2012/10/cite-what-you-see-cite-what-you-use.html

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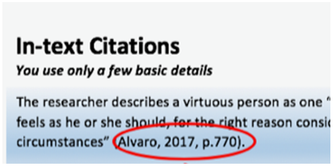
In-text Citations

You use only a few basic details

The researcher describes a virtuous person as one "
feels as he or she should, for the right reason consi
circumstances" (Alvaro, 2017, p.770).

Reference List

You use ALL of the details

Alvaro, C. (2017). Ethical veganism, virtue and greatness of the soul. *Journal of Agricultural and Environmental Ethics, 30*(6), 765-781. https://doi.org/10.1007/s10806-017-9698-z

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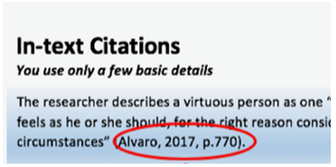

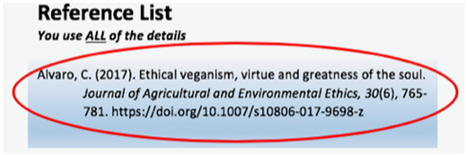

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STEPS INVOLVES IN ACKNOWLEDGING THE SOURCE OF INFORMATION :

Citation Styles

APA (American Psychological Association) used by Education, Psychology, and Sciences

MLA (Modern Language Association) used by the Humanities

Chicago/Turabian style generally used by Business, History, and the Fine Arts

The citation style sometimes depends on the academic discipline involved.

The Chicago Manual of Style®

The Chicago Manual of Style

https://www.chicagomanualofstyle.org/

The Chicago Manual of Style, 17th ed. Chicago: University of Chicago Press, 2017. https://doi.org/10.7208/cmos17

The Chicago Manual of Style

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8 Names, Terms, and Titles of Works
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Glossary
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The Chicago Manual of Style, 17th ed. Chicago: University of Chicago Press, 2017.
https://doi.org/10.7208/cmos17

MENDELEY

MENDELEY

Reference manager that can help you store, organize, note, share and cite references.

Manage your references

1. **Mendeley Reference Manager**
2. **Mendeley Cite**
3. **Mendeley Web Importer**

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MENDELEY

1. Account registration and installation
2. Mendeley Library Interface

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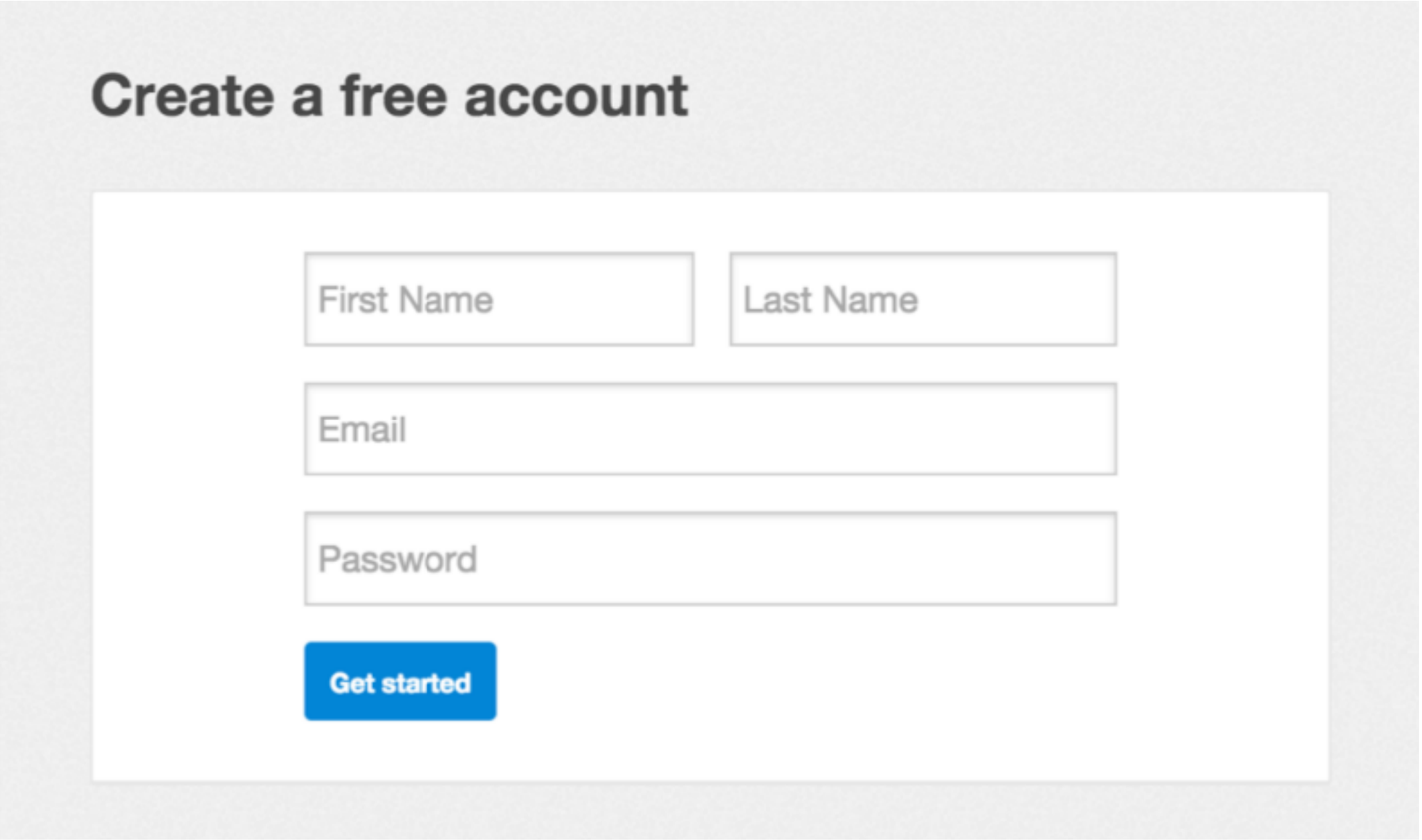
https://www.mendeley.com



Log in or create an account using your UP mail

Add Mendeley web importer

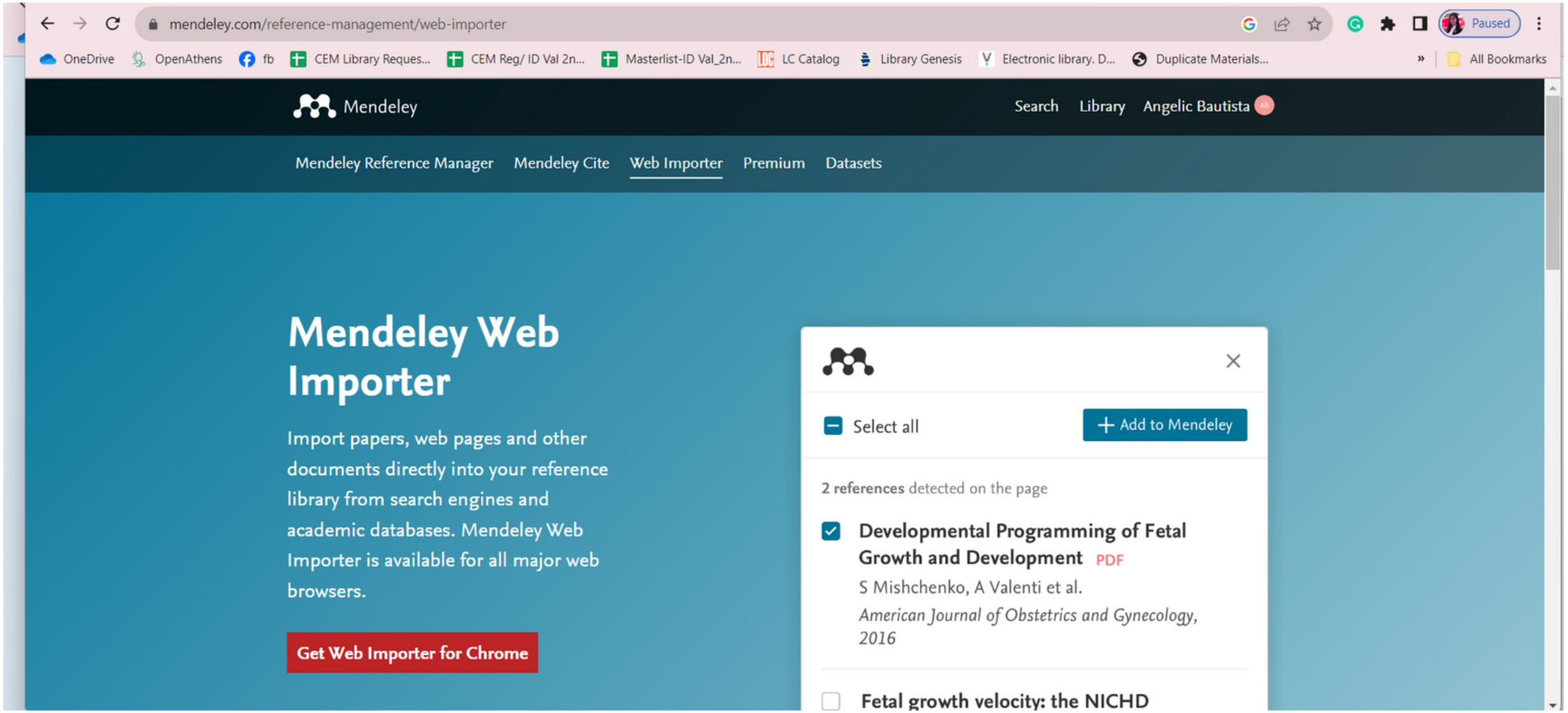
https://www.mendeley.com

Downloads

Reference Manager

Web Importer

Citation Plug-in



Add Mendeley Cite Plug-in

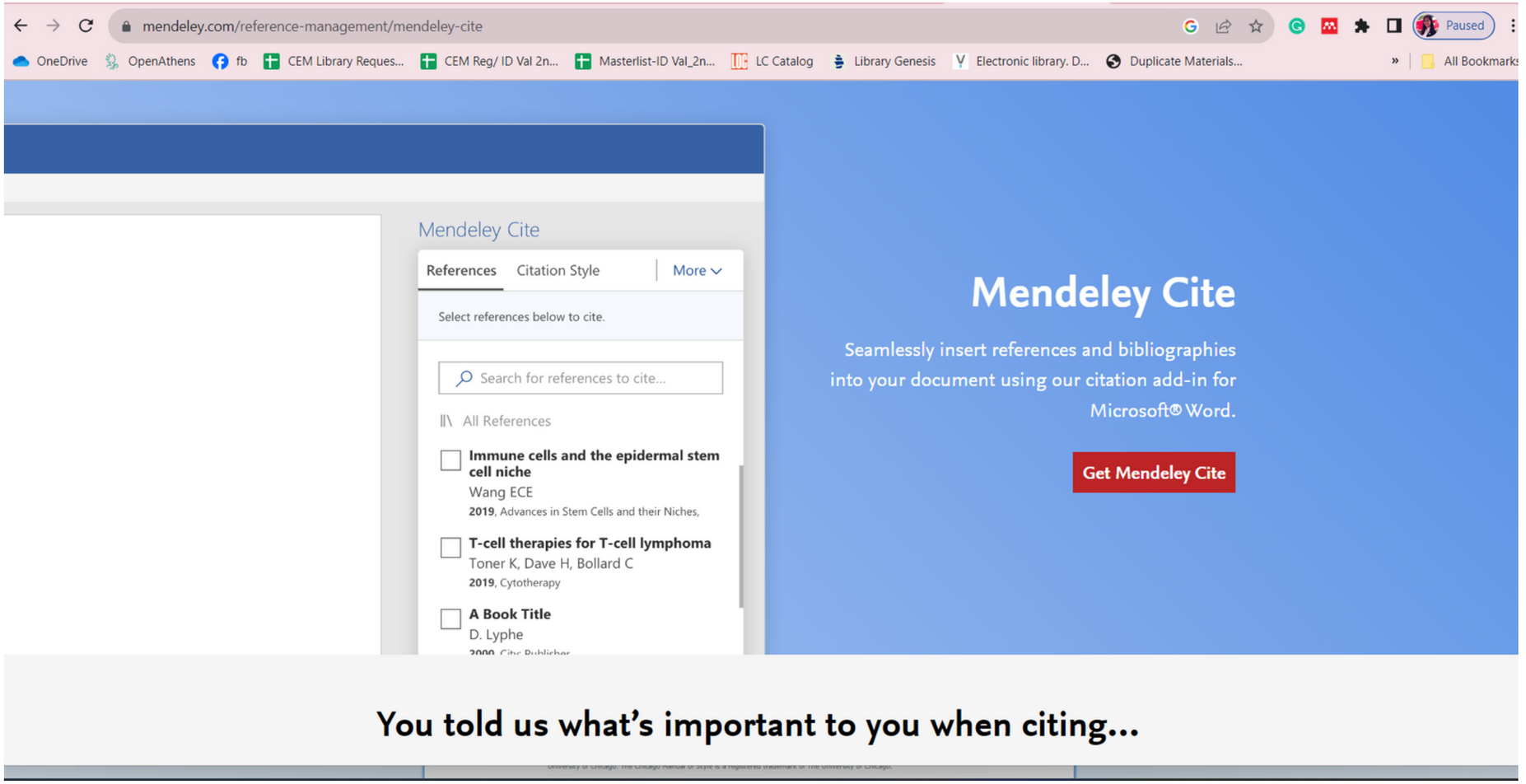
https://www.mendeley.com

Downloads

Reference Manager

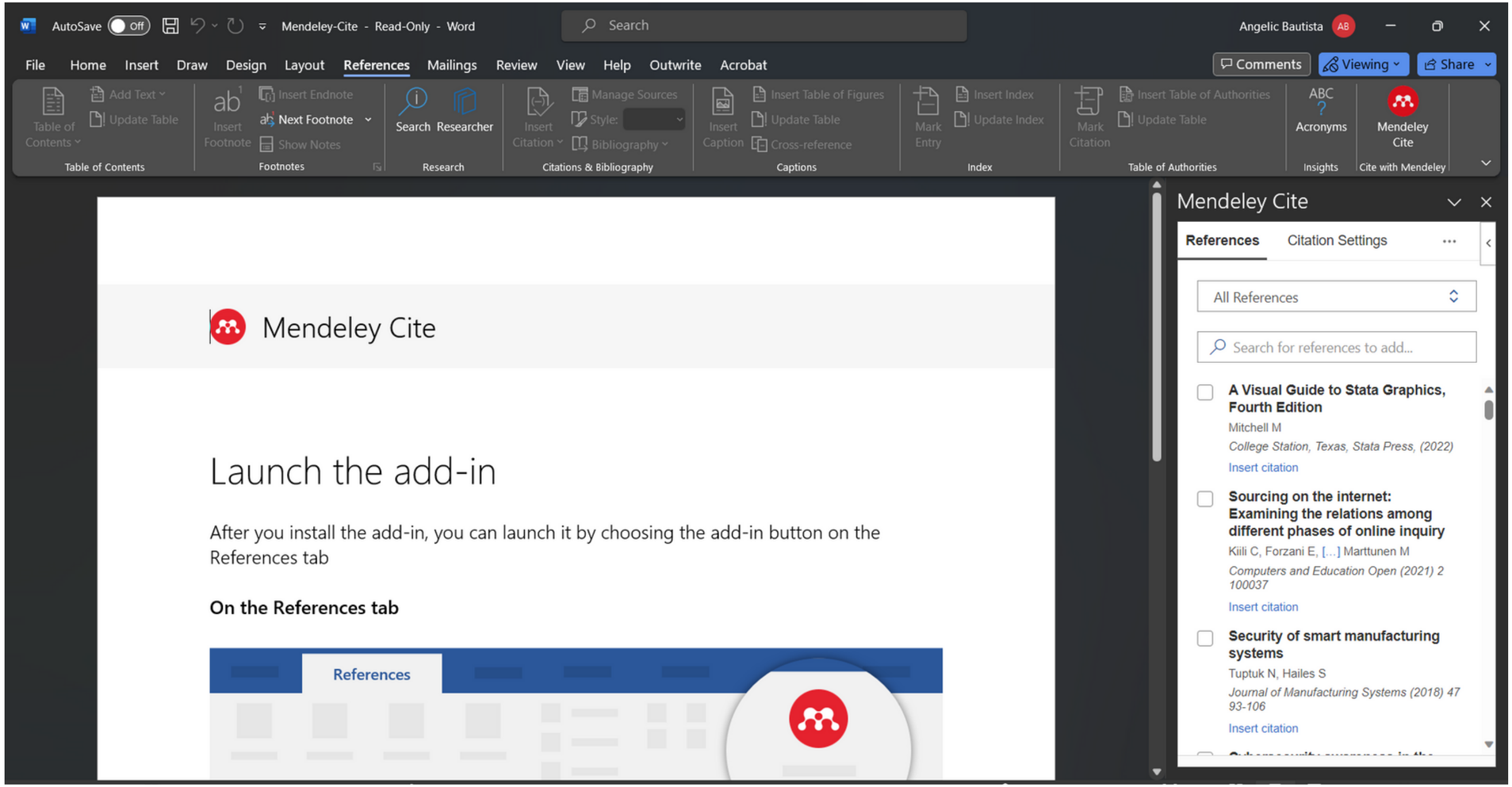
Web Importer

Citation Plug-in



Cite Plug-in

https://www.mendeley.com



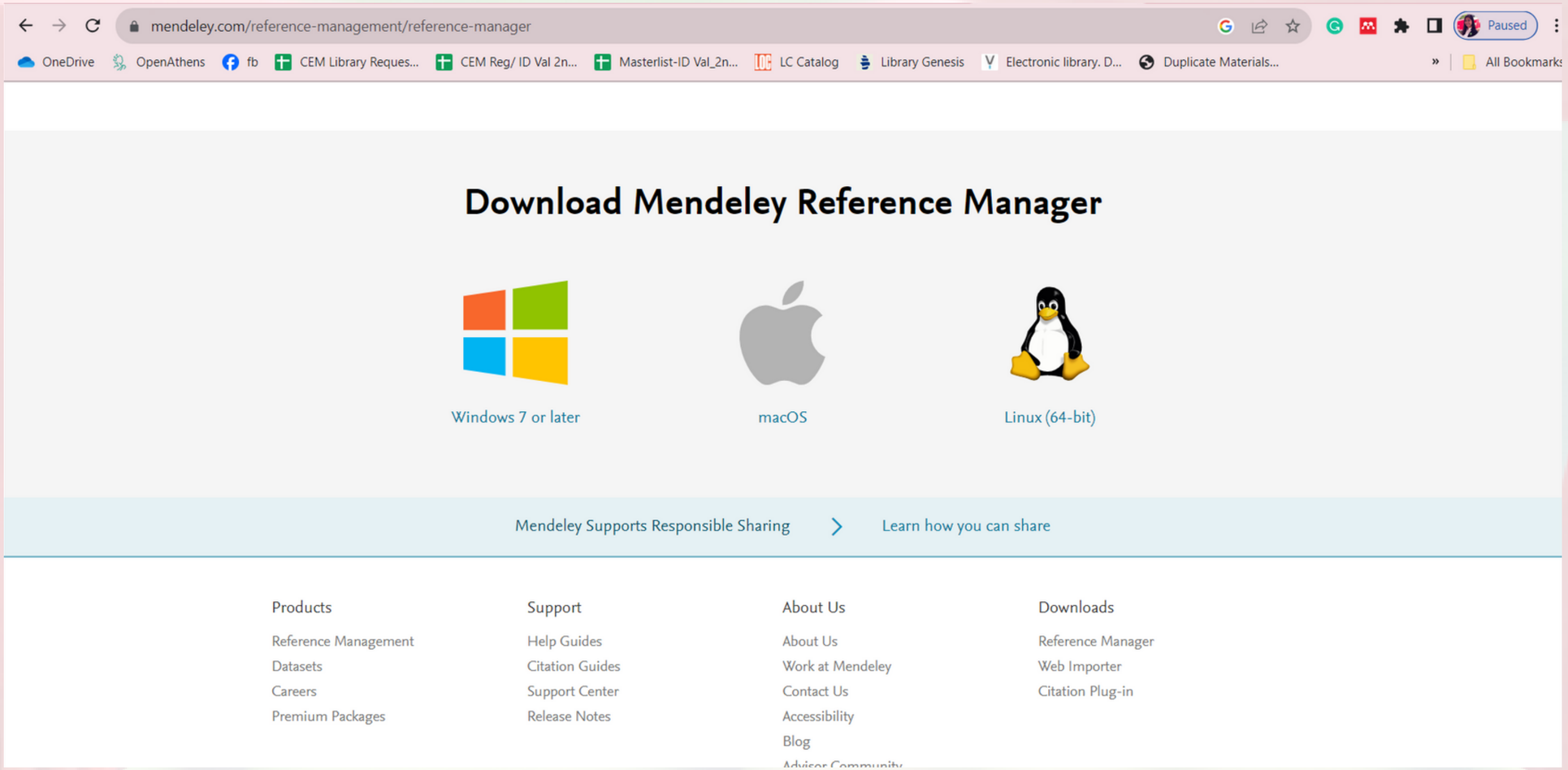
MENDELEY

Account registration and installation

- ✓Get Mendeley Account
- ✓Install Web importer
- ✓Install Cite Plug-in

InfoSkilled
UPLB Fostering Lifelong Learning

MENDELEY



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MENDELEY

- Account registration and installation

- Mendeley Library Interface

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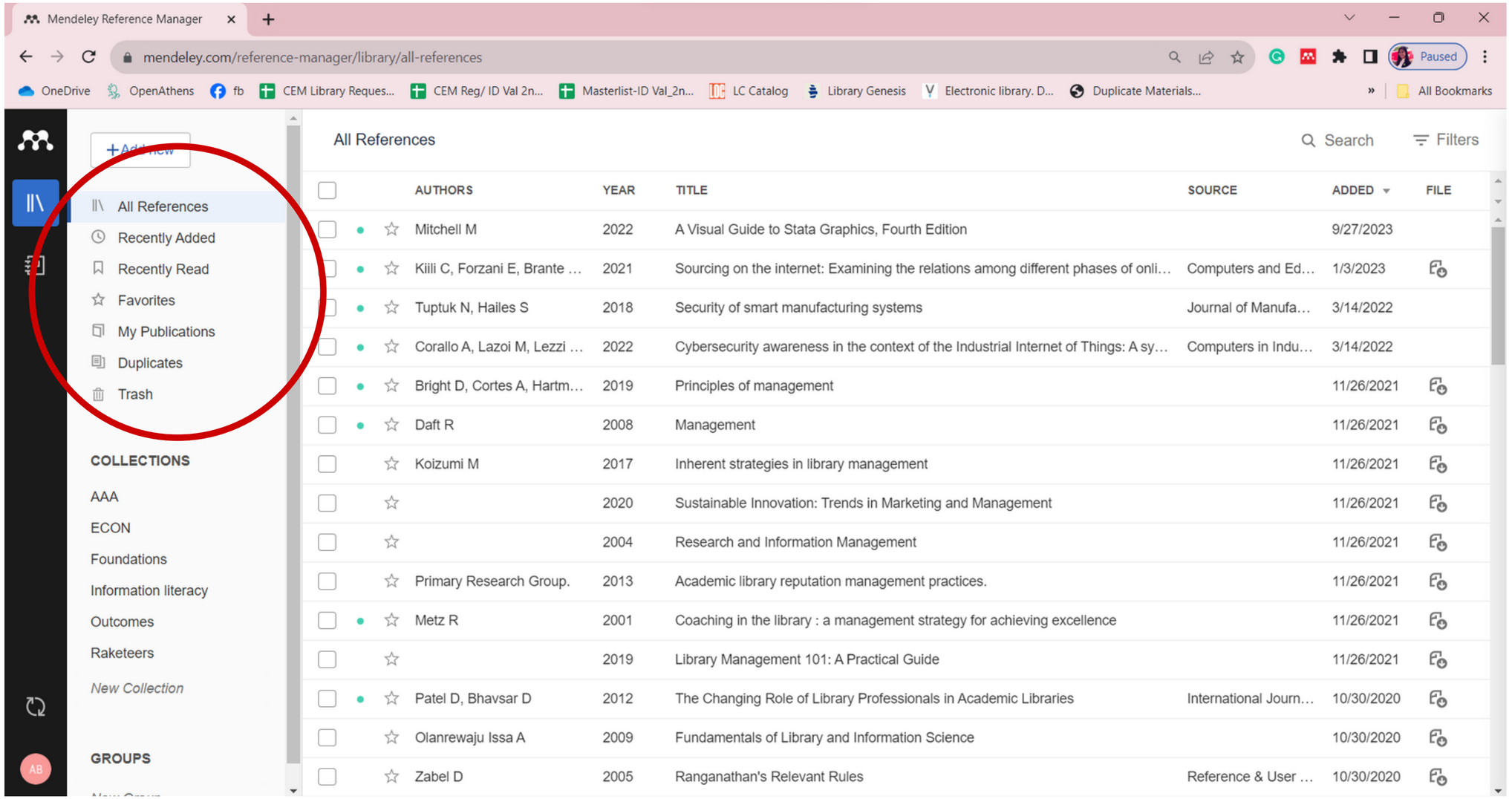
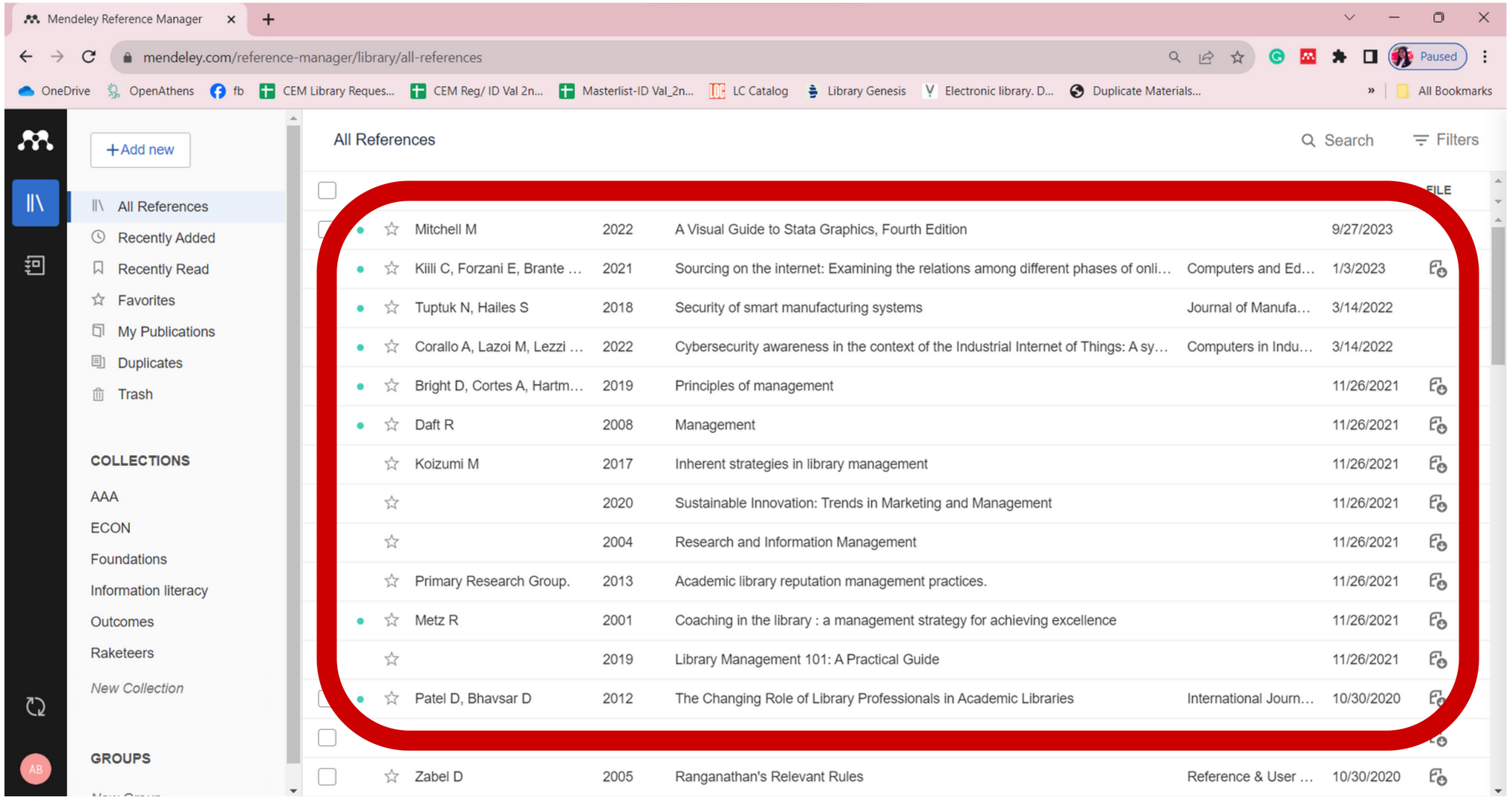
Mendeley Interface

https://www.mendeley.com



Mendeley Interface

https://www.mendeley.com



Mendeley Interface

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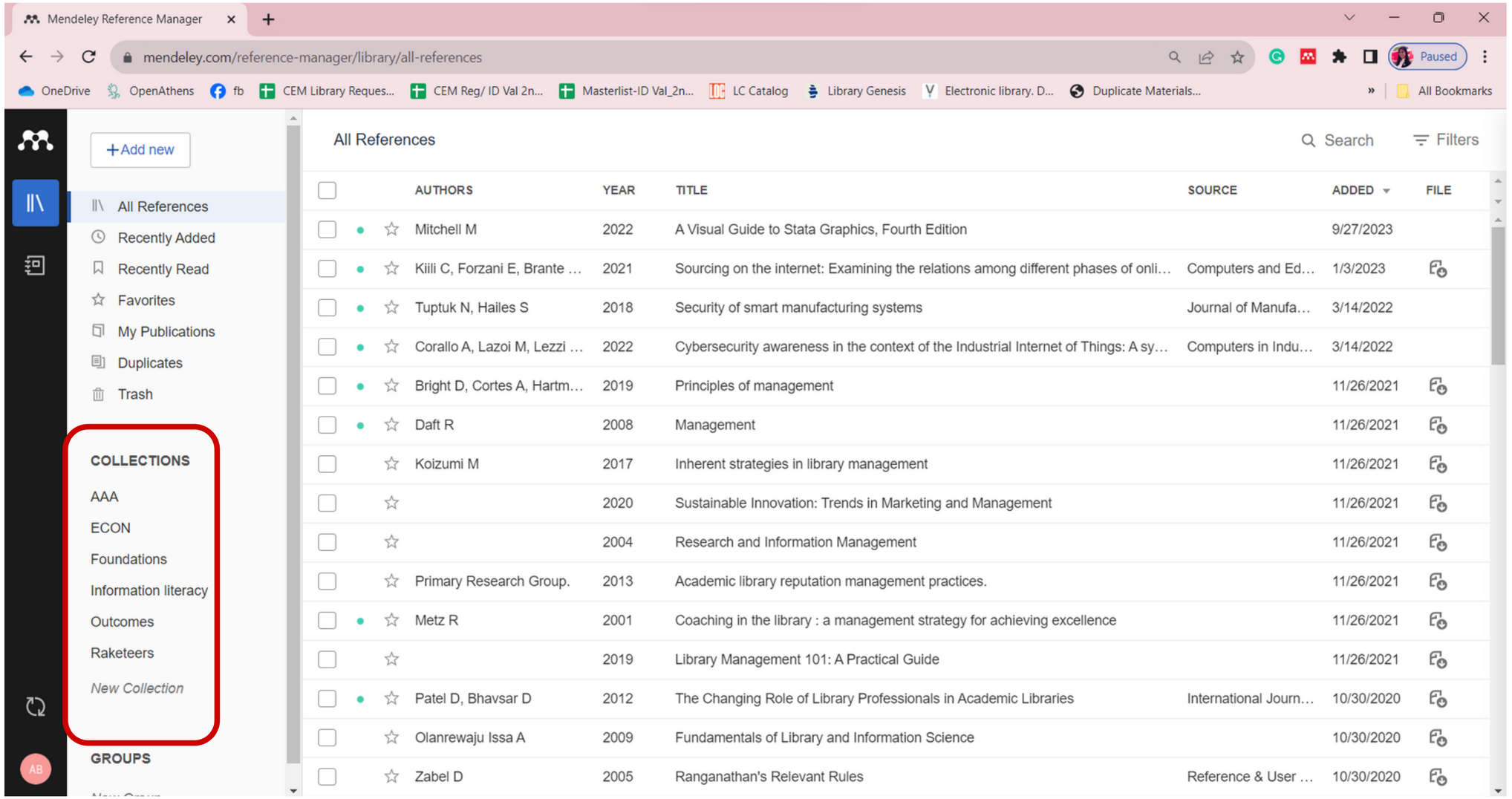

Mendeley Interface

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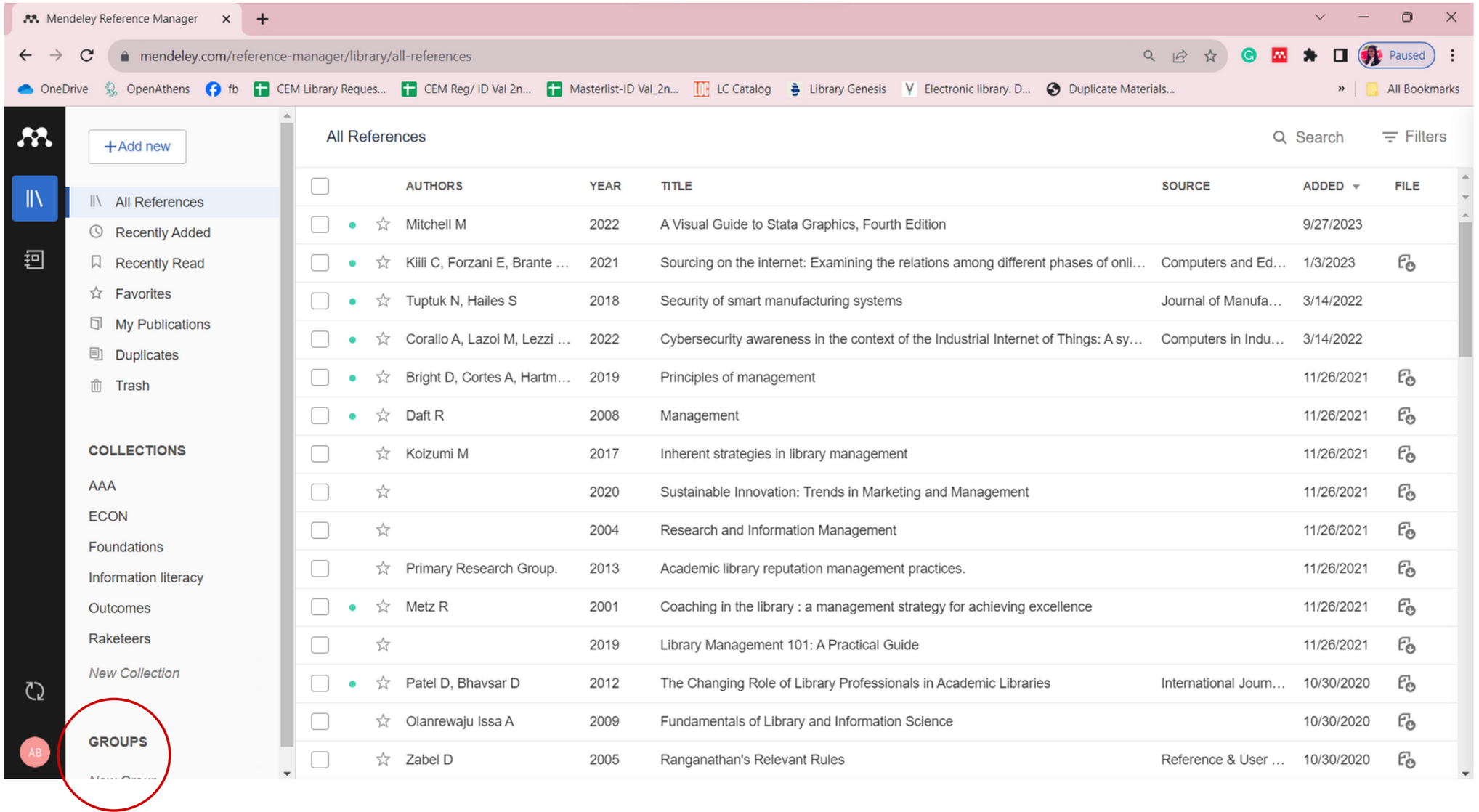
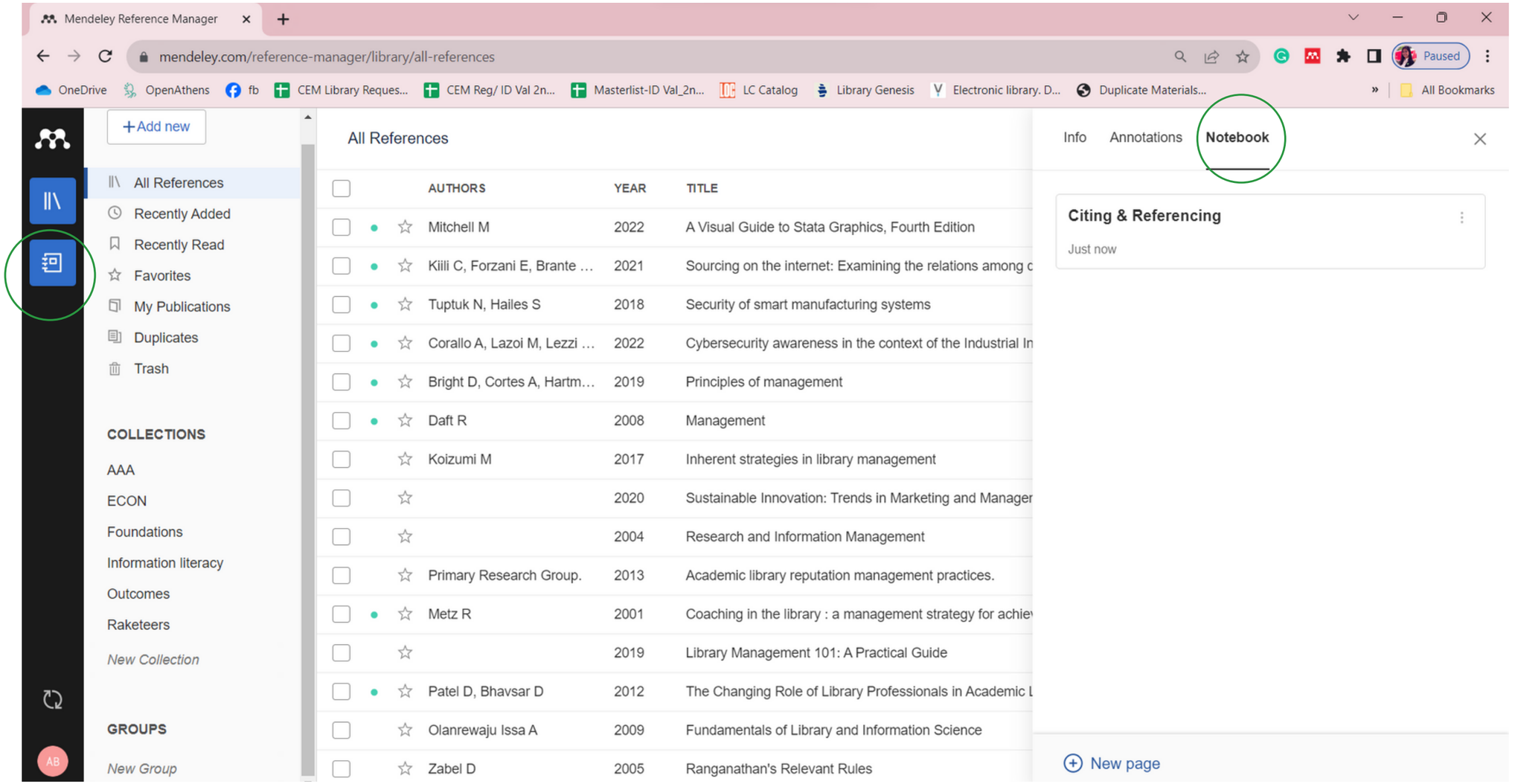


Mendeley Interface

https://www.mendeley.com



MENDELEY

Account registration and installation

Mendeley Library Interface
Adding references

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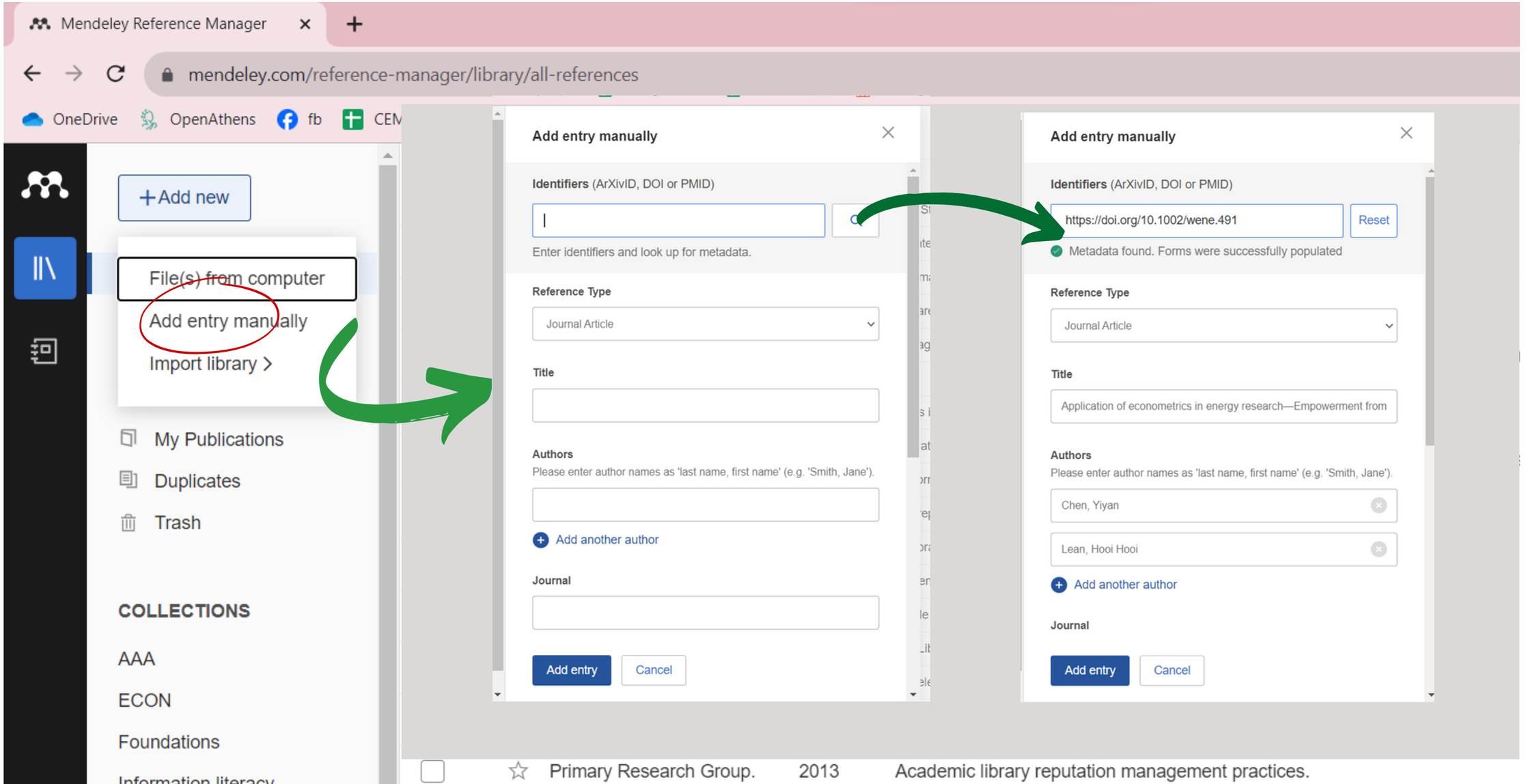
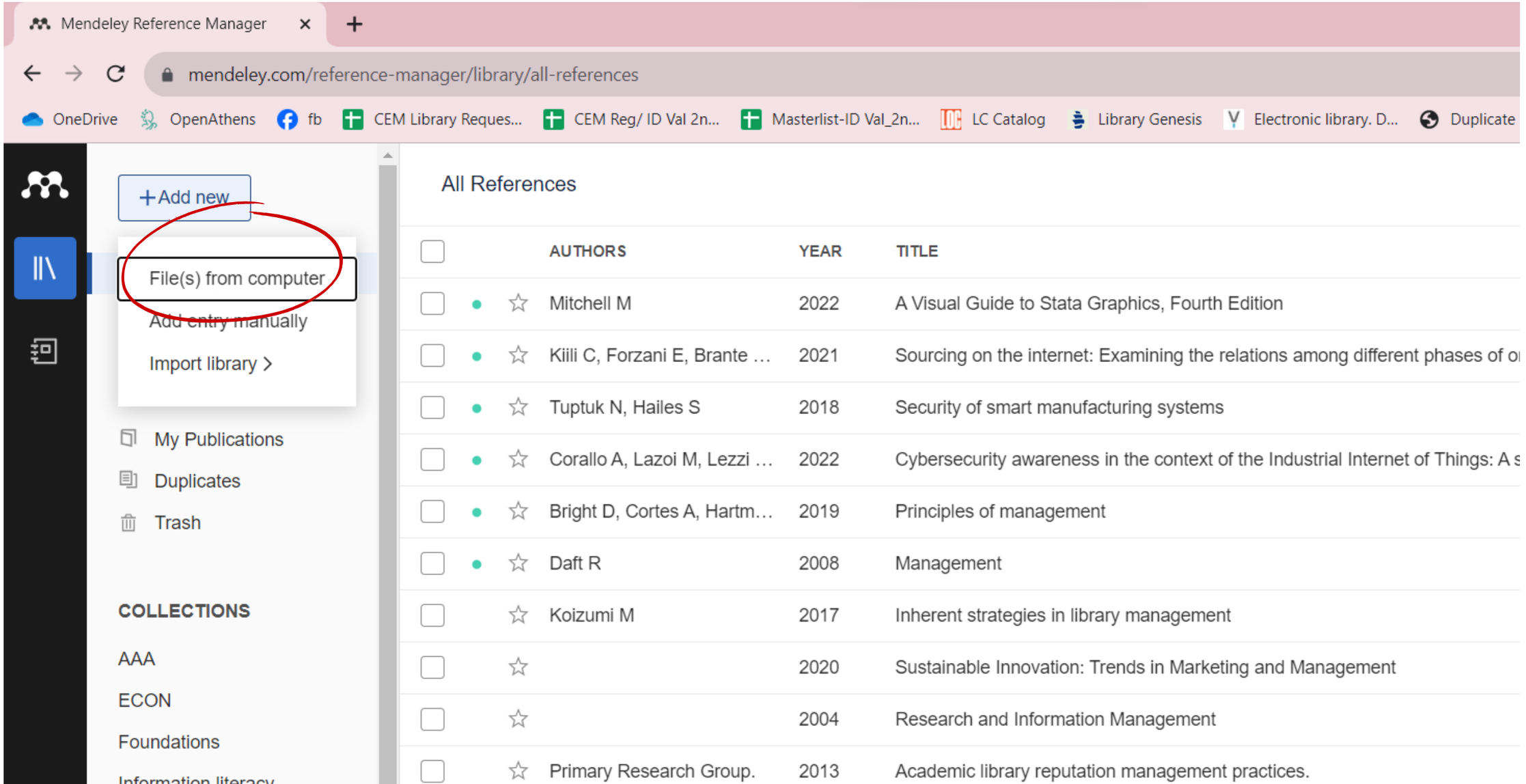
Adding references

Add entry manually



Adding references

Upload PDF files



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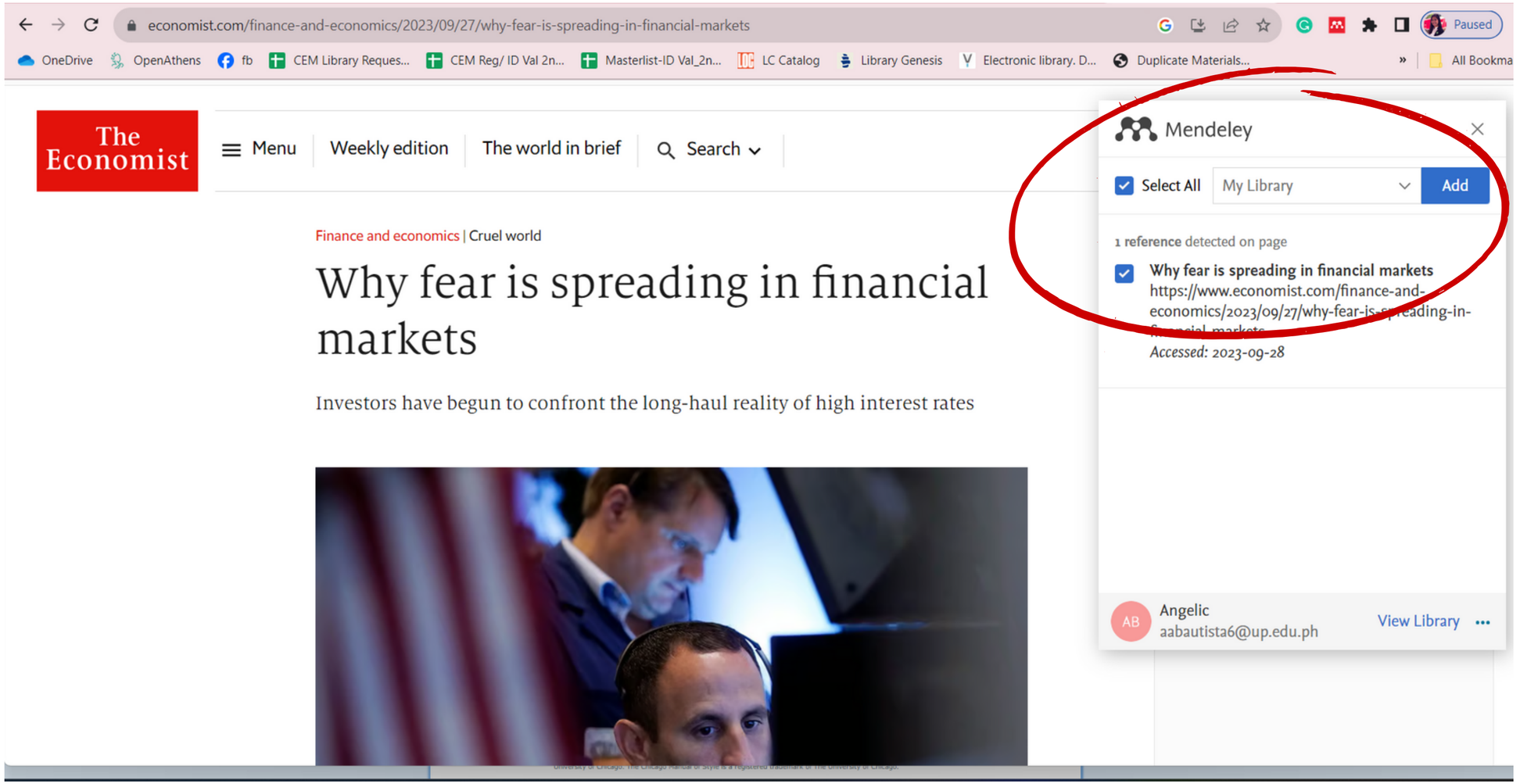
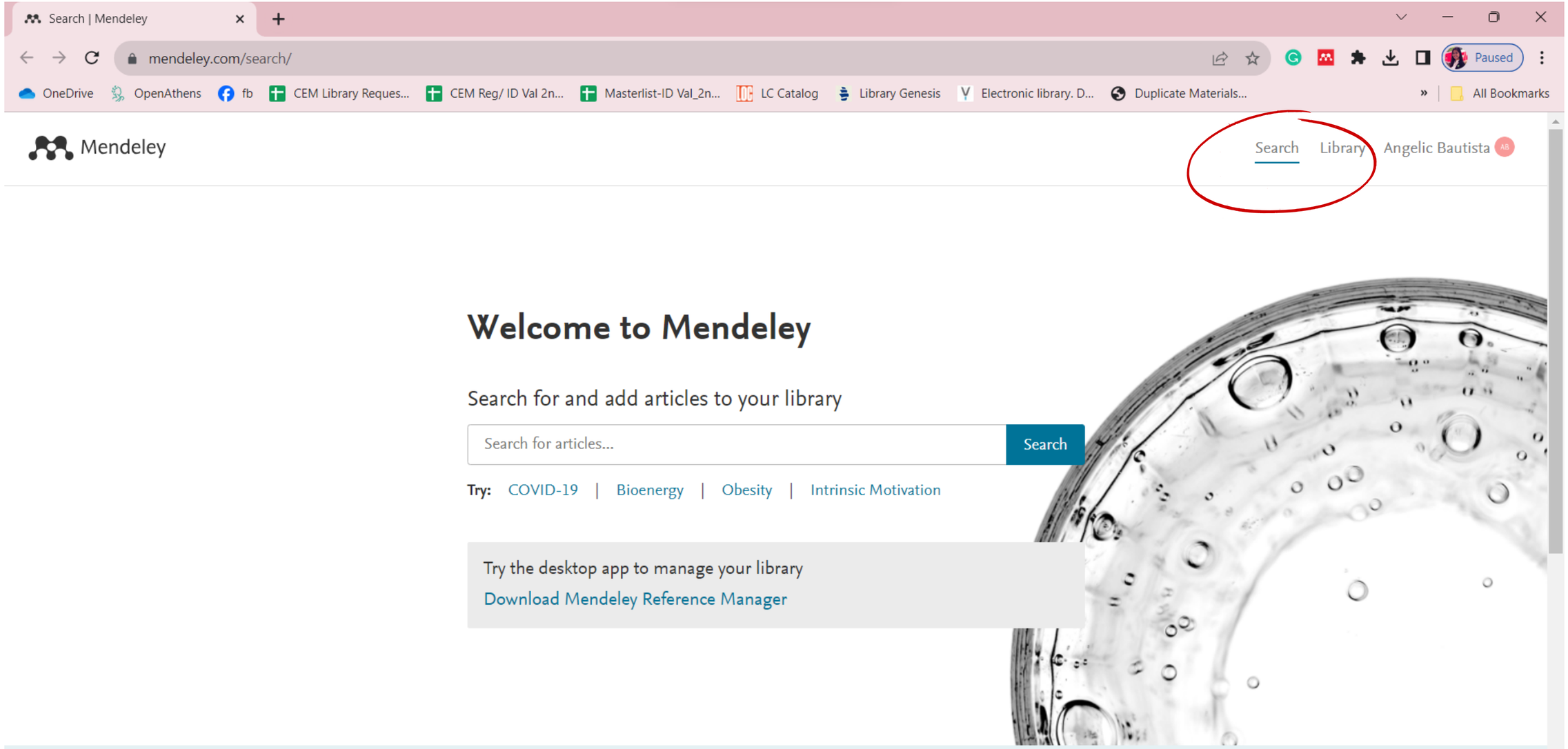
Web Importer



Adding references

Mendeley Search Engine



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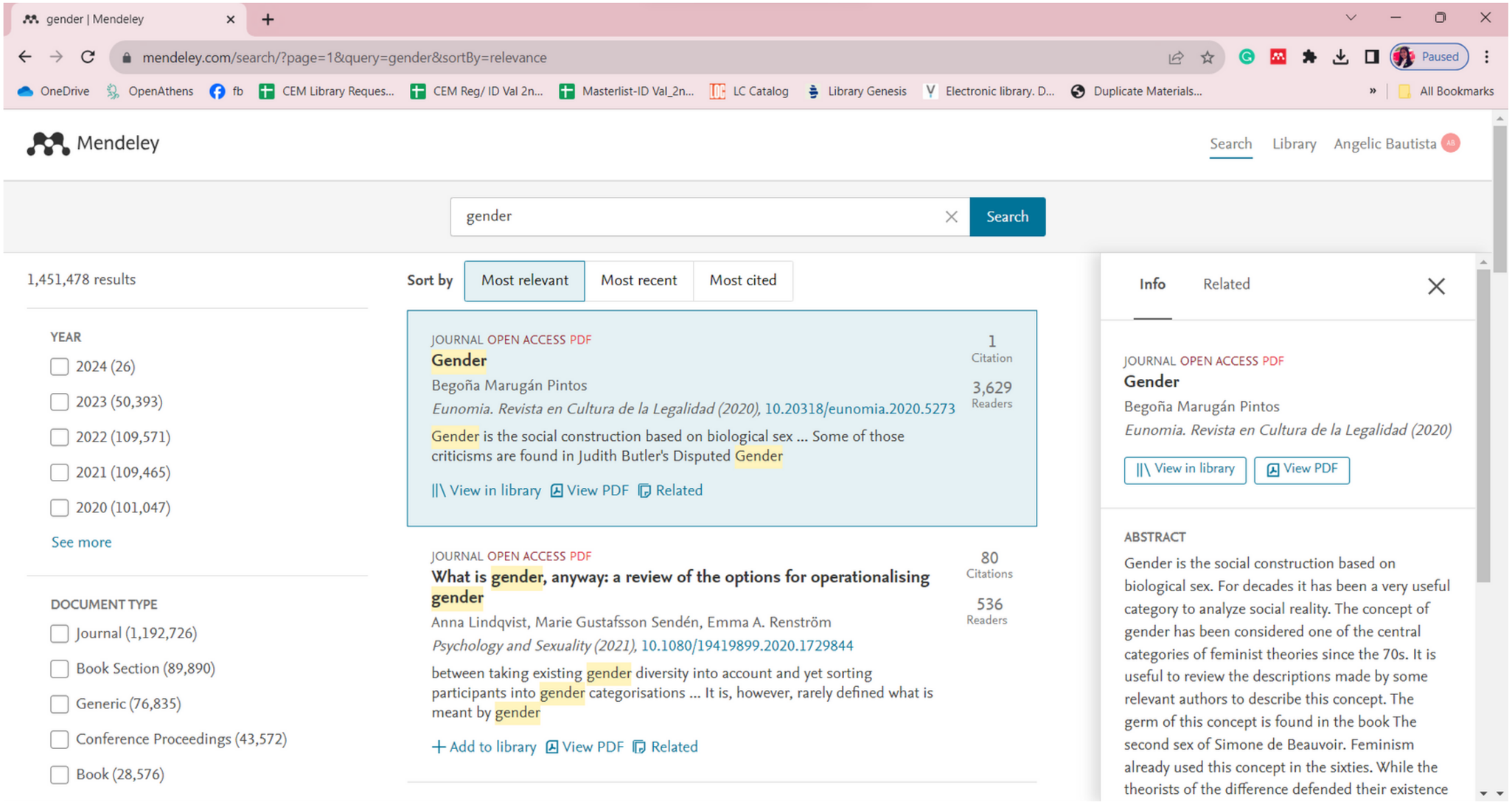
Mendeley Search Engine



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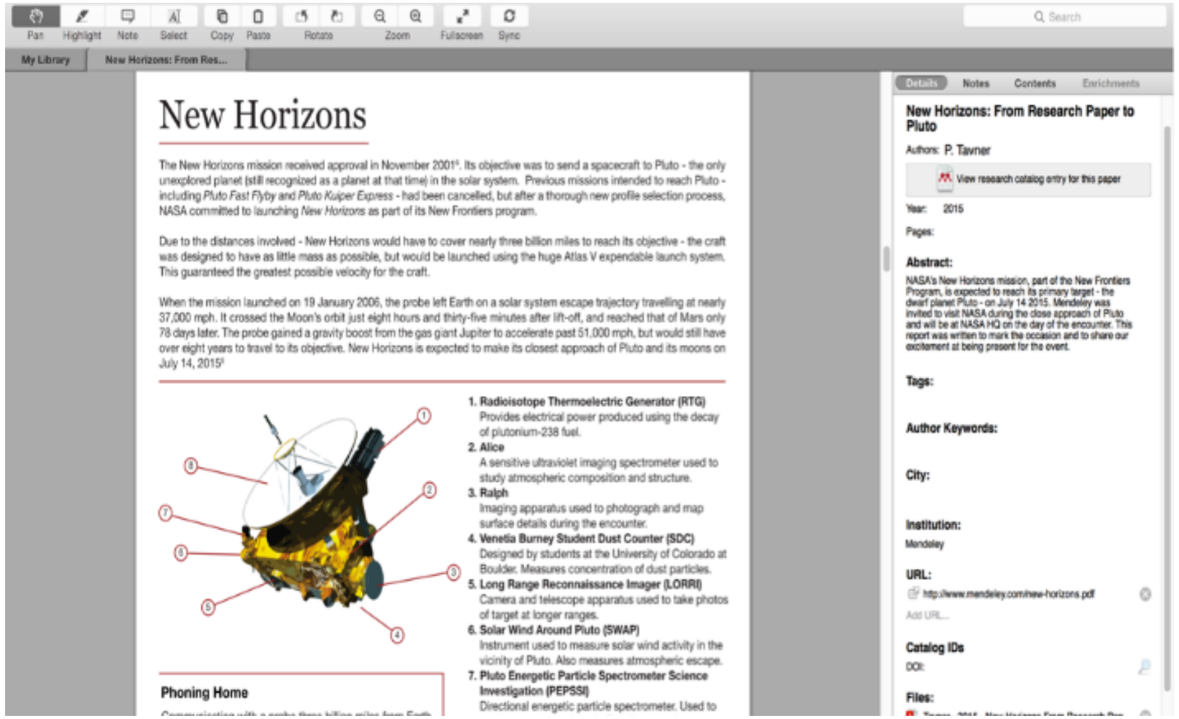
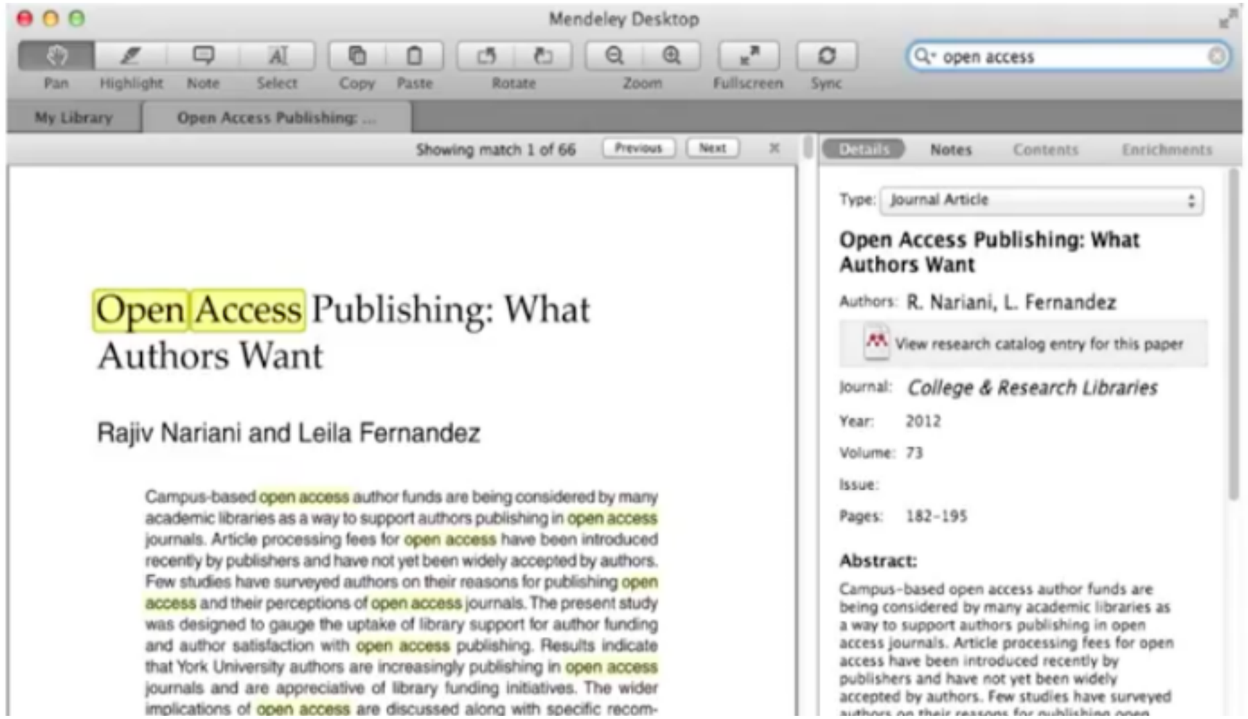
The PDF Viewer





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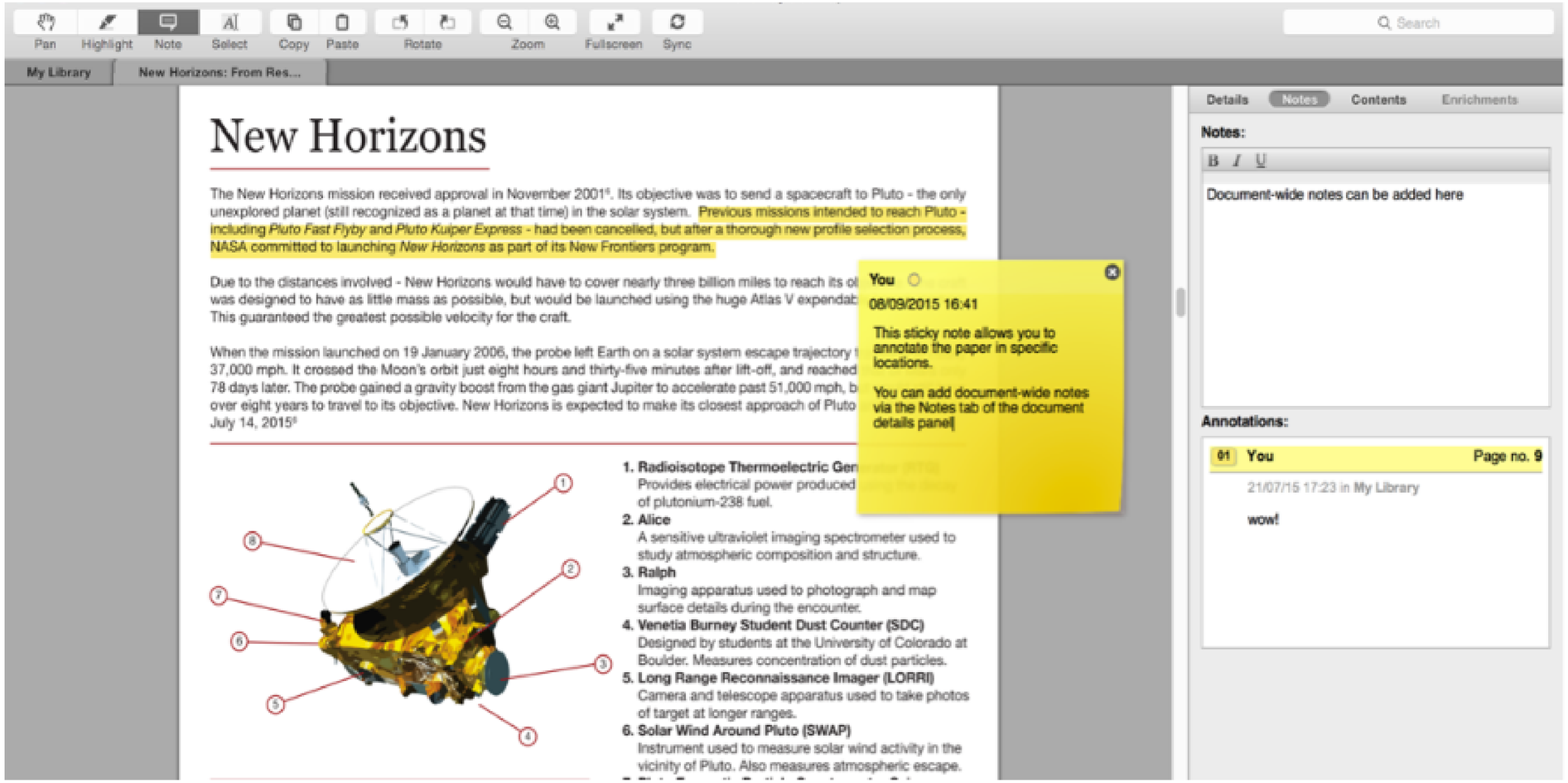
Annotate & Highlight



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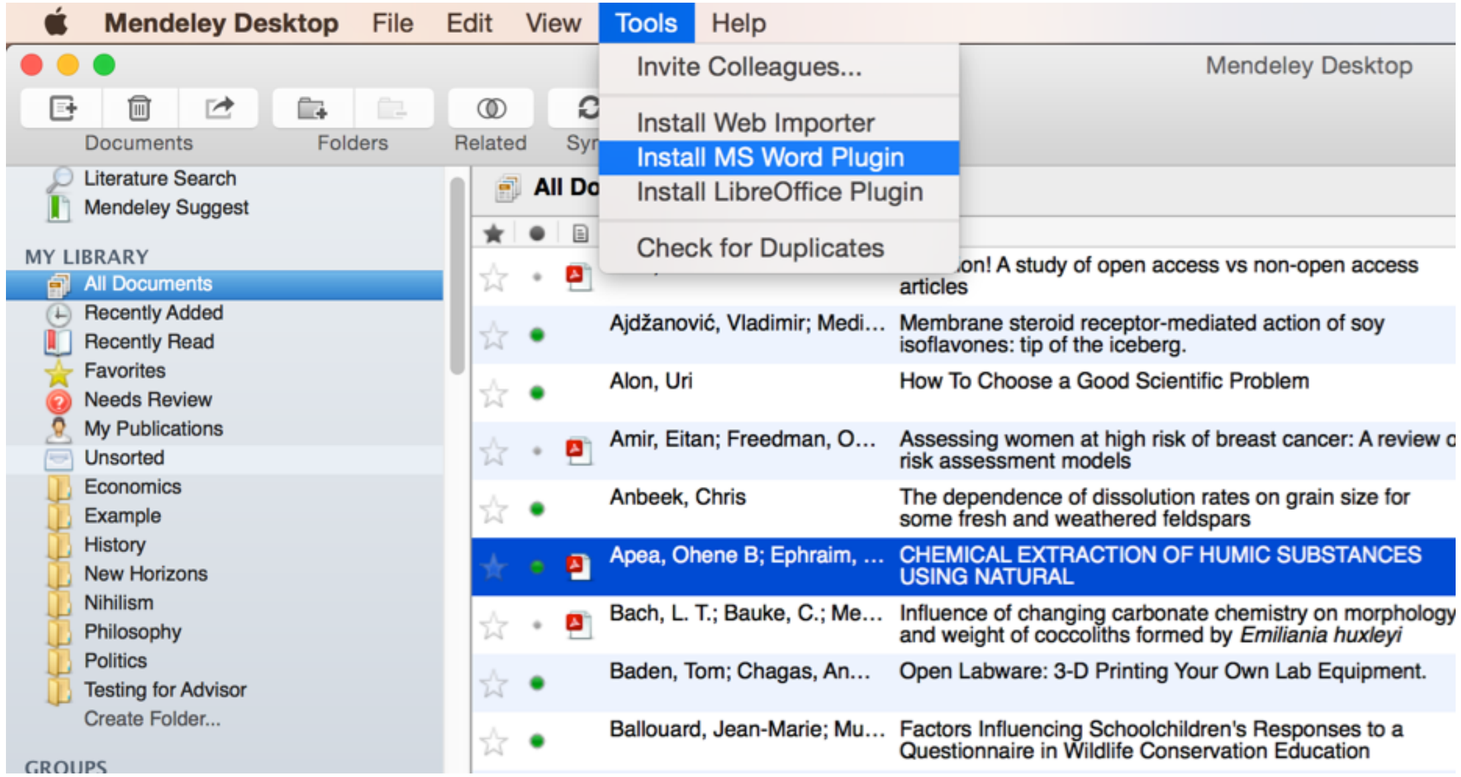
Cite: Using the Mendeley Citation Plug-In



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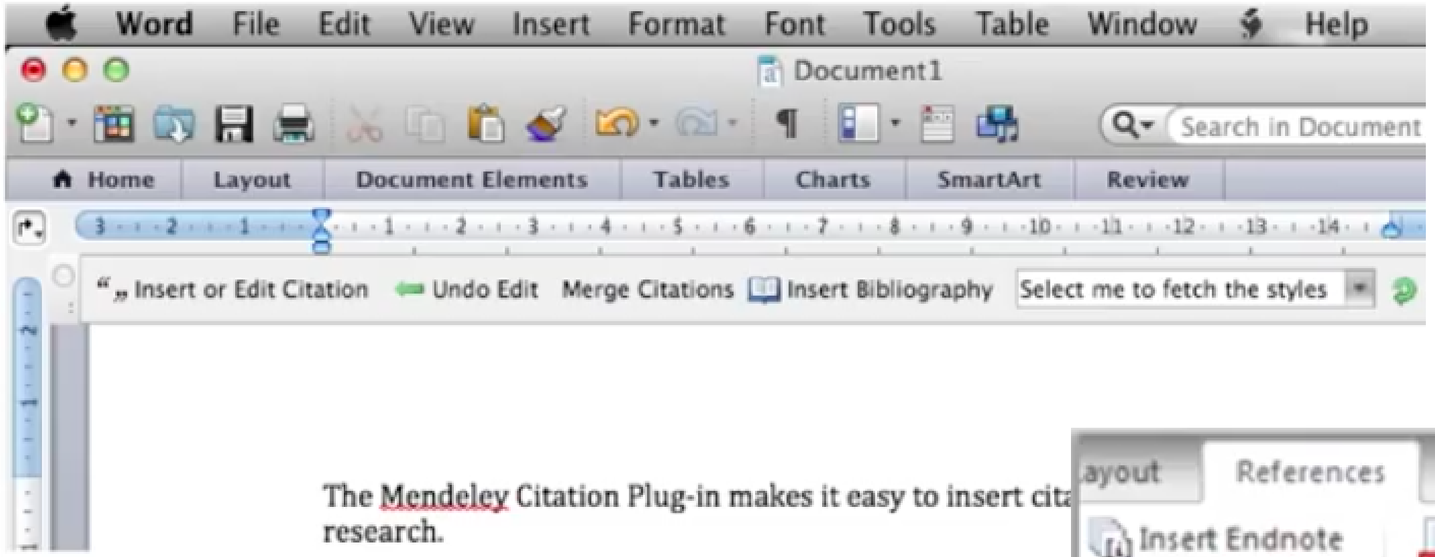
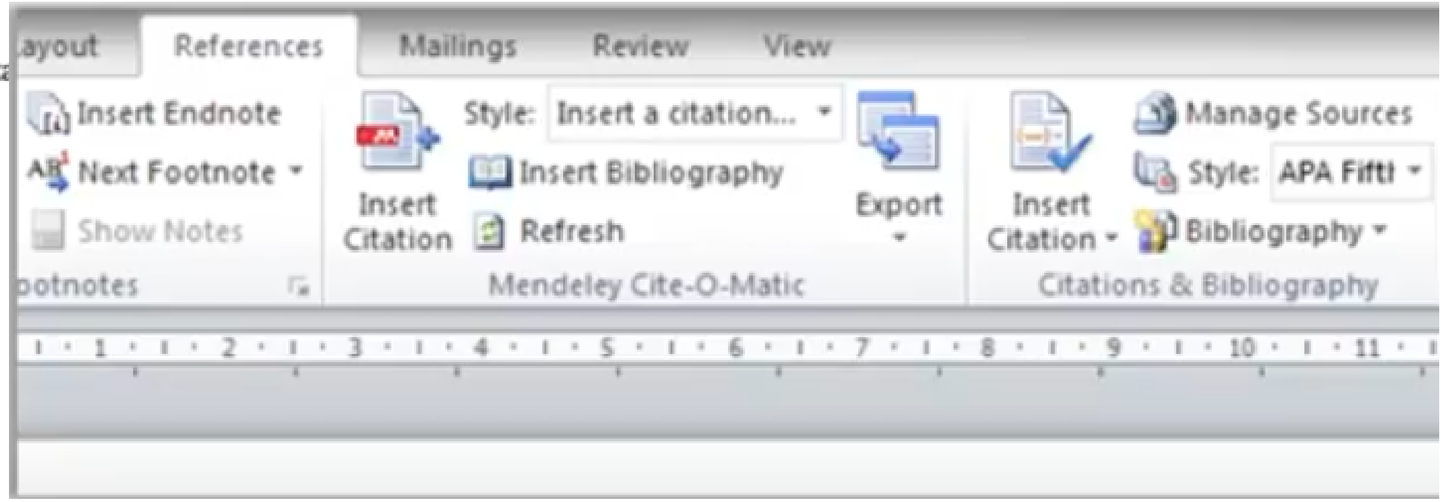
Citation Tool Bar





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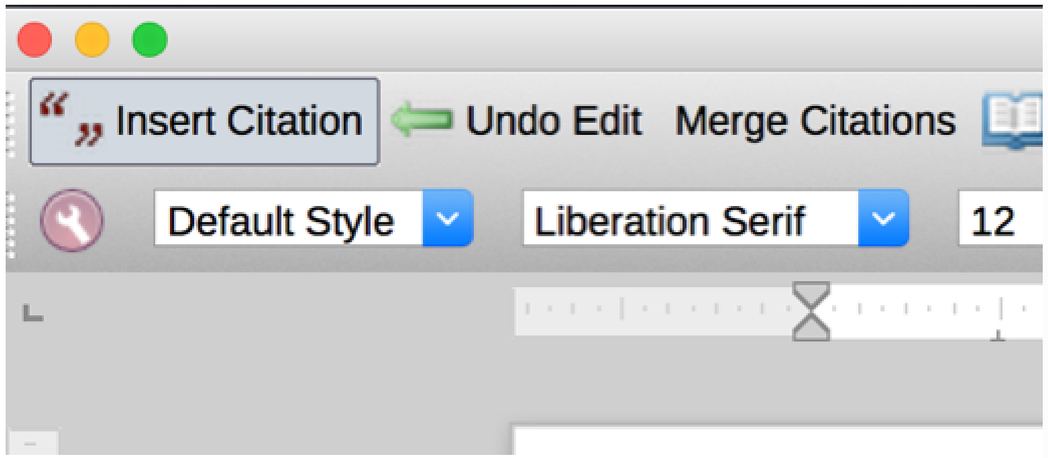
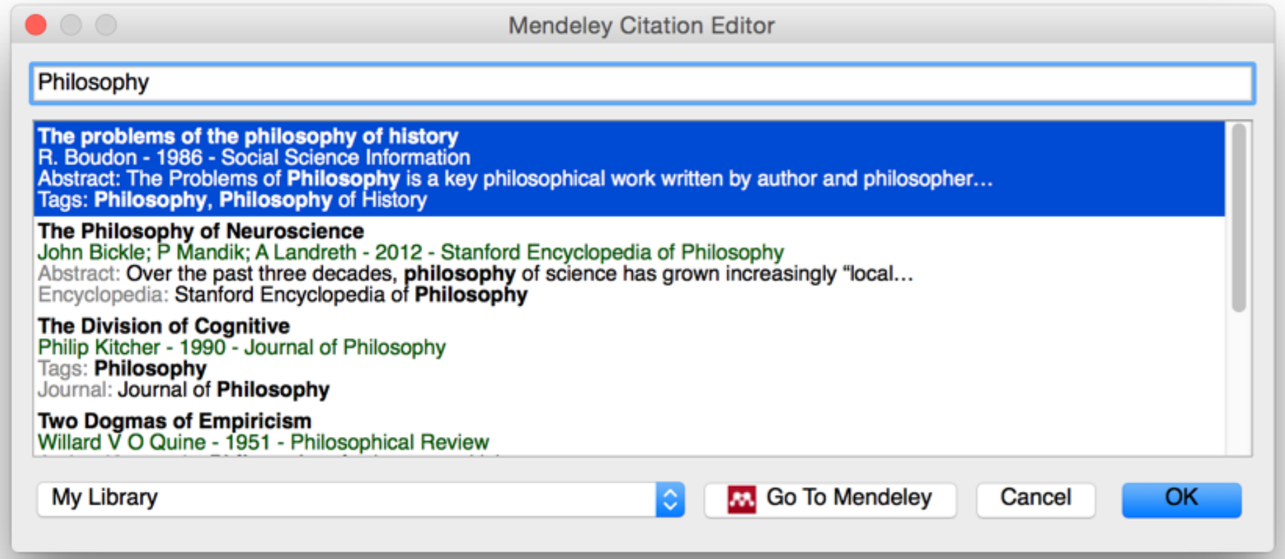
Generate In-Text Citations in Word





Merging Citations

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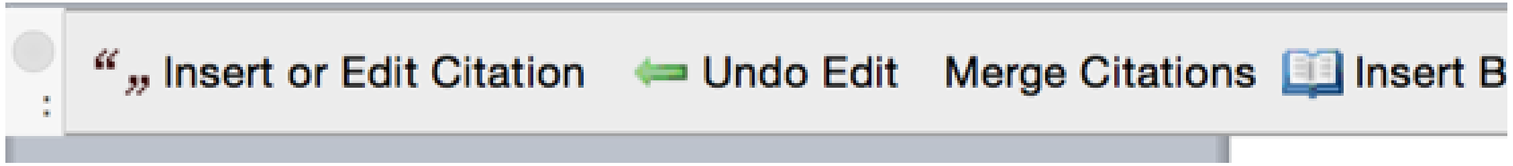
Lorem ipsum dolor sit amet (Boudon 1986; Ingold 1940)

Inserting Your Bibliography



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