



**STUDENT SERVICES: LIBRARY UNIT (SSM DOC. NO. 4)
(Student Handbook – Revised in 2022)**

The Philippine Science High School-CALABARZON Region Campus Library has started to fulfill its vision to become a venue of academic excellence that provides materials and other means facilitative of the optimum learning of its clientele.

The PSHS CALABARZONRC Library is a facility whose major role is to make learning materials available to scholars, faculty, and staff, in order to help realize the aforementioned goal of the campus.

1. Library Hours

The library is open from Monday to Friday from 7:30 AM to 4:30 PM.

2. Library Services

2.1 Circulation Services – Borrowing of books for home and dorm reading. Students may borrow circulation books for three (3) days and fiction books for (5) days. Up to five (5) books may be borrowed.

2.2 Ask-a-Librarian (Reference Services) – Assisting library customers in locating library resources.

2.3 Recommendation of Library Resources (Suggestion)- Involvement of the library customers in book selection and feedback mechanisms for library improvements.

2.4 Online Public Access Catalog (OPAC)- INFOLIB version 2015 is a free integrated library system and a web-based library database where the library collection can be accessed using the computer terminals in the school. However, the site is for local area network only. Users may access the library collection by logging on to the portal with the username: students and the password: students.

2.5 Access to Online Resources – These electronic databases, which include research journals, articles, periodicals, and eBooks, will allow you to do an extensive literature review for your research and have quick access to information

2.5.1 GALE Reference Complete, GALE eBooks, and GALE in Context Suite <https://link.gale.com/apps/menu?u=pshscbzc>

2.5.2 PressReader access: Philippine Science High School (Calabarzon)



www.pressreader.com

2.5.3 Grammarly access: <https://app.grammarly.com/>

2.6 Computer Services- Students can use computers to encode term papers and research papers. Students can use the internet for free but for research purposes only. Chatting and playing computer games are strictly prohibited.

3. Library Rules and Regulation

3.1 Behavior inside the library.

3.1.1 Library customers shall observe courtesy, sensitivity, and mindfulness to others.

3.1.2 Eating and drinking are not allowed in the library.

3.1.3 Customers shall maintain silence in the library.

3.2 Overdue books – Library customers shall be informed of their overdue books. Fines shall be imposed accordingly. The borrower shall be fined Php 3.00 per working day after the due date of book return.

3.3 Lost Books – Lost library resources must be reported to the librarian and replaced with the same title and physical properties. If the book is unavailable, it should be replaced with an alternative title of the same subject, recent edition, and/or in accordance with government accounting and auditing rules and regulations.