

2.6. Theses and Dissertations

These resources are strictly for "ROOM USE ONLY".

3. Limitations of Loans to Students

3.1 Undergraduate Students

Each student will be allowed to borrow two (2) books at a time in the following combination:

- 1 - non-fiction book for overnight
- 1 - fiction book for home use (1 week)

3.2. Graduate Students

In the Graduate Section, graduate students are allowed to borrow two (2) books for home use in any given week during school days.

4. Return and Recall of Book

Recalling borrowed library materials may be done before they are due. Recalled materials should be returned at once.

5. Mutilation and Stealing of Library Materials

Any student who defaces, mutilates, or steals any library material or property shall be required to replace the same or pay the replacement and processing costs of P50.00, to be determined by the Librarian. In appropriate cases, an additional penalty of suspension or expulsion, upon the recommendation of the Librarian to the President, through the Dean concerned, shall be imposed.

6. Lost or Damaged Books and Other Library Material

- 6.1. Lost or damaged books and other library materials shall be immediately reported to the library.
- 6.2. Any person who loses or fails to return a book within seven days shall either replace it within thirty days or pay its current value together with the accrued fines.
- 6.3. Payment of lost materials shall not exceed the current value of the material plus processing fee of fifty (P50.00) pesos. If the book is out of print, the cost shall be charged instead of the current value.
- 6.4. All payments for lost or damaged books are to be paid to the Cashier's office.
- 6.5. The student's library privileges are suspended until his/her library obligations are settled.

7. Examination Week

- 7.1. No student will be allowed to borrow books for home use on an overnight basis one (1) week before the final examination. Books may be read inside the library only during this week.
- 7.2. No special permission will be honored after the last day of lending out books.

8. Fine Rates

- 8.1. The fine rate for the late return of book is P6.00 for the first hour and P2.00 for each succeeding hour per book for a total of P20.00 a day including non-school days.
- 8.2. If a student wants to see his/her outstanding fines, there are two ways: if she/he has Library fines are automatically seen in the summary menu and in the Fines Menu of the system used.
- 8.3. Library fines are to be paid to the Cashier's Office.

9. Neglect to Settle Library Accounts

- 9.1. A student who refuses or fails to settle his/her outstanding library accounts shall face any or all of the following penalties:
 - 9.1.1. Not allowed to borrow books and other materials;
 - 9.1.2. Not permitted to use the University Library and its facilities;
 - 9.1.3. Recommended for suspension/expulsion from the University.

10. Signing of Clearance

Students must secure clearance at the end of the semester. It is therefore mandatory that they pass through the Office of Library Services. The same is true when applying for a Diploma, Transcript of Records, and an Honorable Dismissal.

Faculty and staff are also required to pass clearance when applying for retirement,

resignation, transfer to another agency, vacation/sick leave, maternity leave, separation from the service, or study leave for more than one month. All borrowed books should be returned.

11. Other Information

11.1. Deposit Counter

Everyone is required to leave his/her bag/things at the deposit counter upon entering the library. One may bring his/her pen, enough writing paper and other reading materials including valuables (wallet, calculator, etc.) to the reading area.

11.2. Library courtesy demands everyone:

- 11.2.1. not to eat, smoke, litter, sleep, and drink inside the library.
- 11.2.2. to observe silence at all times. Those who fail to comply with the rule will be sent out of the library and their IDs will be confiscated.
- 11.2.3. not to study with another in the same book.
- 11.2.4. not to Vandal/destroy library properties/materials.

11.3. Leaving the Library

- 11.3.1. Everyone is required to voluntarily have his/her things checked by the one in charge of the deposit counter before leaving the library.
- 11.3.2. To avoid losses, everyone is advised to bring one's things upon leaving the library.
- 11.3.3. Since personal belongings of students are under their care, the library shall not be responsible for losses in the library.
- 11.3.4. Replace the chair properly and quietly under the table before leaving the library.

11.4. Non-compliance with Library Rules and Regulations

Students who violate the rules stated above will be subjected to sanctions/disciplinary action depending on the gravity of the infraction.

12. For non-NVSU users

- 12.1. The non-NVSU users are required to secure the following before they are allowed to use the NVSU library and its facilities:
 - 12.1.1. A referral letter issued by the head/librarian of the university/ agency where they come from.
 - 12.1.2. A payment of P20.00 as a library fee is to be paid at the Cashier's Office.
 - 12.1.3. The official receipt of payment shall be presented to the librarian and a visitor's ID will be issued.

**PLEASE DO NOT HESITATE TO ASK
THE LIBRARIANS FOR ASSISTANCE
AT ANY TIME**

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NVSU
NUEVA VIZCAYA
STATE UNIVERSITY



NVSU LIBRARY

Guide

BAMBANG CAMPUS



DISCOVER.
LEARN.



EXPLORE.
RESEARCH.



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COLLABORATE.



EMPOWERING MINDS.
ENRICHING FUTURES.



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library@nvsu.edu.ph



Bambang Campus
NVSU Library, 3rd Floor, College of Teacher Education Building

NVSU LIBRARY

VISION

To create a comfortable learning space that provides relevant information and resources for research for the development of students so that they are fully equipped with knowledge and skills in their own fields of interest and become highly competent in a globally competitive world.

MISSION

To empower Filipino students by providing access to high-quality print and digital information resources that enhance their knowledge and expertise in their chosen fields, preparing them to compete on a global scale and develop into productive, innovative, and responsible citizens of the world.

GOAL

To provide library resources and services that will enhance academic excellence beyond the university.

OBJECTIVES

1. To select and acquire books and other Information resources supportive of the university curricula.
2. To organize these resources according to an accepted classification scheme to ensure maximum use.
3. To provide the following library services efficiently:
 - * Guidance in the proper circulation and access to information through:
 - * Reference services;
 - * Selective Dissemination of Information (SDI); and
 - * Social media.
 - * Assistance in the clientele's research activities in the library.
 - * Preservation of books and other library resources through binding and minor repairing of worn-out but still useful books.
 - * Maintenance of a regular weeding program to keep the library collection relevant and up to date.
 - * Preservation and organization of significant items/collection that contribute to the growth and development of the institution.
 - * Inculcation of the value of books and other media, as well as good reading and the library citizenship.

LIBRARY HOUR

Regular Term:

Monday–Friday (7:30 A.M. – 5:00 P.M.)

Saturday (8:00 A.M. – 5:00 P.M.)

“NO NOON BREAK”

Summer Term:

Monday-Friday (8:00 – 12:00 NN; 1:00 – 5:00 P.M.)

THE UNIVERSITY LIBRARY

The library is located on the 3rd floor of the College of Teacher Education building. It contains books and other library resources that support the different curricular offerings of the four colleges in the University: College of Arts and Sciences, College of Engineering, College of Industrial Technology, and College of Teacher Education.

The books are classified and arranged according to the Dewey Decimal Classification (DDC) scheme for easy retrieval. The OpenStack System has been adopted across all sections of the library to provide clients with greater access to its resources.

SECTIONS OF THE LIBRARY

Graduate School Section. This section is for students enrolled in the Graduate School programs. It contains books across various fields of human knowledge, including theses, dissertations, and other research outputs. The theses and dissertations are for **Room use only**.

The section is open from Monday to Saturday. It is well-lighted and fully air-conditioned.

Periodicals Section. This section contains current and past issues of local and foreign journals, magazines, newspapers, and vertical files. These resources are alphabetically arranged by title. Current issues are placed in magazine racks on open shelves for library clientele to browse. Back issues are placed in pamphlet boxes. Collections in this section are restricted for “ROOM USE ONLY” but may be borrowed for photocopying at one time.

General Collection Section. This section comprises the library's general collection, which is primarily intended to support general education courses. The books cover various fields of knowledge, including generalities, psychology, religion, social sciences, languages, pure sciences, technology, applied sciences, arts, literature, history, and geography. The Filipiniana/Rizaliana collections, as well as the undergraduate research outputs from the different colleges, are also housed in this section.

General Reference Section. This section keeps a core collection of extensive general reference materials. It also maintains a collection of geographical, historical, political, and economic maps and atlases. All general reference materials are restricted for “ROOM USE ONLY”.

Audio-Visual Room. This room houses and circulates a collection of non-print resources. Equipment for viewing media materials is also available in this section. It is also a venue for library orientation at the start of the semester for the freshman and transfer students.

E-Resources Section. This section provides the basic e-lib services (encoding, printing, and internet access). Library users can also search from the following e-resources: The Philippine e-journal, Forefront Books & Wiley, STARBOOKS, and Bangko Sentral ng Pilipinas e-resources.



Philippine E-Journals

ONSITE ACCESS:	REMOTE ACCESS:
Username: 7ZSFRB26	Username: nvsupej
Password: QRXH89T7	Password: nvsupej

Access the Philippine E-Journals Portal:
<https://ejournals.ph/index.php>

Forefront Books & WILEY

Your gateway to academic and professional knowledge

DISCOVER | LEARN | SUCCEED

WILEY



1. Requirements when a student enters the library

1.1. School ID

- 1.1.1. Students need a valid School ID to be entitled to the use of the library.

1.2. Library Barcoded ID

- 1.2.1. Everyone must swipe/enter his/her school ID number or library barcoded ID upon entering the library.

1.3. Library Card (LC)

- 1.3.1. A Library Card (LC) is issued free upon enrolment. This LC is also used when a student borrows books from the library.
- 1.3.2. A new copy costs P20.00 to be paid to the Cashier.
- 1.3.3. The latest 1"x1" ID picture of the owner must be pasted on the upper right-hand corner of the LC.

- * IDs and LCs are non-transferable. Students using borrowed IDs and LCs will be deprived of the use of the library for one week.
- * Tampered IDs and LCs will be confiscated, and the owner will be required to secure a new copy.

2. Borrowing Books and Other Resources

2.1 How to Borrow a Book from the Library

2.1.1. Consult the Online Public Access Catalog (OPAC)

Procedure on how to use the OPAC

- a. Log in to your Account.
 - * Type the IP Address 192.168.10.2 in your browser
 - * Use ID Number as your Username and 12345 as Password
 - * Still, you can browse books even if you're not logged in, but there's a limitation.
- b. After you log in to the OPAC.
 - * Go to the Search Bar and enter any keyword or any related words to the Books, Dissertations, Theses, and others.
- c. Change of Password and Username.
 - * Go to your profile, then choose Change Password.
 - * After changing the password and username, click Submit, and wait for the approval of the Administrator.

- 2.1.2. After knowing the section where the books are located, get the books from the shelf. Fill out the book card and your library card, and submit them to the librarian in charge, who indicates the date and time due.

- 2.1.3. Always claim your LC when returning a book. Unclaimed LCs that get lost will not be the library's responsibility.

- 2.1.4. Do not pass on borrowed books to other students. No student is allowed to borrow a book for another student.

- 2.1.5. Borrowers are responsible for any damage or loss of books they borrow from the library. To avoid any inconvenience on this matter, the borrower should personally return every book he/she borrows.

2.2. Books for Overnight Use

- 2.2.1. Books from the general collection section may be borrowed for use in the library for one (1) hour, renewable for another hour if not in demand.

- 2.2.2. These books may be loaned for overnight or weekend use. For this purpose, such books must be charged out at 1:00 P.M. and must be returned at or before 8:30 A. M. the following school day.

2.3. Home Use Books

- Fiction books may be loaned for one (1) week, subject to renewal if not in demand.

2.4. Periodicals

- 2.4.1. Single or bound issues of periodicals are not for home use.
- 2.4.2. Register single issues borrowed at the library logbook in this section.

2.5. General Reference Books

- 2.5.1. All reference books are strictly for room use only.
- 2.5.2. Register all reference books borrowed at the designated library logbook in the reference section before bringing such books to the reading area.