



University Library and Information Services

CITIZEN'S CHARTER

2022 2nd Edition

I. Mandate

The University shall provide graduate and undergraduate courses in the arts, sciences, humanities, and professional fields in agriculture, natural sciences, technology, and other technical and professional courses as the Board of Regents may determine and deem proper. It shall also promote research, extension, agribusiness, and advanced studies and progressive leadership in its field of specialization.

There shall be organized relevant research centers in the University to develop technologies on sub-tropical agriculture and natural resources, which will backstop and enhance the growth and development of the Cordillera area and other highland areas.

II. ULIS Vision

A Smart State University Library providing world-class services that adapt to library trends, standards, and its users.

III. Mission:

To provide quality services and resources in line with the university's mission.

IV. Service Pledge:

Benguet State University commits to:

1. Advocate for the adoption of effective government practices for efficient government service delivery and prevention of graft and corruption;
2. Capacitate government agencies to reengineer its systems and procedures to reduce processing time and regulatory burden for the transacting public;
3. Promote the implementation of simplified requirements and procedures that will reduce red tape and expedite business and non-business related transactions in the government;
4. Provide assistance to the public in filing and investigating complaints against government agencies and/or officials for noncompliance to R.A. 11032; and
5. Attend to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break.

LIST OF SERVICES

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2. LIBRARY ACCESS

University students or employees, and visitors may access/use various library resources, facilities, and services.

Office or Division	University Library and Information Services (ULIS)			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen; G2G - Government to Government			
Who may avail:	Benguet State University Bonafide Students and Employees, Visitors (i.e. Visiting / Outside Researchers, Walk-in visitors)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>For Benguet State University Students or Employees</i>				
1. Valid University ID		Requesting Client		
<i>For Visitors (Visiting/Outside Researchers, Walk-in Visitors)</i>				
1. Any Valid ID		Requesting Client		
2. Library Visitor's Form – 1 copy		University Library and Information Services Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present library requirement/s: <i>A. For BSU students or employees</i> -Tap valid university ID on the turnstile RFID reader to enter <i>*See ID registration if the ID is not registered</i> <i>B. For Visitors:</i> - Present any valid ID - Fill-in and submit <u>Library Visitor's Form</u>	1. Check the library requirement and ascertain the identity of the patron	<i>For Visitors ONLY:</i> <u>Php 30.00/day</u> library access for High School and Undergraduate Students <u>Php 50.00/day</u> library access for Graduate Students, and Non-students	5 minutes	<i>Administrative Aide IV or VI; College Librarian I, II, III</i> University Library And Information Services (ULIS) <i>College Librarian IV</i> University Library And Information Services (ULIS)

2. Inform the Library staff at the Control Desk of concern	2.1. Assess client's need/s 2.2 Provide corresponding form/s, if any 2.3. Instruct / refer the client to the location of needed library resources / facilities / services and/or how these may be accessed	None	15 minutes	<i>Administrative Aide IV or VI; College Librarian I, II, III</i> University Library And Information Services <i>College Librarian IV</i> University Library And Information Services
TOTAL FOR VISITORS (<i>Visiting/Outside Researchers, Walk-in Visitors</i>):		<u>Php 30.00/day</u> library access for High School and Undergraduate Students <u>Php 50.00/day</u> library access for Graduate Students, and Non-students	20 Minutes	
TOTAL FOR BSU STUDENTS OR EMPLOYEES:		None	20 Minutes	

Office	University Library and Information Services (ULIS)
Address	Km. 6 Balili, La Trinidad, Benguet
Service Hours	Mondays to Fridays 8:00 a.m. to 5:00 p.m. Except Saturdays, Sundays, and Holidays
Contact Information	ulis@bsu.edu.ph l.kipaan@bsu.edu.ph 0949-477-0460 <i>smart</i> 0966-624-2314 <i>globe</i> <i>FB Messenger:</i> Benguet State University Library and Information Services
Website	catalog.bsu.edu.ph

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Getting Started

We're here to help



REQUIREMENTS FOR LIBRARY USERS

BSU STUDENTS: VALID UNIVERSITY ID

BSU EMPLOYEES: VALID UNIVERSITY ID

VISITORS: ANY VALID ID and (REFERRAL LETTER)

Fee Php 30.00 - High School & Undergraduate Student
Php 50.00 - Graduate and Non Student

LIBRARY HOURS

Monday - Saturday 8:00 am – 5:00 pm

Closed: Sundays & Holidays

ONLINE REQUEST

Avail our online service, you can request online.

Got to this link below and learn how to send your requests for electronic documents, reference inquiries and loan renewal.

t.ly/bUJw

Go to this link to send your request

t.ly/fqIY

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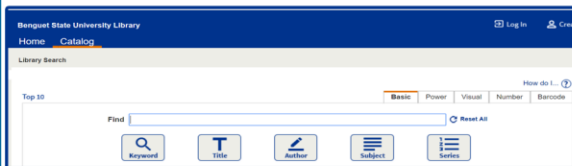
Finding subject readings

The Library Catalog can be access on this site

catalog.bsu.edu.ph

The Catalog lists all the Library collection as well as resources that you can access online.

catalog.bsu.edu.ph > Benguet State University Library > Catalog



OTHER BSU HOSTED ONLINE RESOURCES

[elibre.bsu.edu.ph:8080](http://elibre.bsu.edu.ph) - a LAN based database that provides fulltext content of ebooks

repository.bsu.edu.ph - BSU research journals, manuals, theses and dissertations

digilib.bsu.edu.ph - different collections of the library that include researches in PDF format

journals.bsu.edu.ph - Institutional journal publication of the university

t.ly/f3vY - **Power search** is a campus wide database and multi-disciplinary from the different credible platforms on the web

teaal.bsu.edu.ph - database related to Agriculture, Forestry, Veterinary Medicine, Natural Sciences and other Related Subjects

libris.bsu.edu.ph - directory of open access journals and other websites

dams.bsu.edu.ph - Institutional Repository of University documents

bsu.edu.ph - official website of Benguet State University

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How can I borrow?

You can borrow from the Circulation Desk
CIRCULATION POLICY

GENERAL CIRCULATION

PATRON TYPE	No. of Days	Max. No. of books
Grad School	7	2
Undergrad	2	2
Faculty	30	2
Staff	15	2

FICTION BOOKS

PATRON TYPE	No. of Days	Max. No. of books
Grad School	7	1
Undergrad	7	1
Faculty	7	1
Staff	7	1

FILIPINIANA

PATRON TYPE	No. of Days	Max. No. of books
Grad School	7	2
Undergrad	1	1
Faculty	30	2
Staff	15	2

BOUND SERIALS

PATRON TYPE	No. of Days	Max. No. of books
Grad School	7	1
Undergrad	1	1
Faculty	30	1
Staff	15	1

GENERAL REFERENCE

PATRON TYPE	No. of Days	Max. No. of books
Grad School	7	1
Undergrad	2	1
Faculty	30	1
Staff	15	1

* *Theses, dissertations, cariana, tebttebba, and archives materials are for room use only*
* *Overdue books are charged fifteen pesos (Php 15.00) a day per book*

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I need a place to study

LIBRARY ETIQUETTE INSIDE THE LIBRARY *Ten Commandments*

1. Thou shall not eat and drink in the reading areas that may cause damage to the library resources.
Use the I-Spaces.
2. Thou shall not create unnecessary noise.
Minimized voice should be observed at all times.
3. Thou shall approach the library personnel in a friendly manner.
Your smile will give you a positive atmosphere that will make everyone feel at ease.
4. Thou shall not make the library a place for inappropriate behavior.
Unlawful activities are not allowed in the library.
5. Thou shall not forget to observe positive Filipino values in the library.
Etiquette in the use of library resources is highly encouraged.
6. Thou shall not hesitate to ask queries from the library personnel.
Every library personnel is glad to assist you.
7. Thou shall not leave your belongings unattended.
The library is an open place, please take care of your important belongings.
8. Thou shall not bring your children in the reading areas.
Please make use of the I-Spaces or other separate area if your children is with you (Ask assistance from any library personnel).
9. Thou shall use your University Identification Card while inside the library.
University ID is non-transferable and must be worn at all times.
10. Thou shall observe cleanliness and orderliness in the library.
Throw your litter/waste in the designated trash bins.

WiFi
ACCESS



> **Virtual Library** is located at the first floor for internet surfing and accessing Library databases.

Wifi access is available in the library
Just seek assistance from any Library Staff.

Unit Libraries:

College of Veterinary Medicine

College of Nursing

5 I need to reference / cite, what should I use?

You may use many Referencing Styles. Avoid plagiarism by learning how to correctly reference sources that you have used .

There are two main reasons why we reference / cite:
 > To give credit to the author for their words or ideas that we've used.
 > To help people reading our work to find the sources we consulted when we created that work.

Here are some of the free online citation sites.

 **bibme** a Chegg service bibme.org

 **Citefast** citefast.com

 **Citation Machine** a Chegg service citationmachine.net

 **OttoBib** ottobib.com

6 OPEN ACCESS RESOURCES

Open Access Resources are digital scholarly communications or academic in nature knowledge products that are free to read, reuse, and download but it must be ethically cited.

 **DOAJ** DIRECTORY OF OPEN ACCESS JOURNALS

 **doab** directory of open access books

 **SpringerOpen**

 **OpenDOAR** Directory of Open Access Repositories

 **Online Dictionary of Library and Information Science (ODLIS)**

 Open Access Theses and Dissertations

 **ELSEVIER** elsevier.com

 **HERDINOMICS** International

 **SUPREME COURT OF THE PHILIPPINES**

 **ROAD** DIRECTORY OF OPEN ACCESS SCHOLARLY RESOURCES

 **WILEY** Open Access

7 SUBSCRIBED ONLINE RESOURCES

 **GALE**
 CENGAGE Learning®
link.gale.com/apps/menu?u=phbsu
access code: wonderful

 **PHILIPPINE E-JOURNALS**
ejournals.ph
 Username: **ZRZGQTRH**
 Password: **4R2CWDJG**

 **eLibraryUSA**
elibraryusa.state.gov
 username: **americanspaces+philippines@gmail.com**
 password: **latrinidad**

 **ELSEVIER**
 Scopus - ScienceDirect
scopus.com sciencedirect.com
 username: **ors@bsu.edu.ph**
 password: **Sc0pu5d1r3ct**

 **Springer Link**
link.springer.com
 username: **l.kipaan@bsu.edu.ph**
 password: **ivetryary2016**

 **turnitin**
 Check your papers using Internet-based **PLAGIARISM** detection
 Contact us and get your access

BSU Libraries

Pocket Guide 

Welcome to BSU Libraries

Vision
 A premier university library delivering world-class library services

Mission
 To provide quality services and resources in line with the university's mission

Keep in Touch with Us!

 **CONTACT NUMBER**
 0910-002-9249

 **FACEBOOK PAGE**
 Benguet State University Library & Information Services

 **INSTAGRAM**
 BSU Library

 **TWITTER**
 Benguet State University Library

 **EMAIL ADDRESS**
ulis@bsu.edu.ph

 **YOUTUBE CHANNEL**
 BSU Library & Information Services

visit our website

catalog.bsue.edu.ph

