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# TUTORIAL

### 🛞 U.P. Diliman Journals Online

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### U.P. Diliman Journals Online

The University of the Philippines (U.P.) Diliman Journals Online is a free online service exclusively offered to U.P. Diliman journals. It aims to gather all the U.P. Diliman journals in a single repository; widen their dissemination and visibility online; and provide journal editors with a conveni means of implementing the editorial process.

The U.P. Diliman Journals Online or UPDJOL is a project managed by the Research Dissemination and Utilization Office of the Office of the Vice-Chancellor for Research and Development (RDUO-0VCRD) at U.P. Diliman. For inquiries, comments, and suggestions, please contact RDUO-0VCRE (+63.2) 436-8720. (+63.2) 927556 ard r terearch.dissemination1@und.eu.oh

### Hosted Journals

٠	Humani	ties Dil	iman: /	A Phil	lippi	in€
	Journal of Humanities					

Humanities Diliman is an internationally referred journal for the humanities which comes out semiannually. An open-access journal, it is multilingual and both disciplinal and multi-disciplinary. Humanities Diliman (HD) promotes scholarship in the arts and humanities in the Philippines, as wel as international synergies, especially with scholars on Southeast Asia. Manuscripts and reviews are welcome. Papers submitted will undergo double blind peer review before final approval for publication.

HD provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. Contents of this journal m not be reproduced except for noncommercial, personal, educational, and research purposes. In the same manner, publication in HD does not entail article processing charges (APCs), submission charges, pages charges, color charges, and any similar charges.

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- A web-scale discovery service platform based on the open-source
- software VuFind, enhanced and customized to cater to the changing
  - research needs and information-seeking behavior of the UP
  - community and the general public, by no less than Mr. Chito N.
    - Angeles, the incumbent University Librarian of UP Diliman.

# **ABOUT TUKLAS**

based on the open-source ed to cater to the changing seeking behavior of the UP y no less than Mr. Chito N. ty Librarian of UP Diliman.

# HOW TO ACCESS LIBRARY RESOURCES **Access to Physical Resources** up.



For the safety of the students, browsing of physical resources in the UPD libraries is limited and strictly for library staff only. As such, students who will need to borrow physical books are required to fill out the Asian Center Appointment Form and library book request, indicating time and date of pick up.

### **STEP BY STEP GUIDE FOR LIBRARY APPOINTMENT**



# **STEP 01**

Fill out the appointment form: https://bit.ly/acappointment1



# **STEP 02**

Wait for email confirmation of the appointment. Indicate the necesary

book details on the package for easy tracking.



# **STEP 03**

Submit yourself to temperature screening.

### **STEP BY STEP GUIDE FOR LIBRARY APPOINTMENT**



# **STEP 04**

Verify appointment with the guard on duty.



# **STEP 05**

Scan QR Code and fill out a Visitor Health Checklist Form and present the submitted form to the guard.



# **STEP 06**

Place the library material/s inside the book drop / Go to the designated visitors area for book pick up

For those with unsettle library fines follow these steps in this flow chart bit.ly/2X5iu6A

# Protocols Prior to and Upon Entry to the Hall of Wisdom



- 2. Disinfect by soaking shoes, footwear on doormats with disinfectant
- 3. Temperature screening will be done.

**IMAGE SOURCE: PNGTREE.COM &** FREEPIK.COM

1. Person will be asked to sit on mono block chairs located outside the building's main lobby. 2. **Temperature recheck** 

- 1. If the temperature is still high the employee or visitor will be referred to the UP Health service.
- 2. Proper protocol for outsiders or AC personnel who are sick should be strictly followed for the safety of all.





1. May Enter the building 2. The guard sprays alcohol on the hands of all who enter 3. Will be directed to designated

visitors area



# PICK UP AND DROP OFF?

The library will accept the transactions via in person or via the courier services

Delivery service will be shouldered by the library user. The borrower will be responsible for the material for the time it leaves the library until it is returned.

This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the borrower is responsible for compensation or replacement, in accordance with the rules and regulation of the University Library.



### ASIAN CENTER LIBRARY



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### **Access Option**

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Access

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