University of the Philippines
INSTITUTE OF ISLAMIC STUDIES

STUDENT ORIENTATION

1\textsuperscript{st} Semester
Academic Year 2020-2021
OUTLINE

• Creation of the Program
• IIS Faculty Members
• IIS Staff
• The Masters in Islamic Studies Program
• Arabic Proficiency Exam
• Academic Standards
• Research Mentoring Program
• Awards and Scholarships
• IIS Library
The Institute of Islamic Studies was created by virtue of Presidential
Decree No. 342 on November 22, 1973, as an integral part of the
Philippine Center for Advance Studies (PCAS). With the abolition of
PCAS by Executive Order No. 543 issued by the President of the
Philippines on July 9, 1979, the Institute was re-established as an
autonomous unit of the University of the Philippines.

It aims to provide university students, both Muslims and non-Muslims,
opportunity to participate more fully in national life and development.
More especially, it intends to create deeper understanding and rapport
between the Muslims of the Philippines and the rest of the University
of the Philippines and the national community.
Assoc. Prof. Macrina Adjerol Morados  
DEAN

Educational Attainment:
- Juris Doctor (Conferred on March 6, 2019), Bachelor of Laws, MSU GenSan (2001)
- PhD Philippine Studies, Tri-College Program, UP Diliman, Quezon City (2009–present)
- MA Islamic Studies, Institute of Islamic Studies, UP Diliman, Quezon City (2003)
- AB Islamic Studies, Mindanao State University, General Santos (1991)

Courses Taught:
Adat and Muslim Personal Laws in the Philippines (PD 1083)
Wills and Succession (Islamic Inheritance Law under PD 1018)
Islamic Law and Jurisprudence
History of the Muslims in the Philippines
History of Islamic Civilization
Asst. Prof. Nefertari A. Arsad

Administrative Position:
College Secretary

Educational Attainment:
- PhD Critical Policy Research, Universiti Sains Malaysia, Penang, Malaysia (2018)
- MA Education, College of Education, UP Diliman, Quezon City (2007)
- AB Islamic Studies, Institute of Islamic Studies, UP Diliman, Quezon City (1989)

Course Taught:
Materials and Methods in Islamic Studies/Special Problems; Islam in Southeast Asia; Halal Lifestyles; Islamic Education (including online platform of UP Open University); Literary Traditions of Muslims in the Philippines; Social and Political Institutions of Muslims in the Philippines; Social Structure and Institutions of Islam; Principles and Processes of Curriculum Development (online platform of UP Open University); Islamic Revivalist Movements

Prof. Julkipli M. Wadi

Administrative Position: Coordinator for Research and Extension

Educational Attainment:
- Has taken some units in PhD Political Science, CSSP, UP Diliman, Quezon City
- MA Islamic Studies, Institute of Islamic Studies, UP Diliman, Quezon City (1993)
- BA Political Science, University of the East, Manila (1990)

Course Taught:
Islamic Revivalism and Contemporary Movements; Kalam and Islamic Philosophy; Islamic Political Thought; The Qur'an and Its Commentary (Tafsir); Islamic History; Arabic Historiography; Islamic Civilization; Islamic Economics; Islam in Southeast Asia
Assoc. Prof. Nassef M. Adiong

Administrative Position: Coordinator for Publication

Educational Attainment:
- PhD International Relations, Middle East Technical University, Ankara, Turkey (2016)
- MA International Studies, Department of Political Science, CSSP, UP Diliman, Quezon City (2009)
- BA International Studies, University of the East, Manila (2006)

Course Taught:
- Islamic Art; Social and Political Institutions of the Muslims in the Philippines; History of Islam;
- Islamic Political Thought; Mediterranean Basin (UP CIS); Asian Emporiums: Networks of Culture
  and Trade in Southeast Asia (UP CIS); The Eurasian Melting Pot: Introduction to Turkish Culture &
  Society (UP CIS); Kebab, Charlie, Burkini & Hijab: Islam in Contemporary Europe (UP CIS)

Asst. Prof. Darwin J. Absari

Administrative Position: Co-Anchor, Salam Radyo, DZUP 1602

Educational Attainment:
- MA Islamic Studies, Institute of Islamic Studies, UP Diliman, Quezon City (2013)
- AB Political Science, Mindanao State University, Tawi-Tawi (2004)

Course Taught:
- Muslims in the Philippines; History of Islam; Legacy of Islamic Civilization; Social Structure and
  Institutions of Islam; Artistic Traditions of Muslims in the Philippines and Southeast Asia; The Rise
  of Islamic Revivalist Movements and Nationalism
Dr. Carmen A. Abubakar
Professorial Lecturer 5

**Educational Attainment:**
- PhD Philippine Studies, Tri-College Program, UP Diliman, Quezon City (1990)
- MA Education, College of Education, UP Diliman, Quezon City
- BS Education, Notre Dame of Jolo College, Jolo, Sulu

**Course Taught:**
Islamic Revivalism and Contemporary Movements of Muslims in the Philippines; Islamic Political Thought; Literary Traditions of Muslims in the Philippines; Social and Political Institutions of Muslims in the Philippines; Relations of Muslims and non-Muslim Communities in a National Society; History of Muslims in the Philippines; Materials and Methods for Islamic Studies

Atty. Mehol K. Sadain
Professorial Lecturer 1

**Educational Attainment:**
- LLB, College of Law, UP Diliman, Quezon City (1986)
- AB Islamic Studies, Institute of Islamic Studies, UP Diliman, Quezon City (1978)

**Course Taught:**
Islamic & Adat Law; Islamic Philosophy; Special Procedure in Shari’a Court
Ustadz Abdulhadi T. Daguit
Senior Lecturer 2

Educational Attainment:
- MA Islamic Studies, Institute of Islamic Studies, UP Diliman, Quezon City (2002)
- BS Education, University of Mindanao, Davao City (1986)
- Associate in Arabic Language Teaching, Islamic Preaching and Shariah, Preparatory Collage for Teaching, Preaching and Justice, Maguindanao (1989)
- Diploma in Arabic Teaching for non-Arabic Speakers, King Saud University, Saudi Arabia (1983)

Course Taught:
Arabic Language; Tafsir (Qur’anic Exegesis); Biography of the Prophet

Ustadz Luqman Bin Usman Imam
Senior Lecturer 1

Educational Attainment:
- MA Islamic Studies, Institute of Islamic Studies, UP Diliman, Quezon City (2015)
- Islamic Law and Arabic Studies, Almaarif Educational Center Inc. Baguio City (2012)
- BS Computer Science, Mindanao Islamic Computer College, Marawi City (2009)

Course Taught:
Islamic Law and Jurisprudence; Biography of the Prophet and his Tradition; Arabic Language (teaches the same course at Foreign Service Institute, Department of Foreign Affairs)
# THE MASTERS IN ISLAMIC STUDIES PROGRAM

## 1. Program of Study (Plan A)

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>12 units</td>
</tr>
<tr>
<td>IS Electives</td>
<td>9 units</td>
</tr>
<tr>
<td>Seminar Course</td>
<td>3 units</td>
</tr>
<tr>
<td>Arabic Language Courses</td>
<td>12 units</td>
</tr>
<tr>
<td>Thesis</td>
<td>36 units</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>42 units</td>
</tr>
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</table>

Background Courses  6 or 12 units*

*6 units for students with Islamic Studies background; 12 units for students with non-Islamic Studies background
1. Program of Study (Plan B)

- Core Courses: 9 units
- IS Electives: 18 units
- Cognate Courses: 6 units
- Arabic Language Courses: 12 units
- Comprehensive Exam: 3 units

TOTAL: 48 units

Background Courses: 6 or 12 units*

*6 units for students with Islamic Studies background; 12 units for students with non-Islamic Studies background
Arabic Proficiency Exams are available for those who have facility in Arabic Language and wish to be exempt from the Arabic Language courses.

Proficiency exams are scheduled two weeks before registration for a new semester.
1. Background courses provide disciplinary or interdisciplinary studies relevant to Islam and Muslims.

2. Arabic Language courses provide a level of proficiency that will allow them to encounter Arabic words and texts in later courses with ease and familiarity.

3. Background courses and Arabic Language courses should be taken within the first year of study.

5. IS 298 is a required background course as it is integral to the IIS Research Mentoring program.
Academic Excellence

1. Scholastic standing per semester – 2.0 or better

2. Active and positive participation in curricular activities as well as the Student Evaluation of Teachers (SET) as constructive feedback system

3. Adherence to Faculty Council standards and student research mentoring process

4. Completion of program within 5 academic years
Academic integrity

Plagiarism and other intellectual property violations are subject to serious sanctions

Residency Rule

Time limit for MA program completion: 5 years

Program extension: Subject to Dean’s approval; Will not exceed 1 calendar year at a time

Extension period requirement: a 3-unit penalty course for every 2 years of extension

Maximum Residency Rule (MRR): 10 years, whereby student status is terminated unless student appeals to Committee on Student Admissions, Progress and Graduation, for justifiable reasons
INInvOLVES: IS 298-300 CONTINUUM

IS 298: Concept Note (Chapter 1)

Concept Note/Thesis Title defense

IS 299: Thesis Proposal (Chapter 1-3)
Selection of Thesis Adviser

IS 300 A: Composition of Thesis Panel
Thesis Proposal Defense

IS 300 B: Thesis Final Defense
## AWARDS

<table>
<thead>
<tr>
<th>TYPE OF AWARD</th>
<th>QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. University Scholar</td>
<td>Grade Average of 1 - 1.25; Maximum of 9 enrolled units per semester</td>
</tr>
<tr>
<td>2. College Scholar</td>
<td>Grade Average of 1.26 - 1.5; Maximum of 9 enrolled units per semester</td>
</tr>
<tr>
<td>3. Achiever Award</td>
<td>With noteworthy achievement as deemed by the Faculty Council</td>
</tr>
<tr>
<td>TYPE</td>
<td>QUALIFICATIONS</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1. IIS Scholarship</td>
<td>With GWA of 1.75 or better; A maintaining grade of 1.75 every semester, with a maximum of 9 enrolled units; No incomplete grades or grade of 4.0 or 5.0</td>
</tr>
<tr>
<td>2. M. Al Rabah Scholarship</td>
<td>With good scholastic standing and subject to selection of the benefactors</td>
</tr>
<tr>
<td>3. Presidential, Leadership and other Scholarships*</td>
<td>Subject to University selection process and scholarship particulars; Application forms are at the Office of Scholarships and Student Services (OSS), 2nd floor, ISSI bldg.</td>
</tr>
</tbody>
</table>
University of the Philippines Library Organic Act serves as the guide in the selection of materials of libraries in UP. The Librarian coordinates with the faculty, through the Library-Faculty Committee, in examining, selecting, and acquiring books, e-Books, encyclopedia, journals, & other e-resources.

One of the objectives is to serve the teaching, research & extension function of the Institute.
ORGANIZATION OF THE COLLECTION

- Library of Congress (LC) Online Catalog
- OhioLink Library Catalog
- Ohio County Library Classification Scheme (OCLC)
- UPIANA Classification Scheme - for Filipiniana materials
THE COLLECTION

- BOOKS, CDS, TAPES, RECORDS, MAPS, etc.
- ELECTRONIC JOURNALS
- ELECTRONIC THESIS AND DISSERTATION
- eBOOKS
- DIGITIZED RECORDS/FILES
TYPES OF COLLECTION

BOOKS

JOURNALS

CDs

eBooks
<table>
<thead>
<tr>
<th>TITLE</th>
<th>AUTHOR</th>
<th>ISBN</th>
<th>PUBLISHER</th>
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</thead>
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<tr>
<td>Aristotelian Aporetic Ontology in Islamic and Christian Thinkers</td>
<td>Booth</td>
<td>9780511897283</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Courts and Terrorism</td>
<td>Volcansek/Stack, Jr</td>
<td>9780511782213</td>
<td>Cambridge</td>
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<tr>
<td>Dispute Settlement in the World Trade Organization</td>
<td>Palmetter/Mavroidis</td>
<td>9781139177931</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Global Anti-Terrorism Law and Policy</td>
<td>Ramraj et al</td>
<td>9781139043793</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Ideas of Power in the Late Middle Ages, 1296-1417</td>
<td>Canning</td>
<td>9780511984532</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Ideology, Power and Prehistory</td>
<td>Miller/Tilley</td>
<td>9780511897443</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Islam and Resistance in Afghanistan</td>
<td>Roy</td>
<td>9780511563553</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Jihad in the West</td>
<td>Egerton</td>
<td>9780511757594</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Language, Identity, and Marginality in Indonesia</td>
<td>Kuipers</td>
<td>9780511558191</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Nationalism and International Society</td>
<td>Mayall</td>
<td>9780511559099</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Nature and Empire in Ottoman Egypt</td>
<td>Mikhail</td>
<td>9780511977220</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Oil and Governance</td>
<td>Victor/Hults/Thurber</td>
<td>9780511784057</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Oil and Politics in the Gulf</td>
<td>Crystal</td>
<td>9780511558818</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Palestinian Peasants and Ottoman Officials</td>
<td>Singer</td>
<td>9780511563560</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Political Islam, Iran, and the Enlightenment</td>
<td>Mirsepassi</td>
<td>9780511975127</td>
<td>Cambridge</td>
</tr>
</tbody>
</table>
DIVISION OF COLLECTION

- Reserve Section
- Thesis Collection
- Circulation Section
- Filipiniana Section
- Reference Section
- Audio-visual collection
- Majul Collection
- Arabic Collection
- Newspaper Clippings Section
- Periodical Section
- E-Books Collection
USE OF EQUIPMENT IS TEMPORARILY SUSPENDED UNTIL FURTHER NOTICE
<table>
<thead>
<tr>
<th>Citizen’s Charter 2016</th>
<th>University Library Diliman</th>
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<tbody>
<tr>
<td><strong>Frontline Services</strong> of the University Library</td>
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<tr>
<td>Registration of UF Users to access and use Library resources</td>
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<tr>
<td>Issuance of Temporary Library Card</td>
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<tr>
<td>Borrowing/Changing out Library books for home reading</td>
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<td></td>
</tr>
<tr>
<td>Borrowing/Changing out Library books for home reading</td>
<td></td>
</tr>
</tbody>
</table>
Sample ID

Temporary ID

FORM 5-A

UP ID
- a web-scale discovery service platform based on the open-source software, *VuFind*, developed by Chito A. Angeles, University Librarian of UP Diliman
- it replaces the iLib OPAC and allows users to search online the existing union catalog (iLib) the Index to Philippine Periodicals (IPP), the Index to Philippine Newspapers (IPN), and other local databases using a single search interface.
TUKLAS DISCOVERY SERVICE

BOOKS/IPP/IPN

http://ds.mainlib.upd.edu.ph/

ELECTRONIC JOURNALS AND DATABASES

https://mainlib.upd.edu.ph/online-subscriptions/
TUKLAS Discovery Service

For on Campus use, log in to iLib.upd.edu.ph

For Off Campus usage, log in to http://ezproxy.up.edu.ph
How to Access Electronic Resources in UP

**EBSCO** - Go to the main interface of UP Diliman and click EBSCO. On the Basic Search or Advance Search box, type any topic you need. Once a result comes out, select the nearest topic then you may print, download or save the entire ebook (printing is cumulative and can be up to 100 pages only). EBSCO also allows download of the entire ebook on Google Drive. Proceed to download a file. Check the upper right hand icon if successfully downloaded and stored. Check your Library folder for assurance of copied document. [http://eds.a.ebscohost.com/](http://eds.a.ebscohost.com/)

**IG Library** - Go to Main Menu. Select IG Library. You may select by title or subject. You will see the abstract, citation, table of contents etc. In order to see if an ebook is accessible outside there is an icon that says “READ Option”. You can also reduce the size of display, printing is only up to 40 pages (can be another 40 pages the next day). Thumbnail view is likewise possible, just click on the upper right corner of the screen. *Copy/Paste is disabled.*

**IGP Reader** - accessible off campus. Can be accessed for a max of 14 days. Go back to Main Menu then click Read on App (must be downloaded first). Type via Facebook or Google with Username and password. Enter the authentication code. Then download an ebook. It will display when the ebook should be returned. Once the book is due Click again on the Title Page of the ebook then Click Return. If you want to borrow the ebook again repeat the same process.
### Subscribed e-resources: Multidisciplinary

<table>
<thead>
<tr>
<th>Resource</th>
<th>Inclusions</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBSCO Discovery Service</td>
<td>• Single search interface for subscribed e-resources</td>
<td>• Search interface available to general public</td>
</tr>
<tr>
<td>(access through <a href="https://mainlib.upd.edu.ph">https://mainlib.upd.edu.ph</a>, search box located on the left sidebar)</td>
<td>• Links to full-text articles available to UP Diliman constituents on-campus and off-campus via Remote Access Platform (EZproxy)</td>
<td></td>
</tr>
<tr>
<td>EBSCO Academic Search Complete</td>
<td></td>
<td>UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy); UP Los Baños on-campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and off-campus via Remote Access Platform (OpenAthens)</td>
</tr>
<tr>
<td>JSTOR</td>
<td>• Arts and Sciences I-XI, Business I, II and IV</td>
<td>UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)</td>
</tr>
<tr>
<td>Oxford Reference</td>
<td></td>
<td>UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)</td>
</tr>
<tr>
<td>ScienceDirect</td>
<td>Freedom collection</td>
<td>UP System via UP Mail</td>
</tr>
<tr>
<td>Scopus</td>
<td>Citation database</td>
<td>UP System via UP Mail</td>
</tr>
<tr>
<td>Taylor &amp; Francis Online</td>
<td>• Science and Technology Library, Social Sciences and Humanities</td>
<td>UP Diliman on-campus and off-campus via Remote Access Platform (EZproxy)</td>
</tr>
</tbody>
</table>
4. Access to Physical Resources

4.1 For the safety of faculty and students, browsing of physical resources in the UPD libraries is limited and strictly for library staff only. As such, faculty members who will need to borrow physical books are required to fill out a request slip (can be done via email) from the library, indicating time and date of pick up (Preferably 1-2 days before pick up date). To browse the library’s collection, visit Tuklas at https://ds.mainlib.upd.edu.ph/.

4.1.1 Once the physical resources desired to be borrowed are identified, contact the Main Library Section and/or College/Unit Library where the resources are located through the email addresses.

4.1.2 Faculty members may also request to reproduce certain parts of the material (subject to existing rules on copyright and fair use) through the Document Delivery Service. See Section 4.5 for the procedures.
4.2.1. Electronic resources, such as journals and articles, ebooks, and other digital materials, may be accessed on-campus when connected to the UP Diliman Network (DilNet). Links to these electronic resources are found in the University Library website (https://mainlib.upd.edu.ph). When accessing off-campus, you may visit https://ezproxy.upd.edu.ph and log in using your DILNET account. To request log-in access to EZProxy, please refer to Section 4.4.

4.2.2. Microfilms may be converted to PDF for greater access and readability. For conversion requests, please send an email to libraryinfo.updiliman@up.edu.ph and indicate the name of the material, year of publication, and coverage of the conversion request. Refer to Tuklas for the bibliographic details of the material.

4.2.3. In cases wherein a scholarly article or resource is not available in our collection; please send an email to libraryinfo.updiliman@up.edu.ph for assistance in finding alternative sources. However, if a particular resource is not accessible and may only be used after copyright permission is sought, the requesting faculty member will need to ask permission directly from the copyright owner. Furthermore, they may request an endorsement letter from the University Librarian before doing so.
4.3. Terms of Use

4.3.1. The use of online database content is governed by copyright and vendor license agreements.

4.3.2. Contents are restricted for use in academic research and classroom instruction only. Avoid sharing resources with people outside the university domain.

4.3.3. Systematic downloading (or excessive downloading of data) of resources is strictly PROHIBITED. The system can monitor the downloading of full-text content and may lead to suspension of access credentials.

4.3.4. The University Library may suspend Library privileges and revoke accounts of patrons found to have violated these policies.

4.3.5. The Information Services and Instruction Section of the University Library manages only multi-disciplinary e-resources, including Taylor and Francis Online, JSTOR, and Project MUSE. College and Unit Libraries may have

...
4.4 Off-Campus Access to E-Resources

4.4. Off-campus Access to E-Resources

4.4.1. Off-campus/remote access is available for subscribed electronic databases via EZproxy using your DilNet username and password.

4.4.2. Securing an EZProxy account

4.4.2.1. Your EZProxy login account is the same as your UPD Webmail account (upd.edu.ph). Before requesting access to EZProxy, please make sure you have an active UPD Webmail account. If you do not have one yet, you may contact the University Computer Center at helpedesk@upd.edu.ph.

4.4.2.2. Once you have secured a DilNet account, please send an email request to libraryinfo.updiliman@upd.edu.ph with a scanned copy of your appointment attached to your request.

4.4.2.3. Upon approval of your request, your EZProxy account at https://ezproxy.upd.edu.ph will be activated.

4.4.2.4. If you encounter errors while accessing EZProxy, please follow the troubleshooting procedures at https://mainlib.upd.edu.ph/remote-access/.
DOCUMENT DELIVERY is a fee-based service for UP and non-UP library users. The document delivery service processes articles and book chapter requests from the journals, books, e-resources and other materials available only in UP Diliman Libraries. These documents are scanned and can be picked up in person or sent electronically via email.

Requests may be sent to the IIS Library staff via email. The Reference Librarian will search TUKLAS discovery service, find the article or book chapter and deliver it via email or courier.

Requests from students from other schools, private and government researchers shall be made through their office’s or school’s Head Librarian.
### Transaction Matrix

<table>
<thead>
<tr>
<th>Material Type Requested</th>
<th>Fees</th>
<th>Transaction Limit</th>
<th>Turnaround Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article from subscribed e-resources</td>
<td>Free</td>
<td>No limit</td>
<td>Next working day</td>
</tr>
<tr>
<td>Whole ebook from subscribed e-resources</td>
<td>Free</td>
<td>No limit</td>
<td>Next working day</td>
</tr>
<tr>
<td>E-copy of an article from a periodical or journal in the physical collection</td>
<td>Free</td>
<td>5 articles per day per user</td>
<td>5 working days</td>
</tr>
<tr>
<td>E-copy of selected pages or chapters from a book in the physical collection</td>
<td>Free</td>
<td>Preliminary pages (e.g. title page, table of contents) provided for free</td>
<td>5 working days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No more than 10% of the total pages per book (excluding preliminary pages) per user (See Section 4.5.2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Materials in the public domain may be copied up to 100%, subject to approval by Head Librarian of the collection</td>
<td></td>
</tr>
<tr>
<td>E-copy of an article in a microfilm in the Multimedia Services collection</td>
<td>Free</td>
<td>5 articles per day per user</td>
<td>10 working days</td>
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</tbody>
</table>
4.5.2. 10% is a middle ground that seeks to strike a balance between author/publisher interests, and the academic and research needs of UP faculty. As of this writing, these are the documented numbers for reproducing materials by other respected library institutions: (1) UST Miguel de Benavides Library—“not more than 5% of a book” (FAQ on Copyright and Library Services (https://www.facebook.com/ustmdblib/photos/pb.2005549286245819/2005546232912791/); (2) Biblioteca Nacional de España—“up to a maximum of 20% of a book” (Document reproduction http://www.bne.es/en/Servicios/ReproduccionDocumentos/). While we are waiting for definitive legal guidance regarding fair use, the UPD Library will keep on exercising its mandate to the UP community to provide the best possible access to the information that they need in support of instruction, research and extension.

4.5.3. Requests for e-copy of a whole book in the physical collection will only be granted under all of the following conditions:

4.5.3.1. The faculty member affirms that they will only use the book in accordance with the conditions stipulated in Section 188 of the Republic Act No. 8293 as amended: “Not for profit”, “For purposes of study or research”, and “Copies are not available with the publisher”; and

4.5.3.2. Access to the electronic copy of the book (via shared Drive) will be limited to viewing only (no downloading/printing) and will be revoked every end of the semester/midyear.
5. Guidelines for Students on how to Access Library Resources

5.1. Access to Physical Resources

5.1.1. 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 a request slip from the library, indicating time and date of pick up.

5.1.2. To browse the library’s collection, visit Tuklas at https://ds.mainlib.upd.edu.ph/.

5.1.3. Once physical resources desired to be borrowed are identified, contact the Main Library Section and/or College/Unit Library where the resources are located through the email addresses supplied in Sections 8 and 9, respectively.

5.1.4. Students may also request to reproduce certain parts of the material (subject to existing rules on copyright and fair use) through the Document Delivery Service. See Section 5.5 for the procedures.

5.2. Access to Electronic Resources

5.2.1. Electronic resources, such as journals and articles, ebooks, and other digital materials, may be accessed on-campus when connected to the UP Diliman Network (DilNet). Links to these electronic resources are found in the University Library website (https://mainlib.upd.edu.ph). When accessing off-campus, you may visit https://ezproxy.upd.edu.ph and log in using your DILNET account. To request log-in access to EZProxy, please refer to Section 5.4.
5.2.2. Microfilms may be converted to PDF for greater access and readability. For conversion requests, please send an email to libraryinfo.updiliman@up.edu.ph and indicate the name of the material, year of publication, and coverage of the conversion request. Refer to Tuklas for the bibliographic details of the material.

5.2.3. In cases wherein a scholarly article or resource is not available in our collection; please send an email to libraryinfo.updiliman@up.edu.ph for assistance in finding alternative sources. However, if a particular resource is not accessible and may only be used after copyright permission is sought, the requesting student will need to ask permission directly from the copyright owner. Furthermore, they may request an endorsement letter from the University Librarian before doing so.

5.3. **Terms of Use**

5.3.1. The use of online database content is governed by copyright and vendor license agreements.

5.3.2. Contents are restricted for use in academic research and classroom instruction only. Avoid sharing resources with people outside the university domain.

5.3.3. Systematic downloading (or excessive downloading of data) of resources is strictly PROHIBITED. The system can monitor the downloading of full-text content and may lead to suspension of access credentials.

5.3.4. The University Library may suspend Library privileges and revoke accounts of patrons found to have violated these policies.

5.3.5. The Information Services and Instruction Section of the University Library manages only multi-disciplinary e-resources, including Taylor and Francis Online, JSTOR, and Project MUSE. College and Unit Libraries may have different terms of use, depending on the licensing agreement with the vendor. Please make sure to check with the concerned unit library to avoid any breach.

5.4. **Off-campus Access to E-Resources**

5.4.1. Off-campus/remote access is available for subscribed electronic databases via EZproxy using your DilNet username and password.
5.4.2. Securing an EZProxy account

5.4.2.1. Your EZProxy login account is the same as your UPD Webmail account (upd.edu.ph). Before requesting access to EZProxy, please make sure you have an active UPD Webmail account. If you do not have one yet, you may contact the University Computer Center at helpedesk@upd.edu.ph.

5.4.2.2. Once you have secured a DilNet account, please send an email request to libraryinfo.updiliman@up.edu.ph with a scanned copy of your most recent Form 5 attached to your request.

5.4.2.3. Upon approval of your request, your EZProxy account at https://ezproxy.upd.edu.ph will be activated.

5.4.2.4. If you encounter errors while accessing EZProxy, please follow the troubleshooting procedures at https://mainlib.upd.edu.ph/remote-access/.
<table>
<thead>
<tr>
<th>Material Type Requested</th>
<th>Fees</th>
<th>Transaction Limit</th>
<th>Turnaround Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article from subscribed e-resources</td>
<td>Free</td>
<td>No limit</td>
<td>Next working day</td>
</tr>
<tr>
<td>Whole ebook from subscribed e-resources</td>
<td>Free</td>
<td>No limit</td>
<td>Next working day</td>
</tr>
<tr>
<td>E-copy of an article from a periodical or journal in the physical collection</td>
<td>Free</td>
<td>5 articles per day per user</td>
<td>5 working days</td>
</tr>
<tr>
<td>E-copy of selected pages or chapters from a book in the physical collection</td>
<td>Free</td>
<td>Preliminary pages (e.g. title page, table of contents) provided for free No more than 10% of the total pages per book (excluding preliminary pages) per user (See Section 4.5.2)</td>
<td>5 working days</td>
</tr>
</tbody>
</table>
Continuation....

| E-copy of an article in a microfilm in the Multimedia collection | Materials in the public domain may be copied up to 100%, subject to approval by Head Librarian of the collection | Free | 5 articles per day per user | 10 working days |

**Assistance on Requesting Permission to Use Copyrighted Materials for Course Packs**

6.1. It is understood that the end-user (i.e. the faculty member) will be the one responsible for requesting permission from copyright holders (i.e. authors or publishers) to use copyrighted materials for their course packs. This is because the end-user is in the best position to justify the purpose or intended use of a copyrighted material (e.g., teaching, research).

6.2. The following assistance may be provided by the Library for facilitating copyright permission requests:

6.2.1. Provision of contact details of publishers,

6.2.2. Template for permission request letters, and

6.2.3. Endorsement from the University Librarian (for resources at the Main Library) or the Head Librarian of the College Library (for resources available in the College/Unit Libraries).
INCOME = IIS TRUST ACCOUNT

- Photocopying & Binding
- Repairs
- Supplies
- Others
University Library Diliman’s Response to the COVID-19 Pandemic
https://mainlib.upd.edu.ph/

An online database that provides a consolidated list of delinquent library users from all U.P. Constituent Universities.
https://ipn.mainlib.upd.edu.ph/dlq

The main interface of the Online Public Access Catalog (OPAC) Tuklas
https://ds.mainlib.upd.edu.ph/
For inquiries and important updates, please visit the IIS Official website at https://iis.upd.edu.ph/. You may also send your inquiries through the following email addresses:

OFFICE OF THE DEAN:
  iis@upd.edu.ph or iis@up.edu.ph

OFFICE OF THE COLLEGE SECRETARY:
  iis@upd.edu.ph, iis@up.edu.ph
  djroldan@up.edu.ph or naarsad@up.edu.ph

RESEARCH PUBLICATION & EXTENSION DIVISION:
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  nasirarmerham@gmail.com

KEEP SAFE!