

# ATENEO PROFESSIONAL SCHOOLS LIBRARY

[apslibrary.ateneo.edu](http://apslibrary.ateneo.edu)

## Library Guide



# LIBRARY SERVICE HOURS

**MONDAY - FRIDAY**

**9:00 A.M. - 9:00 P.M.**

**SATURDAY**

**9:00 A.M. - 7:00 P.M.**

**Trunkline: 8997691 - 96**

Sections	Extension
Chief Librarian's Office	2001, 2002
Circulation	2003
Periodicals Room	2004
Information Commons	2005
Technical Services	2006
Law Reference Room	2007
General Reference	2008



## SERVICES

The Ateneo Professional Schools Library (APSL) provides a range of services to support the research and learning activities of faculty, students and researchers.

### **BORROW, RETURN & RENEW**

Students can borrow a maximum of five books and five non-print materials for a period of one week, renewable for another week.

Faculty can borrow a maximum of ten books and ten non-print materials for two weeks, renewable for another two weeks.

### **INFORMATION COMMONS SERVICES**

#### **1. Access to Online Databases**

Available online databases and other electronic resources can be accessed at the Information Commons Room.

#### **2. Internet Access**

Students and faculty members can also use the computer workstations in the Information Commons Room for internet access.

#### **3. Encoding and Printing**

Workstations in the Information Commons Room are installed with MS Office and connected to a network printer.

#### **4. DVD Burning and USB Access**

Computer workstations are equipped with DVD burners and USB access for saving files to optical and flash media.

#### **5. Scanning / Fax Services**

The Information Commons Room has services for scanning and faxing of documents with a minimum charge.

### **INTERLIBRARY LOAN**

Faculty and students can borrow materials available at the ADMU Rizal Library, Loyola Heights Campus through interlibrary loan. A request should be made at the APSL Circulation Counter to facilitate the transfer of books from the Rizal Library to APS Library.

## **IUC (INTER-UNIVERSITY CONSORTIUM) CARD**

The Circulation Section issues IUC Card to currently enrolled MBA students for free access to the following libraries:

### **1. Asian Institute of Management**

Paseo de Roxas, Makati City  
892-4011 ext. 1508 / 465-2898 (Fax)  
(<https://krc.aim.edu>)

### **2. Dela Salle University**

Taft Avenue, Manila  
524-8835 / 536-0244 (Tele/Fax)  
<http://www.dlsu.edu.ph/library>

### **3. UP College of Business Administration**

Diliman, Quezon City  
928-4571 to 75 ext. 6470 / 920-7990 (Fax)  
<http://www.mainlib.upd.e.du.ph>

## **PLAGIARISM DETECTOR**

A plagiarism checker tool is available at the Periodicals Section. This plagiarism detection software helps students and faculty to check and review reports, term papers, Strategic Management papers and J.D.theses.

## **REFERRAL LETTERS**

The Circulation Section issues referral letter to currently enrolled students who wish to visit other university, private, government or special libraries.

## **REFERENCE SERVICE & LIBRARY ORIENTATION**

Librarians conduct library orientation and provide library users with direction to library resources and facilities, advice on library collections and services and offer expertise on various kinds of information from various sources.

## **ONLINE RESERVATION AND RENEWAL**

View and renew online your books on loan. Renewal is possible only if the item is not put on hold.

## **VIEWING & GROUP DISCUSSION ROOM**

The library's audio-visual materials can be viewed at the Information Commons Extension Room. This room is equipped with television set, LCD projector, DVD player, computer station and houses the multimedia collection



## RESOURCES

### ELECTRONIC DATABASES

#### 1. CDAsia Online

Access to the Most Comprehensive Philippine Legal Database Online—has seven (7) libraries: Laws, Jurisprudence, Department of Justice, Taxation, Securities and Exchange Commission, Elections, and Labor. It provides access to the complete databases of Philippine laws and jurisprudence comprising over 70,000 documents and more.

#### 2. Ebscohost (E-books)

Users can search from selected business e-books using EBSCOhost online database.

#### 3. Ebscohost Business Source Complete (E-journals)

A comprehensive business periodical database that includes scholarly journals and business periodicals covering topics such as management, economics, finance, accounting, international business and much more. It contains full text sources ranging from general business periodicals such as Bloomberg Businessweek, Forbes, Fortune, American Banker, etc. to academic journals such as Harvard Business Review, Journal of Management, Academy of Management Review, Review of Economics & Statistics, etc.

#### 4. Emerald Insight (E-journals)

A leading library of management research. Emerald is a global publisher providing highest quality, peer-reviewed research. The eJournal collections feature 185,000 articles from more than 300 journals, featuring comprehensive coverage of management and complementary specialist subjects.

#### 5. EMIS University (Financial Reports)

Contains analysis and data for 125 emerging markets from the most trusted global and local sources. Includes over

3 million company reports, sector research and news. Delivers proprietary and multi-source news, data, research and more than 1.3M+ private and public company profiles – in an archived, indexed, searchable and easy to use format.

#### **6. eSCRA**

Complete decisions from 1901 to the present are available in this Supreme Court Reports Annotated Online. This electronic resource is accessible at the Information Commons Room.

#### **7. Euromonitor International (Industry Reports)**

Provides research information to thousands of companies worldwide. A single online gateway to global market research and strategic business intelligence on industries, countries and consumers, market reports, also includes in-depth written analysis of trends and market dynamics and offer a total global picture.

#### **8. Gale Virtual Reference Library (E-Books)**

With electronic reference books from Gale, researchers can instantly access ebooks anytime anywhere. These trusted, authoritative reference works are available 24/7 through the Gale Virtual Reference Library platform.

#### **9. HeinOnline**

Hein's premier online product with more than 143 million pages of legal history available in an online, fully-searchable, image-based format. HeinOnline bridges the gap in legal history by providing comprehensive coverage from inception of more than 2,300 law and law-related periodicals.

#### **10. JSTOR (E-journals)**

Provides access to more than 12 million academic journal articles in the humanities & social sciences, books, and primary sources in 75 disciplines.

#### **11. Lex Libris**

Provide access to the following Philippine laws and jurisprudence:

- Philippine Law Encyclopedia
- Philippine Taxation Encyclopedia
- Jurisprudence
- Securities and Exchange Commission
- Department of Justice
- Bangko Sentral ng Pilipinas

#### **12. Lexis Advance**

A legal research tool with over 180 million federal and state court dockets and documents, annotated federal and state statutes, comprehensive case law with new cases and their editorial enhancements legal periodicals, journals and law reviews.

#### **13. Taylor & Francis (E-Books)**

This site offers instant access to the world's premier ebooks



on Business, Humanities, Social Sciences, Behavioural Sciences and other fields — from renowned imprints such as Routledge, Psychology Press and Focal Press.

#### **14. USSC Library**

Comprehensive coverage of United States Supreme Court Cases from 1870 through January 2004. Also includes leading decisions dating back to 1793.

#### **15. Westlaw Next**

An online legal research service providing quick, easy access to Westlaw's vast collection of statutes, case law materials, public records and other legal resources, as well as current news articles and business information.

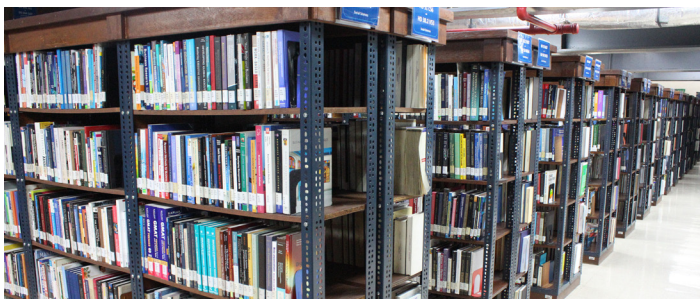
### **OFF-CAMPUS ACCESS OF ELECTRONIC RESOURCES**

1. Visit <http://apslibrary.ateneo.edu>
2. Go to "Off-Campus"
3. Login (Please inquire at the Information Commons for the username and password.)
4. Select from the list of Electronic Resources

For inquiries, you may contact:

Email: [adelatorre@ateneo.edu](mailto:adelatorre@ateneo.edu)

Tel. No.: 8997691-96 loc. 2005



### **PRINT MATERIALS**

The library has an excellent reference collection, law and business books, as well as Philippine jurisprudence. The total collection consists of thousands of volumes of books and bound journals, numerous titles of current periodicals, serials and theses. The J.D. theses are available in the Circulation Section while the Ateneo Graduate Schools of Business theses and selected Strategic Management Papers are available in the Periodicals Section.

### **NON-PRINT MATERIALS**

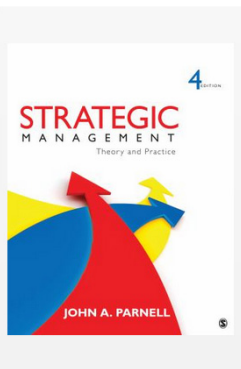
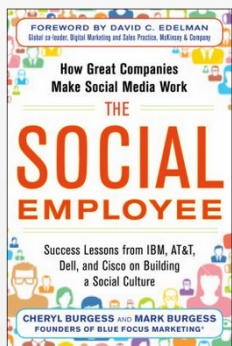
In addition to print materials, non-print resources are also available in the Information Commons with titles on entrepreneurship, human resource management, leadership, management, marketing and trial practice techniques among others.

Type here to search

Search

Advanced

## New Acquisitions



## SEARCH TOOLS

### OPAC (ONLINE PUBLIC ACCESS CATALOG)

Search for titles available in the library using OPAC terminals situated in strategic locations in the library or search through web via the LS2 PAC (WebOPAC) using laptops or tablets.

### INDICES

In-house and commercial indexes cover law topics that serve as handy reference tools for researchers.

- Ateneo Law Journal Index
- Case Law Index / SCRA Quick Index
- Compendium of Public Laws
- Index to 1986 Constitutional Commission
- Index to Family Code
- Philippine Annotated Law
- Philippine Digest

### SUBJECT GUIDES / BIBLIOGRAPHIES

Subject guides are information resources organized by subjects or topics. Bibliographies are list of books and other sources that can be used as reference. Subject guides and bibliographies are tools that contain information about key reference works and other resources that are available in the Library.



# FACILITIES



## CONTROL DESK / BIOMETRIC SECURITY GATE

To access the library, students, faculty and staff should register at the Circulation Section.

The library uses a biometrics system to store and identify users through fingerprint recognition. Upon entry to the library, everyone is required to scan their fingerprints.

Student library accounts should be validated every term to maintain access to library facilities, services and resources.



## CUSTOMER SERVICE DESK

A librarian is assigned at this desk for general inquiries about the library resources, services and facilities and quick reference queries.



## INFORMATION COMMONS ROOM

This room provides integrated access to electronic information resources, online databases, multimedia collection and printing services. It maintains computers for internet access and MS Office use.

Furthermore, the functions of Information Commons Room include the following:

- Answer reference questions through consultation or via email
- Disseminate promotional materials as a current awareness service to users
- Conduct library instruction on the use of online databases for both business and law collection
- Prepare bibliographies/ subject guides for Faculty & students
- Provide in-depth research assistance



## INFORMATION COMMONS EXTENSION ROOM

This room with a 30 seating capacity can also be used for:

- Classroom
- Group study
- Multimedia viewing
- Small group discussion
- Trainings, meetings and workshop



## CIRCULATION SECTION

Maintains the reserve business and law books, J.D. theses, reading materials recommended by professors, reviewers and sample law examinations.

It manages faculty and student's library accounts records. It also oversee borrowing, renewing, returning of library materials, and processing of overdue fines.

Other services offered:

- Biometrics registration
- Facilitate inter-library loan of books with Rizal Library
- Issue referral letters and Inter-University Consortium (IUC) Cards
- Issue library clearance



## PERIODICALS ROOM

This room houses current issues of periodical and journal subscriptions in law and business, business theses, Strategic Management Papers, Annual Reports and newspapers. Computer terminals are available for internet, OPAC and Plagiarism Detector.





## LAW REFERENCE ROOM

This room maintains collection of Philippine legal resources which are valuable to all law students, professors and legal practitioners. Other materials includes Supreme Court Decisions, digests, statutes and search books. Aside from these special materials, foreign legal books and references are also available here.



## SPECIAL COLLECTIONS ROOM

This room displays rare collections on Civil, Criminal and Commercial law in Spanish and English and early editions of Official Gazette. Also kept here are donations from the heirs of former Justice JBL Reyes, Atty. Jacinto Jimenez International Law Book Collection and some library publications and collections.



## **FACULTY ROOM**

This room maintains the Graduate School of Business Faculty Collection, Supreme Court Reports Annotated (SCRA) and other law reference materials. There are computer terminals available for Online Public Access Catalog (OPAC) and internet access.



## **NEWSPAPER READING AREA**

This area displays the current and previous issues of local and foreign newspapers and other professional and popular magazines.



## PHOTOCOPYING AREA

This area serves the photocopying needs of students, faculty and visitors. Other photocopying machines are available at the 3<sup>rd</sup> floor .



## ATRIUM / INDOOR GARDEN

A garden within the library that allow students to study and review, discuss in small group, use their mobile devices and take a breather.



# PERSONNEL

The APS Library has in its rank, one full time administrator, five full time professional librarians, one senior system administrator and fifteen support staff to effectively and efficiently manage the library operations. Each staff has duties and responsibilities which they perform to the best they can and can also be flexible to ensure the smooth workflow in the Library.

## ADMINISTRATOR

Sonia Lourdes L. David  
Chief Librarian  
*sdavid@ateneo.edu*

## PROFESSIONAL LIBRARIANS

Paulit Q. De Guzman  
Law Reference Librarian  
*pdeguzman@ateneo.edu*

Carmela A. Bombales  
Technical Services Librarian  
*cbombales@ateneo.edu*

Aisa D. Moraña  
Information Commons Librarian  
*adelatorre@ateneo.edu*

Almasita L. Mojados  
Periodicals Librarian  
*amojados@ateneo.edu*

Hilario S. Balderas, Jr.  
Reference Librarian  
*hbalderas@ateneo.edu*

## IT STAFF

Eric T. Suratos  
Senior Systems Administrator

Onofre B. Manapsal, Jr.  
Information Commons

## LIBRARY STAFF

Kristeen Jesusa M. Mariquina  
Circulation

Marcel M. Toledo  
Technical Services

Cesar A. Furigay  
Chief Librarian's Office

Waldo C. Calubaquib, Jr.  
Periodicals

Cleto T. Antonio  
Technical Services

Joey G. Castillo  
Periodicals

Raul H. Vidal  
Law Reference

Raymond C. Tano  
Circulation

Glyn G. Crisostomo  
Special Collection

Rogelio P. Macarilay  
Law Reference

Edwin P. Ramos  
Circulation

Julio G. Ferrer  
Information Commons

Milton G. Ballesteros  
Circulation

Anne Marie G. Membrillo  
Technical Services



**ATENEO PROFESSIONAL SCHOOLS LIBRARY**  
Basement 1, APS Building  
20 Rockwell Drive, Rockwell Center  
Makati City

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