



January 7, 2021

Dear Faculty and Students

I wish everyone a hopeful New Year!

The vital need for information and research of every student and faculty continues to be the library system's striving force to cope with the New Normal situation. The Library System designed Services (Online and Onsite) to support the academic community's curricular and research needs and address our current condition.

This Second Semester, the following libraries will open its doors for face to face service / transaction at a limited number of users per day starting February 1, 2021. As required, we follow the mandates from IAFI, LGU and our very own university and library health and safety protocols at LRC only the ground floor reading area will be open. The table below presents the details.

Libraries	Time	Allowed Number of Users per Day
Talamban Campus		
Josef Baumgartner Learning Resource Center	8:00 AM - 12:00 Noon	50
Downtown Campus		
Bonk Library (SBE Library)	8:00 AM - 12:00 Noon	15
American Corner	8:00 AM - 12:00 Noon	5
Law Library	1:00 PM – 5:00 PM	25 (Allowed Number of Users at one time)
South Campus		
Education Library	8:00 AM - 12:00 Noon	15

Below is the library service menu for you to avail of either virtually or physically (onsite).

Online:

- Explore the Databases
We provide information at your fingertips 24/7. The online resources are your gateway to the Library's online resources. <https://ezproxy.usc.edu.ph> or <https://library.usc.edu.ph>
- Connect with your Librarian
If you need assistance do email, chat, SMS, text, call. Your librarians would gladly respond.

Librarians Directory

Name of Librarian	Library / Location	Contact Information
Caro, Mary Gwyn	AC/Political Science 2 nd Floor, Dingman Bldg, USC Downtown Campus	mlcaro@usc.edu.ph 2300-100 loc 568
Concepcion, Irish	Social Science 4 th Floor, LRC USC Talamban Campus EducUSA Center Upper 2 nd Floor, LRC USC Talamban Campus	igconcepcion@usc.edu.ph 2300-100 loc 199
Gabat, Jacquelyn	Humanities 2 nd Floor, LRC USC Talamban Campus	jagabat@usc.edu.ph 2300-100 loc 197
Javier, Rave Ann	Filipiniana Upper 3 rd Floor, LRC USC Talamban Campus	rejavier@usc.edu.ph 2300-100 loc 309
Lapad, Mari-Rose	Cebuano Studies Center Upper 2 nd Floor, LRC USC Talamban Campus	mylapad@usc.edu.ph 2300-100 loc 308
Litonjua, Moreta	KNC/VTR Ground Floor, LRC USC Talamban Campus	mclitonjua@usc.edu.ph 2300-100 loc 192
Mariñas, Marciana	Science and Technology 3 rd Floor, LRC USC Talamban Campus	mrmarinas@usc.edu.ph 2300-100 loc 193
Mission, Narcisa	AV Center/DOL Office	nmmission@usc.edu.ph 2300-100 loc 194
Monguez, Jesel	Circulation/General Reference/SHS	jimonguez@usc.edu.ph 2300-100 loc 198
Onde, Mark Francis	Law/ CALM	mfgonde@usc.edu.ph 2300-100 loc 307
Ramos, Sharlene	Serials	sgramos@usc.edu.ph 2300-100 loc 310

Rendon, Mary Minette	Education/SHS	mbrendon@usc.edu.ph 2300-100 loc 742
Tenorio, Divina	Bonk (SBE) 2 nd Floor	dctenorio@usc.edu.ph 2300-100 loc 570

- **Need for an Article - DigDDs**
Email, we will assist you through the Digital Document Delivery Service. We can scan and deliver via email a chapter or an article that you need.
- **Webliography/OER your web reading list guide**
You can discover sites/articles on topics of interest to you. At the same time, you can connect with the expert in the field.
- **Online Instruction**
We conduct assistance on accessing and navigating the online databases, OPAC, and other electronic resources.
- **Online Events**
You may join the Library System organized Webinars and MOOC.
- **Tutorials and Vlogs**
For asynchronous learning to discover and explore the Library, you may subscribe to our YouTube Channel at USC Library.
- **DIY: Library Maker Space**
An avenue for our dear library users to create, develop and opportunity to hone one's skill and talent.
- **CreativE bibliotherapy**
Encourages good therapy as it recognizes that reading connects, engages and empowers readers, especially during the New Normal time.

Onsite

- **Reference**
Talk to your librarian face-to-face regarding research literature and information need. Your librarians will gladly be of service.
- **Book Drop**
The process of returning borrowed books from the Library will be safe in the New Normal set up with the Book drop stations outside of the Library or strategic places within the campus.
- **Curbside**
This service allows users to borrow and pick up books at the designated station in their respective campus libraries.

- Self-check Station (LRC only)
Allows users to self-issue items without assistance from the librarian. Complete with touch screen and receipt printer. DIY service
- Stack service
The Library, for now, adopts the closed stack service to ensure the safety of users and librarians. However, users can request the material and the librarian will search it for you at the stack area.
- WIFI zone
Need for internet access, and the Library is a WIFI zone.

Our journey has not yet stopped. Hence we continue to engage, connect, and communicate with our users for a more User Focused Library Service.

God bless and Welcome to your Library, your Gateway to Information.

Sincerely,



Maxie Doreen L. Cabarron, RL, MS
Director, Library System

Noted by:



Fr. Jesuraj Anthoniappen, SVD, Ph.D
Vice President for Academic Affairs