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Benilde Mission-Vision Statement

De La Salle-College of Saint Benilde is committed to building a Just and Humane Society by being the forefront of innovative education that is accessible to the poor and diversely gifted learners.

Benildean Core Values

Faith, Service and Communion

1. God-centered
2. With Integrity
3. Creative and Innovative
4. Socially Responsible
5. Appreciative of Individual Worth
6. Professionally Excellent
7. One with the Plight with the Poor
About the LRC

De La Salle-College of Saint Benilde's Brother Fidelis Leddy Learning Resource Center (LRC) houses a wide array of resources to support your research. Its resources vary widely in format from the conventional printed materials, such as books and periodicals, to other forms of stored media, like DVD's and CD-ROMs.

For the last 15 years, the College has been subscribing to a number of online databases which are available in all campuses. Each year, LRC adds new materials to its collection and upgrades equipment. LRC has four separate facilities: two at Taft Campus (LRC-Main and LRC-Extension), one at AKIC Campus, and another at SDA Campus. These areas are all WiFi enabled.

LRC Objectives

With the Vision-Mission of the College as its guide, the LRC seeks to

1. Provide relevant learning resources in all available formats for the curricular, instructional, informational, and recreational needs of the students, faculty, and college personnel;

2. Manage an integrated library information system for easy retrieval of information;

3. Promote resource sharing and collaboration with the De La Salle Philippines (DLSP) District school libraries, consortium member libraries, and cultural and diplomatic agencies.

Service Hours

During regular school days, the service hours of the LRC are as follows

<table>
<thead>
<tr>
<th>Service Section</th>
<th>Monday to Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Services Section</td>
<td>7am-8:30pm</td>
<td>8am-4pm</td>
</tr>
<tr>
<td>Audio-Visual Services Section</td>
<td>7am-9:30pm</td>
<td>7:30am-6pm</td>
</tr>
<tr>
<td>SDA Learning Commons</td>
<td>8am-5pm</td>
<td></td>
</tr>
</tbody>
</table>

During the term break, the service hours are as follows

<table>
<thead>
<tr>
<th>Service Section</th>
<th>Monday to Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Services Section</td>
<td>8am-5pm</td>
<td>8am-12nn</td>
</tr>
<tr>
<td>Audio-Visual Services Section</td>
<td>8am-5pm</td>
<td>8am-12nn</td>
</tr>
</tbody>
</table>

Authorized Users

- All bona fide students of DLS-CSB with valid ID
- All currently employed DLS-CSB faculty, administrators and personnel
- Members of the De La Salle Brothers Community
- DLS-CSB alumni
- Visiting users with approved requests/referral letters
1988
LRC started out as a small library consisting of a three-classroom set-up in Benilde Hall.

1996
LRC moved to a bigger space at the 2nd floor of St. Mutien Hall. It was officially renamed as Br. Fidelis Leddy Learning Resource Center.

1998
Acquisition of the Follett Library Integrated System. One of the modules included was the Online Public Access Catalog (OPAC).

1999
LRC-Extension, located at the ground floor of Solomon Hall, was opened to the community.

2000
The computerized circulation system started while the use of library cards ceased.

2001
3M Electronic Security System was installed at the LRC-Main and LRC-Extension.
Proquest Central became the first of the many online databases that LRC offers.

2002
The Audio-Video Viewing Area was made available to the LRC users at the LRC-Main. The area could accommodate 16 people at one time.

2003
LRC Offices (Technical Services, Cataloging and Acquisitions Sections), including the Director’s Office, were inaugurated.
The new offices were located in front of the Admissions Center.
LRC began circulating DVDs to users for in-campus use.
Subscription to Passport GMID and seven GALE databases started

2004
Projection screens were installed in all classrooms in Taft Campus

2007
The LRC-SDA opened.
Specialized databases Berg Fashion Library and Columbia International Affairs Online became available.
ebooks from ebrary and Springer were offered for the first time.

2009
The Technical Services section of LRC transferred to SDA.

2010
The Learning Commons in SDA was inaugurated

2014
Digital versions of thousands of current newspaper titles from all over the world were made available for users through PressReader.

2015
LED screens were installed in all classrooms

2016
Dozens of e-magazine titles in various subjects were made available via Zinio.
LRC upgrades to the next-gen integrated library system: WorldShare Management Services (WMS). WorldCat Discovery was introduced as a one-stop search portal for physical and online LRC resources.
Users can now renew their book loans online by logging into WorldCat Discovery.

LRC TIMELINE 1988-2016
LRC-Main is located at the 2nd floor of St. Mutien- Marie Hall. It houses the audio-video viewing area, periodicals, maps, Filipiniana collection, a faculty area, and a circulation section.

LRC-AKIC is located at the 10th floor of the AKIC campus. It has an extensive collection of books on hospitality management, culinary arts, nutrition, travel and tourism industry. The facility has its own set of periodicals, audiovisual materials and equipment, computer units for internet and database access, and a circulation desk.

LRC-Extension manages the entire book collection in Taft which is arranged alphabetically by call number. All materials housed here support SMIT, SMS, SDEAS and SDG programs.

LRC-SDA can be found at the 7th and 8th floors of the SDA campus. All materials housed here support SDA programs. Its book and periodical collections are largely focused on the field of art and design. It also has a collection of audiovisual materials and memorabilia. The LRC-SDA also features a service area called the Learning Commons, which provides a venue conducive for discussions and knowledge-sharing.
Over 420,000 electronic dissertations and theses
Over 370,000 subscribed ebook titles
Over 6,000 digital newspapers and e-magazines
Over 200 print periodical subscriptions

Over 7,200 CD-ROMs

Over 5,500 commercial DVD and audio CD titles

Over 165,000+ print book titles

14 Online database subscriptions
CIRCULATION

Faculty members, administrative staff and administrators may borrow a maximum of ten (10) books at a time, for a period of one month, subject to renewal.

Students and support staff may borrow a maximum of six (6) books at a time, for a period of one week, subject to renewal.

DLS-CSB alumni may use the LRC facilities and resources, but are not allowed to take out library materials for home use.

Borrower Responsibilities

The borrower must present a validated DLS-CSB ID to the Circulation Desk before taking out any LRC material. He/she is held responsible for any loss or damage, whether accidental or intentional, to the material or equipment borrowed from the LRC.

Borrowing, Lending and Reservation Procedures

A. Borrowing of Print Materials

The borrower must first check the condition of the book that will be loaned to avoid any problems.

1. Fill out the book card which can be found at the back flap of the book.

2. Present the book, together with your valid ID to the Circulation Desk.

3. The LRC Associate will then scan your ID and verify your borrowing status.

4. The LRC Associate will stamp the due date on the book card and on the due slip.

5. Finally, a transaction receipt will be issued to you for security and records purposes.

The availability and status of these materials can be checked using the WorldCat Discovery accessible at https://benilde.on.worldcat.org/discovery
B. Returning of Print Materials

1. Present the book to be returned to the LRC circulation desk Associate on duty.

2. The LRC Associate will check the physical condition of the book.

3. A transaction slip will be issued to you as a proof of a cleared transaction.

C. Online Renewal

1. Visit the Worldcat Discovery webpage

   ![Secure](https://benilde.on.worldcat.org/discovery)

2. Click account name then select “my account” from the drop down list.

3. Click the “renew” button of the materials(s) to be re-borrowed. Upon clicking, a notification will appear on top of the renew button that says “Item has been renewed” which indicates that the renewal is successfully completed.

   Superman: *peace on earth*
   
   By Alex Ross, Paul Dini, Jerry Siegel, Joe Shun...
   
   Print book ©1999
   
   Database: WorldCat

   Superman: *peace on earth*
   
   By Alex Ross, Paul Dini, Jerry Siegel, Joe Shun...
   
   Print book ©1999
   
   Database: WorldCat

   Your item has been renewed 1 times
D. Placing of Holds

Books which are currently checked-out can be placed on hold via the use of WorldCat Discovery.

1. Click the “Place Hold” button on the material(s) to be reserved.

2. Sign-in to Worldcat Discovery using your Infonet account credentials.

3. A pop-up notification will appear to ask your preference regarding pick-up location and hold schedule. Filling up this section is optional.

4. Click the submit button to place the request in the system.

5. Email notifications are sent by the system to let the patron know of the availability of the requested library material.

Damaged/Lost Library Material

1. Damaged/lost library material should be reported at once to the LRC.
2. The damaged material should be replaced with the same title and format.
3. If the book is already out of print, it can be replaced with another title on the same subject but should be published within the last five (5) years.
4. A processing fee will be charged for each title replaced.

Borrowing Procedures of Audio-Visual Materials

A valid ID must be presented to borrow items from the AV area. The ID will be left with the AV Service Circulation Desk until the return of the items.

1. Submit an accomplished LRC Form # 34 for AV material/equipment to the AV technician.
2. The AV technician will get the requested material/equipment and test it in your presence.
3. The AV technician will release the requested item/s to the borrower and sign the form.
4. The AV technician will keep the accomplished form, along with your ID.
Returning Procedures of Audio-Visual Materials

A valid ID must be presented to borrow item/s from the AV area. The ID will be left with the AV Service Circulation Desk until the return of the item/s.

1. Present item/s to be returned to the AV technician.

2. The AV technician will certify the return of the borrowed item, using the submitted LRC Form #34.

3. AV equipment will be tested in your presence.

4. If there is no problem, the technician will release your ID and sign the borrower’s form.

Other Audio-Visual Services

- Multimedia assistance for the use of computers, multimedia projectors
- Photo coverage (still and digital)
- Video coverage
- Sound system operation
- Classroom audio-visual equipment maintenance
- Audio-Video Viewing Area
The LRC is composed of qualified librarians, experienced audio-visual technicians and administrative/support staff. They help in providing the following LRC services:

A. WorldCat Discovery

WorldShare Management Services (WMS) is the LRC’s new next-gen cloud-based integrated library management system which aims to simplify library operations and lessen processing time. It comes with WorldCat Discovery which searches both LRC’s local holdings and its electronic resources at the same time. With WorldCat Discovery, users will be able to search more resources using only one portal. It is also the portal to your LRC account, where you can sign in using your Infonet credentials to review your borrowed materials, their due dates and outstanding overdue fees, if any. Furthermore, by signing in, you can also renew or reserve certain LRC materials.

Visit LRC’s Youtube Channel to see WorldCat Discovery in action, bit.ly/LRCVids

Access WorldCat Discovery at benilde.on.worldcat.org/discovery

B. Reference/Circulation Services

1. Assistance to users on the use of books and reserve collections.
2. Assistance to users on the use of WorldCat Discovery and other available databases.
3. Issuance of referral letters to faculty members and students who would like to use other libraries.
4. Online renewal of borrowed library materials.
5. Placing of holds online to reserve library materials that are currently checked out.
6. Bibliographic services.
7. Miscellaneous services, which include library orientation/instruction for students and faculty members and guided library tours.

C. SDA Learning Commons

The Learning Commons at the 8th floor of SDA campus serves as one of the learning places on campus where students can come together, meet, work on projects and study. The facility, by its name alone, implies learning outcomes and lots of productivity, where users are encouraged to create collaborative spaces for themselves.

The Learning Commons aims to provide a venue conducive for knowledge sharing and discussions to address the diverse learning needs of the community.

It is a learning space that seeks to support the dynamic learner-centered philosophy of the College by:

a. Providing a venue where students, faculty and other members of the community can work together towards the creation and sharing of knowledge and ideas, to support the teaching missions of the College;
b. Providing a convenient, accessible and aesthetically pleasing work space that is quiet with comfortable pieces of furniture to use; and by
c. Helping the students make their learning easier and more successful, having in mind that students learn in dynamic ways; and
d. Increasing the use of the library and its various resources.
D. Audio-Visual Services
1. Multimedia assistance for the use of computers,
2. Multimedia projectors
3. Photo coverage (still and digital)
4. Video coverage
5. Sound system operation
6. Classroom audio-visual equipment maintenance
7. Audio-Video Viewing Area

E. Printing Service
For a minimal fee, the LRC provides printing services for researchers who need to print out information gathered from database and online electronic journal/periodical research.

F. Canon Printing Services
Quality printing using quality paper is also offered at the LRC, 7th floor, SDA Campus. Price is reasonable compared to nearby printing services.

G. Digital Photo Documentation Provision
The LRC also documents campus activities by request via digital photography. Interested parties who wish to have copies of photos of an event must place their request via a printed letter or an email message to the LRC Director. Once the request has been approved, the person will be granted access to a Google Drive folder with the requested digital photos. This service is strictly limited to digital copying; printouts of photographs are not provided.
READERS’ SERVICES SECTION

1. The borrower must present a validated DLS-CSB ID to the Circulation Desk before taking out any LRC material. No LRC material can be brought out of the LRC for home use or for photocopying purposes until it has been properly checked out at the Circulation Desk.

2. The borrower is held responsible for any loss or damage, whether accidental or intentional, to the material or equipment borrowed from the LRC.

3. Books cannot be taken out of the LRC for home use one week before the start of the final examinations.

4. Faculty/students with overdue book/s or unsettled accounts at the LRC will not be allowed to borrow/renew library materials. Clearance forms for those with unsettled accounts will not be signed. Furthermore, students will be put on hold via Student Information System (SIS).

5. Theses are strictly for room use only and may not be photocopied.

6. Reference titles/volumes with multiple copies may be borrowed for overnight use.

7. Holders of generic and hybrid DLS-CSB identification cards such as contractual/agency-hired/field staffers, etc. are not allowed to borrow any library materials/equipment.

8. A user is required to present a referral letter from the librarian of the institution in which they are currently enrolled or connected. If a visiting user is an employee of a company, he/she should write a letter of intent addressed to the LRC Director containing the reason/s for visiting the library.

9. Visiting users are only accommodated on Saturdays. For non-consortia member schools, they are required to pay the researcher’s fee for the use of LRC facilities and resources at the Finance Department.

10. Any request to open the LRC reading area before or beyond its regular schedule of operation can be accommodated. This request must be accompanied by a written document, and approved by the LRC Director.

11. Overdue books found within the premises of the LRC may not be taken out once the security staff on duty has intercepted the item/s.

AUDIO-VISUAL SERVICES SECTION

1. The reservation, borrowing and returning of all AV materials/equipment should be done at the AV service counter of the LRC.

2. Reserving via email and/or telephone call is acceptable, but should be confirmed by filling out the blue form (LRC Form 14).

3. A validated DLS-CSB ID must be presented to borrow AV materials/equipment from the LRC. The ID will be left with the AV Service Counter until the return of the materials/equipment. ID’s will not be released until the borrowed item has been returned.

4. An overdue fine amounting to PhP 10.00 is imposed for every hour that any AV material/equipment is returned late.

5. In case the borrowed item/s is lost or damaged, it must be replaced by the responsible borrower.

6. All AV materials/equipment to be borrowed for off-campus purposes should be reserved a week in advance. A signed letter from the concerned office endorsing the off-campus reservation of equipment should be forwarded to the LRC Director. This allows the LRC to prepare the requested equipment and the required gate pass for AV equipment to be brought outside the campus. Should the services of an AV Technician be required for any college activity: meals, transportation and overtime pay shall be shouldered by the requesting party.

7. Some AV materials are strictly for classroom/campus use only. They should be returned immediately to the LRC after use in order to avoid inconvenience to the next user.

8. Requests for video/photo documentation should be filed at least a day before the scheduled activity. The LRC does not provide a guarantee for an automatic acceptance of the reservation. The granting of any request is subject to the availability of the equipment, as well as the technician.

9. The Dean/Chairperson/Director/Head of the requesting office should endorse all requests for AV services and documentation of college activities.

10. All documented activities are kept at LRC and become part of the LRC archives. The administrators concerned should endorse access to digital photos and videos of the documented activities before the LRC Director approves such request.

11. Any request to open the LRC-AV service area before or beyond its regular schedule of operation can be accommodated. This request must be accompanied by a written document, and approved by the LRC Director.
A. Renewing of library materials

1. Online renewals can be done by patrons who currently have checked out item(s) that are not yet overdue.

2. Benildean Students and Support Staff can renew their checked out items for up to three (3) times, which is equivalent to a total of three (3) weeks.

3. Faculty members and Administrative Staff can only renew their checked out item(s) once which is equivalent to a one (1) month's extension.

4. If a borrower has already reached the maximum allowed online renewal transactions, s/he will need to report back to the LRC to have the library materials processed for renewal, if still possible.

B. Placing of Holds

1. Books which are currently checked-out can be placed on hold via the use of WorldCat Discovery. The user who placed a hold on a checked out title will be next in line to borrow it when it is returned.

2. The following are the system generated notifications that a patron will receive in their Benilde email regarding HOLDS:
   - Hold Pickup Notification - To notify patrons that their hold is ready for pickup. This hold will expire in 3 days.
   - Hold Shelf Expiry Notification - To notify patrons that their hold has expired. Upon expiration of the hold, the item will be made available to the next patron in queue.
   - Hold Request Expiry Notification - If the item placed on hold is still not returned to the LRC after (1) week, the borrower's hold request will expire and will need to be requested again.

C. Long-Term Loan

1. Books
   a. The LRC allows and practices long-term loan arrangement of books to administrators for selected books by request.
   b. The borrower writes a request letter to the LRC Director detailing the title of the book/s and the duration of the loan.
   c. Items on long-term loan are retrieved once a year for inventory and maintenance purposes. These materials are brought back to the borrower after the said processes are done.
   d. Long-term loaned item/s to College administrators who will be going on leave for more than a month should be returned to the LRC for clearance purposes.
   e. Books requested for long term loan should be used to support office operations only.

2. AV equipment
   a. The LRC allows and practices long term loan arrangement for requested AV equipment to offices, centers and schools within the College.
   b. The responsibility of taking care of the loaned item/s lies with the requesting party. A transaction letter signed by the borrower and the LRC will be served and filed. The transaction is also recorded in the library account of the person responsible for the long term loan.
   c. Items on long term loan are retrieved once a year for inventory and maintenance purposes.

D. Photo/Video Documentation and Service to College Activities

1. The requesting party should send an email, submit a letter of request or fill up LRC Form 25 at least one week prior to the date of the activity/event to give the LRC enough time to make the necessary preparations.

2. All communications regarding requests like these should have the approval/endorsement of administrators from the requesting School/Office/Unit.

3. All requests are subject to the availability of LRC AV equipment and personnel.
FINES AND FEES

A. Overdue Fines

<table>
<thead>
<tr>
<th>Patron Type</th>
<th>Material Type</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students and Support Staff</td>
<td>General Collection</td>
<td>PhP 10.00 per title, per day</td>
</tr>
<tr>
<td>Faculty members and Administrative Staff</td>
<td>General Collection</td>
<td>PhP 20.00 per title, per day</td>
</tr>
<tr>
<td>All patrons</td>
<td>Reference Collection</td>
<td>PhP 10.00 per title, per day</td>
</tr>
<tr>
<td>All patrons</td>
<td>Non-Print Collection</td>
<td>PhP 10.00 per title, per day</td>
</tr>
</tbody>
</table>

B. Outside Researchers

Elementary and Secondary Students: PhP 20.00
College Students: PhP 50.00
Researchers: PhP 80.00

C. Processing Fee
For damaged/lost library material, a processing fee of PhP 100.00 will be charged for each title replaced.

LINKAGES

A. Visiting Users
1. Faculty and students from other learning institutions are welcome to the LRC. For a minimal fee, visiting users may use the facilities and resources every Saturdays only. A referral letter from their institution must be presented upon the visit.
2. Researchers from consortium member-schools are also accommodated but on Saturdays only. The first two researchers from a member school are free of charge provided that the visiting user must present a referral letter using the letterhead of the Consortium where that school is a member of. Beyond two, the concerned researchers shall pay the visitor’s fee at the Accounting Office.
3. A Payment Order Slip is issued upon presentation of referral letter that endorses their request to use LRC resources and facilities.
4. The access of visiting users to LRC materials and resources are on a for room use only basis.

B. DLS-CSB Members as Visiting Users to Other Libraries
1. Members of the College may request for a referral letter to use the resources of other libraries provided that the information required is not available in the LRC.
2. Prior to filling up the request form, the requestor will be interviewed by the Reference Librarian.
3. Once approved, the referral letter requested is released a day after application.

PROPER DECORUM
1. A quiet atmosphere conducive to serious study and learning must be maintained at all times in all LRC facilities. Unnecessary noise, loud conversation and discussion must be avoided. Smoking, drinking, eating, and sleeping within LRC premises are strictly prohibited.
2. Art and design projects involving drawing, painting, pasting, and cutting cannot be done within LRC premises. Likewise, the use of molding clay, scissors, clipping tools, water coloring kits and the like are not allowed.
3. Cell phones must be kept in silent mode.
4. Students should observe silence and stand at attention when the Philippine National Anthem is played. They should also behave as such when the Angelus and Alma Mater Hymn are prayed.
5. For safety reasons, the use of electrical convenience outlets within LRC premises is only allowed in designated areas.
BOOKS
The books are cataloged and classified according to the Anglo-American Cataloging Rules (updated edition), and the Library of Congress (LC) Classification System. They are shelved according to type of collection

1. Reference
2. Reference – Filipiniana Collection
3. Filipiniana
4. General Circulation

General Collection and Filipiniana Collection books can be borrowed for home-use.

Reference Collection and Reference Filipiniana Collection can be borrowed for classroom use (3 hours) or for photocopy use only for all patrons.

THESES
All DLS-CSB undergraduate theses are arranged on the shelves by accession number, sorted in ascending order. The bibliographic information of the thesis collection can also be accessed through the WorldCat Discovery. However, unlike most of the collections of the LRC, this adopts a closed shelf system. The collection has been permanently transferred to the LRC Archives Section, 8th floor, School of Design and Arts Building.

PERIODICALS
There are about 300 print periodicals titles found in the LRC in three DLS-CSB campuses. The loose issues of periodicals are displayed on magazine cabinets, while daily newspaper issues are placed on newspaper racks. Complete bibliographic information about the periodicals/journals are encoded and reflected in the WorldCat Discovery for easy reference of the clientele.

- Past loose issues of magazines and journals can be borrowed for three (3) days.
- Current loose issues of magazines and journals can be borrowed for room use (3 hours) or for photocopy only
NON-PRINT MATERIALS

Commerical DVDs, Maps, Visual Materials, VCDs can only be borrowed for classroom use.
Audio-CD and CD-ROM can be borrowed for home use for three (3) days.
DVD In-House can be borrowed for home use for three (3) days.

MAPS AND GLOBES

Flat, rolled and folded maps may be borrowed for classroom use. Globes are placed/displayed in all reading areas.

MICROFILM COLLECTION

The LRC has a collection of newspapers/periodical in microfilm format from 1997 to 2009. Newspapers published in 2010 are now in DVD format and can be viewed/saved from the LRC Main computers.

ONLINE RESOURCES

A. Electronic databases

ProQuest Central (39 Databases) Bringing together complete databases across all major subject areas, including Business, Health and Medical, Social Sciences, Education, Science and Technology, and Humanities, as well as core titles in the Performing and Visual Arts, History, Religion, Philosophy, and includes thousands of full-text newspapers from around the world.

ProQuest Dissertations & Theses Global - is the world’s most comprehensive collection of dissertations and theses from around the world, spanning from 1743 to the present day and offering full text for graduate works added since 1997, along with selected full text for works written prior to 1997. It contains a significant amount of new international dissertations and theses both in citations and in full text.

Proquest Entrepreneurship Databases - journal articles, videos, market data, books, templates, plans, periodicals, scholarly material & more on Entrepreneurship.

EBSCOhost Research Databases (20 Databases) offers a variety of proprietary full text databases and popular databases from leading information providers. Range from general reference collections to specially designed, subject-specific databases.

Gale/Cengage Databases (36 Databases) - Contains various databases including Academic ONE File, Business Insights Global, Computer Database, National Geographic Virtual Library, Student Resource In Context plus Cengage Powerpack.

Passport - Online market research tool that monitors industry trends and gives you strategic analysis and a market size and market share database for all your products across all your key countries. Passport is Euromonitor International’s global market analysis software platform, which analyses various industries in countries around the world.

Emerald Insight - Books and peer-reviewed journals across all areas of business. Includes case studies, literature reviews, book reviews, conference information, interviews, profiles and ‘How to...’ guides. Other subjects include economics, education, engineering, library and information science, public policy and environmental studies.

Credo Academic Core International - with backfile, is an online reference collection, and it features full-text content from hundreds of reference books covering a broad range of subjects. Ovid PsycArticles is recognized worldwide as a leading full text source for academic, research and practice literature in psychology and related disciplines. Featuring a continuously growing number of significant and highly regarded periodicals, PsycARTICLES is an unmatched resource for information in behavioral science.

Columbia International Affairs Online (CIAO) - Is the most comprehensive source for theory and research in international affairs. It publishes a wide range of scholarship from 1991 onward that includes working papers from university research institutes, occasional papers series from NGOs, foundation-funded research projects, proceedings from conferences, books, journals and policy briefs.
**Berg Fashion Library** - is the first online resource to provide access to interdisciplinary and integrated text and image content on world dress and fashion. It covers all regions of the world, with in-depth content from pre-history to the present day contributed by internationally-renowned scholars. Students and scholars in disciplines as diverse as anthropology, art history, history, sociology, geography, folklore, museum studies, theatre, and cultural studies as well as fashion and textiles will find the Berg Fashion Library a treasury of fascinating insights into people and cultures all over the world.

**Web of Science** - is today's premier research platform, helping you quickly find, analyze, and share information in the sciences, social sciences, arts, and humanities.

**Project MUSE** - is a leading provider of digital humanities and social science content for the scholarly community. Since 1995 the MUSE journal collections have supported a wide array of research needs at academic, public, special, and school libraries worldwide.

**B. E-Books**

**Ebrary Academic Complete** - Search, read, highlight, and annotate more than 220,000 full-text books in subject areas that include the social sciences and humanities.

**iG Library** - is a new generation eBook platform developed by iG Publishing. It's simple and user-friendly interface helps you to retrieve information from huge eBook collections using a single click. It employs a powerful clustering engine to help you quickly analyze search results as well as to discover related topics.

**McGraw-Hill Education eBook Library** - With the addition of many new interactive and administrative features, this powerful online resource delivers an exceptional eBook collection—more than ever before. Expand your collection with notable content across number subject areas, including Medical & USMLE® Test Prep., Business, Computer & Tab, and Study Aids.

**SpringerLink** - Provides access to over 8 million research documents. SpringerLink is a primary resource destination for all academic researchers and students. The platform provides a better user experience, which facilitates finding your content easier and faster.

**C. Singular E-Journal Titles**

Adobo Magazine  
Design Week Journal  
Foreign Policy  
Journal of Deaf Studies and Deaf Education  
British Journal of Photography
D. PressReader
Delivers the world’s newspapers and magazines to millions of readers the way they want to receive them - in print, online, or on their mobile device, tablet or eReader - wherever they live, travel, work or play.

E. Zinio
Offers unlimited multi-user access to complete digital magazines, which can easily be viewed on most Internet-enabled devices inside or outside of the library. Zinio’s unique technology digitally recreates a magazine page for page, including full color pictures, intuitive navigation, key word article search and interactive elements such as audio and video.

F. Research Tools
EndNote enables you to move seamlessly through your research process with flexible tools for searching, organizing and sharing your research, creating your bibliography and writing your paper. EndNote is accessible in two ways: you may access it online to save full text articles and you can also install the software in your personal computers and laptops to manage your references.
List of Areas
1. Faculty Corner
2. Audio-Video Viewing Area
3. Computer for Faculty Use
4. CD-ROM Collection
5. Audio CD Collection
6. Periodicals Collection
7. Reading Area
8. Laptop Area
9. Discovery/Computer Area
10. Map Collection
11. Reference Collection
12. Filipiniana Collection
13. New Acquisitions
14. Circulation Counter
15. Head Librarian Desk
16. Director's Office
17. Audio-Visual Services Section
18. VHS Collection
19. Newspapers
List of Areas
1. Online Public Access Catalog/Computer Area
2. Faculty Area
3. Study/Reading Area
4. General Collection
5. Reference Collection
6. Reference Filipiniana
7. Circulation Counter
8. Computer for the Blind, Embosser/Printer
List of Areas

1. Discovery/Computer Area
2. Circulation Counter
3. Periodical Collection
4. Bound Periodicals
5. Reading Area
6. Discussion Rooms
7. Memorabilia
8. Faculty Corner
9. Newspapers
10. Reference Collection
11. Reference-Filipiniana Collection
12. Filipiniana Collection
13. General Collection
14. New Acquisitions
15. Audio-Visual Services Station
16. Audio-Video Viewing Area/Online Database
17. LRC Printing Service
18. LRC Lobby
List of Areas
1. Acquisitions Area/Technical Services Room
2. Ideation Room
3. Learning Commons
4. Archives
List of Areas

1. Circulation Counter
2. Periodical Collection
3. Faculty Corner
4. Discovery/Computer Area
   - Reference Collection
5. Reference-Filipiniana Collection
6. Filipiniana Collection
7. General Collection
8. Bound Periodical Collection
9. Map Collection
10. Newspapers
11. Reading Area
12. Audio-Visual Services Section
13. Student Lounge/Audio-Video Viewing Area
14. VHS Collection
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De La Salle-College of Saint Benilde

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Director's Office 1481
Readers' Services Section 1484

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Audio-Visual Section 2483
Readers' Services Section 2482

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+63 230-5100
Audio-Visual Section 3483
Technical Services Section 3484
Readers' Services Section 3482

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