



UNIVERSITY OF THE PHILIPPINES MANILA

University Library

2/F Rizal Hall, College of Arts & Sciences, Padre Faura St., Ermita, Manila 1000, Philippines

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University Library

Guidelines and Assistance for Faculty and Students to Access UPM Resources

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September 2021



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1. Definition of Terms

- 1.1. *Authentication and Directory Service (ADS)* - the University's unified system for authenticating users accessing the campus' network services
- 1.2. *Copyright* - Copyright refers to the protection granted by law to the owner of the rights in an original work, such as books and other writings, musical works, films, and other literary and artistic works. (Intellectual Property Office of the Philippines)
- 1.3. *Creative Commons (CC)* - an internationally active non-profit organization that provides free licenses for creators to use when making their work available to the public and allows any user in the world to download, copy, distribute, translate, re-use, adapt, and build on them free of charge. (UNESCO)
- 1.4. *EBSCO Discovery Service (EDS)* - a cost-effective search tool that connects UP Manila e-resources, including databases, e-books, and e-journals through a single search box. EDS provides users with an easy, yet powerful means of accessing all of UPM Library's information resources through a single search.
- 1.5. *Electronic Resource* - Material(s) made available through a computer network. This can include electronic books and journals, bibliographic databases, websites, and institutional repositories
- 1.6. *Fair Use* - the right to use copyrighted materials freely without payment or permission for certain purposes such as commentary, criticism, news reporting, teaching, scholarship, and research (Republic Act No. 8293, Sec. 185)
- 1.7. *Library Resources* - refers to both print and electronic resources of the library such as books, journals, or electronic databases
- 1.8. *Open Access (OA)* - free access to information and unrestricted use of electronic resources for everyone. Any kind of digital content can be OA, from texts and data to software, audio, video, and multimedia.(UNESCO)
- 1.9. *OpenAthens* - an authentication service that allows users to use their UP Webmail login credentials (@up.edu.ph) to access subscribed library resources both on and off-campus.
- 1.10. *Open Educational Resources (OER)* - are teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions. (UNESCO)
- 1.11. *Virtual Private Network (VPN)* - connection method that creates a secure “tunnel” across the Internet between you and your office, a VPN provider, or your home.



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2. Available Library Resources

2.1. Local databases (maintained by UPM UL and Colleges)

Resources (URL)	Inclusion	Access
Acta Medica Philippina	Scientific papers	https://actamedicaphilippina.upm.edu.ph/
CAMP Theses	CAMP Theses, Dissertations and Journal Articles	https://sites.google.com/view/upmcamplibrary/collection/theses-researches?fbclid=IwAR23JkN8kxYKT6e6DykWDJcX0wrf5Tm-nB8w_fzylOqegk5zvzQDkZe8ya8
Dspace CAS	CAS Theses and Dissertations	http://dspace.cas.upm.edu.ph/xmlui/
iLib UP Manila	Bibliographic information of UPM Library's Books, Journals, CDs, Vertical Files, Theses and Dissertations	http://ilib.upm.edu.ph/

2.2. Subscribed e-resources (per College Libraries and UP System)

2.2.1. College of Allied Medical Profession (CAMP)

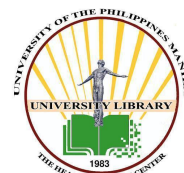
Resources (URL)	Inclusion	Access
MedOne Communication Science https://medone-comsci.theme.com/home/my	a comprehensive online reference for audiologists and speech language pathologists. This innovative database, the first of its kind, provides multimedia content perfect for students and instructors.	On campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; EBSCO Mobile App <i>Subscription: until December 2021</i>



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2.2.2. College of Arts and Sciences (CAS)

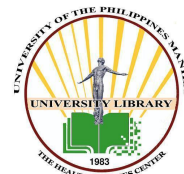
Resources (URL)	Inclusion	Access
ACS Publications https://pubs.acs.org	1,300,000 Research Articles, 100,000 News Stories, 35,000 Book Chapters, 1,000 References & Standards	On-Campus: UP Manila Network Off-Campus: OpenAthens , Virtual Private Network (VPN) <i>Subscription is until August 31, 2022</i>
Communication Source (EBSCO) https://search.ebscohost.com/	Offers abstracts and indexing as well as full-text content from publications worldwide pertaining to Communication, Linguistics, Rhetoric and Discourse, Speech-Language Pathology, Media Studies and other fields relevant to the discipline.	On campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; EBSCO Mobile App <i>Subscription is until July 31, 2022</i>
JSTOR Global Plants https://plants.jstor.org/	Reference works and primary sources such as collectors' correspondence and diaries, illustrations, and photographs.	On campus: UP Manila Network Off-Campus: Virtual Private Network (VPN) ; EBSCO Mobile App <i>Subscription: until July 23, 2022</i>
Social Work Reference Center (SWRC) (EBSCO) http://search.ebscohost.com/	Current evidence-based information to social workers and mental health professionals directly at the point-of-care.	On campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; EBSCO Mobile App <i>Subscription: until July 31, 2022</i>



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2.2.3. College of Dentistry (CD)

Resources (URL)	Inclusion	Access
Dentistry and Oral Sciences Source https://search.ebscohost.com/	Full-text, indexing and abstracting for hundreds of journals, books, monographs, magazines and trade periodicals	On campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; Login Credentials (Create an account) ; EBSCO Mobile App ; or email dentlib.upm@up.edu.ph <i>Subscription: until December 20, 2021</i>

2.2.4. F.B. Herrera, Jr. Medical Library (CM)

Resources (URL)	Inclusion	Access
Access Medicine https://accessmedicine.mhmedical.com/	See the list of subscribed ebook titles here .	On-campus: UP Manila Network Off-campus: OpenAthens ; Virtual Private Network (VPN) ; or create a personal account by following this guide <i>Subscription: until July 2021 (for renewal)</i>
ClinicalKey https://www.clinicalkey.com/	Reference books and journals, point-of-care monographs, drug information, videos, practice guidelines, customized patient education handouts, clinical calculators, and more	On-campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; or send an email to fbhmedlib.upm@up.edu.ph for login credentials <i>Subscription: until October 2021</i>



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<p>MedOne Education by Thieme https://medone-education.thieme.com/</p>	<p>Ebooks, playlists, multimedia; see the list of subscribed ebook titles here.</p>	<p>On-campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN) <i>Subscription: until December 2021</i></p>
<p>Taylor & Francis Online (Medical Library Collection) https://www.tandfonline.com/</p>	<p>Peer-reviewed journal and articles</p>	<p>On-campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN) <i>Subscription: until January 31, 2022</i></p>
<p>UpToDate https://www.uptodate.com/contents/search</p>	<p>Evidence-based clinical topics, patient education, drug information, calculators, etc.</p>	<p>On-campus: UP Manila Network Off-campus: Virtual Private Network (VPN) or create a personal account by following this guide <i>Subscription: until May 31, 2021 (for renewal)</i></p>

2.2.5. College of Nursing (CN)

Resources (URL)	Inclusion	Access
<p>Bates' Visual Guide https://batesvisualguide.com/</p>	<p>Bates' physical examination videos and OSCE clinical skills videos</p>	<p>On-campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN); or register for a free personal account within the UPM Network <i>Subscription: until</i></p>



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		<i>May 15, 2022</i>
Cumulative Index of Nursing and Allied Health Literature (CINAHL) Complete http://search.ebscohost.com/	Full-text journal articles	On-campus: UP Manila Network Off-campus: OpenAthens ; Virtual Private Network (VPN) ; Login Credentials (send an email to library@upm.edu.ph or your unit library); EBSCO Mobile App <i>Subscription: until July 31, 2022</i>
Nursing Reference Center Plus (EBSCO) http://search.ebscohost.com/	Quick lessons, evidence-based care sheets, skills, patient education, drug information, legal issues, book chapters, journal articles	On-campus: UP Manila Network Off-campus: Virtual Private Network (VPN) ; Login Credentials (send an email to library@upm.edu.ph or your unit library); EBSCO Mobile App <i>Subscription: until July 31, 2022</i>

2.2.6. College of Pharmacy (CP)

Resources (URL)	Inclusion	Access
Micromedex https://www.micromedexsolutions.com/	Full-text ebooks, patient education	On-campus: UP Manila Network Off-campus: OpenAthens ; Virtual Private Network (VPN) <i>Subscription: until April 2022</i>



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2.2.7. College of Public Health (CPH)

Resources (URL)	Inclusion	Access
American Journal of Public Health (AJPH) https://ajph.aphapublications.org/	Dedicated to publication of original work in research, research methods, and program evaluation in the field of public health.	On-Campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) <i>Subscription: until September 2022</i>
ProQuest Ebook Central https://ebookcentral.proquest.com/lib/upmanila-ebooks/home.action	7 Perpetual titles	On-Campus: UP Manila Network Off-Campus: Virtual Private Network (VPN) ; Login Credentials (email library@upm.edu.ph or your unit library) <i>Perpetual access</i>
ProQuest Public Health https://www.proquest.com/?accountid=205945	It delivers core public health literature with centralized access to over 800 publications with over 500 in full-text. Click here for the title list.	On-Campus: UP Manila Network Off-Campus: Virtual Private Network (VPN) ; Login Credentials (email library@upm.edu.ph or your unit library) <i>Subscription: until August 31, 2021 (For Renewal)</i>

2.2.8. University Library Main

Resources (URL)	Inclusion	Access
eBook Academic Collection (EBSCOhost) http://search.ebscohost.com/	Large selection of multidisciplinary eBook titles representing a broad range of academic subject matter	On-Campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; Login Credentials (email -



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		library@upm.edu.ph); EBSCO Mobile App <i>Subscription: until December 2021</i>
Journals @ Ovid http://ovidsp.ovid.com/autologin.html	Perpetual access limited to Medical and Allied Health journal titles only from 2010-2012.	On-Campus: UP Manila Network Off-Campus: Virtual Private Network (VPN) <i>Perpetual access</i>
Taylor and Francis Medical Library Collection https://www.tandfonline.com/	With over 90% of journals in Clarivate Analytics Citation Indexes/ Web of Science, you have access to the latest high-quality research. See this PDF for the contents of the database.	On-Campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) <i>Subscription: until January 31, 2022</i>

2.2.9. UP System

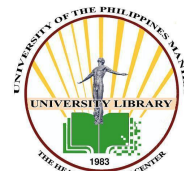
Resources (URL)	Inclusion	Access
Academic Search Complete http://search.ebscohost.com/	With more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc.	On campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; EBSCO Mobile App <i>Subscription is until December 31, 2022</i>
Chicago Manual of Style Online https://www.chicagomanualofstyle.org/home.html	A venerable, time-tested guide to style, usage, and grammar in an accessible online format.	On-Campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN)



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		<i>Subscription: until May 31, 2022</i>
<p>CCP Encyclopedia of Philippine Art (CCP EPA) Digital Edition https://epa.culturalcenter.gov.ph/accounts/login</p>	<p>The most comprehensive, authoritative, and timely online source on Philippine Art and Culture. It is an invaluable record of the Filipinos artistic contribution to the world</p>	<p>Login Credentials (email: library@upm.edu.ph or coordinate with your unit library)</p> <p><i>Subscription: until July 2, 2022</i></p>
<p>Emerald Insight https://www.emerald.com/insight/</p>	<p>Impactful Journals, Books & Case Studies</p>	<p>On-Campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN); Register a profile using the UP Manila Organizational Activation Number (OAN).</p> <p>For OAN: email - library@upm.edu.ph or your unit library)</p> <p><i>Subscription: until February 2022</i></p>
<p>EndNote https://www.myendnoteweb.com</p>	<p>Allows faculty, researchers, and students to seamlessly build, organize and manage reference collections.</p> <p>Part of UP System's Subscription to Web of Science</p>	<p>On-Campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN); Require a register Web of Science (WoS) account, register for free using your UP Mail</p> <p><i>Subscription: until April 11, 2022</i></p>
<p>Gale Reference Complete https://link.gale.com/apps/menu?u=phdiliman</p>	<p>Peer-reviewed articles; full-text magazines, newspapers, and eBooks; primary source documents;</p>	<p>On-Campus: UP Manila Network Off-Campus: OpenAthens; Virtual</p>



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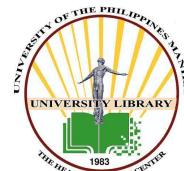
	<p>and videos or podcasts</p> <p>Coverage of Gale Reference Complete</p> <ol style="list-style-type: none"> 1. Archives Unbound 2. Business Titles 3. Gale Academic OneFile 4. Gale eBooks 5. Gale General OneFile 6. Gale Literary Index 7. Gale Literature Criticism 8. Gale Literature Resource Center 9. Gale Literature: Dictionary of Literary Biography 10. Gale Literature: LitFinder 11. Gale Literature: Scribner Writer Series 12. Gale Literature: Something About the Author 13. Gale Literature: Twayne's Author Series 14. Gale OneFile: News 15. Library and Information Science 	<p>Private Network (VPN); Login using the Access Code</p> <p><i>Subscription: until December 2021</i></p>
<p>InCites http://incites.clarivate.com</p>	<p>Databases:</p> <ol style="list-style-type: none"> 1. InCites Benchmarking & Analytics 2. Journal Citation Reports® 3. Essential Science Indicators (ESI) 	<p>On-Campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN); Require a register Web of Science (WoS) account, register for free using your UP Mail</p> <p><i>Subscription: until April</i></p>



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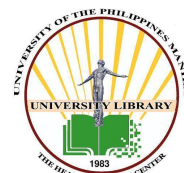
		11, 2022
<p>Journal of Visualized Experiments (JoVE) https://www.jove.com/</p>	<p>Equipped with English sub-title option and JoVE Science Education is equipped with many languages subtitle options, click bottom right CC button in video view to turn on/off and select languages.</p>	<p>On-Campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN); Register for free using your UP Mail</p> <p><i>Subscription: until December 2021</i></p>
<p>JSTOR https://www.jstor.org/</p>	<p>Academic journals, articles, books, and primary sources in 75 disciplines</p>	<p>On campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN)</p> <p><i>Subscription: until December 31, 2021</i></p>
<p>Mendeley Institutional Edition (MIE) https://www.mendeley.com/search/</p>	<p>Part of UP System's subscription to ScienceDirect</p>	<p>On-Campus: UP Manila Network Off-Campus: Virtual Private Network (VPN); Login credentials (Create an account using your UP Mail)</p> <p><i>Subscription: until December 2021</i></p>
<p>Philippine E-Journals (PEJ) https://ejournals.ph/</p>	<p>Online collection of academic publications of different higher education institutions and professional organizations.</p>	<p>On-Campus: UP Manila Network Off-Campus: Virtual Private Network (VPN); Login Credentials (email - library@upm.edu.ph)</p> <p><i>Subscription: until December 31, 2021</i></p>
<p>Project MUSE https://muse.jhu.edu/</p>	<p>Full-text current and archival articles from 600+ scholarly journals from major university presses covering literature and criticism, history,</p>	<p>On-Campus: UP Manila Network Off-Campus: OpenAthens; Virtual Private Network (VPN)</p> <p><i>Subscription: until</i></p>



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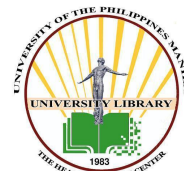
	performing arts, cultural studies, education, philosophy, political science, gender studies, and more.	<i>December 2021</i>
ProQuest Databases https://search.proquest.com/?accountid=47253	Coverage of the ProQuest Databases: <ol style="list-style-type: none"> 1. Coronavirus Research Database 2. ProQuest One Academic (1970 - current) 3. Academic Complete 4. Academic Video Online 5. ProQuest Central (1970 - current) 6. ProQuest Dissertations & Theses Global 7. Public Available Content Database 	On-Campus: UP Manila Network Off-Campus: Virtual Private Network (VPN) ; Login Credentials (email - library@upm.edu.ph or coordinate with your unit library) <i>Subscription: until December 2021</i>
ScienceDirect http://www.sciencedirect.com/	4,000+ journals 40,000+ books, books series	On-Campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; Login credentials (Create an account using your UP Mail) <i>Subscription: until December 2021</i>
SciVal https://scival.com/	19,400 research institutions and their associated researchers from 231 nations worldwide.	On-Campus: UP Manila Network Off-Campus: OpenAthens ; Virtual Private Network (VPN) ; Login credentials (Create an account using your UP Mail) <i>Subscription: until</i>



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		<i>December 2021</i>
<p>Scopus https://www.scopus.com/search/form.uri?display=basic</p>	<p>Abstract and citation database containing 75+M records of both peer-reviewed research literature and quality web sources</p>	<p>On-Campus: UP Manila Network; Login credentials Off-Campus: OpenAthens; Virtual Private Network (VPN); Login credentials (Create an account using your UP Mail)</p> <p><i>Subscription: until December 31, 2021</i></p>
<p>Springer Nature https://link.springer.com/</p>	<p>Covers the breadth of science, technology, medicine and social sciences through thousands of titles specific to their disciplines</p>	<p>On-Campus: UP Manila Network; Login credentials Off-Campus: OpenAthens; Virtual Private Network (VPN)</p> <p><i>Subscription: until December 31, 2021</i></p>
<p>Taylor & Francis Online (Sciences & Technology Library Collection) https://tandfonline.com/</p>	<p>530+ highly regarded science and technology journal titles, 13.1k+ volumes of research, 790k+ peer-reviewed articles</p>	<p>On-Campus: UP Manila Network; Login credentials Off-Campus: OpenAthens; Virtual Private Network (VPN)</p> <p><i>Subscription: until January 31, 2021</i></p>
<p>Taylor & Francis Online (Social Sciences & Humanities Library Collection) https://tandfonline.com/</p>	<p>1480+ social sciences and humanities journal titles. See this PDF for the title list.</p>	<p>On-Campus: UP Manila Network; Login credentials Off-Campus: OpenAthens; Virtual Private Network (VPN)</p> <p><i>Subscription: until December 31, 2021</i></p>



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<p>Turnitin https://www.turnitin.com/</p>	<p>Originality checking and plagiarism prevention service that checks your writing for citation mistakes or inappropriate copying</p>	<p>On-Campus: Login Credentials Off-Campus: Login Credentials Note: If you need assistance to run your paper on the system, send an email to: library@upm.edu.ph. <i>Subscription: until December 2021</i></p>
<p>Web of Science http://webofscience.com</p>	<p>A platform providing access to multidisciplinary and regional citation indexes; specialist subject indexes; a patent family index; and an index to scientific data sets.</p>	<p>On-Campus: UP Manila Network; Login credentials Off-Campus: OpenAthens; Virtual Private Network (VPN); Register for free using your UP Mail <i>Subscription: until April 11, 2022</i></p>

2.3. E-Resources on Trial

The University Library website lists its e-resources on trial at <http://library.upm.edu.ph/node/65>. The list is regularly updated since database trials usually last for a month. Subscription to these e-resources will depend upon the recommendation of both users and the college librarian-in-charge.

3. Available Open Education Resources

Open educational resources are materials for teaching or learning that are either in the public domain or have been released under a license that allows them to be freely used, changed, or shared with others. They are published under open licenses that specify how materials can be used, reused, adapted, shared and modified according to specific needs. Creative Commons, for example, offers open licensing tools that allow creators to retain copyright over their work while explicitly allowing and encouraging others to copy and reuse their work according to the set permissions.



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3.1. Multidisciplinary - Filipiniana

Resources (URL)	Access
Panitikan.ph	http://panitikan.ph/
Philippine Ebook Hub	https://ebookhub.ph/
Project Gutenberg (Books about Philippines)	http://www.gutenberg.org/ebooks/subject/10151?fbclid=IwAR2NLWgmDj8knB8nZpNX_XknkOvZvcH8wQu7YsjkZMvQ_CjVwl_AC92jvs

3.2. Multidisciplinary - Foreign Literature

Resources (URL)	Access
Asian Development Bank's Open Access Repository	https://www.adb.org/publications
Directory of Open Access Books	https://www.doabooks.org/
Directory of Open Access Journals	https://doaj.org/
Google Books	https://books.google.com/
Google Scholar	https://scholar.google.com/
JSTOR	https://about.jstor.org/oa-and-free/
Open Access on MUSE	https://muse.jhu.edu/search?action=oa_browse
SAGE Open	https://journals.sagepub.com/home/sgo
Social Science Open Access Repository	https://www.gesis.org/en/ssoar/home/
Social Science Resource Network	https://www.ssrn.com/index.cfm/en/

3.3. Health Sciences - Filipiniana

Resources (URL)	Access
Department Of Health	http://www.doh.gov.ph/publications
HERDIN Plus	http://www.herdin.ph/



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MIMS	https://www.mims.com/philippines
Philippine Journal of Health Research and Development (formerly known as UP Manila Journal)	https://pjhrd.upm.edu.ph/
Department Of Health	http://www.doh.gov.ph/publications
Philippine Journal of Pathology	https://philippinejournalofpathology.org/index.php/PJP/index
Philippine Journal of Psychology	https://www.pap.org.ph/philippine-journal-psychology-pjp
Philippine Journal of Science	http://philjournalsci.dost.gov.ph/

3.4. Health Sciences - Foreign Literature

Resources (URL)	Access
ALLNURSES	https://allnurses.com/
Bentham Open	https://benthamopen.com/index.php
Bioline International	http://www.bioline.org.br/
BMC (Biomed Central)	https://www.biomedcentral.com/
BMJ Open	https://bmjopen.bmj.com/
Bulletin of World Health Organization	https://www.who.int/publications/journals/bulletin/
CANCERDATA	https://www.cancerdata.org/
Center of Disease Control Library (Stephen B. Thacker CDC Library)	https://www.cdc.gov/library/
DailyMed	https://dailymed.nlm.nih.gov/dailymed/index.cfm
Dove Press	https://www.dovepress.com/index.php
Drugs.com	https://www.drugs.com/



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Drugs@FDA	https://www.accessdata.fda.gov/scripts/cder/daf/
Elsevier Open Access Journals	https://www.elsevier.com/open-access/open-access-journals
ERIC	https://eric.ed.gov/
Europe PMC	http://europepmc.org/
Free Medical Journals	http://www.freemedicaljournals.com/
Global Burden of Disease	http://www.healthdata.org/about
HardinMD	https://web.archive.org/web/20170206082130/http://hardinmd.lib.uiowa.edu/
Index to Chiropractic Literature	https://www.chiroindex.org/open-access-library/
International Aging Research Portfolio (IARP)	https://agingportfolio.org/
Journal of Cancer	https://www.jcancer.org/
Journal of Carcinogenesis & Mutagenesis	https://www.longdom.org/carcinogenesis-mutagenesis.html
LactMed in Bookshelf	https://www.ncbi.nlm.nih.gov/books/NBK501922/?report=classic
MedicineNet	https://www.medicinenet.com/script/main/hp.asp
Medline Plus	https://medlineplus.gov/
MedlinePlus Drugs, Herbs and Supplements	https://medlineplus.gov/druginfo/drugAa.html
National Center for Complementary and Integrative Health	https://www.nccih.nih.gov/
National Library of Medicine	https://www.nlm.nih.gov/
Open Access	https://www.openaccessjournals.com/
PubChem	https://pubchem.ncbi.nlm.nih.gov/



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Public Library of Science	https://plos.org/
Pubmed Central	https://pubmed.ncbi.nlm.nih.gov/
RXList	https://www.rxlist.com/script/main/hp.asp
SpringerOpen	https://www.springeropen.com/
Taylor and Francis Open Access Journals	https://www.tandfonline.com/openaccess/openjournals
UNESDOC : UNESCO Digital Library	https://unesdoc.unesco.org/home
U.S. Food and Drug Administration Medication Guides	https://www.fda.gov/drugs/drug-safety-and-availability/medication-guides
US NLM Drug Information Portal	https://druginfo.nlm.nih.gov/drugportal/drugportal.jsp
Wiley Open Access	https://onlinelibrary.wiley.com/
World Health Organization (WHO)'s Global Index Medicus	https://www.globalindexmedicus.net/

4. Guidelines on Accessing Library Resources

4.1. Circulation of Print Materials

Skeleton staff are assigned in some unit libraries during the community quarantine. While the libraries are temporarily closed for readers, circulation of materials continues. Members of the UP-PGH community are allowed to use the library materials by following the new guidelines indicated below.

4.1.1. Borrowing

- Identify the specific material(s) that you will borrow.
- Search its availability on [Online Public Access Catalog](#). Only materials that are “on shelf” can be borrowed.
 - In case the material(s) is/are currently "On Loan", the user's name will be listed on queue and the unit library will notify the borrower once the book becomes available.
- Take note of the materials' information: call number, author, title, and location.



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- The user shall accomplish the [Online Circulation Form](#) to borrow the material(s) from the library. Maximum of 10 books can be loaned out for one (1) week.
- The cut-off for receiving requests is until 4:00 p.m. Any requests beyond this period will be processed on the next business day.
- The borrower will be notified via email when the book is ready for pick-up.

4.1.2. **Returning**

- The borrower may drop off or send the material(s) via courier to the unit library. This must be coordinated with the College Librarian-In-Charge for further instructions.
- The borrower will be notified via email when the returned material(s) have been received and have incurred fines.

4.1.3. **Renewing**

- The borrower shall inform the unit librarian if he intends to extend the loan period of the material(s) for another week. Renewal is not allowed if the borrower has pending material(s) due for return.

4.2. **Access to Electronic Materials**

The University Library subscribes to various databases that cater to the research needs of its community (see [Available Library Resources](#)). These databases are accessible online by connecting to the UP Manila Network and remotely through the Virtual Private Network (VPN). Below are the steps on how to access online databases on and off-campus.

4.2.1. **On-campus**

- Connect to UP Manila Network
- Open your preferred browser and visit **u.pm/ads**
- Type in your ADS credentials
- Browse through the subscribed databases

4.2.2. **Off-campus**

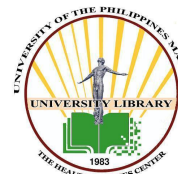
[OpenAthens](#). OpenAthens is an access management platform that allows libraries to enable and monitor access to subscribed online content. With OpenAthens, access and authentication are managed simply, securely, and effectively while providing insight and data that supports the information



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needs of the UP Manila community.

- Visit the library website at <https://library.upm.edu.ph>. Search for your topic using the UP Manila Library Discovery Service.
- Your search results will open a new tab. Click the “Welcome, Guest. Sign in to your institution for full access to your library’s resources” on the top center of the screen.
- You will be redirected to the OpenAthens page. Choose “UP Webmail” as your sign-in option, then log in to your UP Mail.
- Once connected, the subscribed databases should be now accessible.

Virtual Private Network (VPN). Connecting to VPN is required to access UPM’s subscribed databases off-campus. Follow these steps to install VPN on your laptop or desktop computers.

- Download the client installer (GlobalProtect Agent) from this site: <https://vpn-portal.upm.edu.ph>. Log in using your UP Manila Authentication and Directory Service (ADS) credentials.
- Choose the version of the agent you need to download. Mac or Windows 32/64 bit.
- Install GlobalProtect Icon on your taskbar.
- Type “vpn-portal.upm.edu.ph” in the portal field then click “Connect”. Click “Continue” if the Server Certificate Error window appears. Enter your UP Manila ADS credentials then click “Connect”.
- To use VPN, click on the GlobalProtect icon and click “Connect”.
- Once connected, the subscribed databases should be now accessible.

4.3. Scan and Deliver Service

Scan and Deliver Service is a free electronic document delivery service for the University of the Philippines Manila community. In light of the new normal, we are offering this service to help library users who can't go to the library to borrow resources.

Scan and Deliver Service enables a library user to obtain scans of a book chapter, or journal article from the UP Manila libraries’ print collections. When a library user makes a request, we’ll scan the book/s, chapters and journal articles and deliver them to the user via e-mail to be used for personal study and research.

4.3.1. What can be requested?

- **Journal article** - Five (5) article requests per day but only one (1) article per journal issue is allowed.



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- **Book chapter** - one chapter per title only, not exceeding ten percent (10%) of the total work.
- Requests may take 3-5 days to deliver as library staff is on skeleton workforce and some are on work-from-home arrangement

4.3.2. **Who may avail of this service?**

UP Manila faculty, students, REPS and staff using

4.3.3. **How to avail of this service?**

To avail of this service follow the steps below:

- Visit UPM's [Online Public Access Catalog](#) to search for print books and journals available in UPM libraries
- Fill-out the scan and deliver form using your official UP mail http://bit.ly/ScanAndDeliver_UPMLibrary.
- Enter the necessary information about your requested material
- If available, the requested material will be sent to your email with confidentiality restrictions. The recipient won't have the option to forward, copy, print or download the material. Scanned material will be available to you for three (3) weeks subject to renewal
- To renew the material, send an email to the librarian from your unit library. You can only renew once, after that, access will be removed.

4.3.4. **Terms of Service**

- Limitations on Scan and Deliver Service are related to the capacity of available staff resources
- Requests are limited to only one journal article/book chapter per issue/title or not exceeding ten percent (10%) of the total work
- Requests for more than one hundred pages or encompassing entire works is not allowed
- Scan and Deliver Service reserves the right to process one request per person per day, depending on staffing and over-all request volume
- Some collections may not be eligible for Scan and Deliver Service.
- If requests are otherwise not in the spirit of terms of service, the College Librarian will contact you by email.



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5. Assistance on Requesting Copyrighted Materials for Course Packs

For print materials available in the library, UP Manila Library allows only a substantial or only a chapter or not more than 10% of the total work to be photocopied pursuant to fair use.

During this time when teaching and learning is done online, UP Manila Library may scan (depends on the availability of scanner and materials in unit libraries) and send materials to the requestor's official UP email address upon request, limited to:

1. Five (5) article request per day but only one (1) article per journal issue
2. A chapter from a book or not more than 10% of the total work

Please refer to OVPAAM Memo 2020-105-1 for suggested notices and statements to be incorporated in the course packs, as applicable, in connection with the remote mode of teaching and learning this Academic Year 2020-2021.

5.1. Copyright and Fair Use

The purpose of this service is to provide an electronically scanned copy of a small portion of UPM Libraries' collections for non commercial, private study and research use. Proper citations should be observed when using any information that is acquired from provided resources. Any other use may require the permission of the copyright owner.

You may consult these sources for more information:

- Republic Act No. 8293: Intellectual Property Code of the Philippines 2015 Part IV Chapter VIII Section 185 Fair Use of the Copyrighted Work

“SECTION 185. Fair Use of a Copyrighted Work. - 185.1. The fair use of a copyrighted work for criticism, comment, news reporting, teaching including multiple copies for classroom use, scholarship, research, and similar purposes is not an infringement of copyright... In determining whether the use made of a work in any particular case is fair use, the factors to be considered shall include:

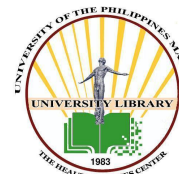
- (a) The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
- (b) The nature of the copyrighted work;
- (c) The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (d) The effect of the use upon the potential market for or value of the copyrighted work.”



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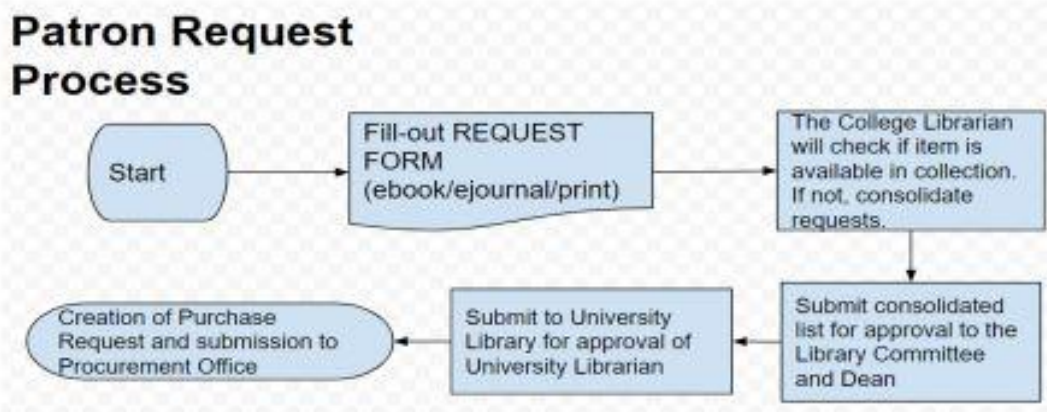
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- The Intellectual Property Code of the Philippines of 2015 Part IV Chapter VIII Section 188 Reprographic Reproduction by Libraries
- University of the Philippines Office of the Vice President for Academic Affairs Memorandum No. OVPAA 2020-91 Guidelines for Using or Incorporating Copyrighted Works into Course Packs for the First Semester AY 2020-2021 ; FAQ Regarding Faculty Copyright over Course Packs.

6. Acquisition/ Procurement of Resources Required for Remote Learning

Towards the last quarter of each year, all requests for procurement of library resources have to be consolidated, submitted and included in the PPMP to be purchased the following year. Most print materials are not acquired due to non-bidder even after several postings. Online resources are much easier to procure especially if the database is for renewal and with exclusive distributorship. Below is the process for procurement of requested library resources (print/online).



7. Email addresses of the Main and Unit Libraries

Library	E-mail address
College of Allied and Medical Professions	camplib.upm@up.edu.ph
College of Arts and Sciences	upm-cas-lib@up.edu.ph
College of Dentistry	dentlib.upm@up.edu.ph
College of Medicine	fbhmedlib.upm@up.edu.ph
College of Nursing	nursinglib.upm@up.edu.ph
College of Pharmacy	pharmlib.upm@up.edu.ph
College of Public Health	cphlib.upm@up.edu.ph



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National Teacher Training Center for the Health Professions (NTTCHP)	nttchplib.upm@up.edu.ph
School of Health Sciences (Palo, leyte)	shslib.upm@up.edu.ph
University Library (Main)	library@upm.edu.ph
Archives	archives.upm@up.edu.ph