



UNIVERSITY OF THE PHILIPPINES  
OPEN UNIVERSITY



LIBRARY - OFFICE OF THE  
VICE CHANCELLOR FOR ACADEMIC AFFAIRS

08 October 2008

Dear UPOU Student,

Greetings from the UPOU Library!

It is our pleasure to welcome you to a new semester of pursuing lifelong learning. We at the UPOU library would like to be of service to you as you study the courses in the program you have chosen.

The mission-vision of the UPOU Library is to provide library resources that meet the information needs of the UPOU faculty, staff and students wherever these individuals are located; to provide an information service to UPOU constituents that is responsive and innovative. It shall also provide fast access to information resources required by the distance learning community and services that will enable the onsite and offsite users to retrieve information in various formats and receive information literacy instruction.

Thus here are some of our general services:

- *Bibliographic services*
- *Referral services and Inter-library loan*
- *Reader's assistance services*
- *Current awareness services*
- *Library catalog (<http://library.upou.org>)*
  - General Policies
  - Basic/Advanced searching of library collection bibliographic entries
  - e-Resources (free and password protected)
  - Patron review (online borrower's card information)
  - Ask a Librarian
- *Acquisition of textbook for course packs*

This **Second Semester 2008-2009**, UPOU Students have a choice regarding acquisition of textbook for their course. Students can purchase their own copy or they can ask for our assistance in procurement of books. Attached herewith is a listing of textbook titles and their possible suppliers should you choose to purchase your own copy. If you wish to seek our assistance, all requests should be coursed through our email: **library@upou.edu.ph** or fax your request at +63 49 536-6012 on or before **November 08, 2008**. Take note also of the policy "no proof of payment, no dispatch of book requests" in all learning centers and testing centers because textbooks will no longer be included in the course pack.

We wish you a meaningful semester.

Sincerely,

UPOU Library

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