



LMS Library Orientation and Instruction



- ✓ VIRTUAL LEARNING ENVIRONMENT (VLE) powered by **Moodle**
- ✓ **Google Classroom**

Send online request through our website



Book Drop Station for book return

Document Delivery Online through Library website



Online Feedback through our website



Clearance/ Request Slip through SAIS tagging (along with your OUR Clearance/Request Slip Application)



turnitin Plagiarism Check through our website

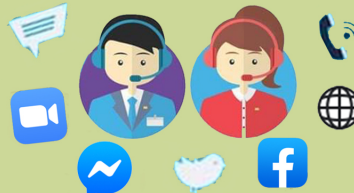


Payment of Fines through Gcash; Send proof of payment via our website



Access to e-Resources through our website

Online Reference Assistance through multiple media



Book Renewal Arrangement through online request



UP CEBU UNIVERSITY LIBRARY SERVICES ON NEW NORMAL



follow the library guidelines



submit for thermal scanning



practice respiratory hygiene



wear face mask all the time



use our online resources and services



observe physical distancing



maintain hand hygiene



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BOOK DROP (FOR BOOK RETURN)

Circulation librarian will
acknowledge returned
book/s via e-mail

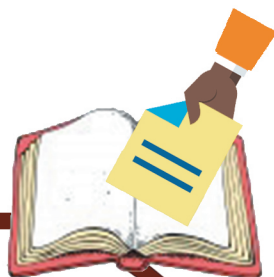
4



end

Place the book/s for return
on the Drop Box provided

3



Insert the accomplished Book
Return Slip to the book/s for return

2

Fill-out the Book Return Slip
provided near the Book Drop Station
(please use your own ballpen)

1



For more information regarding library services, please contact us with our contact information provided.



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physical
distancing



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use our online
resources
and services



maintain
hand
hygiene



practice
respiratory
hygiene



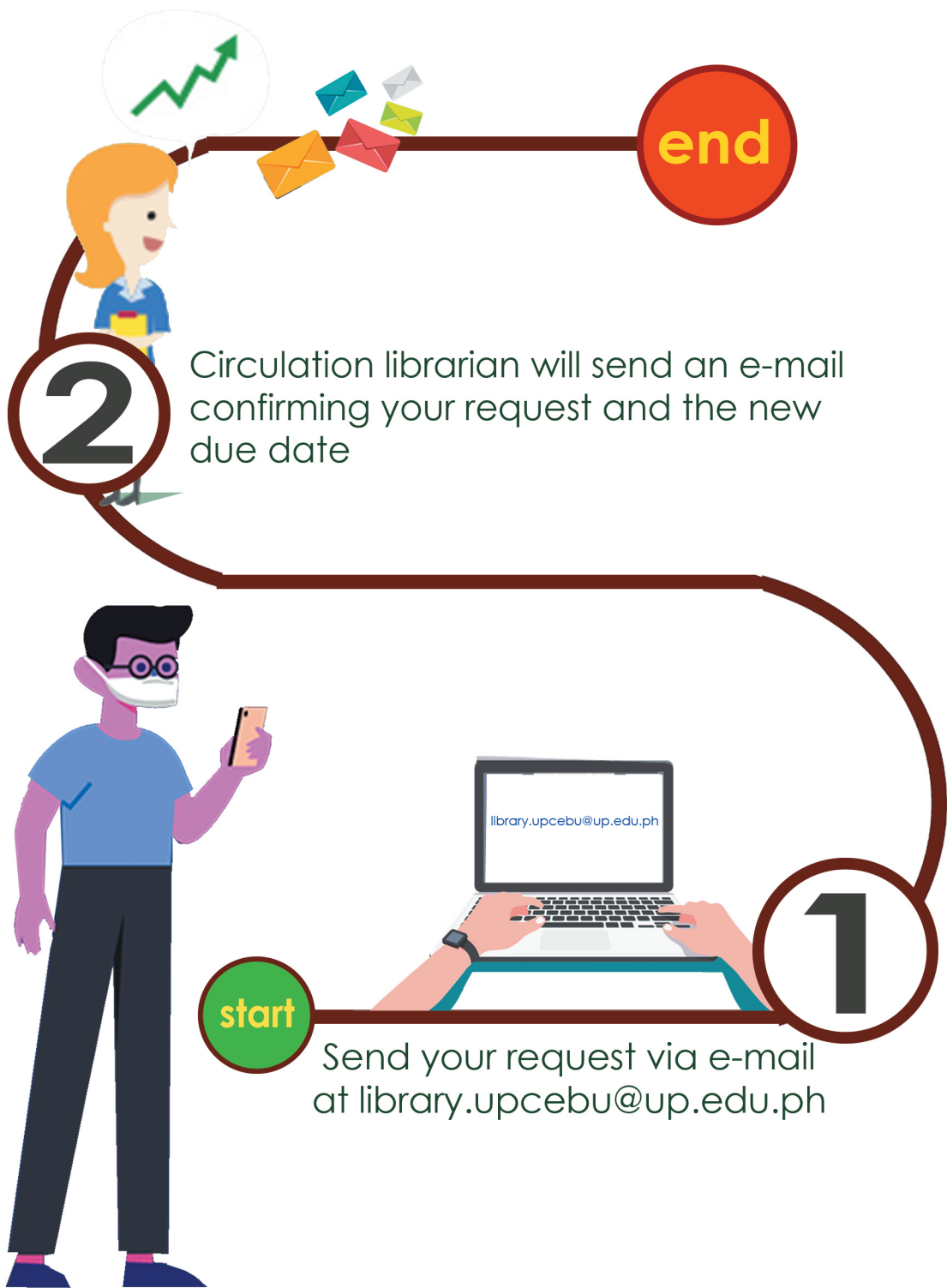
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BOOK RENEWAL ARRANGEMENT



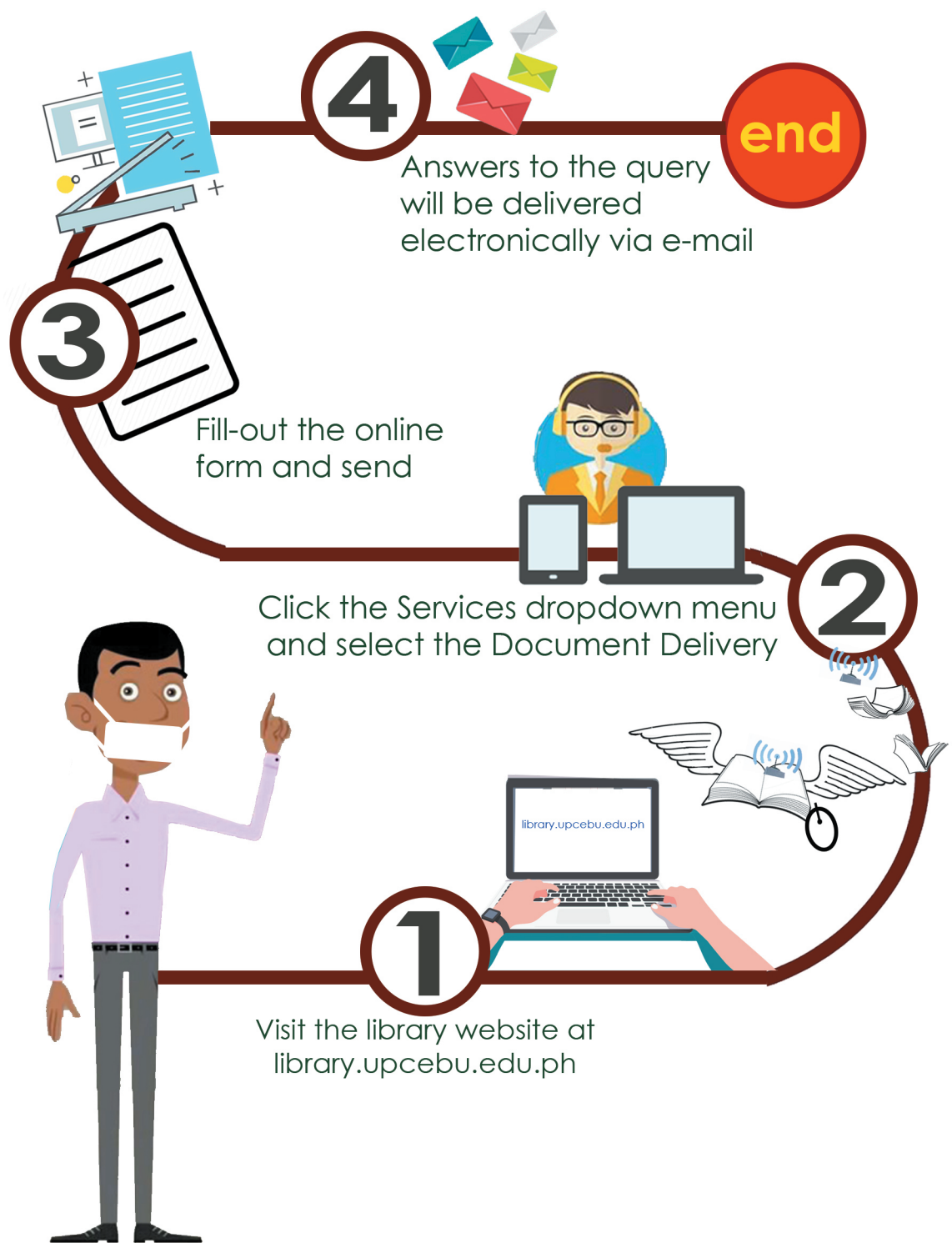
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Logos of the University of the Philippines and the University of the Philippines - Cebu.

- follow the library guidelines
- submit for thermal scanning
- observe physical distancing
- follow the library guidelines
- use our online resources and services
- maintain hand hygiene
- practice respiratory hygiene

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DOCUMENT DELIVERY SERVICE



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LMS LIBRARY ORIENTATION/INSTRUCTION



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ONLINE FEEDBACK



end

3

Fill-out the Online Form and Send

2



Click the User Feedback form in the widgets

1

start

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ONLINE REFERENCE ASSISTANCE

3

Answers to request/query will be delivered electronically via e-mail

end



2

Reference Librarian verifies the request/query



1

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Send your request/query either via library website, e-mail, fb messenger

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PAYMENT OF FINES

4

Click the Services dropdown menu and select Payment of Fines; Fill-out the form & send

end

Visit the library website
at library.upcebu.edu.ph

3

Pay the amount through online
banking system or GCash
*(Bank details will be sent via
e-mail upon inquiry of fines)*

2

1

start

Send query on fines
payable via e-mail at
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REMOTE ACCESS TO E-RESOURCES



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TURNITIN PLAGIARISM CHECK

end



9

You will receive your similarity report through your e-mail

8



E-mail the library about your file submission

7



Click the name of your class and submit your file in the 'submit' button

Click Turnitin Plagiarism Spectrum and log-in using your account

6



Return to library website and click e-resources in the Online databases dropdown menu

5

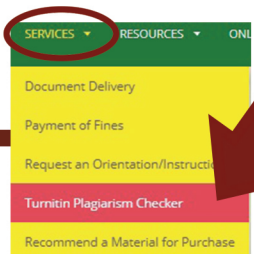
4

Follow the instructions sent to your e-mail

Fill-out the Online Form and send

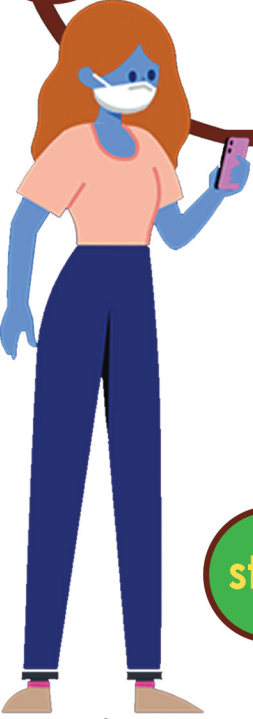


3



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2



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