

Library Services

The Library provides a variety of services and tools to support the teaching, research, and extension programs and services of the school.

1. Reference and Information Services
2. Individual/Group Library Instruction and Orientation
3. Remote Access to Electronic Resources
4. Virtual Library (Online Public Access Catalog)
5. Access to Open Access Resources
6. Scanning and digitization
7. Current Awareness

Library Collections

Books

Books on different subjects from general education to the different books for subjects/courses offered by WBC and other reference books including fiction and nonfiction

Theses

There are undergraduate theses on Psychology, Computer Science, Computer Engineering, Electronics & Communications Engineering, Mass Communication, HRM, Nursing, Business Administration, Data Communication, Project Reports, Case Studies, Feasibility Studies, Design Projects and Compiled Reports.

Theses are located in the Reserve Section. However, these are not allowed for photocopy or any form of duplication.

Periodicals and magazines

Reserve Materials

Books requested by the faculty for reserve are kept separately. Reserved materials are

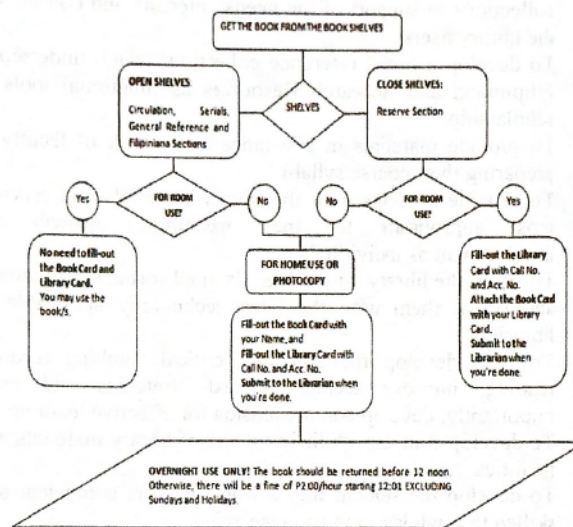
Maps and Globe

Electronic Materials (e-Books, e-Journals, Audio, Video, Film, etc.)



Borrowing of Books

One week before the final examination, the Library will not allow the students to borrow books for inventory purposes.



In returning books, no need to go inside the Library, just drop the book in the "BOOK DROP" located outside the Library. The Librarians will verify who borrowed certain book and clear his/her name.

Fees

Overdue Fines

The fee will be based on the time the book was returned in the Library.

Date due: 12:01pm onwards = Php 2.00/hr.
Whole day (Starts at 8:00 am– 5:00 pm) = Php 20.00

Clearance

The Librarian will not sign the clearance form for those students with unreturned books and other materials.



WEST BAY COLLEGE, INC.
Cajilles Cpd., Ilaya St., Alabang, Muntinlupa City



LIBRARY

LIBRARY GUIDE

A.Y. 2022-2023



LIBRARY HOURS

Monday - Friday, 8:00 AM - 5:00 PM
No Noon Break

Contact information

Tel. no.: 850-2958 loc. 206

Facebook page: www.facebook.com/wbclibrary

Email address: library@wbc.edu.ph

WELCOME TO WEST BAY COLLEGE LIBRARY

West Bay College is now a HYBRID LIBRARY which contains both print and electronic materials. Its Online Public Access Catalog (OPAC) will direct you to the library's print and e-book collections.

E-library has taken place as an extension of the traditional libraries. WBC e-library through the Library Resource Materials (LRM) is the



best realization of providing the library users a service through the internet. It is easy for you to access information on a 24/7 basis even in the distance or faraway place.

E-library is a depository of digitized materials in different formats. The formats are: books, video, audio, CDs, Music, Films, eJournals, eMaps etc.

Vision

West Bay College Library will be a globally-competitive Learning Resource Center that provides updated materials of different formats to fully contribute to the attainment of curricular and research needs of students, faculty and staff and other researchers.

Mission

To increase the students' understanding and to develop their essential skills of inquiry, self-expression and critical thinking through reading and research.

Objectives:

General

To support and supplement the instructional programs of West Bay College and to assist the clientele, especially the students, in their professional and personal development through the availability of appropriate library resources and services.

Specific

1. To provide adequate, relevant and updated collections of print and non-print materials in each level of instruction and for other research needs of the academic community.
2. To develop innovative approaches for the effective use of the collections in support of the needs, interests and concerns of the library users.
3. To develop a broad reference collection, which underscores Filipiniana and Research Resources as functional tools of scholarship.
4. To provide materials in assistance to the task of faculty in preparing their course syllabi.
5. To provide students with the library materials and services most appropriate for their meaningful growth and development as individuals.
6. To equip the library with materials in all formats, to acquaint and orient them with the latest technology applicable to libraries.
7. To help develop the students' critical thinking through reading, improve techniques and strategies and most importantly, develop comprehension for effective learning.
8. To develop students' skills in the use of library materials and facilities.
9. To develop the student into a whole person, competent and skilled through learning and research.
10. To make the library a good place for study and research.
11. To provide library orientation sessions for freshmen.

As a student, you need to use the library often, and the library staff will help you learn how to maximize your right as Library User.

Authorized Library Users

- All bonafide students of West Bay College
- All currently employed faculty, administrators and personnel of West Bay College
- West Bay College Alumni
- Visitors with valid I.D.s and recommendation letters (They are expected to follow the rules and regulations of WBC College Library)

Conduct in the Library

1. Leave your things at the counter. The researcher is allowed to bring only writing materials inside the library.
2. Silence should always be observed. Avoid loud conversations in order to maintain an environment conducive to study and research.
3. Smoking, eating, drinking and sleeping inside the library are strictly prohibited.

4. Cellphones should be on a silent mode. Cellphone conversations should be done outside the library.
5. Photocopying, taking digital snapshots of theses, case studies, and feasibility studies are strictly not allowed.
6. A faculty may bring her/his class in the library for class research provided: reservation is made in advance. He/she accompanies the class and takes care for the discipline of students. They should occupy an assigned area in the library.
7. Be courteous and polite to all library personnel.
8. Handle the books and other library materials with care.

This is your place and it is designed to meet your academic needs. Come to the library and register as a library user. We need to know your student number as well as your address and phone number.

Health Protocol in the Library

1. Everybody should wear facemask.
2. Observe hand-hygiene by applying alcohol upon entering the library.
3. Physical distancing should be observed.
4. Always observe sneeze and cough etiquette.
5. Always bring your own ball pen. Borrowing of ball pens is strictly not allowed.

Library Personnel



CHIEF LIBRARIAN

Marlyn C. Soriano
PRL Licensed Number: 027914
Expiry date: 10/10/2024

Member of: Philippine Librarians Association (PLA), the Philippine Association of Academic and Research Librarians (PAARL) and the Metropolitan, Paraquise and Las Pias Librarians Association

(MUNIBALAN)



COLLEGE LIBRARIAN

Ken A. Bioso
PRL Licensed Number: 027883
Expiry date: 04/11/2024

Member of: Philippine Librarians Association (PLA)



LIBRARY ASSISTANT

Alexander Pason
Graduate of: Bachelor of Science in Computer Science
Nipona Polytechnic College
1998-2004



LIBRARY CLERK

Neil John Tumang
Graduate of: Information and Communication Technology (Vocational Course)
IITTA as Pinas
2016-2018