



Dr. Yanga's Colleges, Inc.

DYCI LIBRARY

NEXT NORMAL INFOGRAPHIC GUIDE

#DYCILibrary



library.services@dyci.edu.ph



DYCI Library

<https://www.facebook.com/dycilibrary.edu>

CONTENT

- **BRINGING THE LIBRARY TO OUR STUDENTS PROJECT**
 - LIBRARY BOOK BUNDLE GUIDELINES
 - LIBRARY BOOK BUNDLE DISTRIBUTION PROCEDURE
 - LIBRARY BOOK BUNDLE REMINDERS
 - LIBRARY BOOK BUNDLE REPLACEMENT REQUEST
- **PROQUEST GUIDE**
 - HOW TO LOG-IN TO THE DYCI PROQUEST PORTAL?
 - HOW TO REQUEST AN ACCOUNT?
 - HOW TO DOWNLOAD E-BOOKS?
 - HOW TO DOWNLOAD E-JOURNALS?
 - HOW TO DOWNLOAD AND INSTALL ADOBE DIGITAL EDITIONS?
 - HOW TO AUTHORIZE ADOBE DIGITAL EDITIONS WITH OR WITHOUT AN ADOBE ID?
- **HOW TO ACCESS STARBOOKS ONLINE?**
- **HOW TO ACCESS THE THESIS COLLECTION?**
- **HOW TO MAKE AN APPOINTMENT TO BORROW AND RETURN BOOKS FROM THE COLLEGE LIBRARY?**
- **GUIDELINES FOR BOOK BORROWING AND RETURNING**
- **HEALTH AND SAFETY PROTOCOLS**
- **THE DYCI LIBRARY STAFF**
- **CONTACT US**



BRINGING THE LIBRARY TO OUR STUDENTS



BOOK BUNDLES

A library book bundle
for every student in
Junior and Senior High
School.

A set of books from
Scholastic classified
according to Lexile



LIBRARY BOOK BUNDLE GUIDELINES



1. A Certificate of Matriculation (COM) should be presented by the parent/guardian/ adult representative upon pick up of the library book bundle. A photocopy of the COM will be honored.

GRADE 7
GRADE 8
GRADE 9
GRADE 10

2. The representative may pick up the book bundle of other students across different grade level living in the same area upon the presentation of the students COM.



3. Only adult guardian/representative 18 years old and above may pick up the book bundle.



4. Health and safety protocols should be observed while in the school premises.



LIBRARY BOOK BUNDLE DISTRIBUTION PROCEDURE

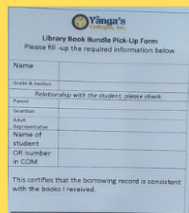


A screenshot of a health declaration form with fields for Name, Address, Age, Sex, and a table for symptoms and temperature readings.

Step 1: Fill-up the health declaration form at the entrance gate.



Step 2: Proceed to the College Library and wait at the provided chairs at the corridor.



A screenshot of a form titled 'Yanga's Library Book Bundle Pick-Up Form'. It includes fields for Name, Grade & Section, Relationship with the student, Parent, Address, Age, Sex, and Name of student. It also has a field for 'OR number in COM' and a certification statement at the bottom.

Step 3: Book bundle pick up form will be issued; Kindly fill – up the form.



Step 4: Return the filled-up form to the library staff together with the COM.



Step 5: Wait for the issuance of the library book bundle.



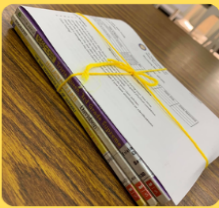
Step 6: Upon issuance of the book bundle, make sure that the books are in good condition and the student's copy of the borrowing record is consistent with the books issued. Please ensure also that the COM has been returned to you.



Step 7: Report any inconsistencies. End of transaction.



LIBRARY BOOK BUNDLE REMINDERS



1. The library is lending you these books for you to read at home during your free time.



2. Please take good of the books. These books should be returned in good physical condition.



3. Damaged books should be replaced by the borrower accordingly.



4. Return the books on the due date which will be announced by your class adviser.



5. Please send a message in the DYCI Library Facebook page if you have questions or clarifications.

enjoy!

6. Enjoy reading!

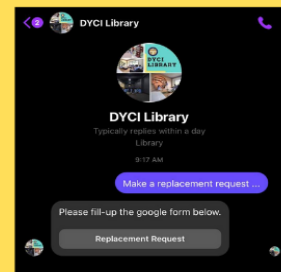


LIBRARY BOOK BUNDLE REPLACEMENT REQUEST

- Students who already finished reading the books may return them to the library through their guardian/parent/ adult representative.
- Students who feel that the books are either too difficult or too easy may request for a replacement.
- A google form for the replacement request is accessible through the DYCI library Facebook page.
- The parent/guardian/adult representative may pick up the new sets of books upon receipt of a confirmation e-mail that the replacement books are ready for pick up.



TOO EASY!



PROQUEST GUIDE



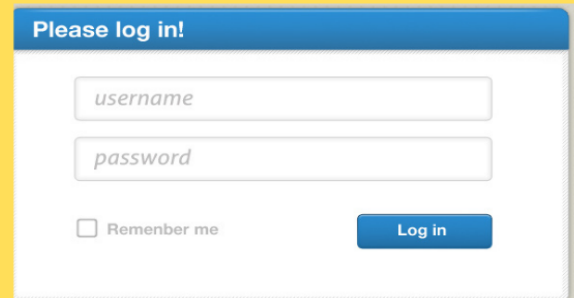
HOW TO LOG-IN TO THE DYCI PROQUEST PORTAL?

STEP 1



Go to the DYCI Proquest account @
<https://www.proquest.com/?accountid=205168>

STEP 2



Enter username and password.

Note: there is no need to fill in the 'find your library' part.

USERNAME: dryangas

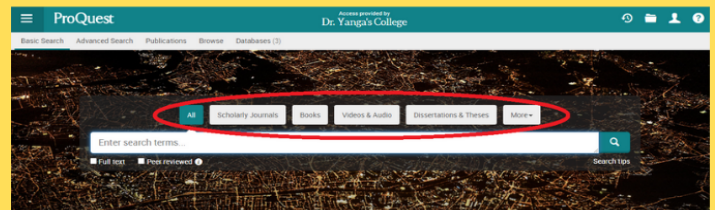
PASSWORD: DYCILIBRARY@2021

STEP 3



Start searching by typing your search query in the search bar.

STEP 4



You may limit your search results by clicking the **type of resource** found on top of the search bar.



HOW TO REQUEST AN ACCOUNT?

STEP 1

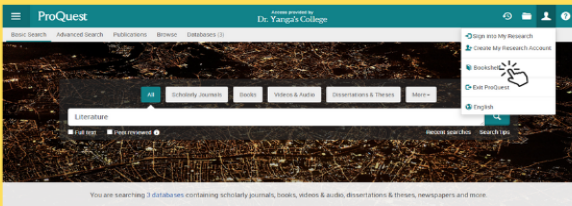


Go to the DYCI Proquest account @ <https://www.proquest.com/?accountid=205168>

STEP 2

Enter username and password. Please ask librarian on the username and password.

STEP 3



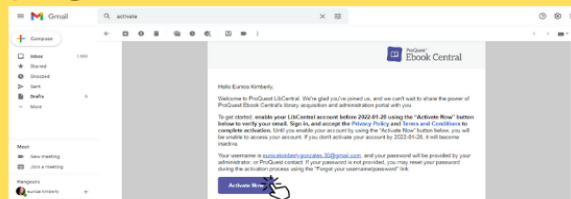
Click the human head icon in the upper right corner of the screen, then click Bookshelf.

STEP 4

Click Request Account and fill-up the form.

Note: Use uppercase letter, special character and number for the password. (Example: Juan@1234)

STEP 5



Check your e-mail and activate your account.



HOW TO DOWNLOAD E-BOOKS?

STEP 1



Start searching by typing query in the search bar.

STEP 2



Click the BOOKS found on top of the search bar.

STEP 3



Click the book you would like to download from the search results.

STEP 4



Click download book then sign in to your account.

STEP 5



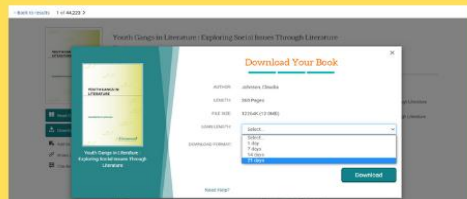
Choose the device that you are using and then click continue.

STEP 6



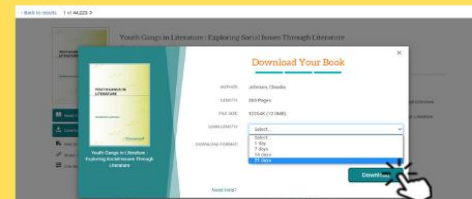
Install the Adobe Digital Edition. **Note:** If you have installed it just click Done with this step.

STEP 7



Select Loan length.

STEP 8

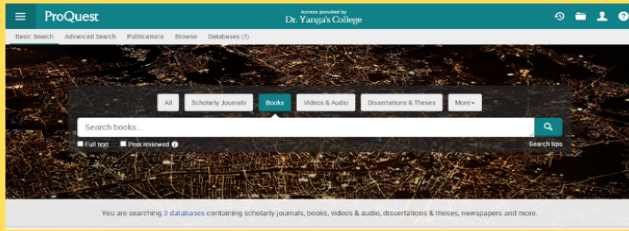


Click Download.



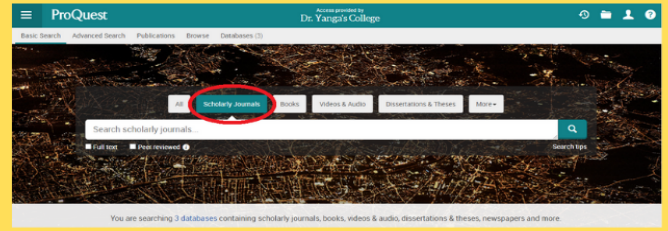
HOW TO DOWNLOAD E-JOURNALS?

STEP 1



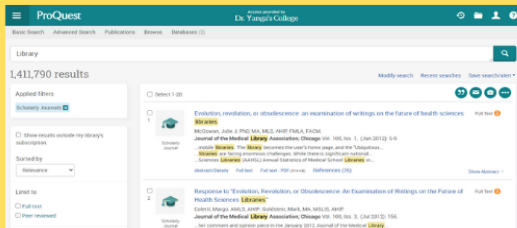
Start searching by typing query in the search bar.

STEP 2



Click the Scholarly Journals found on top of the search bar.

STEP 3



Select the journals that are related to your search.

STEP 4



Click Download PDF in the upper right corner.



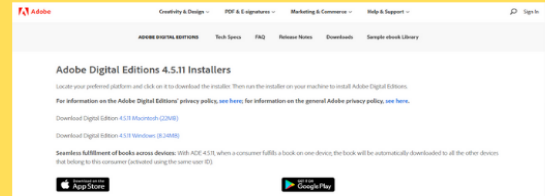
HOW TO DOWNLOAD AND INSTALL ADOBE DIGITAL EDITIONS?

STEP 1



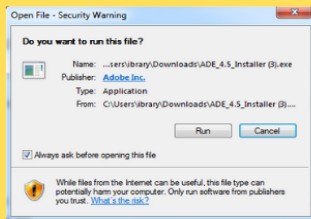
Go to the <https://www.adobe.com/sea/solutions/ebook/digital-editions.html> and click Download tab.

STEP 2



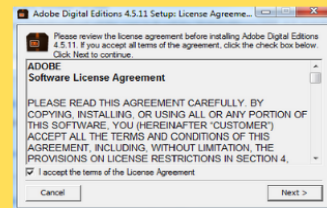
Click the download link for Windows or Mac.

STEP 3



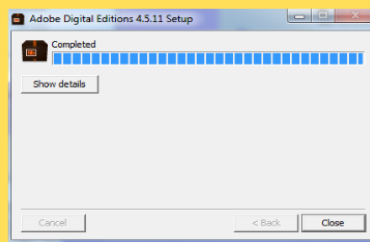
Once the installer is downloaded, open and run it.

STEP 4



Check the box for 'I accept the terms of the License Agreement', then click Next.

STEP 5



Click Close if the installation is done.



HOW TO AUTHORIZE ADOBE DIGITAL EDITIONS WITH OR WITHOUT AN ADOBE ID?

STEP 1



Open the Adobe Digital Editions software

STEP 2

A screenshot of the "Computer Authorization" dialog box in Adobe Digital Editions. The title bar says "Computer Authorization" and "Adobe Digital Editions". The main heading is "Authorize Your Computer". Below it, there is a list of benefits: "Easily transfer Adobe DRM protected items between multiple computers and mobile devices.", "Read Adobe DRM-protected items on computers or mobile devices (up to six).", and "Restore your content from backup whenever you need to re-install the OS." There is a section "Select eBook vendor, then enter your login ID and password below" with a dropdown menu set to "Adobe ID" and a "Create an Adobe ID" link. Below that are fields for "Adobe ID:" (containing "eunicekimberlygonzales30@gmail.c") and "Password:" (with masked characters and a "I forgot my password" link). At the bottom, there is a checkbox "I want to authorize my computer without an ID" which is unchecked. "Cancel" and "Authorize" buttons are at the bottom.

To authorize with an adobe ID, enter an Adobe ID and Password, then click Authorize. **Note:** If you decide to authorize with an adobe ID, you can transfer the e-book to other devices that are authorized with the same adobe ID.

STEP 3

A screenshot of the "Computer Authorization" dialog box in Adobe Digital Editions, similar to the previous one. The "I want to authorize my computer without an ID" checkbox is now checked. The "Next" button is visible at the bottom right.

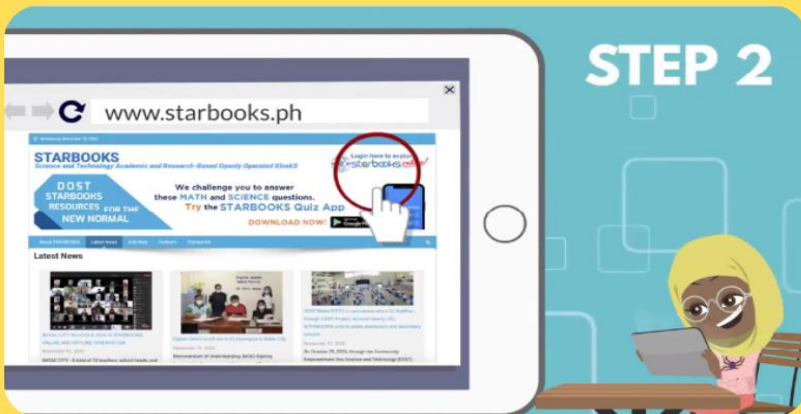
To authorize without an adobe ID check the box for I WANT TO AUTHORIZE MY COMPUTER WITHOUT AN ADOBE ID, then click NEXT and click AUTHORIZE. **Note:** If you to authorize without an adobe ID, e-book will be readable on your computer only.



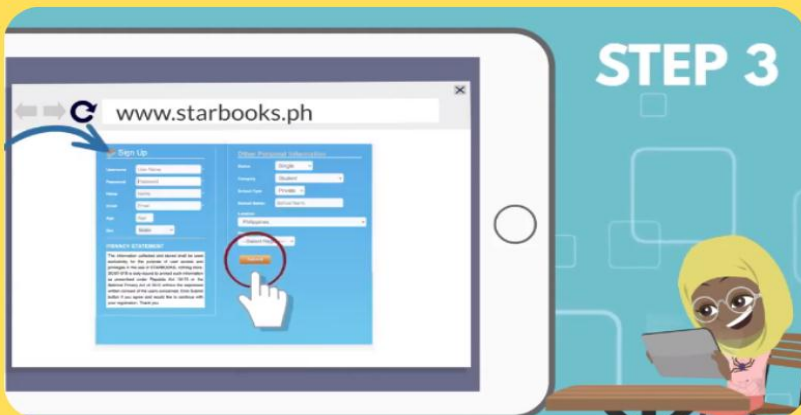
HOW TO ACCESS STARBOOKS ONLINE?



Go to the STARBOOKS Online portal via www.starbooks.ph



Sign up by clicking the upper right portion of the main page.

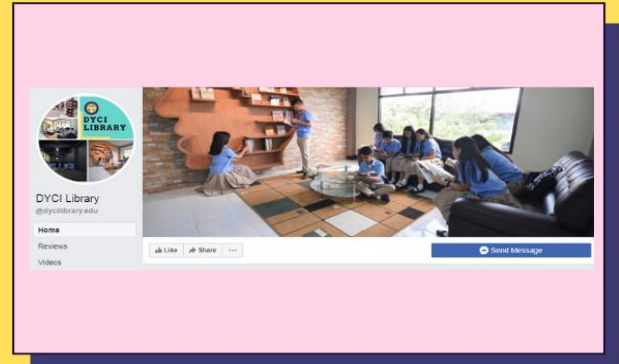


Kindly fill-up the form and click submit



HOW TO ACCESS THE THESIS COLLECTION?

1. Go to the DYCI Library Facebook Page @ <https://www.facebook.com/dycilibrary.edu>



2. Click 'how to access thesis collection' from the prompt questions.

How to access the DYCI Thes...

3. Click the google drive link provided in the prompt answer.



Note: This collection is available for viewing only. The download and print options are disabled.



HOW TO MAKE AN APPOINTMENT TO BORROW AND RETURN BOOKS FROM THE COLLEGE LIBRARY?



1

Go to the DYCI Library Facebook Page @ <https://m.facebook.com/dycilibrary.edu/> and select 'make an appointment borrow/return books'.

2

Click on the provided google form and fill up the required information.

3

Upon confirmation, print, save or take a screenshot of the confirmed appointment.

4

On the date of your appointment, show your confirmed slot to the security staff at the gate and fill up the health declaration form.

5

Proceed to the College Library and sign your attendance at the information counter.

6

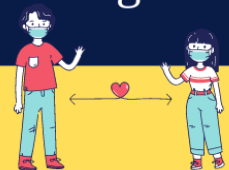
Follow the health and safety protocols during your stay in the library.



GUIDELINES FOR BOOK BORROWING AND RETURNING

- 1 The library accepts a maximum of 30 students per day.
- 2 Only students with confirmed appointment will be admitted.
- 3 Only college students aged 18 and above will be admitted.
- 4 The library is open only for book borrowing and returning. Students can stay inside the library for a maximum of one hour only.
- 5 Students must wear a face mask and observe social distancing measure at all times during his/her stay in the library.
- 6 Students must bring his/her own ballpen.
- 7 Interactions with other users while inside the library is not allowed.
- 8 Eating and drinking inside is not permitted.

Note: The library utilizes natural ventilation. Disinfectant are provided at the entrance of the library. The library is disinfected daily by the assigned maintenance staff.



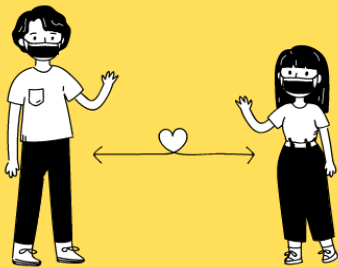
HEALTH AND SAFETY PROTOCOLS



Register in Contact Tracing Log Book



Wear your facemask



Observe physical distancing



Use tor own pen



Avoid touching your face



Sneeze and Cough in your elbow



Sanitize your hands



Wash your hands frequently

THE DYCI LIBRARY STAFF



Jorge C. Manuel, RL, MLIS
Chief Librarian



Genesis G. Bolina, RL
Basic Education Librarian



Eunice Kimberly G. Gonzales, RL
Reference/Virtual Librarian



Daisy P. San Pedro, RL
Technical Librarian



Cryzel Jane B. Mendoza
Reader's Services Librarian



Meila Bernardino, MLIS
College Library Technician



Inna Mae E. Estrella
College Library Technician



Mica Mae M. Balmores
JHS Library Technician



Juvy Ann Pengson
Elementary Library Technician



Shierly Avila
JHS Library Assistant



Mary Ann Sarita
Elementary Library Assistant



Jesselyn Canete
SHS Library Assistant



LIBRARY CONTACT INFO

Facebook Messenger



You can use the chat widget at the DYCI Library Page, or follow us at <https://www.facebook.com/dycilibrary.edu>

Email



You may send an email to library.services@dyci.edu.ph



Telephone

You can call us on this number.
(044) 692-5291 local 121

