



Philippine Normal University  
*The National Center for Teacher Education*  
COLLEGE OF TEACHER DEVELOPMENT  
FACULTY OF EDUCATION AND INFORMATION SCIENCES  
Taft Avenue, Manila

**2PRLIB 02**  
**A.Y. 2024 - 2025**  
**TERM 3**

**REFLECTION JOURNAL**  
**WEEK ONE**

Name: CHRISTIAN NOE BONGALBAL      Date Range: April 22-25, 2025  
Library: **ORTIGAS FOUNDATION LIBRARY**

**A. Meaningful Experiences: (8-10 Sentences)**

It has been a constant reminder to myself that I should hit the ground running the moment I entered the Ortigas Foundation Library. So, I made sure that even on our first two work-from-home days, I was productive and brought the same perseverance and capacity to the institution as I can perform in a face-to-face setting. Together with my co-interns, Sem and Iñigo, I was able to encode the previous work of former interns in terms of journal indices. Also, I have encoded and identified books and materials with the same title. I admit that it was tiring and challenging, as I was only faced with scanning their 21,000 volumes on my computer, but I was glad enough that I could handle it. But the highlight of this week is when we reported onsite, and we assisted with the book donation drive where OFL is generous enough for allowing me to bag all of the Geronimo Stilton Collection, which I am planning to donate to Paco Catholic School since I observed that the students there were fond of the adventure of an old, white mouse. Also, I finally experienced using the Library of Congress classification and subject heading manually since I have cataloged varieties of books, Filipiniana, and Sotheby Showcase books. We also learned one of their peculiar practices, which is their book covering without any use of tapes. It's very unique yet intriguing since we have to use a heat-powered sealer as if it's we are repacking salt and pepper in a sari-sari store.

**B. Lesson Learned and Challenges Faced: (8-10 Sentences)**

This has been a very funny and yet contrasting realization I had when this week arrived. As much as I love online classes and online learning, I loathe working from home. Especially that if the workload is bombarding at first glance, which in our case is the identification and re-encoding of multiple titles. I guess that if we had worked it onsite, it would not be as



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tiring and bombarding since there is interaction between my co-interns and me. Also, I found their practice of covering books challenging since, from the start of this internship program, I have been true to myself that I don't like covering. And now that OFL's is kind of unique and elevated, it's like I have faced my inner fear. But luckily, I managed to learn it and get used to it with the help of Miss Mildred, one of the conservators in OFL. Also, it's fascinating to re-shelve and reorganize the OFL collection, as it houses manuscripts and books from the 1500s. So I learned to adjust and handle the collections carefully. I have also realized that there are times the tasks given were inconsistent, so I have adjusted and managed to complete every assignment handed to us by our supervisors.

### **c. Best Practices and Best Features of the Library: (8-10 Sentences)**

Before visiting the library, I had heard from Iñigo that OFL sells souvenirs and books grounded in Philippine culture and history, and I was astounded to witness it on the shelf. I think that is a great practice I have observed, especially that the funds it accumulates are being used on prospects of the Ortigas Foundation Library, so whenever there is an event or symposium, it is well utilized. Speaking of events, the Ortigas Foundation Library makes sure that despite having limited space, they can still conduct certain projects such as film showings, seminars, and conferences. They have these "foldable" walls that they just manipulate to maximize their space. Their conservation room and them having conservators are very exquisite and unique, well technically they are a special library, but to be exposed to it in person is a great way to learn from it. Also, though I find it a bit challenging, their way of covering books is so distinct. We have to be precise with how we cut those plastics since minimal errors in measurement result in us repeating the same process, and it will require us more plastic and more time, and I appreciate the gravity of why their practice is so intricate—it is due to the nature of their material, having books that can be date back to 1500s.



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**REFLECTION JOURNAL**  
**WEEK TWO**

Name: Christian Noe Bongalbal  
Library: Ortigas Foundation Library

Date Range: April 28-May 03, 2025

**A. Meaningful Experiences: (8-10 Sentences)**

Honestly, I am so happy that we finally reported onsite, and I am gradually adjusting to the transport or travel time since I am from Parañaque. It is such a struggle to commute every day, but that's what makes my experience memorable since I also know how to travel alone. Also, my heart is so ecstatic since among the previous batches, we are the first to “grace” or to “enter” the conservation room. It was such an amazing experience since we saw every practice they do. I have seen them encapsulating extremely huge maps unlike the photographs I encapsulated at DLSU. But what intrigued me the most was their restoring paintings, and it was such an intricate practice as they carefully mix paints to truly achieve the exact color used. Also, this week, we began reclassifying and relabeling call numbers to ensure the collection keeps pace with its growing number. We ended the week by watching a film on Saturday, spearheaded by OFL, about the Children of War during the Battle of Manila. I had the chance to meet those survivors, and I couldn't help but cry.

**B. Lesson Learned: (8-10 Sentences)**

The heart of this week is that I have learned how different a special library is from other types of libraries, not just in a mere concept but in how it functions. For example, we have never faced any reference service or engagement with the users since we are more focused on the back-end process. Since the library follows a closed-shelf system, I managed to adjust and exert more effort into cataloging and reshelving. I also learned that conservation and restoration techniques are very intricate and it is not for everyone. It requires specific skills and sets of training to be able to perform such. Yes, I have background knowledge about it since we discussed it into previous classes, but to see the actual process, it's arduous. Also since we watched a film about the children of war during the battle of manila, I was able to value more the importance of libraries, especially Ortigas Foundation Library since, it is one of three reasons why records, particularly photographs and maps, were used to preserve the



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history and the life of the families of the personalities mentioned on the film. Thus, It boils down that libraries are not just a storage of books, it also gratify the principle of how libraries can be a beacon of cultural heritage and history.

### **c. Best Practices and Best Features of the Library: (8-10 Sentences)**

Among all of the libraries I have been to, only the Ortigas Foundation Library is located inside a mall. It's quite refreshing to me, and I find it a good practice since users may stroll around shops and boutiques after a long, tiring research in the library. Their souvenir shop is also a key feature. Also, even if their space is limited, OFLs are being used for booking of film screenings, workshops, and seminars, just like what we experienced last Saturday. These features were considered a source of funds for the OFL to ensure that their operations and endeavors are being funded. Also, since they do not require the books to be lent to the users, they have reprographic services that I think are beneficial to the users and to the library as well. This is a matter of fact that researchers still get a copy of the content of a specific material, and the OFL still preserves the materials and ensures their security, considering those that are considered old. On the side of our supervisors, Miss Bea and Miss Celia, they provide us feedback immediately after we perform or accomplish our task. I find it quite refreshing and satisfying since they gave us an idea on how well we are performing and what other things and skills we should improve as we continue our journey in their Library.



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**REFLECTION JOURNAL**  
**WEEK THREE**

Name: Christian Noe Bongalbal Date Range: May 05-10, 2025  
Library: Ortigas Foundation Library

**A. Meaningful Experiences: (8-10 Sentences)**

This week is a full blast of experience as I finally experienced a reference inquiry. It was such an achievement as I was the only one present at the time, and a call from the landline rang. At first, I was nervous, but when I answered the call, she was asking about a book about "Pugot", she doesn't know how to purchase it- As we continue our conversation, I gave her the number and contact person, which is MS. Jennifer, since it requires her to purchase the book from the souvenir shop. After that, she told me how grateful she was for assisting her. She even asked for my name. Also, this week, we already indexed journal articles, and OFI is the first institution where I was exposed to the actual indexing process. We continued the week covering and relabeling. Moreover, I am able to experience scanning books since I had to report last Saturday, May 10, since I asked for a half day last time.

**B. Lesson Learned: (8-10 Sentences)**

This week, I appreciated the process of indexing. I know to myself that it is my weakest spot, since I've never had any formal learning experience during our second year. But, I was able to gradually improve myself as Miss Celia is reminding us not to be scared when doing or encountering it. Also, I realized how important reference service/assistance can be in responding to the request of the patron. The satisfaction I felt when I was able to assist and help her as she purchased the book is the highlight that accentuates my whole experience this week. I am hoping for more reference tasks in the future. As the week progresses, I am now loving covering books, but we had a heart-to-heart talk with Sir Mar. He gave such remarks that piqued our interest in the conservation and restoration practices of the library. He was able to recognize how different problems required appropriate solutions, and not all solutions can be used for all problems.

**c. Best Practices and Best Features of the Library: (8-10 Sentences)**



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What I found special in OFL is how they treat us interns. Miss Bea and Miss Celia allowed us to be independent and gave us autonomy, giving us the impression that we are now professionals, but they still guide us. Making sure that that we must learn effectively. Like what Miss Celia did when we started indexing- she handed us a copy of what an index looks like and proceeded with the required guidelines and template- from that, we were able to do it on our own and accomplished the task. I may have said it multiple times, but their conservation and restoration practices are top-notch. Not all special libraries have that, as Sir Mar highlighted how their conservators dedicate and handle various techniques, such as deacidification, restoration of photographs, maps, and paintings. I also learned that it is part of their services, and they make sure that the conservators are thoroughly expert in their field. Like Sir Loreto, he is the head of the conservation team, and he is a chemical engineer. When I knew that, I remembered what Sir Carlo mentioned that chemists and chemical engineers can be beneficial in the conservation and restoration process, as they deal with various chemicals to combat any forms of threat they encounter in the library.

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### REFLECTION JOURNAL WEEK FOUR

Name: Christian Noe D. Bongalbal  
Library: Ortigas Foundation Library

Date Range: May 12-15, 2025

#### **A. Meaningful Experiences: (8-10 Sentences)**

To be honest, I was so sad when this week started due to reason that we are now in our final week in OFL. I spent my remaining days enjoying the shelving and relabeling of call numbers because I knew that I would miss these. In fact, during hours when I finish a task and I do not want to stay or wait for anything, I relabel and recover books. I have a funny story sa I was left alone in the library, and I was recording myself, then the lights turned off. I thought there was some entity playing with me that sent shivers down my spine. Luckily, it was just Kuya JM. Additionally, I will truly cherish the moment when they gave us a send-off party. We realized how much impact we have had on their institution as their words of gratitude, wisdom, and encouragement touched our hearts. And as we leave, we made sure that we will leave something that they will be reminded of us three. We initiated to development of shelf locators in the collection room to ensure easier retrieval and access.

#### **B. Lesson Learned: (8-10 Sentences)**

Honesty, I was still recovering from sadness due to the results of the election last Monday and our upcoming goodbyes with OFL as we approach our last week. My separation anxiety made me feel in the Doldrums. But luckily, I can rewire myself, so that instead of being blue, I made my last week memorable and fun. I continued reshelving and covering books. It made me realize that, yes, it is true that you get to love the things you hate at first as long as you keep doing it. So, I learn to appreciate everything and every little job in OFL. Yes, it may be repetitive, but it grew on me. It felt like any covering of books or reshelving I will encounter in the future will be less challenging for me.

#### **c. Best Practices and Best Features of the Library: (8-10 Sentences)**



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This week, I appreciated how OFL allowed us to take the lead on our last project, as we are set to leave this week. We decided to finish the shelves, including the covering of books and relabeling of call numbers. We also created shelf locators for the collection. From that alone, their practice of letting the interns establish their project is a great ground for proving that we both learn from each other.

I appreciated OFL's practice of the send-off party. It is not about the food or the gifts they gave us. Rather, it is about the gratitude that we have for each other—the contributions of both parties: them as an institution, and us as interns, on each development. Their feedback and words truly ignited our fire to continue striving for life.





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**Documentations for Special Libraries**  
**(PHOTOS)**

