



Philippine Normal University
The National Center for Teacher Education
COLLEGE OF TEACHER DEVELOPMENT

FACULTY OF EDUCATION AND INFORMATION SCIENCES

Taft Avenue, Manila

2PRLIB 01
A.Y. 2023 – 2024
TERM 2

REFLECTION JOURNAL
WEEK ONE (DLSU)

Name: BONGALBAL, CHRISTIAN NOE D. Date Range: FEB 17 - FEB 21
Library: DLSU LIBRARIES

A. Meaningful Experiences: (8-10 Sentences)

As one of the premier universities in the country, I felt so much pressure to be part of the lucky 5 interns trusted by the Philippine Normal University. That is why I made sure that I gave my best, starting this week, and I felt so fulfilled after doing multiple library tasks. I was assigned to the Access Resource Management section of the library for four days, where I was able to familiarize myself with their collection development and how acquisition matters. I had the help of Sir Kelvin, Sir Robert, who is the former president of PNU LISAA, Miss Kate, and Sir Kevin. I was introduced to their "Suggest a Purchase Form," and I encoded and identified over 400 materials donated for the acquisition process. On that same schedule, I was able to learn their cataloging practice and understand their in-house policy. With the help of Miss Jojie and Miss Roselle, I cataloged the special collection and encoded it in their system, which is the ExLibris. I also managed to experience using the Library of Congress Class Web, which is so expensive, and be reminded of the different types of cataloging I did, such as "for other edition (FOE)", "addition to shelf list (ASL)". Then, on my last day of this week, I was assigned to one of the sections in Learning and Resource Engagement, the Filipiniana Section, in which I first experienced assisting the students in the reservation rooms and answering reference queries. I also did some referencing and citation with assistance from Sir Bob and reshelving from Sir Joel.

B. Lesson Learned: (8-10 Sentences)

Based on what I experienced, I can proudly say that I have learned a lot, considering that it's just my first week here. First, it has solidified in my mind the importance of a "collection development policy" as it acts as the backbone for future collection and management of the library. It is also essential to have an exclusive in-house policy for the processes of your institution as it provides smoother execution of the tasks and easier transfer of information whenever there are changes or new staff. Also, my knowledge about Cataloging and Classification was refreshed by Miss Roselle, especially when it deals with multiple variations



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of collections and under literary works. However, I also experienced a challenge this week in which a student misunderstood my response to her question, which led to minor inconveniences with the parties involved. I told her to not continue going to the Archives section of the library since it is restricted and has zero-usage for students, but, despite how clear my response was, she still went there. From that incident, I was able to grasp that as librarians, there are instances that are out of our control, and you should not let yourself succumb to stress and fear of failure. As per Miss Beth, it was part of the job, and it is normal.

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

I am in so much awe seeing how great De La Salle University Libraries are. At first, I was kind of scared since, unlike in Paco Catholic School, where we are all grouped, here at DLSU, we were assigned different sections individually, which I think was a pre-practice for the actual profession. Also, I consider their "Suggest a Purchase" form one of their practices as it can help the librarians assess and evaluate what material shall be procured next based on what the faculty deems essential for academic endeavors or what the students gravitate towards. Their integrated library system, which is the ALMA Ex Libris, is top-notch. I was able to somehow explore it and as someone who has not yet been exposed to that kind of ILS, it is overwhelming at some point as it has all of the modules discussed by Prof. Carlo and other professors, except an indexing module, making their library process efficient, particularly when I did the cataloging exercise I had. Miss Jojie and Miss Roselle made sure that I can learn the tools for easier cataloging, including the Cataloging calculator and the Library of Congress Class Web, which is a website to look for appropriate call numbers, authority control, and subject headings. Also, the way that librarians are not limited to the section they belong to is commendable. An example of this was Ms. Beth—she was assigned to the Periodicals Section, but she makes sure that she knows the processes of all of the sections in the Learning and Resource Engagement. Furthermore, I can see the "Bibliotheca" self check-in and check-out machine in the flesh, which develops students' self-reliance and independence when borrowing/returning books. During my time in the Filipiniana section, I was able to assist a student in how she could utilize the device.



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REFLECTION JOURNAL
WEEK TWO (DLSU)

Name: BONGALBAL, CHRISTIAN NOE D. Date Range: FEB 24 TO FEB 28
Library: DLSU LIBRARIES

A. Meaningful Experiences: (8-10 Sentences)

This week, I spent my duty continuing in the Learning Resource Engagement Section, previously known as Reader's Services. There, I was immersed in actual reference service. I was introduced to LORA, the Library Online Reference Assistance. Also, with the assistance of Sir Albert, I witnessed and experienced their "Book-Shoot". This program is their twist or kind of amalgamation of interlibrary loan (ILL) and book drops, where we checked the Agno, North, and South gates checking if a book has been returned. I also enjoyed interacting with the students during their confirmation of reservation rooms. Sir Albert also helped us in managing their vertical files. Sir Ross introduced me to their way of answering emails. I also enjoyed reshelving in the circulation area since they have massive collections—as in massive! Miss May also taught me how the library Request Form, LORA, Analytics of usage happens. I am also the only one among the five of us interns who has experienced their LIndex or Literature Index, a current project by Sir Bob to ensure that there is an index record of all Filipiniana Literature. However, what makes me so proud of myself is when I assisted a group of three foreign graduate students with their way of reserving a discussion room.

B. Lesson Learned: (8-10 Sentences)

Despite the short time I spent on LRE, it was enough for me to learn a lot from the librarians and staff about reference and readers services—tantamount to what librarians are all about. I learned from them to not remain stagnant and to not resist change as it is a step for continuous improvement. I also valued their words as they emphasized knowing the tasks and responsibilities of their coworkers as they may get assigned to their position once the rotation happens. The values and principles I have acquired this week transcend beyond librarianship as well. Ms. May, whom I thought was a strict librarian, happened to be the most thoughtful, genuine, and giving person. I learned from here that no matter how hard the work is, you should treat everyone with respect, especially the staff. She emphasized



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that there should be a balance between your work and personal life as too much meddling on one aspect can affect our overall being. But throughout our heartfelt conversations, what piqued me the most was her words that resonated that in any profession, work shall be our utmost priority, seconded by companionship, and to always make sure that the passion for librarianship must always burn—to serve the people—to equal information access.

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

As much as all of us interns wanted to experience indexing and abstracting, the DLSU libraries do not support it yet as their system is not yet done in modifying the modules due to a migration error that occurred before. But I was fortunate enough to know one of their current indexing practice, the LIndex, which aims to index all Filipiniana literature. One of the best practices we also observe is their rotation, making sure that they all experience every facet and every aspect of the profession and ensuring that they do not remain in just one area. The way they utilize their Google Workspace particularly in delegating tasks in emails, carefully assigning librarians on who will answer the emails, the LORA. Speaking of LORA, it is one of their best feature, and when I say that it is great, it is just an understatement as it is a real-time conversation between the librarians and the patrons. Also, Ms. May mentioned that one of their practices is proper documentation of emails and records as proof of the basis of acquisition or any loss/damaged materials. Among all of this, librarians here encourage the self-reliance of the students as they let the students book their discussion room reservation and self-check in and check-out. I, myself, have been so comfortable here as I feel seen, welcomed, and celebrated as I found myself interacting with a lot of LGBTQIA+ librarians and staff, making them truly diverse and inclusive despite them being a Christian school.



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REFLECTION JOURNAL
WEEK THREE (DLSU)

Name: BONGALBAL, CHRISTIAN NOE D. Date Range: MAR 03 TO MAR 07
Library: DLSU LIBRARIES

A. Meaningful Experiences: (8-10 Sentences)

This week has been the most tiring week since it required more physical tasks and adroitness. But I did enjoy it as I had the opportunity to explore the Digital Scholarship Initiatives, the Archives, and the American Corner Manila of the institution. During my first two days in the DSI, formerly known as the Multimedia section, I will not forget how challenging it is to re-check and re-evaluate the CD collection, which is so massive. I needed to crouch to pull out those that are deemed for discarding, which made Sir Alfred and Sir Yong give me a break. I also had the opportunity to assess the previous theses and dissertations of graduate students on the disk form. However, when I checked it on a DVD writer, only one disk was readable. On top of all of this, I am so happy that I have experienced performing an encapsulation with Miss Christine, Sir Louie, Miss Ana, Miss Gianina and Miss Vivian's assistance. Like I said, it was so tiring as it needed a sufficient amount of dexterity to cut a very huge mylar sheet, which unfortunately, I cut my finger in the process. I also did a correspondence of letters of DLSU's former brother-president, Andrew Gonzalez. I also loved encoding the previous records of alumni, which is under records management. Lastly, the one I enjoyed the most was the American Corner with Miss Roana, where I had the opportunity to reshelve their American collection, be a member of American Spaces Manila, take up online courses, and see how American Spaces Manila functions as a whole.



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B. Lesson Learned: (8-10 Sentences)

As I continued my internship here, I was constantly reminded how multi-faceted the profession is. It called out to me how we tend to perform jobs that others are not aware of, like cutting mylar sheets or even hosting an online event. All of these are just minor details of what librarians are all about. Furthermore, as I was assigned to the archives section, I suddenly remembered our previous discussions on how important archives are in preserving the culture and institutional history of an organization. The correspondence we did and the vast archival documents of DLSU libraries are proof of that fact. However, Sir Louie made me realize that others may have thought of an archive as just a stock room, which is not, because he mentioned that there are materials there that should not be archival-worthy at all. When that case occurred, there came their criticism and evaluation. Also, Miss Roana mentioned that future librarians must be skilled in multiple ways. They should not only be knowledgeable on cataloging, indexing, or the technical aspects of the profession, but they should also know how to talk to other organizations, build networks and linkages, and host events. She even emphasized that librarians must be quick with resolving problems as failure to do so may affect the whole process, crucially if it's a major event.

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

One of the notable features or practices of the library I have discovered this week is how they still have an entire collection of films, documentaries, and movies. They also have various multi-media devices available in DSI that are allowed for check-in and check-out. Sir Alfred introduced me to those when I did my exercises there. Also, in the archives section, I appreciated how they have certain rooms or shelves per donations or provenance, which is important in respecting and preserving the structure, content, and context of the material. The way they also allowed the interns to experience the encapsulation is also one of the best practices they have as they allow first-hand experience for us to absorb and familiarize. The American Corner, which is under the American Spaces here in the Philippines, is my highlight this week as the DLSU Libraries are the only academic library in Metro Manila that provides its services. It is also accessible to everyone, however, they must follow the procedure by starting with going to the American Corner in DLSU. Also, I had the opportunity to glimpse how DLSU recognizes and values the time and effort everyone exerts for renovation, as Miss Roana discussed the current progress and plans of the ongoing reconstruction of the American Corner, from the budget to the contract signing, interior planning, and actual construction.



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REFLECTION JOURNAL
WEEK FOUR (DLSU)

Name: BONGALBAL, CHRISTIAN NOE D. Date Range: MAR 10 TO MAR 11
Library: DLSU LIBRARIES

A. Meaningful Experiences: (8-10 Sentences)

My last week in DLSU Libraries was on the Special Collections. There, I was mentored and evaluated by Miss Minette. I had the opportunity to explore their almost sixty (60) special collections, from the Brother-Presidents to Deans, Sponsors, and prominent people like Bonifacio P. Sibayan, one of the former presidents of my alma mater, Philippine Normal University. I was able to encode special collections under the European Documentation Center and these range from journals, research, and documents. Also, with my time here in DLSU, this was the only week that I faced my inner fear—book covering. I'm genuinely grateful to Sir Jansen for allowing me to conquer that. Kidding aside, I enjoyed it to the point that I do not want to stop. But what I loved doing this week is when I had encoding and describing memorabilia of former brother-president, Bro. Raymundo B. Suplido. I had to wear gloves for protection, especially since those are rare materials ranging from certificates, plaques, teapots, to an authentic cross from Jerusalem with four relics said to be produced in Jerusalem.

B. Lesson Learned: (8-10 Sentences)

I have learned that even though, as much as DLSU Libraries have curated more-or-less 60 collections of special materials, not all of them are special collection-worthy. This is for a reason that some are just textbooks used or collected by a certain dean or professor and then donated to the library, which the libraries used to just accept. Also, Miss Juvy, one of the library staff assigned to the special collections, highlighted the importance of "the contract" or the "deed of gift or donation," as it must be more favorable to the institution, not the donor. She emphasized it over and over again as previous contracts favor the donor, and a case happened where someone pulled out the collection, leaving the DLSU Libraries nothing. I also learned from her that materials that are being donated shall not be tagged as "special collections" not until evaluated carefully by the administration as it can lead to



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space limitations, especially if the donor wanted their collection to be housed separately, and also undocumented materials, which what we did during our duty there. Nevertheless, I learned a lot in this area, especially with Miss Minette as she told us that we must be ready with everything and as special collection librarian, we must have the ability to deal with the donors, their requests, and the evaluation of the materials.

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

Up until this week, the DLSU Libraries still surprise me with their practices, particularly with the special collections section. First, their whole special collections are not only available on the 14th floor of the Henry Sy Building. It is also available on the 7th Floor (Reference Section), 9th Floor Mezannine (Periodicals Section), 10th Floor (Filipiniana Section), 10F Mezannine, and 12th Floor (Archives). Also, I liked how the materials are either for room use only, commonly for books and manuscripts, to prevent any loss or misplaced materials. Or “viewing only,” particularly those who are classified a artifacts, memorabilia, relics, and clothes. Their practice of having a contract or “deed of gift” ensures that the donor and the DLSU libraries have an agreement on the housing, management, and description of the materials. Despite them being room-use only, librarians also established security by implementing a “closed-shelf” system, allowing the librarians to only access or retrieve the material from a certain collection. Also, like the PNU, their practice of book covering is efficient and effective as it only acts as a “book jacket” and induces less damage to the book, considering their rarity and value.



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DE LA SALLE UNIVERSITY LIBRARIES

Documentations for Academic and School Libraries
(PHOTOS)

