

FREQUENTLY ASKED QUESTIONS

- **How will I know that the library has the journal I want?**

Select an online database from the library's Journal Article webpage. Then click on Publications. From

- **How can I borrow books from the library?**

You can refer to this [quick guide](#) . For off-campus students, it is quite unsafe for the

- **How can I get the full text of journal citation I got from online database?**

You may check other [print holdings](#) for the full text of your journal, then ask for database assistance

- **Can alumni use library resources and facilities?**

Alumni has the privilege of using the library registered student body, any staff, however, borrowing of

- **How can I fix the missing icons and words in the OPAC?**

Make sure that your web browser's language is setup to English. You can change the language by going

- **How many copies of my project/thesis/ dissertation do I need to submit to the library?**

You may check other [print holdings](#) for the [Research Works](#) journal, then ask for database assistance

Submission Requirements

Project

1 Print copy + e-copy

Thesis

3 Print copies + e-copy

Dissertation / DMin Project

3 Print copies + e-copy