



UP Center for Ethnomusicology

University of the Philippines

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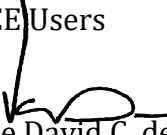
upethno.upd@up.edu.ph
upethno_archive.upd@up.edu.ph

<https://upethnom.com>

[fb.com/upethno](https://www.facebook.com/upethno)
twitter.com/upethno

15 March 2022

To: All UPCE Users

From:  LaVerne David C. de la Peña, PhD
Director

In view of the lowered restrictions in NCR from IATF Level 1 and in reference to Memo No. FRN 22-044, the UP Center for Ethnomusicology will adapt the following:

1. Library and Archive services in the UPCE Reading Room will be available from 9 AM to 4 PM, strictly by appointment;
2. Instruments have to be requested via email 3 working days prior to lending;
3. Only fully-vaccinated clients will be allowed entry into the UPCE Reading Room. Please bring your vaccination card;
4. Library and Archive users are encouraged to bring their own gadgets (laptop, tablet, smartphone, etc.) to access digital materials;
5. All requests for materials have to be sent to upethno_archive.upd@up.edu.ph;
6. For a complete list of available services, attached is a copy of the UPCE Citizen's Charter.

Minimum standard health protocols will be observed at all times.

For your guidance and implementation.



**UNIVERSITY OF THE PHILIPPINES
CENTER FOR ETHNOMUSICOLOGY
CITIZEN'S CHARTER
2020 EDITION**

Diliman, Quezon City

The UP Center for Ethnomusicology Citizen's Charter is in compliance with the 2018 Republic Act 11032, An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485 Otherwise Known as the Anti-Red Tape Act of 2007.

The UPCE Citizen's Charter is based on the initial list of services found in the 2010 User Access Policy. This was drafted during the term of UPCE Executive Director Ramon P. Santos, PhD, by Dayang Magdalena Nirvana T. Yraola in consultation with Atty. Vyva Victoria M. Aguirre, then Dean of the UP Diliman Institute of Library and Information Science (ILIS) and Elvira B. Lapuz, professor of ILIS.

Under the term of UPCE Director LaVerne David C. de la Peña, PhD, the UPCE Focal Person, Roan May DG. Opiso, revised the 2010 User Access Policy to be aligned with the requirements of the Citizen's Charter. With the guidance of the Resources Planning and Research Division (RPRD) of the UP Diliman Human Resource Development Office, the draft was first submitted in 2019. This current iteration was revised in 2020 are a response to the guidelines from the Covid-19 Inter-Agency Task Force (IATF) and the university.



University of the Philippines

Diliman

Mandate:

Through the Republic Act 9500, otherwise known as “the University of the Philippines Charter of 2008”, an act strengthening the University of the Philippines as a national university, a public and secular institution of higher learning and a community of scholars dedicated to the research for truth and knowledge as well as the development of future leaders. Mandated to perform its unique and distinctive leadership in higher education and development.”

The University of the Philippines shall:

Lead in setting academic standards and initiating innovations in teaching, research and faculty development in philosophy, the arts and humanities, the social sciences, engineering, natural sciences, mathematics and technology; and maintain centers of excellences in such discipline and professions;

Serve as a graduate university by providing advanced studies and specialization for scholars, scientists, writers, artists and professionals, especially those who serve on the faculty of state and private colleges and universities;

Serve as a research university in various fields of expertise and specialization by conducting basic and applied research and development, and promoting research in various colleges and universities, and contributing to the dissemination and application of knowledge;

Lead as a public service university by providing various forms of community, public and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence;

Protect and promote the professional and economic rights and welfare of its academic and non-academic personnel;

Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions and practice through academic and non-academic programs, including sports and the enhancement of nationalism and national identity;

Serve as a regional and global university in cooperation with international and scientific union networks of universities, scholarly and professional associations in the Asia Pacific Region and round the world; and

Provide democratic governance in the university based on collegiality representation, accountability, transparency and active participation of its constituents and promote the holding of fora for students, faculty and research, extension and professional staff (reps), administrative staff and alumni to discuss non-academic issues affecting the University.

Vision:

A great university, taking a leadership role in the development of a globally competitive Philippines.

Driven by:

Academic excellence and operational excellence;

Strong research and creative capability, supported by an expanded graduate program and geared to addressing the country's problems;

Excellent faculty and staff working in an environment conducive to outstanding performance and high productivity;

The best and brightest students from across the country prepared for successful careers and responsive citizenship;

Strong support from the alumni and other stakeholders;

High visibility and effective public service;

Modernized physical facilities and technological infrastructure for teaching, research and administration; and

Financial sustainability achieved by resource generation and administrative efficiency, while preserving its public character.

Mission:

Academic Freedom

UP has the right and responsibility to exercise academic freedom.

Academic Excellence

UP has the responsibility to maintain and enhance its high academic standards in the performance of its functions of instruction, research and extension, and public service.

Commitment to National Development

UP shall harness the expertise of the members of its community and other individuals to regularly study the state of the nation in relation to its quest for national development in the primary areas of politics and economics, among others.

UP shall identify key concerns, conduct research and formulate responsive policies regarding these concerns, give advice and recommendations to the President of the Philippines, Congress, the Supreme Court, the lower courts, other government agencies and instrumentalities.

Social Responsibility

UP is committed to serve the Filipino nation and humanity, and relate its activities to the needs of the Filipino people and their aspirations for social progress and transformation, and provide venues for student volunteerism.

Democratic Access

UP shall take affirmative steps, which may take the form of an alternative and equitable admissions process to enhance the access of disadvantaged students.

Sports

UP shall undertake and support comprehensive sports programs that promote physical education, uphold excellence and encourage competitive participation in sports activities, instill school identity and solidarity, cultivate pride, self-discipline and teamwork.

Institutional and Fiscal Autonomy

UP has the right to be treated in a manner consistent with its institutional requirements as the national university by the service-wide agencies in the exercise of their respective jurisdiction.

Taking into account national goals and priorities, UP shall exclusively determine its teaching, research and extension thrusts, plans, policies, programs and standards, and on the basis of such determination, shall recommend its annual budget to the President of the Republic of the Philippines and Congress.

Service Pledge:

Honor, excellence and democratic governance guided in decision-making: collegiality, representation, accountability, transparency, and active participation of the university's constituents.

Accessibility and responsiveness, breaking down bureaucratic walls and ensuring an administration accessible and responsive to its stakeholders.

Innovativeness and creativity in making decisions, not bounded by traditional solutions. Up shall be prepared to pursue innovative approaches in solving the problems and issues that confront the university.

One university, guided by the spirit of oneness: common standards of excellence, harmonized systems, common and shared services across constituent universities, yet decentralized decision-making and execution.

All applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break shall be attended to.



UNIVERSITY OF THE PHILIPPINES

CENTER FOR ETHNOMUSICOLOGY

Mandate:

A special ethnomusicological collection consisting of 2,500 hours of tapes of Philippine and Asian music, field notes, music notation, song texts; more than 2,000 books and journals, and a hundred music instruments have been gathered since 1952 by the late Dr. Jose M. Maceda, National Artist for Music.

In its 1039th meeting on 14 March 1991, the University of the Philippines Board of Regents approved the establishment of the U.P. Ethnomusicological Archives with these purposes: a) to preserve the integrity of the special ethnomusicological collection, setting it apart from other library holdings of the College of Music (which has been the case since the 1950's); and b) to create in the University a center for ethnomusicological research of the musics of the Philippines and the world, where scholars can meet and convene, and do research.

In its 1056th meeting on 17 December 1992, the Board of Regents recognized Dr. Maceda's own original work and his authorship of the collection created as a result of his research.

In its 1110th meeting on 26 June 1997, the Board of Regents approved the organization, transformation and upgrading of the U.P. Ethnomusicological Archives into a Center for Ethnomusicology, attached to the Office of the Chancellor, U.P. Diliman, with the following functions: a) to develop, organize, manage, and conduct music research with focus on the development of new theories of music composition, distribution of music instruments, and recognition of fundamentals binding the musics of Asia and the relationship of languages to music structure; to serve as source of teaching and research materials and to house all musical instruments; to publish and openly disseminate research of the Center; to conduct dialogues, trainings, conferences, and other for a related to its primary functions; and to obtain and manage funds contributed by public and private persons and entities.

In its 1336th meeting on 1 August 2018, the Board of Regents approved the transfer of the Center for Ethnomusicology from the Office of the Chancellor to the Office of the Vice Chancellor for Research and Development as part of the rationalization of UP Diliman's organization structure.

Today, the University of the Philippines Center for Ethnomusicology (UPCE) is a music research center comprised of a library, archive, instrumentarium, and audio conservation laboratory. The Center currently houses collections from National Artists for Music Jose Maceda (1917-2004), Felipe de Leon (1912-1992), and Ramon P. Santos. Included also are rare and culturally-significant items from Marialita Tamano-Yraola (1944-2018), F. Landa Jocano (1930 –2013), Elena Rivera Mirano, Felicidad Prudente, Fekke de Jager, and the Center for West Visayan Studies. The wide range of materials in the Center encompass sounds, books and other monographs, periodicals, fieldnotes, photographs and transparencies, musical instruments, music scores, maps, blueprints, performance paraphernalia, vintage recording equipment, and other various items of cultural heritage on the musics and musical traditions collected from the Philippines and Asia, and some parts of Africa and South America. In particular, the Jose Maceda Collection was inscribed into the UNESCO Memory of the World Registry in recognition of its valuable international documentary heritage.

Recognized in 2018 by the National Research Council of the Philippines (NRCP) in the Outstanding Institution Awards, the UPCE aims to maintain its place among the leading research institutions in Southeast Asia, harnessing the interdisciplinary perspectives of academic scholarship, pedagogy, artistic production and other fields in the study of music and sound.

Vision:

The UPCE will serve as a leading research institution in the country, perpetuating and harnessing its ethnomusicological collections and generating musical and music-related knowledge and materials from an interdisciplinary perspective for academic study, pedagogy, artistic production and other applications.

Mission:

The UP Center for Ethnomusicology shall:

- Complete, organize, preserve, and make accessible a representative ethnomusicological survey of the Philippines
- Provide primary information on the musical traditions in the Philippines to Filipinos as well as the international community of scholars;
- Encourage local and international scholars and artists to utilize the collection in advancing knowledge of musical cultures in the Philippines vis-à-vis the larger Southeast Asian community through comparative studies and exchanges; and,
- Search for new theories of music and contemporary musical expressions through the studies of the materials in the collection

Service Pledge:

HONOR and EXCELLENCE will be espoused by all personnel of the UP Center for Ethnomusicology (UPCE) in the conduct of its operations.

The UPCE firmly commits to serving its primary clients and stakeholders – the people whose voices are recorded and represented in the archival collections, with utmost RESPECT in the PRESERVATION, TRANSMISSION and REPRESENTATION of cultures. Strict adherence to policies, relevant laws, and cultural traditions will be prioritized in pursuing solutions which will ensure a balance between providing access and safeguarding the UPCE collection from misuse, misrepresentation, and general disrespect of culture.

The UPCE will strive to maintain ACCURACY, TIMELINESS, and TRANSPARENCY in providing information to its Library, Archive, and Instrumentarium clients; serving with RESPECT, DIGNITY, and INTEGRITY in responding to information needs. The UPCE will ensure FAIRNESS and EQUALITY in the level of service provided to all clients regardless of sex, gender, age, religion, and political inclination.

The UPCE does not accept any GIFTS or BENEFITS that might be seen to prejudice our position or lead to conflicts of interest. The UPCE is prepared to exercise HONESTY and ACCOUNTABILITY for any action undertaken in the line of duty.

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**Office of the Vice Chancellor for
Research and Development
UP Center for Ethnomusicology**

External Services

1. Online access to iLib and UPCE Collections Portal

Request for equipment to access iLib, UPCE Collections Portal inside the UPCE Library

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Citizen; Government to Government; Government to Business			
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP Alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (students) or UP Alumni Card (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Filipino Non-UP Clients				
Valid government ID, school ID, or company ID with client's photograph and signature) (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and request for equipment for accessing iLib and UPCE Collections Portal at the UPCE Library personnel (for use only inside the UPCE during service hours)	<ol style="list-style-type: none"> 1.1 Receive request 1.2 Prepare UPCE computer for client use; assist client whenever necessary 	None	15 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	15 Minutes	

2. UPCE Registration

Registration for entry and access to the UPCE library, archives, and instrumentarium (valid for one calendar year upon completion of registration)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Citizen; Government to Government; Government to Business			
Who may avail:	<ol style="list-style-type: none"> UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (students) or UP Alumni Card (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Accomplished UPCE Registration form endorsed by the client's Dean, Head of Unit, or Librarian (1 original copy)		UP Center for Ethnomusicology Library or (download at the UP Center for Ethnomusicology website)		
For archive clients, description of proposed work/study (1 original copy)		Requesting Party		
Filipino Non-UP Clients				
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Accomplished UPCE Registration form endorsed by the client's Dean, Head of Unit, or Librarian (1 original copy)		UP Center for Ethnomusicology Library or (download at the UP Center for Ethnomusicology website)		
For archive clients, description of proposed work/study (1 original copy)		Requesting Party		
Foreign				
Valid IDs (passport and ID from their affiliated institution); (original copy)		Respective government institution issuing passport, and their affiliated institution		
Accomplished UPCE Registration form endorsed by the client's respective Dean, Head of Unit, or Librarian (1 original copy)		UP Center for Ethnomusicology Library or (download at the UP Center for Ethnomusicology website)		
For archive clients, description of proposed work/study (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit	1.1 Receive accomplished	None	5 Minutes	<i>Library Personnel</i>

requirements to the UPCE Library Personnel in person or through email	UPCE Registration form with complete attachments 1.2 Present details of payment and instructions, and directions to the UP Cashier's office			UPCE
2. Pay corresponding fee at UP Cashier	2. Wait for client step	Registration fee - <i>UP:</i> PHP 50.00 <i>Filipino non-UP:</i> PHP 150.00 <i>Foreign:</i> PHP 500.00	1 Day (paused-clock)	<i>UP Cash Office</i>
3. Present receipt as Official Receipt to UPCE	3. Input Registration of client in the database	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Registration fee - <i>UP:</i> PHP 50.00 <i>Filipino non-UP:</i> PHP 150.00 <i>Foreign:</i> PHP 500.00	1 Day and 10 minutes	

3. UPCE Tour

Request for and participation in guided UPCE library, instrumentarium, and/or archive tour

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Simple
Type of Transaction:	Government to Citizen; Government to Government; Government to Business
Who may avail:	1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,

	3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni Card (alumni) (Valid ID of group head if group tour) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Valid UPCE Registration (Registration of group head if group tour)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original copy)		Requesting Party		
Filipino Non-UP				
Valid government ID school ID, or company ID with client's photo and signature (Valid ID of group head if group tour) (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration (Registration of group head if group tour);		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original copy)		Requesting Party		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (Valid ID of group head if group tour) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration (Registration of group head if group tour)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Check availability of venue and staff in the UPCE Calendar 1.3 Secure approval of UPCE Director 1.4 Schedule venue	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	and tour in UPCE calendar for the information of all UPCE 1.5 Inform client of approved/ denied request and schedule			
2. Arrive at least 15 minutes before schedule	2. Arrange participants into smaller groups (for large number of participants) and perform tour	None	15 Minutes (per group)	<i>Library Personnel</i> UPCE
TOTAL:		None	2 Days and 20 Minutes	

4. Library materials for room use or for presentation within the UP College of Music

Borrowing and use of library materials for use inside the UPCE Library or for one-time presentations within the UP College of Music only

Office or Division:	UP Center for Ethnomusicology (UPCE)	
Classification:	Simple	
Type of Transaction:	Government to Citizen; Government to Government; Government to Business	
Who may avail:	<ol style="list-style-type: none"> UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
UP Clients		
Valid UP ID (student) or UP Alumni ID (alumni); (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE Library Call Slip (1 original copy)	UP Center for Ethnomusicology Library	
Filipino Non-UP		
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation	
Valid UPCE Registration;	UP Center for Ethnomusicology Library	
Accomplished UPCE Library Call Slip (1 original copy)		
Foreign		
Valid IDs (passport and ID from	Respective government institution issuing passport, and their	

their affiliated institution) (original copy)	affiliated institution			
Valid UPCE Registration	UP Center for Ethnomusicology Library			
Accomplished UPCE Library Call Slip (1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Prepare materials and provide to client	None	5 Minutes 5 Minutes/title	<i>Library Personnel</i> UPCE
2. Pick-up library material/s in person; leave Valid ID with Library personnel as collateral	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	20 Minutes	

5. Library materials for extended use

Request for borrowing of library materials for overnight or extended use outside the UP College of Music. This service is limited to a maximum duration of one (1) month per material, renewable every month. Materials available for borrowing are subject to their physical condition and availability. Maximum of 3 materials at a time. General reference materials, theses and dissertations, and rare books are excluded from this service.

Office or Division:	UP Center for Ethnomusicology (UPCE)
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Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	1. UP students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) (original copy);		UP Office of the University Registrar		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Accomplished UPCE Library Call Slip (1 original copy)				
Request letter addressed to the UPCE Director endorsed by their Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director 1.3 Inform client of approved/denied request and schedule 1.4 Prepare materials and provide to client	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE
2. Pick-up library material/s in person; leave Valid ID with library personnel as collateral	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	1 Day and 15 Minutes	

6. Reproduction of Library materials

Reproduction of library materials. This service is subject to the terms outlined in Sec. 185 of Republic Act No. 8293 as well as the Revised UP Intellectual Property Policy (2011)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Citizen; Government to Government; Government to Business			
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Accomplished UPCE Library Call Slip		UP Center for Ethnomusicology Library		
Filipino Non-UP				
Valid government or school ID; or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration;		UP Center for Ethnomusicology Library		
Accomplished UPCE Library Call Slip (1 original copy)				
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Accomplished UPCE Library Call Slip (1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	<ol style="list-style-type: none"> 1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Prepare materials 	None	<p>5 Minutes</p> <p>5 Minutes/title</p>	<i>Library Personnel</i> UPCE

2. Pick-up library material/s in person; leave Valid ID with library personnel as collateral	2. Redirect client to the printing/copying services (non-UPCE entity)	None	5 Minutes	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	20 Minutes	

7. Reference and bibliographic services

Request for reference and bibliographic services

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Citizen; Government to Government; Government to Business			
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal appearance or eMail correspondence		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit inquiry to the UPCE Library Personnel in person or through email	<ol style="list-style-type: none"> 1.1 Receive request 1.2 Prepare references and bibliographic sources 	None	5 Minutes 5 Minutes/title	<i>Library Personnel</i> UPCE
2. Receive required information	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	15 Minutes	

8. Library spaces and facilities within service hours

Use of library spaces and facilities for personal study, group work, and small group discussions within service hours

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Citizen; Government to Government; Government to Business			
Who may avail:	<ol style="list-style-type: none"> UP students and UP alumni Filipino non-UP students, faculty, alumni, and personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, alumni, and personnel, researchers, cultural workers, and artists; 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Filipino Non-UP Clients				
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID to the UPCE Library Personnel	1. Remind client of basic space use policies when necessary	None	2 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	2 Minutes	

9. Library spaces and facilities for use beyond service hours

Request for use of library spaces and facilities beyond service hours (subject to availability of space, facilities, personnel, and UP College of Music building regulations)

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Simple
Type of Transaction:	Government to Citizen; Government to Government; Government to Business

Who may avail:	<ol style="list-style-type: none"> UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Filipino Non-UP				
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	<ol style="list-style-type: none"> Receive request with complete attachment and check client's UPCE Registration status Secure approval of UPCE Director Inform client of approved/denied request Present details of payment and 	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE

	instructions, and directions to the UP Cashier's office;			
2. Pay corresponding fee at UP Cashier's Office	2. Wait for client Action	Rental fee - PHP 1,500.00/ hour	1 Day (paused-clock)	<i>UP Cash Office</i>
3. Present or email copy of receipt to UPCE Library Personnel	3.1 Acknowledge presentation of receipt 3.2 Inform Client of approved schedule	None	5 Minutes	<i>Library Personnel UPCE</i>
4. Arrive at least 15 minutes before schedule	4. Assist client with use of library material/s whenever necessary	None	5 Minutes	<i>Library Personnel UPCE</i>
TOTAL:		Rental fee - PHP 1,500.00/hour	2 Days and 15 Minutes	

10. Instruments for room study

Borrowing and use of instruments for use inside the UPCE Library (no playing)

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Simple
Type of Transaction:	Government to Citizen; Government to Government
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
UP Clients	
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)
Accomplished UPCE Instrument Borrower's Form (1 original copy)	UP Center for Ethnomusicology Library
Filipino Non-UP	

Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation			
Accomplished UPCE Instrument Borrower's Form (1 original copy)	UP Center for Ethnomusicology Library			
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)	Respective government institution issuing passport, and their affiliated institution			
Accomplished UPCE Instrument Borrower's Form (1 original copy)	UP Center for Ethnomusicology Library			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment 1.2 Prepare instrument/s and provide to client	one	5 Minutes 15 Minutes/instrument	<i>Library Personnel</i> UPCE
2. Pick-up instrument in person; leave Valid ID with library personnel as collateral	2. Assist client with use of instrument/s whenever necessary	one	15 Minutes	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials and return client ID	one	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		one	40 Minutes	

11. Instruments for playing and/or demonstration

Borrowing and use of instruments for use/demonstration inside the UPCE Library (subject to availability of instrument and artefact, and library space)

Office or Division:	UP Center for Ethnomusicology (UPCE)
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Classification:	Simple			
Type of Transaction:	Government to Citizen; Government to Government			
Who may avail:	<ol style="list-style-type: none"> UP students and UP alumni Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Accomplished UPCE Instrument Borrower's Form (1 original copy)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Filipino Non-UP				
Valid government ID, school ID, company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Accomplished UPCE Instrument Borrower's Form (1 original copy)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Accomplished UPCE Instrument Borrower's Form (1 original copy)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in	1.1 Receive request with complete attachments and check	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE

<p>person or through email</p>	<p>client's UPCE Registration status 1.2 Secure approval of UPCE Director 1.3 Input schedule of use/class demo in UPCE calendar for information of all UPCE personnel 1.4 Inform client of approved/denied request and schedule 1.5 Post information about the use/class demo for information of other clients 1.6 Prepare instrument/s and provide to client</p>			
<p>2. Arrive at least 15 minutes before scheduled use/class demonstration; leave Valid ID with library personnel as collateral</p>	<p>2. Assist client with use of instrument/s whenever necessary</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Library Personnel</i> UPCE</p>
<p>3. Return materials upon end of use</p>	<p>3. Receive materials and return client ID</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Library Personnel</i> UPCE</p>
<p>TOTAL:</p>		<p>None</p>	<p>1 Day and 15 Minutes</p>	

12. Instruments and artefacts for use within the UP College of Music

Request for one-day borrowing and return of instruments and artefacts within the UP College of Music (subject to availability of instrument and artefact)

Office or Division:	UP Center for Ethnomusicology (UPCE)	
Classification:	Simple	
Type of Transaction:	Government to Citizen; Government to Government	
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
UP Clients		
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE Instrument Borrower's Form (1 original copy)	UP Center for Ethnomusicology Library	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party	
Filipino Non-UP		
Valid government ID, school ID, company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation	
Valid UPCE Registration	UP Center for Ethnomusicology Library	
Accomplished UPCE Instrument Borrower's Form (1 original copy)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party	
Foreign		
Valid IDs (passport and ID from their affiliated institution) (original copy)	Respective government institution issuing passport, and their affiliated institution	
Valid UPCE Registration	UP Center for Ethnomusicology Library	
Accomplished UPCE Instrument Borrower's Form (1 original copy)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Secure approval of UPCE Director (if for non-classroom; non-UP; or, UP alumni use) 1.3 Present details of payment and instructions, and directions to the UP Cashier's office;	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE
2. Pay corresponding fee at the UP Cashier	2. Wait for client action	Rental Fee_– <i>UP (for classroom use):</i> FREE <i>UP (for non-classroom use):</i> 20% of the cost of instrument <i>non-UP & UP alumni:</i> 30% of the cost of instrument	1 Day (paused-clock)	<i>UP Cash Office</i>
3. Present or email copy of receipt to UPCE Library Personnel	3.1 Acknowledge presentation of receipt 3.2 Inform Client of pick-up schedule	None	5 Minutes	<i>Library Personnel</i> UPCE
4. Pick-up instrument in person;	4. Assist client with use of instrument/s	None	5 Minutes	<i>Library Personnel</i> UPCE

	whenever necessary			
5. Return materials upon end of use	5. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Rental Fee_ – UP (for classroom use): FREE UP (for non- classroom use): 20% of the cost of instrument non-UP & UP alumni: 30% of the cost of instrument	1 Day and 20 Minutes	

13. Instruments and artefacts for extended use

Request for borrowing of instruments or artefacts for overnight or extended use outside the UP College of Music (within UP Diliman only). This service is limited to a maximum duration of one (1) month per material, renewable every month. Materials available for borrowing are subject to their physical condition and availability. Maximum of 3 materials at a time.

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Simple		
Type of Transaction:	Government to Citizen		
Who may avail:	UP students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
UP Clients			
Valid UP ID (original copy)		UP Office of the University Registrar	
Valid UPCE Registration		UP Center for Ethnomusicology Library	
Accomplished UPCE Instrument Borrower's Form (1 original copy)			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director 1.3 Present details of payment and instructions, and directions to the UP Cashier's office;	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE
2. Pay corresponding fee at the UP Cashier	2. Wait for client action	Rental Fee – 20% of the cost of instrument (in PHP)	1 Day (paused-clock)	<i>UP Cashier</i>
3. Present or email copy of receipt to UPCE Library Personnel	3.1 Acknowledge presentation of receipt 3.2 Inform Client of pick-up schedule	None	5 Minutes	<i>Library Personnel</i> UPCE
4. Pick-up instrument in person; present Official Receipt (if applicable); leave Valid ID with library personnel as collateral	4. Assist client with use of instrument/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
5. Return materials upon end of use	5. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Rental Fee – 20% cost of instrument (in PHP)	2 Days and 20 Minutes	

14. Request for access to archival fieldnotes, photographs, and audio inside the UPCE Library

Request of Archive Users to access low-resolution digital copies of archival fieldnotes, photographs, and audio inside the UPCE Library (maximum 10 materials per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Citizen; Government to Government			
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access form can also be downloaded at the UPCE website)		
Accomplished UPCE Access Form (1 original copy)				
Filipino Non-UP				
Valid government ID, school ID, company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access form can also be downloaded at the UPCE website)		
Accomplished UPCE Access Form (1 original copy)				
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access form can also be downloaded at the UPCE website)		
Accomplished UPCE Access Form (1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	<ol style="list-style-type: none"> 1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Schedule use of access station 	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	Inform client of schedule 1.3 Prepare UPCE Access Station 1.4 Retrieve and prepare requested digital files and transfer to UPCE Access Station				<i>Archive Personnel</i> UPCE
2. Arrive at least 15 minutes before schedule	2. Assist client with the use of archival material/s whenever necessary	None	10 Minutes		<i>Library Personnel</i> UPCE
TOTAL:		None	2 Days and 15 Minutes		

15. Request for online access to archival fieldnotes, photographs and audio

Request of Archive Users for online access/viewing of low-resolution digital copies of UPCE archival fieldnotes, photographs, and audio (maximum of 10 materials per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)	
Classification:	Complex	
Type of Transaction:	Government to Citizen; Government to Government	
Who may avail:	1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
UP Clients		
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded at the UPCE website)
Accomplished UPCE Access Form (1		

original copy)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Filipino Non-UP				
Valid government ID, school ID, company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded at the UPCE website)		
Accomplished UPCE Access Form (1 original copy)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded at the UPCE website)		
Accomplished UPCE Access Form (1 original copy)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check Client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Retrieve and prepare requested materials	None	4 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	1.5 Upload requested materials in UPCE Archive Google Drive folder 1.6 Inform Client when the material is available for access online and provide link of the Google Drive folder			<i>Archive Personnel</i> UPCE <i>Library Personnel</i> UPCE
	TOTAL:	None	4 Days and 5 minutes	

16. Request for print reproduction of archival photographs for fair use

Request for acquiring 5R photo paper print-outs of archival photographs (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	UP students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Office of the University Registrar		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Present valid ID and submit required forms and request letter to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check Client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Sign Letter-Agreement for Terms of Use and return to UPCE Library Personnel	2.1 Receive and file Letter-Agreement for Terms of Use 2.2 Present details of payment and instructions, and directions to the UP Cashier's office;	None	10 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee at UP Cashier	Wait for Client's action	Printing fee - PHP 50.00/ image	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Retrieve requested materials 4.3 Print requested materials 4.4 Inform Client that requested material is ready	None	2 Days and 10 Minutes	<i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE <i>Library Personnel</i> UPCE
5. Claim requested materials from the UPCE Library	5. Turn over requested print-out to Client	None	15 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel</i> UPCE

TOTAL:	Printing fee - PHP 50.00/ image	5 Days and 45 Minutes	
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17. Request for print reproduction of archival photographs (beyond fair use)

Request for acquiring 5R photo paper print-outs of archival photographs for uses that are beyond the scope of the terms outlined in Sec. 185 of Republic Act No. 8293 (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Citizen; Government to Government		
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
UP Clients			
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Valid UPCE Registration	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)			
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party		
Signed approval of copyright owners (1 original copy)	Copyright owner of the material		
Filipino Non-UP			
Valid government ID, school ID, company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)			
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original			

copy)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required forms, request letter, and sign approval of copyright owners to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check Client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Sign Letter-Agreement for Terms of Use and return to	2.1 Receive and file Letter-Agreement for Terms of Use;	None	10 Minutes	<i>Library Personnel</i> UPCE

UPCE Library personnel	2.2 Present details of payment and instructions, and directions to the UP Cashier's office;			
3. Pay corresponding fee at UP Cashier	Wait for Client's action	Printing Fee - PHP 50.00/image	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email copy of receipt to UPCE Library Personnel	Acknowledge presentation of receipt 4.1 Retrieve and prepare requested materials 4.2 Print requested materials 4.3 Inform Client that requested material is ready	None	1 Day and 5 Minutes	<i>Library Personnel UPCE</i> <i>Archive Personnel UPCE</i> <i>Library Personnel UPCE</i>
5. Claim requested materials	5. Turn over requested print-out to Client	None	15 Minutes	<i>Library Personnel UPCE</i>
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel UPCE</i>
TOTAL:		Printing Fee - PHP 50.00/image	5 Days and 40 Minutes	

18. Request for digital reproduction of photographs

Request for acquiring digital reproduction of photographs from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Complex
Type of Transaction:	Government to Citizen; Government to Government
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
Filipino Non-UP				
Valid government ID, school ID, company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Present valid ID and submit required forms, request letter, and signed approval of copyright owner to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Sign Letter-Agreement for Terms of Use and return to UPCE Library Personnel	2.1 Receive and file Letter-Agreement for Terms of Use; 2.2 Retrieve requested materials and upload requested materials in UPCE Archive Google Drive folder 2.3 Inform Client when the material is available for access online and provide link of the Google Drive folder	None	3 Days and 10 minutes	<i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE <i>Library Personnel</i> UPCE
TOTAL:		None	5 Days and 15 Minutes	

19. Request for reproduction of unpublished field and non-field audio recordings

Request for acquiring reproduction of unpublished field audio recordings and non-field audio recordings (recordings of concerts and performances of composed music, etc.) from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 10 tracks per research day at 60 seconds or a fraction thereof per track)

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Complex
Type of Transaction:	Government to Citizen; Government to Government
Who may avail:	1. UP students and UP alumni;

	<p>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</p> <p>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
UP Clients	
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)
Valid UPCE Registration	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)
Accomplished UPCE Reproduction Form (1 original copy)	
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party
Signed approval of copyright owners (1 original copy)	Copyright owner of the material
Filipino Non-UP	
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation
Valid UPCE Registration	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)
Accomplished UPCE Reproduction Form (1 original copy)	
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party
Signed approval of copyright owners (1 original copy)	Copyright owner of the material
Foreign	
Valid IDs (passport and ID from their affiliated institution) (original copy)	Respective government institution issuing passport, and their affiliated institution
Valid UPCE Registration	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)
Accomplished UPCE Reproduction Form (1 original copy)	
Accomplished Letter-Agreement for Terms of Use with UPCE 92 original copies)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party

Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required forms, request letter, and signed approval of copyright owner to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Present details of payment and instructions, and directions to the UP Cashier's office; 1.5 Device Letter-Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Sign Letter-Agreement for Terms of Use and return to UPCE Library personnel	2. Receive and file Letter-Agreement for Terms of Use	None	10 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee at UP Cashier	3. Wait for Client's action	Reproduction Fee – <i>UP students, (fair use):</i> PHP 50.00 (for every 60 seconds or a fraction thereof) <i>UP students, and alumni (beyond fair use):</i> PHP 150.00 (for	1 Day (paused-clock)	<i>UP Cash Office</i>

		<p>every 60 seconds or a fraction thereof)</p> <p><i>Filipino non-UP:</i> PHP 150.00 (for every 60 seconds or a fraction thereof)</p> <p><i>Foreign:</i> PHP 150.00 (for every 60 seconds or a fraction thereof)</p>		
4. Present or email copy of receipt to UPCE Library Personnel	<p>4.1 Acknowledge presentation of receipt</p> <p>4.2 Retrieve requested materials and upload requested materials in UPCE Archive Google Drive folder</p> <p>4.3 Inform Client when the material is available for access online and provide link of the Google Drive folder</p>	None	3 Days and 20 Minutes	<p><i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE</p> <p><i>Library Personnel</i> UPCE</p>
TOTAL:		<p>Reproduction Fee – <i>UP students, (fair use):</i> PHP 50.00 (for every 60 seconds or a fraction thereof)</p> <p><i>UP students, and alumni (beyond fair use):</i></p>	6 Days and 35 Minutes	

	<p>PHP 150.00 (for every 60 seconds or a fraction thereof)</p> <p><i>Filipino non-UP:</i> PHP 150.00 (for every 60 seconds or a fraction thereof)</p> <p><i>Foreign:</i> PHP 150.00 (for every 60 seconds or a fraction thereof)</p>		
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20. Request for reproduction and use of unpublished score for study

Request for reproduction and use of unpublished score from Archive holdings for study. This service is subject to the terms outlined in Sec. 185 of Republic Act No. 8293

Office or Division:	UP Center for Ethnomusicology (UPCE)	
Classification:	Complex	
Type of Transaction:	Government to Citizen; Government to Government	
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
UP Clients		
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Valid UPCE Registration	UP Center for Ethnomusicology Library	
Accomplished UPCE Reproduction Form (1 original copy)	(UPCE Reproduction Form can also be downloaded at the UPCE website)	

Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Filipino Non-UP				
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Foreign				
Valid IDs (passport and ID from their affiliated institution)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required forms and request letter to the UPCE Library	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE

Personnel in person or through email	<p>of UPCE Director;</p> <p>1.3 Inform client of approved/denied request and schedule;</p> <p>1.4 Device Letter-Agreement for Terms of Use and send to client;</p>			
2. Sign Letter-Agreement for Terms of Use	<p>2.1 Receive signed Letter-Agreement for Terms of Use</p> <p>2.2 Prepare scores</p> <p>2.3 If clients requested for digital copy - upload requested materials in UPCE Archive Google Drive folder</p> <p>2.4 Inform Client that requested material is ready</p> <p>2.5 If clients requested for digital copy - Provide link of the Google Drive folder for digital reproduction)</p>	None	3 Days and 5 minutes	<p><i>Library Personnel</i></p> <p>UPCE</p> <p><i>Archive Personnel</i></p> <p>UPCE</p> <p><i>Library Personnel</i></p> <p>UPCE</p>
3. If requesting for printed copy of score – Go to UPCE Library to pick-up score; leave Valid ID with Library personnel as collateral	3. If clients requested for printed copy - Provide score to the client and redirect to the printing/copying services (non-UPCE entity)	None	5 Minutes	<p><i>Library Personnel</i></p> <p>UPCE</p>

4. If requesting for printed copy of score – Return score upon end of use	4. If clients requested for printed copy - Receive score and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	5 Days and 20 Minutes	

21. Request for reproduction and use of unpublished score for performance

Request for reproduction and use of unpublished score from Archive holdings for performance

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Citizen; Government to Government		
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
UP Clients			
Valid UP ID (student) or UP Alumni ID (alumni)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)	
Accomplished UPCE Reproduction Form (1 original copy)			
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party	
Signed approval of copyright owners (1 original copy)		Copyright owner of the material	
Filipino Non-UP			
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation	

Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
Foreign				
Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required forms, request letters, and signed approval of copyright owners to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/denied request and schedule;	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	1.4 Device Letter-Agreement for Terms of Use and send to client;			
2. Sign Letter-Agreement for Terms of Use	2.1 Receive signed Letter-Agreement for Terms of Use 2.2 Present details of payment and instructions, and directions to the UP Cashier's office;	None	5 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee	3. Wait for client action	Performance fee (includes royalty and processing fee) - USD 1,000.00; or, its equivalent in peso; exclusive of printing, shipping and handling	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email Official Receipt to UPCE Archive	4.1 Acknowledge presentation of receipt; 4.2 Prepare scores 4.3 If clients requested for digital copy - Upload requested materials in UPCE Archive Google Drive folder 4.4 Inform Client that requested material is ready	None	3 Days	<i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE

	4.5 If clients requested for digital copy - Provide link of the Google Drive folder for digital reproduction)			<i>Library Personnel</i> UPCE
5. If requesting for printed copy of score – Go to UPCE Library to pick-up score; leave Valid ID with Library personnel as collateral	5. If clients requested for printed copy - Provide score to the client and redirect to the printing/copying services (non-UPCE entity)	None	5 Minutes	<i>Library Personnel</i> UPCE
6. If requesting for printed copy of score – Return score upon end of use	6. If clients requested for printed copy - Receive score and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Performance fee (includes royalty and processing fee) - USD 1,000.00; or, its equivalent in peso; exclusive of printing, shipping and handling	6 Days and 15 Minutes	

22. Request for selected pages from unpublished score for publication

Request for digital reproduction of selected pages of unpublished score from Archive holdings for publication

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Complex

Type of Transaction:	Government to Citizen; Government to Government	
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
UP Clients		
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Valid UPCE Registration	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)	
Accomplished UPCE Reproduction Form (1 original copy)		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party	
Signed approval of copyright owners (1 original copy)	Copyright owner of the material	
Filipino Non-UP		
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation	
Valid UPCE Registration	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)	
Accomplished UPCE Reproduction Form (1 original copy)		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)	Requesting Party	
Signed approval of copyright owners (1 original copy)	Copyright owner of the material	
Foreign		

Valid IDs (passport and ID from their affiliated institution) (original copy)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements (form, request letter, and signed approval of copyright owners) to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/denied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Sign Letter-Agreement for Terms of Use	2.1 Receive signed Letter-Agreement for Terms of Use 2.2 Prepare scores and upload requested materials in UPCE Archive Google Drive folder 2.3 Inform Client	None	3 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	when the material is available for access online and provide link of the Google Drive folder			<i>Archive Personnel</i> UPCE <i>Library Personnel</i> UPCE
TOTAL:		None	5 Days and 10 Minutes	

23. Request for digitization of analog non-commercial audio recordings

Request for transfer of non-commercial audio recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Highly Technical		
Type of Transaction:	Government to Citizen; Government to Government; Government to Business		
Who may avail:	1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
UP Clients			
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library	
Material/s to be digitized		Requesting Party	
Digital storage device for the digitized tracks			
Index or Description/Identification of analog material for metadata, if available (1 copy)			
Filipino Non-UP			

Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
Foreign				
Valid ID (passport) (original copy)		Respective government institution issuing passport		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
2. Present valid ID and submit other requirements to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.2 Calculate fees and Present details of payment and instructions, and directions to the UP	None	15 Minutes	<i>Library Personnel</i> UPCE

	Cashier's office			
3. Pay corresponding fee	3. Wait for client action	<p>Processing fee -</p> <p><i>UP students:</i> PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute)</p> <p><i>Filipino non-UP:</i> PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute)</p> <p><i>Foreign:</i> PHP 150.00 (for the first 1 minute or a fraction thereof; additional 150.00 for every succeeding minute)</p>	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email copy of receipt to UPCE Library Personnel	<p>4.1 Acknowledge presentation of receipt</p> <p>4.2 Provide copy of ACL Extension Services Slip to client</p> <p>4.3 Digitize analog materials</p> <p>4.4 Inform Client that analog</p>	None	10 Days and 5 Minutes	<p><i>Library Personnel</i> UPCE</p> <p><i>Media Archivist</i> UPCE</p> <p><i>Library Personnel</i></p>

	material and digitized tracks are ready for pick-up			UPCE
5. Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Processing fee - <i>UP students:</i> PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute) <i>Filipino non-UP:</i> PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute) <i>Foreign:</i> PHP 150.00 (for the first 1 minute or a fraction thereof; additional 150.00 for every succeeding	11 Days, 3 Hours and 28 Minutes	

	minute)		
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24. Request for digitization of analog commercial audio recordings

Request for transfer of commercial audio recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Highly Technical		
Type of Transaction:	Government to Government and Government to Citizen; Government to Business		
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
UP Clients			
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library	
Material/s to be digitized		Requesting Party	
Digital storage device for the digitized tracks			
Index or Description/Identification of analog material for metadata, if available (1 copy)			
Filipino Non-UP			
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO School of Affiliation, Company of Affiliation	
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library	
Material/s to be digitized		Requesting Party	
Digital storage device for the digitized tracks			
Index or Description/Identification of analog material for metadata, if available (1 copy)			
Foreign			

Valid ID (passport) (original copy)		Respective government institution issuing passport		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
2. Present valid ID and submit other requirements to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.2 Calculate fees and Present details of payment and instructions, and directions to the UP Cashier's office	None	15 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee	3. Wait for client action	Processing fee - <i>UP students:</i> PHP 30.00/track	1 Day (paused-clock)	UP Cash Office

		<i>Filipino non-UP:</i> PHP 100.00/track <i>Foreign:</i> PHP 150.00/track		
4. Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up	None	10 Days and 5 Minutes	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
5. Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Processing fee - UP students: PHP 30.00/track <i>Filipino non-UP:</i> PHP 100.00/track <i>Foreign:</i> PHP 150.00/track	11 Days, 3 Hours and 28 Minutes	

25. Request for digitization of analog non-commercial video recordings

Request for transfer of non-commercial video recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)	
Classification:	Highly Technical	
Type of Transaction:	Government to Government and Government to Citizen; Government to Business	
Who may avail:	<ol style="list-style-type: none"> 1. UP students and UP alumni; 2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, 3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
UP Clients		
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE ACL Extension Services Slip (1 original copy)	UP Center for Ethnomusicology Library	
Material/s to be digitized	Requesting Party	
Digital storage device for the digitized tracks		
Index or Description/Identification of analog material for metadata, if available (1 copy)		
Filipino Non-UP		
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation	
Accomplished UPCE ACL Extension Services Slip (1 original copy)	UP Center for Ethnomusicology Library	
Material/s to be digitized	Requesting Party	
Digital storage device for the digitized tracks	Requesting Party	
Index or Description/Identification of analog material for metadata, if available (1 copy)		
Foreign		
Valid ID (passport) (original copy)	Respective government institution issuing passport	

Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
2. Present valid ID and submit other requirements to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.2 Calculate fees and Present details of payment and instructions, and directions to the UP Cashier's office	None	15 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee	3. Wait for client action	Processing fee - <i>UP students, and alumni:</i> PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every	1 Day (paused-clock)	UP Cash Office

		<p>succeeding minute)</p> <p><i>Filipino non-UP:</i> PHP 200.00 (for the first 1 minute or a fraction thereof; additional 200.00 for every succeeding minute)</p> <p><i>Foreign:</i> PHP 500.00 (for the first 1 minute or a fraction thereof; additional 500.00 for every succeeding minute)</p>		
4. Present or email copy of receipt to UPCE Library Personnel	<p>4.1 Acknowledge presentation of receipt</p> <p>4.2 Provide copy of ACL Extension Services Slip to client</p> <p>4.3 Digitize analog materials</p> <p>4.4 Inform Client that analog material and digitized tracks are ready for pick-up</p>	None	10 Days and 5 Minutes	<p><i>Library Personnel</i> UPCE</p> <p><i>Media Archivist</i> UPCE</p> <p><i>Library Personnel</i> UPCE</p>
5. Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel</i> UPCE

	<p>Processing fee - UP students, and alumni: PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute)</p> <p>Filipino non- UP: PHP 200.00 (for the first 1 minute or a fraction thereof; additional 200.00 for every succeeding minute)</p> <p>Foreign: PHP 500.00 (for the first 1 minute or a fraction thereof; additional 500.00 for every succeeding minute)</p>		
TOTAL:		11 Days, 3 Hours and 28 Minutes	

26. Request for digitization of commercial video recordings

Request for transfer of commercial video recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Highly Technical
Type of	Government to Government and Government to Citizen; Government to

Transaction:	Business			
Who may avail:	<ol style="list-style-type: none"> UP students and UP alumni; Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and, Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Clients				
Valid UP ID (student) or UP Alumni ID (alumni) (original copy)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
Filipino Non-UP				
Valid government ID, school ID, or company ID with client's photo and signature (1 original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, COMELEC, PRC, LTO, School of Affiliation, Company of Affiliation		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks		Requesting Party		
Index or Description/Identification of analog material for metadata, if available (1 copy)				
Foreign				
Valid ID (passport) (original copy)		Respective government institution issuing passport		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to	1.1 Receive inquiry and materials to	None	3 Hours	<i>Library Personnel</i> UPCE

be digitized for assessment	<p>be digitized</p> <p>1.2 Assess condition of materials</p> <p>1.3 Check schedule of personnel and availability of playback platform</p> <p>1.4 Inform client if materials are fit for digitization as well as availability of schedule</p>			<p><i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE</p>
2. Present valid ID and submit other requirements to the UPCE Library personnel	<p>2.1 Receive request with complete attachments;</p> <p>2.1 Calculate fees and Present details of payment and instructions, and directions to the UP Cashier's office</p>	None	15 Minutes	<i>UPCE Library Personnel</i>
3. Pay corresponding fee	3. Wait for client action	<p>Processing fee -</p> <p><i>UP students:</i> PHP 80.00 (for every analog material)</p> <p><i>Filipino non-UP:</i> PHP 300.00 (for every analog material)</p> <p><i>Foreign:</i> PHP 500.00 (for every analog material)</p>	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email copy of receipt to UPCE Library Personnel	<p>4.1 Acknowledge presentation of receipt</p> <p>4.2 Provide copy of ACL Extension Services Slip to client</p> <p>4.3 Digitize analog</p>	None	10 Days and 5 Minutes	<i>UPCE Library Personnel</i>

	materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up			<i>Media Archivist UPCE UPCE Library Personnel</i>
5. Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	<i>UPCE Library Personnel</i>
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>UPCE Library Personnel</i>
TOTAL:		Processing fee - <i>UP students:</i> PHP 80.00 (for every analog material) <i>Filipino non-UP:</i> PHP 300.00 (for every analog material) <i>Foreign:</i> PHP 500.00 (for every analog material)	11 Days and 28 Minutes	

**Office of the Vice Chancellor for
Research and Development
UP Center for Ethnomusicology**

Internal Services

1. Online access to iLib and UPCE Collections Portal

Request for equipment to access iLib, UPCE Collections Portal inside the UPCE Library

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and request for equipment for accessing iLib and UPCE Collections Portal at the UPCE Library personnel (for use only inside the UPCE during service hours)	1.1 Receive request 1.2 Prepare UPCE computer for client use; assist client whenever necessary	None	15 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	15 Minutes	

2. UPCE Registration

Registration for entry and access to the UPCE library, archives, and instrumentarium (valid for one calendar year upon completion of registration)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE Registration form endorsed by the client's Dean, Head of Unit, or Librarian (1 original		UP Center for Ethnomusicology Library or (download at the UP Center for Ethnomusicology website)		

copy)				
Archive Users				
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE Registration form endorsed by the client's Dean, Head of Unit, or Librarian (1 original copy)		UP Center for Ethnomusicology Library or (download at the UP Center for Ethnomusicology website)		
Attached description of proposed work/study (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive accomplished UPCE Registration form with complete attachments 1.2 Present details of payment and instructions, and directions to the UP Cashier's office	None	5 Minutes	<i>Library Personnel UPCE</i>
2. Pay corresponding fee at UP Cashier	2. Wait for client step	Registration fee - PHP 50.00	1 Day (paused-clock)	<i>UP Cash Office</i>
3. Present receipt as Official Receipt to UPCE	3. Input Registration of client in the database	None	5 Minutes	<i>Library Personnel UPCE</i>
TOTAL:		Registration fee - PHP 50.00	1 Day and 10 minutes	

3. UPCE Tour

Request for and participation in guided UPCE library, instrumentarium, and/or archive tour

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Simple

Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (Valid ID of group head if group tour) (original copy)		UP Human Resources Development Office		
Valid UPCE Registration (Registration of group head if group tour)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Check availability of venue and staff in the UPCE Calendar 1.3 Secure approval of UPCE Director 1.4 Schedule venue and tour in UPCE calendar for the information of all UPCE 1.5 Inform client of approved/denied request and schedule	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Arrive at least 15 minutes before schedule	2. Arrange participants into smaller groups (for large number of participants) and perform tour	None	15 Minutes (per group)	<i>Library Personnel</i> UPCE

TOTAL:	None	2 Days and 20 Minutes	
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4. Library materials for room use or for presentation within the UP College of Music

Borrowing and use of library materials for use inside the UPCE Library or for one-time presentations within the UP College of Music only

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE Library Call Slip (1 original copy)		UP Center for Ethnomusicology Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit accomplished UPCE Library Call Slip to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments	None	5 Minutes	<i>Library Personnel</i> UPCE
	1.2 Prepare materials and provide to client		5 Minutes/title	
2. Pick-up library material/s in person; leave Valid ID with Library personnel as collateral	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	20 Minutes	

5. Library materials for extended use

Request for borrowing of library materials for overnight or extended use outside the UP College of Music. This service is limited to a maximum duration of one (1) month per material, renewable every month. Materials available for borrowing are subject to their physical condition and availability. Maximum of 3 materials at a time. General reference materials, theses and dissertations, and rare books are excluded from this service.

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE Library Call Slip (1 original copy)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by their Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director 1.3 Inform client of approved/denied request and schedule 1.4 Prepare materials and provide to client	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE
2. Pick-up library material/s in person; leave Valid ID with library personnel as collateral	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE

3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	1 Day and 15 Minutes	

6. Reproduction of Library materials

Reproduction of library materials. This service is subject to the terms outlined in Sec. 185 of Republic Act No. 8293 as well as the Revised UP Intellectual Property Policy (2011)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE Library Call Slip (1 original copy)		UP Center for Ethnomusicology Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit accomplished UPCE Library Call Slip to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment 1.2 Prepare materials	None	5 Minutes 5 Minutes/title	<i>Library Personnel</i> UPCE
2. Pick-up library material/s in person; leave Valid ID with library personnel as collateral	2. Redirect client to the printing/copying services (non-UPCE entity)	None	5 Minutes	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	20 Minutes	

7. Reference and bibliographic services

Request for reference and bibliographic services

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal appearance or eMail correspondence		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit inquiry to the UPCE Library Personnel in person or through email	2.1 Receive request 2.2 Prepare references and bibliographic sources	None	x5 Minutes 5 Minutes/title	<i>Library Personnel</i> UPCE
2. Receive required information	2. Assist client with use of library material/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	15 Minutes	

8. Library spaces and facilities within service hours

Use of library spaces and facilities for personal study, group work, and small group discussions within service hours

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID to the UPCE Library Personnel	1. Remind client of basic space use policies when necessary	None	2 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	2 Minutes	

9. Library spaces and facilities for use beyond service hours

Request for use of library spaces and facilities beyond service hours (subject to availability of space, facilities, personnel, and UP College of Music building regulations)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	2.1 Receive request with complete attachment and check client's UPCE Registration status 2.2 Secure approval of UPCE Director 2.3 Inform client of approved/denied request 2.4 Present details of payment	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE

	and instructions, and directions to the UP Cashier's office;			
2. Pay corresponding fee at UP Cashier's Office	2. Wait for client Action	Rental fee - PHP 1,500.00/ hour	1 Day (paused-clock)	<i>UP Cash Office</i>
3. Present or email copy of receipt to UPCE Library Personnel	3.1 Acknowledge presentation of receipt 3.2 Inform Client of approved schedule	None	5 Minutes	<i>Library Personnel UPCE</i>
4. Arrive at least 15 minutes before schedule	4. Assist client with use of library material/s whenever necessary	None	5 Minutes	<i>Library Personnel UPCE</i>
TOTAL:		Rental fee - PHP 1,500.00/hour	2 Days and 15 Minutes	

10. Instruments for room study

Borrowing and use of instruments for use inside the UPCE Library (no playing)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE Instrument Borrower's Form (1 original copy)		UP Center for Ethnomusicology Library		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit accomplished UPCE	3.1 Receive request with complete attachment 3.2 Prepare	None	5 Minutes	<i>Library Personnel UPCE</i>

Instrument Borrower's Form to the UPCE Library Personnel in person or through email	instrument/s and provide to client		15 Minutes/ instrument	
2. Pick-up instrument in person; leave Valid ID with library personnel as collateral	2. Assist client with use of instrument/s whenever necessary	None	15 Minutes	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	40 Minutes	

11. Instruments for playing and/or demonstration

Borrowing and use of instruments for use/demonstration inside the UPCE Library (subject to availability of instrument and artefact, and library space)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE Instrument Borrower's Form (1 original copy)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or	3.1 Receive request with complete attachments 3.2 Secure approval of UPCE Director 3.3 Input schedule of use/class demo	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE

through email	<p>in UPCE calendar for information of all UPCE personnel</p> <p>3.4 Inform client of approved/denied request and schedule</p> <p>3.5 Post information about the use/class demo for information of other clients</p> <p>3.6 Prepare instrument/s and provide to client</p>			
2. Arrive at least 15 minutes before scheduled use/class demonstration ; leave Valid ID with library personnel as collateral	2. Assist client with use of instrument/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	1 Day and 15 Minutes	

12. Instruments and artefacts for use within the UP College of Music

Request for one-day borrowing and return of instruments and artefacts within the UP College of Music (subject to availability of instrument and artefact)

Office or Division:	UP Center for Ethnomusicology (UPCE)	
Classification:	Simple	
Type of Transaction:	Government to Government	
Who may avail:	UP Faculty and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Valid UP ID (original copy)		UP Human Resources Development Office

Accomplished UPCE Instrument Borrower's Form (1 original copy)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	2.1 Receive request with complete attachments 2.2 Secure approval of UPCE Director (if for non-classroom; non-UP; or, UP alumni use) 2.3 Present details of payment and instructions, and directions to the UP Cashier's office;	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE
2. Pay corresponding fee at the UP Cashier	2. Wait for client action	Rental Fee-- <i>(for classroom use):</i> FREE <i>(for non-classroom use):</i> 20% of the cost of instrument	1 Day (paused-clock)	<i>UP Cash Office</i>
3. Present or email copy of receipt to UPCE Library Personnel	3.1 Acknowledge presentation of receipt 3.2 Inform Client of pick-up schedule	None	5 Minutes	<i>Library Personnel</i> UPCE
4. Pick-up instrument in person;	4. Assist client with use of instrument/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
5. Return materials upon	5. Receive materials and	None	5 Minutes	<i>Library Personnel</i> UPCE

end of use	return client ID			
TOTAL:		Rental Fee- (for classroom use): FREE (for non- classroom use): 20% of the cost of instrument	1 Day and 20 Minutes	

13. Instruments and artefacts for extended use

Request for borrowing of instruments or artefacts for overnight or extended use outside the UP College of Music (within UP Diliman only). This service is limited to a maximum duration of one (1) month per material, renewable every month. Materials available for borrowing are subject to their physical condition and availability. Maximum of 3 materials at a time.

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration; and, Accomplished UPCE Instrument Borrower's Form (1 original copy)		UP Center for Ethnomusicology Library		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	4.1 Receive request with complete attachment and check client's UPCE Registration status 4.2 Secure approval of	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE

	UPCE Director (if for non-classroom; non-UP; or, UP alumni use) 4.3 Present details of payment and instructions, and directions to the UP Cashier's office;			
2. Pay corresponding fee at the UP Cashier	2. Wait for client action	Rental Fee – 20% of the cost of instrument (in PHP)	1 Day (paused-clock)	<i>UP Cashier</i>
3. Present or email copy of receipt to UPCE Library Personnel	3.1 Acknowledge presentation of receipt 3.2 Inform Client of pick-up schedule	None	5 Minutes	<i>Library Personnel UPCE</i>
4. Pick-up instrument in person; present Official Receipt (if applicable); leave Valid ID with library personnel as collateral	4. Assist client with use of instrument/s whenever necessary	None	5 Minutes	<i>Library Personnel UPCE</i>
5. Return materials upon end of use	5. Receive materials and return client ID	None	5 Minutes	<i>Library Personnel UPCE</i>
TOTAL:		Rental Fee – 20% cost of instrument (in PHP)	2 Days and 20 Minutes	

14. Request for access to archival fieldnotes, photographs, and audio inside the UPCE Library

Request of Archive Users to access low-resolution digital copies of archival fieldnotes, photographs, and audio inside the UPCE Library (maximum 10 materials per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Simple
Type of	Government to Government

Transaction:				
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library		
Accomplished UPCE Access Form (1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Schedule use of access station Inform client of schedule 1.3 Prepare UPCE Access Station 1.4 Retrieve and prepare requested digital files and transfer to UPCE Access Station	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Arrive at least 15 minutes before schedule	2. Assist client with the use of archival material/s whenever necessary	None	10 Minutes	<i>Archive Personnel</i> UPCE
TOTAL:		None	2 Days and 15 Minutes	

15. Request for online access to archival fieldnotes, photographs and audio

Request of Archive Users for online access low-resolution digital copies of UPCE archival fieldnotes, photographs, and audio (maximum of 10 materials per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Access form can also be downloaded at the UPCE website)		
Accomplished UPCE Access Form (1 original copy)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status	None	4 Days and 5 Minutes	<i>Library Personnel</i> UPCE
	1.2 Secure approval of UPCE Director;			
	1.3 Inform Client of approved/denied request and schedule;			
	1.4 Retrieve and prepare requested materials			<i>Archive Personnel</i> UPCE
	1.5 Upload requested materials in UPCE Archive Google Drive folder			
	1.6 Inform Client when the material is			

	available for access online and provide link of the Google Drive folder			<i>Library Personnel</i> UPCE
TOTAL:		None	4 Days and 5 minutes	

16. Request for print reproduction of archival photographs for fair use

Request for acquiring 5R photo paper print-outs of archival photographs (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required forms and letters to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director;	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	<p>1.3 Inform Client of approved/denied request and schedule;</p> <p>1.4 Device Letter-Agreement for Terms of Use and send to client</p>			
2. Sign Letter-Agreement for Terms of Use and return to UPCE Library Personnel	<p>2.1 Receive and file Letter-Agreement for Terms of Use</p> <p>2.2 Present details of payment and instructions, and directions to the UP Cashier's office;</p>	None	10 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee at UP Cashier	3. Wait for Client's action	Printing fee - PHP 50.00/ image	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email copy of receipt to UPCE Library Personnel	<p>6.1 Acknowledge presentation of receipt</p> <p>6.2 Retrieve requested materials</p> <p>6.3 Print requested materials</p> <p>6.4 Inform Client that requested material is ready</p>	None	2 Days and 10 Minutes	<i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE <i>Library Personnel</i> UPCE
5. Claim requested materials from the UPCE Library	5. Turn over requested print-out to Client	None	15 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Printing fee - PHP 50.00/ image	5 Days and 45 Minutes	

17. Request for print reproduction of archival photographs (beyond fair use)

Request for acquiring 5R photo paper print-outs of archival photographs for uses that are beyond the scope of the terms outlined in Sec. 185 of Republic Act No. 8293 (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required form, request letter, and signed approval of copyright owners to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Device Letter-Agreement	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	for Terms of Use and send to client			
2. Sign Letter-Agreement for Terms of Use and return to UPCE Library personnel	2.3 Receive and file Letter-Agreement for Terms of Use; 2.4 Present details of payment and instructions, and directions to the UP Cashier's office;	None	10 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee at UP Cashier	3. Wait for Client's action	Printing Fee - PHP 50.00/image	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Retrieve and prepare requested materials 4.3 Print requested materials 4.4 Inform Client that requested material is ready	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE <i>Library Personnel</i> UPCE
5. Claim requested materials	5. Turn over requested print-out to Client	None	15 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Printing Fee - PHP 50.00/image	5 Days and 40 Minutes	

18. Request for digital reproduction of photographs

Request for acquiring digital reproduction of photographs from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 5 images per research day)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required forms, request letter, and signed approval of copyright owner to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment and check client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Sign Letter-Agreement for Terms of Use and return to	2.1 Receive and file Letter-Agreement for Terms of Use; 2.2 Retrieve requested	None	3 Days and 10 minutes	<i>Library Personnel</i> UPCE

UPCE Library Personnel	materials and upload requested materials in UPCE Archive Google Drive folder 2.3 Inform Client when the material is available for access online and provide link of the Google Drive folder			<i>Archive Personnel</i> UPCE <i>Library Personnel</i> UPCE
TOTAL:		None	5 Days and 15 Minutes	

19. Request for reproduction of unpublished field and non-field audio recordings

Request for acquiring reproduction of unpublished field audio recordings and non-field audio recordings (recordings of concerts and performances of composed music, etc.) from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293) (maximum of 10 tracks per research day at 60 seconds or a fraction thereof per track)

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Present valid ID and submit required forms, request letter, and signed approval of copyright owner to the UPCE Library Personnel in person or through email</p>	<p>1.1 Receive request with complete attachments and check client's UPCE Registration status 1.2 Secure approval of UPCE Director; 1.3 Inform Client of approved/denied request and schedule; 1.4 Present details of payment and instructions, and directions to the UP Cashier's office; 1.5 Device Letter-Agreement for Terms of Use and send to client;</p>	<p>None</p>	<p>2 Days and 5 Minutes</p>	<p><i>Library Personnel</i> UPCE</p>
<p>2. Sign Letter-Agreement for Terms of Use and return to UPCE Library personnel</p>	<p>2. Receive and file Letter-Agreement for Terms of Use</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Library Personnel</i> UPCE</p>
<p>3. Pay corresponding fee at UP Cashier</p>	<p>3. Wait for Client's action</p>	<p>Reproduction Fee – <i>(fair use)</i>: PHP 50.00 (for every 60 seconds or a fraction thereof) <i>(beyond fair use)</i>: PHP 150.00 (for every 60 seconds or a fraction thereof)</p>	<p>1 Day (paused-clock)</p>	<p><i>UP Cash Office</i></p>
<p>4. Present or email copy of receipt to UPCE Library</p>	<p>4.1 Acknowledge presentation of receipt 4.2 Retrieve requested</p>	<p>None</p>	<p>3 Days and 20 Minutes</p>	<p><i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE</p>

Personnel	materials and upload requested materials in UPCE Archive Google Drive folder 4.3 Inform Client when the material is available for access online and provide link of the Google Drive folder			<i>Library Personnel</i> UPCE
TOTAL:		Reproduction Fee – (fair use): PHP 50.00 (for every 60 seconds or a fraction thereof) (beyond fair use): PHP 150.00 (for every 60 seconds or a fraction thereof)	6 Days and 35 Minutes	

20. Request for reproduction and use of unpublished score for study

Request for reproduction and use of unpublished score from Archive holdings for study. This service is subject to the terms outlined in Sec. 185 of Republic Act No. 8293

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Government		
Who may avail:	UP Faculty and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Valid UP ID (original copy)	UP Human Resources Development Office		
Valid UPCE Registration	UP Center for Ethnomusicology Library		

Accomplished UPCE Reproduction Form (1 original copy)		(UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit required forms and request letters to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/denied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Sign Letter-Agreement for Terms of Use	2.1 Receive signed Letter-Agreement for Terms of Use 2.2 Prepare scores 2.3 If clients requested for digital copy - upload requested materials in UPCE Archive Google Drive folder 2.4 Inform Client that requested material is ready 2.5 If clients requested for digital copy - Provide link of the Google Drive folder for digital reproduction)	None	3 Days and 5 minutes	<i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE

				<i>Library Personnel</i> UPCE
3. If requesting for printed copy of score – Go to UPCE Library to pick-up score; leave Valid ID with Library personnel as collateral	3. If clients requested for printed copy - Provide score to the client and redirect to the printing/copying services (non-UPCE entity)	None	5 Minutes	<i>Library Personnel</i> UPCE
4. If requesting for printed copy of score – Return score upon end of use	4. If clients requested for printed copy - Receive score and return client ID	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		None	5 Days and 20 Minutes	

21. Request for reproduction and use of unpublished score for performance

Request for reproduction and use of unpublished score from Archive holdings for performance

Office or Division:	UP Center for Ethnomusicology (UPCE)		
Classification:	Complex		
Type of Transaction:	Government to Government		
Who may avail:	UP Faculty and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Valid UP ID (original copy)		UP Human Resources Development Office	
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)	
Accomplished UPCE Reproduction Form (1 original copy)			
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party	

Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and required forms, request letters, and signed approval of copyright owners to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/denied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client;	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE
2. Sign Letter-Agreement for Terms of Use	2.1 Receive signed Letter-Agreement for Terms of Use 2.2 Present details of payment and instructions, and directions to the UP Cashier's office;	None	5 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee	3. Wait for client action	Performance fee (includes royalty and processing fee) - USD 1,000.00; or, its equivalent in peso; exclusive of	1 Day (paused-clock)	<i>UP Cash Office</i>

		printing, shipping and handling		
4. Present or email Official Receipt to UPCE Archive	<p>4.1 Acknowledge presentation of receipt;</p> <p>4.2 Prepare scores</p> <p>4.3 If clients requested for digital copy - Upload requested materials in UPCE Archive Google Drive folder</p> <p>4.4 Inform Client that requested material is ready</p> <p>4.5 If clients requested for digital copy - Provide link of the Google Drive folder for digital reproduction)</p>	None	3 Days	<p><i>Library Personnel</i></p> <p>UPCE</p> <p><i>Archive Personnel</i></p> <p>UPCE</p> <p><i>Library Personnel</i></p> <p>UPCE</p>
5. If requesting for printed copy of score – Go to UPCE Library to pick-up score; leave Valid ID with Library personnel as collateral	5. If clients requested for printed copy -Provide score to the client and redirect to the printing/copying services (non-UPCE entity)	None	5 Minutes	<p><i>Library Personnel</i></p> <p>UPCE</p>
6. If requesting for printed copy of score – Return score upon end of use	6. If clients requested for printed copy - Receive score and return client ID	None	5 Minutes	<p><i>Library Personnel</i></p> <p>UPCE</p>

TOTAL:	Performance fee (includes royalty and processing fee) - USD 1,000.00; or, its equivalent in peso; exclusive of printing, shipping and handling	6 Days and 15 Minutes	
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22. Request for selected pages from unpublished score for publication

Request for digital reproduction of selected pages of unpublished score from Archive holdings for publication

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded at the UPCE website)		
Accomplished UPCE Reproduction Form (1 original copy)				
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original copies)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original copy)		Requesting Party		
Signed approval of copyright owners (1 original copy)		Copyright owner of the material		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Present valid ID and submit requirements (form, request letter, and signed approval of copyright owners) to the UPCE Library Personnel in person or through email</p>	<p>1.1 Receive request with complete attachments and check client's UPCE Registration status; 1.2 Secure approval of UPCE Director; 1.3 Inform client of approved/denied request and schedule; 1.4 Device Letter-Agreement for Terms of Use and send to client;</p>	<p>None</p>	<p>2 Days and 5 Minutes</p>	<p><i>Library Personnel</i> UPCE</p>
<p>2. Sign Letter-Agreement for Terms of Use</p>	<p>2.1 Receive signed Letter-Agreement for Terms of Use 2.2 Prepare scores and upload requested materials in UPCE Archive Google Drive folder 2.3 Inform Client when the material is available for access online and provide link of the Google Drive folder</p>	<p>None</p>	<p>3 Days and 5 Minutes</p>	<p><i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE <i>Library Personnel</i> UPCE</p>
<p>TOTAL:</p>	<p>None</p>	<p>5 Days and 10 Minutes</p>		

23. Request for digitization of analog non-commercial audio recordings

Request for transfer of non-commercial audio recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
2. Present valid ID and submit other requirements to the UPCE Library personnel	2.2 Receive request with complete attachments; 2.3 Calculate fees and Present details of payment and	None	15 Minutes	<i>Library Personnel</i> UPCE

	instructions, and directions to the UP Cashier's office			
3. Pay corresponding fee	3. Wait for client action	Processing fee - PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute)	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up	None	10 Days and 5 Minutes	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
5. Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Processing fee - PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute)	11 Days, 3 Hours and 28 Minutes	

24. Request for digitization of analog commercial audio recordings

Request for transfer of commercial audio recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
2. Present valid ID and submit other requirements to the UPCE Library	2.1 Receive request with complete attachments; 2.3 Calculate fees and Present details of	None	15 Minutes	<i>Library Personnel</i> UPCE

personnel	payment and instructions, and directions to the UP Cashier's office			
3. Pay corresponding fee	3. Wait for client action	Processing fee - PHP 30.00/track	1 Day (paused-clock)	UP Cash Office
4. Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up	None	10 Days and 5 Minutes	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
5. Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Processing fee - PHP 30.00/track	11 Days, 3 Hours and 28 Minutes	

25. Request for digitization of analog non-commercial video recordings

Request for transfer of non-commercial video recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)
Classification:	Highly Technical
Type of Transaction:	Government to Government

Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials 1.3 Check schedule of personnel and availability of playback platform 1.4 Inform client if materials are fit for digitization as well as availability of schedule	None	3 Hours	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
2. Present valid ID and submit other requirements to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.3 Calculate fees and Present details of payment and instructions, and directions to the UP Cashier's office	None	15 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fee	3. Wait for client action	Processing fee - PHP 100.00 (for the first 1	1 Day (paused-clock)	UP Cash Office

		minute or a fraction thereof; additional 100.00 for every succeeding minute)		
4. Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up	None	10 Days and 5 Minutes	<i>Library Personnel</i> UPCE <i>Media Archivist</i> UPCE <i>Library Personnel</i> UPCE
5. Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	<i>Library Personnel</i> UPCE
6. Sign receipt of material	6. File receipt of material 7.	None	5 Minutes	<i>Library Personnel</i> UPCE
TOTAL:		Processing fee - PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute)	11 Days, 3 Hours and 28 Minutes	

26. Request for digitization of commercial video recordings

Request for transfer of commercial video recordings in analog to digital format. This service is subject to availability of playback platform and personnel, as well as condition of material. This service has a limit of 5 pieces of analog materials per transaction. UPCE can only accept a maximum of 2 digitization service requests per month.

Office or Division:	UP Center for Ethnomusicology (UPCE)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	UP Faculty and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UP ID (original copy)		UP Human Resources Development Office		
Accomplished UPCE ACL Extension Services Slip (1 original copy)		UP Center for Ethnomusicology Library		
Material/s to be digitized		Requesting Party		
Digital storage device for the digitized tracks				
Index or Description/Identification of analog material for metadata, if available (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized	None	3 Hours	<i>Library Personnel</i> UPCE
	1.2 Assess condition of materials			<i>Media Archivist</i> UPCE
	1.3 Check schedule of personnel and availability of playback platform			<i>Library Personnel</i> UPCE
	1.4 Inform client if materials are fit for digitization as well as availability of schedule			
2. Present valid ID and submit other requirements to the UPCE Library	2.1 Receive request with complete attachments;	None	15 Minutes	<i>UPCE Library Personnel</i>
	2.2 Calculate fees and Present details of			

personnel	payment and instructions, and directions to the UP Cashier's office			
3. Pay corresponding fee	3. Wait for client action	Processing fee - PHP 80.00 (for every analog material)	1 Day (paused-clock)	<i>UP Cash Office</i>
4. Present or email copy of receipt to UPCE Library Personnel	4.1 Acknowledge presentation of receipt 4.2 Provide copy of ACL Extension Services Slip to client 4.3 Digitize analog materials 4.4 Inform Client that analog material and digitized tracks are ready for pick-up	None	10 Days and 5 Minutes	<i>UPCE Library Personnel</i> <i>Media Archivist UPCE</i> <i>UPCE Library Personnel</i>
5. Present ACL Extension Services Slip upon pick-up of materials	5. Turn-over analog materials and digital storage device containing digitized tracks to Client	None	3 Minutes	<i>UPCE Library Personnel</i>
6. Sign receipt of material	6. File receipt of material	None	5 Minutes	<i>UPCE Library Personnel</i>
TOTAL:		Processing fee - PHP 80.00 (for every analog material)	11 Days and 28 Minutes	