



**UP Center for  
Ethnomusicology**  
University of the Philippines

**CITIZEN'S CHARTER**  
2023 Edition

## **I. 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 1039<sup>th</sup> meeting on 14 March 1991, the 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 1056<sup>th</sup> 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 1110<sup>th</sup> 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 1336<sup>th</sup> 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 Tamanio-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.

## **II. 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.

## **III. 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

## **IV. 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.

## V. List of Service

### Center for Ethnomusicology

#### External Services

1. Access to archival fieldnotes, photographs, audio, study music scores, and vertical files inside the UPCE Library .....	8
2. Digital reproduction of archival photographs .....	10
3. Digitization of analog commercial audio recordings .....	13
4. Digitization of analog commercial video recordings.....	18
5. Digitization of analog non-commercial audio recordings.....	23
6. Digitization of analog non-commercial video recordings .....	28
7. Instruments and artefacts for extended use.....	34
8. Instruments and artefacts for use within the UP College of Music .....	37
9. Instruments for playing and/or demonstration inside the UPCE Library....	42
10. Instruments for room study .....	45
11. Library materials for room use or for presentation within the UP College of Music.....	47
12. Library spaces and facilities for use beyond service hours .....	49
13. Online access to archival fieldnotes, photographs, audio, study music scores, and vertical files.....	52
14. Reference and bibliographic services.....	55
15. Reproduction of selected pages from unpublished score for publication	56
16. Reproduction and use of unpublished score for performance .....	59
17. Reproduction and use of unpublished score for study.....	64
18. Reproduction of unpublished field and non-field audio recordings .....	68
19. UPCE Registration.....	73
20. UPCE Tour .....	77
21. Use of Digital Access Station to browse TUKLAS and UPCE Collections Portal.....	80

#### Internal Services

1. Access to archival fieldnotes, photographs, audio, study music scores, and vertical files inside the UPCE Library .....	83
2. Digital reproduction of archival photographs .....	84
3. Digitization of analog commercial audio recordings .....	86
4. Digitization of analog commercial video recordings.....	90
5. Digitization of analog non-commercial audio recordings.....	93
6. Digitization of analog non-commercial video recordings .....	97

<b>7. Instruments and artefacts for extended use.....</b>	<b>100</b>
<b>8. Instruments and artefacts for use within the UP College of Music .....</b>	<b>104</b>
<b>9. Instruments for playing and/or demonstration inside the UPCE Library..</b>	<b>107</b>
<b>10. Instruments for room study .....</b>	<b>109</b>
<b>11. Library materials for room use or for presentation within the UP College of Music.....</b>	<b>110</b>
<b>12. Library spaces and facilities for use beyond service hours .....</b>	<b>111</b>
<b>13. Online access to archival fieldnotes, photographs, audio, study music score, and vertical files .....</b>	<b>114</b>
<b>14. Reference and bibliographic services.....</b>	<b>116</b>
<b>15. Reproduction of selected pages from unpublished score for publication .....</b>	<b>117</b>
<b>16. Reproduction and use of unpublished score for performance .....</b>	<b>119</b>
<b>17. Reproduction and use of unpublished score for study.....</b>	<b>123</b>
<b>18. Reproduction of unpublished field and non-field audio recordings.....</b>	<b>126</b>
<b>19. UPCE Registration.....</b>	<b>130</b>
<b>20. UPCE Tour .....</b>	<b>132</b>
<b>21. Use of Digital Access Station to browse TUKLAS and UPCE Collections Portal.....</b>	<b>134</b>

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

**External Services**

**Type of Service:** External

## 1. Access to archival fieldnotes, photographs, audio, study music scores, and vertical files inside the UPCE Library

Request of Archive Users to access low-resolution digital copies of archival fieldnotes, photographs, audio, study music scores, and vertical files inside the UPCE Library. A client may request a maximum of 10 materials per research day.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen; Government to Government	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>UP Clients</b>	
	Valid UP ID (student) or UP Alumni ID (alumni) (original)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)
	Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")
	Accomplished UPCE Access Form (1 original form)	UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded from this link <a href="https://bit.ly/upceform003">https://bit.ly/upceform003</a> )
	<b>Filipino Non-UP</b>	
	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, PRC, LTO, School of Affiliation, Company of Affiliation
	Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")
	Accomplished UPCE Access Form (1 original form)	UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded from this link <a href="https://bit.ly/upceform003">https://bit.ly/upceform003</a> )
	<b>Foreign</b>	





2. Arrive at least 15 minutes before schedule	2. Assist client with the handling of archival material/s whenever necessary	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 2 Hours and 1 Minute</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** External

## 2. Digital reproduction of archival photographs

Request for acquiring digital reproduction of photographs (in standard viewing resolution) from the UP Center for Ethnomusicology archives. A client may request a maximum of 10 materials per research day. (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293).\*

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

Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original form)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party
Signed approval of copyright owners (1 original)	Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce- sample-letter-copyright</a> )
<b>Filipino Non-UP</b>	
Valid government ID, school ID, or company ID with client’s photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original form )	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party
Signed approval of copyright owners (1 original)	Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce- sample-letter-copyright</a> )
<b>Foreign</b>	
Valid IDs (passport and ID from their affiliated institution) (original)	Respective government institution issuing passport, and their affiliated institution
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)	
Request letter addressed to the	Requesting Party

UPCE Director endorsed by Head of Unit (1 original)				
Signed approval of copyright owners (1 original)		Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )		
CLIENT STEPS	AGENCY ACTIONS	FEE 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's designated online file	None	2 Days	<i>Library Personnel</i> UPCE  <i>Archive Personnel</i> UPCE

	transfer platform** 2.3 Inform Client when the material is available for access online and provide link to the materials			Library Personnel UPCE
<b>TOTAL:</b>		<b>None</b>	<b>4 Days and 5 Minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic.

Processing of available materials will take a longer time than normally prescribed.

\*\* Materials uploaded in the UPCE designated online file transfer platform will only be available for access for 6 months.

**Type of Service:** External

### 3. Digitization of analog commercial audio recordings

Request for transfer of commercial audio recordings from analog to digital format. This service is subject to the availability of playback machine and personnel, as well as the physical condition of the material/s. Please note that the UPCE can only accept a maximum of 2 digitization requests per month at 5 pieces of analog materials per request.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government and Government to Citizen; Government to Business	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni;</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>

<b>UP Clients</b>				
Valid UP ID (student), or UP Alumni ID (alumni) (original)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty External Hard Drive**				
Index or Description/Identification of analog material (1 copy)				
<b>Filipino Non-UP</b>				
Valid government ID, school ID, or company ID with client's photo and signature (original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO School of Affiliation, Company of Affiliation		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty External Hard Drive**				
Index or Description/Identification of analog material (1 copy)				
<b>Foreign</b>				
Valid ID (passport) (original)		Respective government institution issuing passport		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty External Hard Drive**				
Index or Description/Identification of analog material (1 copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIB</b>

				<b>LE</b>
1. Submit materials to be digitized for assessment	1.1 Receive 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 accomplished UPCE ACL Extension Services Slip, External Hard Drive, and index of the analog materials to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.2 Calculate fees 2.3 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	15 Minutes	<i>Library Personnel</i> UPCE
3. Pay correspondi	3. Process Payment	Processing fee -	15 Minutes (paused-	<i>UP Diliman Cash Office</i>

<p>ng fee 3.1 If paying onsite*** - pay at the UP Diliman Cash Office 3.2 If paying online - pay through prescribed online payment channels</p>		<p><i>UP students:</i> PHP 30.00/track  <i>Filipino non-UP:</i> PHP 100.00/track  <i>Foreign:</i> PHP 150.00/track</p>	<p>clock)</p>	
<p>4. Present proof of payment 4.1 If physically going to UPCE Library - Present OR to Library Staff 4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions</p>	<p>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</p>	<p>None</p>	<p>10 Days and 5 Minutes</p>	<p><i>Library Personnel</i> UPCE  <i>Media Archivist</i> UPCE  <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	1 Minute	<i>Library Personnel</i> UPCE
6. Sign Acknowledgement Receipt for Services Availed form	6. File Acknowledgement Receipt for Services Availed form	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>Processing fee - UP students: PHP 30.00/track</b>  <b>Filipino non-UP: PHP 100.00/track</b>  <b>Foreign: PHP 150.00/track</b>	<b>10 Days, 3 Hours, and 37 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\*External Hard Drives will be subject to scanning to ensure that the devices are free from viruses, malware, etc. For online transfer, clients must have enough space on their online storage and/or machine to download the digitized materials.

\*\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*\* Digitized materials will be kept in UPCE online and/or digital storage for a maximum of 6 months only.

**Type of Service:** External

#### 4. Digitization of analog commercial video recordings

Request for transfer of commercial video recordings from analog to digital format.\* This service is subject to availability of playback machines and personnel, as well as the physical condition of the material/s. Please note that the UPCE can only accept a maximum of 2 digitization requests per month at 5 pieces per analog materials per request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government and Government to Citizen; Government to Business	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni;</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>UP Clients</b>		
Valid UP ID (student), or UP Alumni ID (alumni) (original)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE ACL Extension Services Slip (1 original)	UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )	
Material/s to be digitized	Requesting Party	
Online storage for online transfer or empty External Hard Drive**		
Index or Description/Identification of analog material (1 copy)		
<b>Filipino Non-UP</b>		
Valid government ID, school ID, or company ID with client's photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation	
Accomplished UPCE ACL	UP Center for Ethnomusicology Library	

Extension Services Slip (1 original)	(UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )			
Material/s to be digitized	Requesting Party			
Online storage for online transfer or empty External Hard Drive**				
Index or Description/Identification of analog material (1 copy)				
<b>Foreign</b>				
Valid ID (passport) (original)	Respective government institution issuing passport			
Accomplished UPCE ACL Extension Services Slip (1 original)	UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )			
Material/s to be digitized	Requesting Party			
Online storage for online transfer or empty External Hard Drive**				
Index or Description/Identification of analog material (1 copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit materials to be digitized for assessment	1.1 Receive 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	None	3 Hours	<i>Library Personnel</i> UPCE  <i>Media Archivist</i> UPCE  <i>Library Personnel</i> UPCE

	schedule			
2. Present valid ID and submit accomplished UPCE ACL Extension Services Slip, empty External Hard Drive, and index of the analog materials to the UPCE Library personnel	2.1 Receive request with complete attachments; 2.2 Calculate fees 2.3 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	15 Minutes	<i>Library Personnel UPCE</i>
3. Pay corresponding fee 3.1 If paying onsite*** - pay at the UP Diliman Cash Office 3.2 If paying online - pay through prescribed online payment channels	3. Process Payment	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)	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>

<p>4. Present proof of payment</p> <p>4.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions</p>	<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> <i>UPCE</i></p> <p><i>Media Archivist</i> <i>UPCE</i></p> <p><i>Library Personnel</i> <i>UPCE</i></p>
5. Present ACL	5. Turn-over analog	None	1 Minutes	<i>UPCE Library Personnel</i>

Extension Services Slip upon pick-up of materials	materials and digital storage device containing digitized tracks to Client			
6. Sign Acknowledgment Receipt for Services Availed form	6. File Acknowledgment Receipt for Services Availed form	None	1 Minutes	<i>UPCE Library Personnel</i>
<b>TOTAL:</b>		<b>Processing fee -</b>  <b><i>UP students:</i></b> <b>PHP 80.00 (for every analog material)</b>  <b><i>Filipino non-UP:</i></b> <b>PHP 300.00 (for every analog material)</b>  <b><i>Foreign:</i></b> <b>PHP 500.00 (for every analog material)</b>	<b>10 Days, 3 Hours, and 37 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\* External Hard Drives will be subject to scanning to ensure that the devices are free from viruses, malware, etc. For online transfer, clients must have enough space on their online storage and/or machine to download the digitized materials.

\*\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*\*Digitized materials will be kept in UPCE online and/or digital storage for a maximum of 6 months only.

**Type of Service:** External

## 5. Digitization of analog non-commercial audio recordings

Request for transfer of non-commercial audio recordings from analog to digital format.\* This service is subject to the availability of playback machine and personnel, as well as the physical condition of the material/s. Please note that the UPCE can only accept a maximum of 2 digitization service requests per month at 5 pieces per analog materials per request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Citizen; Government to Government; Government to Business	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni;</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>UP Clients</b>		
Valid UP ID (student), or UP Alumni ID (alumni) (original)		UP Office of the University Registrar (student) or UP Alumni Association (alumni)
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )
Material/s to be digitized		Requesting Party
Online storage for online transfer or empty External Hard Drive**		
Index or Description/Identification of analog material (1 copy)		

<b>Filipino Non-UP</b>				
Valid government ID, school ID, or company ID with client's photo and signature (1 original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty External Hard Drive**				
Index or Description/Identification of analog material (1 copy)				
<b>Foreign</b>				
Valid ID (passport) (original)		Respective government institution issuing passport		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty External Hard Drive**				
Index or Description/Identification of analog material (1 copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit materials to be digitized for assessment	1.1 Receive 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	None	3 Hours	<i>Library Personnel</i> UPCE  <i>Media Archivist</i> UPCE  <i>Library Personnel</i> UPCE



	are fit for digitization as well as availability of schedule			
2. Present valid ID and submit accomplished UPCE ACL Extension Services Slip, empty External Hard Drive, and index of the analog materials to the UPCE Library personnel	2.1 Receive request with complete attachments 2.2 Calculate fees 2.3 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	15 Minutes	<i>Library Personnel UPCE</i>
3. Pay corresponding fee 3.1 If paying onsite*** - pay at the UP Diliman Cash Office 3.2 If paying online - pay through prescribed online payment channels	3. Process Payment	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	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>

		<p>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>		
<p>4. Present proof of payment</p> <p>4.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>4.2 If online - Send proof of payment with copy of SOA to the email addresses</p>	<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>

detailed in the SOA/payment instructions				
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	1 Minute	<i>Library Personnel</i> UPCE
6. Sign Acknowledgment Receipt for Services Availed form	6. File Acknowledgment Receipt for Services Availed form	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>Processing fee - UP students: PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute)</b>  <b>Filipino non-UP: PHP 100.00 (for the first 1 minute or</b>	<b>10 Days, 3 Hours, and 37 Minutes</b>	

	<p><b>a fraction thereof; additional 100.00 for every succeeding minute)</b></p> <p><b><i>Foreign:</i></b> <b>PHP 150.00 (for the first 1 minute or a fraction thereof; additional 150.00 for every succeeding minute)</b></p>		
--	--	--	--

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\*External Hard Drives will be subject to scanning to ensure that the devices are free from viruses, malware, etc. For online transfer, clients must have enough space on their online storage and/or machine to download the digitized materials.

\*\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*\*Digitized materials will be kept in UPCE online and/or digital storage for a maximum of 6 months only.

**Type of Service:** External

## **6. Digitization of analog non-commercial video recordings**

Request for transfer of non-commercial video recordings from analog to digital format.\* This service is subject to the availability of playback machine and personnel, as well as the physical condition of material/s. Please note that the UPCE can only accept a maximum of 2 digitization service requests per month at 5 pieces per analog materials per request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government and Government to Citizen; Government to Business	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni;</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists;</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>UP Clients</b>		
Valid UP ID (student), or UP Alumni ID (alumni) (original)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE ACL Extension Services Slip (1 original)	UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )	
Material/s to be digitized	Requesting Party	
Online storage for online transfer or empty External Hard Drive**		
Index or Description/Identification of analog material for metadata, if available (1 copy)		
<b>Filipino Non-UP</b>		
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, PRC, LTO, School of Affiliation, Company of Affiliation	
Accomplished UPCE ACL Extension Services Slip (1 original)	UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )	
Material/s to be digitized	Requesting Party	
Online storage for online transfer or empty External Hard Drive**	Requesting Party	
Index or Description/Identification of analog material(1 copy)		
<b>Foreign</b>		

Valid ID (passport) (original)		Respective government institution issuing passport		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty External Hard Drive**				
Index or Description/Identification of analog material (1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit materials to be digitized for assessment	1.1 Receive 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 accomplished UPCE ACL Extension Services Slip, empty External	2.1 Receive request with complete attachments 2.2 Calculate fees 2.3 Prepare and present Statement of Account	None	15 Minutes	<i>Library Personnel</i> UPCE

<p>Hard Drive, and index of the analog materials to the UPCE Library personnel</p>	<p>(SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment</p>			
<p>3. Pay corresponding fees  3.1 If paying onsite*** - pay at the UP Diliman Cash Office  3.2 If paying online - pay through prescribed online payment channels</p>	<p>3. Process payment</p>	<p>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 succeeding minute)   <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>15 Minutes (paused-clock)</p>	<p><i>UP Diliman Cash Office</i></p>

		<p><i>Foreign:</i> PHP 500.00 (for the first 1 minute or a fraction thereof; additional 500.00 for every succeedin g minute)</p>		
<p>4. Present proof of payment</p> <p>4.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions</p>	<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>
<p>5. Present ACL Extension Services Slip upon</p>	<p>5. Turn-over analog materials and digital storage</p>	None	1 Minute	<p><i>Library Personnel</i> UPCE</p>



pick-up of materials	device containing digitized tracks to Client			
6. Sign Acknowledgment Receipt for Services Availed form	6. File Acknowledgment Receipt for Services Availed form	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>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)</b>  <b>Filipino non-UP: PHP 200.00 (for the first 1 minute or a fraction thereof; additional 200.00 for every succeeding</b>	<b>10 Days, 3 Hours, and 37 Minutes</b>	

	<b>ng minute)</b>  <b>Foreign: PHP 500.00 (for the first 1 minute or a fraction thereof; additional 500.00 for every succeedi ng minute)</b>		
--	--	--	--

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\*External Hard Drives will be subject to scanning to ensure that the devices are free from viruses, malware, etc. For online transfer, clients must have enough space on their online storage and/or machine to download the digitized materials.

\*\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*\*Digitized materials will be kept in UPCE online and/or digital storage for a maximum of 6 months only.

**Type of Service:** External

## 7. 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 per active request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	UP students
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>

<b>UP Clients</b>				
Valid UP ID (original)		UP Office of the University Registrar		
Valid UPCE Registration		UP Center for Ethnomusicology Library (see UPCE Service “UPCE Registration”)		
Accomplished UPCE Instrument Borrower’s Form (1 original)		UP Center for Ethnomusicology Library (UPCE Instrument Borrower’s Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	1 Day and 5 Minutes	<i>Library Personnel UPCE</i>
2. Pay corresponding fees	2. Process payment	Rental Fee –	15 Minutes (paused-	<i>UP Diliman Cash</i>

2.1 If paying onsite** - pay at the UP Diliman Cash Office 2.2 If paying online - pay through prescribed online payment channels		20% of the Instrument current market cost (in PHP)	clock)	Office
3. Present proof of payment 3.1 If physically going to UPCE Library - Present OR to Library Staff 3.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions	3.1 Acknowledge presentation of receipt 3.2 Accomplish a Condition Report Form 3.3 Inform Client of pick-up schedule	None	5 Minutes  5 Minutes  5 Minutes	Library Personnel UPCE
4. Pick-up instrument in person with attached forms	4. Assist client with the handling of instrument/s whenever necessary	None	5 Minutes	Library Personnel UPCE
5. Return materials upon end of use	5.1 Receive materials 5.2 Accomplish a condition report form per material	None	1 Minutes  5 Minutes	Library Personnel UPCE
<b>TOTAL:</b>		<b>Rental Fee – 20% of the instrument's current market cost (in PHP)</b>	<b>1 Day and 46 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\*Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

**Type of Service:** External

## 8. 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). Instrument/s and/or artefact must be returned on the same day it was released to the client\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen; Government to Government	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>UP Clients</b>		
Valid UP ID (student), or UP Alumni ID (alumni) (original)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE Instrument Borrower's Form (1 original)	UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party	
<b>Filipino Non-UP</b>		
Valid government ID, school ID, or company ID with client's photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation	

Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)			
Accomplished UPCE Instrument Borrower’s Form (1 original )	UP Center for Ethnomusicology Library (UPCE Instrument Borrower’s Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party			
<b>Foreign</b>				
Valid IDs (passport and ID from their affiliated institution) (original)	Respective government institution issuing passport, and their affiliated institution			
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)			
Accomplished UPCE Instrument Borrower’s Form (1 original)	UP Center for Ethnomusicology Library (UPCE Instrument Borrower’s Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 If for non-classroom; non-UP; or UP alumni use - Secure approval of UPCE Director 1.3 Prepare	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE

	and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment			
<p>2. Pay corresponding fees</p> <p>2.1 If paying onsite** - pay at the UP Diliman Cash Office</p> <p>2.2 If paying online - pay through prescribed online payment channels</p>	2. Process payment	<p>Rental Fee_– <i>UP student (for classroom use):</i> None</p> <p><i>UP student (for non-classroom use):</i> 20% of the instrument's current market cost (in PHP)</p> <p><i>non-UP &amp; UP alumni:</i> 30% of the instrument's current market</p>	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>

		cost (in PHP)		
3. Present proof of payment	3.1 Acknowledge presentation of receipt	None	1 Minute	<i>Library Personnel</i> UPCE
3.1 If physically going to UPCE Library - Present OR to Library Staff	3.2 Accomplish a condition report form		5 Minutes	
3.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the	3.3 Inform Client of pick-up schedule		1 Minute	



SOA/payment instructions				
4. Pick-up instrument with attached forms in person	4. Assist client with handling of instrument/s whenever necessary	None	1 Minute	<i>Library Personnel</i> UPCE
5. Return materials upon end of use	5.1 Receive materials and 5.2 Accomplish a Condition Report Form per material	None	1 Minute  5 Minutes	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>Rental Fee – UP students (for classroom use): FREE</b>  <b>UP students (for non-classroom use): 20% of the instrument's current market cost</b>  <b>non-UP &amp; UP alumni:</b>	<b>1 Day and 46 Minutes</b>	

	<b>30% of the instru- ment's current market cost</b>		
--	--	--	--

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

**Type of Service:** External

## 9. Instruments for playing and/or demonstration inside the UPCE Library

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

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

Accomplished UPCE Instrument Borrower's Form (1 original)	UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party			
<b>Filipino Non-UP</b>				
Valid government ID, school ID, or company ID with client's photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation			
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")			
Accomplished UPCE Instrument Borrower's Form (1 original)	UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party			
<b>Foreign</b>				
Valid IDs (passport and ID from their affiliated institution) (original)	Respective government institution issuing passport, and their affiliated institution			
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")			
Accomplished UPCE Instrument Borrower's Form (1 original)	UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )			
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or	1.1 Receive request with complete attachments and check client's UPCE	None	1 Day	<i>Library Personnel</i> UPCE

through email	Registratio n 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/d enied request and schedule 1.5 Post information about the use/class demo for information of other clients 1.6 Accomplis h a Condition Report Form 1.7 Prepare instrument/ s and provide to client		5 Minutes  5 Minutes	
2. Arrive at least 15 minutes	2. Assist client with handling of	None	5 Minutes	<i>Library Personnel</i> UPCE

before scheduled use/class demonstration	instruments whenever necessary			
3. Return materials upon end of use	3.1 Receive materials; 3.2 Accomplish a condition report form	None	3 Minutes  5 Minutes	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>1 Day and 23 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** External

## 10. Instruments for room study

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

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

Accomplished UPCE Instrument Borrower's Form (1 original)		UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )		
<b>Filipino Non-UP</b>				
Valid government ID, school ID, or company ID with client's photo and signature (1 original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation		
Accomplished UPCE Instrument Borrower's Form (1 original)		UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )		
<b>Foreign</b>				
Valid IDs (passport and ID from their affiliated institution) (original)		Respective government institution issuing passport, and their affiliated institution		
Accomplished UPCE Instrument Borrower's Form (1 original)		UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	None	1 Minute  5 Minutes/ instrument	<i>Library Personnel</i> UPCE
2. Pick-up instrument in person	2. Assist client with handling of instrument/s whenever necessary	None	1 Minute	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials	None	1 Minute	<i>Library Personnel</i> UPCE

<b>TOTAL:</b>	<b>None</b>	<b>8 Minutes</b>	
---------------	-------------	------------------	--

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** External

## 11. 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.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen; Government to Government; Government to Business	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>UP Clients</b>		
Valid UP ID (student) or UP Alumni ID (alumni); (original)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Accomplished UPCE Library Call Slip (1 original)	UP Center for Ethnomusicology Library	
<b>Filipino Non-UP</b>		
Valid government ID, school ID, or company ID with client's photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation	
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")	
Accomplished UPCE Library Call Slip (1 original)	UP Center for Ethnomusicology Library	

<b>Foreign</b>				
Valid IDs (passport and ID from their affiliated institution) (original)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)		
Accomplished UPCE Library Call Slip (1 original)		UP Center for Ethnomusicology Library		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	1 Minute  2 Minutes/title	<i>Library Personnel</i> UPCE
2. Pick-up library material/s in person; sign book card	2. Assist client with handling of library material/s whenever necessary	None	1 Minute	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	



\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** External

## 12. 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).\*

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

Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
<b>Foreign</b>				
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 ACTIONS	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 1.4 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman	None	1 Day and 5 Minutes	<i>Library Personnel UPCE</i>

	Cash Office, and guide to sending proof of payment			
<p>2. Pay corresponding fee</p> <p>2.1 If paying onsite** - pay at the UP Diliman Cash Office</p> <p>2.2 If paying online - pay through prescribed online payment channels</p>	<p>2. Process Payment</p>	<p>Rental fee - PHP 1,500.00/ hour</p>	<p>15 Minutes (paused-clock)</p>	<p><i>UP Diliman Cash Office</i></p>
<p>3. Present proof of payment</p> <p>3.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>3.2 If online - Send proof of payment with copy of</p>	<p>3.1 Acknowledge presentation of receipt</p> <p>3.2 Inform Client of approved schedule</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Library Personnel UPCE</i></p>

SOA to the email addresses detailed in the SOA/payment instructions				
4. Arrive at least 15 minutes before schedule	4. Assist client with handling of facilities	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>Rental fee - PHP 1,500.00/hour</b>	<b>1 Day and 22 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

**Type of Service:** External

### **13. Online access to archival fieldnotes, photographs, audio, study music scores, and vertical files**

Request of Archive Users for online access/viewing of standard viewing resolution digital copies of UPCE archival fieldnotes, photographs, audio, study music scores, and vertical files. A client may request a maximum of 10 materials per research day.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Citizen; Government to Government
<b>Who may avail:</b>	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
<b>UP Clients</b>	
Valid UP ID (student) or UP Alumni ID (alumni) (original)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Access Form (1 original)	UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded from this link <a href="https://bit.ly/upceform003">https://bit.ly/upceform003</a> )
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party
<b>Filipino Non-UP</b>	
Valid government ID, school ID, or company ID with client’s photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Access Form (1 original)	UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded from this link <a href="https://bit.ly/upceform003">https://bit.ly/upceform003</a> )
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party
<b>Foreign</b>	
Valid IDs (passport and ID from their affiliated institution) (original)	Respective government institution issuing passport, and their affiliated institution
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Access Form (1 original)	UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded from this link <a href="https://bit.ly/upceform003">https://bit.ly/upceform003</a> )

Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEE 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's designated online viewing/ access platform** 1.6 Inform Client when the material is available for access online and provide link to the online			<i>Library Personnel</i> UPCE

	viewing/ access platform			
<b>TOTAL:</b>		<b>None</b>	<b>4 Days and 5 minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic. Processing of available materials will take a longer time than normally prescribed.

\*\* Materials uploaded in the UPCE's designated online viewing/access platform will only be available for access for 6 months.

**Type of Service:** External

## 14. Reference and bibliographic services

Request for reference and bibliographic services

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen; Government to Government; Government to Business			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal appearance or Email correspondence		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit inquiry to the UPCE Library Personnel in	1.1 Receive request 1.2 Prepare references and	None	5 Minutes  5 Minutes/title	<i>Library Personnel</i> UPCE

person or through email	bibliographic sources			
2. Receive required information	2. Assist client with use of library materials whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

**Type of Service:** External

### 15. Reproduction of selected pages from unpublished score for publication

Request for digital reproduction of selected pages of unpublished score from Archive holdings for publication. (Maximum of 5 pages or 10% of the score, whichever is lower) \*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Citizen; Government to Government	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni;</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>UP Clients</b>		
Valid UP ID (student) or UP		UP Office of the University Registrar



Alumni ID (alumni) (original)	(student) or UP Alumni Association (alumni)
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party
Signed approval of copyright owners (1 original)	Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )
<b>Filipino Non-UP</b>	
Valid government ID, school ID, or company ID with client’s photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party
Signed approval of copyright owners (1 original)	Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )
<b>Foreign</b>	
Valid IDs (passport and ID from their affiliated institution) (original)	Respective government institution issuing passport, and their affiliated institution
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be

Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)		downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
Signed approval of copyright owners (1 original)		Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )		
CLIENT STEPS	AGENCY ACTIONS	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	None	3 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	2.2 Prepare requested score pages and upload requested materials in UPCE's designated online file transfer platform**			Archive Personnel UPCE
	2.3 Inform Client when the material is available for access online and provide link to the materials			Library Personnel UPCE
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 10 Minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic. Processing of available materials will take a longer time than normally prescribed.

\*\* Materials uploaded in the UPCE's designated online file transfer platform will only be available for access for 6 months.

**Type of Service:** External

## 16. Reproduction and use of unpublished score for performance

Request for reproduction and use of unpublished full score and corresponding part scores (whenever part scores are necessary and available) from Archive holdings for performance.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)
<b>Classification:</b>	Complex

<b>Type of Transaction:</b>	Government to Citizen; Government to Government	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni;</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>UP Clients</b>		
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 (See UPCE Service “UPCE Registration”)	
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )	
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party	
Signed approval of copyright owners (1 original)	Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )	
<b>Filipino Non-UP</b>		
Valid government ID, school ID, or company ID with client’s photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation	
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)	
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )	
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party	
Signed approval of copyright owners (1 original)	Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )	

<b>Foreign</b>				
Valid IDs (passport and ID from their affiliated institution) (original)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration		UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)		
Accomplished UPCE Reproduction Form (1 original)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )		
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)		Requesting Party		
Signed approval of copyright owners (1 original)		Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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; 1.4 Device Letter-Agreement for Terms of Use and send to	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	client;			
2. Sign Letter-Agreement for Terms of Use	2.1 Receive signed Letter-Agreement for Terms of Use 2.2 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	5 Minutes	<i>Library Personnel UPCE</i>
3. Pay corresponding fees 3.1 If paying onsite** - pay at the UP Diliman Cash Office 3.2 If paying online - pay through prescribed online payment	3. Process payment	Performance fee - USD 1,000.00; or its equivalent in peso; exclusive of printing, shipping, and handling	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>

channel s				
4. Present proof of payment 4.1 If physical going to UPCE Library - Present OR to Library Staff 4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions	4.1 Acknowledge presentation of receipt; 4.2 Prepare scores 4.3 If clients requested for digital copy - Upload requested materials in UPCE's designated online file transfer platform**** 4.4 Inform Client that requested material is ready 4.5 If client requested for digital copy - Provide link to the material for digital reproduction)	None	3 Days	<i>Library Personnel</i> UPCE <i>Archive Personnel</i> UPCE  <i>Library Personnel</i> UPCE
5. If requesting for printed copy of score*** - Go to UPCE Library to pick-up score	5. If client requested for printed copy - Provide score to the client and redirect to the printing/copying	None	5 Minutes	<i>Library Personnel</i> UPCE

	services (non-UPCE entity)			
6. If requestin g for printed copy of score** – Return score upon end of use	6. If client requested for printed copy - Receive score	None	1 Minute	<i>Library Personnel UPCE</i>
<b>TOTAL:</b>		<b>Performan ce fee - USD 1,000.00; or its equivalent in peso; exclusive of printing, shipping, and handling</b>	<b>5 Days and 31 Minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic.

Processing of available materials will take a longer time than normally prescribed.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*Printed copy option might not be available, depending on the current pandemic and other emergency guidelines set by the national government and the university

\*\*\*\* Materials uploaded in the UPCE's designated online transfer platform will only be available for access for 6 months.

**Type of Service:** External

## **17. Reproduction and use of unpublished score for study**

Request for reproduction (in standard resolution) 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.\*



<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Citizen; Government to Government	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni;</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>UP Clients</b>		
Valid UP ID (student) or UP Alumni ID (alumni) (original)	UP Office of the University Registrar (student) or UP Alumni Association (alumni)	
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)	
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )	
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party	
<b>Filipino Non-UP</b>		
Valid government ID, school ID, or company ID with client’s photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation	
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)	
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )	
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party	

<b>Foreign</b>				
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 (See UPCE Service “UPCE Registration”)		
Accomplished UPCE Reproduction Form (1 original)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 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	2.1 Receive signed	None	3 Days and 5 minutes	<i>Library Personnel</i> UPCE

<p>for Terms of Use</p>	<p>Letter-Agreement for Terms of Use 2.2 Prepare scores 2.3 If clients requested for digital copy - upload requested materials in UPCE's designated online file transfer platform** 2.4 Inform Client that requested material is ready 2.5 If clients requested for digital copy - Provide link to the material for digital reproduction</p>			<p><i>Archive Personnel</i> UPCE</p> <p><i>Library Personnel</i> UPCE</p>
<p>3. If requesting for printed copy of score** – Go to UPCE Library to pick-up score</p>	<p>3. If clients requested for printed copy -Provide score to the client and redirect to the printing/copying services (non-UPCE entity)</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Library Personnel</i> UPCE</p>
<p>4. If requesting for printed copy of</p>	<p>4. If clients requested for printed copy -Receive</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Library Personnel</i> UPCE</p>

score*** – Return score upon end of use	score			
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 16 Minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic.

Processing of available materials will take a longer time than normally prescribed.

\*\* Materials uploaded in the UPCE's designated online file transfer platform will only be available for access for 6 months.

\*\*\*Printed copy option might not be available, depending on the current pandemic and other emergency guidelines set by the national government and the university

**Type of Service:** External

## 18. 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).\*

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

Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
Accomplished Letter- Agreement for Terms of Use with UPCE (2 original)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party
Signed approval of copyright owners (1 original)	Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )
<b>Filipino Non-UP</b>	
Valid government ID, school ID, or company ID with client’s photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
Accomplished Letter- Agreement for Terms of Use with UPCE (2 original)	
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)	Requesting Party
Signed approval of copyright owners (1 original)	Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )
<b>Foreign</b>	
Valid IDs (passport and ID from their affiliated institution) (original)	Respective government institution issuing passport, and their affiliated institution
Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)
Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
Accomplished Letter- Agreement for Terms of Use with UPCE (2 original)	
Request letter addressed to	Requesting Party

the UPCE Director endorsed by Head of Unit (1 original)				
Signed approval of copyright owners (1 original)		Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )		
CLIENT STEPS	AGENCY ACTIONS	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 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending	None	2 Days and 5 Minutes	<i>Library Personnel</i> UPCE

	proof of payment 1.5 Device Letter-Agreement for Terms of Use and send to client;			
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	1 Minute	<i>Library Personnel UPCE</i>
3. Pay corresponding fees 3.1 If paying onsite** - pay at the UP Diliman Cash Office 3.2 If paying online - pay through prescribed online payment channels	3. Process payment	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 every 60 seconds or a fraction thereof)  <i>Filipino non-UP:</i> PHP 150.00 (for every 60 seconds or a fraction thereof)	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>

		thereof)  <i>Foreign:</i> PHP 150.00 (for every 60 seconds or a fraction thereof)		
4. Present proof of payment 4.1 If physical going to UPCE Library - Present OR to Library Staff 4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions	4.1 Acknowledge presentation of receipt 4.2 Retrieve requested materials and upload requested materials in UPCE's designated online file transfer platform*** 4.3 Inform Client when the material is available for access online and provide link to the material.	None	3 Days and 20 Minutes	<i>Library Personnel</i> UPCE  <i>Archive Personnel</i> UPCE  <i>Library Personnel</i> UPCE
	<b>TOTAL:</b>	<b>Reproduction Fee – UP students, (fair use): PHP 50.00 (for every 60</b>	<b>5 Days and 41 Minutes</b>	



	<p><b>seconds or a fraction thereof)</b></p> <p><b><i>UP students, and alumni (beyond fair use):</i></b>  <b>PHP 150.00 (for every 60 seconds or a fraction thereof)</b></p> <p><b><i>Filipino non-UP:</i></b>  <b>PHP 150.00 (for every 60 seconds or a fraction thereof)</b></p> <p><b><i>Foreign:</i></b>  <b>PHP 150.00 (for every 60 seconds or a fraction thereof)</b></p>		
--	--	--	--

\*Some materials might not be available nor easily accessible due to the pandemic.

Processing of available materials will take a longer time than normally prescribed.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\* Materials uploaded in the UPCE's designated online file transfer platform will only be available for access for 6 months.

**Type of Service:** External

## 19. UPCE Registration

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

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen; Government to Government; Government to Business	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>UP Clients</b>		
Valid UP ID or Validated UP Form 5 (for UP students); or UP Alumni Card (alumni) (original)	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)	UP Center for Ethnomusicology Library (UPCE Registration Form can also be downloaded from this link <a href="https://bit.ly/upceform001">https://bit.ly/upceform001</a> )	
For archive clients, description of proposed work/study (1 original)	Requesting Party	
<b>Filipino Non-UP Clients</b>		
Valid government ID, school ID, or company ID with client's photo and signature (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, 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)	UP Center for Ethnomusicology Library (UPCE Registration Form can also be downloaded from this link <a href="https://bit.ly/upceform001">https://bit.ly/upceform001</a> )	
For archive clients, description of proposed work/study) (1 original)	Requesting Party	
<b>Foreign</b>		
Valid IDs (passport and ID from their affiliated institution) (original)	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)		UP Center for Ethnomusicology Library (UPCE Registration Form can also be downloaded from this link <a href="https://bit.ly/upceform001">https://bit.ly/upceform001</a> )		
For archive clients, description of proposed work/study) (1 original)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	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 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	5 Minutes	<i>Library Personnel UPCE</i>
2. Pay corresponding fees 2.1 If paying	2. Process payment	Registration fee - <i>UP:</i> PHP 50.00	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>

<p>onsite* - pay at the UP Diliman Cash Office</p> <p>2.2 If paying online - pay through prescribe d online payment channels</p>		<p><i>Filipino non- UP:</i> PHP 150.00</p> <p><i>Foreign:</i> PHP 500.00</p>		
<p>3. Present proof of payment</p> <p>3.1 If physicall y going to UPCE Library - Present OR to Library Staff</p> <p>3.2 If online - Send proof of payment with copy of SOA to the email addresse s detailed in the SOA/pay ment instructio ns</p>	<p>3. Input Registrati on of client in the database</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Library Personnel UPCE</i></p>
<p><b>TOTAL:</b></p>		<p><b>Registratio n fee - UP: PHP 50.00</b></p>	<p><b>25 minutes</b></p>	

	<p><b>Filipino non-UP: PHP 150.00</b></p> <p><b>Foreign: PHP 500.00</b></p>		
--	---	--	--

\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

**Type of Service:** External

## 20. UPCE Tour

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

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen; Government to Government; Government to Business	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. UP students and UP alumni</li> <li>2. Filipino non-UP students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists; and,</li> <li>3. Foreign students, faculty, and academic personnel, government personnel, researchers, cultural workers, and artists</li> </ol>	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>UP Clients</b>	
	Valid UP ID (student) or UP Alumni Card (alumni) (Valid ID of group head if group tour) (original)	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 (See UPCE Service "UPCE Registration")
	Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original copy)	Requesting Party (Sample template: <a href="https://bit.ly/upce-sample-letter-tour">https://bit.ly/upce-sample-letter-tour</a> )

<b>Filipino Non-UP</b>				
Valid government ID school ID, or company ID with client's photo and signature (Valid ID of group head if group tour) (1 original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, PRC, LTO, School of Affiliation, Company of Affiliation		
Valid UPCE Registration (Registration of group head if group tour)		UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")		
Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original)		Requesting Party (Sample template: <a href="https://bit.ly/upce-sample-letter-tour">https://bit.ly/upce-sample-letter-tour</a> )		
<b>Foreign</b>				
Valid IDs (passport and ID from their affiliated institution) (Valid ID of group head if group tour) (original)		Respective government institution issuing passport, and their affiliated institution		
Valid UPCE Registration (Registration of group head if group tour)		UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")		
Request letter addressed to the UPCE Director endorsed by their respective Head of Unit (1 original)		Requesting Party (Sample template: <a href="https://bit.ly/upce-sample-letter-tour">https://bit.ly/upce-sample-letter-tour</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	None	2 Days and 5 Minutes	<i>Library Personnel</i> 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			
2. Arrive at least 15 minutes before schedule	1. Arrange participants into smaller groups (for large number of participants) and perform tour	None	15 Minutes (per group)	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>2 Days and 20 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

Type of Service: External

## 21. Use of Digital Access Station to browse TUKLAS and UPCE Collections Portal

Request to use the UPCE Digital Access Station to browse TUKLAS, UPCE Collections Portal inside the UPCE Library.\*

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



accessing TUKLAS and UPCE Collections Portal at the UPCE Library personnel (for use only inside the UPCE during service hours)	use; assist client whenever necessary			
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes

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

**Internal Services**

**Type of Service:** Internal

## 1. Access to archival fieldnotes, photographs, audio, study music scores, and vertical files inside the UPCE Library

Request of Archive Users to access low-resolution digital copies of archival fieldnotes, photographs, audio, study music scores, and vertical files inside the UPCE Library. A client may request a maximum of 10 materials per research day.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")		
Accomplished UPCE Access Form (1 original form)		UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded from this link <a href="https://bit.ly/upceform003">https://bit.ly/upceform003</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	None	1 Day and 2 Hours	<i>Library Personnel</i> UPCE

	UPCE Access Station 1.4 Retrieve and prepare requeste d 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 handling of archival material/s whenever necessar y	None	1 Minute		<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 2 Hours and 1 Minute</b>		

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** Internal

## 2. Digital reproduction of archival photographs

Request for acquiring digital reproduction of photographs (in standard viewing resolution from the UP Center for Ethnomusicology archives (Reproduction of materials are subject to the terms outlined in Sec. 185 of Republic Act No. 8293). A client may request a maximum of 10 materials per research day.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Government

<b>Who may avail:</b>		UP Faculty and Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (See UPCE Service “UPCE Registration”)		
Accomplished UPCE Reproduction Form (1 original)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
Signed approval of copyright owners (1 original)		Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 UPCE</i>

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's designated online file transfer platform** 2.3 Inform Client when the material is available for access online and provide link to the materials	None	2 Days	Library Personnel UPCE  Archive Personnel UPCE  Library Personnel UPCE
<b>TOTAL:</b>		<b>None</b>	<b>4 Days and 5 Minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic. Processing of available materials will take longer time than normally prescribed.

\*\* Materials uploaded in the UPCE's designated online file transfer platform will only be available for access for 6 months.

**Type of Service:** Internal

### 3. Digitization of analog commercial audio recordings

Request for transfer of commercial audio recordings in analog to digital format.\* This service is subject to the availability of playback machine and personnel, as well as the physical condition of material/s. Please note that the UPCE can only accept a maximum of 2 digitization requests per month at 5 pieces of analog materials per request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty external hard drive**				
Index or Description/Identification of analog materials (1 copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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			
	1.4 Inform client if materials are fit for			<i>Library Personnel</i> UPCE

	digitization as well as availability of schedule			
2. Present valid ID and submit accomplished UPCE ACL Extension Services Slip, empty external hard drive, and index of the analog materials to the UPCE Library personnel	2.1 Receive request with complete attachments 2.2 Calculate fees 2.3 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	15 Minutes	<i>Library Personnel</i> UPCE
3. Pay corresponding fees 3.1 If paying onsite*** - pay at the UP Diliman Cash Office 3.2 If paying online - pay through prescribed online payment channels	3. Process payment	Processing fee - PHP 30.00/track	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>
4. Present proof of	4.1 Acknowledge	None	10 Days and 5 Minutes	<i>Library Personnel</i>



<p>payment 4.1 If physically going to UPCE Library - Present OR to Library Staff 4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/paym ent instru ction s</p>	<p>presentatio n 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</p>			<p>UPCE   <i>Media Archivist</i> UPCE  <i>Library Personnel</i> UPCE</p>
<p>5. Present ACL Extension Services Slip upon pick-up of materials</p>	<p>5. Turn-over analog materials and digital storage device containing digitized tracks to Client</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Library Personnel</i> UPCE</p>
<p>6. Sign “Acknowled gement Receipt for Services Availed” form</p>	<p>6. File “Acknowled gement Receipt for Services Availed” form</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Library Personnel</i> UPCE</p>
<p><b>TOTAL:</b></p>		<p><b>Processi ng fee - PHP 30.00/tra</b></p>	<p><b>10 Days, 3 Hours, and 37 Minutes</b></p>	

	<b>ck</b>		
--	-----------	--	--

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\*External Hard Drives will be subject to scanning to ensure that the devices are free from viruses, malware, etc. For online transfer, clients must have enough space on their online storage and/or machine to download the digitized materials.

\*\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*\*Digitized materials will be kept in UPCE online and/or digital storage for a maximum of 6 months only

**Type of Service:** Internal

#### 4. Digitization of analog commercial video recordings

Request for transfer of commercial video recordings in analog to digital format.\* This service is subject to availability of playback machine and personnel, as well as the physical condition of material/s. Please note that the UPCE can only accept a maximum of 2 digitization requests per month at 5 pieces of analog materials per request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	UP Faculty and Employees	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Valid UP ID (original)	UP Human Resources Development Office
	Accomplished UPCE ACL Extension Services Slip (1 original)	UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )
	Material/s to be digitized	Requesting Party
	Online storage for online transfer or empty external hard drive**	
	Index or Description/Identification of analog material (1 copy)	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 accomplished UPCE ACL Extension Services Slip, empty external hard drive, and index of the analog materials to the UPCE Library personnel	2.1 Receive request with complete attachments 2.2 Calculate fees 2.3 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	15 Minutes	<i>UPCE Library Personnel</i>

<p>3. Pay corresponding fee</p> <p>3.1 If paying onsite*** - pay at the UP Diliman Cash Office</p> <p>3.2 If paying online - pay through prescribed online payment channels</p>	<p>3. Process payment</p>	<p>Processing fee - PHP 80.00 (for every analog material)</p>	<p>15 Minutes (paused-clock)</p>	<p><i>UP Diliman Cash Office</i></p>
<p>4. Present proof of payment</p> <p>4.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions</p>	<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>	<p>None</p>	<p>10 Days and 5 Minutes</p>	<p><i>Library Personnel UPCE</i></p> <p><i>Media Archivist UPCE</i></p> <p><i>Library Personnel UPCE</i></p>
<p>5. Present ACL</p>	<p>5. Turn-over analog</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Library Personnel</i></p>

Extension Services Slip upon pick-up of materials	materials and digital storage device containing digitized tracks to Client			UPCE
6. Sign "Acknowledgement Receipt for Services Availed" form	6. File "Acknowledgement Receipt for Services Availed" form	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>Processing fee - PHP 80.00 (for every analog material)</b>	<b>10 Days, 3 Hours, and 37 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\*External Hard Drives will be subject to scanning to ensure that the devices are free from viruses, malware, etc. For online transfer, clients must have enough space on their online storage and/or machine to download the digitized materials.

\*\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*\*Digitized materials will be kept in UPCE online and/or digital storage for a maximum of 6 months only.

**Type of Service:** Internal

## 5. 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 machine and personnel, as well as the physical condition of material/s. Please note that the UPCE can only accept a maximum of 2 digitization requests per month at 5 pieces of analog materials per request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)
<b>Classification:</b>	Highly Technical

<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty external hard drive**				
Index or Description/Identification of analog material (1 copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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			
	1.4 Inform client if materials are fit for digitization as well as availability of schedule			<i>Library Personnel</i> UPCE
2. Present valid ID and submit accomplished UPCE ACL Extension	2.1 Receive request with complete attachments;	None	15 Minutes	<i>Library Personnel</i> UPCE
	2.2 Calculate fees			
	2.3 Prepare and			

<p>Services Slip, empty external hard drive, and index of the analog materials to the UPCE Library personnel</p>	<p>present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment</p>			
<p>3. Pay corresponding fee 3.1 If paying onsite*** - pay at the UP Diliman Cash Office 3.2 If paying online - pay through prescribed online payment channels</p>	<p>3. Process payment</p>	<p>Processing fee - PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute)</p>	<p>15 Minutes (paused-clock)</p>	<p><i>UP Diliman Cash Office</i></p>
<p>4. Present proof of payment 4.1 If physically going to UPCE Library - Present OR to Library Staff 4.2 If online - Send</p>	<p>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</p>	<p>None</p>	<p>10 Days and 5 Minutes</p>	<p><i>Library Personnel UPCE</i></p> <p><i>Media Archivist UPCE</i></p> <p><i>Library Personnel</i></p>

proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions	analog 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	1 Minute	<i>Library Personnel</i> UPCE
6. Sign "Acknowledgement Receipt for Services Availed" form	6. File "Acknowledgement Receipt for Services Availed" form	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>Processing fee - PHP 30.00 (for the first 1 minute or a fraction thereof; additional 30.00 for every succeeding minute)</b>	<b>10 Days, 3 Hours, and 37 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\*External Hard Drives will be subject to scanning to ensure that the devices are free from viruses, malware, etc. For online transfer, clients must have enough space on their online storage and/or machine to download the digitized materials.

\*\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen



emergencies such as natural calamities or pandemics.

\*\*\*\*Digitized materials will be kept in UPCE online and/or digital storage for a maximum of 6 months only.

**Type of Service:** Internal

## 6. 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 machine and personnel, as well as the physical condition of material/s. Please note that the UPCE can only accept a maximum of 2 digitization requests per month at 5 pieces of analog materials per request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Accomplished UPCE ACL Extension Services Slip (1 original)		UP Center for Ethnomusicology Library (UPCE ACL Extension Services Slip can also be downloaded from this link: <a href="https://bit.ly/upceform006">https://bit.ly/upceform006</a> )		
Material/s to be digitized		Requesting Party		
Online storage for online transfer or empty external hard drive**				
Index or Description/Identification of analog material (1 copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit materials to be digitized for assessment	1.1 Receive inquiry and materials to be digitized 1.2 Assess condition of materials	None	3 Hours	<i>Library Personnel</i> UPCE  <i>Media Archivist</i>

	<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>UPCE</p> <p><i>Library Personnel</i> UPCE</p>
<p>2. Present valid ID and submit accomplished UPCE ACL Extension Services Slip, empty external hard drive, and index of the analog materials to the UPCE Library personnel</p>	<p>2.1 Receive request with complete attachments</p> <p>2.2 Calculate fees</p> <p>2.3 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment</p>	None	15 Minutes	<i>Library Personnel</i> UPCE
<p>3. Pay corresponding fees</p> <p>3.1 If paying onsite*** - pay at the UP Diliman Cash</p>	3. Processing payment	Processing fee - PHP 100.00 (for the first 1 minute or a fraction thereof; additional	15 Minutes (paused-clock)	UP Diliman Cash Office

<p>Office 3.2 If paying online - pay through prescribed online payment channels</p>		<p>100.00 for every succeeding minute)</p>		
<p>4. Present proof of payment 4.1 If physically going to UPCE Library - Present OR to Library Staff 4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions</p>	<p>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</p>	<p>None</p>	<p>10 Days and 5 Minutes</p>	<p><i>Library Personnel</i> UPCE  <i>Media Archivist</i> UPCE  <i>Library Personnel</i> UPCE</p>
<p>5. Present ACL Extension Services Slip upon pick-up of materials</p>	<p>5. Turn-over analog materials and digital storage device containing digitized tracks to Client</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Library Personnel</i> UPCE</p>

6. Sign "Acknowledgement Receipt for Services Availed" form	6. File "Acknowledgement Receipt for Services Availed" form	None	1 Minute	<i>Library Personnel UPCE</i>
<b>TOTAL:</b>		<b>Processing fee - PHP 100.00 (for the first 1 minute or a fraction thereof; additional 100.00 for every succeeding minute)</b>	<b>10 Days, 3 Hours, and 37 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\*External Hard Drives will be subject to scanning to ensure that the devices are free from viruses, malware, etc. For online transfer, clients must have enough space on their online storage and/or machine to download the digitized materials

\*\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*\*Digitized materials will be kept in UPCE online and/or digital storage for a maximum of 6 months only.

**Type of Service:** Internal

## 7. 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 per active request.

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)
<b>Classification:</b>	Simple

<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")		
Accomplished UPCE Instrument Borrower's Form (1 original)		UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded at <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman	None	1 Day and 5 Minutes	Library Personnel UPCE

	Cash Office, and guide to sending proof of payment			
<p>2. Pay corresponding fees</p> <p>2.1 If paying onsite** - pay at the UP Diliman Cash Office</p> <p>2.2 If paying online - pay through prescribed online payment channels</p>	2. Process payment	Rental Fee – 20% of the instrument's current market cost (in PHP)	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>
<p>3. Present proof of payment</p> <p>3.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>3.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in</p>	<p>3.1 Acknowledge presentation of receipt</p> <p>3.2 Accomplish a Condition Report Form</p> <p>3.3 Inform Client of pick-up schedule</p>	None	<p>5 Minutes</p> <p>5 Minutes</p> <p>5 Minutes</p>	<i>Library Personnel UPCE</i>

the SOA/payment instructions				
4. Pick-up instrument with attached forms in person;	4. Assist client with handling of instrument /s whenever necessary	None	5 Minutes	<i>Library Personnel UPCE</i>
5. Return materials upon end of use	5.1 Receive materials; 5.2 Accomplish condition report form	None	1 Minute 5 Minutes	<i>Library Personnel UPCE</i>
<b>TOTAL:</b>		<b>Rental Fee – 20% the instrument's current market cost (in PHP)</b>	<b>1 Day and 46 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

**Type of Service:** Internal

## 8. 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). Instrument/s and/or artefacts must be returned on the same day it was released to the client.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Accomplished UPCE Instrument Borrower's Form (1 original)		UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded at <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments 1.2 If for non-classroom - Secure approval of UPCE Director 1.3 Prepare and present Statement of Account	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE



	(SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment			
<p>2. Pay corresponding fees</p> <p>2.1 If paying onsite** - pay at the UP Diliman Cash Office</p> <p>2.2 If paying online - pay through prescribed online</p>	2. Process payment	<p>Rental Fee – (for classroom use): FREE</p> <p>(for non-classroom use): 20% of the instrument's current market cost (in PHP)</p>	15 Minutes (paused-clock)	UP Diliman Cash Office
<p>3. Present proof of payment</p> <p>3.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>3.2 If online - Send proof of</p>	<p>3.1 Acknowledge presentation of receipt</p> <p>3.2 Accomplish a Condition Report Form</p> <p>3.3 Inform Client of pick-up schedule</p>	None	<p>5 Minutes</p> <p>5 Minutes</p> <p>5 Minutes</p>	Library Personnel UPCE

payment with copy of SOA to the email addresses detailed in the SOA/payment instructions				
4. Pick-up instrument with attached forms in person;	4. Assist client with handling of instrument/s whenever necessary	None	5 Minutes	<i>Library Personnel</i> UPCE
5. Return materials upon end of use	5.1 Receive materials 5.2 Accomplish a condition report form	None	1 Minute 5 Minutes	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>Rental Fee – (for classroom use): FREE  (for non-classroom use): 20% of the instrument's current market cost</b>	<b>1 Day and 46 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

**Type of Service:** Internal

## 9. Instruments for playing and/or demonstration inside the UPCE Library

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

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Accomplished UPCE Instrument Borrower's Form (1 original)		UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present valid ID and submit requirements to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachments 1.2 Secure approval of UPCE Director 1.3 Input schedule of use/class demo in UPCE calendar for information of all UPCE personnel	None	1 Day	<i>Library Personnel</i> UPCE

	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 Accomplish a Condition Report Form 1.7 Prepare instrument/s and provide to client		5 Minutes  5 Minutes	
2. Arrive at least 15 minutes before scheduled use/class demonstration	2. Assist client with handling of instrument/s whenever necessary	None	5 Minutes	<i>Library Personnel UPCE</i>
3. Return materials upon end of use	3.1 Receive materials 3.2 Accomplish a condition report form	None	3 Minutes  5 Minutes	<i>Library Personnel UPCE</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 Day and 23 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** Internal

## 10. Instruments for room study

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

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Accomplished UPCE Instrument Borrower's Form (1 original)		UP Center for Ethnomusicology Library (UPCE Instrument Borrower's Form can also be downloaded from this link: <a href="https://bit.ly/upceform005">https://bit.ly/upceform005</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present valid ID and submit accomplished UPCE Instrument Borrower's Form to the UPCE Library Personnel in person or through email	1.1 Receive request with complete attachment 1.2 Prepare instruments and provide to client	None	1 Minute  5 Minutes/instrument	<i>Library Personnel</i> UPCE
2. Pick-up instrument in person	2. Assist client with handling of instruments whenever necessary	None	1 Minute	<i>Library Personnel</i> UPCE

3. Return materials upon end of use	3. Receive materials	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>8 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** Internal

### 11. 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.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Accomplished UPCE Library Call Slip (1 original)		UP Center for Ethnomusicology Library		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present valid ID and submit accomplished UPCE Library Call Slip to the UPCE Library Personnel	1.1 Receive request with complete attachments 1.2 Prepare materials and	None	1 Minute  2 Minutes/title	<i>Library Personnel</i> UPCE

in person or through email	provide to client			
2. Pick-up library material/s in person; sign book card	2. Assist client with use of library material/s whenever necessary	None	1 Minute	<i>Library Personnel</i> UPCE
3. Return materials upon end of use	3. Receive materials	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** Internal

## 12. 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).\*

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

		(See UPCE Service "UPCE Registration")		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	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 1.4 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment	None	1 Day and 5 Minutes	<i>Library Personnel</i> UPCE



<p>2. Pay corresponding fees</p> <p>2.1 If paying onsite** - pay at the UP Diliman Cash Office</p> <p>2.2 If paying online - pay through prescribed online payment channels</p>	<p>2. Process payment</p>	<p>Rental fee - PHP 1,500.00/ hour</p>	<p>15 Minutes (paused-clock)</p>	<p><i>UP Diliman Cash Office</i></p>
<p>3. Present proof of payment</p> <p>3.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>3.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment</p>	<p>3.1 Acknowledge presentation of receipt</p> <p>3.2 Inform Client of approved schedule</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Library Personnel UPCE</i></p>

instructions				
4. Arrive at least 15 minutes before schedule	4. Assist client with handling of facilities	None	1 Minute	<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>Rental fee - PHP 1,500.00/hour</b>	<b>1 Day and 22 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

**Type of Service:** Internal

### 13. Online access to archival fieldnotes, photographs, audio, study music score, and vertical files

Request of Archive Users for online access/viewing standard viewing resolution digital copies of UPCE archival fieldnotes, photographs, audio, study music scores, and vertical files (maximum of 10 materials per research day).\*

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

Accomplished UPCE Access Form (1 original)		UP Center for Ethnomusicology Library (UPCE Access Form can also be downloaded from this link <a href="https://bit.ly/upceform003">https://bit.ly/upceform003</a> )		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	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's designated online viewing/access platform**			
	1.6 Inform Client when the material is available for access			<i>Library Personnel</i> UPCE

	online and provide link to the material			
<b>TOTAL:</b>		<b>None</b>	<b>4 Days and 5 minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic.

Processing of available materials will take a longer time than normally prescribed.

\*\* Materials uploaded in the UPCE's designated online viewing/access platform will only be available for access for 6 months.

**Type of Service:** Internal

## 14. Reference and bibliographic services

Request for reference and bibliographic services

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal appearance or Email correspondence		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit inquiry to the UPCE Library Personnel in person or through email	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
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

**Type of Service:** Internal

### 15. Reproduction of selected pages from unpublished score for publication

Request for digital reproduction of selected pages of unpublished score from Archive holdings for publication. (Maximum of 5 pages or 10% of the score, whichever is lower)\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	UP Faculty and Employees	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Valid UP ID (original)	UP Human Resources Development Office
	Valid UPCE Registration	UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")
	Accomplished UPCE Reproduction Form (1 original)	UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )
	Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)	
	Request letter addressed to the	Requesting Party

UPCE Director endorsed by Head of Unit (1 original)				
Signed approval of copyright owners (1 original)		Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )		
CLIENT STEPS	AGENCY ACTIONS	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 requested score pages and upload requested materials in UPCE's	None	3 Days and 5 Minutes	<i>Library Personnel</i> UPCE  <i>Archive Personnel</i> UPCE

	designated online file transfer platform** 2.3 Inform Client when the material is available for access online and provide link of the material			<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 10 Minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic.

Processing of available materials will take a longer time than normally prescribed.

\*\* Materials uploaded in the UPCE's designated online file transfer platform will only be available for access for 6 months

**Type of Service:** Internal

## 16. Reproduction and use of unpublished score for performance

Request for reproduction and use of unpublished full score and corresponding part scores (whenever part scores are necessary and available) from Archive holdings for performance.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	UP Faculty and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Valid UP ID (original)		UP Human Resources Development Office
Valid UPCE Registration		UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")
Accomplished UPCE Reproduction Form (1 original)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be

Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)		downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )		
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
Signed approval of copyright owners (1 original)		Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )		
CLIENT STEPS	AGENCY ACTIONS	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 Prepare	None	5 Minutes	<i>Library Personnel</i> UPCE



	and present Statement of Account (SOA) including payment instruction, directions to the UP Diliman Cash Office, and guide to sending proof of payment			
3. Pay corresponding fees 2.1 If paying onsite** - pay at the UP Diliman Cash Office 2.2 If paying online - pay through prescribed online payment channels	3. Process payment	Performance fee - USD 1,000.00; or its equivalent in peso; exclusive of printing, shipping, and handling	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>
4. Present proof of payment 4.1 If physically going	4.1 Acknowledge presentation of receipt; 4.2 Prepare scores	None	3 Days	<i>Library Personnel UPCE</i>  <i>Archive</i>



upon end of use				
<b>TOTAL:</b>		<b>Performance fee - USD 1,000.00; or its equivalent in peso; exclusive of printing, shipping, and handling</b>	<b>5 Days and 31 Minutes</b>	

\*Some materials might not be available nor easily accessible due to the pandemic.

Processing of available materials will take a longer time than normally prescribed.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\*Printed copy option might not be available, depending on the current pandemic and other emergency guidelines set by the national government and the university

\*\*\*\* Materials uploaded in the UPCE's designated online transfer platform will only be available for access for 6 months.

**Type of Service:** Internal

## 17. Reproduction and use of unpublished score for study

Request for reproduction (in standard resolution) 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.\*

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

Accomplished UPCE Reproduction Form (1 original)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	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/de nied 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 UPCE</i>
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	None	3 Days and 5 minutes	<i>Library Personnel UPCE</i>  <i>Archive Personnel UPCE</i>

	<p>copy - upload requested materials in UPCE's designated online file transfer platform***</p> <p>2.4 Inform Client that requested material is ready</p> <p>2.5 If clients requested for digital copy - Provide link to the material for digital reproduction )</p>				<i>Library Personnel</i> UPCE
3. If requesting for printed copy of score** – Go to UPCE Library to pick-up score	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	None	1 Minute		<i>Library Personnel</i> UPCE
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 16 Minutes</b>		

\*Some materials might not be available nor easily accessible due to the pandemic. Processing of available materials will take a longer time than normally prescribed.

\*\*Printed copy option might not be available, depending on the current pandemic and other emergency guidelines set by the national government and the university

\*\*\* Materials uploaded in the UPCE's designated online file transfer platform will only be available for access for 6 months.

**Type of Service:** Internal

## 18. 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).\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
Valid UPCE Registration		UP Center for Ethnomusicology Library (See UPCE Service "UPCE Registration")		
Accomplished UPCE Reproduction Form (1 original)		UP Center for Ethnomusicology Library (UPCE Reproduction Form can also be downloaded from this link <a href="https://bit.ly/upceform004">https://bit.ly/upceform004</a> )		
Accomplished Letter-Agreement for Terms of Use with UPCE (2 original)				
Request letter addressed to the UPCE Director endorsed by Head of Unit (1 original)		Requesting Party		
Signed approval of copyright owners (1 original)		Copyright owner of the material (Sample template: <a href="https://bit.ly/upce-sample-letter-copyright">https://bit.ly/upce-sample-letter-copyright</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<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</p> <p>1.2 Secure approval of UPCE Director</p> <p>1.3 Inform Client of approved/denied request and schedule</p> <p>1.4 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment</p> <p>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>
---	--	-------------	-----------------------------	--

2. Sign Letter-Agreement for Terms of Use and return to UPCE Library personnel	3. Receive and file Letter-Agreement for Terms of Use	None	1 Minute	<i>Library Personnel</i> UPCE
3. Pay corresponding fees 3.1 If paying onsite** - pay at the UP Diliman Cash Office 3.2 If paying online - pay through prescribed online payment channels	3. Process payment	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)	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>
4. Present proof of payment 4.1 If physically going to UPCE	4.1 Acknowledge presentation of receipt 4.2 Retrieve requested materials	None	3 Days and 20 Minutes	<i>Library Personnel</i> UPCE  <i>Archive Personnel</i> UPCE



<p>Library - Present OR to Library Staff</p> <p>4.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions</p>	<p>and upload requested materials in UPCE's designated online file transfer platform**</p> <p>4.3 Inform Client when the material is available for access online and provide link to the material</p>			<p><i>Library Personnel</i> UPCE</p>
<p><b>TOTAL:</b></p>		<p><b>Reproduction Fee – (fair use): PHP 50.00 (for every 60 seconds or a fraction thereof)</b></p> <p><b>(beyond fair use): PHP 150.00 (for every 60 seconds or a fraction thereof)</b></p>	<p><b>5 Days and 41 Minutes</b></p>	

\*Some materials might not be available nor easily accessible due to the pandemic.

Processing of available materials will take a longer time than normally prescribed.

\*\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

\*\*\* Materials uploaded in the UPCE's designated online file transfer platform will only be available for access for 6 months.

**Type of Service:** Internal

## 19. UPCE Registration

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

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		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 (UPCE Registration Form can also be downloaded from this link <a href="https://bit.ly/upceform001">https://bit.ly/upceform001</a> )		
<b>Archive Users</b>				
Valid UP ID (original)		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 (UPCE Registration Form can also be downloaded from this link <a href="https://bit.ly/upceform001">https://bit.ly/upceform001</a> )		
Attached description of proposed work/study) (1 original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 attach	None	5 Minutes	Library Personnel UPCE

	ments 1.2 Prepare and present Statement of Account (SOA) including payment instructions, directions to the UP Diliman Cash Office, and guide to sending proof of payment			
2. Pay corresponding fees 2.1 If paying onsite* - pay at the UP Diliman Cash Office 2.2 If paying online - pay through prescribed online payment channels	2. Process payment	Registration fee - PHP 50.00	15 Minutes (paused-clock)	<i>UP Diliman Cash Office</i>
3. Present proof of	3. Input Registr	None	5 Minutes	<i>Library Personnel</i>

<p>payment</p> <p>3.1 If physically going to UPCE Library - Present OR to Library Staff</p> <p>3.2 If online - Send proof of payment with copy of SOA to the email addresses detailed in the SOA/payment instructions</p>	<p>ation of client in the database</p>			<p>UPCE</p>
<b>TOTAL:</b>		<b>Registration fee - PHP 50.00</b>	<b>25 Minutes</b>	

\* Onsite payment option might be temporarily suspended due to cases of unforeseen emergencies such as natural calamities or pandemics.

**Type of Service:** Internal

## 20. UPCE Tour

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

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)
<b>Classification :</b>	Simple
<b>Type of Transaction:</b>	Government to Government

<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (Valid ID of group head if group tour) (original)		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)		Requesting Party (Sample template: <a href="https://bit.ly/upce-sample-letter-tour">https://bit.ly/upce-sample-letter-tour</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>		<b>None</b>	<b>2 Days and 20 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.

**Type of Service:** Internal

## 21. Use of Digital Access Station to browse TUKLAS and UPCE Collections Portal

Request to use the UPCE Digital Access Station to browse TUKLAS, UPCE Collections Portal inside the UPCE Library.\*

<b>Office or Division:</b>	UP Center for Ethnomusicology (UPCE)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	UP Faculty and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid UP ID (original)		UP Human Resources Development Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present valid ID and request for equipment for	1.1 Receive request 1.2 Prepare UPCE computer for	None	15 Minutes	<i>Library Personnel</i> UPCE

accessing TUKLAS and UPCE Collections Portal at the UPCE Library personnel (for use only inside the UPCE during service hours)	client use; assist client whenever necessary			
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

\*Following health protocols and other directives of the national government and the university, this service might not be available in light of the pandemic or other unforeseen catastrophes.



## VI. Feedback and Complaints

<b>FEEDBACK AND COMPLAINTS MECHANISMS</b>	
How to send feedback	Answer the client feedback form and drop it at the designated drop box in every unit/office.
How feedback is processed	<p>Every Friday, the Unit Anti Red Tape Focal Person of each unit/office opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to Head of Units/Colleges and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen copy furnished the UP Diliman CART. For inquiries and follow-up, clients may contact the following telephone number: 8-981-8500 2570 (UPD CART VoIP) or 2626 (UPCE VoIP)</p>
How to file a complaint	<p>Answer the client Complaint Form and drop it at the designated drop box in every unit/office. Complaints can also be filed via telephone. Make sure to provide the following information</p> <ul style="list-style-type: none"> <li>- Name of person being complained</li> <li>- Incident</li> <li>- Evidence</li> </ul> <p>For inquiries and follow-up, clients may contact the following telephone number: 8-981-8500 2570 (UPD CART VoIP) or 2626 (UPCE VoIP)</p>
How complaints are processed	<p>The Unit Anti Red Tape Focal Person opens the drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the UARTEFP shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The UARTEFP will create report after the investigation and shall submit it to the Office of the Chancellor through the UP Diliman ARTC. The UARTEFP will give feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: 8-981-8500 2570 (UPD CART VoIP) or 2626 (UPCE VoIP)</p>
Contact Information of UP Diliman Committee on Anti Red Tape (UPD-CART)	<p>UP Diliman Committee on Anti Red Tape (UPD-CART)</p> <p>Email address: <a href="mailto:updartc@up.edu.ph">updartc@up.edu.ph</a></p> <p>Telephone Number: 8-981-8500 2570 (UPD CART VoIP)</p>





University of the Philippines Diliman  
**CLIENT FEEDBACK FORM**

Unit: \_\_\_\_\_  
Service Requested: \_\_\_\_\_

Instruction: Please encircle the number that corresponds to you rating.

- A. How would you rate our service/s in term of quality?  
1. Poor      2. Fair      3. Good      4. Very Good      5. Excellent
  
- B. How would you rate our service/s in terms of timeliness?  
1. Poor      2. Fair      3. Good      4. Very Good      5. Excellent
  
- C. Overall, how would you rate your experience with our service/s?  
1. Poor      2. Fair      3. Good      4. Very Good      5. Excellent

Any suggestion/s on how we can improve our service delivery?

---

---

---

---

---



University of the Philippines Diliman  
**CLIENT COMPLAINT FORM**

Unit: \_\_\_\_\_  
Service Requested: \_\_\_\_\_

A. Name of Person being complaint: \_\_\_\_\_

B. Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Evidence  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Information of Complainant**

In order for us to give feedback on the action taken relative to your complaint, kindly provide us the following information:

A. Name of Complainant: \_\_\_\_\_  
B. Telephone Number: \_\_\_\_\_  
C. Email Address: \_\_\_\_\_

## VII. List of Offices

Office of the Vice Chancellor for Research and Development	Lower Ground Floor, PHIVOLCS Building, C.P. Garcia Ave, Diliman, Lungsod Quezon, Kalakhang Maynila	(632) 8927-2568 (632) 8981-8500 local 4046 (632) 89272567 ovcrd@up.edu.ph
Center for Ethnomusicology	2nd floor, Jose Maceda Hall Ylanan St., cor. Magsaysay Ave., University of the Philippines Diliman 1101 Quezon City	(632) 8926 0028 upethno.upd@up.edu.ph