



# 2024 E-LIBRARY GUIDE

A DIGITAL LIBRARY GUIDE

Welcome to e-Library

The e-Library is designed to provide remote access to the University Library collection.

Information disseminated to stakeholders.





# Table of Contents

01

Meet our Librarian

05

Browse Materials

02

About e-Library

06

Requesting Materials

03

e-Library guides

07

Submit Request

04

LOG-IN

08

Additional



eLIBRARY



**MARIQUIT M.  
PEDRASA**  
UNIVERSITY LIBRARIAN



**VALERIANA E.  
RUBIO**  
TECHNICAL/PERIODICAL  
LIBRARIAN



**JUANITA B.  
CUIZON**  
CIRCULATION/ACQUISITION  
LIBRARIAN



**ELOISA M.  
BACULOT**  
LIBRARY SUPPORT STAFF



**JAN CHRISMER  
V. MANGANA**  
LIBRARY SUPPORT STAFF

# Welcome to:



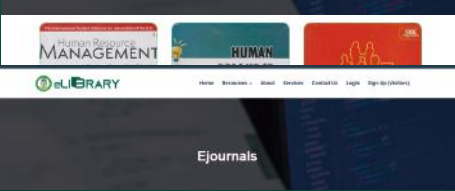
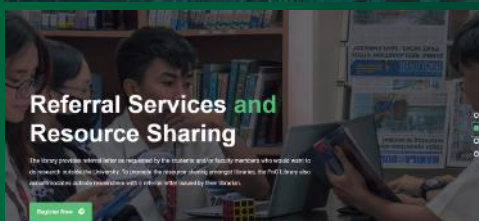
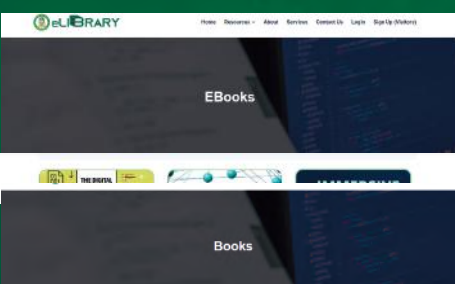
# eLIBRARY

## Vision

To be a premier university library of higher learning in the Philippines well-equipped with information communication technology and resources

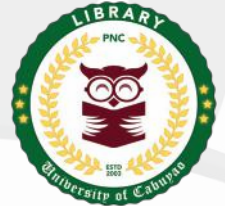
## Mission

PnC University Library is committed to support the institution's instructional and learning programs to develop globally competitive and value-laden professionals and leaders by providing innovative library services with relevant and updated resources.



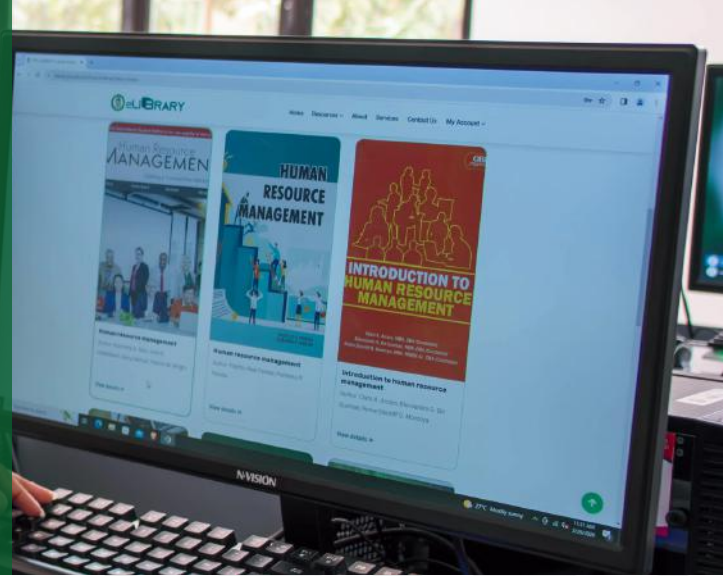


eLIBRARY



# OBJECTIVES

The e-Library is designed to provide remote access to the University Library collection and information dissemination to stakeholders.



Home Resources About Services

## Welcome to e-Library

The e-Library is designed to provide remote access to the University Library collection and information dissemination to stakeholders.

Register Now

go to :  
[elibrary.pnc.edu.ph](http://elibrary.pnc.edu.ph)

To access the eLibrary, open a browser and navigate to [elibrary.pnc.edu.ph](http://elibrary.pnc.edu.ph). It will grant you access to various types of books, including ebooks, journals, and the university's theses.

STEP 1



eLIBRARY



Contact Us Login Sign Up (Visitors)

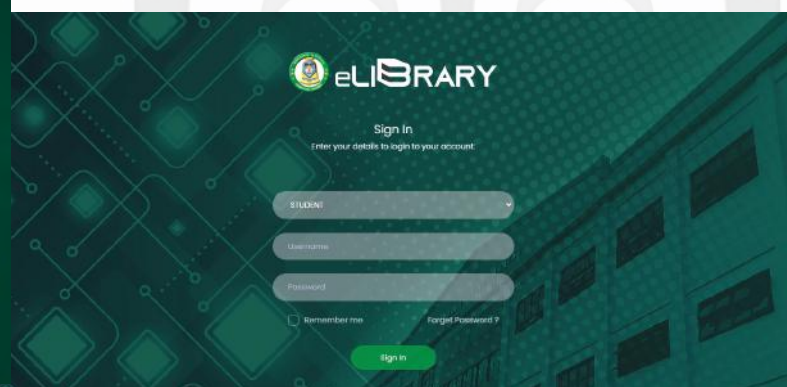
## Step 2:

### Click in the Log in tab

To access various books, you need to create an account. University students can log in using their Pinnacle accounts, while visitors need to sign up.

## LOG IN

Navigate to the login tab and select your user type. Input your student number and password into the designated fields.



Home Resources About Services Contact Us Login Sign Up (Visitors)

- Print >
  - Non - Print >
  - Serials >
  - Multimedia >
- Books
  - Theses
  - Capstone Project
  - Feasibility Studies
  - Manuscript
  - Narrative Reports

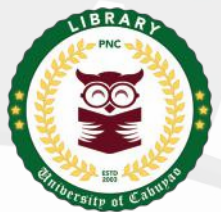
e-Library

the University Library collection and

## Step 3:

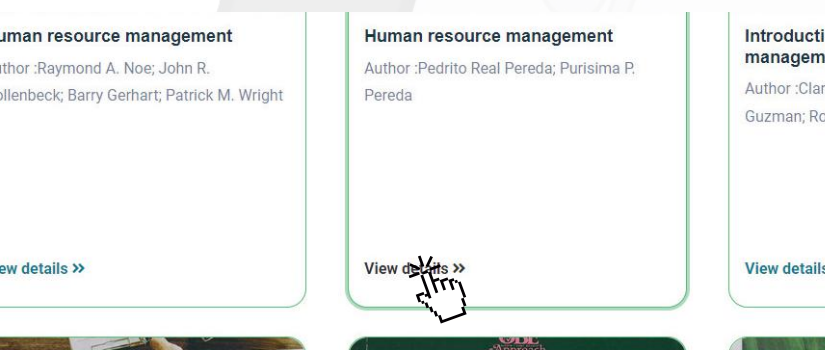
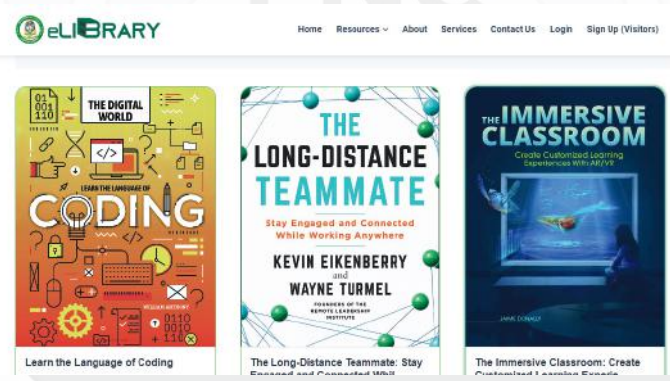
### Resources

Our eLibrary offers a variety of resources to support your studies. In the resources section, you can find books, theses, capstone projects, feasibility studies, manuscripts, and narrative reports. Additionally, we provide eBooks and eJournals for convenient access to scholarly content. Explore our collection to enhance your learning experience.



# Browse

Discover a wide variety of books covering different topics and genres. Whether you enjoy fiction, non-fiction, or educational reads, our collection has something for everyone. Browse through our library and find the perfect book to dive into.



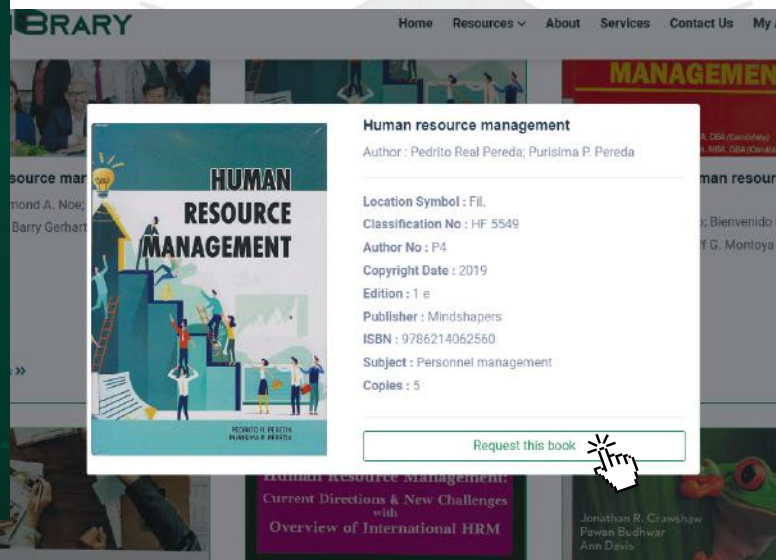
## Step 4: Reservation

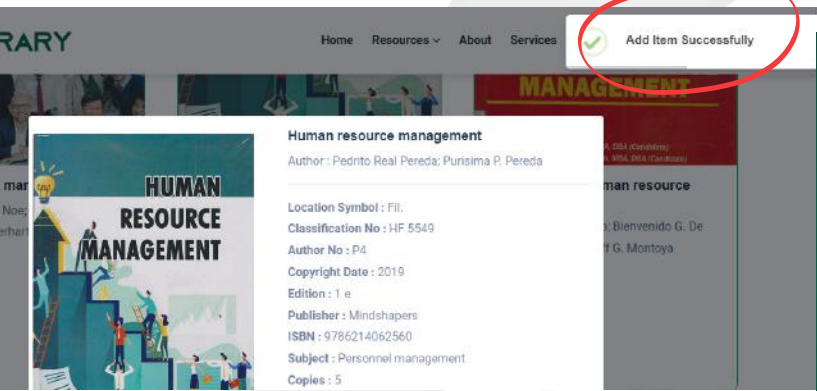
To borrow books, select the book you need and click "View Details".

# Step 5: Request

After viewing the details, click "Request this book"

Students are allowed to borrow a maximum of 3 books only for overnight loans and must return them on the next school day. Failure to do so will result in a penalty.



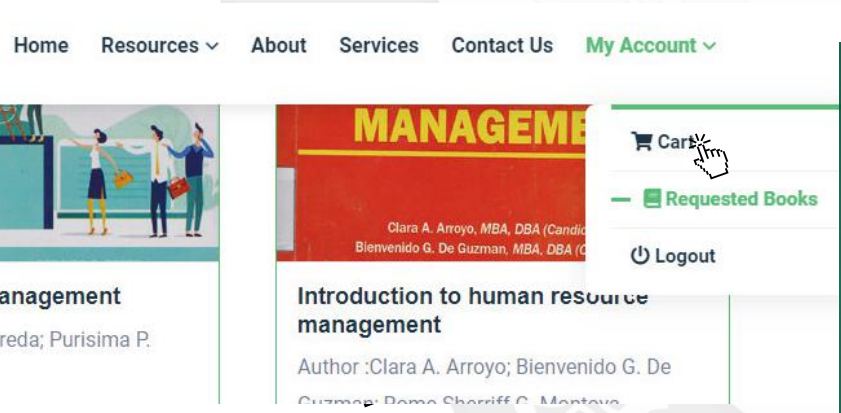
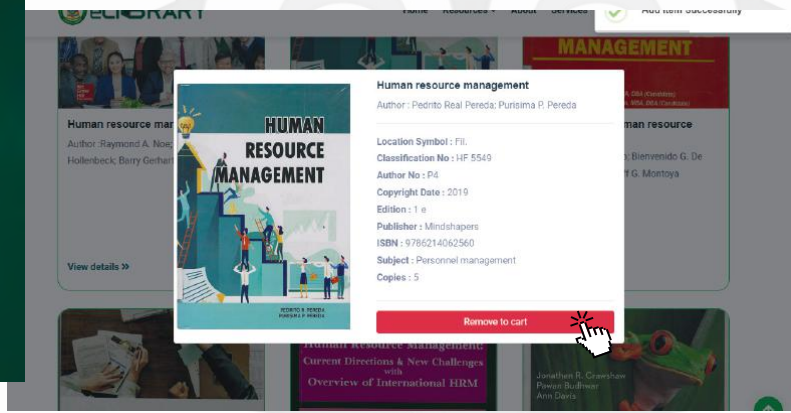


# Added

Your requested books will automatically be added to your cart.

# Remove

You can also cancel or remove books you no longer wish to request by clicking "Remove from Cart".

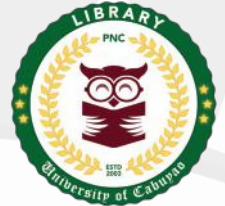


# Step 6: Check

After requesting books, view your cart under the "My Account" tab and then click on "Cart".



eLIBRARY



# Step 7: Submit

Finalize your requested books and proceed to submit your request by clicking "Submit Request."

### List of Cart

No.	Title	Type	Action
1	Introduction to human resource management	BOOKS	
2	Human resource management	BOOKS	

[Submit Request](#)



### Success

Your request was submitted to PNC e-Library. Go to the PNC library before 4:00 PM. The cut-off for receiving requests is until 4:00 PM. Any requests beyond this period will be processed on the next business day. Borrowing/renewal is not allowed if there is a pending book due for return.

OK

# Done!

Once successful, a pop-up message will appear with instructions on how to claim the books.

# Wait

You're all set up! Just wait for the designated time to claim your requested books.

resources About Services Contact Us My Account

Cart

Requested Books

Logout

## MANAGEMENT

Clara A. Arroyo, MBA, DBA (Candidate)  
Bienvenido G. De Guzman, MBA, DBA (Candidate)

### Introduction to human resource management

Author :Clara A. Arroyo; Bienvenido G. De Guzman; Rome Sherriff G. Montoya





# eLIBRARY



List of Transactions

Search Transaction No...

No.	TXN NO.	Req. Books	Date	Status
1	TNXVX978X2DX	1	March 20, 2024 (04:27 PM)	REQUEST

Showing 1 to 1 of 1 entries

**Human resource management**  
Author :Raymond A. Noe, John R. Hollenbeck, Barry Gerhart, Patrick M. Wright

[View details >>](#)

**Human resource management**  
Author :Pedrito Real Pereda, Purisima P. Pereda

[View details >>](#)

**Introduction to human resource management**  
Author :Clara A. Arroyo, Bienvenido G. De Guzman, Rome Sherriff G. Montoya

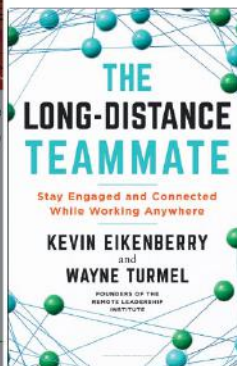
[View details >>](#)

## Sent

You can also view all your transactions under the "List of Transactions" tab.

## e-books

eBooks provide easy access to information. Just select the eBook you want and download it to view offline. Whether you're studying or on the move, eBooks let you explore topics anytime, anywhere, without needing the internet.



### The Long-Distance Teammate: Stay Engaged and Connected While Working Anywhere

Author : Kevin Eikenberry, Wayne Turmel

Location Symbol : e-Lib

Classification No :

Author No :

Copyright Date : 2021

Edition : e-Lib

Place of Publication : Oakland, CA

Publisher : Berrett-Koehler Publishers

Physical : N/A

**Description :** This book explores the difference between working at home and being an effective member of a team by tackling three important issues: navigating the personal and interpersonal, growing the skills to be productive, and communicating effectively—all from a virtual perspective.

**Subject :** Virtual work teams-Telecommuting-Career development

Accession No : 002

[View or Download](#)



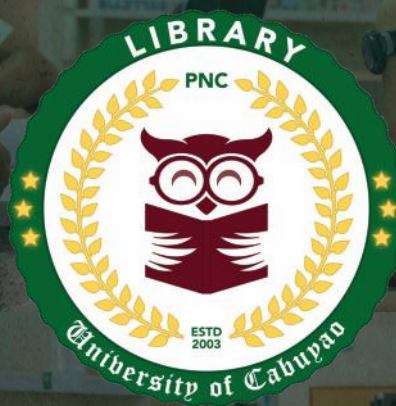
# ALL DONE!

VISIT OUR WEB PAGE:

eLIBRARY



[elibrary.pnc.edu.ph](http://elibrary.pnc.edu.ph)



[ulib@pnc.edu.ph](mailto:ulib@pnc.edu.ph)



[www.facebook.com/UniversityOfCabuyaoLibrary](https://www.facebook.com/UniversityOfCabuyaoLibrary)



Pamantasan Ng Cabuyao, Katapatan  
Mutual Homes, Brgy Banay-banay  
Cabuyao City, Laguna