



**MAPUA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPUA MCL

# How to avail of the **Book Scanning Service**



**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPÚA MCL

clir.mcl.edu.ph

**CENTER FOR LEARNING AND INFORMATION RESOURCES**  
MAPÚA MALAYAN COLLEGES LAGUNA

HOME COLLECTIONS SERVICES & FACILITIES POLICIES & REGULATIONS LINKS HELP AE

**CLIR RESOURCES**

- LOCAL DATABASES
  - WebOPAC
  - Thesis Database
- COMPENDIUM OF MCL FACULTY AND STUDENTS' SCHOLARLY WORKS
- AI TOOLS
- ELECTRONIC RESOURCES
- RESOURCES PER PROGRAM

**1. Visit the Mapúa MCL CLIR webpage at [clir.mcl.edu.ph](http://clir.mcl.edu.ph).**

***To begin, search for the desired title in the WebOPAC.***



**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPÚA MCL

The screenshot displays the CLIR website interface. At the top left, the logo and name "CENTER FOR LEARNING AND INFORMATION RESOURCES MAPÚA MALAYAN COLLEGES LAGUNA" are visible. Below this is a search bar with a dropdown menu, a search input field containing the text "Find books, videos, magazines and more from CLIR", and a "SUBMIT" button. The main content area is divided into two columns: "EVENTS" on the left and "ANNOUNCEMENTS" on the right. The "EVENTS" column includes links for "CLIR Users Participating in LF2F Classes" and "Celebrates 86th National Book Week Amidst Learning Setting". The "ANNOUNCEMENTS" column includes links for "Advisory on the Enrollment of Current MCL Senior High School Students for the Second Semester, S.Y. 2020-2021" and "Calendar of Enrollment Activities for Current Students for the Second Semester of S.Y. 2020-2021 (SHS)". On the right side of the page, there is a section titled "ONLINE SERVICES" containing a grid of nine icons representing various services: Book A Librarian, Connect with EDIN (CLIR Online Reference Assistant), Book Scanning Service, Broken Document Delivery Service, Book A-List Service, Book Renewal and Reservation, Book Return, Transactions & Loans, and Current Accounts Service. At the bottom of this grid is a "View Online Services" button, which is highlighted with a red arrow.

**2.** Click the "**View Online Services**" button located on the right side of the screen.



**MAPUA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPUA MCL

The screenshot displays the CLIR website interface. At the top, the logo for the Center for Learning and Information Resources (CLIR) at Mapua Malay Colleges Laguna is visible. Below the logo is a navigation menu with the following items: HOME, COLLECTIONS, SERVICES & FACILITIES, POLICIES & REGULATIONS, LINKS, HELP, and ABOUT US. The main content area is titled "CLIR ONLINE SERVICES" and features a search bar with a "Keywords" dropdown and a "Search" button. Below the search bar, there are six circular icons representing different services: "Book-A-Librarian" (a person with a book), "Connect with CORA (CLIR Online Reference Assistant)" (a computer monitor with a wrench), "Book Scanning Service" (an open book with a magnifying glass), "Reference Sources" (a document with a red bookmark), "Topic Webliographies" (a computer chair with a red bookmark), and "Lightbulb" (a hand holding a glowing lightbulb). A red mouse cursor is pointing at the "Book Scanning Service" icon.

**3.** Click the "Book Scanning Service" icon.



**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPÚA MCL

The screenshot shows the website interface for the Center for Learning and Information Resources (CLIR) at Mapúa Malayán Colleges Laguna. The main heading is "BOOK SCANNING SERVICE". Below the heading, there is a search bar with a "Search" button and a link that says "Access E-Form here" with a red arrow pointing to it. The page also features a sidebar with "CLIR RESOURCES" and a main content area with a "Book Scanning Service" section that includes a description and a URL: <http://ls.mcl.edu.ph/>.

**4.** Click the link to access the e-form.





**MAPUA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPUA MCL

The screenshot shows a web form titled "Online Document Delivery Form" with a teal header. Below the title, it states "The survey will take approximately 6 minutes to complete." A section titled "CONSENT FOR PROCESSING PERSONAL DATA" is marked as required. The first item in the list states: "1. MALAYAN COLLEGES LAGUNA, INC., A MAPUA SCHOOL (MCL) commits compliance to the Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012. MCL recognizes its

- 5. Complete the Online Document Delivery Form and submit to successfully send your request.**



**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA



**CENTER FOR LEARNING  
AND INFORMATION RESOURCES**  
MAPÚA MCL

### Book Scanning Request



CLIR Service Account

To:



#### **Copyright and Intellectual Property Notice:**

Access to scanned materials must be for academic and research use only. MCL does not grant permission to quote extensively for publication. It is the users' responsibility to secure the necessary permission from the copyright owners, heirs, or assigns. All users are also advised to be aware of their responsibilities and applicable restrictions and sanctions for such violations.

Permission to quote is freely given with proper citation. Permission to publish is subject to approval by the copyright owner and/or by Malayan Colleges Laguna and must be **request**ed before actual publication.

\*\*\*

- 6.** You will receive an **email notification** from the **CLIR Service Account** with the details of the requested material/s.