

THE VISION

The Ateneo de Davao University Library, as the vital instructional and research information resource, will substantially contribute to the University's intellectual growth and competence by continually developing and maintaining in excellent condition materials contained in the libraries, that many can benefit from their availability.

The Library will continue to strengthen community collaboration and cooperative relationships with other academic libraries and institutions. The professional library staff will be recognized for their expertise, technological competence, solid library skills and as leaders in information management.

THE MISSION

The Ateneo de Davao University Library, in support of the University's mission, strives to provide access to adequate, updated, organized and varied formats of information resources and innovative services to meet the academic and cultural needs and the research endeavors of the University. The Library designs and implements programs that seek to uphold and promote the Jesuit educational tradition of excellence.

AUDIO-VISUAL CENTER

The Audio-Visual Center supports the University's programs and activities. It aims to provide wide range of communication-learning opportunities to students through the use of Audio-Visual instructional and educational materials and equipment.

ACCESS TO THE COLLECTIONS

Audio-Visual collections' bibliographic information can be browsed 24/7 through the **College OPAC** available at the library's website <http://library.addu.edu.ph>

POLICIES AND GUIDELINES

Viewing Room

- ❖ The viewing room can be reserved for projection purposes only and not as an ordinary classroom. Reservation will not be granted if only an overhead projector and a sound system will be used.
- ❖ Drama presentations and club activities are not allowed in the viewing room.
- ❖ The Audio-Visual Center acquires Documentary and Instructional materials only. Faculty who wish to view Motion Picture Films may bring his/her own collection.
- ❖ Reservation of viewing room should be made at least one week before the actual use. However, on date use is accepted if no one has placed a reservation.
- ❖ Faculty is allowed 10 viewing hours in a month. Requesting parties are required to fill-in Reservation Form at the Audio-Visual Office. *No Form, No Reservation Policy is observed.*
- ❖ Eating, drinking and smoking are not allowed inside the Viewing Rooms.

Preview Room

- ❖ The preview room may be used by the administrator and faculty who wish to preview educational and instructional materials.

- ❖ Reservation should be made at least an hour before actual use.

Instructional Materials

- ❖ Only ADDU faculty members are allowed to borrow AV Instructional materials.
- ❖ Faculty may loan out 5 titles for overnight use.

Equipment (*LCD Projector, Projection Screen, Cassette Player, Audio Recorder, Waistband Amplifier Speaker, Wireless Microphone with Speaker, Karaoke*)

- ❖ Due to the limited number of equipment, reservations should be made at least one week before the date the equipment will be needed.
- ❖ Requesting parties are required to fill in Reservation Form. All necessary information must be entered. *No form, no reservation policy is observed.*
- ❖ Faculty and administrator who wish to use the equipment outside of AdDU campus or over the weekend should seek the approval of the Director of Libraries.
- ❖ The LCD projector should be picked-up and returned to the AVR office by the borrower or authorized representative.
- ❖ Faculty and authorized representative should leave their valid ADDU I.D. at the AV office when borrowing equipment or any Audio-Visual materials.
- ❖ The equipment should not be left unattended. The borrower will be held liable for loss or damage to the equipment arising from neglect, misuse or abuse.

LFD/Video Wall

- ❖ File request at least two weeks before the actual use.
- ❖ State if one or two sets of video wall set are needed.
- ❖ State the nature and name of the event where use of the video wall is desired.
- ❖ State the date when it will be used.
- ❖ State the exact time when the event will start. Note that it takes around 2.5 hours to set up one video wall thus, preparations need to start at least 2.5 hours before the event starts.
- ❖ Provide the proposed floor plan of the event venue and where the video wall will be. The location needs to be assessed for suitability in wiring and other concerns.
- ❖ State how the video wall will be used and what inputs will be connected such as laptops, video cameras, etc. Identify who will operate the equipment used for the inputs.
- ❖ Identify who will be overall-in-charge of the event.
- ❖ First come first served policy.
- ❖ The borrowing office must take care of the following (especially if request is approved):
 - ✓ Coordinating with the Physical Plant Office regarding transporting the video wall equipment to the venue and back to the storage,
 - ✓ Coordinating with the Physical Plant Office regarding provision of platform where the video wall equipment is to be located,

- ✓ Coordinating with the Physical Plant Office regarding provision of electrical supply/electrical outlets for video wall equipment and other related equipment such as HDMI switcher, extenders, computers, etc.,
- ✓ Coordinating with Audio Visual Office regarding the video wall operator during the event,
- ✓ Coordinating with the HRMDO regarding the request for approval for overtime of personnel involved in the assembling and dismantling of the video wall equipment,
- ✓ Providing breakfast meals for personnel doing overtime early in the morning to assemble video wall that will be used in the morning.
- ✓ Providing dinner meals for personnel doing overtime immediately after office hours to assemble the video wall equipment for an event which starts between 6:00 and 8:30pm.
- ❖ If venue is sufficiently dark, use LCD projectors instead.
- ❖ If the video wall will be used outdoors and the weather service predicts rain during the event, the approved request will be cancelled.

Rental Fees

- ❖ Non-ADDU users are required to pay rental fees to the Finance Office.
- ❖ Rates vary and may be inquired at the Audio-Visual Center.



AUDIO-VISUAL CENTER

USER'S GUIDE



Service Hour

	DAY	Come in WE'RE OPEN	Sorry, We Are CLOSED
REGULAR SEM.	Monday – Friday	7:00 a.m.	9:00 p.m.
	Saturday	7:00 a.m.	5:00 p.m.
SUMMER	Monday – Friday	7:00 a.m.	9:00 p.m.
	Saturday	7:00 a.m.	5:00 p.m.



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