

VISITING RESEARCHERS

- ❖ AdDU Matina Campus administrators, faculty, staff and students may use the University Libraries' facilities, its print and non-print resources for room use only and are required to present valid AdDU I.D.
- ❖ Researchers officially connected with AdMU, AdNU, SHS-Ateneo de Cebu, AdI-SMCS, AdZU and XU may use the library research resources for room use only upon presentation of valid school I.D.
- ❖ AdDU graduate students on thesis writing and alumni reviewees preparing for licensure examination may use the library upon presentation of temporary library I.D. issued for a fee and a certification from their respective divisions.
- ❖ Ignatian Institute of Religious Education Foundation (IIREF) scholars may use the library resources for room use only and are required to present valid I.D.
- ❖ AdDU alumnus with Blue Knights I.D. may access and use the library's collection and facilities during Saturday. First three (3) visits every semester will be free of charge after which a research fee of Php 80.00 will be required.
- ❖ Professionals, students and other visiting researchers may use the library during Saturday only for a fee of one hundred pesos (Php 100.00) per visit. Valid I.D. is required.

Note: All visiting researchers are not allowed to borrow library materials for home use.

INTERLIBRARY USE

Academic institutions who are members of the Davao Private School Librarians Association, Inc. (DPSLA) agreed to share library resources as reflected in the Memorandum of Agreement (MOA) between schools.

Visiting researchers from private schools who are members of DPSLA will be allowed to use the library facilities and resources during Saturday only. They are

required to present certificate of Interlibrary Use from their authorized librarian and a valid school I.D.

CONTROL POLICIES

- ❖ Visiting researchers should deposit their bags at the Depository Counters before entering the library. The standard size of bags that can be brought inside the library must be **10x7x4.5 inches**. Bigger than the prescribed size should be deposited.
- ❖ Visiting researchers should present valid I.D. at the main entrance and shall proceed directly to the Circulation Counter.
- ❖ Upon exit, visiting researchers are required to open and show the content of their bags, folders, and other receptacles to the Exit In-charge.

DRESS CODE

Visiting researchers wearing strapless tops, spaghetti straps, bare midriffs, and shorts will not be allowed to enter the library.

CONDUCT IN THE LIBRARY

- ❖ All library users are expected to respect the right of each individual to study in a quiet atmosphere.
- ❖ Visiting researchers who engaged in disruptive and inappropriate behavior will be asked to leave the library.
- ❖ Cellphones and other gadgets must be put on a silent mode before entering the library.
- ❖ All calls must be entertained outside the library.
- ❖ Smoking, eating, drinking and sleeping are not allowed inside the library.
- ❖ Vandalism is prohibited such as writing on books and furniture, defacing the library materials, building or equipment. Anyone

committing any of these acts will be dealt accordingly.

- ❖ Leaving personal belongings in the library overnight is not allowed. The library assumes no responsibility for any items left unattended.

RESERVE POLICIES

- ❖ Theses and dissertations are to be used inside the library only.

PERIODICAL POLICIES

- ❖ Journals, newspapers and magazines are to be read inside the library.
- ❖ Visiting researchers may request back issues of periodical materials from the Periodical Librarian.

AMERICAN CORNER

Visiting researchers may also access the American Corner for FREE which offers the following services:

- ❖ Reference and research assistance provided by a full-time professional librarian and AC In-charge. The AC also accepts and responds to inquiries received by phone, fax, e-mail and post.
- ❖ Internet and electronic databases access
- ❖ Games, and
- ❖ Film Viewing

American Corner has an EducationUSA Advising Section, which also offers the following services:

- Provides information on standardized tests such as SAT, GMAT, GRE and TOEFL, as well as registration bulletins.
- Assist students in choosing universities and fields of study and in preparing the documentation required for admission to American colleges and Universities.

ACCESS TO THE COLLECTIONS

Library collections' bibliographic information can be accessed in the Internet through **Web Collection Plus** (<http://library.addu.edu.ph>) and the Online Public Access Catalog (OPAC).

ONLINE DATABASES

e-Journals

EbscoHost <http://search.ebscohost.com>

JSTOR <http://www.jstor.org>

Philippine E-Journals www.ejournals.ph

AdMU Journals Online
<http://journals.ateneo.edu>

Cengage Philippine Collection
<http://go.galegroup.com/ps/start.do?p=SPJ.SP01&u=phaddu>

ACM Digital Library <http://dl.acm.org/>

American Journal of Physics
<http://scitation.aip.org/>

ProQuest Central <http://search.proquest.com>

Theology and Science <http://www.tandfonline.com/>

Wiley Interdisciplinary Reviews: Climate Change
<http://onlinelibrary.wiley.com/>

e-Books

Ebrary <http://site.ebrary.com/lib/ateneodavao>

Cambridge Books Online
<http://ebooks.cambridge.org/>

Sage Reference Online
<http://sage-ereference.com>

Credo Reference

<http://www.credoreference.com/home>

Gale Virtual Reference Library

<http://infotrac.galegroup.com/itweb/phaddu>

EbscoHost eBooks

http://search.ebscohost.com/login.aspx?auth_type=ip.uid&profile=ehostebook

Wiley Books Online

<http://onlinelibrary.wiley.com/>

World Book Online

<http://www.worldbookonline.com>

Other Databases

ProQuest Business Dissertations and Theses
http://search.proquest.com/pqcentral/browseterms/BusinessDiss_business?accountid=50171

Turnitin <http://www.turnitin.com/>

Grammarly <https://www.grammarly.com>

National Geographic Virtual Library
<http://natgeo.galegroup.com/natgeo/archive?p=NGMA&u=phaddu>

Computerized Index to Philippine Periodicals Articles (CIPPA)

<http://rizal.lib.admu.edu.ph/cippa/cippa.asp>

eLibraryUSA <http://elibraryusa.state.gov>.

eLibraryUSA is a virtual library with more than thirty databases subscribed by the U.S. Embassy for the American Corner. These databases can only be accessed at the American Corner, 2nd floor, Wieman Building.



Ateneo de Davao University Libraries

Jacinto Street, Davao City, Philippines

<http://library.addu.edu.ph>

VISITING RESEARCHER'S GUIDE

LIBRARY HOURS

Main Library

(2nd to 5th Floor, Gisbert Building)

Monday – Friday 7:30 A.M. – 7:30 P.M.
Saturday 7:30 A.M. – 6:00 P.M.

Note: Open three (3) Sundays before final examination from 8:00 A.M. – 5:00 PM.

Law & Business Graduate Library

(5th floor, Dotterweich Building)

Monday – Friday 7:30 A.M. – 10:00 P.M.
Saturday 7:30 A.M. – 6:00 P.M.

Note: Open three (2) Sundays before final examination from 8:00 A.M. – 5:00 PM.

American Corner

(2nd floor, Wieman Building)

Monday – Saturday 8:00 A.M. – 9:00 P.M.

Miguel Pro Study Center

(2nd floor, AdDU Community Center)

Monday – Friday 8:00 A.M. – 8:00 P.M.
Saturday 8:00 A.M. – 6:00 P.M.