

Access to the Collections

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

OPAC LOG-IN

This feature allows students to view circulation record, update contact information, to place hold and renew borrowed materials online. Please follow log in procedures below:

- Click **Log In** on the upper right portion of the OPAC screen.
 - For Library I.D., key in complete I.D. barcode string. Ex. **8201300123456N** or **8201300012345N**
 - For default PIN, use the last 5 or 6 digits of I.D. Barcode excluding the last character.
Ex. **8201300123456N** or **8201300012345N**
- Note: Please change your PIN immediately.

RESEARCH DATABASES

Links to all subscribed and owned online databases are available at the library's website <http://library.addu.edu.ph>

E-JOURNALS

- ADMU Journals Online
- American Journal of Physics
- Association for Computing Machinery Digital Library (ACM) Cambridge Journals Online
- Cengage Philippine Collection
- Cambridge Journals Online
- EBSCOHost
- IEEE
- JSTOR
- Philippine e-Journals
- Theology and Science
- The Heytrop Journal
- Wiley Interdisciplinary Review: Climate Change

E-BOOKS

- Cambridge Books Online
- Credo Reference
- EbscoHost ebooks
- Gale Virtual Reference Library
- Sage Reference Online
- Wiley Books Online
- World Book Online

OTHER DATABASES

- Alexander Street Video Online
- Britannica Academic
- Britannica K-12
- CD Asia Online Laws and Jurisprudence
- Computerized Index to Philippine Periodicals Articles (CIPPA)
- Emerald Insight
- eSCRA
- Grammarly
- Scopus
- Turn-It-In
- 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.

WHERE TO ACCESS ONLINE DATABASES?

On-campus:

- ADDU Network (WiFi or Wired Connection)
Jacinto and Matina Campus
- Electronic Resources Area
2nd floor, Gisbert Library
- Internet Laboratory
Miguel Pro Learning Commons

Off-campus:

For remote access to online databases, please use the Daigler Virtual Learning Environment (<http://daigler.addu.edu.ph>) using AddUNET account.

Username: Ex. prgonzales

First Name (Initial) Middle Name (Initial)
Last Name (Complete)

Note: For inquiries on ADDUNET account, please visit the Technical Service Office (TSO) at 6th floor, Finster Building or call local 8206



Ateneo de Davao University Libraries
Jacinto Street, Davao City, Philippines
<http://library.addu.edu.ph>

MIGUEL PRO Learning Commons



User's Guide

SERVICE HOURS

Miguel Pro Learning Commons

(2nd floor, Community Center)

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

Internet Laboratory

(2nd floor, Community Center)

Monday – Friday 8:00 A.M. – 8:00 P.M..
Saturday 8:00 A.M. – 5:00 P.M.



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Miguel Pro Learning Commons

The Miguel Pro Learning Commons (MPLC) also known as Students' Study Center is located on the 2nd floor of the Community Center of the First Companions. It offers a comfortable and flexible learning space in the university. The Learning Commons includes student spaces for group collaboration and individual study amenities. It has a seating capacity of 500 users at a time.

The collections include Senior High School books, Islamic Studies, Inspirational Books, and Graduate Collection.

FACILITIES

Collaboration Hubs

The Collaboration Hub is a place where group of students (maximum of 10) can meet, discuss, collaborate and create new ideas. Note that this room is not sound-proof, please moderate noise level.

Guidelines on the Use of the Collaboration Hubs

- For a group of 4 to 10 student on a "First come, First serve" basis.
- May be used for a maximum of 2 hours at any one session.
- Maintain a moderate noise level.
- CLAYGO is a must.
- Food and beverages are not allowed inside the hubs.
- Failure to comply with library rules and regulations will be grounds for termination of Collaboration Hub privileges.

Multi-Purpose Room

- The Multi-Purpose Room is intended primarily for library activities such as orientations and instructions. Students, faculty and offices may request to use the area for events such as conferences, forums, assemblies, conventions, seminars and meetings.
- Requesting parties are required to fill in the Reservation Form. All necessary information must be entered. A "No form, No Reservation" policy is observed.
- Reservation of the Multi-Purpose Room and the equipment needed should be made at least two weeks before the actual activity/event. However, on-date use is accepted if no one has placed a reservation on that day.
- Cancellation of the confirmed reservation should be made at least two days before the reserved date to give chance to other users.

Workspace

The Workspace is an area where students can make projects, visual aids, artworks and other manual tasks that require use of working tools. Remember to clean as you go.

Research Nook

This section provides individual study and writing carrels for users who are and/or reviewing for the board and comprehensive exams. Note that this room is a very quiet zone.

Internet Laboratory

There are 50 units of computers for Internet and research databases use. It is under the supervision of the Technical Service Office (TSO).

Laptop Station

A section intended for students who need wired internet connection and power outlet for their gadgets. There are 30 seats available in this area.

Night Study Area

An area available for students who are looking for a space to study and to work on their own or in a group beyond the service hours of the Learning Commons. This area is open until 10:00 in the evening.

El Llano Café

A place designated for eating and drinking inside the learning commons.

SERVICES

Borrowing and returning of Books

Patrons may borrow and return books at the Circulation Desk from Monday to Friday 8:00 am to 8:00 pm and Saturday 8:00 am to 6:00 pm.

Loan-a-Laptop

All current students with valid ADDU I.D. and with no outstanding library accountabilities may check out laptops at the Miguel Pro Learning Commons (MPLC). Currently, the MPLC has fifteen (15) Windows-based laptops available for borrowing.

Guidelines on the Use of the Laptops

- The laptops should only be used inside the premises of the Miguel Pro Learning Commons.
- Borrowers are required to deposit their valid ADDU I.D. at the MPLC Circulation Desk for the duration of the borrowing period. First-time borrowers will be asked to complete a Laptop Loan Agreement form.

- Laptops are available on a first-come, first-served basis, and may be checked out for a maximum of two (2) hours. Holds and reservations of laptops are not allowed. The borrower may request for a 2-hour extension if there is no standing request for the next hour.
- Laptops must be returned by the borrower (not by proxy/representative) at the Circulation Desk 30 minutes before the MPLC closes regardless of the amount of time left on the loan. Borrowers are required to wait for verification and clearing.
- Late return of laptops is subject to a fine of Php 50.00 per hour. Payment will be made at the Circulation Desk.
- Students may borrow only one (1) laptop at a time.
- Users should not add, delete, or change any programs/applications without the permission of the MPLC In-Charge.
- Any files saved on the hard drive or desktop will be lost when the laptop is shut down or rebooted. It is the responsibility of the user to save his/her files in a web-based storage site or send via email. MPLC is not responsible for lost files.
- The MPLC reserves the right to decline usage to any borrower at any time. Laptop use is a privilege that will be revoked if service is abused.
- The borrower agrees to assume any and all legal liability for the cost of repair or full replacement in the event of loss due to theft, damage, negligence or misuse.
- The university's Policy on Acceptable Use of Electronic Resources applies to all laptop users.

Use of Laptops and Other Electronic Devices

The Miguel Pro Learning Commons is a WIFI hotspot. Users can bring their laptops & Other Electronic Devices inside the Learning Commons. Users are reminded to maintain moderate noise level and avoid disturbing other users. More power outlets are available throughout the Learning Commons on a first come, first serve basis.

Printing and Photocopying

- Printing Service Cards are available at the Circulation Desk worth Php 30.00 for 10 pages (both short and long bond paper).
- Document for printing should limit graphic inclusion to at least ¼ of the page. For printing, email your file(s) to mplc@addu.edu.ph