

THE VISION

The ADDU 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.

CLIENTELES

The Faculty Resource Center caters to the college faculty members of the university.

DRESS CODE

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

CONTROL POLICIES

- ✧ Faculty members should scan and wear their valid ADDU I.D. upon entering the library.
- ✧ Faculty members may bring their bags inside the library but are required to open and show the content of their bags to the In-charge upon exit.

CONDUCT IN THE LIBRARY

- ✧ Faculty members are expected to respect the right of an individual to study in a quiet atmosphere.
- ✧ Behavior that is disruptive, abusive, insulting, harassing, and threatening to library users and staff is prohibited.

- ✧ Cellphones and electronic gadgets must be put on silent mode before entering the library.
- ✧ All calls must be entertained outside the library.
- ✧ Smoking, eating, sleeping, and drinking is not allowed inside the library.
- ✧ Vandalism is prohibited, such as writing on books and furniture, defacing library materials, building or equipment. Caught in the act will be dealt with accordingly.
- ✧ Leaving personal belongings in the library overnight is discouraged. The library assumes no responsibility for any items left unattended.

BORROWING PRIVILEGES

- ✧ Full-time faculty members may borrow twenty (20) books at a time for one semester.
- ✧ Part-time faculty members may borrow ten (10) books at a time for ninety (90) days and may renew them for another ninety (90) days if no one has placed a reservation.

SCHEDULE FOR BORROWING AND RETURNING OF MATERIALS

Loan schedule depends on the service hours of the unit libraries.

CONFIDENTIALITY OF PATRON RECORDS

It is the policy of the library to safeguard the individual's right to privacy. The University Libraries maintain the confidentiality of records and does not disclose the borrower's record without his/her consent.

CIRCULATION POLICIES

- ✧ Faculty members should present valid AdDU I.D. upon borrowing. Part-time faculty should show a copy of the teaching load or certification from the department.
- ✧ Borrowing by proxy and authorization letter is not allowed. Faculty members should borrow the books personally at the Circulation Counter.
- ✧ Faculty members should inspect and collate the library materials loaned before leaving the Circulation Counter. Any damages on borrowed books will be charged to the last borrower.
- ✧ Overdue books are not allowed to be brought out of the library until renewed.

- ✧ Faculty members with overdue books or with outstanding accounts are not allowed to borrow until the accounts are settled and the overdue books are returned or renewed.
- ✧ Reserve books may be checked out at 5:00 P.M. for overnight use and should be returned not later than 8:00 A.M. on the following day.
- ✧ Journals, newspapers, and magazines are to be read inside the library only.
- ✧ Theses and dissertations are to be used inside the library only.

RENEWAL/RECALL

- ✧ Faculty members may renew library materials if no one has placed a reservation. Renewal can be done online through OPAC or directly at the Circulation Desk.
- ✧ The library reserves the right to recall if other users request such library materials.

PENALTIES

- ✧ A **lost book** must be reported immediately and replaced or paid by the borrower. An exact replacement copy of the book is required, plus one hundred pesos (Php100.00) processing cost. Payment should be done at the Circulation Counter, Gisbert Library. If the lost book is found, the amount paid is refunded.
- ✧ The **charge for a lost** and **damaged book** shall be computed at the current effective exchange rate of the book trade multiplied by three (3x) for foreign publication, and by two (2x) for a local publication. Plus one hundred pesos (Php100.00) for processing cost.
- ✧ Any damages on the borrowed book will be charged to the last borrower with a corresponding minimum fee of Php150.00.

USE OF ELECTRONIC RESOURCES

Faculty members should follow the Policy on Acceptable Use of Electronic Resources set by the University Information Technology Office (UITO). <http://uito.addu.edu.ph/wordpress/policy-on-acceptable-use-of-electronic-resources/>

ACCESS TO THE COLLECTIONS

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

OPAC LOGIN

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

- ❖ Click on **login** 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. 8201300**123456N** or 82013000**12345N**

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

1. ADMU Journals Online
2. American Journal of Physics
3. Association for Computing Machinery Digital Library (ACM)
4. Cambridge Core Journals Online
5. Cengage Philippine Collection
6. EBSCOHost
7. Emerald Insight
8. IEEE
9. JSTOR
10. Philippine e-Journals
11. Theology and Science
12. The Heythrop Journal
13. ScienceDirect
14. Wiley Interdisciplinary Review: Climate Change

e-Books

1. Britannica Academic
2. Cambridge Core eBooks
3. EBSCOhost Academic Collection
4. Gale Virtual Reference Complete

5. Knovel
6. Sage Reference Online
7. ScienceDirect
8. Wiley Online Library
9. World Book Online
10. World Scientific Books

Research Tools

1. Grammarly
2. Scopus
3. Turn-It-In
4. Mendeley
5. EBSCO Discovery Service

Other Databases

1. Computerized Index to Philippine Periodicals Articles (CIPPA)
2. 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 RESEARCH DATABASES?

ON-CAMPUS:

1. ADDU Network (WiFi or Wired Connection)
Jacinto and Matina Campus
2. Electronic Resources Area
2nd floor, Gisbert Library
3. Internet Laboratory
4th floor, Gisbert Library

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)

Password (default): AdDU+I.D. Barcode
Ex. AdDU8199706130719I

Note: For inquiries on ADDUNET account, please visit the University Information Technology Office (UITO) at 6th floor, Finster Building or call local 8206.



Ateneo de Davao University Libraries

Jacinto Street, Davao City, Philippines

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

FACULTY'S LIBRARY GUIDE

LIBRARY HOURS

Faculty Resource Center

(7th floor, Regis Hall, Community Center)
Monday – Friday 8:00 A.M. – 7:00 P.M.
Saturday 8:00 A.M. – 6:00 P.M.

Fr. Mateo Gisbert, SJ 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.
(Opens 3 Sundays before final examinations)

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.

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.

American Corner

(2nd floor, Wieman Building)
Monday – Friday 8:00 A.M. – 7:30 P.M.
Saturday 8:00 A.M. – 6:00 P.M.

Audio Visual Center

(5th floor, Wieman Building)
Monday – Friday 7:00 A.M. – 9:00 P.M.
Saturday 7:00 A.M. – 5:00 P.M.



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