

ONLINE DATABASES

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

Law Databases

- eSCRA**—The Supreme Courts Reports Annotated Online that can be accessed on and off-campus.
 - The official eSCRA Library.
 - Complete decisions from 1901 to present.
 - Online Library, always updated and available.
 - Search and browse modes makes it fast and intuitive.
 - TrueCite Technology gives you the same look and feel as the book.
- My Legal Whiz (MLW)**—organized relevant discussions, cases, citations and explanations.
 - Jurisprudence from 1901-present
 - Laws and administrative issuances
 - Terms and doctrines
 - Legal encyclopedia where legal doctrines, legal terms, and principles are discussed with relevant case and/ or law citations
 - Downloadable legal and business forms.

VISITING RESEARCHERS

- ADDU alumni/alumnae and outside researchers are accommodated during Saturday from 7:30 A.M.-6:00 P.M.

Type of Patron	Amount
ADDU alumni/alumnae	₱ 80.00/day
Outside researcher/s	₱ 100.00/day

The following fee is charged per visit:

- ADDU alumnus with **Blue Knights I.D.** may 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 ₱ 80.00 will be required.
- Researchers officially connected with ADMU, ADNU, Senior High School - Ateneo de Cebu, ADI-SMCS, ADZU and XU-Ateneo de Cagayan may use the library facilities and its resources for room use only after presenting valid school I.D.
- ADDU graduate students on thesis writing and alumni reviewees preparing for licensure examination may use the library by presenting temporary library I.D. issued for a fee and a certificate from respective departments.

- ADDU Matina Campus administrators, faculty, staff and students may use the University Libraries' facilities and its resources for room use only after presenting valid ADDU I.D.
- Ignatian Institute of Religious Education Foundation (IREF) scholars may use the library resources for room use only and are required to present valid I.D.

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

WHERE to ACCESS ONLINE DATABASES?

- ON-CAMPUS:**
 - ADDU Network:** (Wi-Fi or Wired Connection) Jacinto and Matina Campus
 - Law & Business Graduate Library:** Internet Laboratory, 5th Floor, Dotterweich Bldg.
 - Fr. Mateo Gisbert, SJ Library:** *Electronic Resource Area*, 2nd Floor, Gisbert Building

OFF-CAMPUS: DAIGLER VIRTUAL LEARNING ENVIRONMENT

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

- Username:** Example: **prgonzales**

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

- Password (DEFAULT):** AdDU+I.D. Barcode
Example: **AdDU81997061307191**

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
Law & Business Graduate Library
Jacinto Street, Davao city
<http://library.addu.edu.ph>

USER'S GUIDE

S.Y. 2019-2020



Library Hours:

	Day	Opening	Closing
<i>Regular</i>	Mon. - Fri.	7:30 A.M.	10:00 P.M.
<i>Summer</i>	Mon. - Fri.	8:00 A.M	6:00 P.M.

Note: Library opens two (2) Sundays before final examination from 8:00 A.M.— 5:00 P.M.

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.

CONDUCT IN THE LIBRARY

- All library users are expected to respect the right of individual to study in a quiet atmosphere.
- Cellphones and electronic gadgets must be put on silent mode or deactivated before entering the library.
- All calls must be entertained outside the library.
- Smoking, eating, sleeping, and drinking are not allowed inside the library.
- Vandalism is prohibited such as writing on books and furniture, defacing 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.

DRESS CODE

Proper attire to enter the library, Polo, T-shirt, long pants, modest skirts, shoes and sandals. Library users wearing strapless tops, bare midriffs, mini-skirts, and shorts will not be allowed to enter the library.

CONTROL POLICIES

- Library users should scan and wear their valid ADDU I.D.'s upon entering the library.
- Upon exit, library users are required to open and show the content of their bags, folders, and other receptacles to the staff in-charge.

CIRCULATION POLICIES

- Library users with valid ADDU I.D. cards are allowed to check out library materials.
- Borrowing by proxy and authorization letter is not allowed. Students should borrow the books personally at the Circulation Counter.
- Borrowers should inspect and collate the library materials barrowed before leaving the Circulation Counter. Any damages on borrowed books will be charged to the last borrower.
- The library reserves the right to recall if other users request such library materials.
- Overdue books are not allowed to be brought out of the library unless renewed.
- Students with overdue books and outstanding accounts will not be allowed to borrow until the accounts are settled and the overdue books are returned or reviewed.
- Reserve books may be checked out at 6:00 P.M. for overnight use and should be returned not later than 8:00 A.M. on the following day.
- Theses and dissertations are to be used inside the library only.
- Journals, newspapers and magazines are to be read inside the library only and not for home use.

BORROWING PRIVILEGES

Students may borrow **twelve (15) books** at a time and may renew them if no one has placed a reservation. A book can only be renewed once to give others the opportunity to borrow.

For details, kindly refer to the following:

Type of materials	Loan item	Loan Period
AC/Filipiniana/ADB Books	2	7 days
Graduate Collection	15	7 days
Law Books	2	7 days
General Circulation Books	7	14 days

FINES and PENALTIES

Type of Materials	Amount
General Circulation Books	₱ 5.00/day
Reserve Books	₱ 2.00/hour or ₱ 24.00/day

- 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 (₱ 100.00) processing cost. If the reported lost book is found, only the usual fine is charged.
- The **charge for a lost and damage 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 *local publication.*, plus one hundred pesos (₱ 100.00) for processing cost.
- Any damages on borrowed book will be charged to the last borrower with a corresponding minimum fee of ₱ 150.00

CONFIDENTIALITY OF PATRON RECORDS

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

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 features 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. 8201300**123456**N or 82013000**12345**N