



ATENEO DE DAVAO UNIVERSITY

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• E. Jacinto St., 8016 Davao City, Philippines

In Consortium with Ateneo de Zamboanga University and Xavier University

Office of the Director of Libraries

Memorandum No. 2022-01
January 6, 2022

To: ADDU Higher Education Unit

From: (SGD) FRETZIE A. FAJARDO, RL

Re: Updates on the Library Access, Services, and Resources

The University Libraries wished to inform the community of the following updates:

I. Service Hours

The Main/Gisbert Library and Miguel Pro Learning Commons are open every Monday to Friday from 9:00 AM – 4:00 PM and on Saturday from 9:00 AM to 12:00 PM. Lunch break is observed from 12:00 PM – 1:00 PM.

The Law Library, Faculty Resource Center, American Corner, and the Audio-Visual Center are temporarily closed. Users may request access to needed materials found in these locations.

There are no changes in the Book Borrowing Drive-Through schedule via the appointment system at <https://library.addu.edu.ph/library-appointment/>.

II. Remote Library

The 24/7 Remote Library (<https://remotelibrary.addu.edu.ph/>) has 15,000 accounts intended for the students, faculty, and researchers with active ADDU email. The Library also grants requests from the faculty and administrators across all units, students from Grades 7-12, and the SATMI community. Approval of accounts is made after verification within 24-48 hours from the receipt of the request.

III. Library Digital Repository via Google Drive

The Library Digital Repository contains digitized references, Filipiniana books, thesis, dissertations, and other print materials requested by the faculty, students, and researchers. This temporary online storage is available only to the higher education unit faculty and students. The link to the digital repository is available in the Remote Library under the E-Books category. Approval of access after verification is made within 24-48 hours from the receipt of the request.

IV. New Resources

3.1 Pearson E-Books

The one hundred (100) multidisciplinary e-books from the Pearson VitalSource Bookshelf are now available in the Remote Library under the E-Books category. These selected titles belong to the topmost borrowed print books and heavily-used references from the University Libraries.

Pearson Education is a British-owned education publishing and assessment service to schools, corporations, and students. Pearson owns educational media brands, including Pearson Addison-Wesley, Peachpit, Pearson Longman, Prentice-Hall, eCollege, and Pearson Scott Foresman.

3.2 Taylor & Francis Online Journals

The Taylor & Francis Social Sciences and Humanities e-journals are now available in the Remote Library under the E-Journals category. Access to the complete current available archive, back to 1997 where available, is included. It has a total of 1,494 titles under the following subjects:

- Anthropology, Archaeology & Heritage
- Arts & Humanities
- Business, Management & Economics
- Criminology & Law
- Education
- Geography, Planning, Urban & Environment
- Library & Information Science
- Media, Cultural & Communication Studies
- Mental Health & Social Care
- Politics, International Relations & Area Studies
- Psychology
- Sociology & Related Disciplines
- Sport, Leisure & Tourism
- Strategic, Defence & Security Studies

Taylor & Francis is one of the leading research publishers in the world. Its key components include Taylor & Francis, Routledge, CRC Press, F1000 Research, and Dovepress. It was founded in London in 1852.

3.3 New Books

New books can be browsed in the OPAC's book river at <https://opaclibrary.addu.edu.ph/?config=college#section=home>. Tick the Newly Acquired Materials tab to display the items.

V. Borrowing and Returning of Books

The Book Borrowing Drive-Through located at Jacinto Street continuously operates every Tuesday to Thursday from 9:00 AM - 4:00 PM. Book delivery and pick-up by riders via Toktok and GrabExpress may be made through prior arrangements, and the borrower will pay delivery fee/s. Faculty and staff are allowed to visit the library for borrowing transactions.

The Book Drop for returning borrowed books is located at the ADDU Rodriguez Gate. The daily cut-off is at 3:00 PM to give ample time for the library staff to check-in all returned items in the system. Before re-circulation, returned materials will be isolated and quarantined for at least three (3) days.

VI. Request for New Books and References

The Library continuously acquires print books and e-resources based on the recommendations received from the faculty, students, and researchers. Purchase requests may be made at <https://library.addu.edu.ph/recommend-a-library-material/>.

VII. Frequently-Asked-Questions (FAQs)

The list of Library FAQs is available at <https://library.addu.edu.ph/faqs/>, which aims to guide the users in the quest for information about the University Libraries.

VIII. Communication and Announcements

Queries, requests, and complaints may be sent to the University Library by email at univ.library@addu.edu.ph. Important updates and announcements are posted on the library website at <https://library.addu.edu.ph/> and ADDU Libraries' Twitter account and Facebook page.

This memorandum is issued for the information and guidance of everyone. Thank you for your continued support to the University Libraries and AVC.